



February 13, 2024

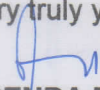
Dr. Beatriz S. Belonias
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Belonias:


Please be informed that I am authorizing **Ms. Babylyn C. Lambert**, a regular faculty member of the department, to take charge my class records and to accommodate queries of my students regarding completion of grades, thesis advising and other academic concerns. This is in view of my retirement effective February 8, 2024.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over and received by **Ms. Lambert**.

Very truly yours,


BRENDA M. RAMONEDA
Associate Professor

Certified received the documents as stated:


BABYLYN C. LAMBERT
Assistant Professor II

Recommending Approval:


ZYRA MAY H. CENTINO
Head, DoEcon

MOISES NEIL V. SERIÑO
Dean, CME

APPROVED:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

