



**VISAYAS**  
STATE UNIVERSITY



**VSU INTEGRATED HIGH  
SCHOOL/COLLEGE OF  
EDUCATION**

Visca, Baybay City, Leyte, 6521-A

Tel: 563-7027/563-0541

Email: [jhs@vsu.edu.ph](mailto:jhs@vsu.edu.ph) / [integrated.hs@vsu.edu.ph](mailto:integrated.hs@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

December 14, 2021

**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 Dr. Christy M. Desades, Assistant Professor II and our OIC Principal, to take charge of my class records and to accommodate queries of my students regarding completion of grades and other academic concerns. Since the first semester will end effective December 20, 2021.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over and received by Dr. Christy M. Desades.

Very truly yours,

**MICHELLE G. ORDOVEZ**

Instructor

Certified received the documents as stated:

**CHRISTY M. DESADES**

Asst. Professor II

Recommending Approval:

  
**SHALOM GRACE C. SUGANO**  
Department Head

**BAYRON S. BARREDO**

College Dean

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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**APPROVED:**

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

*cc: Office of the University Registrar*