



31 January 2022

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 **Dr. Annie Parnis**, a regular faculty member of the department, to take charge of Purposive Communication (Comm 11), Philippine Popular Culture (Humn 13n), and Hum 11 (Introduction to Humanities) class records and accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of the expiration of my contract as part-time instructor, effective on January 31, 2022.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over to Dr. Annie Parnis.

Very truly yours:

**KARIZZA A. MALAZARTE**

Certified received the documents as stated:

**ANNIE PARNIS**

Recommending Approval:

**JETT C. QUEBEC**  
Department Head

**MA. THERESA P. LORETO**  
College Dean

APPROVED:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

*cc: Office of the University Registrar  
Dept. file*