



August 16, 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 Mrs. Maria Robelyn A. Insik, a regular faculty member of the Department of Pure and Applied Chemistry, to take charge of my class records and to accommodate queries of my students regarding the completion of grades and other academic concerns. This is in view of my study leave effective September , 2022.

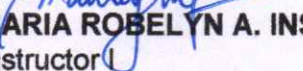
Rest assured that the copies of students' basic academic records of all the subjects I handled have been turned over and received by Mrs. Maria Robelyn A. Insik.

Thank you very much.


Very truly yours,

  
**HELEN GRACE F. ORACION**  
Instructor I

Certified received the documents as stated:

  
**MARIA ROBELYN A. INSIK**  
Instructor I

Recommending Approval:

  
**ELIZABETH S. QUEVEDO**  
Head, DoPAC

**MA. THERESA P. LORETO**  
Dean, CAS

APPROVED:

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