



VISAYAS
STATE UNIVERSITY



VSU
Tropical
Ecology

Prof. Rotacio S. Gravoso
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Prof. Gravoso:

Please be informed that I am authorizing Ms. Kleer Jeann G. Longatang, a regular faculty member of the department, to take charge of my class records and to accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of my contract as part-time instructor that has ended effective December 13, 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. Longatang.

Very truly yours,

DESSA J. MAGALLANES

Certified received the documents as stated:

KLEER JEANN G. LONGATANG

Recommending Approval:

TEOFANES A. PATINDOL
Department Head

ARTURO E. PASA
College Dean

APPROVED:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

cc: Office of the University Registrar

**INSTITUTE OF TROPICAL ECOLOGY AND
ENVIRONMENTAL MANAGEMENT**

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