



December 22, 2023

Ms. Marwen A. Castañeda

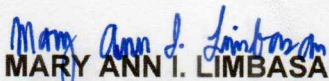
University Registrar
Visayas State University
ViSCA, Baybay City, Leyte

Dear Ms. Castañeda:

Please be informed that I am authorizing Mr. Wences Rey B. Dela Peña, a regular faculty member of the department, to take charge of the basic academic records and to settle and issue grades to my students who got incomplete grades. This is in view of my contract as part-time instructor ended last December 20, 2023. Physical copies of students' basic academic records of all the subjects I handled have been entrusted to him.

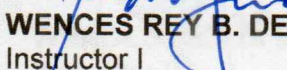
Thank you very much.

Respectfully yours,


MARY ANN I. LIMBASAN


Part-Time Instructor

Conforme:


WENCES REY B. DELA PEÑA

Instructor I

Endorsed by:


DIONESIO M. BAÑOC
Head, Dept. of Agronomy