



June 29, 2023

**Dr. Beatriz S. Belonias**  
Vice President for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Belonias:

Please be informed that I authorize Mrs. Mariedith I. Bagarinao, a regular faculty member of the department, to take charge of the basic academic records and to accommodate queries of my students regarding the completion of grades and other academic concerns. This is in view of my contract as a part-time instructor ended effective June 23, 2023.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned over to Mrs. Mariedith I. Bagarinao.

Very truly yours:

  
**MARY ANN I. LIMBASAN**

Certified received the documents as stated:

**MARIEDITH I. BAGARINAO**

Recommending approval:

  
**DIONESIO M. BAÑOC**  
DA, Department Head

**VICTOR B. ASIO**  
CAFS, Dean

Approved:

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

cc: Office of the University Registrar