

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 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 20, 2023.

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,


MARY JOY B. RAYMUNDO

Certified received the documents as stated:

KLEER JEANN G. LONGATANG

Recommending Approval:

TEOFANES A. PATINDOL
Department Head

DENNIS P. PEQUE
College Dean

APPROVED:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

cc: Office of the University Registrar