



February 14, 2022

DR. BEATRIZ S. BELONIAS

VP for Academic Affairs
Visayas State University
VISCA, Baybay City, Leyte

Dear Dr. Belonias,

Please be informed that I am authorizing Ma'am Donna M. Guarte (for General Zoology 11), who is a regular faculty and lecturer in the same office to settle and issue grades for those students who got incomplete and/or deferred grades in my subject. All of my class records have been received by Ma'am Donna M. Guarte, a regular faculty member of the department, to take charge 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 a part-time instructor that has ended effective January 28, 2022.

Thank you very much.

Sincerely yours,

MA. SHERLITA S. ROSAL
DBS Part-Time Instructor

Conforme:

DONNA M. GUARTE
Instructor I

Noted by:

ANALYN M. MAZO
DBS Head

Recommending Approval:

MA. THERESA P. LORETO
CAS Dean

Approved by:

BEATRIZ S. BELONIAS
VP for Academic Affairs