



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF **ECONOMICS**

December 21, 2024

DR. ROTACIO S. GRAVOSO

Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Gravoso:

Please be informed that I have already submitted my final grades of all the subjects handled last 1st Sem SY 2024-2025. I am also authorizing **Mr. Jedan A. Cavero**, 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 the terminal of my contract.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned over and received by Mr. Jedan A. Cavero.

Very Truly yours,


JAMES CHAR B. BIBAT
Part Time Instructor

Certified received the documents as stated:


JEDAN A. CAVERO
Instructor I

Recommending Approval:


ZYRA MAY H. CENTINO
Head, Department of Economics


LILIAN B. NUÑEZ
Dean, College of Management & Economics

APPROVED:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Cc: Office of the University Registrar



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