



March 10, 2022

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**, an Instructor I in the Institute of Tropical Ecology and Environmental Management (ITEEM), 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 that has ended effective January 28, 2022.

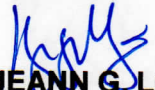
Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over and received by Ms. Kleer Jeann G. Longatang.

I am hoping for your consideration regarding this matter. Thank you and more power!

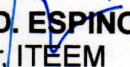
Very truly yours,


SAMUEL O. BERNALDEZ
Part-time Instructor, ITEEM

Certified received the documents as stated:


KLEER JEANN G. LONGATANG
Instructor I, ITEEM

Recommending Approval:


ELIZA D. ESPINOSA
Director, ITEEM

DENNIS P. PEQUE
Dean, CFES

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

cc: Office of the University Registrar