



February 11, 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 **Miss Jailenn Jannaraine S. Puray**, a regular faculty member of the Department of Pure and Applied Chemistry, to take charge my class records and to accommodate queries of my students regarding completion of grades and other academic concerns. This in view of my contract that has ended effective January 31, 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 **Miss Jailenn Jannaraine S. Puray**.

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

Very truly yours,


GIRLINA P. GOGO

Part-Time Instructor, DoPAC

Certified received the documents as stated:


JAILENN JANNARAIN S. PURAY

Instructor, DoPAC

Recommending Approval:


ELIZABETH S. QUEVEDO

Head, DoPAC

MA. THERESA P. LORETO

Dean, CAS

APPROVED:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

cc: Office of the University Registrar