



July 4, 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. Maria Robelyn Aureo-Insik, 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 the completion of grades and other academic concerns. This is in view of my teacher's leave effective July 2, 2022.

Rest assured that the copies of students' basic academic records of all the subjects I handled have been turned-over and received by Ms. Maria Robelyn Aureo-Insik.

Thank you very much.

Very truly yours,

VIVIAN POLE-LINA

Instructor

Certified received the documents as stated:

MARIA ROBELYN AUREO-INSIK

Instructor

Recommending Approval:

ELIZABETH S. QUEVEDO

Head, DoPAC

MA. THERESA P. LORETO

Dean, CAS

APPROVED:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs