



December.3,2021

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. Gracielle Dawn L. Gamotin**, 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 part-time instructor that has ended effective December.17, 2021.

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. Gamotin.

Very truly yours:

DIANNE M. DALIN-AS

Certified received the documents as stated:

GRACIELLE DAWN L. GAMOTIN

Recommending Approval:

ANGELITA L. PARADERO
Department Head

MOISES NEIL V. SERIÑO
College Dean

APPROVED:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

cc: Office of the University Registrar