



**DEPARTMENT OF ECONOMICS** 

College of Management and Economics Visayas State University Visca, Baybay City, Leyte PHILIPPINES Phone/Fax: +63 53 563 -7751 Email: economics@vsu.edu.ph Website: www.vsu.edu.ph

August 22, 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 **Mr. Ian Dave B. Custodio** a regular faculty member of the department, to take charge my class records and to accommodate queries of my students regarding completion of grades, thesis advising and other academic concerns. I also have submitted all my final grades handled last 2<sup>nd</sup> Semester, SY 2021-2022. This is in view of my teacher's leave on July 2-August 29 and study leave effective first semester, SY 2022-2023.

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. Custodio.

Very truly yours,

KARL JOHN A. GALVEZ

Instructor I

Certified received the documents as stated:

IAN DAVE B. CUSTODIO

Faculty

Recommending Approval:

MARIA HAZEL I. BELLEZAS

Head, DoEcon

MOISES NEIL V. SERIÑO Dean, CME

APPROVED:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

cc: Office of the University Registrar



Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.