



August 22, 2022

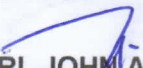
Dr. Beatriz S. Belonias
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Belonias:

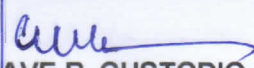
Please be informed that I am authorizing **Mr. Ian Dave B. Custodio** a regular faculty member of the department, to take charge my class records and to accommodate queries of my students regarding completion of grades, thesis advising and other academic concerns. I also have submitted all my final grades handled last 2nd 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