



July 4, 2023

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

Dear Dr. Belonias:

Please be informed that I authorize Mrs. Mariedith I. Bagarinao, a regular faculty member of the department, to take charge the basic academic records and to accommodate queries of my students with regards to completion of grades and other academic concerns. This is in view of my contract as part-time instructor ended effective June 23, 2023.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over to Mrs. Mariedith I. Bagarinao.

Very truly yours:


QUIMSON R. CANETE

Certified received the documents as stated:


MARIEDITH I. BAGARINAO

Recommending approval:


DIONESIO M. BAÑOC
DA, Department Head

VICTOR B. ASIO
CAFS, Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

cc: Office of the University Registrar