



January 10, 2022

**DR. BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Visayas State University

Visca, Baybay City, Leyte

**Dear Ma'am,**

A pleasant day!

This is to inform your good office that in effects to my resignation dated at December 30, 2021, I am designating **Dr. Marjorie G. Amoto** to take over all my responsibilities as an academic adviser and as a faculty member of the College of Veterinary Medicine. Specifically, she will take over in signing of registration forms, attend to students with incomplete grades in all my subjects, and cater other academic-related concerns.

Thank you very much for your kind consideration. May God bless you always!

Respectfully yours,

  
**DR. JOAN MARIE Y. CORMANES**  
Instructor

Conforme:

  
**DR. MARJORIE G. AMOTO**  
Instructor

Endorsed by:

  
**Dr. SANTIAGO T. PEÑA, JR.**  
Dean

APPROVED:

**DR. BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs