



August 15, 2022

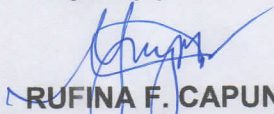
**Dr. Beatriz S. Belonias**  
Vice President for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Belonias:**

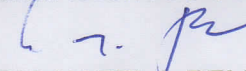
Please be informed that I am authorizing **Dr. Maria Hazel I. Bellezas**, department head and a regular faculty member of the department, to take charge my class records and to accommodate queries of my students regarding completion of grades, thesis advising and other academic concerns. This is in view of my retirement effective August 16, 2022.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over and received by Dr. Bellezas.

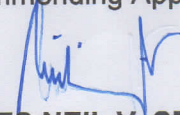
Very truly yours,

  
**RUFINA F. CAPUNO**  
Associate Professor

Certified received the documents as stated:

  
**MARIA HAZEL I. BELLEZAS**  
Faculty & Head, DoEcon

Recommending Approval:

  
**MOISES NEIL V. SERIÑO**  
Dean, CME

APPROVED:

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

cc: Office of the University Registrar