



February 2, 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 **Prof. Daisy P. Acoritay**, a regular faculty member of the department, to take charge of my class records and accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of the expiration of my contract as part-time instructor, effective on January 31, 2022.

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

Very truly yours:

FLORA MAE A. GALENZOGA

Certified received the documents as stated:

DAISY P. ACORITAY

Recommending Approval:

JETT C. QUEBEC
Department Head

MA. THERESA P. LORETO
College Dean

APPROVED:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

*cc: Office of the University Registrar
Dept. file*