



September 22, 2022

DR. BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Visayas State University
Visca Baybay City, Leyte

Dear **Dr. Belonias**:

Greetings!

This is to inform your office that I am authorizing **Ms. Anna Martha C. Monsanto** to act as subject in-charge in AG.EX 215 (FB03) on my behalf, settle and issue grades for those extramural graduate students who got incomplete grades in my subjects during my absence. This is in view of my study leave effective August 15, 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 **Ms. Monsanto**.

Thank you very much.

Very truly yours,


MAREJEN A. VILLAREMO
Faculty, Eco-FARM

Certified received the documents as stated:

ANNA MARTHA C. MONSANTO
Faculty, DAEEEx

Recommending Approval:

MILAGROS C. BALES
Head, DAEEEx

VICTOR B. ASIO
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS
VP, Academic Affairs