



ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 565 0600; local: 1040 Website: www.vsu.edu.ph

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-FARMI

Certified received the documents as stated:

ANNA MARTHA C. MONSANTO Faculty, DAEEx

Recommending Approval:

MILAGROS C. BALES Head, DAEEx VICTOR B. ASIO Dean, CAFS

Approved:

BEATRIZ S. BELONIAS VP. Academic Affairs



Vision: Mission:

A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.