



May 24, 2023

**Dr. Beatriz S. Belonias**

Vice President for Academic Affairs

Visayas State University

Visca, Baybay City, Leyte

Through: **Ms. Marwen A. Castañeda**

University Registrar

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Belonias**:

This is to inform your office that Mr. Wences Rey B. Dela Peña will take over my academic responsibilities in the university since I will retire from the service effective June 5, 2023. This includes turning over of my academic and thesis advisees as well as processing of students' grades who got INC marks.

Thank you very much for your continued support.

Respectfully yours,

**RUTH O. ESCASINAS**

Professor V

Conforme:

**WENCES REY B. DELA PEÑA**  
Instructor

Noted:

**RUTH O. ESCASINAS**

Head, DA

Recommending Approval:

**VICTOR B. ASIO**

Dean, CAFS

**MARWEN A. CASTAÑEDA**

University Registrar

Approved:

**BEATRIZ S. BELONIAS**

VP Academic Affairs

**DEPARTMENT OF AGRONOMY**

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