



7 September 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 **Mr. Charlie S. Andan**, the 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 and other academic concerns. This in view of my being a part-time instructor of the department and that my contract has ended effective June 24, 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 Mr. Charlie S. Andan.

Very truly yours,

EVE-YN A. ALBIA
Instructor

Certified received the documents as stated:

CHARLIE S. ANDAN

Head & Instructor, Department of Meteorology

Recommending Approval:

CHARLIE S. ANDAN

Department Head

JANNET C. BENCURE

College Dean, CET

APPROVED:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

cc: Office of the University Registrar