



January 31, 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 MS. IANVIE NOREAN MIAGA, 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 my contract as part-time instructor ended effective 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 MS. IANVIE NOREAN MIAGA.

Very truly yours:

NINA MAE F. CAMANDONA

Certified received the documents as stated:

MS. IANVIE NOREAN MIAGA

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*