



January 28, 2022

Dr. Beatriz S. Belonias

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

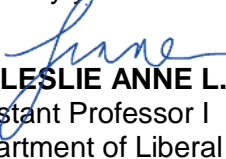
Dear Dr. Belonias:

Please be informed that I am authorizing **Ms. Mary Grace P. Enaya**, a regular faculty member of the department, to take charge of my class records, accommodate my students' queries on their grades, and other academic concerns.

This authorization is because of my resignation due to another teaching engagement opportunity to another state university effective **January 28, 2022**.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned over to Ms. Enaya.

Very truly yours:

 E-SIGN-22-07
DR. LESLIE ANNE L. LIWANAG
Assistant Professor I
Department of Liberal Arts and Behavioral Sciences

Certified received the documents as stated:

MARY GRACE P. ENAYA
Instructor I

Recommending Approval:

DR. JETT C. QUEBEC
Department Head

DR. MA. THERESA P. LORETO
College Dean

APPROVED:

DR. BEATRIZ S. BELONIAS
Vice President for Academic Affairs

cc: Office of the University Registrar