



July 21, 2022

DR. BEATRIZ S. BELONIAS

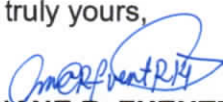
Vice-President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Belonias**:

Please be informed that I am authorizing Ms. Sheena Eunice B. Tabudlong, a regular faculty member of the Institute of Human Kinetics, to take charge the basic academic records and to accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of my contract as part-time instructors ended effective June 18, 2022

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

Very truly yours,


MARIANE R. FUENTES
Part-Time Instructor, IHK

Certified received the documents as stated:


SHEENA EUNICE B. TABUDLONG
Instructor, IHK

Recommending Approval

CHARIS B. LIMBO
Director, IHK

BAYRON S. BARREDO
Dean, College of Education

Approved:

BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

cc: Office of the University Registrar