



June 20, 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. Gina A. Delima**, a regular faculty member of the institute, to take charge of my class records and to accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of my resignation from VSU effective June 25, 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 Ms. Gina A. Delima.

Very truly yours,

**CHRISTOPHER JR. R. GALGO**  
Instructor I, ISRDS

Certified received the documents as stated:

**GINA A. DELIMA**  
Instructor II, ISRDS

Recommending Approval:

**LILIAN B. NUÑEZ**  
Director, ISRDS

**MOISES NEIL V. SERIÑO**  
College Dean, CME