

January 28, 2022

Dr. Beatriz S. Belonias

Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte 6521

Dear Dr. Belonias:

Please be informed that I am authorizing **Dr. Annie A. Parmis**, 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 July 16, 2021.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over to **Dr. Parmis**.

JADE BARACHIEL D. BANTASAN

Part-time Instructor

Conforme:

ANNIE A. PARMIS

Noted :

JETT C. QUEBEC

Department Head, DLABS

APPROVED:

BEATRIZ S. BELONIAS

VP for Academic Affairs

copy furnished: Registrar's Office