

December 17, 2021

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 Al Franjon M. Villaroya and Dean Ruffel R. Flandez, a regular faculty members 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 December 17, 2021.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over to Mr. Al Franjon M. Villaroya and Mr. Dean Ruffel R. Flandez.

Very truly yours:

Enrique Carmelo C. Garrovillo III

Certified received the documents as stated:

AL FRANJON M. VILLAROYA (for ScSc 11)

DEAN RUFFEL R. FLANDEZ (for ScSc 12n)

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*