



December 14, 2021

**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 Dr. Christy M. Desades, Assistant Professor II and our OIC Principal, to take charge of my class records and to accommodate queries of my students regarding completion of grades and other academic concerns. Since the first semester will end effective December 20, 2021.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over and received by Dr. Christy M. Desades.

Very truly yours,

**MARY ROSE COYME**  
Instructor

Certified received the documents as stated:

**CHRISTY M. DESADES**  
Asst. Professor II

Recommending Approval:

**SHALOM GRACE C. SUGANO**  
Department Head

**BAYRON S. BARREDO**  
College Dean

**APPROVED:**

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

*cc: Office of the University Registrar*