



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,


RUEL R. BALANA

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