

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. Kleer Jeann G. Longatang, a regular faculty member of the department, 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 contract as part-time instructor that has ended effective June 23, 2023.

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. Longatang.

Very truly yours,

**ELLA MARIE G. NUÑEZ**

Certified received the documents as stated:

**KLEER JEANN G. LONGATANG**

Recommending Approval:

**ELIZA D. ESPINOSA**  
Department Head

**DENNIS P. PEQUE**  
College Dean

APPROVED:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

*cc: Office of the University Registrar*