



July 30, 2022

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 Mr. Atoz A. Vasquez, a regular faculty member of the Department of Pure and Applied Chemistry, to take charge of my class records and to accommodate queries of my students regarding the completion of grades and other academic concerns. This is in view of my end of contract effective July 31, 2022.

Rest assured that the copies of students' basic academic records of all the subjects I handled have been turned-over and received by Mr. Atoz A. Vasquez.

Thank you very much.

Very truly yours,

MERVIN JUNE B. GASATAN

Instructor

Certified received the documents as stated:

ATOZ A. VASQUEZ

Instructor

Recommending Approval:

ELIZABETH S. QUEVEDO

Head, DoPAC

MA. THERESA P. LORETO

Dean, CAS

APPROVED:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs