



February 3, 2023

DR. BEATRIZ S. BELONIAS

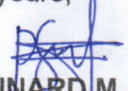
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte


Dear Dr. Belonias:

Please be informed that our contract as **Part Time Instructors** ends last February 1, 2023. In this regard, we am authorizing **Mr. Ian Dave B. Custodio**, a regular faculty member of the department to take charge our class records and to accommodate queries of all our students regarding grades and other concerns related to courses handled. Please be informed that we have already submitted the grades of all subjects handled last 1st Semester, SY 2022-2023.

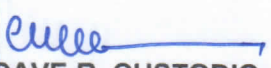
Rest assured that the physical copies of students' basic academic records of all subjects have been turned-over and received by Mr. Custodio.

Very truly yours,

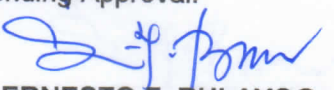

CLEF LENNARD M. PIEDRAVERDE
Part Timer Instructor



RAY ANN ROSE M. ROSOS
Part Time Instructor

Conforme:


IAN DAVE B. CUSTODIO
Faculty

Recommending Approval:


ERNESTO F. BULAYOG
Head, DOE


MOISES NEIL V. SERINO
Dean, CME

Approved

BEATRIZ S. BELONIAS
Vice President for Academic Affairs