



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

September 10, 2025

DR. ROTACIO S. GRAVOSO

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

Dear Dr. Gravoso:


This is to inform your office that I have already submitted my final grades of all the subjects handled last 2nd Sem. SY 2024-2025. In this regard, I am authorizing **Mr. Jedan A. Cavero**, a regular faculty member of the department to take charge of the basic academic records and to accommodate queries of my students regarding their grades and other academic concerns. This is in view of the termination of my contract as Part Time Instructor in the Department of Economics.

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

Very truly yours,


KARL JOHN A. GALVEZ
Part Time Instructor

Certified received the documents as stated:


JEDAN A. CAVERO
Instructor I

Recommending Approval:


LEMUEL S. PRECIADOS
Head, Department of Economics

MARK C. RATILLA
Dean, FME

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs



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