



15 February 2023

DR. BEATRIZ S. BELONIAS

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

Dear **Dr. Belonias**:


Greetings!

I handled two courses (1 graduate and 1 undergraduate) at the Department of Economics (DOE) during the Second Semester School Year 2021 – 2022. One of the courses (ECON 102 – Macroeconomics) involved four students who obtained an Incomplete Grade. Unfortunately, these students have not yet settled the course requirements.

In view of my retirement effective 15 March 2023, I would like to authorize **Asst. Prof. Zyra Mae H. Centino** to act as the Course-in-Charge on my behalf. The students can settle the requirements with Asst. Prof. Centino who in turn will issue their corresponding grades. The necessary academic records have been entrusted to her.

Thank you very much.

Respectfully yours,


FE M. GABUNADA
Professor, Eco-FARMI

Conforme:

ZYRA MAE H. CENTINO
Faculty, DOE

Recommending Approval:

ERNESTO F. BULAYOG
Head, DOE

MOISES NEIL V. SERIÑO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs

