



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
AGRONOMY**

June 20, 2024

Dr. Rotacio S. Gravoso
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Gravoso:

Please be informed that I authorize Mr. Wences Rey B. Dela Peña, a regular faculty member of the department, 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 because my contract as Adjunct Professor has ended effective May 25, 2024.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned over to Mr. Wences Rey B. Dela Peña.

Very truly yours:

RUTH O. ESCASINAS
Adjunct Professor, DA

Certified received the documents as stated:

WENCES REY B. DELA PEÑA
Faculty, DA

Recommending Approval:

LUZ G ASIO
Head, DA

SUZETTE B. LINA
Dean, CAFS

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

cc: Office of the University Registrar

DEPARTMENT OF AGRONOMY

Visayas State University, PQUV+97H Baybay City,
Leyte
Email: agronomy@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1013



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