



January 30, 2023

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 **Ms. Kleer Jeann G. Longatang**, a regular faculty member of this Institute, 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 contract as a part-time instructor that has ended, effective February 1, 2023.

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

Very truly yours:

AMPARO CHRISTINE A. MEJICA

Instructor (Part-Time)

Certified received the documents as stated:

KLEER JEANN G. LONGATANG

Instructor I

Recommending Approval:

ELIZA D. ESPINOSA

Director, ITEEM

DENNIS P. PEQUE

Dean, College of Forestry and Environmental Science (CFES)

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

cc: Office of the University Registrar