



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**ECONOMICS**

July 02, 2025

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Visca, Baybay City, Leyte

**Subject: Request for Travel Authority**

**Dear Dr. Yepes,**

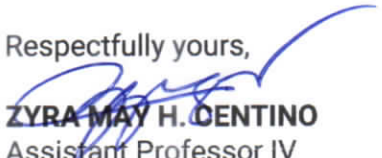
Greetings!

I respectfully write to request for a **travel authority** for personal travel to **Hong Kong from August 22 to 27, 2025**, together with my family. This travel is in celebration of two meaningful milestones in my life—the **birthday of my son** and the **completion of my Doctor of Philosophy (PhD) degree**.

In line with this, I would also like to inform you that I will be making use of my **earned leave privileges** during the said period. Rest assured that I will attend to any pending academic or administrative matters prior to my departure to ensure that my responsibilities will not be compromised.

I sincerely hope for your favorable consideration of this request. Thank you very much for your kind support and understanding.

Respectfully yours,

  
**ZYRA MAY H. CENTINO**  
Assistant Professor IV  
Department of Economics

Noted:

**LEMUEL S. PRECIADOS**  
Head, DOE

**HONEY SOFIA V. COLIS**  
Director, HRMO

Recommending Approval:

**MARK C. RATILLA**  
Dean, FME

**ROTACIO S. GRAVOSO**  
Vice Pres for Academic Affairs

Approved:

**PROSE IVY G. YEPES**  
President



**DEPARTMENT OF ECONOMICS**  
Visayas State University, Baybay City, Leyte  
Email: [doe@vsu.edu.ph](mailto:doe@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1024



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