



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

July 04, 2025

DR. PROSE IVY G. YEPES

President

Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes,

Good day!

I am writing to respectfully request a work-from-home arrangement from July 14 to 21, 2025, as I will be traveling to the University of the Philippines Los Baños (UPLB) to attend my PhD graduation ceremony, a significant milestone in my academic journey. Aside from the graduation ceremony on the 19th of July 2025, I will also be attending various events, such as SEARCA Scholars Testimonial, Graduation Rehearsal, and the Hooding Ceremony.

Due to the current high cost of airfare, we have decided to travel by land via Allen, Samar - Matnog, **Sorsogon** back and forth which will require more time in transit to and from Los Baños, Laguna. I will be traveling with my family, and I hope to take this opportunity to celebrate this meaningful occasion with them.

While away, I commit to fulfilling my duties and responsibilities remotely and will remain reachable through email and other online platforms. I will make sure that work deliverables are accomplished in a timely manner during the said period.

Thank you very much for your kind understanding and support. I look forward to your favorable response.

Sincerely,


ZYRA MAY CENTINO

Faculty

Department of Economics

Noted by:


LEMUEL S. PRECIADOS

Head, DOE


MARK C. RATILLA

Dean, FME

Recommending Approval

ROTACIO S. GRAVOSO

VP Academic Affairs

Approved:

PROSE IVY G. YEPES

President



DEPARTMENT OF ECONOMICS

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