



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

October 10, 2024

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

Dear Dr. Yepes,

I hope this letter finds you well. I am writing to respectfully request your consideration in accepting my late submission of the Scientific Publication Award (SPA) requirements. Unfortunately, due to the extensive preparations required for the ISO internal audit, as well as other activities that have taken place over the past few weeks, I was unable to submit the required documents by the given deadline, October 4, 2024.

I deeply apologize for the delay and any inconvenience this may have caused. I understand the importance of meeting deadlines, and I assure you that this situation was due to extraordinary circumstances. Moving forward, I will take every measure to ensure timely submission of all required documentation.

I kindly ask for your understanding in this matter and for your consideration in accepting my submission. Should you need any further clarification or documentation, please do not hesitate to let me know.

Thank you for your time and understanding.

Very truly yours,

ZYRA MAY H. CENTINO
Head
Department of Economics

Approved:

PROSE IVY G. YEPES
President



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