



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**ECONOMICS**

December 11, 2024

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

**Subject: Request for Approval to Conduct the Department of Economics Year-End Thanksgiving Activity Outside Campus**

**Dear Dr. Yepes,**

Warm greetings of peace and prosperity!

The Department of Economics is pleased to inform you of our intent to hold a year-end thanksgiving activity in recognition of the department's achievements and contributions this year. We are proposing to conduct this event on December 19, 2024 from 10am to 3pm at Sibugay Mountain Resort, Albuera, Leyte.

The proposed location offers a laid-back and natural setting, which we believe is conducive to fostering camaraderie, relaxation, and team spirit among the faculty and staff. This activity will also serve as a victory celebration for our collective successes throughout the year. Additionally, we intend to present the department's accomplishments for 2024, which will subsequently be included in our annual report.

In this regard, we respectfully request the following:

1. Approval to conduct the year-end thanksgiving activity outside the university campus.
2. Provision of one university driver and vehicle to transport the participants to and from the venue. Please note that we will personally shoulder the cost of the diesel.

We are confident that this event will positively impact the morale and productivity of our team as we prepare for another fruitful year ahead. Rest assured, we will adhere to all university protocols and guidelines for off-campus activities.

We hope for your favorable response to this request. Thank you for your kind consideration and continued support to the Department of Economics.

Sincerely,

**ZYRA MAY H. CENTINO**  
Head, Department of Economics

Approved:

**PROSE IVY G. YEPES**  
President



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