



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

April 29, 2025

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

Thru: **Dr. Rotacio S. Gravoso**
VP-Academic Affairs

Dear Dr. Yepes,

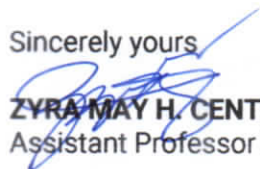
I hope this letter finds you well. I am writing to formally request a **work-from-home arrangement** from **May 8, 2025, to June 30, 2025**. This request is made in light of the need to **prepare for my upcoming dissertation defense, initially scheduled on May 16, 2025, at the University of the Philippines Los Baños, and finalize the necessary graduation requirements (see attached approved application for final examination)**. The period mentioned is crucial for completing academic milestones that are instrumental in the timely completion of my postgraduate studies.

Rest assured that I will continue to **perform my duties responsibly and harmoniously** while working remotely. I am committed to maintaining productivity and open communication to ensure my responsibilities are not compromised.

I sincerely hope for your kind understanding and support regarding this request. Should you require any further information or a discussion on how the remote work setup will be managed effectively, I would be more than happy to provide the details.

Thank you very much for your support and kind consideration.

Sincerely yours,


ZYRA MAY H. CENTINO
Assistant Professor IV

Noted:

LEMUEL S. PRECIADOS
Head, DOE

Endorsed:

MARK C. RATILLA
Dean, FME

Recommending Approval:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Approved:

PROSE IVY G. YEPES
President



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