



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

January 17, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte 6521-A

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

Dear President Yepes,

I hope this letter finds you in good health and high spirits. I am writing to respectfully request a reduced teaching load for the current semester, 2nd semester AY 2024-2025. As I am currently engaged in critical stages of my academic journey, I believe this adjustment will significantly aid in achieving my scholarly objectives.

Specifically, I am working on the final analysis of my dissertation and aim to submit the first draft by the 2nd week of February. Additionally, I anticipate the need to address potential manuscript revisions following this submission. My goal is to defend my dissertation by March 2025.

Given these substantial commitments, I kindly request to handle only two courses this semester. This reduction will allow me to dedicate the necessary time and effort to my dissertation, ensuring its successful completion and defense. I assure you that this request will not hamper the services offered by our department, as I have coordinated with my colleagues to ensure that all responsibilities and duties will be adequately covered.

I am confident that this adjustment will not only benefit my academic progress but also enhance the quality of my contributions to our esteemed institution. I sincerely appreciate your understanding and support in this matter.

Thank you for considering my request. Please let me know if any further information or documentation is required.

Very Respectfully Yours,

ZYRA MAY H. CENTINO
Faculty, Dept. of Economics



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