



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

December 12, 2024

DR. PROSE IVY G. YEPES

President
Visayas State University
Visca, Baybay City

Thru: **MS. HONEY SOFIA COLIS**
Head, HRMO

Subject: **Request to Avail Local Educational Tour Leave on December 19, 2024**

Dear Dr. Yepes,

Warm greetings!

In behalf of the Department of Economics, I am writing to formally request approval to avail of a local educational tour leave on December 19, 2024. The Department of Economics team plans to visit Sibugay, Albura, Leyte, for an educational tour that aims to enhance our understanding of local economic systems and sustainable practices.

This activity is part of our department's commitment to advancing professional development and enriching practical learning experiences. Additionally, it will provide an opportunity to reflect on the application of economic principles in a local context and strengthen our collaboration as a team.

Specifically, the following will be joining the local educational tour:

Name	Signature
Zyra May H. Centino	
Ernesto F. Bulayog	
Allen Glennie P. Lambert	
Jedan A. Cavero	
Karl John A. Galvez	
Babylyn C. Lambert	
Michelle Aubrey D. Cabase	
Carlito O. Sukanob	
Anelito Pernito	
Mary Cris F. Pleños	
Crislin C. Cruz	
Marlon T. Tambis	
Christopher A. Llonas	
Moises Neil V. Serioño	



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No. DOE-2024-IC-

I kindly request your approval for this leave and any necessary support to facilitate the activity. Rest assured, we will comply with all statutory guidelines.

Thank you for considering this request. Please let me know if further details are required.

Sincerely,

ZYRA MAY H. CENTINO
Head
Department of Economics

Recommending Approval:

HONEY SOFIA COLIS
Head, HRMO

Approved:

PROSE IVY G. YEPES, PhD
President
Visayas State University