



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

June 18, 2025

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

Thru:
Dr. Rotacio Gravoso
Vice President for Academic Affairs
Visayas State University

Subject: ***Request for Approval of Revised Schedule for Team Building Activity***

Dear President Yepes,

The Department of Economics acknowledges and fully supports the provisions outlined in Memo Circular No. 169 – Advisory on Faculty Availability from June 3 to 13, 2025. In adherence to this directive, we have adjusted our original plans accordingly to ensure full compliance and uninterrupted faculty availability during the specified period.

In light of this, we respectfully request approval for our revised schedule for the department's team-building activity. The updated itinerary is as follows:

May 29, 2025 (Thursday): Departure from campus

June 1, 2025 (Sunday): Team-building activity

June 2, 2025 (Monday): Return from the venue

We also wish to inform you that the new proposed venue is in Kaleakai, Macrohon, Southern Leyte.

This adjustment ensures that our department fully observes the guidelines of the memo while still providing an opportunity for faculty development and team cohesion. We hope for your favorable response regarding this request.

Thank you for your understanding and continued support.

Respectfully yours,


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