



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

March 20, 2025

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

Thru: University Secretary

Subject: Request for Authority to Travel Abroad

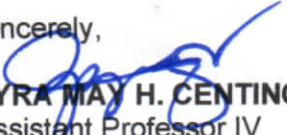
Dear Dr. Yepes,

I hope this letter finds you well. I am writing to formally request for an **authority to travel abroad**. I will be travelling to Taiwan for a personal vacation with my family from **May 25 to May 31, 2025**. During this period, I will be using my available leave privilege.

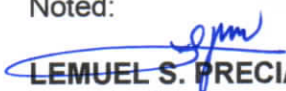
I assure you that this travel is at my own expense and will not in any way affect my official responsibilities at the university. I am committed to ensuring a smooth transition of my duties before my departure and will comply with all necessary university policies and government regulations regarding official travel.

I would greatly appreciate your favorable consideration of this request. Should you require any further information or documentation, please do not hesitate to let me know. Thank you very much for your time and kind attention to this matter.

Sincerely,


ZYRA MAY H. CENTINO
Assistant Professor IV
Department of Economics

Noted:


LEMUEL S. PRECIADOS
Head, DOE

Recommending Approval:

MARK C. RATILLA
Dean, FME

ROTACIO S. GRAVOSO
Vice Pres. for Academic Affairs

Approved:

PROSE IVY G. YEPES
President



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