



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**ECONOMICS**

14 August 2025

**Dr. Glenn G. Pajares**

Vice President for Planning and Development  
Visayas State University  
Baybay City, Leyte

**Subject:** Request for Consideration of Free Rental for CCE and Sound System

**Dear Dr. Pajares,**

Greetings.

The Department of Economics (DOEcon), in coordination with the Young Economist Society (YES), will be conducting an essential orientation for our students. This activity aims to introduce to them the **new Vision and Mission of VSU** and the **DOEcon's strategic objectives**, which are aligned with VSU's mandate. The orientation will also provide vital knowledge and updates to guide our students in their academic and professional development.

We humbly request the consideration of your good office to **allow the use of the Center for Continuing Education (CCE) and its sound system free of rental charges (Aug 18, 2-5pm)** for this event. Our department is already shouldering the cost of snacks for all student participants, and the YES organization has limited financial resources, being a small student group.

Should our request be granted, we are committed to **shouldering the required overtime pay for staff beyond 5:00 PM** to ensure proper facilitation of the event.

We hope for your kind consideration of this request to support our students' learning experience while easing the financial burden on the department and student organization.

Thank you very much for your attention and support.

Respectfully yours,

  
**LEMUEL S. PRECIADOS**  
Head, Department of Economics  
Visayas State University

Approved:

**GLENN G. PAJARES**

Vice President for Planning & Development



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