



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

December 2, 2025

DR. ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

I am writing this letter to ask your kind consideration and approval to accept my application for graduation. Actually, I was not able to file my graduation application on the deadline due to time constraint. Lately, my academic adviser request me to file this letter request considering that I have already defended my thesis.

Thank you very much and hoping for your favorable action on this request.

Very truly yours,

LIM VINCENT N. ANTONIO
Student

Noted:

ALLEN GLENNIE P. LAMBERT
Academic Adviser

Recommending Approval:

LEMUEL S. PRECIADOS
Head, DOE

MARK C. RATILLA
Dean, FME

Approved:

ROTACIO S. GRAVOSO
Vice President for Acad. Affairs



DEPARTMENT OF ECONOMICS
Visayas State University, Baybay City, Leyte
Email: doe@vsu.edu.ph
Website: www.vsu.edu.ph



Page 1 of 1
FM-VSU-03
V4 01-23-2025