



January 24, 2022

Date

**Dr. EDGARDO E. TULIN**

President

Visayas State University

Visca Baybay City, Leyte

Through: **MANOLO B. LORETO, Jr.**

Dean of Students

Dear Dr. Tulin,

Good day to you!

I am Redwina A. Lim, a third-year Bachelor of Science in Hospitality Management student. I am writing this letter today to respectfully express my intention to re-enroll in the Visayas State University main campus's Hospitality Management program.

I took a Leave of Absence during the beginning of the first semester for school year 2021-2022 as I have taken a break from school to focus on my mental and physical health that had been declining since the start of the second semester of the previous school year. I would usually experience muscle spasms and rigidity, wherein it would cause me to panic and have a difficult time breathing. It reached the point where I needed to be admitted to the hospital if I continued. Due to my declining physical health, my mental health came dwindling along with it, which resulted in me struggling with understanding the discussions during classes and passing my activities past their deadlines.

However, during my break, I spent my time doing the things that I love and help me distress to put me in a better mindset. My family also helped me change and improve my daily routine to avoid it from being just like before, where I felt so drained even if I didn't accomplish anything on that day. I assure you that this time I will prove to be more responsible in passing my school requirements.

Thank you very much for your time and I am looking forward to hearing from you soon!

Respectfully yours,

**REDWINA A. LIM**

Name and Signature of the Student

**REBECCA A. LIM**

Name and Signature of Parent/Guardian

Approved for the President:

**MANOLO B. LORETO, Jr.**

Dean of Students



## READMISSION FORM

Student No.	Last Name	First Name	Middle Name	Course & Year
19-01-00879	LIM	REDWIN	ANTI	BSHM-3

JAN. 24, 2022

Date

**Dr. MOISES NEIL V. SERIÑO**

Dean, College of Management and Economics  
Visayas State University  
Visca, Baybay, Leyte

Sir / Madam:

I would like to apply for readmission effective first semester / summer 2021 -2022. My last attendance from this University was first semester / summer 2020 -2021. I was out of school for one (1) semester and zero summer(s) because of the following reason(s): I have been struggling with both my mental and physical health for a while. The fact that my physical health was rapidly declining and almost got hospitalized made me realize that I had to prioritize that before it got worsens.

If admitted I promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and in the College to which I am enrolled.

**Recommending Approval:**

**MANOLO B. LORETO, JR.**  
Dean of Students

Signature of Student

**Approved:**

**Prof. VENICE B. IBAÑEZ**  
Department Head

**Dr. MOISES NEIL V. SERIÑO**  
College Dean

**Certified no financial accountability:**

**Recorded:**

**QUEEN-EVER Y. ATUPAN**  
Cashier

**MARWEN A. CASTAÑEDA**  
University Registrar

Distribution of copies: 1 Cashier, 1 Registrar, 1 Dean, 1 Dept. Head, 1 Admissions Office

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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