

**APPLICATION FOR LEAVE OF ABSENCE**

Student No. 21-1-0223	Last Name PAGALAN	First Name SOTERO	Middle Name FERRATER	Course & Year BPED 1
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May 7, 2022
Date

Bayron S. Barredo
Dean, College of Education
Visayas State University
Visca, Baybay City, Leyte

Sir / Madam:

I would like to apply for leave of absence effective from May 8, 2022 until the end of the school year 2021-2022 for the following reason(s). The first reason for filing this form is I was not able to catch up with the lessons because of this online class, which I am not yet ready to take. Another reason is I don't have enough resources to be used in online classes such as laptops and tablets. It may be hard to believe but I am really not comfortable enough to just have a phone to use for class. Additionally, I have difficulties sleeping and get sick due to always looking at my phone and since the screen is not just like the laptop it makes me feel dizzy which makes it hard for me to catch up with the lessons in class.

Thank you very much for your consideration. I hope to hear from you soon.

Signature of Student

For currently enrolled students only:

For a leave of absence to be availed of during the 2nd half of the semester, professors concerned are required to indicate the class standing of the student whether "Passing" or "Failing" at the time of application for leave.

Subject	Class Standing	Inst./Prof. Signature			