



APPLICATION FOR LEAVE OF ABSENCE

Student No.	Last Name	First Name	Middle Name	Course & Year
20- 1-01327	ILAIDA	RONALD	SUGANOB	BCAEd-2

July 8, 2022

Date

Dean, College of Education
Visayas State University
Visca, Baybay City, Leyte

Sir / Madam:

I would like to apply for leave of absence effective second semester AY 2021-2022 until the end of Mid year AY 2021-2022 for the following reason(s) because I need to comply all of my incomplete courses obtained last school year which I failed due to poor internet connection and financial problem.

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	Subject	Class Standing	Inst./Prof. Signature

Recommending Approval:

Approved:

Noted:

CHARIS B. LIMBO
Department Head
Date: 07-13-22

BAYRON S. BARREDO
College Dean
Date: _____

Dean of Students

Distribution: 1 Registrar, 1 Dean of Students, 1 College Dean, 1 Parents/Guardian, 1 Student

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