



**READMISSION FORM**

Student No.	Last Name	First Name	Middle Name	Course & Year
19-1-00356	ABARQUEZ	EMIL JOEY	BASILISCO	BSME - 2

Feb 13, 2022  
Date

**Dr. JANNET C. BENCURE**

Dean, College of Engineering and Technology  
Visayas State University  
Visca, Baybay, Leyte

Sir / Madam:

I would like to apply for readmission effective 2<sup>nd</sup> semester / summer 2021 - 2022. My last attendance from this University was 2<sup>nd</sup> semester / summer 2020 -2021. I was out of school for 1<sup>st</sup> semesters because of the following reason(s): Experiencing financial instability with no appropriate equipment for online class.

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:**

**Engr. JUNDY CASTIL**  
Department Head

**Dr. JANNET C. BENCURE**  
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*



Feb 13, 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 Emil Joey Abarquez, a student of BS Mechanical Engineering in VSU. I wasn't able to attend my classes and comply my required tasks in the 2nd semester during my 2nd year. My family had been suffering from financial difficulties during this pandemic. The online setup was especially difficult as I don't have the means to buy proper equipment for online classes. Because of this, tasks became a lot harder to do and by the end of the 2nd sem during my 2nd year, I was not able to pass everything and so I did not qualify to proceed to the 1st semester of my supposedly 3rd year. This academic year's 2nd semester, I would like to enroll on my subjects from the 2nd semester of my 2nd year, which I was unable to complete last academic year. I have already submitted my Leave of Absence but haven't received the approval yet. Given the chance, I will do my best to be able to comply with all my requirements and be more responsible and resourceful as I need to finish my studies because my family relies on me. Thank you sir and God Bless

Respectfully yours,

Emil Joey B. Abarquez

\_\_\_\_\_  
Name and Signature of the Student

Joy S. Abarquez

\_\_\_\_\_  
Name and Signature of Parent/Guardian

Approved for the President:

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