



1/4/2022

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 **Daniel B. Torrion** student of Bachelor of Science in Agriculture and I am writing this readmission letter to ask for your consideration in allowing me to return to the Visayas State University to continue my study. I am aware of the benefits of having a degree in this school and it is my desire to continue my education here. Second semester of school year 2020 was the time that I stop my schooling with the reason of our Family financial struggle. Furthermore, the root cause that I forgot to file for the leave of absence is that I've been busy helping my parents on our farm and assisting my grandmother who is poorly sick due to diabetes, she just also passed away this month.

This coming 2<sup>nd</sup> semester of January 2022, I decided to enroll for readmission. Moreover, I promise that I will do my very best in my study until I graduate. I am self-assured that my readmission will show the way to a better professional achievement and this will help me align my professional goals. Thank you so much and I am hoping that you will grant me with a positive response.

Respectfully yours,

**DANIEL B. TORRION**

Name and Signature of the Student

**EMELITA B. TORRION**

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
14-1-01511	TORRION	DANIEL	BURLASA	BSA IV

1/4/2022

Date

**Dr. VICTOR B. ASIO**

Dean, College of Agriculture and Food Science  
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 2019 - 2020. I was out of school for 3 semesters and 2 summer(s) because of the following reason(s): Helping my parents on our farm and taking good care of my grandmother.

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.

Signature of Student

**Recommending Approval:**

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

**Approved:**

**Dr. ULYSSES A. CAGASAN**  
Department Head

**Dr. VICTOR B. ASIO**  
College Dean

**Certified no financial accountability:**

**Recorded:**

**QUEEN-EVER Y. ATUPAN**  
Cashier

**MARWEN A. CASTAÑEDA**  
University Registrar