



VISAYAS
STATE UNIVERSITY



OFFICE OF THE DEAN OF STUDENTS

Visca, Baybay City, Leyte, 6521-A PHILIPPINES

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01/12/2022

Date

Dr. EDGARDO E. TULIN

President

Visayas State University

Visca Baybay City, Leyte

Dear Dr. Tulin:

Good day to you!

I'm Gilbert Paul II L. Encienzo, first year student and stopped in first semester SY 2021.

The reason stopped because I'm having lots of difficulties when home-schooling. Not prepared mentally and academically, Conflict with responsible between home and study, too much stress, lots of distractions at home and personal problems.

I was not able to file a leave of absence because I got depress and having mental breakdown until now, which gives me having a rough time and I apologize for that.

And now, I would like to request for re-admission in both semester on this SY 2022 – 2023. I apologize for being irresponsible and also for my behaviour. I promise to continue and do well in the studies this time.

Respectfully yours,

Name and Signature of the Student

Name and Signature of Parent/Guardian

Approved for the President:

MANOLO B. LORETO, Jr.

Dean of Students

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.

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FM-SSO-04

v1 00-00-2020

No. **2022-19**



READMISSION FORM

Student No.	Last Name	First Name	Middle Name	Course & Year
20-1-01601	ENCIENZO	GILBERT PAUL II	LAURENO	BSA 1

January 12, 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 2nd semester/summer 2021-2022. My last attendance from this University was 1st semester/summer 2020 -2021. I was out of school for two(2) semesters and ___summer(s) because of the following reason(s): I'm having lots of difficulties when home-schooling. Not prepared mentally and academically, Conflict with responsible between home and study, too much stress, lots of distractions at home and personal problems

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. VICTOR B. ASIO
Department Head

Dr. VICTOR B. ASIO
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