



**APPLICATION FOR LEAVE OF ABSENCE**

Student No.	Last Name	First Name	Middle Name	Course & Year
21-1-02561	CORAL	MARK	NORONIO	BSA-1

February 24, 2022

**Dr. VICTOR B. ASIO**

Dean, College of Agriculture and Food Science  
Visayas State University  
Visca, Baybay City, Leyte

Sir / Madam:

I would like to apply for leave of absence effective this 2<sup>nd</sup> Semester, 2021-2022 and until the end of 2<sup>nd</sup> semester, 2021-2022 for the following reason(s) unstable internet connection, lack of gadgets needed for my study, lack of financial specially for load data.

MARK N. CORAL  
Signature of Student

For currently enrolled students only:

For a leave of absence to be availed of during the 2<sup>nd</sup> 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

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**Recommending Approval:**

**Approved:**

**Noted:**

**ROMMEL GARRIDO**

Department Head  
Date: \_\_\_\_\_

**DR.VICTOR B. ASIO**

College Dean  
Date: \_\_\_\_\_

**MANOLO LORETO**

Dean of Students  
Date: \_\_\_\_\_

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