



READMISSION FORM

Student No.	Last Name	First Name	Middle Name	Course & Year
20-1-00249	DO	CLEA DALE	ORTEGA	BSDC - 1

February 14, 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 2nd semester / summer 2020 -2021. I was out of school for 1 ~~two (2)~~ semesters and _____ summer(s) because of the following reason(s): (1) I had difficulty navigating the new normal (online classes), and (2) problem in the family and finances (for online learning/connectivity).

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

EDITHA G. CAGASAN
Department Head

Certified no financial accountability:

QUEEN-EVER Y. ATUPAN
Cashier


CLEA DALE O. DO
Signature of Student

Approved:

DR. VICTOR B. ASIO
College Dean

Recorded:

MARWEN A. CASTAÑEDA
University Registrar

Distribution of copies: 1 Cashier, 1 Registrar, 1 Dean, 1 Dept. Head, 1 Admissions Office



February 14, 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! I am Clea Dale O. Do a BS in Development Communication student with Student ID NO. 20-1-00249. I am writing this letter to request in your good office to grant me a leave of absence for SY. 2020-2021, 2nd Semester until SY. 2021-2022, 1st Semester.

The reason why I stopped in the previous semesters' sir was because of my family and financial situation that really took a toll on my mental health. I really tried to finish the semester sir but I couldn't really focus and was afraid it may reflect on the quality of my learning. I also encountered problems navigating in the new normal. I feel so left behind in terms of communicating with my classmates and my instructors and worse, I had no one to express my burdens or share them with at home since my parents are in Leyte.

As for filling a Leave of Absence, while I was struggling at class, I didn't know and had no one to ask regarding this matter. I admit that it was a huge mistake that I didn't reach out immediately to my home department or to the office of the dean of students. I sincerely apologize for this, sir.

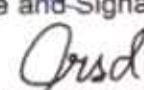
Although it did take me a while to realize what is important, I am now back at my feet and is mentally ready. With this, I wish to pursue and finish my degree, and is hoping to be readmitted this 2nd semester, SY. 2021-2022.

This time, I am much more eager to finish my degree despite all the hurdles if given the chance. I sincerely hope for your favourable response on this matter. Thank you so much, Dr. Tulin.

Respectfully yours,



CLEA DALE O. DO

Name and Signature of the Student


JEANIE ROSE S. DELUZA

Name and Signature of Parent/Guardian

Approved for the President:


MANOLO B. LORETO, Jr.
Dean of Students