



VISAYAS
STATE UNIVERSITY



OFFICE OF THE DEAN OF STUDENTS
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02/07/2022
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 Sim Mendoza, a third-year Mechanical Engineering student from your dearest school Visayas State University. I'm writing this letter to provide a reason of why I suddenly dropped out or taking a rest from previous semester. I dropped since August 2021 during enrolment day due to the following reasons.

First, I'm disappointed with my performance last semester where I got dropped on my three subjects and one INC. I can't provide all the requirements given by the instructors and I'm procrastinating. Second, I'm unmotivated in taking this course because I thought that I don't have reasons to pursue my studies and wasn't really serious in providing all the requirements given by my instructors. Also, I cannot focused on studying or joining the online class. I often think that this course is not for me because I lost my interest on my studies. Third, I dropped out because I want to try a new hobby and gave myself a break from the stress I'm getting from online class. Lastly, I believe that online class is hard because I cannot focus and gave my full attention. I have lots of distraction like what I really want to pursue in life, my health on this pandemic, and being an orphan who no one really guides me but myself.

I didn't comply a Leave of Absence because I didn't know about it. I didn't inform my academic adviser and my guardian too (my siblings) about dropping out from class. I told them lately and I ended up disappointing them. But they do support and understand me all the way from taking a break and I must continue my study today.

Today, I am planning to re-enrol this school year 2021-2022 second semester and I promise to continue and to be serious in pursuing this course Mechanical Engineering. I finally have the

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and innovative technologies for sustainable communities and environment.

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courage to continue my studies because I'm inspired to many students who are striving. I'm also encouraged to my brothers and to the people who gave me advices.

Respectfully yours,

SIMA MENDOZA
Name and ~~Signature~~ Signature of the Student

JERON ALUMBENDOZA
Name and Signature of Parent/Guardian

Approved for the President:

MANOLO B. LORETO, Jr.
Dean of Students

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READMISSION FORM

Student No.	Last Name	First Name	Middle Name	Course & Year
19-01-01887	MENDOZA	SIM	ARANCON	BSME-3

02/07/2022
Date

Dr. JANNET C. BENCURE
Dean, College of Engineering and Technology
Visayas State University
Visca, Baybay, Leyte

Good day Ma'am,

I would like to apply for readmission effective 2nd semester / summer 20 21 -20 22. My last attendance from this University was 2nd semester / summer 20 20 -20 21. I was out of school for 1 semesters and 0 summer(s) because of the following reason(s): (a) Poor performance on my last semester. (b) Unmotivated and loss of interest on my studies. (c) I gave myself a break from stress I'm getting from online class. (d) Online class is hard.

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

Approved:

Engr. JUNDY E. 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

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