



January 5, 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 Coleen A. Tupaz. I was enrolled in the University last 2019. I only finished 1 semester last Academic Year 2019-2020 and was not able to enrol in the 2<sup>nd</sup> semester because of the problems at home, financially, and my sudden mental breakdowns and anxiety that made me stop. I decided to work to help support my family's daily expenses. I also made time to help myself conquer the breakdowns and anxiety I've been facing. After I decided to not enrol for the 2<sup>nd</sup> semester, I wasn't able to go back to the university and informed my instructor about this matter and wasn't able to fill-out a Leave of Absence because of the problems at home and I had already started working.

By having the time to think and reflect, I have decided to continue my studies and wishes to be re-admitted this academic year 2021-2022, 2<sup>nd</sup> Semester in the University shifting to the course, civil engineering. I promise to fulfil my duties as a student and focus on doing my best in my studies from this day forward. I hope that you will be able to let me be re-admitted in the University and pursue the career I've chosen.

Respectfully yours,

  
Coleen A. Tupaz

Name and Signature of the Student

  
Maricar A. Tupaz

Name and Signature of Parent/Guardian

Approved for the President:



**MANOLO B. LORETO, Jr.**

Dean of Students



## READMISSION FORM

<b>Student No.</b> 19-1-01871	<b>Last Name</b> TUPAZ	<b>First Name</b> COLEEN	<b>Middle Name</b> AMISTAD	<b>Course &amp; Year</b> BpEd-I
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**Dr. BAYRON S. BARREDO**

Dean, College of Education  
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 1<sup>st</sup> semester/summer 2019 – 2020. I was out of school for 4 semesters and 2 summer(s) because of the following reason(s): Financial problem and working to support my needs.

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

Signature of Student

**Approved:**

**Dr. CHARIS S. LIMBO**  
Department Head

**Dr. BAYRON S. BARREDO**  
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