



January 10, 2022

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 Daisy P. Basa, I was a first year biology student last school year 2020-2021. Unfortunately I was forced to stop in the middle of the second semester last school year because my father got ill and I have to help my mother to cultivate in our farm because that's where we get our food and source of income for our other needs. Even before my father got ill I was not able to submit my activities on time because I still need to help my parents in the farm, thus I can only study and answer my worksheets and activities at night before sleeping. Also, since we live in the farm I cannot attend online classes and I always have trouble in understanding some of the topics since I cannot use internet for doing some research. I am also allowed to go to the city once a week to buy our food supplies, and it is my only chance to submit my answer sheets. When my father got ill, I had to work harder so that my mom will not have a hard time, and that was the reason why I wasn't able to answer my activities. I decided to stop answering my answer sheets because I cannot handle it anymore, it was really hard for me because I barely had any sleep at night because I had to study by myself and in the next day I need to wake up early to prepare our food, take care of my father and then go to the farm to take care of our plants and animals. I am sorry because I was not able to file leave of absence before deciding to quit because I was preoccupied of the thoughts that I have to take care of my father, I also have to take care of our plants and animals in the farm. I became very busy especially when the raining season started because I had to make sure that our plants were properly taken care of or we will have nothing to eat. Also I can no longer go to the city because I was too busy that I don't have spare time going to other places, that is why I wasn't able to file leave of absence or even inform my instructors about quitting school.

I would like to apply for re-admission this coming second semester, school year 2021-2022. If you give me another chance I promise that I will study hard and will give enough time so that I can attend online classes and be able to answer and submit my activities on time. I know this time I will be able to do well because my father is better now and my aunt offered that I can stay with her in the city so that I will be able to attend online classes and I will not have any hard time anymore in



researching and submitting my activities. I really am eager to finish my studies so that I can help my parents, my parents have high hopes in me and that is the reason why I don't want to disappoint them. I also know to myself that I can do better than what I already gave when I was still studying, I know that I can give more this time because I will have the chance in attending classes online. Please do consider my re-admission sir.

Respectfully yours,

DAISY PAGOYO BASA

Name and Signature of the Student

LEOPOLDO T. BASA

Name and Signature of Parent/Guardian

Approved for the President:

MANOLO B. LORETO, Jr.

Dean of Students



READMISSION FORM

Student No.	Last Name	First Name	Middle Name	Course & Year
20-1-01747	BASA	DAISY	PAGOYO	BSBIO - 1

January 10, 2022
Date

Dr. MA. THERESA P. LORETO

Dean, College of Arts and Sciences
Visayas State University
Visca, Baybay, Leyte

Sir / Madam:

I would like to apply for readmission effective **second** semester school year 2021-2022. My last attendance from this University was **second** semester school year 2020-2021. I was out of school for **ONE (1)** semesters because of the following reason(s): I had to quit school because I have to focus in attending to our farm animals and plants because my father got ill. I also do not have enough time to study and answer my activities and worksheets because I was preoccupied of taking care of my father and our farm. I was also not able to attend online classes and was not able to make researches relating to my lessons because of lack of internet connection. I quit school because I want to help my mother so that we can eat three times a day, that time I was thinking that it is best to quit and focus on helping my parents.

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.

DAISY P. BASA
Signature of Student

Recommending Approval:

MANOLO B. LORETO, JR.
Dean of Students

Approved:

Dr. ANALYN A. MAZO
Department Head

Dr. MA. THERESA P. LORETO
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