



February 3, 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 writing this letter today to ask for your consideration to allow me to continue my studies in the University. I discontinued my studies on the second semester of the school year 2020-2021 due to poor mental and physical health. I cannot present any sort of proof for my mental health condition as there is no mental health clinic in our small town and neither do we have the means for a therapy. I have been very sickly and this is evident on the considerable weight I lost. It was also a very hard time for me and my family being in the middle of a pandemic. I filed for a Leave of Absence but I am not sure whether it was approved or not as I did not receive any confirmation as to whether it was or wasn't. My health however, both mental and physical, have greatly improved since then and I now hope to be readmitted this coming second semester of the school year 2021-2022. I promise to continue and do my best in my studies. Thank you for taking the time to read and consider this letter of request. May God bless you.

Respectfully yours,

Ma. Zyr S. Carbonilla

Name and Signature of the Student

Rebecca S. Carbonilla

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
18-1-02029	CARBONILLA	MA. ZYRA	SALCEDA	ABELS-2

February 3, 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 2nd semester / summer 2021 -2022. My last attendance from this University was 2nd semester / summer 2020 -2021. I was out of school for two (2) semesters and 0 summer(s) because of the reason(s): poor mental and physical health.

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. JETT QUEBEC
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