

READ and FOLLOW:

- ✓ Use only a **BLUE** pen.
- ✓ **AVOID** erasure/s. **DO NOT USE** correction tape/fluid.
- ✓ If erasure is inevitable, strikethrough the text and write the correct text on top and put countersign on the end of the strikethrough, as shown: **correct**

mistake *2*

UNIVERSITY REGISTRAR

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Visca, Baybay City, Leyte
Telefax: +63 53 563 7067; +63 53 565 0600 local 1010
Email: registrar@vsu.edu.ph
Website: www.vsu.edu.ph

STATE OF ABSENCE

Student No.	Last Name	First Name	Middle Name	Course & Year
22-1-01219	San Jose	Nikko John	Deasones	BSA-1

August 31, 2023
Date

(Name of Dean) Nictor B. Asid, Ph.D.
Dean, College of Agriculture and Food Science
Visayas State University
Visca, Baybay City, Leyte

Sir / Madam:

I would like to apply for leave of absence effective today until the end of school year 2023-2024 for the following reason(s) my step father and sister have a heart problem. We are also experiencing financial problem, so I really struggling to sustain both living and educational expenses.

[Signature]
Signature of Student

For currently enrolled students only:

For a leave of absence to be availed of during the 2nd half of the semester, professors concerned are required to indicate the class standing of the student whether "Passing" or "Failing" at the time of application for leave.

Subject	Class Standing	Inst./Prof. Signature	Subject	Class Standing	Inst./Prof. Signature

Recommending Approval:

Approved:

Noted:

[Signature]
DIONECIO M. BAYUC
Department Head

NICTOR B. ASID
College Dean

Dean of Students

Date: _____

Date: _____

Distribution: 1 Registrar, 1 Dean of Students, 1 College Dean, 1 Parents/Guardian, 1 Student

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.