



February 7, 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 hope that this letter finds you well. I am writing this letter to humbly ask for your understanding of my circumstances, and ask for readmission to continue my studies at Visayas State University. A year ago, as I was in my freshman year of college at VSU, I had to leave the university due to issues with my health and financial capacity, as well as with my poor academic performance. I was only able to attend my first semester classes during my first year last S.Y 2020-2021, and I was out of school for two semesters from today's basis. Although it was not something that I wanted to do. I have taken my past year to heal as well as pursue self-teaching opportunities, and I hope to be able to be readmitted to Visayas State University this upcoming semester 2021-2022.

Throughout those year, I suffered from anxiety and depression which led me to develop many issues with my physical and mental health. I was also under tremendous pressure to succeed and I was not mentally prepared to carry out that task. For these reasons, I withdrew from the University to undergo therapy. My apologies for not submitting any letter of absence because my obstructions shocked me. Withstanding, my passion is still with engineering just as it was when I started college, and I hope that my new perspectives will led me to success this time, and so I promise to do my very best in every way that I can to not bring this opportunity into waste again. I am really hoping that you consider this letter of mine for readmission so I can continue my education at your prestigious University and foster as one of your products.

Respectfully yours,



FELISA KAYE E. GIMOTEA
Name and Signature of the Student



PINKY E. GIMOTEA
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
20-1-00785	Gimotea	Felisa Kaye	Elbanbuena	BSGE 1

February 6, 2022
Date

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

Sir / Madam:

I would like to apply for readmission effective __second semester / summer 2021__ -2022__. My last attendance from this University was __second__ semester / summer 2020__ -2021__. I was out of school for __two__ semesters and __one__ summer(s) because of the following reason(s):
Financial problems, lacking of connectivity and gadget. I was unable to catch up with the lessons and it was really hard not to get stressed and I was suffering from depression already.
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. JANNET C. BENCURE
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