



January 28, 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!

The undersigned humbly requests for your approval to be re-admitted in the Bachelor of Secondary Education Program of the College of Education-Visayas State University for the **Second Semester of School Year 2021-2022**.

I am a graduating student taking up Bachelor of Secondary Education Major in Filipino. I was enrolled and re-admitted as a sophomore of VSU in 2017, having previously put my tertiary education in the backseat for many years for a number of personal reasons. But with the constant encouragement of my family and friends, I was able to rekindle my desire to get my life back on track and finish a degree. I had a renewed vigor to complete my journey, battle my doubts, and boost my self-confidence.

From 2017 **until the Second Semester of School Year 2019-2020**, I became more diligent with my studies. I had no failing marks and I even excelled in some of my subjects. I am also thankful for the trust, support, and guidance of the Office of the Dean of Students. Being the older among my classmates, it also gave me a responsibility to guide them and be a role model to them.

In the second semester of my senior year, I only needed to pass two more courses in order to graduate. But that was the time when the COVID-19 pandemic hit and all the uncertainties that came along with it. I had a hard time submitting my requirements online to complete my course and had a hard time having my Student Teaching Portfolio approved. I was disappointed. I was hopeless. I was demoralized.

All the self-doubts came back to me and the urge to stop school, again. In short, I became complacent and didn't comply with my requirements until my INC (incomplete grades) lapsed and I



wasn't able to graduate. I was also side-tracked with the pandemic that I opted to focus my energy instead on establishing my small poultry farm. I also wasn't also able to file a Leave of Absence (LOA) because I wasn't familiar on how to go about it.

Watching my underclassmen (they were also my classmates in some subjects) graduate this year hit me -- that I had squandered my chance yet again. But this also gave me another opportunity to better myself and prove that there is still hope and that I can still graduate if I get my acts together. That is why I would like to ask your kind office for another chance to be re-admitted for me to finish my remaining courses. I promise and assure you that I will push on in my two remaining subjects until I graduate.

Allow me to anticipate a favourable response to my request!

Respectfully yours,

Wilfredo C. Andrade J.

Name and Signature of the Student

Luz C. Andrade

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
05-1-00420	ANDRADE,	WILFREDO JR.	CAINILA	BSED-FIL 4

January 27, 2022
Date

DR. BAYRON S. BARREDO

Dean, College of Education
Visayas State University
Visca, Baybay, Leyte

Sir / Madam:

I would like to apply for readmission effective 2nd semester of AY 2021 -2022. My last attendance from this University was 2nd semester of AY 2019 -2020. I was out of school for 3 semesters because of the following reason(s): 1.) wasn't able to comply my incomplete grades for my remaining two (2) subjects due to poor internet connectivity, 2.) I got sidetracked because of the COVID pandemic and focused my energy on establishing my poultry farm, 3.) experienced anxiety and uncertainty due to the pandemic

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.

Signature of Student

Recommending Approval:

MANOLO B. LORETO JR.
Dean of Students

Approved:

DR. JOEL Q. MABALHIN
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