



January 07, 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 to express my intention in continuing my bachelor's degree in Geodetic Engineering at the university this second semester for the School Year of 2021-2022. I am a 5th year irregular student and I only have two subjects left behind, undergraduate seminar and special studies respectively.

Due to personal matters, I will admit that I had suffered a mental breakdown and as a result, I became unmotivated and discouraged to continue my studies last year. I have the mindset that either whatever problems arises on academics or within the family, I thought that I could handle all the pressure by myself. However, it only gives a lot of toll to my body and mentality. Then the pandemic came, it also affects my decision of not continuing my studies and became depressed since the internet in our area is sluggish when getting internet connection. I was not also on my sound mind and I feel ashamed and pressured that time for not letting my adviser, instructors and even my parents know on what really happening inside of me mentally and decided to just cut them off away from myself. I do fully understand right now that I should have reached out to my Adviser or Instructors instead of avoiding them or even take a leave of absence.

For how many months of depression, I am grateful and thankful to my parents and to my course adviser that despite what happens they continued, pursued, motivated and giving me the courage to continue to finish my studies. I do loved the university, and it would mean so much to me to graduate with the degree from this institution. If reinstated, I will obey and comply with the rules of the university. In addition, I will focused more on studying and will not handle the entire burden and try to communicate with my adviser and to my parents as well if a problem arises.



In connection with this, I would like to respectfully request of your good office to allow my readmission this Second Semester for the School Year of 2021-2022. I am hoping for your consideration.

Thank you very much.

Respectfully yours,

Diana Mae M. Mendoza

Name and Signature of the Student

Mary Wendy M. Mendoza

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
14-1-00776	MENDOZA	DIANA MAE	M.	BSGE - 5

January 07, 2022
Date

Dr. JANNET C. BENCURE


Dean, College of Engineering and Technology
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 2019 -2020. I was out of school for three (3) semesters and two (2) summer(s) because of the following reason(s): (1) personal matters, (2) mental breakdown, (3) due to the crisis regarding the Covid-19 pandemic, (4) discouraged, unmotivated and hesitant to take online classes because the internet in our area is sluggish.

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

DIANA MAE M. MENDOZA
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