



December 29, 2021

**DR. EDGARDO E. TULIN**  
University President  
Visayas State University

Thru: **DR. BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

**Request for Reinstatement**

Dear Sir,

Good Day! I am writing to you requesting to be reinstated this coming January 2022. Thank You for giving me the opportunity to go on further studies and gain valuable knowledge and skills that would be of help in my department as well as the University as a whole. I know I failed to finish on time due to COVID-19 pandemic that still continues to disrupt our academic and personal lives till this very day. I did my best though to accomplish what needs to be done from passing the online Comprehensive exam which is way more challenging due to the rules set by the committee handling the exams to the mental preparation for the exams. I did struggle with huge personal losses last year and this year but still I tried to continue what I started but as we all saw it; it really disrupted the flow of our daily activities thus it is the very reason why I was not able to finish it on time as previously stipulated in my academic plans during pre-pandemic days. I hope the committee would give me and the scholars who are greatly affected by these global phenomena, a due considerations.

Once again Thank You, let us all stay Safe and May God Bless us more!

Sincerely Yours,

**JOSELLE R. CAYETANO**  
IHK Faculty on Study Leave