

OFFICE OF THE UNIVERSITY REGISTRAR

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APPLICATION FOR LEAVE OF ABSENCE

Student No.	Last Name	First Name	Middle Name	Course & Year	
19-1-01672	GALVEZ	ZAIBERTH	ESCUADRA	BS IN CHEMISTRY	

February 27, 2023 Date

Dr. MA. Theresa P. Loreto
Dean, College of Arts and Sciences
Visayas State University
Visca, Baybay City, Leyte

Sir / Madam:

I would like to apply for leave of absence effective in the 2nd semester until the end of SY: 2022-2023 for the following reason(s) I do not have any subjects available to take this 2nd semester in SY: 2022-2023 thus my academic adviser recommended for me to take a leave of absence for now, and will be back in the next semester where the subjects I'm supposed to take will be available.

ZAIBERTH E GALVEZ Signature of Student

For currently enrolled students only:

For a leave of absence to be availed of during the 2nd half of the semester, <u>professors</u> 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:

DR. ELIZABETH S. QUEVEDO

Department Head Date: 2 27 7323 DR. MA. THERESA P. LORETO

College Dean

Date:

PROF. MANOLO B. LORETO JR.

Dean of Students

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

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment. Page 1 of 1 FM-REG-04 v1 06-30-2020 23-7 1