



February 01, 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!

My name is Harlene M. Ruedas a BSCS student last school year 2020-2021. I am writing this letter to humbly ask for your understanding of my circumstances, and ask for readmission to Visayas State University. Last 2nd semester of school year 2020 – 2021, as I was completing my freshman year of college, I had to leave the university due to issue with my health as well as poor academic performance. I suffered from anxiety and stress which led me to develop many issues with my physical and mental health. I was really having a hard time adjusting my academics in the new normal specially that my course is a bit difficult since computer science consume a lot of time to analyze and understand a topic. Also, my parents worried about my health when I started having tension headaches and slightly blurred vision due to the computer radiation and they suggested to leave the university and focus on my medication.


I was unable to file the leave of absence because I was not aware that it is needed since I am on my freshmen year and for the reason that I already stopped attending school and I would like to apologize about it.

If given a chance, I would like to be readmitted this coming 2nd semester school year 2021 – 2022, I am assuring and do promise that I will put my efforts, I will balance my well being together with my studeis and work hard in studying again in the university.


Thank you and Stay Safe.

Respectfully yours,


Harlene M. Ruedas
Name and Signature of the Student


Arnolfo N. Ruedas
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 - 01341	RUEDAS	HARLENE	MANAS	BSCS - 1

Feb. 1, 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 20 21~~ -20 22. My last attendance from this University was 2nd semester / ~~summer 20 20~~ - 20 21. I was out of school for one (1) semester(s) and _____ summer(s) because of the following reason(s): I had to leave the university due to issue with my health as well as poor academic performance. I suffered from anxiety and stress which led me to develop many issues with my physical and mental health. I started having tension headaches and slightly blurred vision due to the computer radiation.

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. Lorerto, Jr.
Dean of Students

Prof. Magdalene Unajan
Department Head

Certified no financial accountability:

Queen-ever Y. Atupan
Cashier

Signature of Student

Approved:

Dr. Jannet C. Bencure
College Dean

Recorded:

MARWEN A. CASTAÑEDA
University Registrar

Distribution of copies: 1 Cashier, 1 Registrar, 1 Dean, 1 Dept. Head, 1 Admissions Office