



January 29, 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 Jeziel T. Pol, student of the Department of Geodetic Engineering, is requesting in your good office to readmit this second semester, school year 2021-2022. I stopped last semester (first semester, school year 2021-2022), because of the pandemic and I don't have a stable internet connection since our place doesn't have a good signal. We have to go to a particular area or go to town where we can get a good signal for important purposes. Also, I decided to work instead of studying because I have a child to support for.

Honestly, I have no idea that I have to file a leave of absence once I stop studying.

Since the Commission on Higher Education allows the Universities and Colleges to conduct limited face to face classes, I am willing to enrol this upcoming semester. If ever face to face classes will be cancelled, I assure you that I can still attend the online classes because we already have stable internet connection.

Hoping for your positive response to this letter.

Respectfully yours,

  
**JEZIEL T. POL**

Name and Signature of the Student

  
**LUCINA T. POL**

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
15-1-01716	POL	JEZIEL	TAPAYA	BSGE - 5

January 29, 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 2<sup>nd</sup> semester / summer 2021 -2022. My last attendance from this University was 2<sup>nd</sup> semester / summer 2020 -2021. I was out of school for one (1) semester because of the following reason(s): I have no stable internet connection and I need to work to support my child.

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

  
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