



January 22, 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!


Thank you kindly for taking time to read this letter. My name is Ricardo Baril Mazo Jr., a former student of Visayas State University.

I am writing this letter to express my intention to continue my study in this University, the Visayas State University with a course of BS in Hospitality Management for S.Y. 2021-2022. Due to some personal matters and unstable internet connection I can't attend some of my class in the first semester of the S.Y. 2020-2021. I already intended to return to continue my studies, however, because I haven't finished the first semester I can't continue for the next semester.

In connection with this, I would like to respectfully request your good office to allow me to be readmitted for this School Year 2021-2022. I am hoping for your kind consideration.

Thank you so much.

Respectfully yours,


RICARDO B. MAZO JR.

Name and Signature of the Student


CHERRY ANN B. MAZO

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
20-1-01386	Mazo	Ricardo , Jr.	Baril	BSHM 1

January 22, 2022
Date

DR. MOISES NEIL V. SERIÑO

Dean, College of Students
Visayas State University
Visca, Baybay, Leyte

Sir / Madam:

I would like to apply for readmission effective **second** semester/summer 2021 -2022. My last attendance from this University was **first** semester/summer 2020 -2021. I was out of school for **two(2)** semesters and **one (1)** summer(s) because of the following reason(s): the internet in our barangay is unstable and some personal matter.

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:

Prof. VENICE YBAÑEZ
Department Head

DR. MOISES NEIL V. SERIÑO
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