



REQUEST FOR LEAVE OF ABSENCE

7 August 2025

Date

MARILYN M. BELARMINO
Director, Graduate Education
VSU, Visca, Baybay City, Leyte

Dear Dr. Belarmino:

I wish to request for leave of absence from VSU Graduate School this
1st Semester 2025-2026 because of the following reasons:
(AY-Semester)

I continue to work full-time as a project Officer based in Cebu City with schedules that also take up some of my weekends. Due to conflicts in schedule, it continues to be difficult for me to attend and work on face-to-face transactions, classes and other academic activities from August to November 2025. Nevertheless, I hope to file for re-admission and re-enroll once I get re-assigned to Region VIII so I could allot more to focus on my graduate studies.

Very truly yours,

HANNAH A. HIPE

Name and signature

Noted:

Chairman, Graduate Advisory Committee

Date: _____

Approved:

Director, Graduate Education

Date: _____

Distribution of copies: Graduate Student, Major Department, Graduate Education

* Indicate N/A or NONE for fields not applicable



GRADUATE EDUCATION

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