



January 10, 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 Early Wynne Martinez, a 1st year BS Marine Biology student. I am writing this letter for readmission because I want to continue my studies in this prestigious university.

I was not able to enroll last 2nd semester of the A.Y. 2019-2020, 1st and 2nd semester of A.Y 2020-2021 and 1st semester of A.Y 2021-2022 due to lacking of credentials. Fortunately, during that time frame, I was able to secure my credentials. I was not also able to file my leave of absence because I thought I can enroll during the 2nd semester. I was supposed to enroll for the 1st semester of A.Y 2021-2022 but I was having difficulties with the resources that I need for my classes. In spite of, I am able to work it out and I am now ready to pursue what I have started and graduate in this University.

I am hoping for your kind consideration.

Thank you!

Respectfully yours,


EARLY WYNNE M. MARTINEZ
Name and Signature of the Student


ROY MARTINEZ
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
19-1-02652	MARTINEZ	EARLY WYNNE	MANAGBANAG	BSMB - 1

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DR. MA. THERESA P. LORETO

Dean, College of Arts and Sciences
Visayas State University
Visca, Baybay, Leyte


Sir / Madam:

I would like to apply for readmission effective 2nd semester/summer 2021-2022. My last attendance from this University was 1st semester/summer 2019-2020. I was out of school for **four(4)** semesters and two summer(s) because of the following reason(s): lacking of credentials. I was not able to secure my credentials before I enroll in this University because I still have pending dues on my previous school.

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.


EARLY WYNNE M. MARTINEZ
Signature of Student

Recommending Approval:


MANOLO B. LORETO, Jr.
Dean of Students

Dr. ANALYN A. MAZO
Department Head

Approved:

Dr. MA. THERESA P. LORETO
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