



## REQUEST FOR LEAVE OF ABSENCE

April 6, 2022  
Date

ANABELLA B. TULIN  
Dean, Graduate School  
VSU, Visca, Baybay City, Leyte

Dear Dr. Tulin:

I wish to request for leave of absence from VSU Graduate School from 2<sup>nd</sup> semester 2021 to 2022 because of the following reasons:

I was not able to meet the requirements for enrollment. The lacking was only Grade Certification from the Registrar.

Very truly yours,

MANICHAN K. MENA  
Name and signature

Noted:

KAREN LUZ P. YAP  
Chairman, Graduate Advisory Committee  
Date: \_\_\_\_\_

Approved:

**ANABELLA B. TULIN**  
Dean, Graduate School  
Date: \_\_\_\_\_

**Distribution of copies:** Graduate Student, Registrar, Major Department, Graduate School

\* Indicate N/A or NONE for fields not applicable