



VISAYAS
STATE UNIVERSITY



OFFICE OF THE DEAN OF STUDENTS
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February 7, 2022

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 writing this letter to humbly request for readmission. I stopped during the 2nd semester of the school year 2020-2021. I chose to take a cool off from studying due to the pandemic for it took a huge toll on my mental health. I sincerely apologise for not filing the LOA. It completely slipped my mind to file the leave of absence. I am very sorry and I take full responsibility for my actions. I would like to continue my studies and hopefully graduate this second semester of the school year 2021-2022.

Respectfully yours,

WINCEF G. NOVAL

Name and Signature of the Student

VICENTA G. NOVAL

Name and Signature of Parent/Guardian

Approved for the President:

MANOLO B. LORETO, Jr.

Dean of Students

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.



READMISSION FORM

Student No. 14-1-01755	Last Name NOVAL	First Name WINCEL	Middle Name GERALDO	Course & Year BSDC 4
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February 7, 2022
Date

Dr. VICTOR B. ASIO
Dean, College of Agriculture and Food Science
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 2nd semester / summer 2020-2021. I was out of school for one(1) semester and none summer(s) because of the following reason(s): a pandemic happened and it was taking such a huge toll on my mental health.

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. EDITHA G. CAGASAN
Department Head

Dr. VICTOR B. ASIO
College Dean

Certified no financial accountability:

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

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