



## READMISSION FORM

Student No.	Last Name	First Name	Middle Name	Course & Year
19-1-01273	BALDE	MARY GRACE	MANLIMOS	BSGE 3

February 14, 2022  
Date

**Dr. JANNET C. BENCURE**


Dean, College of Engineering and Technology  
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 second semester / summer 2020 -2021 I was out of school for one(1) semester and \_\_\_\_\_ summer(s) because of the following reason(s): there were a lot to be taken care of because of my Tita's death, and it was also due to poor internet connection.

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.** w/ LOA  
Dean of Students

  
Mary Grace Balde  
Signature of Student

**Approved:**

**Dr. JANNET C. BENCURE**  
Department Head

**Dr. JANNET C. BENCURE**  
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*



## APPLICATION FOR LEAVE OF ABSENCE

Student No.	Last Name	First Name	Middle Name	Course & Year
19-1-01273	BALDE	MARY GRACE	MANLIMOS	BSGE III

September 21, 2021

Date

**Dr. Jannet C. Bencure**

Dean, College of Engineering and Technology

Visayas State University

Visca, Baybay City, Leyte

Sir / Madam:

*1st Sem 2021-2022*

I would like to apply for leave of absence effective AUGUST 2021 until the end of 1ST SEM SY. 2021-2022 for the following reason(s) We are now staying at my Aunt's house and our internet connection here is not stable. I also have a lot to take care of because my Aunt just died recently.

mhb21-01

Signature of Student

For currently enrolled students only:

For a leave of absence to be availed of during the 2<sup>nd</sup> half of the semester, professors concerned are required to indicate the class standing of the student whether Passing or Failing at the time of application for leave.

Subject	Class Standing	Inst./Prof. Signature

Subject	Class Standing	Inst./Prof. Signature

**Recommending Approval:**

**Approved:**

**Noted:**

*Jannet C. Bencure*  
Jannet C. Bencure  
Department Head

Date: 9/23/21

*Jannet C. Bencure*  
Jannet C. Bencure  
College Dean

Date: 9/23/21

*Manolo B. Loreto, Jr.*  
Manolo B. Loreto, Jr.  
Dean of Students

Distribution: 1 Registrar, 1 Dean of Students, 1 College Dean, 1 Parents/Guardian, 1 Student

**Vision:**

A globally competitive university for science, technology, and environmental conservation.

**Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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