



VISAYAS
STATE UNIVERSITY



OFFICE OF THE DEAN OF STUDENTS
Visca, Baybay City, Leyte, 6521-A PHILIPPINES
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February 02, 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!

Last semester, I Maria Elisa G. Pal attended Visayas State University school year 2021-2022. Because I enrolled at (MCC) Maasin City College, I was unable to finish my second semester. I made a mistake by not informing the (MCC) that I no longer wish to study there. I continue to study at VSU because they only require a soft copy, and I send my original card (Form 138) and Birth Certificate via email because my original card and (Form 138) and Birth Certificate were provided by (MCC) Maasin City College, and I was unable to travel to Maasin City due to the pandemic. Second semester is approaching, and VSU requires the original copy. I contacted the registrar but received no response, so I went to Maasin to get my documents, but they refused to release my original card (Form 138) and Birth Certificate because my instructor wanted me to continue for the second semester, so she assisted me in contacting the VSU and MMC registrars, and they came up with the solution that only I can enroll next semester and they sent me the TOR. I resided in a province with bad signal, which is why I was unable to complete the Leave of Absence, but I was determined to continue and rebuild myself nonetheless. For readmission, I want to focus on the second semester in the school year 2021-2022. For my last first semester of study at VSU, I performed my very best and didn't see what was missing, but today I guarantee you and myself that I will do all in my power to continue and be productive.

Respectfully yours,



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MARIA ELISA G. PAL
Name and Signature of the Student

FELOMINA G. PAL
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
20-1-01553	PAL	MARIA	ELISA	BSANSCI - 1

February 02, 2022
Date

VICTOR B. ASIO
Dean, College of Animal Sciences
Visayas State University
Visca, Baybay, Leyte

Sir / Madam:

I would like to apply for readmission effective second semester school year 2021-2022. My last attendance from this University was first semester school year 2020-2021. I was out of school for three semesters because of the following reason(s): I enrolled in your institution for the first semester since you just require a soft copy of my card (Form 138) and my birth certificate for the second semester, but they refused to give my paperwork, therefore I dropped out. My teacher was already aware of my position, and she informed me that I needed to apply for readmission first.

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


MARIA ELISA G. PAL
Signature of Student

Approved:

MANUEL D. GACITAN, JR.
Department Head

DR. VICTOR B. ASIO
College Dean

Certified no financial accountability:

QUEEN-EVER Y. ATUPAN
Cashier

Recorded:

MARWEN A. CASTAÑEDA
University Registrar

Distribution of copies: 1 Cashier, 1 Registrar, 1 Dean, 1 Dept. Head, 1 Admissions Office