



**VISAYAS**  
STATE UNIVERSITY

**GRADUATE  
SCHOOL**

**REQUEST FOR LEAVE OF ABSENCE**

03/06/2024  
Date

**CATHERINE C. ARRADAZA, Ph.D**  
Dean, Graduate School  
VSU, Visca, Baybay City, Leyte

Dear Dr. Arradaza:


I wish to request for leave of absence from VSU Graduate School from 2023-2024 2nd semester to 2024-2025 1st semester because of the following reasons:  
(AY-Semester) (AY-Semester)

1. I was hired at Gov. Celestino Gallares Memorial Medical Center in Tagbilaran City, Bohol as Statistician II, and it will be hard for me to attend regular face to face classes.

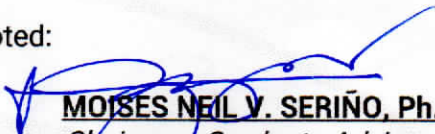
2. I will focus on complying the requirements on my INCs from previous semesters.

I hope you will consider my reasons. I will be back to school once I settled all my INCs.  
I hope you will still accept me to continue my studies here in VSU.

Very truly yours,

  
**DHEYVID C. FACUNDO**  
Name and signature

Noted:

  
**MOISES NEIL V. SERIÑO, Ph.D**  
Chairman, Graduate Advisory Committee  
Date: 3/6/24

Approved:

**CATHERINE C. ARRADAZA**  
Dean, Graduate School  
Date: \_\_\_\_\_

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

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



**GRADUATE SCHOOL**  
Visayas State University PQWW+JQ Baybay City, Leyte  
Email: [gs@vsu.edu.ph](mailto:gs@vsu.edu.ph)  
Website: [www.vsu.edu.ph/gs](http://www.vsu.edu.ph/gs)  
Phone: +63 53 565 0600 Local 1062