



READMISSION FORM

Student No.	Last Name	First Name	Middle Name	Course & Year
15-1-01018	VELMONTE	JHONBEL	CAPAL	BSGE-5

Feb. 16, 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 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) semesters and summer(s) because of the following reason(s):

- My subjects are intended for second semester only
- Lack of internet connections and gadgets such as Laptop

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. 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



Feb. 16, 2022

Date

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!

Good day sir, I am Jhonbel C. Velmonte currently enrolled in a Geodetic Engineering degree program. I humbly ask for your good office sir to readmit this second semester school year (2021-2022).

Last first semester school year (2021-2022), I was not able to enrol because my subjects are offered only on second semester and I want to graduate hopefully this school year sir as best as I could. During the first semester year, I worked in the private firm aligned on my degree program so that I can buy some gadgets like laptop intended for my studies. I did not manage to graduate last school year due to pandemic and I did not have enough resources to continue my studies because I did not have a laptop which is very important in our field.


I assure you sir that I will do my best and pursue my studies to be able to graduate on my degree program. I want to become an engineer someday sir.

Hoping for your kind consideration sir, thank you sir and God speed.

Respectfully yours,



JHONBEL C. VELMONTE

Name and Signature of the Student


FLORENTINA L. VELMONTE

Name and Signature of Parent/Guardian

Approved for the President:


MANOLO B. LORETO, Jr.
Dean of Students