



VISAYAS
STATE UNIVERSITY



OFFICE OF THE DEAN OF STUDENTS
Visca, Baybay City, Leyte, 6521-A PHILIPPINES
Telefax: +63 53 563 7534; Local 1076
Email: ussc@vsu.edu.ph
Website: www.vsu.edu.ph

February 02 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!

I am Sara-Lee M. Lota BSED-IV student, I have left school after second semester A.Y. 2020-2021 because that year I gave birth and my focus was to care my baby first that is why some of my subjects are INCs and some are failed. I need to retake and comply those subjects. I did not enrol last first semester because the subjects I am going to enrol will be offered on this coming second semester. I filed an application for Leave of Absence last October 2021 and submitted to our department but unfortunately they were not able to process due to plenty of requests they were facing that time. I would like to apply re-admission effective second semester A.Y. 2021-2022. If admitted, I pledge and promise to do well with all my best in my studies so that I can get a diploma and later on can have a better job so that I can provide the needs of my family.
Your kind approval is highly appreciated sir.
Thank you and God bless.

Respectfully yours,

SARA-LEE M. LOTA
Name and Signature of the Student

MARIO JAY S. GECONG
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.	Last Name	First Name	Middle Name	Course & Year
17-1-00366	Lota	Sara-Lee	Marino	BSED-IV

February 2, 2022
Date

BAYRON S. BARREDO
Dean, College of Education
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 semester and no summer(s) because of the following reason(s): I gave birth that year and my focus was to care my baby first that is why some of my subjects are INCs and some are failed. I need to retake and comply those subjects. I did not enroll last first semester because the subjects I am going to enroll will be offered on this coming second semester.

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. JOEL Q. MABALHIN
Department Head

DR. BAYRON S. BARREDO
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

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