



## READMISSION FORM

Student No.	Last Name	First Name	Middle Name	Course & Year
20-1-01781	CATIMO	LOVELY ROSE	ALLARE	2 BCAED

February 14, 2022  
Date

**DR. BAYRON S. BARREDO**


Dean, College of Education  
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) semester because of the following reason(s): During the enrollment for the first semester S.Y. 2021- 2022 I encountered an error during the enrollment process. I was enrolled but surprisingly my COR is empty, it has no subjects. I immediately reached for help to my Adviser and the registrar but they responded too late. They only acted and took action after I reached for help to the IHK and my department dean. Registrar unenrolled me in the cumulus so I could enroll again. Sadly, enrollment that time is already close and I couldn't re-enroll. They told me to submit a letter of consideration addressed to registrar and they told me that I will be given a chance to re-enroll in 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

  
LOVELY ROSE A. CATIMO

**Approved:**

**Dr. CHARIS B. LIMBO**  
Department Head

**Dr. BAYRON S. BARREDO**  
College Dean

**Certified no financial accountability:**

**Recorded:**

**QUEEN-EVER Y. ATUPAN**  
Cashier

**MARWEN A. CASTAÑEDA**  
University Registrar



February 15, 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 hope that this letter finds you well. I am Lovely Rose A. Catimo and I entered Visayas State University SY 2020-2021 taking Bachelor in Culture and Arts Education. I'm writing this letter to ask for your kindness and understanding of my personal situation and humbly ask for readmission to Visayas State University. I hope that you will give me a chance. Last semester I wasn't able to attend class for the reason that, during the enrollment for the first semester SY 2021- 2022 I encountered an error during my enrollment process. I was enrolled but surprisingly my COR was empty and has no subjects. I immediately reached for help to my Adviser and the registrar but they responded too late. They only acted and took action after I reached for help to the IHK and my department dean. Registrar unenrolled me in the cumulus so I could enroll again. Sadly, enrollment that time is already close and I couldn't re-enroll. They told me to submit a letter of consideration addressed to registrar and they told me that I will be given a chance to re-enroll in second semester. I've been waiting for this time so I could go back to school and study. I tried enrolling last February 11 2022 but it says I can't enroll because my account has been blocked and that I have to contact Cash Division to unlock my account and see my course in charge or the registrar to unblock my account. I called the registrar and told me to submit a Readmission letter to the dean students office. I didn't know about the leave of absence letter and I'm truly sorry for that shortcoming.

I am a working student, I am working as a maid in a apartment rental. I clean and assist customers. No one supports me in my studies. Back when I was still in my Senior High school days, when I received the email of the school saying I passed the exam, I had hope and cried for joy and too much happiness that I even hyperventilated. The scholarship is my only hope for me to reach dreams. I know I had mistakes, I couldn't manage my time properly and had INC subjects. I am willing to take all the consequences for that. Just please give another chance in the second semester of SY 2021-2022. I only have myself, please. I have no parents, they already have their own family. The University



is my only hope. I promise that I will work hard and study hard so I can fix my INC subjects. I will not waste the chance that you will give me.


Being not able to attend the classes in first semester has sought me to better manage my time and inner turmoil. The time has thought me to be more persistent, and I am confident that I have grown into a more mature individual who is able to channel herself positively. I hope that you will consider me for readmission to Visayas State University so that I can continue working towards Culture and Arts Education degree, allowing me to pursue a brighter future for myself and every people around me.

Respectfully and Sincerely yours,

  
LOVELY ROSE A. CATIMO

  
JIMMARIE A. CATIMO

Approved for the President:

  
**MANOLO B. LORETO, Jr.**  
Dean of Students