



## APPLICATION FOR LEAVE OF ABSENCE

Student No.	Last Name	First Name	Middle Name	Course & Year
21-1-01840	Pizon,	Charles Anthony	Mayola	BSCHEM I

March 16, 2022  
Date

**Dr. MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Visayas State University

Visca, Baybay City, Leyte

Sir / Madam:

I would like to apply for leave of absence for this 2nd Semester, AY 2021-2022 until the end of 2nd semester, 2021-2022 for the following reason(s) The approval of my request for shifting didn't reach the last date for late registration.

  
Signature of Student

For currently enrolled students only:

For a leave of absence to be availed of during the 2nd half of the semester, professors concerned are required to indicate the class standing of the student whether "Passing" or "Failing" at the time of application for leave.

Subject	Class Standing	Inst./Prof. Signature	Subject	Class Standing	Inst./Prof. Signature

**Recommending Approval:**

**Approved:**

**Noted:**

ELIZABETH S. QUEVEDO

Department Head

Date: \_\_\_\_\_

MA. THERESA P. LORETO

College Dean

Date: \_\_\_\_\_

MANOLO B. LORETO

Dean of Students

Date: \_\_\_\_\_

*Distribution: 1 Registrar, 1 Dean of Students, 1 College Dean, 1 Parents/Guardian, 1 Student*

**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.