



## READMISSION FORM

Student No.	Last Name	First Name	Middle Name	Course & Year
18-1-00497	ORACION	HENRY JAMES	FERRERAS	BSCE III

Feb 14, 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 2<sup>nd</sup> semester 2021-2022. My last attendance from this University was 1<sup>st</sup> semester 2020-2021. I was out of school for two(2) semester and because of the following reason(s):

I was admitted in the hospitals for almost six months which covers all the days during the 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.

Signature of Student

**Recommending Approval:**

**MANOLO B. LORETO, Jr** w/ LOA  
Dean of Students

**Approved:**

**GLADYS G. DOYDORA**  
Department Head

**Dr. JANNET C. BENCURE**  
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*



## APPLICATION FOR LEAVE OF ABSENCE

Student No.	Last Name	First Name	Middle Name	Course & Year
18-1-00497	Oracion	Henry James	Ferreras	BSCE III

5/8/21

Date

Dr. Jannet C. Bencure  
Dean, College of Engineering and Technology  
Visayas State University  
Visca, Baybay City, Leyte

Sir / Madam:

I would like to apply for leave of absence effective <sup>1st Sem 2021-2022</sup> ~~august 25~~ until the end of month of <sup>1st Sem 2021-2022</sup> ~~January~~ for the following reason so that I can maintain my scholarship for the dost program they will not allow the student to take subjects for this semester.

Signature of Student

For currently enrolled students only:

For a leave of absence to be availed of during the 2<sup>nd</sup> 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:**

**GLADYS G. DOYDORA**  
OIC-Department Head

**JANNET C. BENCURE**  
College Dean  
Date: 8/25/2021

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

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

Date: 8/25/2021

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