



APPLICATION FOR LEAVE OF ABSENCE

Student No.	Last Name	First Name	Middle Name	Course & Year
20-1-00603	MILLEZA	MICKIE	OTERO	BSA 1

March 3, 2022
Date

DR. VICTOR B. ASIO
Dean, College of Agricultural Education & Extension
Visayas State University
Visca, Baybay City, Leyte

Sir / Madam:

I would like to apply for leave of absence effective 1st Sem, SY 2021-2022 until the end of 2nd semester SY 2021-2022.

for the following reason(s):

My parents advise me to stop for the meantime because of lack financial. I need to apply for work to support my parents on our daily needs.

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

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Recommending Approval:

Approved:

Noted:

KAREN LUZ P. YAP
Department Head

VICTOR B. ASIO
College Dean

MANOLO B. LORETO
Dean of Students

Date: 3/3/22

Date: _____

Date: _____

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