



## OFFICE OF THE DEAN OF STUDENTS

Visca, Baybay City, Leyte, 6521-A PHILIPPINES

Telefax: +63 53 563 7534; Local 1076

Email: usso@vsu.edu.ph Website: www.vsu.edu.ph

January 12, 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, Nico John L. Mazo, whom enrolled under the program of BS Meteorology and stopped on 1st semester last School Year 2019- 2020.

I was stopped for the reason of having financial problem to support my personal expenses. During my absence, I was looking for a job and eventually I was hired on a BPO Company as a representative.

My reason for not filing the Leave of Absence (LOA) because I lacked on information processing the LOA and I was about to on-board on my job.

And now, I want to pursue my study this Second Semester of School Year 2021- 2022. I can assure to continue, do well, and to finish my studies for me to have a best life.

Respectfully yours, .

Name and Signature of the Student

Name and Signature of Parent/Guardian

Approved for the President:

MANOLO B. LORETO, Jr.

Dean of Students



## OFFICE OF THE UNIVERSITY REGISTRAR

1/F Administration Building Visca, Baybay City, Leyte, 6521-A PHILIPPINES Telefax: +63 53 563 7067 or 565 0600; Local 1010

Email: registrar@vsu.edu.ph Website: www.vsu.edu.ph

## READMISSION FORM

Student No.	Last Name	First Name	Middle Name	Course & Year
19-1-01414	Mazo	Nico John	Lopez	BS Met 1
	_			

January 12, 2022 Date

DR. JANNET C. BENCURE

Dean, College of <u>Engineering</u> and <u>Technology</u>
Visayas State University
Visca, Baybay, Leyte

Sir / Madam:

I would like to apply for readmission effective <u>2<sup>nd</sup></u> semester / summer <u>2021 -2022</u>. My last attendance from this University was <u>1<sup>st</sup></u> semester / summer <u>2019 -2020</u>. I was out of school for <u>four</u> semesters and <u>two</u> summer(s) because of the following reason(s): <u>for the reason of having financial problem to support my personal expenses. During my absence, I was looking for a job and eventually I was hired on a BPO Company as a representative.</u>

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

Engr. DANIEL C. LOR Department Head Approved:

Dr. JANNET C. BENCURE
College Dean

Certified no financial accountability:

Recorded:

QUEEN-EVER Y. ATUPAN
Cashier

MARWEN A. CASTAÑEDA
University Registrar

Signature of Student

Distribution of copies:, 1 Cashier, 1 Registrar, 1 Dean, 1 Dept. Head, 1 Admissions Office

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. Page 1 of 1 FM-REG-02 v1 06-30-2020

No.\_\_\_\_\_