

02/02/2022

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 am FREDERIC C. YBAÑEZ writing this letter to appeal for readmission to Visayas State University. I wasn't able to get enrolled from previous semester for I was too busy constructing my small business which is a backyard piggery farm.

That was 1st semester of S.Y. 2021-2022 when I wasn't able to enroll. Time management was hard for me that I did not able to monitor the calendar schedule of enrolment since it was my first business. It was too late for me to enroll because the classes were already started. Moreover, I haven't filed a leave of absence due to an insufficient amount of time.

Certainly, this semester would probably be my last semester in the university and I am humbly asking a request from your form your great office to be admitted again in the university for the 2nd semester.

Respectfully yours,


  
FREDERIC C. YBAÑEZ

Name and Signature of the Student

  
NARCISO I. GALANG Jr.

Name and Signature of Parent/Guardian

Approved for the President:

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



## READMISSION FORM

Student No.	Last Name	First Name	Middle Name	Course & Year
15-1-02263	YBAÑEZ	FREDERIC	CELESTE	BAS 4

02/02/2022

Date

**Dr. VICTOR B. ASIO**

Dean, College of Agriculture and Food Science  
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 2<sup>nd</sup> semester 2020-2021. I was out of school for 1 semester because of the following reason(s):

1. Constructing my small business which is a backyard piggery farm.
2. Too late to enroll for the 1<sup>st</sup> semester due to being unable to follow the given schedule of enrollment.

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:**

  
**Prof. MANOLO B. LORETO**  
Dean of Students

**Prof. MANUEL D. GACUTAN Jr.**  
Department Head

**Certified no financial accountability:**

**QUEEN-EVER Y. ATUPAN**  
Cashier

  
**FREDERIC C. YBAÑEZ**  
Signature of Student

**Approved:**

**VICTOR B. ASIO PhD**  
College Dean

**Recorded:**

**MARWEN A. CASTAÑEDA**  
University Registrar

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