



VISAYAS
STATE UNIVERSITY



OFFICE OF THE DEAN OF STUDENTS
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February 7, 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 sir!

I am writing this letter to express my intention to continue my degree in the University starting this second semester of AY 2021-2022. I am an Irregular 4th year student of this University.

Due to some personal matters, I didn't enrolled last second semester AY 2020-2021 because I gave birth to my first child through Caesarean Section and that needed me to recover myself from the operation for a period of time. I didn't know at that time I need to file a leave of absence in the University.

In connection with this, I would like to respectfully request your good office to allow me to be readmitted for this second semester of AY 2021-2022. I swear to do well in my studies to have a better future. I am hoping for your kind consideration. Thank you so much.

Respectfully yours,

Esmera C. Espejo

Name and Signature of the Student

Marita C. Espejo

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
17-1-00021	ESPEJO	ESMERA	COLUMNAS	BSAB-4

February 7, 2022
Date

Dr. MOISES NEIL V. SERENO
Dean, College of Management and Economics
Visayas State University
Visca, Baybay, Leyte

Sir / Madam:

I would like to apply for readmission effective 2nd semester / summer 2021-2022. My last attendance from this University was 1st semester / summer 2020-2021. I was out of school for two(2) semesters AY 2020-2021 summer(s) because of the following reason(s):

I gave birth to my first child through Ceasarian Section and that needed me to recover myself from the operation for a period of time _____.

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

Approved:

ANGELITA L. PARADERO
Department Head

Dr. MOISES NEIL V. SERENO
College Dean

Certified no financial accountability:

QUEEN-EVER Y. ATUPAN
Cashier

Recorded:

MARWEN A. CASTAÑEDA
University Registrar

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.