



01/06/22  
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 Vincent J. Trinidad a former student in Visayas State University in the College of Engineering, I stopped my studies in the SY 2019-2020 in the 2<sup>nd</sup> semester in which I did not enroll. Before I stopped, my grades were on the decline and I was naive to not give a care about it. In the December of 2019 before the 2<sup>nd</sup> semester started I tried to apply for a job in which I was luckily accepted, at this time I thought that stopping my studies and trying to earn a living would be better because I couldn't find any reason or inspiration in continuing my studies which was an immature decision at the time. Not filing Leave of Absence was an honest mistake I did because going to work during the sembreak was a hastily made decision and I did not know there was a procedure in stopping your studies.


I am writing this request for readmission for the SY 2021-2022 2<sup>nd</sup> semester because I know what is important now, finishing my studies is a treasure nobody can give but me. If I fail more than one subject I'll stop my education for good because it would be pointless if I'm given the chance. All I want is a chance to do my best efforts in finishing my studies which I didn't do before, I know what I want and what I need to do now. Hoping for your best consideration. Thank you for reading.

Respectfully yours,

Vincent J. Trinidad   
Name and Signature of the Student

Lorna J. Trinidad   
Name and Signature of Parent/Guardian

Approved for the President:

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



**READMISSION FORM**

<b>Student No.</b> 15-1-00832	<b>Last Name</b> TRINIDAD	<b>First Name</b> VINCENT	<b>Middle Name</b> JUBAY	<b>Course &amp; Year</b> BSCE
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Feb. 2, 2022  
Date

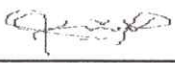
**Dr. JANNET C. BENCURE**  
Dean, College of Engineering and Technology  
Visayas State University  
Visca, Baybay, Leyte

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** 2019 -2020. I was out of school for **four (4)** semesters and 2 summer(s) because of the following reason(s):

My grades were on the decline and I wasn't sure if I want to finish my studies and when I was given an opportunity to work I took it.

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.**  
Dean of Students

**Approved:**

**Dr. JANNET C. BENCURE**  
College Dean

**Engr. GLADY DOYDORA**  
Department Head

**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*