



**Visayas State University**  
Visca, Baybay City, Leyte 6521-A, Philippines

**REQUEST FOR LEAVE OF ABSENCE**

\_\_\_\_\_  
Date

Dr. Anabella B. Tulin  
Dean, Graduate School  
VSU, Visca, Baybay City, Leyte

Dear Dr. Tulin:

I wish to request for leave of absence from VSU Graduate School from \_\_\_\_\_ 20\_\_  
to \_\_\_\_\_, 20\_\_ because of the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
*Graduate Student*

Noted:

\_\_\_\_\_  
*Chairman, Graduate Advisory Committee*

Date: \_\_\_\_\_

Approved:

**ANABELLA B. TULIN**  
*Dean, Graduate School*  
Date: \_\_\_\_\_

