

University of the **Philippines Los Baños**  
College, Laguna

\_\_\_\_\_  
Date

**Prof. Rex B. Demafelis, PhD**

Dean, College of Engineering and Agro-industrial Technology  
UPLB, College, Laguna

Dear **Prof. Demafelis:**

I would like to request for reinstatement for 1<sup>st</sup>/2<sup>nd</sup> semester 20\_\_\_\_. I was AWOL for the following reasons (*pls. indicate problems/reasons for failure*):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please find attached my proposed action plan to ensure that the delinquency will not happen again.

Truly yours,

\_\_\_\_\_  
Printed Name over Signature

I.D. Number: \_\_\_\_\_

Contact No.: \_\_\_\_\_

e-mail add.: \_\_\_\_\_

Recommending Approval/Disapproval:

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Dept Chair/Inst. Director

Recommending Approval/Disapproval:

**Assoc. Prof. Butch G. Bataller, PhD**  
Chair, CEAT Committee on Student  
Admission & Readmission

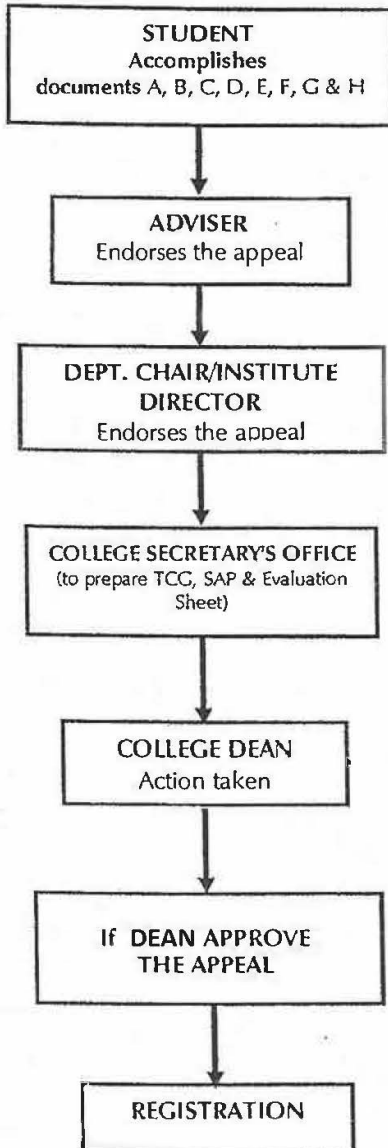
Approved/Disapproved:

**Rex B. Demafelis**

Dean, CEAT

**FLOWCHART & DOCUMENTS NEEDED FOR EVALUATION OF  
STUDENT APPEALS FOR READMISSION  
(REINSTATEMENT FROM AWOL)**

**FLOW OF PAPERS**



**DOCUMENTS NEEDED**

- A. Letter of appeal addressed to the Dean (~~Reinstatement Form~~)
- B. Notarized statement from the students' attesting/confirming that he did not enroll from any colleges/University during the time of AWOL.
- C. Plan of study (to be prepared by the student and approved by the academic adviser) detailing the courses to be taken from the time of reinstatement until graduation.
- D. True Copy of Grades (TCC) from the concerned college secretary. It must indicate all grades from freshman until the last semester the student was enrolled with the reason for the grades of 5.0 as indicated in the IBM grade sheet in the last semester, semestral scholastic status, leaves of absence and the semesters when the student was last enrolled.
- E. Summary of Academic Performance (SAP) from the concerned college secretary
- F. Evaluation Sheet (blue sheet) to be accomplished by the College Sec. SRE
- G. Photocopy of valid I.D. from parents with signature
- H. Plan of Action (to ensure that the delinquency will not happen again)