Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**APPROVED**

**DISAPPROVED**

**REMARKS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*Signature*

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

*Date*

MM / DD / YYYY

To: **ALICIA P. CATABAY, RPh, MSc, PhD**

*Dean, The Student Affairs*

College/SHSSHS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: **PERMISSION FOR INGRESS OF PETS**

Greetings in St. La Salle!

I would like to request for your approval to let me bring my pet \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ for my

*name of pet kind of pet*

graduation pictorial on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Rest assured that my pet will be taken cared of by

*day/month/year*

my companion while I’m having my graduation pictorial and my pet will be on leash and wearing a diaper at all times. It will be handled with outmost care and the health and safety of everyone will be considered before, during and after pictorial.

Attached to this letter is the photocopy of my pet’s picture and vaccination record card for your reference.

Your favorable consideration is highly appreciated. Thank you.

**Requesting Student:**

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

*(Printed Name and Signature)*

**Endorsed:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Printed Name & Signature)*

*Collegiate Vice Dean/SHSSHS Assistant Director*

For the student concerned

1. Please submit form for processing at least 3 days prior to the date of pictorial

**TSA FORM 04**