



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

March 06, 2024

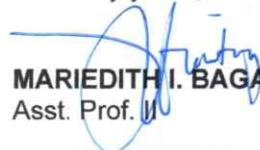
**Ms. Magdalene C. Unajan**  
Head, DCST  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Prof. Unajan**,

The Department of Agronomy would like to request from your good office the expertise of Mr. Dionesio I. Estupa to check and repair one (1) unit defective Epson Printer L3250 used for printing and scanned important documents for faculty and staff.

I hope this request merits your kind approval.

Sincerely yours,

  
**MARIEDITH I. BAGARINAO**  
Asst. Prof. II

Received by:

**MAGDALENE C. UNAJOAN**  
Head, DCST

Conforme:

**DIONESIO ESTUPA**  
Lab. Tech.