



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
AGRONOMY

September 27, 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 printer and install a new printer. Those printers are used for printing and processing important documents for faculty and staff in the department.

I hope this request merits your kind approval.

Sincerely yours,


LUZ G.

Head, DA

Received by:

MAGDALENE C. UNAJOAN
Head, DCST

Conforme:

DIONESIO ESTUPA
Lab. Tech.

DEPARTMENT OF AGRONOMY

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