



November 3, 2022

PROF. MAGDALENE C. UNAJOAN

Head, DCST

Visayas State University

Visca, Baybay City, Leyte

Dear Prof. Unajan,

Greetings!

I would like to request for the services of **Mr. Dionesio I. Estupa**, DCST Computer Technician, to check and repair two (2) defective desktop CPU in the ARI Center. The said units have not been used.

I hope for your kind approval on this request. Thank you

Very truly yours,

MA. THERESA P. LORETO

Director, ARI Center

Conforme:

DIONESIO I. ESTUPA

Computer Technician, DCST

Approved:

MAGDALENE C. UNAJOAN

Head, DCST