



June 23, 2022

PROF. MAGDALENE C. UNAJOAN

Head, DCST

Visayas State University

Visca, Baybay City, Leyte

Dear Prof. Unajan,

The VSU-NSTP would like to request from your good office to assign IT personnel to check the troubleshoot of our defective computer in the office. We use this computer for our online classes in CWTS and ROTC and other documents.

I hope this request merits your kind approval.

Very truly yours,

JOY A. BELLEN

Director, NSTP Office and

Coordinator, CWTS

Conforme:

DIONESIO ESTUPA

Lab. Tech

Approved:

PROF. MAGDALENE C. UNAJOAN

Head, DCST

Visayas State University