



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
**PURE AND APPLIED
CHEMISTRY**

12 May 2023

MAGDALENE C. UNAHAH

Head

Department of Computer Science and Technology

Visayas State University

Visca, Baybay City, Leyte

Thru: Mr. Dionesio I. Estupa

Laboratory Technician

Department of Computer Science and Technology

Dear **Prof. Unahan:**

Good day!

The Department of Pure and Applied Chemistry (DoPAC) currently has two (2) desktop computers used by the deputy document and records controller (dDRC) and other administrative staff for the implementation of the day-to-day activities of the department. Unfortunately, one (1) of which cannot be connected to the internet due to reasons that is beyond the capability of the user.

In this connection, we would like to request Mr. Dionesio I. Estupa of your department to check and repair the CPU of the defective computer unit for the continued implementation of the operation of the department.

I am hoping for your positive response on this matter.

Thank you, and stay safe.

Very truly yours,

ELIZABETH S. QUEVEDO

Head, DoPAC