



January 12, 2022

Dr. Elvira L. Oclarit
Head, Department of Pest Management

Dear Dr. Oclarit

Good day! I would like to borrow one (1) mouse trap from your department. This will be used to control the mice infestation that are damaging the tools and equipment of our office. Thank you very much.

Very truly yours,


ANGELITA L. PARADERO
Head, Department of Business and Management

Approved:

ELVIRA L. OCLARIT
Head, Department of Pest Management