



November 22, 2022

**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 Acer Projector. This is use for faculty classes.

I hope this request merits your kind approval.

Sincerely yours,

**RUTH O. ESCASINAS**  
Head, DA

Received by:

**MAGDALENE C. UNAJan**  
Head, DCST

Conforme:

**DIONESIO ESTUPA**  
Lab. Tech.