



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

January 17, 2025

**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 reset the Microsoft windows of the computer used by our dDRC, since this computer is very essential for daily functions in the office.

I hope this request merits your kind approval.

Sincerely yours,

**LUZ G. ASIO**

Head, DA

Conforme:

**DIONESIO ESTUPA**

Lab. Tech.

Approved by:

**MAGDALENE C. UNAJan**

Head, DCST

**DEPARTMENT OF AGRONOMY**

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