





DEPARTMENT OF AGRONOMY

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March 31, 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 to assign an IT personnel to check and repair our defective laptop computer in our office. We use this computer for our online classes and gathering data for our research projects.

I hope this request merits your kind approval.

Sincerely yours,

ULYSSES A. CAGASAN

Assoc. Prof. IV

Noted:

RUTH O. ESCASINAS

Head, DA

Received by:

MAGDALENE C. UNAJAN

Head, DCST

Conforme:

DIONESIO ESTUPA

Lab. Tech.



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