



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.