



08 May 2023

**DR. CHARIS B. LIMBO-RIVERA**

Director  
Institute of Human Kinetics  
Visayas State University

THRU: **Mr. Edilberto A. Artiga Jr.**  
University Sports Facilities In-charge

Dear **Dr. Rivera**,

I am writing this letter to request permission to utilize the upper campus basketball and volleyball courts for the practice of the Department of Meteorology Volleyball and Basketball Teams on **May 8-9, 2023 from 6pm to 8pm** for the College of Engineering and Technology Sportsfest on May 10, 2023.

We assure you that we will take good care of the facilities and ensure that they are returned to their original condition after the event. We will also abide by the rules and regulations set by your office regarding the use of the facilities.

We hope that you can grant us permission to use the facilities on the specified dates and time. If you have any questions or concerns, please do not hesitate to contact us.

Thank you very much and more power.

Sincerely,

**ENGR. RUD LUIS G. GONZAGA**

Faculty-in-charge  
Department of Meteorology

Noted by:

**DR. JANNET C. BENCURE**

Dean, College of Engineering and Technology

Approved:

**DR. CHARIS B. LIMBO-RIVERA**

Director  
Institute of Human Kinetics  
Visayas State University