



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
AGRONOMY

March 31, 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 the assistance of Mr. Dionesio I. Estupa to address technical issues affecting our office equipment. We need his expertise in diagnosing and resolving problems with the Epson L5290 printer and resetting Microsoft Windows on the computer utilized by the dDRC. Both devices are very crucial to the department's daily operations.

Your prompt support in facilitating this request will be greatly appreciated.

Thank you for your assistance.

Sincerely yours,


LUZ G. ASIO
Head, DA

Conforme:

DIONESIO ESTUPA
Lab. Tech.

Approved by:

MAGDALENE C. UNAJan
Head, DCST



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