



November 23, 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 the expertise of Mr. Dionesio I. Estupa to check and repair one (1) unit defective Epson Printer L220. This is use for printing important documents for faculty and staff.

I hope this request merits your kind approval.

Sincerely yours,

RUTH O. ESCASINAS
Head, DA

Received by:

MAGDALENE C. UNAJan
Head, DCST

Conforme:

DIONESIO ESTUPA
Lab. Tech.