





DEPARTMENT OF AGRONOMY

DASS Building, Visayas State University Visca, Baybay City, Leyte PHILIPPINES 6521-A Phone: +63 565 0600- Local 1013 Email: agronomy@vsu.edu.ph

Website: www.vsu.edu.ph

November 23, 2022

Ms. Magdalene C. Unajan Head, DCST Visavas 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, When

RUTH O. ESCASINAS

Head, DA

Received by:

MAGDALENE C. UNAJAN Head, DCST

Conforme:

DIONESIO ESTUPA Lab. Tech.



Mission: