



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

June 14, 2024

**Dr. Magdalene C. Unajan**  
Head, DCST  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Ma'am**,

I would like to request Mr. Dionesio I. Estupa to repair one CPU unit in the department. This computer is our primary computer for processing all important documents in the office and is badly affecting the document flow of the department because of this.

I would appreciate your approval of this request.

Sincerely yours,

  
**LUZ G. ASIO**  
Head, DA

Approved:

**MAGDALENE C. UNAJan**  
Head, DCST

**DEPARTMENT OF AGRONOMY**

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**FM-VSU-03**  
V03 06-06-2024  
No. DA-C-24-133