



November 17, 2022

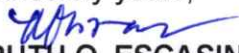
Ms. Magdalene C. Unajan
Head, DCST
Visayas State University
Visca, Baybay City, Leyte

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 two (2) defective monitor computer desktop, three (3) back-UPS 650 APC and one (1) printer Epson L3150 in our department. We use these for instruction, research and extension projects.

I hope this request merits your kind approval.

Sincerely yours,


RUTH O. ESCASINAS
Head, DA

Received by:

MAGDALENE C. UNAJOAN
Head, DCST

Conforme:

DIONESIO ESTUPA
Lab. Tech.