



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

January 2, 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 from your good office the expertise of Mr. Dionesio I. Estupa to check and repair one (1) unit defective CPU. The CPU is used for processing important documents for faculty and staff in the department.

I hope this request merits your kind approval.

Sincerely yours,

  
**LUZ G. ASIO**  
Head, DA

Conforme:

**DIONESIO ESTUPA**  
Lab. Tech.

Approved by:

**MAGDALENE C. UNAJan**  
Head, DCST

**DEPARTMENT OF AGRONOMY**

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