

Official Room Reservation Approval Letter

Arlegui Campus — Collaboration Room 2-A

APPROVAL CODE: None

Date: November 7, 2025

To: Collaboration Room 2-A

Reservation Date: November 29, 2025

Good day!

I **Yabut, Christian Jiro** would like to request a reservation for **Collaboration Room 2-A** on **november 29, 2025** from **1:34 AM** to **3:34 PM**. The purpose of using the room is for **2323**.

Here are the details of my request:

- **Requester Name:** Christian Jiro Yabut
- **Department:** Computer Engineer
- **Room Requested:** Collaboration Room 2-A
- **Date & Time:** November 29, 2025, 1:34 a.m. – 3:34 p.m.
- **Purpose:** 2323

I kindly request your approval for this reservation. Please let me know if there are any additional requirements or documents needed.

Thank you for your time and consideration.

Sincerely,

Christian Jiro Yabut

2310069

mcjyabut@tip.edu.ph