[CODE]

[DATE]

**DR. GEORGE V. LAMBOT**

Vice President for Academics and Student Services

University of Cabuyao (Pamantasan ng Cabuyao)

Thru: **ENGR. FLORANTE M. ANDAYA**

Director, Student Affairs and Services Department

**Dear Dr. Lambot:**

We are the **Association of Computer Science Students (ACSS)**, an active and recognized student organization under the **College of Computing Studies (CCS)** of the **University of Cabuyao (Pamantasan ng Cabuyao)**. We are committed to fostering leadership, promoting collaboration, and building camaraderie among students.

Through this letter, we respectfully request your approval to conduct our **online elections via Facebook** on the following proposed dates:

* **[Date]** – Start of Filing of Candidacy
* **[Date]** – Campaign Period
* **[Date]** – Voting Period
* **[Date]** – Announcement of Elected Officers

We believe that holding this election online will ensure inclusivity, transparency, and active student participation.

We are hoping for your kind consideration and approval.

Thank you and Mabuhay!

Sincerely yours,

**JOHN DANMEL C. LARANGA**

President, College of Computing Studies - Student Government

Noted by:

**ASST. PROF. EVANGELINA A. MAGALING**

Department Chair, Bachelor of Science in Computer Science

**DR. GIMA B. MONTECILLO**

Dean, College of Computing Studies

*jdcl/03112025*