

**FEBRUARY 9, 2024**

**TO: ATTY. BASARI D. MAPUPUNO**  
Mindanao State University President

**THRU: ATTY. ALIZEDNEY DITUCALAN**  
Chancellor, Mindanao State University – Iligan Institute of Technology

**RE: REQUEST TO USE THE VENUE**

Dear Madam/Sir:

Greetings!

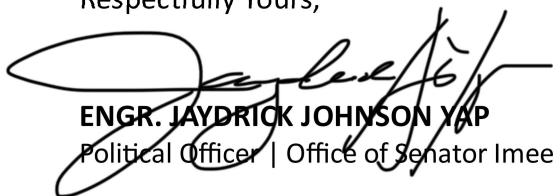
We would like to ask permission from your good office to allow us to use the Gymnasium for an upcoming event **AICS PAY OUT** this coming February 16, 2024.

The event will start at 8:30 AM and will probably end at 12:00 PM.

In connection to this, may we request that you allow us to use chairs, tables, and sound system for this event.

Your favorable action on this matter is highly appreciated.

Respectfully Yours,

A handwritten signature in black ink, appearing to read 'Jaydrick Yap', is written over the typed name and title.

**ENGR. JAYDRICK JOHNSON YAP**

Political Officer | Office of Senator Imee Marcos