

ALL COLLEGE OF COMPUTER STUDIES INSTRUCTORS

University of Cebu - Banilad
Gov. M. Cuenco Avenue, Cebu City

Dear Ms/Sir,

Good day!

I am Gene Harold Cinto, currently serving as the 3rd Year Representative of the **Philippine Society of Information Technology Students – Banilad (PSITS-B)**. I am writing this letter to formally express my intent to contribute to the preparation and execution of the upcoming 11th UC CCS ICT Congress.

In line with this, I respectfully request to avail of the discounted rate of 650.00 pesos in exchange for my active participation and commitment to the successful implementation of the event. As part of this agreement, I pledge to fulfill the following responsibilities:

- [Preparation]
 - Overview for notary documents and collection per respective year level.
 - Direct contact with block mayors for daily follow-ups.
 - OIC for pre-congress events.
- [On-the day]
 - Communication and logistical work.
 - Pre-congress venue preparation.

Attached herewith is a duly-signed task designation table prepared by the president, vice-presidents, and noted by the adviser. I fully understand that failure to accomplish the assigned tasks and responsibilities will result in the forfeiture of my privilege to avail of the discounted rate.

Thank you very much for your time and consideration.

Sincerely,

GENE HAROLD L. CINTO

Position, PSITS-B

Noted by:

JOSHUA M. JAKOALEM

President, PSITS-B

SHERWILL MAE ALIVIO

Vice-President Internal, PSITS-B

VINCE NIÑO DUGHO

Vice-President External, PSITS-B

MS. MAYBELLE LIMOTAN

Adviser, PSITS-B