



Wesleyan University-Philippines
Mabini-Extension Cabanatuan City 3100

College of Engineering and Computer Technologies

Date: 12/15/25

The Asset Management Unit
Wesleyan University-Philippines
Mabini-Extension Cabanatuan City

Request for Use of University Venue for Paskuhan

Dear Sir/Ma'am,

Warm greetings.

We respectfully write to your good office to formally request permission to use a university venue for the conduct of Paskuhan, a Christmas celebration organized by the College of Engineering and Computer Technologies, to be held on 12/19/25, from 1:00 pm, at University Chapel

The Paskuhan is an annual institutional activity that aims to promote unity, fellowship, and the spirit of Christmas among students, faculty, and staff. The program will Concert and Worship, and is expected to be attended by approximately 500 participants.

In line with this, we humbly request the approval of your good office for the use of the said venue, including its existing facilities and basic equipment, subject to the policies, guidelines, and availability determined by the Asset Management Unit. We assure you that the venue and all university property will be used responsibly and returned in proper condition after the event.

We are willing to coordinate closely with your office regarding scheduling, setup, safety requirements, and any necessary clearances to ensure the smooth and orderly conduct of the activity.



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We sincerely hope for your favorable consideration of this request. Your support will greatly contribute to the successful celebration of Paskuhan and the strengthening of our academic community.

Thank you very much for your time and kind assistance.

Respectfully yours,

Leonel Dyer

Dean

Computer Engineering and Computer Technologies

Noted by:

Lewis Bradshaw

Program Head