



Wesleyan University-Philippines  
Mabini-Extension Cabanatuan City 3100

College of Engineering and Computer Technologies

Date: 12/15/25

Atty. Reign Villegas  
Vice President for Academics  
Wesleyan University-Philippines  
Mabini-Extension Cabanatuan City

**Request for Approval to Conduct Paskuhan**

Dear Hon. Vice President for Academics,

Warm greetings of peace and goodwill.

We respectfully write to your good office to formally request approval to conduct 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 aims to promote unity, gratitude, and the true spirit of Christmas among students, faculty, and staff. The activity is designed to strengthen camaraderie within the academic community while providing a wholesome and meaningful celebration that complements the University's academic mission and values. The program will include Concerts and Worship.

In line with this, we humbly seek your kind approval for the conduct of the said activity. We assure your good office that the event will be properly coordinated, will not disrupt academic classes, and will be implemented in full compliance with existing university policies and guidelines.



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Should your office require additional information or documentation, we would be pleased to provide the same at your convenience.

Thank you very much for your time and continued support of student-centered and academic initiatives. We look forward to your favorable consideration.

Respectfully yours,

Leonel Dyer

Dean

Computer Engineering and Computer Technologies

Noted by:

Lewis Bradshaw

Program Head