



Wesleyan University-Philippines  
Mabini-Extension Cabanatuan City 3100

College of Engineering and Computer Technologies

Date: 12/15/25

Dr. Conrad Joseph  
Vice President for Academic Affairs  
Wesleyan University-Philippines  
Mabini-Extension Cabanatuan City

Request for Approval to Conduct Paskuhan

Dear Dr. Conrad Joseph,  
Warm greetings of peace and goodwill.

We respectfully write to your good office to formally request approval to conduct our upcoming Paskuhan, a Christmas celebration to be held on 12/19/25, at University Chapel, from 1:00 pm.

The Paskuhan aims to foster the spirit of unity, gratitude, and joy among students, faculty, and staff as we celebrate the Christmas season. This event will feature concerts and worship highlighting the values of camaraderie and academic community.

In line with this, we humbly seek your kind approval to proceed with the said activity, as it aligns with the institution's commitment to holistic student development and the promotion of positive values within the academic community.

We assure you that all necessary preparations will be properly coordinated and conducted in accordance with institutional policies and guidelines. Should you require further details, we would be honored to provide them at your convenience.



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

Respectfully yours,

Leonel Dyer

Dean

Computer Engineering and Computer Technologies

Noted by:

Lewis Bradshaw

Program Head