February 27, 2025

**Dr. Minerva D. Ferranco**

Campus Director

Polytechnic University of the Philippines - San Pedro Campus

Dear Dr. Ferranco,

Good day!

The Explorers in Communication and Information Technology (EXPLICIT) would like to request approval to conduct our upcoming seminar, Bringing Ideas to Life: Character Design Essentials Seminar, on March 8,2025, from 1:00 PM to 3:30 PM, at [ROOM].

The objectives of this seminar are as follows:

* Enhance technical skills.
* Explore the Use of Digital Tools
* Understand the Fundamentals of Character Design.
* Receive Constructive Feedback and Improvement Tips

We humbly request your permission to hold this gathering inside the university premises at the Polytechnic University of the Philippines - San Pedro Campus.

Below is the program flow for the event.

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| **TIME** | **ACTIVITIES** | **PERSON-IN-CHARGE** |
| 12:30 PM - 1:00 PM | Registration | EXPLICIT Officers |
| 1:00 PM – 1:10 PM | Invocation |  |
| National Anthem |
| Prayer |
| 1:10 PM – 1:15 PM | Welcome Address | [MASTER OF CEREMONY] |
| 1:15 PM – 1:20 PM | Opening Remarks | Kent Garcia  ***EXPLICIT PRESIDENT*** |
| 1:20 PM – 1:35 PM | Icebreaker Activity | [MASTER OF CEREMONY] |
| Introduction to 1st Session |
| 1:35 PM – 2:20 PM | 1st Session | [SPEAKER #1] |
| 2:20 PM – 2:25 PM | Introduction to 2nd Session | [MASTER OF CEREMONY] |
| 2:25 PM – 3:10 PM | 2nd Session | [SPEAKER #2] |
| 3:10 PM – 3:20 PM | Introduction to Panel Discussion | [MASTER OF CEREMONY] |
| Q&A |  |
| 3:20 PM – 3:25 PM | Closing Remarks & Awarding of Certificates | [MASTER OF CEREMONY] |
| 3:25 PM – 3:30 PM | PUP Hymn |  |
| **END OF SEMINAR** | | |

Thank you for your attention and support in making this event possible. We look forward to your favorable response.

Sincerely,

**CLINT LANDER DE JOSE**

EXPLICIT Representative

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| Noted by: |  |
| **KENT D. GARCIA**  EXPLICIT President | **PROF. JOHN CHRISTIAN ESMASIN**  EXPLICIT Adviser |
| Recommending Approval: |  |
| **PROF. JONABELLE LABAPIE**  BSIT Program Coordinator | **PROF. JOHNCEL TAWAT, CPA**  Head of Student Services |
| Approved by: |  |
| **DR. MINERVA D. FERRANCO**  *Campus Director* | |