August 5, 2024

**CAPLE JUN LIPA**

Chief, Administrative Services

This University

Thru:

**MYLA G. HERNANDEZ**

Administrative Officer V

LGU - Coordinator

Dear Mr. Lipa,

Greetings of peace and solidarity!

To have sufficient supply of needed stationery for compiling and reception of Pre-OJT requirements, I would like to request the provision of following:

1. 10 File Organizers
2. 10 Stabilo Highlighters
3. 5 Short Plastic Envelopes
4. 5 Long Plastic Envelopes
5. 2 Pads of Sticky Notes
6. 1 Pair of Scissors

We kindly request your support and approval for this proposal.

Thank you!

Sincerely,

**JERICHO MERCADO**

BSCpE 3-1 (STUDENT)

Internship Trainee for OJT, Research and Extension

Noted by:

**RODEL C. MENDOZA**

**OJT Coordinator / Research and Extension Focal Person**