

September 16, 2025

Marichu C. Ladera

Barangay Chairman

Brgy. 03, Balingasag Misamis Oriental

Dear Hon. Marichu C. Ladera

Good day! I am writing on behalf of the IT Department to request the use of the respectfully
Brgy. 03,

Covered Court for our upcoming dance practices. Our group is currently preparing for
Intramurals Field Demo presentation, and we would greatly appreciate your support in
providing us with a venue conducive to our practices.

If possible we would like to request the reservation of the court on the following schedule:

- Sept. 16 – 20, 2025 (1 to 4pm)

We assure you that we will observe proper decorum, maintain cleanliness, and follow all
rules and regulations set by your area during our stay in the venue.

We sincerely hope for your kind consideration and support for our request.

Thank you very much, and we look forward to your favorable response.

Respectfully yours,

QUEENY PEARL DABOS

BSIT Dept. President

Noted by:

Emanuel Oclarit

Dean of Student Affairs

Liezel Rodrigo

Program Head