



**Ramon Magsaysay Memorial Colleges
College of Information Technology Education
Computing Society Organization
Pioneer Avenue, General Santos City, Philippines**



February 20, 2025

CLARK VIRAY

Laboratory Incharge
Ramon Magsaysay Memorial Colleges
Pioneer Avenue, General Santos City

Subject: Request for the Use of Computer Laboratory Facilities

Magandang RMMC!

We, the Computing Society Officers together with the DSC officers are writing to formally request permission to use one of the available computer laboratories at EMM building. The purpose of this request is to conduct a meeting for planning for Kalingawan and ITE Fest this 2nd semester of 2024-2025.

We would like to request the use of the computer laboratory on February 20, 2025, 5:00 pm. We would appreciate it if the computer laboratory could provide us with access to computers with internet access.

Please let us know if there are any specific requirements and policies associated with the use of the facility. We are committed to adhering to all guidelines to ensure the proper use and maintenance of the laboratory.

We look forward to your positive response. Thank you for considering this request.

Sincerely,

JOHN LESTER ESPINOSA

Computing Society President

Noted By:

JIM JAMERO

Computing Society Advisor

Approved By:

ETHEL L. OCZON, MSIS

Dean, College of Engineering and Technology