**DALE SANJAY F. ROMUAR**  
Property Custodian  
Ramon Magsaysay Memorial Colleges

**Magandang RMMC!**

We, the Computing Society (COMSOC), are writing to formally request the use of Ramon Magsaysay Memorial Colleges Quadrangle: Field for our upcoming ITE Fest event on March 28-29, 2025, from 8:00 AM to 6:00 PM. The (2) day's event for the forthcoming ITE Fest theme is **"CITE Beyond Limits: Conquering Challenges, Bridging Possibilities and Mastering the Game of Technology."**

During the event, the Quadrangle Field will be utilized for the following activities:

* **Quiz Bowl**
* **Various Games**
* **Showcasing of Thesis Projects through Booth Exhibits**
* **Tech Talks and Panel Discussions**

In addition to the use of the Quadrangle Field, we would also like to request permission to borrow **monoblock chairs** and a **parabolic tent** to facilitate the smooth execution of our program.

We assure you that our members will handle the facilities and borrowed equipment responsibly. Student representatives will be designated to oversee the activities, maintain order, and ensure the proper care of all items used.

Thank you for your time and consideration. We look forward to your positive response.

Sincerely yours,

**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