**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