



UM DIGOS COLLEGE

Name of Organization

Roxas Extension, Digos City

Telefax: (082)553-2914

(Date Here)

TESSIE G. MIRALLES, Ph.D
VP- Branch Operations
UM Digos College

Thru: **JOHN RAVEN V. MANULAT, MIT**
Head, Office of Student Affairs
UM Digos College

Dear Ma'am:

Upon undergoing the due process, the (state the name of the organization) officers for the Academic Year 2025-2026 have decided to recommend (Name of Adviser) to be the official adviser of the (state the name of the organization).

Your favorable response is highly anticipated. Thank you and God bless!

Respectfully Yours,

JUAN P. DELA CRUZ
President, *(Name of Org)*

Noted by:

JOHN RAVEN V. MANULAT, MIT
Head, Office of Student Affairs

Recommending Approval:

TOMAS A. DIQUITO JR., PhD.
Dean of College

Approved by:

TESSIE G. MIRALLES, PhD.
VP – Branch Operations