



**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