Republic of the Philippines

EULOGIO "AMANG" RODRIGUEZ

INSTITUTE OF SCIENCE AND TECHNOLOGY

Nagtahan, Sampaloc, Manila

COLLEGE OF ARTS AND SCIENCES

(NAME)

Barangay Chairman

Brgy.

Dear Chairman: (NAME)

The Computer Science Department will conduct a 30-hrs. Computer Literacy Program entitled BASIC KNOWLEDGE IN MICROSOFT OFFICE on January 01, 1970 (TIME). In this regard, we would like to seek your permission to allow us to conduct the above-mentioned activity in your community. (The target beneficiaries)

This Computer Literacy Program has an objective to teach them the IT Basic and Fundamentals that they can be use in taking their academics and career path in the future.

We are looking forward for your favorable action.

Thank you very much.

Respectfully yours,

SHEILA MARIE M. MATIAS

Chairperson, Computer Science Department

Recommending approval:

RAYMUND B. BOLALIN, Ph.D.

Dean, CAS