



March 27, 2024

**BENEDICT T. RABUT, DIT**  
Dean, College of Computer Studies  
SKSU-Isulan Campus

Sir:

Greetings!

I'm writing to request permission to borrow one(1) All in One PC that was designated for the Dean's Office of the College of Industrial Technology. This printer will be utilized for upcoming enrollments, university-related activities, particularly for preparing for the next Online AACCUP Accreditation Survey Visit (BTTE Program), and other chores that can benefit from printing assistance, such as filing paperwork and submitting reports.

You may be confident that the needed PC will receive quality attention.

Hoping that this letter merits your approval.

Thank you very much.

Sincerely yours,

**JENA MAE M. FATAGANI, MAT**  
Program Chairperson, BTVTEd/BTTE

Noted:

**ABRAHAM S. ACCAD, PhD**  
Dean, College of Industrial Technology

**ELMER C. BUENAVIDES, DIT**  
Director, Isulan Campus

• 3/27/24

Approved:

**BENEDICT T. RABUT, DIT**  
Dean, College of Computer Studies