



March 27, 2024

JOVANIE S. LINGCAY
Campus Registrar
SKSU-Isulan Campus

Sir:

Greetings!

I'm writing to request permission to borrow one (1) printer 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 AACCU 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 printer will receive quality attention.

Hoping that this letter merits your approval.

Thank you very much.

Sincerely yours,

JENA MAE M. ATAGANI, MAT
Program Champion, BTVTEd/BTTE

3/27/24