May 09, 2025

**DANIEL E. MALIGAT JR., DIT**

Dean, College of Computing and Multimedia Studies

Camarines Norte State College

Sir:

Greetings!

The **Camarines Norte State College-College of Computing and Multimedia Studies (CNSC-CCMS)** will conduct the **BSIT OJT Final Presentation** on **May 16, 2025**, from **8:00 AM to 5:00 PM** at the **CNSC Student Activity Center** under the theme of “*Echoes of CCMS Internship Experience and Excellence*.” This event is in collaboration with the 4th year Bachelor of Science in Information Technology (BSIT) students and will highlight their internship experience and serve as an epilogue stage to the academic journey of the graduating students.

In line with this, the undersigned humbly requests permission from your good office to borrow the following equipmentfor the BSIT OJT Final Presentation on May 16, 2025.

|  |  |  |
| --- | --- | --- |
| **No.** | **Equipment** | **Purpose** |
| 1 | Camera | Photo Documentation |
| 1 | Speaker | Audio |
| 1 | HDMI Adapter | Visual Presentation |
| 2 | Televisions | Visual Presentation |
| 2 | HDMI | Visual Presentation |
| All | Microphones | Audio |
| All | Extension Wires | Technical |
| All | Cooler and Fans | Ventilation |
| All | Gina Cloth | Venue Setup and Design |

To ensure a successful event, the BSIT 4th year students must prepare all the needed resources, materials, and equipment. Hence, the students would like to utilize the mentioned equipment for the aforementioned purposes. Further, the students will exercise the utmost care and precaution to properly return the equipment to your office after the event.

We look forward to your affirmative response to this request. We believe that this activity and your support will empower the growth and aspirations of the students in this college.

Thank you and God Bless!

Sincerely yours,

**MARY GRACE B. BOLOS, DIT**

SIPP Adviser, College of Computing and Multimedia Studies

Approved:

**DANIEL E. MALIGAT JR., DIT**

Dean, College of Computing and Multimedia Studies