September 3, 2025

**DR. ROY C. FERRER**

**Campus Executive Director**

**THRU: MS. EUFROCINA P. ABBRUZZESE**

**Campus Administrative Officer V**

**SIR:**

For the smooth operation of the ITLab1, I would like to request for the repair of one (1) split-type air conditioning unit, as it is currently not functioning due to unknown reasons

Your prompt assistance on this matter will be highly appreciated. Thank you very much.

Respectfully yours,

**MICHAEL E. ACOSTA**

Faculty-in-Charge

Recommending Approval:

**CAREN A. PACOL, DIT**

Department Chair, IT Department

**CHRISTINE LOURRINE S. TABLATIN, PhD**

Dean, College of Computing