

**February 1, 2024**

**ASST. PROF DIOMEDES E. RODRIGUEZ**

*Head, Administrative Services*

This Branch

**Dear Sir,**

Warm greetings in our pursuit of wisdom!

We, the students from **BSIT 4-1**, kindly request your approval to utilize the **Computer Lab** at PUP Sta. Rosa Campus. The facility will be used as the venue for "**DSA Reporting**". The intended schedule for our academic activity is from **February 2, 2024, 01:00 PM** to **February 2, 2024, 05:00 PM**.

Your kind consideration of this request is highly appreciated. We assure you that our use of the facility will be in accordance with all guidelines and regulations.

Respectfully Yours,

**Pasasadaba, Brian Cyber**

Representative

Noted by:

**Asst. Prof. Leny V. Salmingo**

Campus Directress

PUP Sta. Rosa