

February 19, 2024

ASST. PROF DIOMEDES E. RODRIGUEZ

Head, Administrative Services

This Branch

Dear Sir,

Warm greetings in pursuit of wisdom!

We, the **Visitor** from **Citi Global College Cabuyao** , kindly request your approval to utilize the **Audio Visual Room** at PUP Sta. Rosa Campus. The facility will be used as the venue for **"ICT SEMINAR"**. The intended schedule for our activity is from **February 24, 2024, 10:30 AM** to **February 24, 2024, 05:00 PM**. This reservation is part of our requirements for the scheduled activity.

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, Carl

Representative

Noted by:

Asst. Prof. Leny V. Salmingo

Campus Directress

PUP Sta. Rosa