

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 "**Rizal Lecture**". The intended schedule for our academic activity is from **February 2, 2024, 08:00 AM** to **February 2, 2024, 10:30 AM**.

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