

April 11, 2023

DR. JOVELYN C. CUIZON
Dean
School of Computer Studies

Dear Dr. Cuizon:

Greetings!


I would like to ask for your permission to use the computer laboratory room 312 for the **Basic Amadeus Seminar Workshop** as part of the Course Subject requirement and training for *Practicum 1- Travel Agency Phase* from **8:30 am to 5:00 pm on April 29, May 6, 13, and 20, 2023, all Saturday.**

8:30 am to 12:00pm

I am hoping for your positive response in this regard. If you have any questions concerning this request, kindly contact me at **THMD office local 282.**

Thank you so much.

Sincerely,


MS. PAMELA JOY E. ALVIOLA
Program Coordinator
Tourism and Hospitality Department