

Jolina Gamboa  
PHINMA – University of Pangasinan  
Arellano Street, Pantal District Dagupan City,  
Pangasinan, Philippines, 2400

Dear Ms. Gamboa,

I, Neon Artcel Palaming, an IT Professor at PHINMA-University of Pangasinan, Department of College of Information Technology Education, request that **Lazo, Keith Ardee**, be assigned as a student assistant or facilitator for exam day in our class. He/she will assist in checking activities, quizzes, and paper modules during the exam period, as well as monitor the class.

This document confirms that I, Neon Artcel Palaming, have reviewed and signed this request.

Thank you and have a great day ahead!

Sincerely,

Neon Artcel Manzon Palaming

Signature: \_\_\_\_\_

Date: \_\_\_\_\_