



Republic of the Philippines  
**Laguna State Polytechnic University**  
Province of Laguna

November 8, 2021

**MARIO R. BRIONES, Ed.D.**  
University President, LSPU  
Vice-Chairperson, LSPU Board of Regents (BOR)



Dear Sir:

Warm greetings from the LSPU Siniloan Campus!

The Administrative Council of this Campus had a meeting on November 04, 2020 on the upcoming virtual celebration of LSPU SC Annual Foundation on December 28&3, 2021 with its theme, "**LSPU@69: A Beacon of Hope and Innovation Responding to the Challenges of COVID 19 Pandemic**". The purpose of this endeavor is to commemorate the 69<sup>th</sup> years of milestones of the LSPU Siniloan since its establishment. Further, this can be a great avenue to inform our new students, faculty members and staff on how the university struggles and serve as strong foundation of higher education, training grounds for the professionals, mould and uphold its stakeholders and surpass the pandemic/challenges with utmost integrity, professionalism and innovation. Moreover, we would like to inform your good office that our Guest of Honor in this event is **Hon. Emelita P. Bagsit**, Regional Director, DOST-CALABARZON.

Further, we would like to request for the following line items for the operations of the working committee in making this virtual founding anniversary a reality, to wit: (1.) Budgetary requirements and other operating expenses for this purpose; (2.) Venue for the recording; and (3.) Equipments for editing and viewing of the videos.

Attached herewith are proposed program and the breakdown of expenses for your perusal. Thank you very much for the trust that you have entrusted to this campus. We are hoping for your favorable response on this matter.

Respectfully yours,

**JAYSON N. OLAYTA, MRD**  
In charge, LSPU @ 69 & OSAS Director

Funds Available:

**MARIE AMMABELLE CABILDO**  
Director for Finance / Budget Officer

Recommending Approval:

**ENGR. JOSEPH M. CABIENTE, MBM, MSME**  
Campus Director, Siniloan Campus

**ENGR. BELTRAN P. PEDRIGAL, MSA**  
Vice President for Administration

Approved/Disapproved:

**MARIO R. BRIONES, EdD**  
University President, LSPU  
Vice-Chairperson, LSPU Board of Regents (BOR)