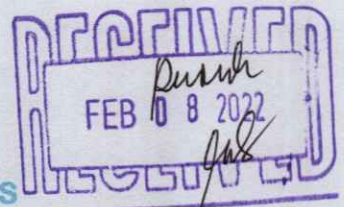




Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

OFFICE OF THE STUDENT AFFAIRS AND SERVICES



February 03, 2022

DR. MARIO R. BRIONES
University President, LSPU
Vice Chairperson, Board of Regents (BOR)
Laguna, Philippines



Mr. President:

Greetings of Peace and Unity!

The student center is the community center of the university, serving students, faculty, staff, alumni and visitors. It provides services and convenience that members of the academic community need and creates an environment for getting to know and understand others through formal and informal associations as required by different accrediting bodies in higher education. Thus, create an intensive platform to strengthen student services in preparation to Level IV accreditation (Support to Students) of all academic programs in the University which seek for a functional student center. Unfortunately, at present the existing student center is not yet functional due to the need of construction of Phase 2 of the latter.

With the meeting between the OSAS, The Baybay Grannary Publication, SSC and the Student Body Organization Unit dated June 7, 2021 expresses a strong call for the provision and completion of the student center through the Resolution No. 01 s 2021. To respond on this call, the undersigned would like to request from your good office the **completion of Student Center Building (Phase 2)** amounting to **PhP 3,100,000.00** from the fiduciary fund of the Student Organization and Student Publication Units subject to usual accounting rules and regulations.

The center will be used in support to diversified array of programming that reflects to the needs of the campus community in order to enhance educational, cultural and developmental societal interaction – a unifying force that honors each individual and values diversity. Attached herewith are the minutes of the meeting, resolution and program of works for your reference.

Looking forward for your kindest approval regarding this matter. Thank you very much and keep safe.

Very truly yours,

JAYSON N. OLAYTA, MRD
Director, OSAS

Funds Available: *TF*

MARIE AMMABELLE I. CABILDO
Director, Budget and Finance Services

Recommending Approval:

ATTY. RUSHID JAY S. SANCON
Campus Director

ENGR. BELTRAN P. PEDRIGAL
VP for Administration

Approved:

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



LSPU-OSAS-RL- *MS*

Rev. 0

10 August 2016