



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

September 6, 2022

**JAYSON N. OLAYTA**  
Director, Office of Student Affairs and Services  
LSPU System

Sir,

Greetings!

The intent of this letter is to seek approval from your good office regarding the proposed activities of the Student Organizations and Activities Unit as listed below:

<b>Date</b>	<b>Activity</b>	<b>Venue and Modality</b>
September 7-13, 2022	Election Period for SBO and Society	Virtual/ Online
September 14, 2022 – October 14, 2022	Accreditation and Recognition	Virtual/ Online for the 1 <sup>st</sup> and/or 2 <sup>nd</sup> checking of documents  Limited Face to Face for Final Checking and giving of Certificate of Recognition

Rest assured that the SOA Unit and the student organizations concerned for the limited face to face scheme will still follow the minimum health standards.

We are hoping for your utmost response regarding this.

Thank you and God Bless!

Respectfully yours,

**JOSEPH ALDRIN COMETA GANIBO**  
Head, Student Organizations and Activities Unit

Approved/Disapproved:

**JAYSON N. OLAYTA**  
Director, Office of Student Affairs and Services