**Computer Science Guild**

University of the Philippines Cebu

Gorordo Ave., Lahug, Cebu City

22 March 2016

Prof. Leahlizbeth A. Sia

OIC, Associate Dean for Administration

University of the Philippines Cebu

Dear Prof. Sia:

Greetings from UP Computer Science Guild!

We, the members of the Computer Science Guild together with the Department of Computer Science, will be having our **general assembly** on **Thursday,** **31 March 2016 from 12:30 PM – 1:00 PM.**

In order for this event to be a success, we would like to ask from your good office to allow us to use the **AS Conference Hall, 200 chairs, 2 tables,** and **sound system** for free.

We thank you for whatever generous support you will give us. We look forward to your pleasant reply.

Sincerely yours,

Arnold Joseph Caesar P. Esteban

President

UP Computer Science Guild

Endorsed By:

Ryan Ciriaco M. Dulaca

Co-adviser

UP Computer Science Guild