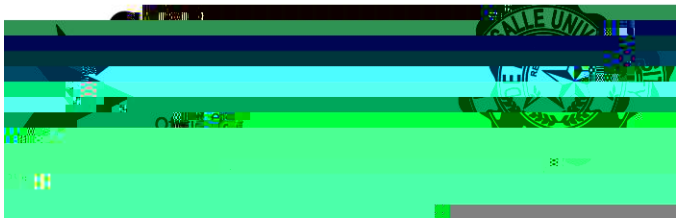

To : Mr. Sofronio Lingatong Jr., Office of Student LIFE
From : _____
Name of Requesting Person: _____
Position and Department/Organization: _____
Mobile no and Email: _____

Good day!

We would like to make the following request from your kind office in assisting us in our endeavor.

Nature of Event: Formal Informal

Type of Service: Ushering Campus Tour

Special requirements/Additional information:
_____
_____

Signature over Printed Name of the Requesting Party

_____