**October 7, 2016**

**RONALD R. DRIO**

Officer-In-Charge/ Head Teacher III

CBSHS – San Nicolas

Dear Sir:

Greetings of serenity!

The extra-curricular activities for the students have proven to contribute much to their holistic development as individuals. It is also a portal where the students could express and show out their output in relation to what is being learned in the classroom/ laboratory.

In line with this, we would like to request your support to allow the ICT – Computer Systems Servicing students to conduct a training/ workshop about “**Basic PC Maintenance**” which will be held on October 21, 2016 at 8:00 – 10:00 A.M. in the Computer Laboratory.

The goal of the training/ workshop is to teach students on how to maintain the personal computer properly.

Your utmost understanding and approval on this matter is highly appreciated.

Thank you very much for your support.

Very truly yours,

**KIM E. ROXAS**

Student-In-Charge

Noted:

**JERICO L. CASTILLO**

Teacher II

Recommending Approval: Approved:

**MARITA S. ICAY RONALD R. DRIO**

Master Teacher II Officer-In-Charge/ Head Teacher III