**REQUEST FOR UTILIZATION OF UNIVERSITY FACILITY**

Date: \_\_\_\_\_\_\_\_

*Please attach approved TSU-SPU-SF-12 Request on the Conduct of Student Publication Activity.*

**DR. GRACE N. ROSETE**

Vice President for Administration

This University

Madame:

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Sincerely yours,

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Editor-in-chief, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Adviser

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*\*for college-based publications only*

Recommending Approval:

**ENGR. PEDRO G. SUERTE-FELIPE JR.**

Director, Business Auxiliary Services Office

Approved:

**DR. GRACE N. ROSETE**

Vice President for Administration