



V. G. Roxas Company Inc.

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February 19, 2021

ENGR. ROBERT BACARRO
Dean, College of Engineering
Surigao State College of Technology
Narciso Street, Surigao City

Dear Sir:

This is in connection with your Purchase Order No. 19070858 Supply and Delivery of Various Application Software for Learning Resource Center. As part of the contract there will be training of the following software on the specify date and time as stated below:

Name of Software	Duration	Date	Time
Multisim	1 day	February 23, 2021	9:00 AM to 5:00 PM
LabVIEW	2 days	February 25-26, 2021	9:00 AM to 5:00 PM

In this regards may we respectfully request with your concerned department head and faculty members to attend the training classes via on-line Zoom training.

We will appreciate very much your favorable response and confirmation of the appointment date.

Respectfully yours,

NOEL T. GUTIERREZ
Marketing Manager