Capitol University

Cagayan de Oro City

**College of Maritime Education**

### Maritime Education Melodic Circle

December 7, 2010

**DR. VINCENT S. SALAS**

Vice-President for Operation, Planning and Development

This University

 Thru: **MR. LEO PANGAN**

PPFMO

Dear Sir:

Peace in Christ!

The Maritime Education Melodic Circle (MEMC) **will conduct a seminar-workshop on “Research Data Gathering”.** The objective of this seminar-workshop is to equip the maritime students on how to gather information through research-based methods. Please be informed that the second year maritime students have presented research proposal last first semester SY 2010-2011. The said activity would be of great magnitude to the students to come up with a quality research.

The seminar-workshop will be scheduled on Saturday, **December 4, 2010 from 08:00 am to 11:00 am** for the second year level, and on **January 8, 2011** for the first year level at the same time.

With this endeavor, we would like to ask permission to use the CU Multi-Purpose Hall in the above-mentioned time.

We are hoping for your favorable response.

Thank you.

Respectfully yours,

**CDTTE. AUX. CAPT. KISSARNE N. JANOYOG**

President, MEMC

Attested by:

**DR. ROMEO B. MIÑOZA**

Adviser, MEMC

Recommending Approval:

**CAPT. JAMES MICHAEL A. LUMONTOD, MPSM, MBM**

Dean, Marine Transportation Department

College of Maritime Education