



VISAYAS
STATE UNIVERSITY



**RESERVE OFFICERS'
TRAINING CORPS UNIT**

25 APRIL 2024

DR CHARIS L RIVERA

Director, Institute of Human Kinetics
Visayas State University
Visca, Baybay City, Leyte

Greetings, Ma'am!

The Visayas State University- Reserve Officers' Training Corps (ROTC) Unit, Visca, Baybay City, Leyte will be conducting an Arrival Honors Ceremony for Senator Imme R. Marcos on Saturday, 27 April 2024.

In this connection, we would like to request from your kind office the availability of the following items to be used during the said event:

- ten (10) Executive Chairs**
- twenty (20) Monoblocks Chairs**

Requested equipment will be handled with utmost care and returned properly.

For further information or queries, you may reach the Corps S4 (Logistics Officer) of the unit, C/CPT MARITONI I SINDANGAN 2CL- 09125109061.

We hope that this request merit your consideration and approval and consideration. The VSU-ROTC Unit will always be grateful for the support that you will graciously provide.

Thank you very much and more power

Respectfully yours,

REX M PAYOT
MAJ (INF) PA
Commandant

Recommending approval:

DR CHARIS L RIVERA
Director
Institute of Human Kinetics