



31 JANUARY 2024

Dr. SHALOM GRACE C. SUGANO - VEGA
Principal, VSU Integrated High School
Visca, Baybay City, Leyte

SUBJECT: LETTER REQUEST FOR BORROWING EQUIPMENT

Greetings, Ma'am!

The VSU Reserve Officers Training Corps (ROTC) Unit, ViSCA, Baybay City, Leyte will conduct its training and instruction for Basic ROTC every Saturday, from 7:00 A.M. to 11:00 A.M. for the Second Semester S.Y. 2023-2024. Part of the Military Science course is the conduct of drills with arms.

In this connection, we would like to request for permission from your good office to let us borrow sixty (60) wooden rifles to be used during the course of the said training. Rest assured that this equipment will be handled properly and returned immediately.

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.

Thank you very much and more power.

Noted by:


NOEL A CAGASAN
COL GSC (INF) PA
Commandant, VSUROTC Unit

Recommending Approval:

Reymar C. Oria
Commandant,
VSU Integrated High School

Approved by:

Dr. Shalom Grace C. Sugano – Vega
Principal,
VSU Integrated High School