09 MAY 2024

DR. PROSE IVY G. YEPES
President, Visayas State University

Through: **DR. ROTACIO S. GRAVOSO**
            VP for Academic Affairs

            DR. ALELI A. VILLOCINO
            VP for Student Affairs and Services

Dear Ma'am:

References:

a. Standing Operating Procedure Number 04, HPA dated 22 September 2000;
b. Radio message from COMPRCA with Cite Number RCPA3-OPNS-1804-2024-039.
c. IMPLAN 08 - Regional Annual Administrative and Tactical Inspection (RAATI) A.Y. 2023-2024, H8RCDG, RESCOM, PA dated 22 April 2024

In accordance with the above references, please be informed that the Visayas State University - Reserve Officer's Training Corps Unit is preparing for the Regional Annual Administrative and Tactical Inspection (RAATI) that is scheduled on 27 MAY 2024. This is a mandated yearly activity of the Reserve Command, Philippine Army that aims to measure the degree of administrative efficiency, training management proficiency, quality of training and education attained by the corps of cadets, and the extent of support provided by the school. It also intends to test the operational readiness of the ROTC unit and allow the cadets to experience the real meaning of basic soldiery.

In this connection, we humbly request the utmost support of the VSU administration in the preparation and conduct of said event, specifically, on the necessary administrative and budgetary requirements. Moreover, we respectfully request to conduct Special ROTC Activities for all basic Cadets and Cadettes in preparation for the RAATI. These will serve as make up classes for all trainings missed, due to holidays and university activities, in able complete the required training hours for the 2nd semester A.Y. 2023-2024. We propose to conduct these activities on the following dates:

- 11 MAY 2024 (Saturday) – Whole-Day
- 12 MAY 2024 (Sunday) – Half-Day
- 18 MAY 2024 (Saturday) – Whole-Day
- 19 MAY 2024 (Sunday) – Half-day
- 25 MAY 2024 (Saturday) – Whole-Day

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

MILITARY SCIENCE AND TACTICS UNIT
National Service Training Program Office
Visayas State University, Baybay City, Leyte
Email: nstp@vsu.edu.ph
Website: www.vsu.edu.ph

Management System
ISO 9001:2015
TÜVRheinland
CERTIFIED
www.tuv.com
ID 9108658749

QS STARS
RATING SYSTEM
★ ★ ★

Page 1 of 2
FM-VSU-03
V2 05-09-2023
No. 2024 - 51