



13 April 2024

ENGR. MARLON G. BURLAS
Head, PESMU

Greetings, Sir!


The Visayas State University- Reserve Officers' Training Corps (ROTC) Unit, Visca, Baybay City, Leyte will be conducting its **Presentation of Sponsor and Escort** on **Friday, 03 May 2024** with Hon. Jose Carlos L. Cari, Mayor of Baybay City, Leyte as the Guest of Honor and Speaker.

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

We hope that this request merit your consideration and approval. 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

Noted:

DARIO P. LINA
Director,
NSTP Office

Approved:

ENGR. MARLON G. BURLAS
Head,
PESMU