



29 November 2022

**DR. JULIUS V. ABELA**

Head, OUDRRM, VSU

Visca, Baybay City, Leyte

**SUBJECT: LETTER REQUEST FOR BORROWING EQUIPMENT**

Greetings Sir,

The VSU Reserve Officers Training Corps (ROTC) Unit, Visca, Baybay City, Leyte will be conducting its 9<sup>th</sup> and 10<sup>th</sup> ROTC Instruction on 03 December 2022.

With this, the availability of equipment will not suffice the best training and preparation that will be utilize during the instruction.

In this connection, we would like to request from your good office the availability of one (1) megaphone to be use during the instruction. This equipment will be handled properly and returned immediately.

We hope that this request merit your consideration and approval.

Thank you very much and more power.

Very respectfully yours,

**NOEL A CAGASAN**

LTC GSC (INF) PA

Commandant, VSU – ROTCU

Approved by:

**DR. JULIUS V. ABELA**

Head, OUDRRM, VSU

Visca, Baybay City, Leyte