



October 7, 2022

EDGARDO E. TULIN
President
Visayas State University

Dear Dr. Tulin:

Our ROTC trainees this first semester is 1250, i.e., 50% of NSTP enrollees. This is significant increase compared to 30-40% during the pre-pandemic period. However, our facilities/equipment is limited. The band instrument/equipment is no longer serviceable and the wooden rifle is only 330. Clearly, not enough for our corps of cadets for this semester.

In this connection, we are in dire need of the equipment. We ask for immediate purchase of the following band equipment/instrument:


2pcs	-	Base Drum	-	24 inches
5pcs	-	Snare Drum	-	15 inches
1pc	-	Triple Drum		
2pcs	-	Tomtom Drum	-	14 inches
5pcs	-	Bugle		
2pcs	-	Trumpet		

Moreover, we need an additional 200 wooden rifle so we can have 500, enough for 2 batches on alternate use of the wooden rifle.

We hope this request merit your kind approval.

Thank you very much and more power sir.

Very truly yours,


JOY A. BELLEN
Director, NSTP Office and
Coordinator, CWTS

Noted:

ALELI A. VILLOCINO
Vice-President for Students Affairs
and Services

Recommending Approval:

DANIEL LESLIE S.TAN
Vice-President for Administration and
Finance

Certified Availability of funds:

LOUELLA C. AMPAC
Director for Financial Management

Approved:

EDGARDO E. TULIN
President