



VISAYAS
STATE UNIVERSITY



MILITARY SCIENCE AND TACTICS UNIT
NATIONAL SERVICE TRAINING PROGRAM
Visca, Baybay City, Leyte
Email: nstp@vsu.edu.ph
Website: vsu.edu.ph
VOIP: 1127

24 January 2024

RODEN D TROYO, PhD

Assistant Professor II

Visayas State University - Department of Horticulture

Greetings, Sir!

The Visayas State University- Reserve Officers' Training Unit, Visca, Baybay City, Leyte, will conduct the **Cadet Officers Candidate Course Opening Ceremony and Reception Rites** on **Saturday, 27 January 2024**.

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

- assorted ornamental plants
- forty (40) monoblock chairs
- twenty (20) executive chairs
- two (2) pole stand
- one (1) rostrum

Requested equipment will be handled with utmost care and returned properly.

We hope that this request merits your kind approval and consideration. 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,


NOEL A CAGASAN
LTC GSC (INF) PA
Commandant

Recommending approval:

RODEN D TROYO, PhD
Assistant Professor II
Department of Horticulture