



13 April 2024

DR CHARIS B LIMBO – RIVERA

Director, Institute of Human Kinetics
Visayas State University

Greetings, Ma'am!

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 following items to be used during the said event:


- one (1) Philippine Flag
- one (1) VSU Flag
- twenty (20) Executive Chairs

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

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

DR CHARIS B LIMBO – RIVERA
Director,
Institute of Human Kinetics