



VISAYAS
STATE UNIVERSITY



**RESERVE OFFICERS'
TRAINING CORPS UNIT**

12 March 2024

RODEN D TROYO, PhD

Assistant Professor II

Visayas State University- Department of Horticulture

Greetings, Sir!

The Visayas State University- Reserve Officers' Training Corps (ROTC) Unit, Visca, Baybay City, Leyte will be conducting its COQC Graduation on Saturday, 16 March, 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
- two (2) pole stand
- one (1) rostrum

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

For further information or queries, you may reach the Corps S4 (Logistics Officer) of the unit, C/CPT MARITONI I SINDANGAN 2CL- 09125109061.

We hope that this request merit your consideration and 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,


REX M PAYOT

MAJ (INF) PA

Commandant

Approved by:

RODEN D TROYO, PhD

Assistant Professor II

Department of Horticulture