



05 October 2023

Prof. Maria Vanessa E. Gabunada

Department Head

Visayas State University – Department of Arts, Languages, and Literature

Dear Ma'am,

The VSU Baybay Reserve Officers' Training Corps (ROTC) Unit, Visca, Baybay City, after the completion of the NSTP common modules, will have separate instruction for its Military Science modules. This will be done through a series of lectures and drills to train and develop its student cadets.

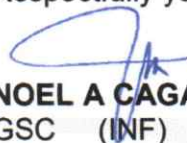
In this connection, we request your kind approval to allow us to utilize the auditorium and EER 2 at your department for the conduct of said lectures. These activities are programmed for all the remaining Saturdays of the First Semester, Academic Year 2023-2024, from 7 o'clock to 11 o'clock in the morning.

We are hoping to use the rooms for their ample seating capacity and environment that is suitable for instruction and learning. Rest assured that said facilities and equipment will be handled accordingly and left in good condition after use.

POC: C/COL VENUS T BAÑEZ 1CL, VSU Baybay ROTC Unit Commander, with
Cellphone Number: 09928253125

Your favorable response is highly appreciated. We look forward to your unwavering support in our endeavor. Thank you very much, and more power.

Respectfully yours,



NOEL A CAGASAN
GSC (INF) PA
Commandant

Noted by:

JOY A. BELLEN
Director, NSTP

Recommending Approval:

Mr. Jade Barachiel D. Bantasan
Building In-charge

Approved:

Prof. Maria Vanessa E. Gabunada
Department Head