



**VISAYAS**  
STATE UNIVERSITY

## RESERVE OFFICERS' TRAINING CORPS UNIT

06 October 2025

**DR. RODEN D. TROYO**  
Convention Center Manager  
Visayas State University

Greetings, Sir!

The Visayas State University- Reserve Officers' Training Corps (ROTC) Unit, Visca, Baybay City, Leyte will be conducting **Opening ceremony of Cadet Officer Qualifying Course Class 01-2025 on October 11, 2025 (Saturday) at 8:30 AM** at the VSU Lower Oval Grounds.

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

- assorted ornamental plants
- forty (50) monoblock chairs
- two (2) pole stand
- one (1) rostrum

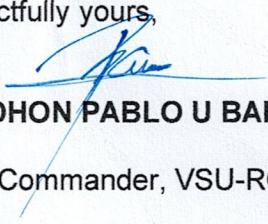
Requested equipment will be handled with utmost care and returned properly.

For further information or queries with regards to this request, you may reach the Corps S4 (Logistics Officer) of the unit, C/1LT JAYRITZ M CERNA 2CL with contsct details: 0993-233-6217 [cernajayritz03@gmail.com](mailto:cernajayritz03@gmail.com)

We hope that this request, merit your consideration and approval. 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,

  
**NIEL DHON PABLO U BARCOS**  
C/LTC 1CL  
Corps Commander, VSU-ROTC Unit



RESERVE OFFICERS' TRAINING CORPS UNIT  
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