



VISAYAS
STATE UNIVERSITY

**RESERVE OFFICERS'
TRAINING CORPS UNIT**

19 May 2025

ENGR MARLON G BURLAS
Head, Power Plant Office
Visayas State University

Greetings!

References:

- a. Standing Operating Procedure Number 04, HPA dated 22 September 2000;
- b. Radio message from COMPRCA with Cite Number HPAG9-ROTCAB-0403-039-25;
- c. IMPLAN 08 - Regional Annual Administrative and Tactical Inspection (RAATI) A.Y. 2024-2025, H8RCDG, RESCOM, PA dated 26 May 2025.

In accordance with the above references, please be informed that the Visayas State University - Reserve Officer's Training Corps Unit (VSU-ROTCU) is preparing for the upcoming Regional Annual Administrative and Tactical Inspection (RAATI) 2025. This is a mandated yearly activity of the Reserve Command, Philippine Army that aims to measure the degree of administrative efficiency, training management proficiency, quality of training, and education attained by the Corps of Cadets and the extent of support provided by the school. It also intends to test the operational readiness of the ROTC Unit and allow the cadets to experience the real meaning of basic soldiery.

In this connection, we would like to request permission from your good office for the availability of the following items to be utilized during the said event:

- **two (2) small tents**
- **four (4) big tents**

Person of contact relative to this request is C/1CL REISHEY JOY P MIRAS, Corps S4 (Logistics Officer), with contact details: 0951-851-6499 / mirasreisheyjoy@gmail.com

We hope that this request merits 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 to your office!



RESERVE OFFICERS' TRAINING CORPS UNIT
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