



10 November 2022

Dr. Charis B. Limbo

Director

Institute of Human Kinetics (IHK)

Greetings Ma'am,

The Visayas State University - Reserve Officers' Training Corps (ROTC) Unit, Visca, Baybay City, a component of the National Service Training Program (NSTP) that aims to develop the ethics of service and patriotism through military skills training, will be having its Training Day every Saturday.

To carry out our mandate, we have drills and lectures. Drills are field activities while for lectures, we need classrooms. In this connection, we request your kind approval to allow us to use the GYM for our lectures on November 19, 2022, Saturday (07:00 AM – 05:00 PM). Rest assured that the rooms will be handled and cleaned accordingly.

We hope that this request merit your consideration and approval.

Thank you very much and more power.

Respectfully,

NOEL A. CAGASAN

LTC GSC (INF) PA

Commandant, VSU (Baybay) - ROTC Unit

Approved:

CHARIS B. LIMBO

Director, Institute of Human Kinetics