



VISAYAS
STATE UNIVERSITY

**RESERVE OFFICERS' TRAINING
CORPS UNIT**

11 October 2024

DR. LEO A. MAMOLO

Integrated High School, Principal
Visayas State University

Dear Sir:

Greetings! The Visayas State University – Reserve Officers' Training Corps Unit will be conducting its Midterm Examination on 12 October 2024 at the VSU Gymnasium.

As of this moment, we have over a thousand student cadets for Military Science 1. With respect to the university's standpoint, our resolve to accommodate our learners and deliver education is unwavering. However, our meager printing equipment and materials restrict our efforts in carrying out this task.

In this connection, we are kindly requesting your good office to allow us to utilize the Risograph of the Department for the mass production of MS1 test questionnaires to supplement our lack of printing materials on October 12, 2024.

Rest assured that the equipment will be utilized appropriately and area is kept clean.

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

Thank you very much and more power!

Respectfully yours,

JAY B OLARTE

LTC (INF) PA
Commandant, VSU-ROTC Unit

NOTED BY:

PROF. DARIO P. LINA

NSTP Director
Visayas State University



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