



**VISAYAS**  
STATE UNIVERSITY

## RESERVE OFFICERS' TRAINING CORPS UNIT

03 APRIL 2025

**DR PROSE IVY G YEPES**

School President  
Visayas State University

Dear Ma'am,

I hope this letter finds you well. I am writing to formally request permission to conduct a Mangrove Tree Planting activity, which will be organized as part of the Reserve Officers' Training Corps (ROTC) Civil Military Operations (CMO) program. The activity is intended to take place outside the school grounds at a designated area suitable for the planting initiative.

The mangrove tree planting aims to raise awareness about environmental conservation while providing an opportunity for students to contribute positively to the community. The ROTC cadets will be leading this activity under the supervision of Pvt Linuelle Ann B Cadorniga PA (Res), Tactical NCO and Ms Noessa David, Adviser, ensuring that the proper protocols and guidelines are followed throughout the event.

We have taken the necessary steps to ensure that the activity will be carried out safely and responsibly. The details of the event are as follows:

- **Date of Activity:** 12 April 2025
- **Location:** Sitio Lawis, Brgy. Palhi Baybay City, Leyte
- **Time:** 0600H – 0900H
- **Participants:** Sixty (60)
- **Supervision:** Training Staff and Adviser

We kindly request your approval to proceed with this event and for any necessary logistical support or coordination with the appropriate departments, if needed. Should you require additional information or have any concerns regarding the activity, please do not hesitate to reach out to me.

Person of contact relative to this request is C/1CL JAY ANTHONY O LEORNA, Corps S7/CMO Officer, with contact details: 0992-458-5839 / [leornaanthony544@gmail.com](mailto:leornaanthony544@gmail.com).

Thank you for considering this request. We look forward to your response.

Respectfully yours,

**LEO ANGELO M LACABA**

C/COL 1CL  
Corps Commander, VSU-ROTCU



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