



VISAYAS
STATE UNIVERSITY

RESERVE OFFICERS' TRAINING CORPS UNIT

04 February 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 the **Closing Ceremony of the Cadet Officer Candidate Course Class (COCC) 01-2024 "SIKLABAN"** on **February 08, 2025 (Saturday)** at 2 o'clock in the afternoon at the VSU Lower Oval grounds.

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

- assorted ornamental plants
- fifteen (15) Executive Chairs
- fifty (50) monoblock chairs
- two (2) pole stand
- one (1) rostrum

The equipment requested will be handled with utmost care and returned properly.

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.

Respectfully yours,

JAY B. OLARTE
LTC (INF) PA
Commandant

Noted:

DARIO P. LINA
Director, NSTP Office

Approved:

DR. RODEN D. TROYO

Convention Center Manager
Department of Horticulture



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