



30 April 2024

**ENGR. MARLON BURLAS**  
Head, PESMU

THROUGH: **VINCENT ASILOM**  
Incharge, General Services Division

Greetings, Sir!


The Visayas State University- Reserve Officers' Training Corps (ROTC) Unit, Visca, Baybay City, Leyte will be conducting its **Presentation of Sponsor and Escort** on **Friday, 03 May 2024** with Hon. Jose Carlos L. Cari, Mayor of Baybay City, Leyte as the Guest of Honor and Speaker.

In this connection, we would like to request from your kind office the availability of two (2) big tents and one (1) smaller tent to be used during the said event:


We hope that this request merit your consideration and approval. The VSU-ROTC Unit will always be grateful for the support that you will provide.

Thank you very much and more power.

Respectfully yours,

  
**REX M PAYOT**  
MAJ (INF) PA  
Commandant

Noted:

  
**DARIO P LINA**  
Director,  
NSTP Office

Recommending Approval:

**VINCENT ASILOM**  
Incharge,  
General Services Division

Approved:

**ENGR. MARLON BURLAS**  
Head,  
PESMU