



VISAYAS
STATE UNIVERSITY



MILITARY SCIENCE AND TACTICS UNIT
NATIONAL SERVICE TRAINING PROGRAM
Visca, Baybay City, Leyte
Email: nstp@vsu.edu.ph
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VOIP: 1127

26 December 2024

Dr. Maria Vanessa E. Gabunada

Head, Department of Arts, Languages and Literature
Visayas State University

Dear Sir,

The VSU Baybay Reserve Officer Training Corps (ROTC) Unit, Visca, Baybay City, will be having instruction for its Military Science modules. This will be done through series of lectures and drills to effectively train and develop its student cadets.

In this connection, we request your kind approval to allow us to utilize rooms from your college for the conduct of said lectures. These activities are programmed for all Saturdays of the Second Semester, Academic Year 2023-2024, from 7 o'clock to 11 o'clock in the morning.

We are hoping to use the rooms due to its ample seating capacity and environment that is suitable for instruction and learning. Rest assured that said facilities and equipment will be handled accordingly and left in good condition every after use.

We hope that this request merit your consideration and approval.

Thank you very much and more power.

Respectfully yours,


NOEL A CAGASAN
GSC (INF) PA
Commandant

Noted by:

JOY A. BELLEN
Director, NSTP

Approved,

Dr. Maria Vanessa E. Gabunada

Head, Department of Arts, Languages and Literature
Visayas State University