



January 15, 2024

**CHARIS B. LIMBO-RIVERA**

Director, IHK  
Visayas State University

Dear Ma'am Rivera,

In view of the large size of enrollment in the National Service Training Program (NSTP) for this School Year 2023-2024, I respectfully request to use the VSU Gymnasium every Saturday as a class room or training area of the NSTP Students (ROTC and CWTS) for 2nd Semester, SY: 2023-2024. If there is big event in the University like Anniversary and others, we will give way to the event.

Rest assured that they will be responsible in cleaning and arranging the chairs before dismissal.

I hope this request merits your kind approval.

Sincerely,

**JOY A. BELLEN**

Director, NSTP Office

Approved by:

**CHARIS B. LIMBO-RIVERA**

Director, IHK