



14 March 2023

Marwen A. Castañeda

University Registrar

VSU, Visca, Baybay City, Leyte

Greeting Ma'am,

The VSU Reserve Officers Training Corps (ROTC) Unit, Visca, Baybay City, Leyte will be having its **ROTC – Presentation of Sponsors and Escorts (POSE)** on March 15, 2023.

In this connection, we would like to request to excuse Mr. Manuel C. Bartolini. His presence is highly needed for he is focal person in the said event.

We hope that you will merit this request.

Thank you very much and more power.

Respectfully yours,

NOEL A CAGASAN

LTC GSC (INF) PA

Commandant, VSU – ROTCU

Noted by:

JOY A. BELLEN

Director, NSTP Office

APPROVED BY:

MARWEN A. CASTEÑEDA

University Registrar