



**VISAYAS**  
STATE UNIVERSITY



**MILITARY SCIENCE AND TACTICS UNIT**  
**NATIONAL SERVICE TRAINING PROGRAM**  
Visca, Baybay City, Leyte  
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14 December 2023

**Dr. Anatolio N. Polinar**

Head, Department of Forestry

Visayas State University - College of Forestry and Environmental Sciences

Dear Sir,

The VSU Baybay Reserve Officer Training Corps (ROTC) Unit, Visca, Baybay City, after the completion of the NSTP common modules, will be having its separate 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 the remaining Saturdays of First 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,

**NOEL A CAGASAN**  
GSC (INF) PA  
Commandant

Noted by:

**JOY A. BELLEN**  
Director, NSTP

Approved

**Dr. Anatolio N. Polinar**

Head, College of Forestry

Visayas State University, CFES