



**VISAYAS**  
STATE UNIVERSITY



**RESERVE OFFICERS'  
TRAINING CORPS UNIT**

15 March 2024

**SHALOM GRACE C SUGANO-VEGA**

Principal, VSU Integrated High School  
Visca, Baybay City, Leyte

Greetings, Ma'am!

The Visayas State University- Reserve Officers' Training Corps (ROTC) Unit, Visca, Baybay City, Leyte will be conducting its COQC Graduation on Saturday, 16 March 2024.

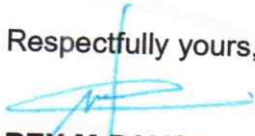
In this connection, we would like to request from your kind office the availability of the two (2) rooms (separate male and female quarters) for billeting rooms to be use later 15 March 2024 (Friday) including the comfort rooms from VSU-HIS.

For further information or queries, you may reach the Corps S4 (Logistics Officer) of the unit, C/CPT MARITONI I SINDANGAN 2CL- 09125109061.

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

Thank you very much and more power.

Respectfully yours,

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

Approved:

**SHALOM GRACE C SUGANO-VEGA**  
Principal, VSU-HIS

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