



**VISAYAS**  
STATE UNIVERSITY

**RESERVE OFFICERS'  
TRAINING CORPS UNIT**

27 September 2024

**DR. ANDREW A. MAZO**  
IHK Director  
Visayas State University

Dear Sir:

The Visayas State University – Reserve Officers' Training Corps Unit will be having its 5<sup>th</sup> Training Day on 28 September 2024.

In this connection, we request your kind approval to allow us to utilize the upper oval and the shady areas in front of the VSU Gymnasium for the formation of ROTC cadets from 7AM – 9AM to conduct basic dismounted drills as we await our turn to conduct lecture instruction inside the VSU Gymnasium at around 9AM.

Rest assured that the area will be kept clean and utilized appropriately.

We hope that this request may merit your consideration and approval.

Thank you very much and more power!

Respectfully yours,

*for*

**JAY B. OLARTE**  
LTC (INF) PA  
Commandant, VSU-ROTC Unit

NOTED BY:

**PROF. DARIO P. LINA**  
NSTP Director  
Visayas State University

APPROVED BY:

**DR. ANDREW A. MAZO**  
IHK Director  
Visayas State University



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