



13 April 2024

RODEN D TROYO, PhD

Assistant Professor II

Visayas State University- Department of Horticulture

Greetings, Sir!

The Visayas State University- Reserve Officers' Training Corps (ROTC) Unit, Visca, Baybay City, Leyte will be conducting its **Presentation of Sponsor and Escort** on **Friday, 03 May 2024** with Hon. Jose Carlos L. Cari, Mayor of Baybay City, Leyte as the Guest of Honor and Speaker.

In this connection, we would like to request from your kind office the availability of the following items to be used during the said event:

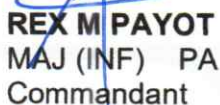
- assorted ornamental plants
- forty (40) Monoblock chairs
- two (2) pole stand
- one (1) rostrum
- one (1) Pickup Truck

Requested equipment will be handled with utmost care and returned properly.

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

Thank you very much and more power.

Respectfully yours,


REX M PAYOT
MAJ (INF) PA
Commandant

Noted:

Approved:

DARIO P. LINA
Director,
NSTP Office

RODEN D TROYO, PhD
Assistant Professor II
Department of Horticulture