



VISAYAS
STATE UNIVERSITY

NATIONAL SERVICE TRAINING PROGRAM

21 May 2025

Mr. Raymund M. Igcasama

Registrar IV

Office of the University Registrar

Visayas State University

Visca, Baybay City, Leyte, Philippines

Dear Mr. Igcasama

Greetings!

I am writing on behalf of the VSU ROTC Unit regarding an urgent matter concerning the upcoming Regional Annual Administrative Tactical Inspection (RAATI). Unfortunately, the VSU ROTC Unit is unable to recover the file containing the Activation Order document, which is a critical requirement for the said inspection.

Following the advisory from the 804th Community Defense Center (CDC), the recommended course of action is to apply for the reactivation of the VSU ROTC Unit. One of the essential requirements for this application is the submission of certified lists of students enrolled in the NSTP ROTC component during the first and second semesters of the current school year.

Therefore, we respectfully request the Office of the University Registrar to provide us with the certified lists of NSTP ROTC-enrolled students for both semesters of this academic year. This documentation is vital to comply with the reactivation process and to ensure the VSU ROTC Unit's continued operation and participation in the RAATI.

We appreciate your prompt assistance and support in this matter. Should you require any further information or clarification, please do not hesitate to contact us.

Thank you very much for your cooperation.

Respectfully yours,

DARIO P. LINA

Director

VSU, NSTP Office

Approved:

RAYMUND M. IGCASAMA

Registrar

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