



15 May 2024

**Dr. SHALOM GRACE C. SUGANO - VEGA**

Principal, VSU Integrated High School

Visca, Baybay City, Leyte

**THRU: REYMAR C ORIA**

Commandant, VSU-HIS CAT-1 Unit

**SUBJECT: LETTER REQUEST FOR BORROWING EQUIPMENT**

Greetings, Ma'am!

**References:**

- a. Standing Operating Procedure Number 04, HPA dated 22 September 2000;
- b. Radio message from COMPRCA with Cite Number RCPA3-OPNS-1804-2024-039.
- c. IMPLAN 08 - Regional Annual Administrative and Tactical Inspection (RAATI) A.Y. 2023-2024, H8RCDG, RESCOM, PA dated 22 April 2024

In accordance with the above references, please be informed that the Visayas State University - Reserve Officer's Training Corps Unit is preparing for the Regional Annual Administrative and Tactical Inspection (RAATI) that is scheduled on 27 MAY 2024. This is a mandated yearly activity of the Reserve Command, Philippine Army that aims to measure the degree of administrative efficiency, training management proficiency, quality of training and education attained by the corps of cadets, and the extent of support provided by the school. It also intends to test the operational readiness of the ROTC unit and allow the cadets to experience the real meaning of basic soldiery.

In this connection, we would like to request from your good office to let us borrow an additional of ninety-nine (99) wooden rifles and two (2) tri-colors to be used during the course of the said event. Rest assured that this equipment will be handled properly and returned immediately.

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