



VISAYAS
STATE UNIVERSITY



**NATIONAL SERVICE
TRAINING PROGRAM**

20 May 2024

RENEZITA F. COME
CFES, College Dean
Visca, Baybay City, Leyte

Dear Ma'am Come:

The Visayas State University - Reserve Officer Training Corps (ROTC) , Visca , Baybay City, Leyte will be conducting its **Regional Annual Administrative and Tactical Inspection (RAATI 2024)** this coming May 27, 2024 and the Guidon Pole, VSU Flag Pole and the Philippine Flag Pole that we are using is very very old. In this connection, we would like to request from your kind office the availability of a **Lumber (12pcs - 7ft), 2pcs - 8.5ft)** to be use in making for a new Flag Poles to be use in the said event.

We hope for your favorable action on this request. Thank you and godbless.

Very truly yours,

DARIO P. LINA
Director, NSTP Office

Approved:

RENEZITA F. COME
CFES, College Dean