



**VISAYAS**  
STATE UNIVERSITY



**MILITARY SCIENCE AND TACTICS UNIT**  
**NATIONAL SERVICE TRAINING PROGRAM**  
Visca, Baybay City, Leyte  
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26 January 2024

**Dr. Jannet C. Bencure**

College Dean

Visayas State University - College of Engineering and Technology

Dear Ma'am,

The VSU Baybay Reserve Officer Training Corps (ROTC) Unit, Visca, Baybay City will be having instruction for its Military Science modules. This will be done through series of lectures and drills to effectively train and develop its student cadets.

In this connection, we request your kind approval to allow us to utilize rooms from your college for the conduct of said lectures. These activities are programmed for all Saturdays of the Second Semester, Academic Year 2023-2024, from 7 o'clock to 11 o'clock in the morning.

We are hoping to use the rooms due to its ample seating capacity and environment that is suitable for instruction and learning. Rest assured that said facilities and equipment will be handled accordingly and left in good condition every after use.

We hope that this request merit your consideration and approval.

Thank you very much and more power.

Respectfully,

  
**NOEL A CAGASAN**  
GSC (INF) PA  
Commandant

Noted by:

**JOY A. BELLEN**  
Director, NSTP

Approved

**Dr. Jannet C. Bencure**  
College Dean, VSU CET  
Visayas State University