



VISAYAS
STATE UNIVERSITY



MILITARY SCIENCE AND TACTICS UNIT
NATIONAL SERVICE TRAINING PROGRAM
Visca, Baybay City, Leyte
Email: nstp@vsu.edu.ph
Website: vsu.edu.ph
VOIP: 1127

24 January 2024

DR CHARIS L RIVERA

Director, Institute of Human Kinetics
Visayas State University
Visca, Baybay Cty, Leyte

Greetings Ma'am!

The Visayas State University- Reserve Officers' Training Unit, Visca, Baybay City, Leyte, will conduct the **Cadet Officers Candidate Course Opening Ceremony and Reception Rites** on **Saturday, 27 January 2024**.

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:

- one (1) Philippine Flag
- one (1) VSU Flag

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

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

Thank you very much and more power.

Respectfully yours,


NOEL A CAGASAN
LTC GSC (INF) PA
Commandant

Recommending approval:

DR CHARIS L RIVERA
Director
Institute of Human Kinetics