



VISAYAS
STATE UNIVERSITY



**NATIONAL SERVICE
TRAINING PROGRAM**

22 May 2024

ALELI A. VILLOCINO

VP for Students Affairs and Services
Visca, Baybay City, Leyte

Dear Prof. Villocino:

The Visayas State University - Reserve Officer Training Corps (ROTC) , Visca , Baybay City, Leyte will will undergo the **Regional Annual Administrative and Tactical Inspection (RAATI)2024** this coming May 27, 2024. On this note, our training staffs need to render overtime to finish all the preparation of pertinent documents for the said event.

In this connection, may we request your kind approval that we will be allowed to render overtime work for the above mentioned purpose.

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

Very truly yours,


SSg Jacky Boy L. Malinao
Admin NCO

Recommending Approval:


DARIO P. LINA
Director, NSTP Office

Approved:

ALELI A. VILLOCINO
VP for Students Affairs and Services