



13 April 2024

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

Principal

Visayas State University – Integrated High School

THRU: REYMAR C ORIA

Commandant, VSU-IHS CAT-1 Unit

Greetings, Ma'am!

The Visayas State University- Reserve Officers' Training Corps (ROTC) Unit, Visca, Baybay City, Leyte will be conducting its **Presentation of Sponsor and Escort on Friday, 03 May 2024** with Hon. Jose Carlos L. Cari, Mayor of Baybay City, Leyte as the Guest of Honor and Speaker.

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:

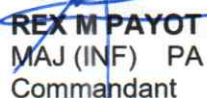
- two (2) Tricolors
- two (2) Flag Poles

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

We hope that this request merit your consideration and approval. 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

  
**REX M. PAYOT**  
MAJ (INF) PA  
Commandant

Noted:

**DARIO P. LINA**  
Director, NSTP

Recommending Approval:

Approved:

**REYMAR C ORIA**  
Commandant,  
VSU Integrated High School

**Dr. SHALOM GRACE C. SUGANO - VEGA**  
Principal,  
VSU Integrated High School