



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES  
**BASCO CENTRAL SCHOOL**  
BASCO, BATANES

DN - 2024 -



**1<sup>st</sup> Endorsement**  
15 July 2024

Respectfully forwarded to **Alfredo B. Gumaru Jr. EdD CESO V**, *Schools Division Superintendent*, Schools Division Office of Batanes the herein basic communication of **Gregorio G. Cabugao Jr. Master Teacher I** this school, applying for retirement effective October 1, 2024 after his earned service credit is exhausted from July 29, 2024 to September 30, 2024 as stated in his letter.

For appropriate action.

  
**LEILANI D. UGALI**  
*School Principal II*

Approved by:

**ALFREDO B. GUMARU, JR. EdD, CESO V**  
*Schools Division Superintendent*



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**ALFREDO B. GUMARU JR. EdD, CESO V**

Schools Division Superintendent  
DepEd, Schools Division of Batanes  
Basco, Batanes

THRU: **Leilani D. Ugali**  
School Principal II

July 15, 2024

Sir,

Greetings of Peace!

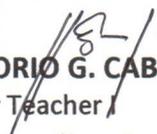
I am writing to inform the office of my intent to retire from Government Service as Master Teacher I of Basco Central School effective October 1, 2024.

I have thoroughly enjoyed teaching and working with my co-educators and have inculcated knowledge and skills to my pupils. I hope that I have made positive contribution to the system and successfully promoted brighter pupils in the academic field. My 38 years of service has given me opportunities to grow personally as well as professionally, my sincere appreciation for the support provided me during my stay with DepEd.

Based on records, I have a balance of 85.50 days Service Credits. I will be using this to offset my absence from July 29, 2024 to Sept 30, 2024.

Thank you very much and anticipating your most favorable approval.

Very truly yours,

  
**GREGORIO G. CABUGAO JR.**  
Master Teacher I

Recommending Approval:

**DANTE J. MARCELO, PhD, CESO VI**  
*Assistant Schools Division Superintendent*

Approved:

**ALFREDO B. GUMARU JR. EdD, CESO V**  
*Schools Division Superintendent*