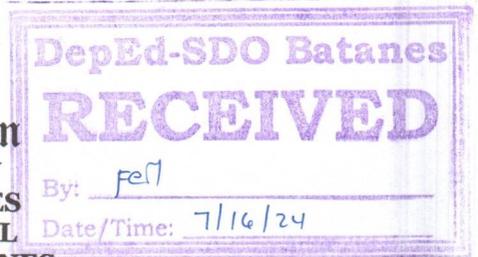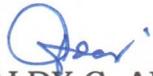DN-2024-00395

Republic of the Philippines
Department of Education
REGION 02-CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES
UYUGAN ELEMENTARY SCHOOL
KAYVALUGANAN, UYUGAN, BATANES

1st Endorsement
July 11, 2024

Respectfully forwarded to the Schools Division Superintendent, **Mr. Alfredo B. Gumaru Jr. EdD, CESO V**, herein basic communication of Ms. Shirley B. Hortiz, Teacher III of Uyugan Elementary School., applying for retirement effective November 1, 2024 for his information and appropriate action.

ZALDY C. ADRI
School Principal I

Republic of the Philippines

Department of Education
REGION 02-CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES
UYUGAN ELEMENTARY SCHOOL
KAYVALUGANAN, UYUGAN, BATANES

July 11, 2024

Alfredo B. Gumaru Jr. EdD, CESO V
School's Division Superintendent
Schools Division of Batanes
Basco, Batanes

Thru Channels:

Sir,

Warmest greetings!

I would like to formally inform your good office of my intent to retire from service as Teacher III at Uyugan Elementary School effective November 1, 2024.

I am so grateful for the good camaraderie, best opportunities, and fruitful personal and professional development provided for me by my fellow workers over the years. I enjoyed working with my colleagues and appreciated the support they have extended throughout my stay at Uyugan Elementary School. I am honored to have served this school for 33 years.

I am very much willing to be of help to the Department of Education most especially to this school where my services are needed within my capacity.

I wish all the best for Uyugan Elementary School.

Very truly yours,

SHIRLEY B. HORTIZ
Teacher III

Recommending Approval: Approved:

DANTE J. MARCELO, PhD,CESO VI   **ALFREDO GUMARU JR. EdD. CESO V**
Assistant School's Division Superintendent   *School's Division Superintendent*