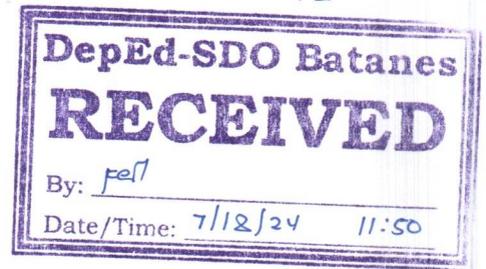




Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES
DIPTAN ELEMENTARY SCHOOL
BASCO, BATANES

DN-2024-00472



1st Endorsement
12, July 2024

Respectfully forwarded to **ALFREDO B. GUMARU, JR., EdD, CESO V**, Schools Division Superintendent, Department of Education, Division of Batanes, Basco the recommending approval of the herein basic communication of **CLAUDIA FELMA B. BALASBAS**, Administrative Officer II, submitting Letter of Resignation, for his information and appropriate action.


ABEGAIL FARAH B. ALUETA
Teacher III/ Teacher-In- Charge



Address: Brgy. San Antonio, Basco, Batanes, 3900
Contact No.: 09617172632
Email Address: diptanelementaryschool@deped.gov.ph
Facebook: [facebook.com/diptanelementaryschool](https://www.facebook.com/diptanelementaryschool)

July 12, 2024

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent
Department of Education
Schools Division of Batanes
Basco, Batanes

THRU CHANNELS

Dear Sir,

I am writing to formally resign from my position as Administrative Officer II at Diptan Elementary School, effective November 16, 2024. I need to dedicate time to my business to operate it 100%.

I have appreciated the opportunity to work at the Department of Education and have enjoyed my time here. I have learned a great deal and grown both professionally and personally during my tenure. I am particularly grateful for the support and guidance I have received from you and my colleagues.

Please let me know how I can assist during this transition period to ensure a smooth handover of my responsibilities. I am committed to making this process as seamless as possible.

Thank you once again for the opportunity.

Sincerely,



Claudia Felma B. Balasbas
Administrative Officer II

Approved:

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