



2024-01278



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

THE SCHOOLS DIVISION SUPERINTENDENT
BASCO, BATANES
(Thru Channels)

Sir/Madam:

This letter follows up on my previous request for transfer to the Boy Scout of the Philippines (BSP).

In anticipation of the transfer approval, I kindly request assistance in obtaining the following documents:

- BIR FORM 2316 as of July 31, 2024
- Philhealth, GSIS and Pagibig records
- Clearance Certificate (CS Form No. 7 Revised 2018)
- Service Record
- Acceptance Of Transfer
- Certificate of Leave Credits (if any)
- Certificates of Trainings (Certified True Copy)
- Duly Signed IPCR for SY 2023-2024

Thank you for your time and assistance with the transfer process


KAITHLYN C. REVILLA

Teacher II
Diptan Elementary School