



September 05, 2024

ALFREDO B. GUMARU JR.
Schools Division Superintendent
Department of Education-Division of Batanes
Basco, Batanes

Dear Sir,

Greetings!

I am writing to formally express my intent to conduct my immersion program within the Administrative Section of the Department of Education, specifically focusing on Personnel, Supply, Budget and Finance, and Cashier services. This immersion is a requirement for the completion of my Master's degree in Public Administration at Saint Paul University.

Through this immersion, I hope to gain practical experience in the following key areas:

1. **Personnel Services** – Understanding human resource management, including staffing, recruitment, employee benefits, and personnel record keeping, particularly within the education sector.
2. **Supply Management** – Learning about procurement processes, asset management, and ensuring the efficient distribution and tracking of supplies and resources across schools within the division.
3. **Budget and Finance** – Gaining insights into budget preparation, financial planning, fund allocation, and ensuring adherence to government financial policies and DepEd's financial management procedures.
4. **Cashiering Services** – Observing cash handling procedures, including the proper recording of transactions, financial disbursements, and the reconciliation of accounts.

This immersion experience will enable me to apply theoretical knowledge in real-world scenarios, while also honing my skills in administrative and financial management within the context of a public education institution. I am confident that this exposure will be crucial for my professional development in educational administration.

I am available to begin my immersion on September 9-13, 2024 and would be grateful for the opportunity to discuss any further details, schedules, or requirements that would ensure a smooth and successful engagement.

Thank you for considering my application. I look forward to contributing to and learning from the expertise of your esteemed team.

Sincerely,


Monica D. Gavilan
MPA student