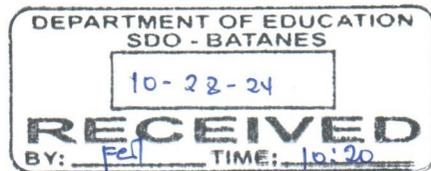




Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES  
DIPTAN ELEMENTARY SCHOOL  
BASCO, BATANES



**1st Indorsement**  
October 28, 2024

Respectfully forwarded to **ALFREDO B. GUMARU JR., EdD, CESO V**, Schools Division Superintendent, Schools Division of Batanes, the herein letter of intent to retire of **MENICIA V. BATA**, Teacher III of Diptan Elementary School, Division of Batanes, for his appropriate action.

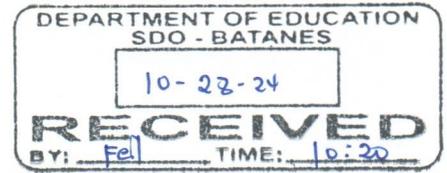
  
**ANNA LIZA R. GALASINAO**  
Principal 1



Address: Brgy. San Antonio, Basco, Batanes, 3900  
Contact No.: 09753997119  
Email Address: diptanelementaryschool@deped.gov.ph  
Facebook: facebook.com/diptanelementaryschool



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



October 24, 2024

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

**Through Channels**

**Sir:**

Greetings of Peace!

I am writing to formally submit my intent to retire from my position as Teacher III at Diptan Elementary School effective February 1, 2025.

I plan to utilize my available service credits starting November 1, 2024 to ensure a smooth transition into my retirement. My last day of service will be on October 31, 2024.

I have thoroughly enjoyed and have valued the opportunities for growth and development that I have experienced during my tenure. I am grateful for the support and understanding I received from the Department throughout my thirty-nine years and four months in teaching.

Thank you for your understanding and support.

Very truly yours,

  
**MENICIA V. BATA**  
Teacher III

Recommending Approval:

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

Approved:

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



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