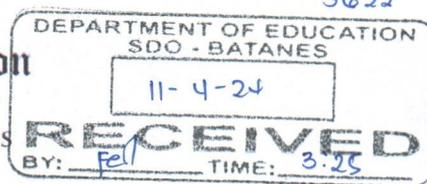


School file



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES
ITBUD INTEGRATED SCHOOL
UYUGAN BATANES



November 4, 2024

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

Sir:

Greetings from Itbud Integrated School!

I am writing to formally request the rescheduling of our upcoming school-based INSET (In-Service Training) originally planned for November 25-27, 2024.

In light of the upcoming Barangay Itbud fiesta, which falls on November 27, I propose that we move the INSET to November 23-25, 2024. This change would allow our participants to fully engage in the training without the added pressure of upcoming local festivities.

I believe this adjustment will not only enhance attendance but also ensure that all staff can benefit from the training without any conflicts.

Very truly yours,

ZALDY C. ADRI
School Principal



Address: Itbud, Uyugan, Batanes, 3903

Contact No.: 09292266975

Email Address: itbudintegratedschool@deped.gov.ph

Facebook: www.facebook.com/iis.itbud