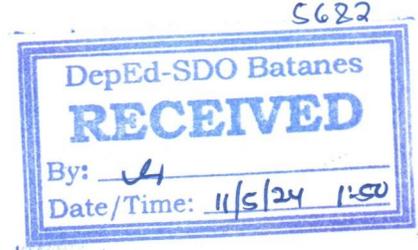




Republic of the Philippines
Department of Education
REGION 02-CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES
VALUGAN INTEGRATED SCHOOL
SAN JOAQUIN BASCO, BATANES

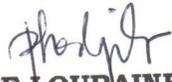


1st Indorsement
November 05, 2024

Respectfully forwarded to **ALFREDO B. GUMARU JR. EdD, CESO V**, Schools Division Superintendent the herein basic communication of **ALGERICA EMMALYN N. BALDOVINO**, Master Teacher I requesting transfer of workstation from Valugan Integrated School to Basco Central School for information and appropriate action.

ROLDAN C. RAMOS
School Principal I

For the School Head:


JEANNE LOURAINÉ R. CIELO
Teacher III
Teacher-In-Charge



Address: National Road, San Joaquin Basco, Batanes
Contact No.: 09685323047
Email Address: valuganelementaryschool@deped.gov.ph



Republic of the Philippines
Department of Education
REGION 02-CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES
VALUGAN INTEGRATED SCHOOL
SAN JOAQUIN BASCO, BATANES

November 4, 2024

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

RECEIVED
NOV 04 2024

BY: Hazel 11:04

Dear Sir,

Greetings of peace and joy!

I am writing to respectfully request a transfer from my current position as Master Teacher I at Valugan Integrated School to Basco Central School. My request is based on both personal and professional considerations, as outlined below:

Firstly, my family resides in Basco town proper, and Basco Central School is only a few steps from my home. Working closer to home would allow me to balance my personal and professional responsibilities more effectively, benefiting both my family and my work.

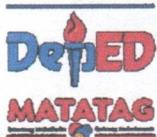
Furthermore, traveling by motorcycle from my residence to VIS has become increasingly challenging, especially during rainy, windy, or inclement weather. At the age of 52, my safety during the commute is a growing concern, and I believe that working at a nearby school would help ensure a safer and more manageable workday.

In addition, serving the community of Barangay San Joaquin and being assigned to Valugan Integrated School as a Master Teacher I has been a rewarding experience, for which I am genuinely grateful. However, I would also like to extend the opportunity for growth to my colleagues at Valugan Integrated School, who may be equally deserving of promotion to the same position.

Thank you for considering my request. I am hopeful for a favorable response, and I look forward to continuing my commitment to quality education within the Division of Batanes.

Very truly yours,

algerica emmalyn n. baldovino
ALGERICA EMMALYN N. BALDOVINO



Address: National Road, San Joaquin Basco, Batanes
Contact No.: 09685323047
Email Address: valuganelementaryschool@deped.gov.ph