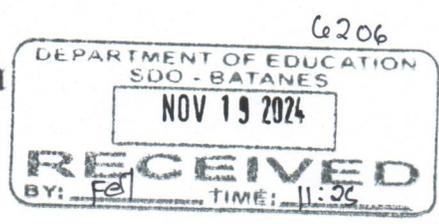


SDO



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



November 19, 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 permission for Itbud Integrated School to take a day off on November 27, 2024, in observance of the Itbud Barangay Fiesta.

In order to ensure that no lessons are missed and to adhere to our academic schedule, I propose to make up for this absence by holding Saturday classes and offering extension classes on weekdays, as outlined in our catch-up plan.

I assure you that all adjustments will be implemented effectively, and no disruption to students' learning will occur.

Thank you and anticipating your favorable approval on this matter.

Very truly yours,

**ZALDY C. ADRI**  
 School Principal