



December 11, 2024

**ALFREDO B. GUMARU JR. EdD, CESO V**

Schools Division Superintendent  
Department of Education  
Schools Division Office - Batanes  
Basco, Batanes

SUBJECT: REQUEST FOR RELEASE OF RETENTION MONEY  
CONTRACT PACKAGE: **REHABILITATION OF GABALDON BUILDING (7 CLASSROOMS)**  
**in Ivana Elementary School**

Dear Superintendent Gumaru:

Good day,

Having accomplished the work satisfactorily in accordance with the terms and conditions of the contract, we now hereby request the release of the Ten Percent (10 %) retained from our previous partial billings on the above-mentioned project.

Thank you for your consideration. Looking forward to a favorable response.

Sincerely yours,

  
**JANICE E. BATA**  
Authorized Representative  
WAKAII CONSTRUCTION



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