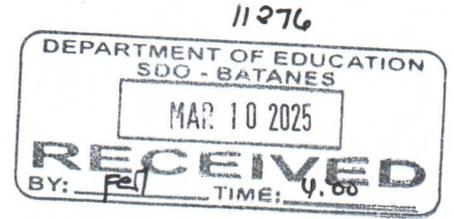


SDO



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



1st Endorsement
March 10, 2025

Respectfully forwarded to the Schools Division Superintendent, **Mr. Alfredo B. Gumaru Jr. EdD, CESO V**, herein basic communication of Ms. Marivic A. Balbido, Teacher I, requesting permission to remain in Cagayan after the Regional Schools Press Conference (RSPC) which is tentatively scheduled on April 5-9, 2025, for his information and appropriate action.


ZALDY C. ADRI
School Principal I

APPROVED:

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



 Address: Itbud, Uyugan, Batanes, 3903

 Contact No.: 09292266975

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March 10, 2025

ALFREDO B. GUMARU, JR., EdD, CESO V
Schools Division Superintendent
Department of Education –Batanes
Kaychanarianan, Basco, Batanes

Thru:

ZADY C. ADRI
School Principal
Itbud Integrated School
Itbud, Uyugan, Batanes

Sir,

I hope this letter finds you well. I am writing to formally request permission to remain in Cagayan after the Regional Schools Press Conference (RSPC), which is tentatively scheduled for April 5–9, 2025. I will be participating as a coach in this event.

Since our school's graduation is set for April 11, returning to Batanes right after the RSPC would be challenging given the limited time. To maximize efficiency and avoid unnecessary travel expenses, I would like to seek your approval to stay in Cagayan instead of flying back for the ceremony. This will also help reduce costs related to airfare.

Rest assured, I will complete all my school-related responsibilities, including graduation preparations and other necessary tasks, before departing for the RSPC.

I sincerely hope for your kind consideration of this request. Your approval will greatly assist in ensuring a smooth transition while allowing me to fulfill my duties efficiently.

Thank you very much for your time and support. I look forward to your positive response.

Sincerely,


MARIVIC A. BALBIDO
Teacher I