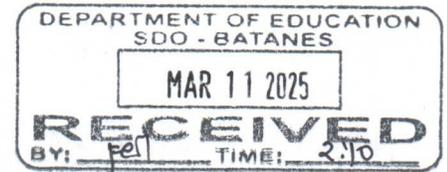


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Basco, Batanes  
March 11, 2025

**ALFREDO B. GUMARU JR., EdD., CESO V**  
Schools Division Superintendent  
DepEd, Schools Division of Batanes  
Basco, Batanes

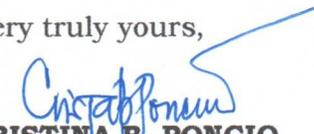
Sir:

Greetings!

This is to request payment of my Terminal Leave Benefits after I receive my retirement benefits from the Government Service Insurance System (GSIS) which I understand is a prerequisite to the payment of other claims as a result of my separation from the government service.

Thank you in anticipation of your usual favorable action.

Very truly yours,

  
**CRISTINA B. PONCIO**  
Retired Administrative Officer V

Recommending Approval:

**DANTE J. MARCELO, PhD., CESO VI**  
Assistant Schools Division Superintendent

Approved:

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