

RECOMMENDATION LETTER (Substitute)



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**



\_\_\_\_\_  
Name Of School

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
SDS

Sir:

This is to inform your office that, \_\_\_\_\_  
Complete Name of Permanent Teacher to be substituted  
will be on \_\_\_\_\_ effective \_\_\_\_\_ to \_\_\_\_\_.  
Type of Leave Beginning Date Ending Date

In this regard, may I recommend \_\_\_\_\_  
Name of Recommended Substitute  
to substitute the above mentioned permanent Teacher. He/She is listed in the Division's Registry of Qualified  
Applicants (RQA) ranking \_\_\_\_\_ and garnering \_\_\_\_\_ points.  
rank in RQA garnered average

Your favourable action on this recommendation is highly appreciated. Thank you.

Very truly yours,

\_\_\_\_\_  
School Head / Principal

APPROVED:

\_\_\_\_\_  
SDS

\*\*\* For maternity leaves, please notify the office about the exact date of delivery. For accounting reference.