



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 Division of Baguio City
 District III



Lucban Elementary School
 Magsaysay Ave., Baguio City

March 10, 2017

BEATRIZ G. TORNO, Ph. D., CESO IV
 Asst. Regional Director
 OIC, Office of the Regional Director

C/O PESPA President

Madam:

Greetings!

With the various challenges posed by the implementation of the K to 12 curriculum of this school, there is a need for us to gather as Elementary School Heads in order to equip and prepare us more with the necessary competencies and skills. It is our continuing commitment to be effective school leaders and managers in our respective schools.

3/27

In this regard, we would like to request **approval** from your good for the conduct of the PESPA – CAR General Assembly Meeting and K – 12 Conference to be held on April 16-18, 2017 at Sky Rise Hotel and Restaurant, Dominican Rd, Baguio with the theme "One DepEd for Quality Education". This will be participated by the public Elementary School Principals, Head Teachers and Teacher In-Charge and those who are already promoted but willing to attend the training coming from the eight (8) divisions in CAR. A registration fee of Ph3,600.00 shall be collected from each participants to cover meals, conference kit, accommodation and other incidental expenses.

May we further request that the registration fee and travel expenses of participants shall be charged against the school MOOE or other local funds subject to the usual accounting and auditing, and that participation to the conference also be on **official business**. Furthermore, we have prepared a solicitation letter to come up with a souvenir book to raise funds for the association.

Your kind consideration and approval to our request is highly appreciated.

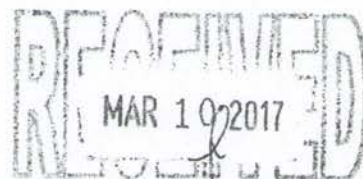
Thank you very much.

Very truly yours,

[Signature]
JOSEPH A. ESTIGOY
 PESPA President, Baguio City
 Acting President (PESPA – CAR)

Approved:

[Signature]
BEATRIZ G. TORNO, Ph. D., CESO IV
 OIC, Office of the Regional Director



DEPED-CAR Time: _____