



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Division of Baguio City  
Lucban District  
**Lucban Elementary School**  
Magsaysay Ave., Baguio City



July 13, 2017

**FEDERICO P. MARTIN, Ed. D., CESO IV**  
Schools Division Superintendent

Sir:

Greetings!

The Philippine Elementary School Principal Association (PESPA) Baguio City Chapter will be having their **General Assembly Meeting and Staff Development** on **July 18, 2016** (Tuesday), **1:00 – 5:00 p.m** at **Lucban Elementary School**. This to update our members regarding the association and at the same time re-orientation on the SHDP Application Project Implementation report which we are required to submit on or before July 25, 2017.

With this, we would like to request for your approval and consideration to conduct on the said activity.

Thank you very much.

Very truly yours,

  
**JOSEPH A. ESTIGOY**  
PESPA President, Baguio City Chapter

Approved:

  
**FEDERICO P. MARTIN, Ed. D., CESO IV**  
Schools Division Superintendent