

RECOMMENDATION LETTER (Substitute)

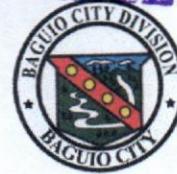
DEPED DIVISION OFFICE
BAGUIO CITY

MAY 21 2011

RELEASED



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY
(NAME OF SCHOOL)
(ADDRESS)
(CONTACT NUMBER)



(DATE)

FEDERICO P. MARTIN, C.Ed.D., Ed.D., CESO V
Schools Division Superintendent
Baguio City

Sir:

This is to inform your office that, (Complete Name of permanent teacher to be substituted)
Will be on (Type of Leave) effective (Beginning Date) to (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 (Rank in RQA) and garnering (Garnered Average) points.

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

Very truly yours,

(School Head/ Principal)

Budget Available:

BELEN R. TOMIN
Budget Officer ✓

Approved:

FEDERICO P. MARTIN, C.Ed.D., Ed.D., CESO V
Schools Division Superintendent
Baguio City
(with initials of PSDS)

❖ For Maternity leaves, please notify the office about the exact date of delivery. For accounting reference.

ROBERTO R. CONZALES
Administrative Officer V

FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V
Schools Division Superintendent