



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



July 4, 2018

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

S I R :

Greetings!


The Philippine Elementary School Principals Association (PESPA) Baguio City Chapter would like to inform you that we will be having a **Welcome and Send-off Program** on **July 12, 2018 (Thursday)** at **2:00 p.m** to be held at **Conflate Cafe** located at Session Rd., Baguio City. This is to give tribute to our retired PESPA Members, likewise welcome the new members of the association.

With this, may we respectfully request from your good office for your **approval** to conduct the said activity on the given time and date.

Hoping for your kind consideration regarding this matter.

Thank very much.

Respectfully yours,


JOSEPH A. ESTIGOY
Principal III
PESPA President, Baguio City Chapter

Approved:


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