



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



January 24, 2019

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

S I R :

Greetings!

We would like to inform your good office that the Philippine Elementary School Principals Association (PESPA) Baguio City Chapter will be having their **General Assembly Meeting** on **January 29, 2019 (Tuesday), 1:00 p.m.** to be held at **Baguio Central School Social Hall**. With this, may we respectfully request for your **approval** to conduct the said activity. Likewise, may we also request the presence of **Ms. Lilibeth G. Degsi, CPA**, and Accountant III at **2:00 p.m.** She will be our Resource Speaker regarding on the procurement process and downloaded school MOOE.

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