



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



March 13, 2019

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

Sir:

Greetings!

The Philippine Elementary School Principals Association (PESPA) Baguio City Chapter will be having their **MEETING** and **STAFF DEVELOPMENT** (re: Enhanced School Improvement Plan - Instructional Video) on **March 20, 2019 at 1:00 – 5:00 p.m.** to be held at **Baguio Central School** Computer Room. With this, we would like to request for your approval to conduct the said activity.

Hoping for your favorable action regarding this matter.

Thank you very much.

Respectfully yours,

JOSEPH A. ESTIGOY
Principal III
President, PESPA Baguio

Approved:

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