



MB Santos <mbs8ph@gmail.com>

req4tempclearance2travel

Chona Gelani <cgelani@home.philcom.ph>
To: mbs8ph@gmail.com

Wed, Mar 2, 2011 at 2:55 PM

From: Chona Gelani [mailto:cgelani@home.philcom.ph]
Sent: Wednesday, March 02, 2011 2:46 PM
To: 'ermie_scmst@yahoo.com'
Subject: req4tempclearance2travel

Hi Ma'am Christy,

How are you na? I am furnishing you a copy of the email I sent to Ma'am Ermie. Please help me follow this up. I have scheduled a trip to Manila on March 18 to process my clearance at BID. Thank you and God bless.

Regards,

Chona

5 attachments

eticket-Candice.jpg
1256K

3/2/11

*Request
endorsement fr. Employer*

02 March 2011

Engr. Ermie M. Bacarra
Chief, Human Resource and Institution Development Division
DOST- PCASTRD

Dear Madam:

A pleasant day to you. I am writing to request for a temporary clearance to travel to Singapore with my three daughters. My eldest daughter, Candice Lorraine, will be graduating from high school this month. As a thanksgiving and celebration, we are going on an out-of-the country vacation on April 1-10, 2011. I have a teaching load this summer so I have to be back in Cagayan de Oro City for the start of summer class on April 11.

Let me take this opportunity also to update your office on the status of my return service for having enjoyed an MS Chemistry scholarship under PCASTRD. Since June 2010, I have served as full-time faculty member of the College of Arts and Sciences of Liceo de Cagayan University.

Attached are our etickets which contains our itinerary details.

Thank you and I am hoping for your approval to this request.

Respectfully yours,

CHONA D. GELANI



eticket-Chona.jpg
1318K



eticket-Margaux.jpg
1280K



eticket-Yukari.jpg
1072K



req2travel-Singapore.doc
37K