

**Republic of the Philippines**

**Department of Education**

**REGION v – BICOL**

**SCHOOLS DIVISION OF LEGAZPI CITY**

**Legazpi district 5**

**Dap-dap elementary school**

**LEGAZPI CITY**

# DANILO E. DESPI

Schools Division Superintendent

Schools Division Office of Legazpi City

Legazpi City

(Thru Channels)

Sir/Madam:

I have the honor to request permission to return to my duty as **Teacher I** in Taysan Elementary School effective **April 28, 2025**. The following are pertinent information regarding my leave:

a. Kind of Leave enjoyed: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

b. Inclusive period of Leave: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

c. Substitute Teacher assigned: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

d. Leave offset/not offset to Service Credits: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Very truly yours,

**MANILYN A. APUYAN**

Regular Permanent

Employee Number: **6433339**

1st Indorsement

**TAYSAN ELEMENTARY SCHOOL**

Taysan, Legazpi City

Respectfully forwarded to the Schools Division Superintendent, Division of Legazpi City, through the Public Schools District Supervisor, Legazpi District 5, Legazpi City, inviting attention to the basic communication and recommending approval.

APPROVAL RECOMMENDED:

**MABEL C. ANASCO**

Principal II

2nd Indorsement

**TAYSAN ELEMENTARY SCHOOL**

Taysan, Legazpi City

Respectfully forwarded to the Schools Division Superintendent, Division of Legazpi City, inviting attention to the preceding 1st Indorsement and recommending approval.

APPROVAL RECOMMENDED:

**ANALIZA M. RICAMUNDA**

Public School District Supervisor

APPROVED:

# DANILO E. DESPI

Schools Division Superintendent