



Republic of the Philippines
CAVITE STATE UNIVERSITY
Imus, Cavite
Student Development Services



BUILDERS OF INNOVATIVE TECHNOLOGIST SOCIETY
bits.organization@cvsu.edu.ph

Date: December 01, 2024

ANA REYES

Homeroom Adviser
This Campus

Dear Ms. Reyes,

The undersigned would like to request that the following officers of the Builders of Innovative Technologist Society be excused from your class on December 05, 2024 from 08:00 AM to 04:00 PM to attend the Leadership Training Seminar. Organized by .

Participants:

Mark Villanueva	BITS Presidents
Sarah Lopez	BITS VP Internal
Kevin Tan	BITS Secretary

Rest assured that the said officers will take full responsibility to make up for any requirements he/she will be missed on the said date.

This event is designed to develop leadership qualities, teamwork, and decision-making skills, which are essential for their roles as future student leaders.

Please rest assured that the students will coordinate with you and other subject teachers to make up for any missed lessons, assignments, or class activities during their absence.

If additional information is needed, feel free to contact me at **0917-654-3210** or via email at **studentaffairs@school.edu.ph**.

We are hoping for your continued support.

Respectfully yours,

JOSEPH JABEN CONTADOR
BITS President

Recommending Approval:

Mr. Jose Fernandez
Student Affairs Coordinator

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Student Affairs Coordinator

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Student Affairs Coordinator

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