



Republic of the Philippines
CAVITE STATE UNIVERSITY
Imus, Cavite



Student Development Services
CENTRAL STUDENT GOVERNMENT
csg.organization@cvsu.edu.ph

Date: December 01, 2024

JERIC DELOS REYES

Homeroom Teacher
This Campus

Dear Mr. Reyes,

The undersigned would like to excuse Maria Santos, John Dela Cruz, and Ana Mendoza from your class from November 30, 2024 to December 01, 2024 from 09:30 AM to 04:30 PM due to their participation in Inter-School Science Quiz Bee.

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

They are prepared to coordinate with you and other subject teachers to ensure they stay up-to-date with their academic requirements.

Should you need further information or details about this event, please feel free to contact me at **0917-123-4567** or via email at **felicia.santos@abcschool.edu.ph**.

Thank you for your kind understanding and support of our students' extracurricular involvement.

We are hoping for your continued support.

Respectfully yours,

LORENZO ASIS

CSGPresident

Recommending Approval:

NAME NAME

ORG Adviser ORG Adviser

NAME

Department Chairperson

ARMAND G. ATON, MAEd ENGR. DELILAH B. ANTOLIN

SDS Coordinator OSAS Head