



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

MR. JUAN DELA CRUZ

Homeroom Adviser
This Campus

Dear Mr. Dela Cruz,

The undersigned would like to excuse Mark Villanueva, Sarah Lopez, and Kevin Tan from your class from December 05, 2024 to December 05, 2024 from 08:00 AM to 04:00 PM due to their participation in Leadership Training Seminar.

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.

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

BITSPresident

Recommending Approval:

LORENZO ASIS

BITS ADVISER

JAMES VELORIA

SDS COORDINATOR