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Republic of the Philippines
Department of Education
Region III
Schools Division Office City of San Fernando

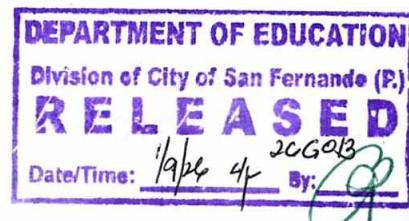


1st Indorsement
January 7, 2026

Respectfully referred to the Schools Division Superintendent, Division of Pampanga, the herein request for transfer of **Ms. MARY LOURDZ C. SAGUCIO**, Teacher I, Arch. Emilio Cinense Memorial Integrated School, this Division, to Lagundi Elementary School, Mexico South District, Schools Division of Pampanga.

Please inform this Office if she will be accommodated in that Division. It is hereby noted that her item remains in this Division.

[Signature]
SHIRLEY BALAJADIA ZIPAGAN PhD, CESO VI
Schools Division Superintendent *[Signature]*



Control No.: OSDS-ETRL-2026-027

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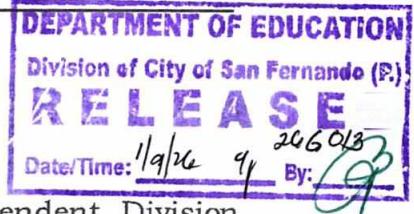


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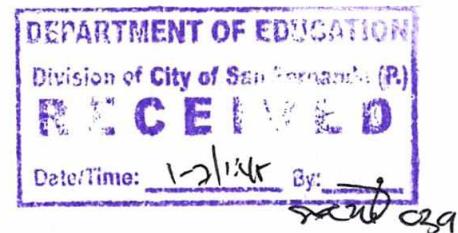
SHIRLEY BALAJADIA ZIPAGAN PhD, CESO VI
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF CITY OF SAN FERNANDO
ARCH. EMILIO CINENSE MEMORIAL INTEGRATED SCHOOL
SAN FELIPE, CITY OF SAN FERNANDO, PAMPANGA

JANUARY 7, 2026

SHIRLEY BALAJADIA ZIPAGAN PhD, CESO VI
Schools Division Superintendent
Office of the Schools Division Superintendent
Division of City of San Fernando, Pampanga



Madam:

Respectfully forwarded to your good office is the transfer request letter of Ms. Mary Lourdz C. Sagucio, currently holding the position of Teacher I at Arch. Emilio Cinense Memorial Integrated School.

This endorsement is issued for your evaluation, consideration, and appropriate action.

Thank you so much!

Respectfully,

JHOANNA G. CORTEZ, PhD.
Principal III



Address: Brgy. San Felipe, City of San Fernando, (P)
Email Address: sanfernandocmiped.gov.ph
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SHIRLY BALAJADIA ZIPAGAN PhD, CESO VI
Schools Division Superintendent
Office of the Schools Division of City of San Fernando Pampanga
Civic Center, San Isidro, City of San Fernando Pampanga

Thru: JHOANNA G. CORTEZ, PhD.
Principal III
Archbishop Emilio Cinense Memorial Integrated School

Subject: Intent to Transfer to SDO Pampanga

Dear Ma'am/Sir:

Greetings of respect.

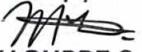
I, Mary Lourdz C. Sagucio, currently assigned at **Archbishop Emilio Cinense Memorial Integrated School, Division of City of San Fernando Pampanga**, respectfully express my intent to request a transfer to the Schools Division Office of Pampanga, preferably at **Lagundi Elementary School, Mexico South District**.

I am submitting this request as I am currently a nursing mother, and transferring to **Lagundi Elementary School Mexico South District, Division of Pampanga**, which is significantly nearer to my home, will enable me to properly fulfill my maternal responsibilities while continuing to serve effectively as a teacher. Being home-based will allow me to give my child the care, attention, and nurturing needed during this crucial stage of development, without compromising my dedication and responsibility to my duties in school. Furthermore, being assigned to a nearer school will lessen my daily travel burden and expenses, enabling me to redirect the savings from transportation costs toward my child's and family's essential needs.

I remain dedicated to performing my responsibilities with professionalism and will ensure a smooth and orderly turnover of all tasks and documents upon approval of this request. I sincerely hope for your favorable consideration.

Thank you very much.

Respectfully yours,


MARY LOURDZ C. SAGUCIO
Teacher I
Archbishop Emilio Cinense Memorial Integrated School