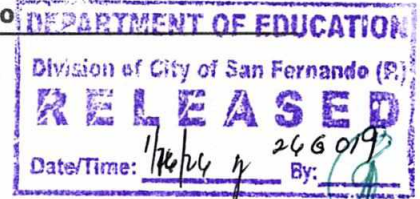




Republic of the Philippines
Department of Education
Region III

Schools Division Office City of San Fernando

1st Indorsement
January 14, 2026



Respectfully referred to the Schools Division Superintendent, Division of Pampanga, the herein request for transfer of **Ms. MARY ANN C. MANGUNE**, Teacher III, Sindalan Elementary School, this Division, to either of the following schools in the Division of Pampanga, to wit:

1. San Nicolas Elementary School (first priority)
2. Floridablanca East District
3. San Roque Dau Elementary School
4. Siran Elementary School

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

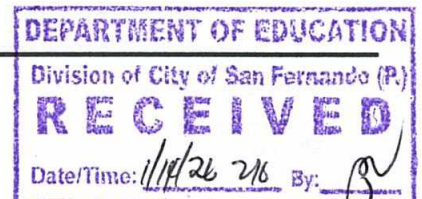

SHIRLEY BALAJADIA ZIPAGAN PhD, CESO VI
Schools Division Superintendent *jic*



Republic of the Philippines
Department of Education
Region III – CENTRAL LUZON
SCHOOLS DIVISION OF CITY OF SAN FERNANDO
SINDALAN ELEMENTARY SCHOOL
Sindalan, City of San Fernando, Pampanga

January 6, 2026

To : **SHIRLEY BALAJADIA ZIPAGAN PHD, CESO VI**
Schools Division Superintendent
Office of the Schools Division Superintendent



Dear Ma'am,

Greetings in the name of the noble profession

I am writing to respectfully request a transfer from my current station in **Division of City of San Fernando to the Division of Pampanga**. Due to personal reasons, my son that has medical condition that requires continuous monitoring and access to specific health services and I have decided to stay for good in San Nicolas, Floridablanca. As we are now frequently commuting to and from Floridablanca, I find the daily travel increasingly difficult, especially given the heavy traffic and the challenges in securing transportation.

Considering these circumstances, I believe that transferring to a school within the Division of Pampanga would greatly lighten the strain of travel and allow me to focus more effectively on my teaching duties. I am eager to continue contributing to the Department of Education and to the academic growth of the students in Pampanga.

Given these considerations, I am humbly requesting to be transferred to either of the following schools:

1. San Nicolas Elementary School (first priority)
2. Flordiblanca East District
3. San Roque Dau Elementary School
4. Siran Elementary School

I humbly request your consideration of my application for transfer, and I am willing to comply with any requirements needed to facilitate this process. I am looking forward to a favorable response.

Thank you for your understanding and support.

Respectfully yours,

Mary Ann C. Mangune
MARY ANN C. MANGUNE
Teacher III
Sindalan Elementary School
0905-578-8642
maryann.mangune@deped.gov.ph

Noted by:

Richard C. Agustin
RICHARD C. AGUSTIN
Principal IV
Sindalan Elementary School