



# CALACA CITY GLOBAL COLLEGE

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Office Address: **Bgry. Madalunot, City of Calaca, Batangas**  
Email Address: [calacacityglobalcollege@gmail.com](mailto:calacacityglobalcollege@gmail.com)



**TO:** Captain Alfredo Magpile  
**RE:** Request for Permission to Conduct Community Service Project  
**FR:** CCGC NSTP STUDENTS  
**DT:** March 25, 2025

Dear Captain Alfredo Mapile,

Hello! Good day!

The NSTP Class of Calaca City Global College (CCGC) respectfully requests permission to conduct a community service project in Barangay Talisay Calaca City, Batangas. Our project, titled ***“Together for a Trash-Free Coast: Cleaning, Caring, and Community Service,”*** is scheduled for the month of **March to June 2025**.

The project will involve coastal cleanup and tree planting. We anticipate approximately 11 students participating. We will ensure that all activities are conducted safely and respectfully, adhering to all relevant barangay regulations.

We have attached a detailed project proposal outlining our planned activities, timeline, and safety measures. We would appreciate the opportunity to discuss this proposal further at your convenience.

Thank you for your time and consideration. We look forward to your response.

Respectfully yours,

**Signature over printed name**

Designation Class President of CS 1-2  
Calaca City Global College

Esperanza R. Alvarez  
Charlon M. Cataquiz  
Erica Jane C. De Los Reyes  
Reinzi Gabriel S. Delos Reyes  
Bernard Ian P. Ilao  
Arthur P. Maligaya  
Jaivivee V. Mendoza  
Clarisse May A. Perez  
Paul Vaness B. Ramos  
Charlene Jane M. Relevo  
El Katrina De Patricia F. Toledo

**Noted by:**

**Prof. Dave Angelo B. Castro.**  
NSTP Instructor  
Calaca City Global College

