**FOR: VENDY VON P. SALVAN**

Mathematics Unit Head

**FROM: DAISYRE MAE G. ALTAR**

ALP Adviser

**SUBJECT: SUBSTITUTION PLAN FOR MY ABSENCE ON AUGUST 6, 2025**

**DATE: 5 AUGUST 2025**

Greetings!

In view of my attendance to **PCSA 2025 Wellness Conference** on **August 6, 2025, p**lease find below the substitution plan for my absence during my ALP class schedule.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **Learning Activity / Other Details** | **Substitute Teacher** | **Signature of Substitute Teacher** |
| August 6, 2025 | 3:10 PM - 4:50 PM | *(State Activity to be monitored)* | Gretchen Mae B. Empuesto |  |

Thank you so much.

Sincerely yours



**DAISYRE MAE G. ALTAR**

ALP Adviser

Approved by:

**VENDY VON P. SALVAN**

Mathematics Unit Head