March 13, 2018

**LOVELYNN MAE N. PLAZA**

Local Social Welfare and Development Officer

Butuan City

Agusan del Norte

Dear **Ms. Plaza**,

This is in relation to the ***Continuing Relief Assistance*** to the ***Internally Displaced Persons (IDPs)*** from Marawi City who are now temporarily staying with their relatives’ houses in Butuan City.

Based on our agreements, we have scheduled the distribution of relief assistance to the affected families this coming Friday **March 16, 2018**. Kindly advise us on the venue and time of the distribution.

We would like further to request your office to inform the families to ensure their complete attendance during the distribution and to prepare the necessary documents such as ***encoded masterlist of beneficiaries*** in the ***Relief Distribution Sheet (RDS)*** for us to have a seamless activity.

We hope this letter merits your favorable action.

Thank you.

Very truly yours,

**MITA CHUCHI GUPANA - LIM**

OIC – Regional Director