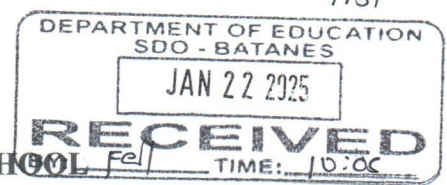




Republic of the Philippines
 Department of the Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES
BATANES NATIONAL SCIENCE HIGH SCHOOL
 Basco, Batanes



1st INDORSEMENT

13 January 2025

Respectfully forwarded to **ALFREDO B. GUMARU Jr. EdD, CESO V**, Schools Division Superintendent, Schools Division of Batanes, Basco, Batanes the herein basic communication of **MS. BEVERLY ANN B. STA. MONICA**, Administrative Assistant II at Batanes National Science High School, Basco, Batanes, his intent to travel abroad come March 19 to 27, 2025, for his information and appropriate action.

JEFFREY D. MEDINA
 School Principal I

Encl.: Letter of Intent
 Re: Travel Abroad

BNSHS/jdm/rsnm

06 January 2025

ALFREDO B. GUMARU JR. EdD, CESO V

Schools Division Superintendent

Schools Division Office, Batanes

Basco, Batanes

Thru:

JEFFREY D. MEDINA

Principal I

Batanes National Science High School

Sir:

This is to respectfully request from your good office for a Travel Permit to Bali, Indonesia on March 19-27, 2025 (7 working days) for our postnuptial activity. We will be staying in Grand La Walon Hotel, Jl. Benesari, Legian, Kec. Kuta, Kabupaten Badung, Bali 80361, Indonesia.

Please be noted that no money or government fund will be used for this trip and rest assured that there is assigned personnel to take over my responsibilities in our office on the said dates.

Hoping that this request will merit your favorable action and approval.

Thank you and more power!

Very truly yours,


BEVERLY ANN B. STA. MONICA
Administrative Assistant II