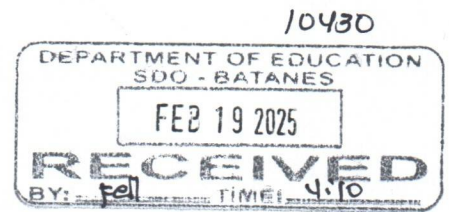




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Batanes
Itbayat District
RAELE INTEGRATED SCHOOL

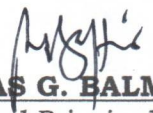


1st Indorsement

February 18, 2025

Respectfully forwarded to the Schools Division Superintendent of SDO-Batanes, ALFREDO B. GUMARU, JR. EdD, CESO, the herein attached application letter for travel abroad specifically to Chi Minh, Vietnam, Siem Reap, Cambodia and Bangkok, Thailand on April 29-30, May 1 and May 2-5 respectively. of MARCON JOY R. GUILLERMO, Junior High School Filipino Teacher I, of Raele Integrated School, Itbayat, Batanes, in view of the representation of the letter dated February 11, 2025.

This travel will be completely personal and there will be no government fund shall be used during the said travel.


NEHEMIAS G. BALMARTINO
School Principal I



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES
ITBAYAT DISTRICT
RAELE INTEGRATED SCHOOL

February 11, 2025

ALFREDO B. GUMARU, JR. EdD, CESO V

Schools Division Superintendent
Schools Division of Batanes
Basco, Batanes

Dear Sir:

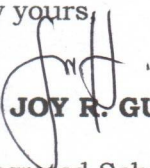
Warm greetings!

This is to respectfully request from your good office for a Travel Permit to Ho Chi Minh, Vietnam on April 29-30, 2025, Siem Reap, Cambodia on May 1, 2025 and in Bangkok, Thailand on May 2-5, 2025, and be back in my hometown (Gattaran Cagayan) on May 6, 2025. The purpose of my travel is purely for leisure purposes. I'll be travelling with my friends and to make a short tour in the country indicated. All expenses to use in this travel shall be from personal fund and that no government fund shall be used during this trip.

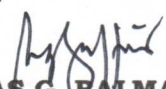
Rest assured that I will always open my line of communication to contact me in any case that I need my attention regarding my work.

Hoping that this request will merit your favorable action and approval.
Thank you and God bless!

Very truly yours,


MARCON JOY R. GUILLERMO, MST
Teacher I
Raele Integrated School

Noted by:


NEHEMIAS G. BALMARTINO
School Principal I



Address: National Road, Brgy. Raele, Itbayat, Batanes

Contact No.: 09276391590

Email Address: raeleintegrateschool@depd.gov.ph

Website: <https://sites.google.com/depd.gov.ph/raeleis>