Juan Dela Cruz ES

Office Name / School Name

123456

Functional Division / School ID

Banga North District

Municipality / District

**TRANSMITTAL**

January 23, 2019

Date

**RUTH L. ESTACIO PhD, CESO VI**

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

DepEd Division of South Cotabato

Alunan Avenue, City of Koronadal

Attention: **Andres B. Magalona**

Name of Head of Office

AO IV - Personnel

Position / Designation

Personnel Section

Section Name

Sir:

I have the honor to submit the following reports/documents to wit:

1. Form 6 (Leave Form) – John Clyde D. Vera / January 6 - 8, 2020
2. DTR for the month of December 2019

Please acknowledge receipt thereof.

Very truly yours,

James Paul P. Cuaresma

Name

Administrative Assistant II

Position / Designation