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