



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

DIVISION MEMORANDUM
ADM-2025 - 041

TO: **GODFREA CHRISTLE C. ATUNAY**
Teacher I

From: **ALFREDO B. GUMARU JR. EdD, CESO V**
Schools Division Superintendent

For the SDS:

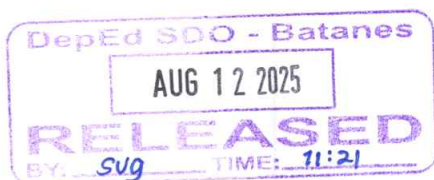

DANTE J. MARCELO PhD, CESO VI
Assistant Schools Division Superintendent

Date: August 6, 2025

Subject: **DETAIL ORDER**

1. In the exigency of service, you are hereby detailed from Ivana Elementary School to San Vicente Elementary School from August 11, 2025 to November 17, 2025 or until the class adviser who is on maternity leave reports back to her station.
2. You are therefore advised to clear yourself of all money and property accountabilities from your current assignment before reporting to your new school/office assignment.
3. Please be guided accordingly.

OSDS/abgj/ebe



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August 1, 2025

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent
Schools Division Office
Basco

Sir:

Greetings from San Vicente Elementary School!

I am writing to formally request assistance in securing a substitute teacher for Ms. Catherine N. Delos Santos who will be on maternity leave from August 11 until approximately November 17, 2025. Ms. Delos Santos is the adviser of Grades 3 & 4 (multigrade) and handling Mathematics 5 & 6. Her absence will leave a significant gap that we are eager to fill with a qualified and dedicated educator.

Reasons for Request

- Ms. Delos Santos has made a formal application for maternity leave, approved by our administration, in accordance with school policy.
- Her current teaching assignments include GMRC 3 & 4, Mathematics 3, 4, 5, & 6, Science 3 & 4, Makabansa 3 & 4, and EPP 4
- To ensure the continuity of instruction and pupil support, it is essential that her responsibilities are smoothly covered during her absence.
- No teacher can cover her classes since the school is a complete multigrade class with only 4 teachers.

Thank you very much for your prompt attention to this request and we look forward to a positive response.

Very truly yours,


MICHAEL RYAN B. CABUGAO
Head Teacher I / Teacher in charge



TAYO TAYO

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