



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Manila
STA. ANA ELEMENTARY SCHOOL

R E Q U E S T L E T T E R

Date: _____

To: **MARIA BERNADETH A. PABLO**
Principal

Thru: **MR. ARCHIMEDES L. PRESTO**
SPTA President

Adviser: _____

Greetings Ma'am Pablo!

Please allow the class of _____ to have "Feeding
Program" for my daughter/son, _____ at room
_____ on _____ at _____ during their recess
period.

I am voluntarily and solely giving these clean food for the pupils and teachers.

Thank you for your consideration regarding this matter.

Respectfully yours,

Parent's Name

Noted by:

Adviser & Section

ARCHIMEDES L PRESTO

MARIA BERNADETH A PABLO



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