

Department of Education
Region No. VIII
Ormoc City Division
ORMOC CITY NORTH DISTRICT
T. Aviles Elementary School
Cabulihan, Ormoc City

January 26, 2012

MR. BONIFACIO MENDOZA
Gen. PTA President
T. Aviles Elem. School
Cabulihan, Ormoc City

Dear Mr. Mendoza,

Greetings of Peace!

I am writing this letter to inform you of the on coming meeting of General PTA Presidents with the Board of Directors at the Multi-Purpose Cultural Center in Valencia, Ormoc City, on January 31, 2012@ 1:30 in the afternoon. You are hereby invited to attend the said meeting together with the School Head. You are to bring with you the following:

- List of the General PTA Officers
- Proposed PTA Project
- No. Of Enrolment 2010-2011 and 2011-2012
- List of Parents from Kindergarten-Grade 6

Your presence is highly requested and will be deeply appreciated. We anticipate your favorable response regarding this matter.

Thank you and Good Day!

Sincerely,

LOURDES T. ESCALA
Principal I