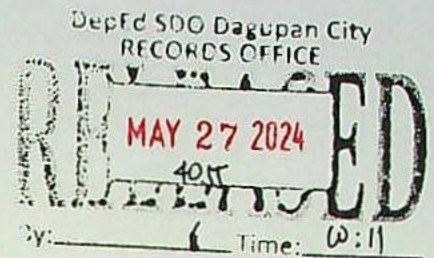




Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



Office of the Schools Division  
Superintendent

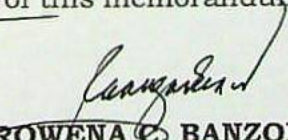
23 May 2024

**DIVISION MEMORANDUM**  
No. 216, s. 2024

**Letter of Request for Extension (LoRE)**

To: OIC- Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School heads and principals  
All Teachers  
Others Concerned

1. As part of our commitment to upholding the current ISO certification standards for our Quality Management System, we shall be requesting a **Letter of Request for Extension (LoRE)**. This letter will be used to provide a detailed explanation for any delays or incomplete elements within work plans, including instances of other unmet requirements of an action or basic research studies.
2. The purpose of the LoRE is to serve as supporting evidence to ensure compliance with the QMS requirements during the implementation and monitoring phases. Your timely submission of the LoRE will help us maintain the high standards set by the ISO certification.
3. The template for the Letter of Request for Extension (LoRE) is provided as an attachment for your reference.
4. Should you have any questions or require further assistance, please feel free to contact Dr. Maria Victoria Antonio, SEPS for Research at the ground floor of SDO.
5. For immediate dissemination and compliance of this memorandum is desired.

  
**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City  
Telephone: (075) 653-4101  
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Republic of the Philippines  
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Office of the Schools Division  
Superintendent

Date

Anna Liza M. Chan  
OIC- Asst. Schools Division Superintendent

Thru: Maria Victoria S. Antonio  
SEPS Planning & Research

Der Ma'am:

This is to request for extension of my work plan on my action/basic research study entitled:

\_\_\_\_\_.

Reason is \_\_\_\_\_.

I am fully committed to revise the schedule of my implementation plan and submit my final report on [Proposed New Date].

I have attached a detailed progress report outlining the work completed so far and the remaining tasks to be addressed.

Your understanding and consideration of this extension request would be greatly appreciated.

Very Truly Yours,

(Name of Proponent)

Noted by:

(Name of School head/principal)

Attested by:

(Name of PSDS)



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