



BAGONG PILIPINAS

Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

AUG 14 2024  
3:58 pm  
Jacqueline S. Mac

OFFICE OF THE CITY MAYOR

14 August 2024

**THE PRESIDING OFFICER AND MEMBERS**

Sangguniang Panlungsod  
This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is a letter of Saint Paul University Philippines informing the Tuguegarao City Government regarding the withdrawal of their intent to deploy Ms. Jenny Joy S. Teppang as intern, for your information and reference.

Thank you!

In the name of public service,

**MAILA ROSARIO S. TING-QUE**  
City Mayor

*Copy furnished:*

- *Saint Paul University Philippines*
- *LYDO (c/o Mr. Dominic Baggayan)*
- *City Legal Office (c/o Atty. Vanessa Herrero-Verbo)*

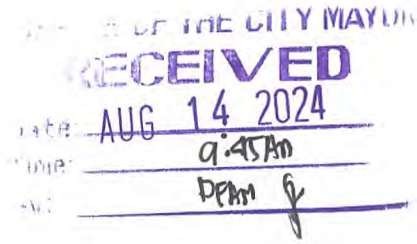




**St. Paul University Philippines**  
Tuguegarao City, Cagayan 3500

August 14, 2024

**HON. MAILA ROSARIO S. TING-QUE**  
CITY MAYOR  
Tuguegarao City Government  
Tuguegarao City, Cagayan



Dear Honorable Mayor;

Peace be with you!

I am writing to formally inform your office of the withdrawal of **Ms. Jenny Joy S. Teppang**, our Bachelor of Science in Environmental Sanitary Engineering student from the on-the-job training program, as one of the endorsed students in your office from our institution.

Due to unforeseen family circumstances, Ms. Jenny Joy S. Teppang has decided to discontinue the program effective yesterday, August 13, 2024. We understand the inconvenience this may cause and apologize for any disruption to your office's plans.

We appreciate your office's continued support of our students' education and development.

Your favorable response on this matter is very much appreciated. Thank you for your understanding.

Respectfully yours,

**ENGR. CHRISTIAN S. CABAATAN**  
OJT INSTRUCTOR

Noted By:

**DR. MARIFEL GRACE CAPILI KUMMER**

Academic Dean  
School of Information Technology and Engineering