**Capitol University**

**College of Maritime Education**

Maritime Education Melodic Circle

Cagayan de Oro City

**TO: CAPT. EMILIANO EA DURAN, M.M, MBM**

Superintendent, College of Maritime Education

**Thru: CAPT. JAMES MICHAEL LUMUNTOD**

Dean, College of Maritime Education

**FROM: 2/M JOSE JONALD Y. ECHEVERIA**

Adviser, Maritime Education Melodic Circle

**RE: MEMC EXCUSE LETTER FROM ATTENDING AS CLASS**

**DATE: JULY 12, 2011**

Dear Capt. Duran,

Praise be Jesus and Mary!

The College of Maritime Education Melodic Circle (CMEMC) would to ask from your good office to excuse the MEMC members from attending their “Aptitude for Service “classes. Thus, the adviser will be the one to give a recommended grade to the subject adviser as being stated in our constitution and by-laws (Article V Sec 3). The grades given will be based on their performances conducted in every rehearsal, community extensions, first Friday masses and any activities related to the group.

We are hoping for your most favorable response.

Very truly yours,

2/M JOSE JONALD Y ECHEVERIA

Adviser, MEMC

Concurred by:

SR.TERESITA G. BALBERAN, CM 3/E RONALDO PALILAN

Directress, Campus Ministry Adviser, MEMC BAND

Recommending Approval,

CAPT. JAMES MICHAEL LUMUNTOD

Dean, College of Maritime Education

Approved by:

CAPT. EMILIANO EA DURAN, MM,MBM

Superintendent, College of Maritime Education

**Capitol University**

**College of Maritime Education**

Maritime Education Melodic Circle

Cagayan de Oro City

**TO: CAPT. EMILIANO EA DURAN, M.M, MBM**

Superintendent, College of Maritime Education

**Thru: CAPT. JAMES MICHAEL LUMUNTOD**

Dean, College of Maritime Education

**FROM: 2/M JOSE JONALD Y. ECHEVERIA**

Adviser, Maritime Education Melodic Circle

**RE: MEMC EXCUSE LETTER FROM ATTENDING NSTP CLASS**

**DATE: JULY 12, 2011**

Dear Capt. Duran,

Praise be Jesus and Mary!

The College of Maritime Education Melodic Circle (CMEMC) would to ask from your good office to excuse the MEMC members from attending their “National Service Training Program“classes. Thus, the adviser will be the one to give a recommended grade to the subject adviser as being stated in our constitution and by-laws (Article V Sec 3). The grades given will be based on their performances conducted in every rehearsal, community extensions, first Friday masses and any activities related to the group.

We are hoping for your most favorable response.

Very truly yours,

2/M JOSE JONALD Y ECHEVERIA

Adviser, MEMC

Concurred by:

SR.TERESITA G. BALBERAN, CM 3/E RONALDO PALILAN

Directress, Campus Ministry Adviser, MEMC BAND

Recommending Approval,

CAPT. JAMES MICHAEL LUMUNTOD

Dean, College of Maritime Education

Approved by:

CAPT. EMILIANO EA DURAN, MM,MBM

Superintendent, College of Maritime Education

**Capitol University**

**College of Maritime Education**

Maritime Education Melodic Circle

Cagayan de Oro City

**TO: MS. AMOR Y. MENDOZA**

Head, NSTP

**Thru: ALL NSTP INSTRUCTORS**

**FROM: 2/M JOSE JONALD Y. ECHEVERIA**

Adviser, Maritime Education Melodic Circle

**RE: MEMC EXCUSE LETTER FROM ATTENDING NSTP CLASS**

**DATE: JULY 12, 2011**

Dear Ma’am Mendoza,

Praise be Jesus and Mary!

The College of Maritime Education Melodic Circle (CMEMC) would to ask from your good office to excuse the MEMC members from attending their “National Service Training Program “classes. Thus, the adviser will be the one to give a recommended grade to the subject adviser as being stated in our constitution and by-laws (Article V Sec 3). The grades given will be based on their performances conducted in every rehearsal, community extensions, first Friday masses and any activities related to the group.

Attached herewith is the list of the MEMC members with their corresponding subject code.

We are hoping for your most favorable response.

Very truly yours,

2/M JOSE JONALD Y ECHEVERIA

Adviser, MEMC

Concurred by:

SR.TERESITA G. BALBERAN, CM 3/E RONALDO PALILAN

Directress, Campus Ministry Adviser, MEMC BAND

Approved by:

CAPT. EMILIANO EA DURAN, MM,MBM

Superintendent, College of Maritime Education