***Enclosure D***

6 November 2020

JOHN ARNOLD S. SIENA

Director IV

National Educators Academy of the Philippines

2nd Floor, Mabini Building

DepEd Complex, Meralco Avenue

Pasig City

Director Siena:

Greetings!

This is to confirm the enrolment of <total number of accepted participants> public school teachers and school leaders to the <title of the program or course>.

The program is slated to be conducted on <date of implementation>. In order to facilitate the enrolment of the public school teachers and school leaders to our program, we will be providing the participants with our admission procedure and other program details and course requirements that they need to know and accomplish prior to attending the course.

Attached is the complete list of the accepted public school teachers and school leaders to the <title of the program or course>.

For queries and other concerns, please do not hesitate to contact the <name of focal person and contact details>.

Thank you.

Regards,

<Name of focal person>

<Designation>