

# Name of Applicant

Address: \_\_\_\_\_  
Email: [xxx@xxx.com](mailto:xxx@xxx.com) | FB: xxxxxxxxxxxx | Phone: 888-888-8888

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**Dr. Perfecto M. Lopez**

Vice President for Administration  
Dean of Graduate School  
Baguio Central University (BCU)  
15 Bonifacio Street  
Baguio City Philippines

**RE: Application for Enrollment in MAAS through the ETEEAP and Online Learning**

Dear Dr. Lopez:

I am writing you to express my intent to enroll in your Masters of Arts in Administration and Supervision (MAAS) through your ETEEAP. I have attached the following relevant documents to support my qualifications:

- 1) Completed application form (Pages 1 to 4)
- 2) Detailed CV
- 3) COE-DFR ([Name of Institution](#)) - (Service Record-Employment Certificate-Detailed Job Description)-Current Job
- 4) COE-DFR- ([Name of Institution](#)) - (Service Record-Employment Certificate-Detailed Job Description)-Former Job
- 5) Passport (Photo Page)
- 6) Bachelor's Degree Certificate or Diploma ([Name of Institution](#))
- 7) Bachelor's Degree transcript with ([Name of Institution](#))
- 8) TESOL Certificate or Diploma with ([Name of Institution](#))
- 9) TESOL transcript with ([Name of Institution](#))
- 10) Birth Certificate (NSO)
- 11) Private Schools-Professional Teachers Course ([Name of Institution](#))
- 12) COE and Workshops and Trainings - former employer sponsored ([Name of Institution](#))
- 13) First Aid Training for school employees
- 14) IELTS Examinations Result
- 15) TOEIC Tests Results
- 16) Teachers' Training ([Name of Institution](#))

In addition to the above, I also have the following projects and publications I have created with their documents attached with this application.

- 1) \_\_\_\_\_ ([Brief description](#))
- 2) \_\_\_\_\_ ([Brief description](#))
- 3) \_\_\_\_\_ ([Brief description](#))

Thank you and I hope and pray that my application be given consideration and my request to enroll in the above-mentioned degree through the ETEEAP via online learning will be granted.

Sincerely yours,

**Your name and signature**  
**Designation or title**