



March 02, 2026

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Bayombong, Nueva Vizcaya



Dear, Dr. Manuel

Greetings of peace and excellence!

We trust this letter finds you in good health and high spirits. It is with great pleasure that we extend this invitation to the teachers and personnel under your esteemed leadership in SDO Nueva Vizcaya, particularly those who are interested in enhancing their knowledge and competence in table tennis officiating, to participate in the upcoming International Table Tennis Federation (ITTF) Basic Umpire's Course (BUC).

The course is scheduled to take place on April 24-26, 2026, at Saint Mary's University – Junior High School (SMU JHS), Bayombong, Nueva Vizcaya.

We are honored to have Ms. Rachel DL Ramos, an ITTF HPD Expert, URC Trainer, and International Referee, as the esteemed speaker and resource person for this event. With her extensive experience in international table tennis officiating, participants are assured of gaining valuable insights and high-quality training aligned with ITTF standards.

Attached to this letter are the Course Program and the Profile of Ms. Rachel DL Ramos for your reference. We firmly believe that this course will significantly enhance the skills and officiating competencies of our teachers and will contribute to the continuous growth and development of table tennis within the Department of Education.

In this regard, please be informed that a registration fee of Four Thousand Five Hundred Pesos (₱4,500.00) will be required from each participant. Kindly note that billeting and meals are not included in the registration fee.

Your support in encouraging interested teachers to participate will be greatly appreciated and will surely contribute to the success of this meaningful professional development activity.

We look forward to your favorable response and to working together in fostering excellence in table tennis officiating across our educational institutions. Rest assured that this event will be conducted with utmost professionalism and adherence to ITTF standards.

Thank you very much, and more power!

Sincerely yours,

**TING LEDESMA**  
President, PTTF Inc.

**ADDRESS:**

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<b>MEMORANDUM</b>		Date: 3/12/2026	Released (Records): Owen
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads	
	<input type="checkbox"/> Private Schools	<input type="checkbox"/> Others:	
For:	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination	
	<input checked="" type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance	
<b>ORLANDO E. MANUEL PhD., CESO V</b>			
Schools Division Superintendent			
By:	<input type="checkbox"/> ASDS	<input checked="" type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief
	<input type="checkbox"/> AO	<input type="checkbox"/> Atty	Signature: