

"The Government
 of the Republic of
 the Philippines
 Department of Education
 Bureau of Schools
 Manila
 August 15, 1945
 Mr. [Name]
 [Address]
 Manila
 Dear Sir:
 In reply to your letter
 of August 10, 1945,
 regarding the
 application for
 the position of
 [Position]
 in the Bureau of
 Schools, Manila,
 I am pleased to
 inform you that
 your application
 has been approved
 and you are hereby
 appointed to the
 position of [Position]
 effective August 15, 1945.
 The salary for this
 position is [Salary]
 per month.
 You are requested
 to report to the
 Bureau of Schools,
 Manila, on August 15,
 1945, for the purpose
 of taking the
 necessary steps
 for the issuance
 of your appointment
 certificate.
 Very truly yours,
 Director