

OLAM BASIC SCHOOL  
P.O.BOX 558  
TANOSO, KUMASI  
25TH DECEMBER, 2021

THE DIRECTOR  
GHANA EDUCATION SERVICE  
ABLEKUMA WEST MUNICIPAL  
DANSOMAN

**APPLICATION FOR UPGRADING TO PRINCIPAL SUPERINTENDENT**

**NAME:**

**STAFF ID:**

**RANK:**

**REGD. NUMBER**

**CONTACT:**

I am a teacher of the above-mentioned school and I have served for 10 years in the teaching service.

I have completed my first degree in **Bachelor of Education in Basic Education** in the year 2018 and due for upgrading from **Senior Superintendent II to Principal Superintendent**.

Attached are copies of certificate, transcript and other relevant documents for your perusal.

Counting on your good offices for a favourable response.

Thank you.

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[KOFI APPIAH]

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