**MAXCEEMUM CORPORATION**

1138 Mega plaza building, ADB avenue corner garnet,

Ortigas center, Pasig City, PH 1605

April 02, 2021

**JOEVELYN W. FAJARDO**

OJT Coordinator

College of Arts and Sciences

EARIST, Manila

Madam:

In reference to your letter dated April 02, 2022 regarding the Cooperative Education Training Program of the student whose name appears below, may I inform you that your invitation for our company to serve as a cooperating agency for the student’s 450 hours On-the-Job Training / Internship is hereby ACCEPTED. Stated below are the details of the training.

Name of Trainee: Marinella D. Castuera

Course: Bachelor of Science in Information Technology

Cooperating Company: Maxceemum Corporation

Company’s Address: 1138 Mega plaza building, ADB avenue corner garnet, Ortigas center, Pasig City, PH 1605

Head of the Company: Homer Bulos

Department Assigned: IT Department

Immediate Supervisor: Joven Arada Pitallo Jr

Trainee’s Job Description: Research/Designing/Implementing/Management Software Programs

Office Telephone: 09555607406

Office Email Address: It@mymaxilife.com

Training Schedule: 10am – 7pm (Mon – Sat)

Incentives (if any): N/A

Thank you very much for inviting our company in your Cooperative Education Training Program.

Very truly yours,

Joven Pitallo Jr

Immediate Supervisor

**INTERNSHIP JOB DESCRIPTION**

Job Title: Administrator & Data Analyst

Reporting To: Joven Pitallo Jr.

Main Tasks:

1. Managing Software Programs

2. Designing

**Prepared by:**

Joven Arada Pitallo Jr

Name and Signature of Immediate Supervisor

4/02/2022

Date