



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
**The National Engineering University**  
**Alangilan Campus**

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**On-the-Job Training Office**

August 10, 2022

**Ms. Angel C. Armogila**

Administrative Assistant for Interns

Melham Construction Corporation

No. 27 Commonwealth Avenue Diliman North Fairview Quezon City, Philippines

Ma'am:

Greetings!

Our University earnestly requests your good office to provide **“On-the-Job Training with a Work From Home Set-up”** for **First Semester, Academic Year 2022-2023** to **Ajem G. Valencia**. He is a **third year level** student of **Bachelor of Science in Electrical Engineering** major in **Renewable Energy for Sustainable Development** under the **College of Engineering**.

The requested training of **320 hours** shall be rendered remotely for the familiarization with the job/skills related to his field of specialization.

Your guidance, assistance and concern extended during his training will be highly appreciated.

We hope that this request will be favorably considered in the interest of preparing a pool of competent workers.

Thank you very much and God Bless!

Very truly yours,

**Engr. DINDO ANI**

OJT Coordinator, EE Department

Recommending Approval:

**Engr. ELENOR M. REYES**

Department Chair, EE Department