February 22, 2024

**JAYSON D. PALASIN**

PESO Manager – MNAO Designate

Municipality of Pila

Rivera St., Bulilan Norte, Pila, Laguna

Sir,

Greetings in the name of the Lord!

The On-the-Job Training Program of our Bachelor of Science in Computer Science (BSCS) program during the **Second Semester** of the Academic Year **2023-2024** shall commence on **January 29, 2024**. Our students are required to complete **600 hours** of On-the-Job Training related to Computer Science to fulfil their academic requirements in completing their program.

In view of this, we would like to recommend **KRISTOPHER FRANCE A. PUNIO** to have his OJT in your company. In this manner, he will have opportunity to apply his theoretical knowledge in actual practice. He is expected to render his training from Mondays to Fridays between 8:00am to 5:00pm only otherwise a schedule agreement form should be signed by the company, the student and the College Dean or OJT Coordinator.

I assure you that all pertinent papers/requirements regarding hisOJT will be submitted to you as soon as possible. I sincerely appreciate the cooperation and assistance you can extend to our student. I am looking forward to your continuous support to the program and hope that this endeavour will mutually benefit your office and the trainee. Please receive our gratitude and best wishes for the success of your office.

Sincerely yours,

**MARK P. BERNARDINO, MSCS**

BSCS Program Coordinator

**MIA V. VILLARICA, DIT**Associate Dean, College of Computer Studies

Laguna State Polytechnic University

Santa Cruz Campus