Republic of the Philippines

**Bulacan State University**

City of Malolos, Bulacan

**COLLEGE OF SCIENCE**

April 30, 2017

Mr. Edison de Guzman

General Manager

2nd Floor, J&L Building \*23 Matalino St.

Central District, Diliman, Quezon City, Philippines. 1100

Dear Mr. de Guzman,

The incoming senior students of the **College of Science – BS Mathematics with specialization in Computer Science** are required to undergo immersion in an actual work setting for the summer term of the current school year. The **on-the-job training (OJT) program**, a major component of the said course, requires the students to undergo at least 200 hours from June to July 2017.

On this regard, may we request your valued participation in the program by allowing one of our students, **ALFARO, AMELITO B.**, to undergo this experience in your reputable company. We trust that he will be assigned to a task in line with his academic preparation and his knowledge, skills, and abilities to prepare him to become a productive member of society.

Our students have been oriented to observe and follow your company’s rules, regulations, and policies, and to conduct themselves in the most professional manner. Further, may we request that a responsible officer assist us in evaluating the student’s performance by accomplishing an evaluation instrument that will be provided by the undersigned for the purpose. The undersigned will visit to your company during the duration of the training of the student, to check on the student’s progress and also to discuss with you any issue that you think will add to the effectiveness of the program.

Enclosed is the student’s résumé for your evaluation. We thank you for helping us develop the country’s future business professionals.

Very truly yours,

**MS. IRISH T. BALDEVARONA Conforme:** SIP-Coordinator

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**Noted:** Signature over Printed Name

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DR. RICHARD F. CLEMENTE** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean – College of Science