(Date)\_\_\_\_\_\_\_\_\_\_\_\_

(Manager/President/Head of Office name)

(Position and Company Name)

(Address 1)

(Address 2)

Dear (Head office name);

As part of the curriculum of our Bachelor of Science in Computer Science (BSCS) Program, third-year students taking up CS 306 subject (practicum) are required to have an on-the-job training (OJT) of **TWO HUNDRED FOURTY** (240) hours in a Host Training Establishment (HTE). The objective is to realize and encounter related work environment and learn to apply what they have learned in the academe. Ultimately, we would be interested with your feedback with regards to the performance of our students so as to address problems for the improvement of our program.

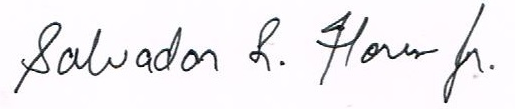
Through this letter, I would like to endorse, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for an on-the-Job-training (OJT) in your company. Thank you.

Sincerely yours,

**RODEL R. VENTURES, MAT**

OJT Adviser

rodel.ventures@nwssu.edu.ph



**SALVADOR L. FLORES, JR, MSIT**

OJT Coordinator

**FRANCISCO B. BACAMANTE, JR, DIT**

College Dean