January 21, 2025

MR. ROLLY G. VILLARIN
President
Philippine Nurses Association Cebu Chapter
Capitol Site, Cebu City

Dear Mr. Villarin:

The College of Computer Studies at Asian College of Technology has incorporated the Practicum Training program as a curricular requirement for the Bachelor of Science in Information Technology. This program aims to provide students with hands-on fieldwork experience, enabling them to build self-confidence and apply their knowledge and skills in real-world settings. Most importantly, we hope they will gain valuable competencies from your company as they transition into the workforce.

We believe your company can play a key role in helping our College achieve this objective. Therefore, we kindly request that your office serve as one of our training centers for this purpose. Should this request meet your approval, we are pleased to endorse our student, **Joseph C. Alegiojo**, who will be completing 250 hours of training at your office.

We will remain in regular communication with you to ensure the smooth implementation of the program.

Upon completion of the 250 hours, we would appreciate receiving a certification from your office, along with an evaluation form for the student's performance during the training period.

Your assistance and cooperation in advancing our educational endeavors will be greatly appreciated.

Thank you very much.

Very truly yours,   Noted by:

JAY-AR BASE   **JAY MAR C. VILVESTRE, MIT**
Practicum Instructor   Program Chair, ITE