February 28, 2022

**ENGR. JOE MARIE D. DORMIDO, DIT**

Dean

College of Computer Studies

Carlos Hilado Memorial State College – Alijis

Bacolod City, Negros Occidental

Sir:

Greetings!

Part of the requirements to finish the **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**course is to complete 600 hours of On-The-Job Training (OJT).

In this connection, I would like to ask permission in your good office to have my on-the-job training at Pixel8 Web Solutions and Consultancy Inc., at Legazpi City, Albay as an OJT/Developer with full work from home setup to the said institution.

In line with the said OJT my working time will start at 8:00 AM – 12:00 NN and from 1:00 PM to 5:00 PM from Monday to Saturday.

In addition, please allow me to take screenshots or take pictures to be attached to my weekly tasks as part of the requirements.

I am hoping for your favorable response. Thank you, and God bless!

Very truly yours,

**BENJIE A. EDROSO**

Student

Noted by:

**RON ELY ARAGON** **GIOVANI M. TEN, MSCS, Ph.D. EM**

HR/Admin Manager CCS, OJT Coordinator

Pixel8 Web Solutions & Consultancy Inc.

Approved by:

**ENGR. JOE MARIE D. DORMIDO, DIT**

Dean, CCS