

# CENTRO ESCOLAR UNIVERSITY

Manila \* Makati \* Malolos

## Endorsement of Practicum Training (EPT)

	Date:	January 15, 2026
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Mr. Arthur Francisco  
Information Technology Officer 1  
DepEd Schools Division Office  
City of San Jose Del Monte, Bulacan

Dear Mr. Arthur Francisco:

The bearer of this letter, Bea Patrice D. Cortez, is a graduating student of this University and is currently taking up Bachelor of Science in Information Technology.

As such, he/she is required to complete 500 hours of practicum training which is related to his/her course.

In this regard, please allow him/her to have his/her practicum orientation in your office where he/she will have the opportunity to be exposed to your day-to-day operations as part of his/her training this semester, school year 2025 – 2026.

Should this request merit your consideration, please return the attached Acknowledgement of Practicum Training Request (APTR) soonest. At the end of the practicum period, we shall appreciate your evaluation of his/her performance to be given to our Practicum Coordinator, Dr. Josan D. Tamayo.

Thank you.

Very truly yours,

Dr. Josan D. Tamayo  
Dean/Program Head  
School/College/Department of Information Technology

## Acknowledgment and Approval of Practicum Training (APTR)

This is to acknowledge receipt of the request to allow your student \_\_\_\_\_

Name of Student

enrolled in \_\_\_\_\_ to have his/her practicum training in our office/laboratory/clinic.  
Degree Program

The following are the particulars of his / her work assignment:

Job Description: \_\_\_\_\_

Department / Division / Section / Unit / Place: \_\_\_\_\_

To Report to: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_

Printed Name and Signature:	Designation:	Agency:
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Condition: Work assignment shall be strictly for the specified duration unless terminated earlier for cause. Upon such termination, all obligations between trainee and agency cease.

Copy to: Practicum Coordinator