



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Branches and Campuses
TAGUIG CITY BRANCH

April 1, 2021

Ms. Sue Jose

*Digital Content Creator, Social Media Specialist,
Marketing, PR & Events Consultant, Purple ink PH*
#002 Unit B, St. John Street, St. Andrew Village 1,
Brgy. San Andres, Cainta Rizal 1900

Dear Ms Jose:

Good day!

We have always adhered to the concept that the task of educating youth does not solely belong to educational institutions. Bridging the gap between theory and practice is best achieved in partnership with different sectors of the society.

Confident that you share this concern, may we request for the accommodation of our student, **Lailynette D. Burton**, in your office for her **on-the-job training** in **ICTE 10053: Internship**, which is an academic requirement of her course. As a university requirement, a **third-year student** enrolled in the **Diploma in Information Communication Technology** shall undergo **600 hours of training**. She shall report to your company through online mode only from **Monday to Friday** until she has completed the prescribed number of hours.

May we likewise request that the trainee shall be assigned and exposed in different duties and tasks related with her program and others deemed necessary in achieving the purpose of this program.

After the training, the trainee is required to prepare a written report that includes the brief history of the company, job description, and daily report of activities. We will also request the immediate supervisor to rate the trainee using the University Performance Evaluation Sheet.

We have attached the draft copy of the Memorandum of Agreement (MOA) between PUP Taguig and your company/agency for your review. Once the trainee applicant is accepted, may we request for the information needed in the MOA, so that we can prepare the final copy.

We shall look forward to enlisting your assistance in this educative process. Please accept our warmest appreciation for this privilege.


Thank you and God Bless!

Respectfully yours,


GECILIE C. ALMIRAÑEZ, MBA, MIT
Practicum Coordinator

Noted by:


YOLANDA F. RABE, DEM
Head of Academic Programs


MARISSA B. FERRER, DEM
Branch Director

SUE, JOSE
*Digital Content Creator, Social Media
Specialist Marketing, PR & Events Consultant*