



# CENTRAL LUZON STATE UNIVERSITY

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Philippines

*College of Engineering  
Department of Information Technology*

January 24, 2022

**DR. KHAVEE AGUSTUS W. BOTANGEN**

Dept Chair,  
Information Technology Department  
Clirdec Bldg, CLSU

Dear Sir:

Good Day!

I, Phoebe Joy L. Peneyra enrolled IT Prac 421 an On-The-Job Training curriculum that aim to complement the concept and theories that I have learned, to the development of our full potential through exposure to the actual field work.

I am writing this letter to ask you for permission to allow us to conduct our OJT on the Office of Admission (OAd) at Central Luzon State University (CLSU) and requesting for a recommendation letter as one of company requirements before I proceed for my OJT deployment.

Thank you for your time and kind consideration.

Sincerely yours,

**PHOEBE JOY L. PENEYRA**

Applicant

Approved By:

**Evelyn A. Villanueva**

OJT Coordinator, IT Department

*“Excellent service to humanity is our commitment.”*

