INDORSEMENT FOR INTERNSHIP

March 13, 2023

**MR. NORMAN DC. ASIO. LPT**

Manager

Commission on Audit

Commonwealth, Quezon City

Dear Sir:

May I ask a request to your office to please accommodate **MS. PATRICIA I. CUSACK**, BSIS Fourth Year student, as an Intern for in your company.

This student is expected to conform to the following:

1. He/she is required to report to conduct on job training in complete uniform for a total of **500 hours** in the office for the whole duration period starting **March 20, 2023.**
2. He/she is expected to abide by the rules and regulations of your company for the duration period.
3. The company reserves the right to terminate the internship of student for reason of misconduct or for reason that may render the student until for training.
4. He/she shall not be entitled to any benefit whatsoever, unless such benefit shall be given voluntarily by your company.
5. His/her performance shall be periodically evaluated by his/her direct superior during the training period.

We would appreciate it if **MS. CUSACK** shall be given the chance to be exposed in various functions of your company which you may deem appropriate for him/her.

Thank you for giving us your support in our goal to provide a more comprehensive training program for the on job training of our interns.

Sincerely yours,

**LEILANI I. CUSACK, Ph. D.**

School Directress