CEBU INSTITUTE OF TECHNOLOGY
U N I V E R S I T Y

COLLEGE OF COMPUTER STUDIES
Department of Information Technology

21 January 2025

Ms. Mary Patricia Lou S. Vinluan
Human Reasource Personnel
Sparksoft Solutions, Inc.
2 Moses St. Corner Don Vicente St. Filinvest 2
Subd., Brgy. Bagong Silangan, Quezon City 1119

Dear Ms. Vinluan

In connection with the prescribed curriculum of the **Bachelor of Science in Information Technology** program in **Cebu Institute of Techology - University**, we would like to request your office to accommodate our student **Mr. Justine A. Cabreros** to undergo the required 400 hours (minimum) of On-the-job training equivalent to 12.0 units for the subject/course IT412, which will be taken this Second Semester S.Y. 2024-2025 on a virtual/ face to face training environment.

Attached is information about the OJT Program, which includes among others, our requested areas of training and the training requirements we impose on our students.

If our request is favorably granted, **Mr. Justine A. Cabreros**, can start anytime this month. Furthermore, we would like to request you to accomplish and return the attached confirmation letter to us in pdf, through email: nlo@cit.edu; cc: patrick.bacalso@cit.edu for proper documentation.

Very truly yours,

Dr. Patrick L. Bacalso
CCS, OJT Coordinator

Dr. Cheryl B. Pantaleon
Chair, IT Department

Dr. Cherry Lyn C. Sta. Romana
Dean, College of Computer Studies

Noted by:

Engr. Alona M. Solis
Networking, Linkages & Relations Coordinator

CCS 310 - ON-THE-JOB TRAINING 1 (for BSCS / BSIT)
CCS 410 - ON-THE-JOB TRAINING 2 (for BSIT)

On-the-Job-Training is an academic requirement for the BSCS/BSIT degree programs where third year/ fourth year students are expected to devote a minimum of 200 hours(1 term) for BSCS or 500 hours (2 terms) for BSIT of industry practice during Summer or semester/s prior to graduation. This course aims to orient students to work on a variety of projects giving them exposure to relevant fields of practice, systems/methods, clients, and working environments. This will make them ready for entry level job positions after graduation.

As an apprentice, students will work with, learn from, and be supervised by skilled personnel who are very competent in their particular trades. Areas of training would include but not limited to the following:

- Programming
- Systems Analysis and Design
- Software Development / Engineering
- Data Communication and Networking
- Web Applications Development
- Mobile Applications Development
- Intelligent Systems
- Software/Hardware Installation / Troubleshooting
- Technical Support

Within the training period, the student is expected to periodically submit his logbook/ journal to his CIT OJT adviser and comply with institutional requirement set by the Networking and Linkages Office (NLO) as well as the requirements set by the adviser which is as follows:

Prelim - Midterm Requirements:

- Attendance to OJT Orientation Meeting with the adviser
- Compliance to OIR Requirements (Orientation Attendance Slip, Study Load, Confirmation Letter, Waiver)
- Photocopy of Confirmation Letter
- Photocopy of Student Waiver
- OIR Compliance Slip
- Updated Logbook with Midterm Evaluation/Performance Rating
- Photocopy of Midterm Performance Evaluation (last 2 pages in the Logbook)

Final Requirements:

- Updated Logbook
- Final Report / Digital Scrapbook / Digital Portfolio
- Final Performance Evaluation by the Industry Mentor
- Certificate of Completion with Number of Hours Rendered

Grading System:

Midterm Grade ≡ 60% Industry Performance Rating + 40% Advisers Rating Final Grade ≡ 30% Midterm Grade + 50% Performance Rating + 20% Adviser's Rating

Performance Rating = evaluation rating given by the industry/ company mentor/trainor Advisers Rating = 30%compliance to OIR requirements + 20%attendance to meetings/ periodic monitoring / signing of logbook + 20%meeting with requirement submission deadlines + 30%written communication skills (logbook / report / scrapbook / portfolio entries)