



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

OJT RECOMMENDATION LETTER

February 3, 2023

DR. DAISY Z. MIRANDA, CESO VI
School Division Superintendent
DepEd Schools Division of San Pablo City
A. Mabini St., San Pablo City Laguna

SIR/MADAME:

Greetings!

This serves as a recommendation for On-The-Job Training of graduating students at Laguna State Polytechnic University – San Pablo City Campus, San Pablo City, Laguna. The bearer of this letter is currently enrolled in CMSC 503 – On-the-Job Training. The purpose of this training is to give the student firsthand industrial experience in accordance to his/her field of specialization.

In this regard, the undersigned is endorsing **Mr. Emmanuel B. Manalo** a student of **BACHELOR OF SCIENCE IN COMPUTER SCIENCE**, be allowed to undergo On-the-Job Training (OJT) in your prestigious institution for 600 hours. I do hope that this endeavor will mutually benefit your office, the deserving student and our university as well.

Rest assured that our students are well-rounded and fully equipped with knowledge and skill required in the workplace.

As this training is part of the curriculum, may I likewise request a copy of the supervisor's evaluation of the trainee's overall job performance.

The university extends its deepest appreciation for providing our students hands on learning experiences, thus exposing them to the real world of work.

Hoping that this recommendation merits your most favorable approval.

Thank you and more power.

Very truly yours,

RONNEL A. DELA CRUZ

Associate Dean, College of Computer Studies
LSPU-San Pablo City Campus