



TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
INDUSTRIAL RELATIONS AND JOB PLACEMENT

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October 13, 2021

MR. ROLANDO T. MEDRANO JR.

Officer in Charge, Information Systems Management Service

DEPARTMENT OF TRADE AND INDUSTRY

361 Sen. Gil J. Puyat Ave., 1200 Makati City, Philippines

Cell. No. 09178343330

Dear Sir:

Greetings! Praying for your safety during these trying times.

We are pleased to inform you that we are presently in the process of deploying our undergraduate students who are currently enrolled in their Supervised Industrial Training (SIT) I. The said training is part of our curriculum and the main purpose of which is to prepare our students for future employment in their chosen field of discipline. It also aims to instill in our students the right kind of work attitudes and professionalism through interaction with people in the organizations, and observation of their future roles in the world of work. Generally, students enrolled in SIT I are required to work for a total of **486** hours in the field and observe all working and employment conditions and conduct of operations.

In this premise, we would like to seek your assistance by providing opportunities for our students to learn and experience the actual methodologies of a specific job. Interpretation of operational procedures, which is normal practice, will also help their learning process.

The Commission on Higher Education (CHED) memorandum CHED COVID ADVISORY No. 7 dated May 24, 2020, states that internship programs (foreign and local) remain suspended until ECQ, MECQ, GCQ, and MGCQ has been lifted. However, for HEIs in MGCQ areas, in-campus SIT/OJT and internship programs can be authorized provided there is strict compliance with physical distancing and other health protocols.

In line with the CHED Memo No. 7, the TUP Board of Regents approved the opening of SIT/OJT last Semester 2020-2021 for graduating students only. Thus, this office recommends Virtual-Supervised Industrial Training (Vi-SIT) and Limited Face to Face (LF2F) due to the current situation and foremost to ensure the safety of our students.

We sincerely hope that your company supports our Supervised Industrial Training Program during this crisis by accommodating our **BACHELOR OF SCIENCE IN INFORMATION SYSTEMS** students to train in your company.

1. Ms. Angelicka Kim V. Batalla
2. Mr. Renz Kristoffer A. Bana
3. Mr. Arthur John B. Cotoner
4. Mr. John Christopher N. De Guzman

Ms. May M. Garcia is assigned to coordinate with you regarding this program.

Your utmost consideration and favorable response regarding this matter shall be highly appreciated.

Very truly yours,


GHAZAL ILUMINADA R. SISON
Officer in Charge
Office of Industrial Relations and Job Placement

