



University of Batangas

Dr. Mayling Capuno
Dean
University of Batangas Lipa City

Subject: Request for Approval of Hybrid Work Setup for Internship/OJT

Dear Dr. Mayling,

I hope you are doing well. I am writing on behalf of our group currently undergoing our Internship/OJT at Hacienda Darasa Resort & Hotel to formally seek your approval for a hybrid work setup. The management of Hacienda Darasa has decided that we will follow a hybrid arrangement, and we would like to request the university's permission to proceed accordingly.

The proposed schedule is as follows:

On-Site Work: Monday, Tuesday, and Friday

Work-from-Home: Wednesday and Thursday

This setup will allow us to effectively fulfill our internship tasks while maintaining productivity in both physical and remote environments. We are committed to ensuring that all responsibilities are completed efficiently and will remain fully accessible through the necessary communication and project management tools during our work-from-home days.

We kindly seek your approval for this arrangement. Please let us know if there are any requirements or further discussions needed regarding this request. We appreciate your time and consideration and look forward to your guidance.

Thank you for your support.

Sincerely,
Juan Miguel C. Torres
BSIT 4-A

On behalf of the UB students interning at Hacienda Darasa Garden Resort & Hotel
List of Students Interning at Hacienda Darasa Garden Resort & Hotel:

- Juan Miguel C. Torres
- Christian P. Cabalhin
- Michael Ronin R. Inovejas
- Alexis C. Visperas
- Althea Lois L. Castro
- Shane Frankie L. Keh
- Jewel Marie A. Ordanza