****

Republic of the Philippines

**BULACAN STATE UNIVERSITY**

**Bustos Campus**

Poblacion, Bustos, Bulacan

January 20, 2025

# PROF. BOBBY DG. LOPEZ

Campus Dean

Bulacan State University-Bustos Campus

Dear Prof. Lopez,

The Bulacan State University remains steadfast in its commitment to producing highly competent, ethical, and service-oriented professionals. This commitment is demonstrated by supporting the successful completion of significant and high-quality internships and field-based learning opportunities. These initiatives allow students to complement their formal education with practical knowledge, skills, and desirable attitudes, enabling them to gain hands-on experience even during these unprecedented times.

In line with this, I am respectfully requesting your approval to undertake a face-to-face internship. This modality integrates the actual physical demonstration of skills with the application of theoretical knowledge. The face-to-face internship will be conducted in partnership with Host Training Establishments (HTEs) with existing Memoranda of Agreement with the university. These HTEs are committed to adhering to standard health protocols and implementing university internship agreements, to ensure the integration of practical, hands-on experiences.

For your reference, I have attached my work plan, medical certificate, and notarized Consent of Parent/Guardian to this request.

Thank you very much for considering this request. I look forward to your positive response.

Very yours truly,

**ELJOHN TRISTAN C. DRL ROSARIO**

Student

Endorsed by:

# LYN M. DALISAYMO

Faculty handling Internship

Noted by:

# MARIA CRISTINA S. BOTON, MIT

Coordinator, Student Internship Program for BSIT, BSCoE and BSIE

Approved by:

# BOBBY DG. LOPEZ, LPT, MAEd

Campus Dean