



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
Normal Road, Baliwasan, Zamboanga City 7000  
Tel. No. 992-4238 · Fax No. (062) 991-3065  
**COLLEGE OF HOME ECONOMICS**

Ashley Kyle T. Fernandez  
BSHM-4B  
Western Mindanao State University  
09685361843  
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**DR. LUCIA M. SANTOS**

Dean, College of Home Economics  
Western Mindanao State University  
Excuse Letter for OJT Absences

**Dear Dr. Santos,**

Greetings of peace!

I deeply apologize for my repeated absences during my on-the-job training under the Hospitality Management Program. First, I missed duty because our rest-day schedule was changed and we were initially told we had a rest day, but later we were required to time in at 8:00 AM. By the time I saw the message to report to Astoria, I had already overslept, which is why I missed my shift. My second absence was due to a family emergency: my grandmother, who has stage-4 cancer, was in critical condition, and I was coordinating with my mother abroad and waiting for updates from the hospital in Sibugay. Third, I was physically exhausted after participating in a recent palaro, I sustained bruises and minor injuries, and I believed that coming to duty in that condition would inconvenience Astoria. Lastly, after the Chefs on Parade event, I was unable to clock in because I was extremely tired, had little sleep from our preparations, and had woken up very early for the competition. I felt that going to work in that state would only cause inconvenience to Astoria and to the supervisor.

I sincerely apologize for all my absences. If there is a possibility, I would like to make up for the incomplete hours. I remain fully committed to fulfilling my on-the-job training requirements and improving my attendance. I will do my best to avoid repeating the same mistakes. Thank you very much for your understanding and consideration.

Respectfully yours,

**ASHLEY KYLE T. FERNANDEZ**  
Student's Signature over Printed Name

**EZEKIEL O. FERNANDEZ**  
Parent's Signature over Printed Name