

TO: **DR. SHARMAINE JUSTYNE MAGLAPUZ**
Department Chair, Information Technology
College of Computer Studies and Engineering

THRU: **MS. JYR MARIE V. REYES**
SIPP Coordinator and Associate Professor
College of Computer Studies and Engineering

FROM: **MS. RUTH BELZA**
Recruitment & Admin Specialist
D.B. International Sales & Service Inc.

SUBJECT: **ACCEPTANCE FOR OJT/INTERNSHIP TRAINING**

DATE: **FEBRUARY 10, 2025**

Please be informed that **Jezreel Deniel M. David** from Jose Rizal University is accepted as a TRAINEE in our company starting February 10, 2025.

The following are details of his/her assignment:

Name of Trainee	Assigned Department	Supervisor
1. Jezreel Denie M. David		

Listed below is his/her official weekly reporting time:

Day	Time In	Time Out	Total
Monday	8:00 am	5:00 pm	8 hours
Tuesday	8:00 am	5:00 pm	8 hours
Wednesday	8:00 am	5:00 pm	8 hours
Thursday	8:00 am	5:00 pm	8 hours
Friday	8:00 am	5:00 pm	8 hours
Saturday	-	-	-
Total			40 hours

Note: Holiday work shall only be allowed if the adviser is given one week's notice in writing.

MS. RUTH BELZA
Recruitment & Admin Specialist
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