January 22, 2024

**Mr. TEOFILO PATALETA**

Lead Project Manager / Assets and Resource Manager

**CPM Construction & General Services Inc.**

San Isidro, Batangas City

Sir:

Greetings!

Our University earnestly requests your good office to provide **“On-the-Job Training”** for First Semester**, Academic Year 2023-2024** to **Lemauel S. Arias.** He is a fourth-year student of **Bachelor of Industrial Technology** major in **Instrumentation and Control Technology** under the **College of Industrial Technology**

The requested training of **540 hours** includes exposure to the real industrial environment, observance of safety practices and familiarization with the job/skills related to his field of specialization.

Your guidance, assistance and concern extended during his training will be highly appreciated.

We hope that this request will be favorably considered in the interest of preparing a pool of competent workers.

Thank you very much and God Bless!

Very truly yours,

**Mr. VENER C. MACATANGAY**

OJT Coordinator, CIT

Recommending Approval:

**Dr. ELISA D. GUTIERREZ**

Dean, CIT