February, 2023

Date

**MR. ALEX S. FERNANDEZ**

Municipal Assesor

Municipality of Buenavista

Madame:

Greetings!

We are pleased to introduce **AJ L. Fernandez** a 4th year student of the Bachelor of Science in Information System of the Guimaras State University and is presently enrolled in Practicum/Internship (Practicum 000).

As a partial requirement of this course, he is required to undergo ON-THE-JOB Training equivalent to FIVE HUNDRED (500) hours where he learns the actual practices and procedures in I.T. management and other computing skills.

Subject to the following conditions:

* The training does not involve compensation to the student trainee.
* It is not a contract for employment or an obligation to hire the student trainee after of the completion of the training program.
* The agency is not liable for any untoward incident that might happen to the student trainee beyond her control during the training period.
* The permit of training of the student may be withdrawn or terminated upon due cause at the discretion of the parties concerned.

Please feel free to contact us at the above address for whatever difficulty or problem you may encounter with our student trainee should he be accepted.

Thank you very much and more power.

Very truly yours,

**JAMES RYAN B. GA, MIT**

OJT Instructor

Noted: Approved:

**SIMEON J. CAINDAY III, Ph. D. RUBY D. CATALAN, Ph. D.**

Dean, College of Science TechnologyVice President for Academic Affairs