September 6, 2023

**Mrs. Carleen S. Sedilla, Ceso IV**

**Superintendent, School Division**

**Schools Division Office**

**Nueva Ecija St. Bago Bantay, Quezon City**

Dear Mrs. Sedilla:

Greetings from Quezon City University!

Our university earnestly requests your good office to provide On-the-Job Training for 1st Semester, Academic Year 2023 - 2024 to **MARVIN O. GOZO.** He is a 4th year student of Bachelor of Science in Information Technology under the College of Computer Studies that needs to undergo a minimum of 243 (486) office hours.

In line with the Student Internship Program, we firmly believe that **SCHOOL DIVISION OFFICE** will provide our students with comprehensive training and prepare them for the challenges of professional growth. Thus, we are looking forward to collaborating with you in shaping this mutually beneficial program with our students and your company.

We are very hopeful that your company will provide the relevant work exposure to our students, to ensure the continuous supply of highly qualified personnel.

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

Respectfully yours, Recommending Approval:

Isagani M. Tano, PhD-ELM, DIT Lalaine Josefa L. Carrao, LPT, MSIT

OJT Adviser, IT Department OIC-Dean, College of Computer Studies