



January 26, 2026

MS. LORENZ DENNISE FANTINALGO

HR Associate
SERVIO Technologies
Pueblo de Panay, Lawaan, Roxas City

Subject: **OJT Recommendation**

Dear **Ms. Fantinalgo**,

Our students in **Bachelor of Science in Information Technology** are required to undertake on-the-job observation studies and supervised training in public and private offices as a requirement in **IT 16 – Practicum/OJT/Internship**. This is designed to give our students the opportunity to experience actual work in the corporate environment to augment classroom training.

The students are required to perform the following:

1. Render Four hundred eighty-six (486) working hours.
2. Observe company rules and regulations.
3. Keep a time record of practicum attendance, and
4. Submit to the College an OJT certificate together with their job description.

We will appreciate it very much if your company can:

1. Give appropriate exposure to the various activities of your office related to their course.
2. Provide work Assignments within a reasonable capacity of the student.
3. Assign a company supervisor to certify the OJT attendance and prepare their job description, and
4. Issue a certificate of completion after their On-the-job is rendered.

In this regard, allow us to recommend **TRISTAN VIC T. CLARITO** for a possible practicum placement in your company.

Thank you and we look forward to a mutually beneficial partnership with you.

Very truly yours,

MRS. JONAH P. GAFATE

Dean
College of Computer Studies