JOSE RIZAL UNIVERSITY
80 Shaw Blvd., Mandaluyong City

January 27, 2025

Mr. Paul Michael B. Gonzalez
Administrative Officer
San Juan City Disaster Risk Reduction and Management Office
San Juan City

Dear Mr. Gonzalez,

Greetings of peace from Jose Rizal University!

As part of the university and the College of Computer Studies and Engineering's effort to further enhance the skills and potential of its students to land paramount careers, our curriculum requires On-the-Job Training (OJT) / Internship for exposure to actual working conditions in a reputable firm. Your company is included in our selective and preferred listing as a desirable business concern that can provide our students the invaluable work exposure. Listed below are the required internship hours for the following programs:

Program	Required Internship Hours
Bachelor of Science in Information Technology (BSIT), BSIT major in Business Analytics (BSIT-BA), and BSIT major in Animation and Gaming Development (BSIT-AGD)	486 hours
Bachelor of Science in Entertainment and Multimedia Computing specializing in Digital Animation (EMC-DAT) and Game Development (EMC-GAD)	486 hours
Bachelor of Science in Computer Engineering (BSCPE)	240 hours
Bachelor of Science in Electronics Engineering (BSECE)	240 hours

Would it be possible then for your company to accept **Mr. Brixter Luquing** and **Mr. John Michael Montes**, both graduating students of Jose Rizal University, for training purposes subject in all instances to your policies, rules, and regulations?

We wish to emphasize that the successful completion by the trainee of the work requirements shall in no way be considered as a commitment by your organization for subsequent employment.

Also, as per the new CHED Memorandum Order 16 Series of 2022 from the Commission on Higher Education, we will abide with the guidelines as stipulated in the **Updates on Onsite Learning in Higher Education Section 3.4 and 3.5** of the **Implementing Guidelines** stating that *"Laboratory/Shop courses along with On-the-Job Training (OJT) and apprenticeship programs shall from hereon be conducted primarily through onsite learning experiences. In cases where partner host training establishments have integrated emerging remote work modalities including online options in the OJT and apprenticeship programs, the equivalent hours shall be included in reckoning the total training hours".* As compliance to this advisory, all internships shall be done in full onsite training, or hybrid training with onsite and offsite provisions, or in a distance training with onsite and offsite provisions.
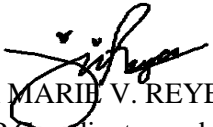
If this is possible, these students can start as early as January 30, 2025, upon the completion of your recruitment processes and submission of the pre-deployment requirements on our end. Kindly inform us the status of the students' application and those students you accepted for your internship so they can start as soon as they complete the pre-deployment requirements, especially the Memorandum of Agreement, Internship Agreement.

During the internship we would ask your company to sign the students' weekly accomplishment reports and other pertinent documents needed for their internship. We will also expect a certificate of training upon the completion of the required training hours and an accomplished evaluation form of the student at the end of the prescribed training period.

If you have further questions and other concerns in the student internship program, you can contact us in the JRU trunkline or email us in our respective email address. We can also set a schedule for a virtual Zoom meeting if you want.
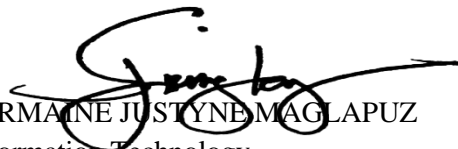
Thank you. Keep safe.

Very truly yours,

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Noted by:

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