A blue and yellow logo

AI-generated content may be incorrect.

May 5, 2025

DIR. NILO B. TAMORIA, CESO III  
Regional Executive Director

Region 4A CALABARZON

Mayapa Main Road, Along SLEX, Brgy. Mayapa,

Calamba City, Laguna

Dear Dir Tamoria,

I am **Michael Vincent C. De Mesa**, a Student Intern in the Department of Environment and Natural Resources under the Conservation and Development Division – Personnel Section at Region 4A CALABARZON Mayapa Main Road, Along SLEX, Brgy. Mayapa, Calamba City, Laguna. Originally, I expected my on-the-job training of 486 hours to be completed by the end of May 2025.

However, due to declared special holidays and absences, I could not report to the office, which delayed the said schedule. Since approving this letter may take a while, may I request your good office to allow me to start rendering an additional two hours of overtime daily starting from May 5, 2025, to complete the 486 hours on time so I may attend my graduation this coming August 2025?

Hoping for your kind consideration.

Thank you and God bless.

Sincerely,

MICHAEL VINCE C. DE MESA TRINIDAD P. CARLOS

Student Intern Parent/s

JOSE CARLOS T. GONZALEZ LYCA A. MANCILLA

Program Head OJT Coordinator

Conforme: Approved by:

VICTOR D. OMBAJINO NILO B. TAMORIA, CESO III

Chief, Conservation and Regional Executive Director