(Date)

(Name of Recipient)

(Designation)

(Company Name)

(Address)

Dear (Mr. or Ms. Of Surname of Recipient),

In Christ Greetings!

Our Bachelor of Science in Office Administration requires student in OJT practicum to undergo a 300-hour on-the-job training outside the campus to expose and orient them to actual industry practices relating to office work, stenography, general or medical transcription or business and human resource management to make them competent in the day of tomorrow.

In this matter, my office recommend (Name of Student), BSOA student to undergo training in your office or department to enable (him or her) to complete the requirement as stated in the curriculum. (He or She) has attended the necessary orientation with respect to work ethics and the possible arising harassment in the workplace. Moreover, she has given the proper training about data privacy and keeping confidential information.

We hope that (he or she) will be assigned to do a job related to (his or her) field of academic concentration. At the end of the training, we hope that (he or she) will be given certificate of completion, proper evaluation report assessment, or any related report as part of her practicum portfolio.

Thank you very much and more power!

**Rodel C. Mendoza, MBA**

OJT Subject Professor

Polytechnic University of the Philippines – Paranaque