February 21, 2025

**Ms. Minnie Anne Mata-Calub**

General Secretary

National Council of Churches in the Philippines

879 Epifanio delos Santos Avenue West Triangle,1104

Quezon City Philippines

**Subject: Letter of Intent for internship**

Dear Ms. Minnie Anne Mata-Calub

Good day!

I hope this letter finds you well. I am Ramon Carlo J. Francisco, a 4th year student of Bachelor

of Science in Information Technology at Polytechnic University of the Philippines Santa Maria

Bulacan Campus. I’m writing this to express my interest in pursuing my OJT or internship at the

NCCP, wherein I can share my knowledge and skills in information technology.

Currently I am a volunteer here at the NCCP. I work with the Sex and Age Disaggregated Data,

wherein I get the total numbers of female and male depending on their age. Through this

experience, I was able to learn how to handle and organize data before encoding it. Additionally,

an employee from FWS unit suggested that I submit this letter to try the possibility of an internship

opportunity within NCCP.

As a hardworking and dedicated student, I am willing and eager to learn and grow. I am

open to training and guidance, because I believe it can help me perform the assigned

tasks responsibly. I also have basic knowledge in Microsoft 365 applications, including

Word and Excel. Additionally, I had the opportunity to work at the municipal office for 20

days, where I was responsible for encoding collected data.

I sincerely appreciate your time in considering my request. I wholeheartedly accept any decision

of NCCP. If the NCCP will be able to give me an internship. I will be committed and do my task

responsibly. Thank you, ma’am.

Sincerely,

A close-up of a handwritten sign

AI-generated content may be incorrect.

**Ramon Carlo J. Francisco**

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Enclosures:  
Curriculum Vitae