January 23, 2025

# ENDORSEMENT LETTER

**[Your Name]**

**[Your Position (if applicable)]**

**[Company / Department]**

**[Your Address]**

**[City, State, ZIP Code]**

**[Your Email]**

Dear Sir/Madame:

We are respectfully submitting the names of our students to undergo On-the-Job Training as part of their partial completion of their academic requirement in their respective academic program. The succeeding page listed down their respective details including the number of hours they need to render and the course they are currently taking up in our institution. They will be of service to you as a student trainee in your respected Company this **2nd Semester, AY 2024-2025**.

Attached to this letter are the following photocopy of pertinent documents you might want to scan for validation of their application:

Notarized Parent’s Waiver / Letter of Consent Proof of Matriculation

Medical Certificate of Fit to Work Student Valid ID

Any assistance that you could provide to our OJT students to make them competent and competitive in line with their field of study will be highly appreciated.

Very Truly Yours,

# Prof. ROCLYN B. YAMSON

OJT Coordinator, CITCS

Noted By: 0966-7517567

# Ms. KAYCEE R. MENDEZ, LPT, MIT

Chairperson, BSIT Program

Approved by:

**ASSOC. PROF. ALAIN J. ANUEVO, MIT**

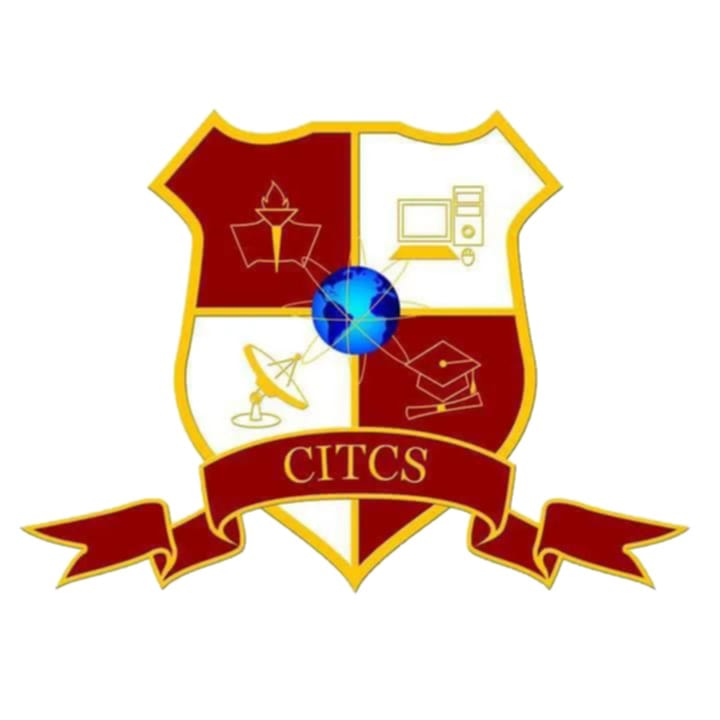
Dean, CITCS

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| Name | Course | Hours |
| --- | --- | --- |
| 1. Rolly C. Brosas | BSIT | 500 Hours |
|  |  |  |
|  |  |  |

Nothing Follows

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January 23, 2025 CITCS-OJT07B

# ENDORSEMENT LETTER

**(HR or DEpartment asigned )**

**[Your Name]**

**[Your Position (if applicable)]**

**[Department/ Company]**

**[Your Address]**

**[City, State, ZIP Code]**

**[Your Email]**

Dear Sir/Madame:

We are respectfully endorsing **[name of the student]**, **[Section]** student to undergo a **500 hour** On-the- Job Training as part of their partial completion of their academic requirement in their respective academic program. They will be of service to you as a student trainee in your respected Company this **2nd Semester, AY 2024-2025**.

Attached to this letter are the following photocopy of pertinent documents you might want to scan for validation of their application:

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Medical Certificate of Fit to Work Student Valid ID

Any assistance that you could provide to our OJT students to make them competent and competitive in line with their field of study will be highly appreciated.

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