March 25, 2025

Ildecel J. Gogo

**DSWD Region Iv-A**

**Alabang Zapote Road Muntinlupa City**

Dear Mr. Ildecel J. Gogo

This letter is to formally grant permission for **Jeremy P. Lingan**, a student at Pamantasan Ng Lungsod Ng Muntinlupa under CITCS, to engage in OJT on Saturdays and, if possible, up to two (2) hours of overtime per day.

**Jeremy P. Lingan**  is currently enrolled in **Bachelor of Science in Information Technology** and has demonstrated a strong commitment to their academic responsibilities while seeking to gain valuable work experience. Due to the deadline for their On-the-Job Training (OJT) on May 9, 2025, their available time is limited. We believe that this opportunity will contribute positively to their personal and professional development, provided that it does not interfere with their academic performance.

We kindly request the employer to ensure that the student's hours remain reasonable and compliant with labor laws applicable to OJT Student. If any further verification or discussion is required, please do not hesitate to contact us.

Thank you for your cooperation.

**Sincerely,  
Roclyn B. Yamson, MIT**OJT Coordinator, CITCS  
Pamantasan ng Lungsod ng Muntinlupa  
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noted by:

Elena Yamson

Parent