



# J.H. CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur, 7029

Email add: [dsa@jhsc.edu.ph](mailto:dsa@jhsc.edu.ph)



Office of the Dean of Student Affairs and Services

## ENDORSEMENT LETTER

Sample Format

[Date]

**VENUS M. AVENIDO, MAEd,RGC**  
Dean,Student Affairs and Services  
This Institution

Thru : \_\_\_\_\_  
**Student Affairs Department Head**  
**(Name of Campus)**

Dear [Recipient's Name],

I am writing to endorse the *[Name of Student Organization]* for recognition by the Office of Student Affairs & Services at JHCSC.

The *[Name of Student Organization]* is dedicated to *[briefly describe the organization's mission, goals, and key activities]*. This organization has consistently demonstrated its commitment to *[mention any specific values or goals of the university that align with the organization's mission]*.

Over the past *[duration]*, *[Name of Student Organization]* has *[highlight significant achievements, projects, or contributions]*. These activities not only enhance the personal and professional development of its members but also positively impact the broader university community.

I have had the opportunity to observe and interact with the members of this organization and can attest to their dedication, leadership, and collaborative spirit. Their initiatives are in strong alignment with the College's mission of *[mention specific university values, goals, or missions that align with the organization's activities]*.

Given the above, I wholeheartedly support the formal recognition of *[Name of Student Organization]*. I am confident that their continued contributions will be an asset to our college community.

Thank you for considering this endorsement. Please feel free to contact me if you need any further information.

Sincerely,

\_\_\_\_\_  
Signature Over Printed Name  
[Your Title/Position]



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