

**November 19, 2025**

**Ramel F. Jamen**

Regional Director  
DSWD Field Office X  
FJ9M+J5F, Macanhan, Carmen  
Cagayan de Oro City, Misamis Oriental

**SUBJECT: APPLICATION FOR ON-THE-JOB TRAINING PLACEMENT**

Dear Sir Jamen:

I am writing to apply for an On-the-Job Training placement at the Department of Social Welfare and Development - Region X. I am a fourth-year Information Technology student at St. Rita's College of Balingasag, currently required to complete my internship as part of my academic curriculum.

I have developed skills in web development, data analytics, and application development through my coursework. I also have hands-on experience in computer hardware troubleshooting. Networking and system installation. I am eager to gain practical experience at your office and contribute to your team while further developing my professional competencies.

Attached are my resume and other required documents for your review.

Thank you very much for your consideration.

Respectfully yours,

**NAZEF HAWK LAGUE**

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