



## LETTER OF ACCEPTANCE

This is to certify that **Mark Jones L. Ybañez, 22 years old, a registered student of the Bestlink College of the Philippines has been accepted as an intern for the Quezon City Internship Program.** He shall be assigned to the **Quezon City Public Library** under the **Management Information System** subject to the following relevant information:

<b>Internship Title:</b>	OJT/Practicum 2
<b>Start date:</b>	December 9, 2025
<b>Approximate End date:</b>	March 2026
<b>Number of hours:</b>	300 hours
<b>Location of Office:</b>	Quezon City Public Library, City Hall complex, Diliman, Quezon City
<b>Supervisor for internship:</b>	Mr. Edward B. Bayani, Head, MIS
<b>Responsibilities:</b>	<ol style="list-style-type: none"><li>1. Installing windows operating systems and required applications on SSDs</li><li>2. Help replacing HDDs with SSDs to improve computer performance</li><li>3. Assist in inventorying, and maintaining IT equipment</li><li>4. Assist in data entry and records related to IT equipments</li><li>5. Perform other related tasks as assigned by the supervisor</li></ol>

**MARIZA G. CHICO, RL, MLIS**  
Officer-in-Charge