



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:

Internship Title: OJT/Practicum 2
Start date: December 9, 2025
Approximate End date: March 2026
Number of hours: 300 hours
Location of Office: Quezon City Public Library, City Hall complex, Diliman, Quezon City
Supervisor for internship: Mr. Edward B. Bayani, Head, MIS
Responsibilities:

1. Installing windows operating systems and required applications on SSDs
2. Help replacing HDDs with SSDs to improve computer performance
3. Assist in inventorying, and maintaining IT equipment
4. Assist in data entry and records related to IT equipments
5. Perform other related tasks as assigned by the supervisor

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