17 August 2021

**Angie C. Canillo, Ph.D.**

Program Coordinator, Information Technology

Dear Dr. Canillo,

Greetings!

I would like to request for an endorsement, for me to take in advance my internship and credit it without enrolling Practicum **1 or 2** this **School Year, Semester**. I am currently an Information Technology, 3rd year student with **X credited academic units.**

I understand that I need to comply the following requirements:

1. Attend the On-the-Job-Training Orientation organized by the department.
2. Process the necessary documents needed before I will start my internship.
3. Submit the required documents to the OJT Coordinator.
4. Have a constant communication with the OJT Coordinator.
5. Enroll the Practicum 1 on the next semester.

Please see attached file for copy of grades.

Thank you!

Respectfully yours,

**John Rex A. Paña**

Student, Information Technology