



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
Province of Sultan Kudarat



May 20, 2024

ENGR. CELIA ROSE NOTA

Office-in-Charge

SKSU ISULAN CAMPUS EXTENSION AND PRODUCTION OFFICE

Brgy. Kalawag II, Isulan, Sultan Kudarat

Ma'am:

Peace be with you!!!

The graduating students of ***Bachelor of Science in Computer*** major in **Computer Engineering** of **SULTAN KUDARAT STATE UNIVERSITY - Isulan** Campus will be going through an On-the-Job Training (OJT) Program as a basic requirement for graduation. This OJT program aims to provide our students a concrete venue for adequate exposure to their field of specialization and also for the application of the knowledge and skills they have learned in the classroom to actual situations in the real world of work.

In line with this objective, we would like to inform your prestigious office/firm/company or establishment that you are chosen to be a partner in this OJT program by giving our students the opportunity for such exposure and to render service that would meet the working hours required of them by the program.

We are confident that our students who shall serve in your office/firm/company or establishment will be able to contribute in one way or another to the good of your organization. Your kind consideration and approval will be highly appreciated.

We wish you more power and more productive years of operation.

Very truly yours,

Percila M. Panagdato, PCpE
OJT Coordinator/Date

Approved:

ENGR. CELIA ROSE NOTA

Office-in-Charge

Date:

ACKNOWLEDGMENT RECEIPT:

Date:

Time:

Received by: _____

Name and Signature of
Authorized Representative