



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
EJC Montilla, City of Tacurong, 9800
Province of Sultan Kudarat

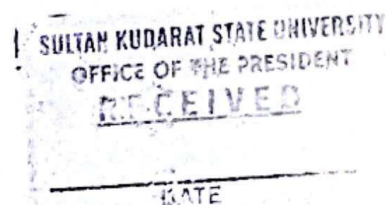
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February 10, 2025

SAMSON L. MOLAO, EdD.
President
This University

Thru: **MARITES JAVA, EdD**
VPAA



Sir:

Greetings!

This letter formally requests approval for the issuance of Travel Order for faculty and students from the College of Industrial Technology (CIT) participating in their internship from February 10 to 13, 2025. The send-off program for this internship was successfully conducted only last Friday, February 7, 2025. Though late, we still push for the compliance of the policy that all travels must be approved by the Office of the President.

This internship is a crucial component of our efforts to achieve two significant objectives:

1. **BTVTed Program Accreditation:** The internship provides practical, hands-on experience vital for the successful accreditation of our BTVTed program. The scheduled deployment allows students to complete a substantial portion of the required 14 weeks of internship, aligning with the demands of the accreditation process, and,
2. **Attainment of MAT-LITE COPC:** This internship directly contributes to the attainment of the MAT-LITE COPC.

The practical experience gained during this period is essential for students to meet the required competencies outlined in the program. We are working against the early graduation in the Basic Education Sectors which will end around April 2025. Thus, considering of the above premises, we humbly request for the approval for this attached late processing of the Travel Order for your favorable approval. And, we are sorry for our lapses, we will try to avoid similar action in the future.

Thank you!

Respectfully yours,

RANDY T. BERINA, MAT
College Dean

NOTED:

ROMMEL M. LAGUMEN
Campus Director