



March 26, 2021

**MR. YASUO SUGITANI**  
President/CEO  
**EASYCOM JAPAN PHILIPPINES INC.**  
Unit 3B Basic Petroleum Bldg. 104 C. Palanca St.  
Legaspi Village, Makati City Philippines

**ATTENTION: MS. KATHERINE GREFAL**  
Corporate Secretary

Dear Sir Sugitani:

Greetings!

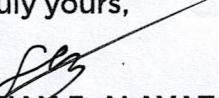
I would like to apply as a trainee in your company/office believing that the experience I will obtain will surely improve my skills and that I will have the opportunity to apply theoretical knowledge in actual practice and acquire additional knowledge in the field of Information Technology.

This is part of the requirements that I will comply as a 4<sup>th</sup> year Bachelor of Science in Information Technology (BSIT) of Urdaneta City University (UCU) under the On-the-Job Training (OJT) program. With this, I will render a minimum of four hundred eighty six (486) hours in any company/office with an information technology base.

Attached are the resume and OJT Profile, should my application merit your approval, a Memorandum of Agreement (MOA) between UCU and your company will be executed.

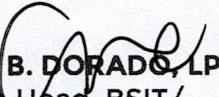
I am looking forward to your affirmative response to this request. Thank you and God bless.

Very truly yours,



**CHRISTIAN F. ALAVAZO**  
BSIT OJT Student

Noted:



**DANILO B. DORADO, LPT, MIT**  
Program Head, BSIT/  
College Internship Coordinator



**JOHANN B. RABAGO, LPT, MIT**  
College Dean

Approved:

**MR. YASUO SUGITANI**  
President/CEO