

## **WORK FROM HOME REQUEST LETTER FOR INTERNSHIP TRAINING**

Dr. Anton Louise P. De Ocampo  
Center Head, ESRC  
Batangas State University, Alangilan

November 01, 2022

Dear Dr. De Ocampo,

Good day!

I am Christine Marie Oca, an intern from Electronic System and Research Center, and I'm writing to request your approval for a work-from-home arrangement for November 2-4, 2022. Given the effects of Typhoon Paeng, I believe it is best for me to work remotely because commuting from Laguna to Batangas during the stated dates may be difficult due to flooded areas and crowded transportation. Aside from that, it would be difficult for me to return to our home if another typhoon struck, and I might become stranded in the dorm, resulting in lack of food and resources.

I guarantee you that the quality of my work won't be affected by my work-from-home arrangement, and all deliverables will be submitted as per our EUGTO's progress schedule. I am hopeful that you will consider my request and grant me permission.

Here are my contact details if ever you needed to reach out to me for queries and additional requirements. You can reach me on my phone number, 0939-295-4853, or by email [christinemarie.oca@g.batstate-u.edu.ph](mailto:christinemarie.oca@g.batstate-u.edu.ph).

Thank you for your kind consideration.

Best regards,



Christine Marie V. Oca  
ESRC Intern