March 15, 2024

**Carleen S. Sedilla, CESO VI**

**Superintendent, School Division**

**Schools Division Office**

**Nueva Ecija St. Bago Bantay, Quezon City**

Dear Dr. Sedilla,

Greetings from Quezon City University!

Our university earnestly requests your good office to provide On-the-Job Training for 2nd Semester, Academic Year 2023 - 2024 to **Luigi P.Torres.** He is a 4th year student of Bachelor of Science in Information Technology under the College of Computer Studies that needs to undergo a minimum of 243 office hours.

In line with the Student Internship Program, we firmly believe that **SCHOOLS DIVISION OFFICE** will provide our students with comprehensive training and prepare them for the challenges of professional growth. Thus, we are looking forward to collaborating with you in shaping this mutually beneficial program with our students and your company.

We are very hopeful that your company will provide the relevant work exposure to our students, to ensure the continuous supply of highly qualified personnel.

Your guidance, assistance, and concern extended during his training will be highly appreciated.

Respectfully yours, Recommending Approval:

Maria Aura C. Impang, LPT, MSIT Lalaine Josefa Carrao, LPT, MSIT

OJT Adviser, Information Technology Department OIC-Dean,College of Computer Studies