

Cyrus Nathaniel P. Florendo & Aeron Justin C. Quiambao
Bachelor of Science in Information Systems – 4th Year
Technological University of the Philippines - Manila
0916-296-1558 & 0933-827-9829
May 16, 2025

S.P. Madrid and Associates Law Firm
5th Floor Tower 2 & 3, Parañaque Integrated Terminal Exchange, No.1 Kennedy Road,
Barangay Tambo, Parañaque City

Dear Mr. Rivera,

Good day!

We are Cyrus Nathaniel P. Florendo and Aeron Justin C. Quiambao, 4th year students of Bachelor of Science in Information Systems from the Technological University of the Philippines - Manila, currently undergoing our On-the-Job Training (OJT) at your esteemed company.

We are writing to respectfully request the issuance of our **certificates of completion**, even though we have not yet fully completed the total required training hours. This request is due to our school's deadline for the submission of OJT documents, which is on **May 31, 2025**.

Please be assured that we remain committed to rendering our remaining hours and fulfilling all our responsibilities until the said date. We are also dedicated to completing all necessary documentation and final reports as part of the OJT program.

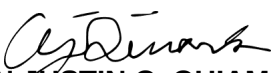
We sincerely appreciate the opportunity to learn and grow through this valuable experience. Thank you very much for your understanding and support regarding this request. Should you require any additional information or documentation to process the certificates, please do not hesitate to let us know.

Respectfully yours,

Note: This is only for the certificate of completion and asking for the evaluation of OJT. This letter will only be subject to HR or Supervisor Approval.



CYRUS NATHANIEL P. FLORENDO
TUPM-21-0191



AERON JUSTIN C. QUIAMBAO
TUPM-21-2277