February 03, 2025

**Mr. JORGE C. BAUSTISTA**

Principal III

Lian National High School

Brgy. Malaruhatan Lian, Batangas

Dear Sir:

Greetings!

Our university respectfully requests your esteemed office to provide **On-the-Job Training** for a duration of **500 hours** during the **Second Semester of the Academic Year 2024-2025** to the following Fourth-Year students enrolled in the **Bachelor of Science in Information Technology majoring in Business Analytics** under the **College of Informatics and Computing Sciences**:

1. **Mr. Jamir Adrian D. Hernandez**
2. **Mr. Christian L. Abiog**
3. **Mr. Sean Leoj I. Amorante**

The requested training of **500 hours** includes exposure to the real industrial environment, observance of safety practices for the familiarization with the job/skills related to their field of specialization.

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

We hope that this request will be favorably considered in the interest of preparing a pool of competent workers.

Thank you very much and God Bless!

Very truly yours,

**Mr. INOCENCIO C. MADRIAGA Jr., MIT**

BSIT OJT Coordinator

Recommending Approval:

**Ms. LEILA T. BAYOT, MIHM Dr. LORISSA JOANA E. BUENAS** Head, On-the-Job Training Office Dean, CICS