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Date

**ENDORSEMENT LETTER**

PANGASINAN STATE UNIVERSITY

February 26, 2023

Mr. Ashley Solomon

Outsoar Software Development Agency

CS&S Building Rm. 4 Rizal, Avenue San Carlos City Pangasinan

Dear Sir/ Madam:

This is to introduce the bearer, Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a bonafide student of our San Carlos Campus, who wishes to undergo Internship in your company, as an academic requirement for graduation leading to the major in .

While we vouch for the good moral character of the student, he/she is still subject to your rules and regulations especially on office decorum and discipline. Termination of internship training will be on your discretion.

Venues of training that may be assigned to the practicum trainee maybe in any of these areas/positions:

1. Research - Field interviewer, Tabulator, etc.
2. Personnel - File Clerk, etc.
3. Administrative - File Clerk, typist, encoder, etc.
4. Marketing - Sales, customer relations, etc.
5. Finance - General clerk
6. Others, depending on company needs

If considered by your company for internship, we are attaching herewith an Agreement Form and later, a Student Rating Form for final evaluation of trainee’s productivity and performance in assigned tasks.

We still are grateful for whatever accommodation you may extend to our trainee. We hope he/she keeps up to your work standard and requirements.

Thank you.

Very Truly Yours,

**AURELIE A. PERALTA, MBA**

*Internship/Practicum Subject Instructor*

Noted:

**DR. LIZA L. QUIMSON, EdD**

*Campus Executive Director*

**CHRISTIAN DELA CRUZ, DIT**

*Department Chair*