Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Branches and Campuses
TAGUIG CITY BRANCH

April 1, 2022

Dr. Ricardo L. Dizon
Chief, Planning and Data Analytics Section
Polytechnic University of the Philippines – Institutional Planning Office
Room 314, 3rd Flr., South Wing, Main Bldg., Anonas St.,
Sta. Mesa, Manila City 1016

Dear Mr. Dizon:

Greetings from the PUP Taguig Branch!

Today's crisis significantly impacted all sectors of society including higher education institutions. COVID-19 reshaped the way higher education is delivered to meet the different needs of students. Universities have rapidly shifted their plans and priorities remaining steadfast in their commitment to deliver quality and accessible education.

The PUP Taguig Branch adheres to this commitment as it offers its practicum course for the second semester of academic year 2021-2022. As we had shifted to virtual learning environments, the students' on-the-job training program limits our resources to efficiently carry out the course learning outcomes.

It is in this premise that we seek assistance from your good office by accommodating our **Bachelor of Science in Information Technology** fourth year students, **Mr. Earl Janiel F. Compra, Ms. Mary Jean M. Labastida, and Ms. Kenyleen D. Pan**, for their on-the-job training. The curriculum requires them to complete **500 hours** each on the job training during this academic period. However, with health protocols and restrictions, may we further request that the learning initiatives **be conducted digitally considering online tasks and assignments**. We are attaching the learning goals and outcomes of the subject for your reference.

We understand that this is also a challenging time for your company. The collaboration, though, among the industry, the learning institutions, and the government should be stronger at this time to enable sustainability in the work environment. Our students might be potential sources of innovative ideas given the opportunity, resources, and considerable supervision.

Thank you very much as we anticipate for your favorable attention on this regard. Together, let us help one another as we move forward despite the challenges that beset us. May this be the beginning of a fruitful relationship between our university and your company

Very truly yours,

BLANCES M. SANCHEZ
Practicum Adviser

Noted by:

DR. CECILIA R. ALAGON
Head of Academic Programs

DR. MARISSA B. FERRER
Branch Director

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INSTITUTIONAL LEARNING OUTCOMES

- Creative and Critical Thinking
- Adeptness in the Responsible Use of Technology
- Community Engagement
- High Level of Leadership and Organizational Skills
- Strong Service Orientation
- Effective Communication
- Sense of Nationalism and Global Responsiveness
- Sense of Personal and Professional Ethics
- Passion to Life-Long Learning

PROGRAM OUTCOMES

- Apply knowledge of computing, science, and mathematics appropriate to the discipline.
- Analyze complex problems, and identify and define the computing requirements appropriate to its solution.
- Identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems.
- Design, implement, and evaluate computer-based systems, processes, components, or programs to meet desired needs and requirements under various constraints.
- Integrate IT-based solutions into the user environment effectively.
- Assist in the creation of an effective IT project plan.
- Apply knowledge through the use of current techniques, skills, tools and practices necessary for the IT profession
- Understand best practices and standards and their applications.
- Function effectively as a member or leader of a development team recognizing the different roles within a team to accomplish a common goal.
- Communicate effectively with the computing community and with society at large about complex computing activities through logical writing, presentations, and clear instructions.
- Analyze the local and global impact of computing information technology on individuals, organizations, and society.
- Understand professional, ethical, legal, security and social issues and responsibilities in the utilization of information technology.
- Recognize the need for and engage in planning self-learning and improving performance as a foundation for continuing professional development.

COURSE OUTCOMES

- Acquire practical knowledge, skills and desirable attitudes and values in reputable establishments / industries.
- Enhance work competencies and discipline in relation to people in the workplace.
- Apply theories, principles and ideas learned in the academic environment.
- Validate and reconcile theories learned with the practice in the workplace.
- Kindle global competitiveness and professionalism throughout their training and exposure in the workplace;
- Inspire to pursue a career in innovation and technology.
- Collaborate and network with experienced professionals;
- Develop skills in handling new challenges and complex task or problems
- Decide on future career directions based on experiences and lessons learned in the workplace.