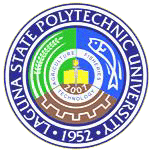
Republic of the Philippines

Laguna State Polytechnic University

Province of Laguna

**COLLEGE OF COMPUTER STUDIES**

**OJT ENDORSEMENT LETTER**

January 30, 2023

**Ms. RACEL P. ESTRADA**

Sitel Academy Lead – Country Side Region

Madam:

This letter will serve as a request for the On-The-Job Training for the **Bachelor of Science in Information Systems** (BSIS) student of **Laguna State Polytechnic University** (LSPU), Host Campus, Siniloan, Laguna. The purpose of this training is to give the student first-hand experience in the actual application of the course which may be assigned to him/her.

With this regard, may I request your good office to allow our student, **ACAYLAR, MARK RYAN MAGPANTAY** to conduct his/her on-the-job training in your firm/office.

The training will commence this 2nd Semester A.Y. 2022-2023. The student should need to earn a total of **400 hours** to complete his/her training. Your acceptance and approval of this request will be greatly appreciated and we hope that this endeavor will mutually benefit your office and the deserving student.

As this training is a requirement for their curriculum, may I please ask that after the conclusion of his or her training, may we request for the issuing of a Certificate of Completion and the person in charge of the trainee should complete the performance assessment of the trainee's overall work performance to the undersigned as their coordinator.

Thank you for your kind consideration of this request.



**NOTED BY:**



Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_