



INFORMATICS COLLEGE MANILA

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January 15, 2020

Sir/Madam:

Good day!

This is to inform you that all students enrolled in On-the-Job Training subject this semester will undergo a three-day seminar on **January 17, 18 and 24, 2020**. The objective of the said activity is to enhance their skills and to gain additional insights about the 21st Real World of Work. There will be speakers from our industry partners for the said activity. Attendance on this activity is **required**.

With this, may we request from your good office to allow the students who are under your supervision be excused for the abovementioned dates.

Thank you very much for your support to their academic endeavor.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Rolan M. Macarang', is written over the printed name and title.

ROLAN M. MACARANG, MSIT-CAR
OJT Coordinator/Academics Head