\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Director

Supervised Industrial Training Program

This University

Sir:

I have the honor to apply for EXEMPTION in Supervised Industrial Training (SIT) Program for the following reason:

1. I have worked/been working with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and
2. I have performed/been performing the following jobs/tasks as indicated in IRJP Form # 6 which is herewith attached.

Attached also are the Certification of Employment and a Xerox copy of my GSIS/ SSS membership.

Hoping that this request will merit your favorable action on the matter.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature over printed name

Approved:

Recommending Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director

Faculty-In-Charge

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Department Head