February 20, 2023

**REYNALEN C. JUSTO, MM-ITM**  
Associate Dean, College of Computer Studies

Laguna State Polytechnic University  
Santa Cruz Campus, Santa Cruz Laguna

Dear Ma’am:

This is to inform you that **Richard D. Ramos**, On-the-Job Training (OJT) applicant is accepted to have his/her practicum on this company beginning  until .

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Name of Business:

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

Business Address:

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

Contact Number/s:

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

Certified true and correct,

**Signature over Supervisor Name**

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Position

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

Date Signed