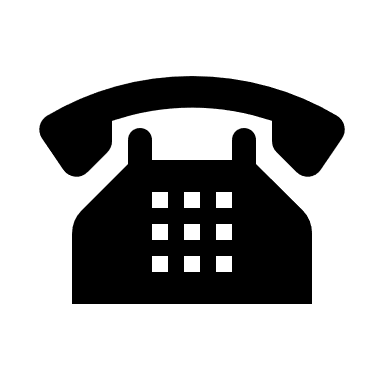


**Tuguegarao Campus**

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# 37 Caggay Highway, Tuguegarao City (670) 777-7777

**September 23 2018**Commission on Higher Education **(CHED)**Admission Office  
Tuguegarao City  
  
  
Ma’am/Sir.  
  
Good Morning!I am a graduating student of Bachelor of Science in Information Technology of AMA Computer College Tuguegarao Cam  
pus. As part of the curriculum I am required to have an on-the-job training (OJT) for a minimum of 456 hours as a partia  
l fulfillment of the requirements of this degree. In line with this. I humbly request your good office to accommodate me   
as a trainee. This training will be beneficial in enhancing my ability in my chosen career.  
  
if you are willing to discuss this matter. Kindly keep in touch with this number +999999999999 or with this g-mail addre  
ss random123456789@gmail.com.  
  
Hoping for your favorable consideration with this request. Thank you and God bless!  
  
  
Respectfully yours, **JOHNALD JOHN TRINIDAD**OJT Applicant **Noted by:  
  
JAYMAR C. RECOLIZADO, LPT, MSIT  
Adviser Academic Dean  
AMA Computer College  
Tuguegarao City**