



Republic of the Philippines  
**RIZAL TECHNOLOGICAL UNIVERSITY**  
Cities of Mandaluyong and Pasig

**COOPERATIVE EDUCATION CENTER**

June 21, 2022

**Ms. Jean Dela Cruz**

UIP Head

Melham Construction Corporation

#27 Commonwealth Avenue, Diliman

North Fairview, Quezon City

**Dear Ms. Dela Cruz;**

This is to introduce to you **Ms. Kristine Joy M. Lanticse** now in her 4<sup>th</sup> year under the **College of Engineering, Architecture and Technology** major in Computer Engineering who is qualified to undertake **250** hours of **Cooperative Education (COE) Training** in industry/office to complete the needed requirements for the program. The COE training shall strictly follow “**no face to face**” policy of the Commission on Higher Education.

In this regard, may we request your office to allow the said student to undergo Cooperative Education Training (COE) in your prestigious office. Upon the approval, our **Cooperative Education Coordinator** may discuss the objectives, nature and mechanics of the program anytime most convenient to you.

Very truly yours,

  
**ENGR. CHRISTOPHER L. ZAPLAN**  
COE – Coordinator  
[clzaplan@rtu.edu.ph](mailto:clzaplan@rtu.edu.ph)

Approved by:

  
**ENGR. ARMANDO P. MATIAS, REE**  
Director, COE Center  
[cec@rtu.edu.ph](mailto:cec@rtu.edu.ph)

Note: Please do not honor any documents pertaining to COE Program of Trainees without the Coordinators' and Director's signatures