



Republic of the Philippines  
**Laguna State Polytechnic University**  
Province of Laguna



DATE

**LUCY DOMINGO(NAME)**

On-The-Job Training Supervisor(POSITION)  
EAGL Global Properties  
Cityland Grand Central Residences  
EDSA cor. Sultan Rd., Pan Philippine Hwy,  
Mandaluyong City

MAAM/SIR:

Greetings of Peace!

The On-the-Job Training Program of our Bachelor of Science in Information Technology (BSIT) program during the **Second Semester** of the Academic Year **2020-2021** shall commence on **DATE**. Our students are required to complete **600 hours** of On-the-Job Training related to Information Technology to fulfil their academic requirements in completing their program.

In view of this, we would like to request that **STUDENT'S NAME** to have his/her OJT in your company. In this manner, he/she will have opportunity to apply her theoretical knowledge in actual practice. **He/She** is expected to render his training from Mondays to Fridays between 8:00am to 5:00pm only in a **Work from Home Arrangement**.

I assure you that all pertinent papers/requirements regarding **his/her** OJT will be submitted to you as soon as possible. I sincerely appreciate the cooperation and assistance you can extend to our student. I am looking forward to your continuous support to the program and hope that this endeavour will mutually benefit your office and the trainee. Please receive our gratitude and best wishes for the success of your office.

Very truly yours,

**GENER F. MOSICO, MSIT**

Program Head  
BS Information Technology

Noted:

**REYNALEN C. JUSTO, MM-ITM**

Associate Dean, College of Computer Studies  
Laguna State Polytechnic University  
Santa Cruz Campus, Santa Cruz Laguna