

January 30, 2018

Dra. Noreina T. Dao-Ayen Ph.D.
Associate Dean
SON
Saint Louis University

Attach a
2x2 ID PICTURE



Dear Dra. Dao-Ayen,

I am a **3rd year Bachelor of Science in Information Technology (BSIT)** student and currently enrolled in **Practicum 1 (IT 412A)**. I would like to apply as an in-house trainee in your department/office. I understand that as a requirement of this course, I have to render **200 hours** of in-house service. Certain tasks as may be requested by your faculty or staff through you, may include (but not limited to) the following:

1. Participation in data gathering, data collection, data sorting, data encoding, office report generation and the like through the use of existing software tools.
2. Image editing, design and development of multimedia presentations, and other forms of creative works.
3. Installation and configuration of software and basic PC troubleshooting.
4. Participation in application systems analysis, design, and development for your office.

My current schedule and available in-house service hours are summarized on the table below.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:30-8:00						
8:00-8:30						
8:30-9:00						
9:00-9:30						
9:30-10:00						
10:00-10:30						
10:30-11:00						
11:00-11:30						
11:30-12:00						
LUNCH						
1:00-1:30						
1:30-2:00						
2:00-2:30						
2:30-3:00						
3:00-3:30						
3:30-4:00						
4:00-4:30						
4:30-5:00						
5:00-5:30						
5:30-6:00						

In-house duty (___ hours/week)

Student load (18 units)



Moreover, I would strictly follow the proposed in-house service schedule and adhere to existing University and Office policies and protocols.

Thank you very much.

Very truly yours,

Mitch Ainslie V. Galatcha

Noted by:

Randy Domantay
Supervisor
SCIS

Ma. Concepcion Clemente
Head, IT/CS Dept.
SCIS

Approved by:

Dra. Noreina T. Dao-Ayen Ph.D.
SON
Associate Dean