



UNIVERSITY *of*
SAN CARLOS
SCIENTIA • VIRTUS • DEVOTIO

School of Arts and Sciences
Department of Computer, Information
Sciences and Mathematics
Office of the Chair

August 18, 2025

Sharvelin S. Nuñez

Human Resource Manager

PhilPacific Insurance Brokers & Managers Inc.

2/F Centro Maximo II Building, D. Jakosalem, corner V. Ranudo St, Cebu City, 6000

Dear **Ms. Nuñez**:

Greetings!

The incoming graduating students of the University of San Carlos Bachelor of Science in Information Technology (BSIT) program are required to undergo an On-the-Job Training for hours for at least one semester to at most one year with a duty requirement of at least 12 hours every week or at least three hours per day for four days.

The training aims to expose students to the environment they will find themselves in after graduating, thus preparing them for actual work. Since they are information technology students, I will highly appreciate it if they can be assigned to operations that will require them to develop their computer programming or other skills relevant to the field of information technology.

In line with this, I am highly recommending **Ms. Nichole Vine Alburo** BSIT 4 student, to work as trainee in your company. She has shown potentials of getting her work done with utmost quality. It is then hoped that with appropriate exposure her talents will be developed to an optimum level.

During the training, a faculty member will be visiting your company to check on the performance of the student-trainee. At the end of the training, the performance of the student-trainee will be rated. Rating forms will be sent to your company at a later date. Your honesty and objective feedback will be used also to evaluate our academic program to conform to the needs of industry.

Thank you very much for accepting the partnership in our students' development.

Sincerely yours,

Angie M. Ceniza-Canillo, PhD.

Department Chair