


Republic of the Philippines
DAVAO CITY WATER DISTRICT

Km. 2.5, MacArthur Highway, Matina, Davao City
Tel. Nos.: (082) 235-3293 (connecting all departments)
(082) 297-3293 (Central Information Unit / Call Center)
Fax: (082) 297-3293 (Local 441)

 www.davao-water.gov.ph

 davaowater@yahoo.com, ogm@davao-water.gov.ph

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February 10, 2025

ENGR. MA. NANETE S. CASQUEJO, PhD.

Practicum Faculty In-Charge
Office of the CSS Dean
University of the Immaculate Conception

Dear **Engr. Casquejo**,

We are pleased to inform you that **Mr. Niko Angelo Lubao**, has been accepted as On-the-Job Trainee in our office. He will be allowed for the duration of **486 hours** commencing on February 12, 2025 until May 30, 2025. Below are the details of his undertaking, viz:

Name of Agency	: Davao City Water District
Address	: K.M. 2.5 MacArthur Highway, Matina, Davao City
Contact Number	: 235-3293 local 1901
Assigned Department	: Information and Communications Technology
Assigned Division	: Systems Application Division
Assigned Unit	: Application Development and Support Unit
Department Manager	: Engr. Anne Michelle S. Buagas
Direct Supervisor	: Nathalie Anne V. Tey
On-the-Job Training Schedule	: Monday to Friday 8:00AM to 5:00PM

Rest assured the department in charge will provide practical work that are relevant to his course and gain new knowledge outside academic setting. Furthermore, the office also reserves the right to discharge students for any violations of policies, rules and regulations, misconduct and other similar causes made by the student during his stint as a trainee.

Thank you for considering Davao City Water District as your venue for academic enhancement.

Sincerely,


NANCY JOYCE M. SOLANOY

Officer-In-Charge, Human Resource Department
DCWD – Regional Training Director

*Best and gender-responsive water and
wastewater service provider with utmost
care for the people and the environment.*