



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR BRANCHES AND CAMPUSES
SANTA ROSA CAMPUS
City of Santa Rosa, Laguna

March 9, 2023

Ms. Olivia V. Tan

HR Manager

Gardenia Bakeries Philippines Inc.

Gardenia Centre, Star Avenue, LIIP Ave, Biñan, 4024 Laguna.

Dear **Ms. Olivia V. Tan**,

Ron Daniel P. Sison, a student of **Bachelor of Science in Information Technology** of the Polytechnic University of the Philippines, is requesting for an on-the-job training. He is now currently in his fourth year and has gainfully acquired substantial knowledge in programming, and other Information Communication Technology (ICT) subjects.

The on-the-job training aims to provide the student a chance to experience working in an actual business environment and gain necessary skills requisite to being a productive leader of the ICT Industry. In this regard, we would like to request that he be given the opportunity to render **500** hours of work in major phases of ICT development in your office.

We look forward to a joint endeavor with your company in enhancing skills, honing knowledge and desirable attitudes that will make our students responsive to the changing needs of the industry and society.

Thank you very much.

Very truly yours,

Eva D. Villanueva

Faculty Coordinator

Noted:

Asst. Prof. Leny V. Salmingo, Ph. D.

Campus Director/ Head of Academic Programs