



## PAMANTASAN NG LUNGSOD NG VALENZUELA

July 3, 2025

**NORTHGATE TECHNOLOGIES, INC.**  
59 Tinagan, La Loma, Quezon City

Dear Sir/Madam,

Greetings of peace!

As the Dean of the College of Engineering and Information Technology of Pamantasan ng Lungsod ng Valenzuela, I am writing to propose a partnership with your esteemed organization in providing our students (BS Civil Engineering, BS Electrical Engineering, and BS Information Technology students) with practical training and experience in the engineering industry thru On-the-Job Training (OJT).

The Commission on Higher Education (CHED) defines an internship or On-the-Job Training (OJT) as a form of experiential learning that allows students to apply their knowledge and skills in a professional setting, under the guidance and supervision of qualified professionals. CHED CMO No. 104 s. 2017 provides guidelines for the implementation of the OJT program in higher education institutions. This program aims to enhance the employability of students by providing them with opportunities to develop industry-specific skills, professional attitudes, and work ethics.

The Pamantasan is committed to preparing our students for successful careers in their chosen field. We understand that practical experience is essential in complementing the theoretical knowledge our students acquire in the classroom. We believe that your organization's expertise and experience can provide our students with the opportunity to work on real-world projects, learn from seasoned professionals, and apply their skills and knowledge in actual scenarios.

Through this partnership, our students will be able to acquire and develop the necessary skills to become competitive professionals in the industry. They will learn how to work in a professional environment, communicate effectively, and collaborate with their colleagues, as well as obtain insights into industry trends and practices.


We also believe that this partnership would benefit your organization in several ways. Firstly, you will have the opportunity to work with motivated and skilled students who can contribute to your operations and help you achieve your business objectives. Secondly, you will be able to identify potential candidates for future employment opportunities, allowing you to save on recruitment costs and time. Finally, this partnership will also help your organization in fulfilling your social responsibility by providing opportunities for the development and growth of future engineers.

We understand that accepting on-the-job trainees entails some responsibilities, such as providing adequate supervision and mentoring to the students. However, we are committed to working closely with your organization to ensure that the program is tailored to your needs, and that our students are equipped with the necessary skills to excel in their roles.

We hope that you will consider partnering with us in this initiative. We believe that this partnership would be a valuable investment in the future of the engineering industry and our society as a whole. Please do not hesitate to contact us at (02) 8352-7000 local 141 and [pet.caunda@gmail.com](mailto:pet.caunda@gmail.com) if you have any questions or concerns.

Thank you for your time and consideration.

Sincerely,

  
**Engr. JORDAN M. VELASCO, MSEE, PEE**  
Dean, College of Engineering and Information Technology  
Pamantasan ng Lungsod ng Valenzuela



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