



PAMANTASAN NG LUNGSOD NG VALENZUELA

July 1, 2025

MS. SHARMAINE JESSELINE C. CHAN
CHIEF OPERATING OFFICER
NORTHGATE TECHNOLOGIES INCORPORATED
59 TINAGAN STREET, SAN JOSE, QUEZON CITY, PHILIPPINES, 1115

Greetings!

On behalf of Pamantasan ng Lungsod ng Valenzuela, we are writing to request your esteemed institution's assistance in facilitating the On-the-Job Training (OJT) program for our **BS Information Technology third-year students**.

The program requires our students to undergo a minimum of **486 hours of OJT** in public and/or private offices as part of their graduation requirements. We humbly ask that your office consider accommodating our students listed below as they aim to complete their program successfully. We are open to any additional requirements your institution may request for the benefit of both our students and your organization.

1. **RUSSEL HAVANA**

Your support in this regard will be highly appreciated and will go a long way towards shaping the future of our students. We value your support and partnership with the Pamantasan ng Lungsod ng Valenzuela, and we look forward to a fruitful collaboration with your esteemed company.

Thank you for your time and consideration.

Respectfully,

MR. KENMAR C. BERNARDINO
Chairperson, Department of Information Technology

Noted:

ENGR. JORDAN N. VELASCO, PEE, MSEE
Dean, College of Engineering and Information Technology

