



April 18, 2024

**ALYSSA JANE A. TEJONES**

Administrative Office IV  
Human Resource Management and Development Office  
National Economic and Development Authority

Dear Ma'am,

This is in relation with our On-The-Job students under your agency. These students had been with your agency for quite time; thus, they are now on the process of accumulating the necessary skills that they need while having their OJTs.

Relative to this, may I request that they may be excuse for one (1) day particularly on **April 26, 2024** for they will be having a whole day seminar for graduating students on **"Career Talks and Resume-Building Workshop"** to discuss their upcoming graduations and job orientation seminar. This seminar is also one of their requirements aside from the OJT, thus, asking favorable response.

Thank you in advance for the consideration and hoping for understanding on the activity that our students' need to attend for.

Respectfully,

  
**GERALD F. LOMINOQUE**  
BSIT Program / OJT Coordinator

Noted:

  
**GERALD JAYSON B. BALANGA, PhD.**  
OIC Campus Administrator

Approved:

**ALYSSA JANE A. TEJONES**  
Administrative Office IV