



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas
Tel. Nos.: (043) 778-2170/ (043) 406-0830
Website Address: <http://www.batstate-u.edu.ph>

OJT AND JOB PLACEMENT OFFICE

UNIVERSITY VISION

Date

*A premier national
university that develops
leaders in the global
knowledge economy*

HR / Company Contact

MR. NORXINE L. MONTALBO
HEAD, OJT and Job Placement Office
BATANGAS STATE UNIVERSITY – JPLPC Malvar
G. Leviste St. Poblacion, Malvar Batangas

UNIVERSITY MISSION

A university committed to
producing leaders by
providing a 21st century
learning environment
through innovations in
education, multidisciplinary
research, and community
and industry partnerships in
order to nurture the spirit of
nationhood, propel the
national economy, and
engage the world for
sustainable development.

Ma'am/ Sir:

Greetings!

Our department earnestly requests your good office to provide **“On-the-Job Training”** for the **Midterm Semester, AY 2019-2020**, to **COMPLETE NAME**. She/ He is a **4th** year student in **BS Criminology** under the **College of Arts and Sciences**.

The requested training of **300 hours** (5 days per week, 8 hours per day), includes exposure to the real business environment, observance of safety practices and familiarization with the job/skills related to **his/ her** field of specialization.

**UNIVERSITY
CORE VALUES**

*PATRIOTISM
SERVICE
INTEGRITY
RESILIENCE
EXCELLENCE
FAITH*

Your guidance, assistance and concern to be extended during **his/ her** training will be highly appreciated.

We hope that this request will be favorably considered in the interest of preparing a pool of competent workers.

Thank you very much and God Bless!

Very truly yours,

(Pwede din ang Program Chair nyo if not available si Assoc. Dean)

Engr. ERWIN F. DE CASTRO
OJT Coordinator - CICS

Recommending Approval:

Ms. SHIELA MARIE G. GARCIA
OIC- Dean, CICS



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