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# Central Luzon State University

Science City of Muñoz, 3120 Nueva Ecija, Philippines

📞 (6344) 940-8785 📩 op@clsu.edu.ph 🌐 clsu.edu.ph

December 14, 2025

**Ms. Tricia Roxanne Ilano**

Human Resources and Development Officer  
NEECO II – Area 1  
Talavera, Nueva Ecija

Dear Ma'am:

Good Day!

We, **Mary Rose DL. Domingo / Raymond S. Luna** enrolled in ITPRAC 4200, an On-The-Job Training curriculum that aims to complement the concepts and theories that I/we have learned to the development of my/our full potential through exposure to the actual fieldwork.

We are writing this letter to ask you for permission to allow us to conduct our OJT on **NEECO II – Area 1 at Calipahan, Talavera, Nueva Ecija**. We believe that being part of your esteemed organization will provide invaluable learning experiences that align with the objectives of our academic program.

We would greatly appreciate your consideration of this request and look forward to the opportunity to contribute and learn under your guidance. Should you require any additional information or documentation, please let us know at your convenience.

Thank you for your time and consideration. We look forward to your positive response.

Sincerely yours,

**Mary Rose DL. Domingo**

Applicant

**Raymond S. Luna**

Applicant