CONFIRMATION LETTER

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| Cherry Lyn C. Sta. Romana |
| Chair, CS Department/Dean, CCS | |
| Cebu Institute of Technology - University | |
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| Dear | *Dr. Sta. Romana,* |

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| This is to confirm that | *Chinie Cayanan* | has been accepted by our |

company as On-the-Job Trainee.

She shall report to our office starting August 28, 2023. She shall be reporting to the IT Department, under the supervision of Mr. Mark Erick Cabral. She shall have the following schedule:

Time : 9:00 AM-5:00 PM AND 9:00 AM-3:00 PM

Days : MONDAY TO THURSDAY AND FRIDAY

Furthermore, our company requires the following from On-the-Job Trainees:

1. Scanned copy of the letter of endorsement from the university

2. Photocopy of school ID

3. 1 pc 1x1 picture

4. Letter of intent

5. Signed copy of the Knowles Intern Contract

6. Laptop/Desktop and Internet Connection

Thank you very much.

Very truly yours, A close up of a signature

Description automatically generated

Yuan Iler Ponce A. Ilad

HR/ IT Systems Manager

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