



UNIVERSITY OF CALOOCAN CITY

Biglang Awa St., Corner Catleya St., EDSA, Caloocan City/
Tulip Str. Area C, Camarin, Caloocan City

COLLEGE OF BUSINESS and ACCOUNTANCY

March 8, 2022

MS. LORMELYN E. CLAUDIO CESO IV

The OIC, Regional Executive Director
Department of Environmental Resources
1515 Roxas Blvd, L and S Bldg.
Ermita, Manila 1000

Sir/ Ma'am:

The Bachelor of Science in Office Administration of this university is exerting efforts to provide its students the best training and exposure in order for them to apply and practice all theoretical aspects they gained and to have the needed competencies in the business industry. Likewise, their curriculum requires them to undergo a practicum/Internship and comply the required numbers of training hours in any Business related industry.

Your establishment is found to be one of the appropriate ground where our students can be trained **FACE-TO-FACE** as well as to gain related experiences in various fields. In this connection, may we request that Ms. **JESSA MAE J. BORBE** be given the opportunity to be trained in your company for three hundred (300) hours and be allowed to obtain information necessary to accomplish their learning portfolio.

The University wishes to thank you for whatever assistance your institution can extend to her. Be assured that the best outcome of our students will signify our cooperation with each other and they, together with us in UCC consider this as our debt of gratitude to your institution.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Bryan M. Ramirez', is written over a horizontal line.

BRYAN M RAMIREZ, MBA
Practicum Coordinator

Noted by:

A handwritten signature in black ink, appearing to read 'Shirley V. Saragcon', is written over a horizontal line.

SHIRLEY V. SARAGCON, DEM
Dean, CBA