



Republic of the Philippines
Bicol University
College of Science
Legazpi City, Albay 4500



January 16, 2023

Ms. Jocelyn E. Serrano
Dean
College of Science

Subject: Request for Consideration

Thru Prof. Ryan A. Rodriguez

Dear Ms. Serrano:

Greetings with peace and prosperity!

I'm Joshua O. Labrador, a fourth-year student at Bicol University College of Science, and I'm pursuing a Bachelor of Science in Information Technology with Student Number 2018-CS-100559. I would like to ask your consideration in allowing me to enroll in On-the-Job Training (OJT) this second semester even though I am retaking Capstone Project 2 because our group failed to complete and conduct our final defense in compliance for our INC grade the previous school year.

If we were allowed to take part in On-the-Job Training (OJT) this semester, we would make every effort to complete both of the aforementioned units within the second semester of the academic year.

I'm hoping for your thoughtful consideration.

Thank you, and may God bless us all.

Sincerely:

Joshua O. Labrador
BUCS BSIT-4



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Dear Ms. Serrano:

Greetings with peace and prosperity!

I'm Jihan Jayne O. Basco, a fourth-year student at Bicol University College of Science, and I'm pursuing a Bachelor of Science in Information Technology with Student Number 2018-CS-100213. I would like to ask your consideration in allowing me to enroll in On-the-Job Training (OJT) this second semester even though I am retaking Capstone Project 2 because our group failed to complete and conduct our final defense in compliance for our INC grade the previous school year.

If we were allowed to take part in On-the-Job Training (OJT) this semester, we would make every effort to complete both of the aforementioned units within the second semester of the academic year.

I'm hoping for your thoughtful consideration.

Thank you, and may God bless us all.

Sincerely:

Jihan Jayne O. Basco
BUCS BSIT-4