(LETTERHEAD OF TSU)

**Appendix B**

**ENDORSEMENT LETTER**

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**SIR/MADAM:**

Greetings from the Tarlac State University!

The Tarlac State University promotes the success of our bonafide students by providing them the opportunity to achieve competency in various disciplines and enabling them to obtain practical experience through Internship/On-the-Job Training/Practice Teaching. This is included in the curriculum and indicated in the specific subjects’ syllabi. The University recognizes that maintaining strong collaboration with your institution, provides our students with a wide range of activities and tasks that offer a great deal of exposure to the current application of appropriate theories, principles, procedures, materials, and techniques at work.

In this regard, we are respectfully requesting your reputable institution to accommodate the following students as your intern/OJ Trainee/practice teacher in accordance with the signed Memorandum of Agreement entered into between our institutions:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above listed student/s is/are enrolled in the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the degree of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is/are required to complete \_\_\_\_\_ training hours, as part of the requirements in the course that the student/s is/are enrolled to. Also, the student/s will be monitored by the OJT Coordinator/ Practice Teaching Supervisor/ Instructor who shall regularly coordinate and communicate with you.

The student/s and the University firmly believe that your institution can assist and guide our students to gain more knowledge and skills and optimize their potentials for their future work.

May this merit your consideration and approval. We are looking forward to a fruitful relationship with you.

Thank you very much.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OJT Coordinator/Dean

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Vice President for Academic Affairs

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