



# DE LA SALLE LIPA

## ENDORSEMENT LETTER

October 3, 2011

**Comment [u1]:**  
Type the date here

Ms. Amsther Tangco  
Head Recruitment  
ABS-CBN Broadcasting Corporation  
ABS-CBN Broadcast Center, Sgt. E.A. Esguerra Avenue  
corner Mother Ignacia St. Quezon City

**Comment [u2]:**  
Type name of the contact person, preferably the Manager or the HR Manager. If the Contact person is unknown, type: "The Manager"

**Comment [u3]:**  
Type the designation of the Contact person

**Comment [u4]:**  
Type the complete Company Name

**Comment [u5]:**  
Type the complete Company address

Dear Ms. Tangco:

**Comment [u6]:**  
If the Contact person's name is unknown, simply Type, "Dear Sir/Madam:"

Greetings from De La Salle Lipa!

The College of Education, Arts and Sciences of De La Salle Lipa promotes the success of students by providing them the opportunity to achieve competency in the core disciplines of Communications Arts, and encouraging them to obtain practical experience through internship and on-the-job training. We recognize that maintaining strong relationships through internships provides our students with a wide variety of activities that offer exposure to the current application of appropriate tools and techniques at work

**Comment [u7]:**  
Type the name of the College where your course belongs

**Comment [u8]:**  
Type the discipline or the course

In this regard, we are requesting your reputable company to accommodate Ms. Jennifer dela Rosa, a Fourth year AB Communications student of our school as an intern.

**Comment [u9]:**  
Type the student's name here

This student is required to complete the minimum but not limited to 150 training hours. We believe that your company can assist our students to gain more knowledge and skills and optimize their potentials for their future work. Our Teacher-in-Charge will coordinate with you to monitor the student's performance.

**Comment [u10]:**  
Type the year and course here

**Comment [u11]:**  
If more than one student is endorsed, make this statement plural... "students of our school as interns."

We are looking forward to a fruitful relationship with you. Thank you very much.

**Comment [u12]:**  
If more than one student is endorsed, make this statement plural... "These students are..."

In St. John Baptist De La Salle,

**Comment [u13]:**  
Type the required training hours here

(Signature above Printed Name)

Teacher-in-Charge

**Comment [u14]:**  
If more than 1 student is endorsed, make this statement plural... "students' performance."

**Comment [u15]:** Type the name of the assigned Teacher-in-Charge of the OJT

Noted,

(Signature above Printed Name)

Department Chair

**Comment [u16]:**  
Type the name of the Department Chair