

### Guidelines on the Use of the Template for Apprenticeship

1. Take note of the EDITABLE parts of the template. Do not touch any other parts and portions.
2. Do not alter the positioning of the master template.
3. Print the the document in long bond paper (8.5 x 13 inches).
4. Only these are the acceptable fonts for the editable texts: *Calibri*, *Arial*, and *Arial Narrow*
5. *Follow the allocated spaces in the template.*
6. *The ADDRESS BAR may be a maximum of four (4) lines to indicate the address the of the Hotel, but the font size **must be 11 or 11.50 pt.***



**DATE** → 19 May, 2015

**ADDRESS BAR** → MS. DIVINA GRACIA D. DELOS REYES  
Director of Human Resources,  
Crimson Hotel, Filinvest City, Alabang

**SUBJECT** → Re: Endorsement of MS. JERSEY ARELLANO for 600-hour Apprenticeship

**GREETINGS FROM MALAYAN COLLEGES LAGUNA (MCL)!**

**MCL**  
Malayan Colleges Laguna

**I-EXCELL** Institute for Excellence in Continuing Education and Lifelong Learning  
Malayan Colleges Laguna

*From Passion to Profession*  
Right here

Font size is 11 or 12 pt. ONLY.



19 May, 2015

MS. DIVINA GRACIA D. DELOS REYES  
Director of Human Resources,  
Crimson Hotel, Filinvest City, Alabang

Re: Endorsement of MS. JERSEY ARELLANO for 600-hour Apprenticeship

**GREETINGS FROM MALAYAN COLLEGES LAGUNA (MCL)!**

**MCL**  
Malayan Colleges Laguna

**I-EXCELL** Institute for Excellence in Continuing Education and Lifelong Learning  
Malayan Colleges Laguna

*From Passion to Profession*  
Right here

Follow the allocated line spacing of texts.