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 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 of the Hotel, but the font size must be 11 or 11.50 pt.

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)!