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August 11, 2023

Emeldinand Padilla Motas  
Educare College Inc.  
Purok 4, Km. 6, Irisan, Baguio City

Dear Sir,

I am writing to confirm our agreement regarding the features of ECIP, a web-based school portal platform that provides a centralized location for students, parents, and teachers to access and manage academic-related information and resources. After negotiating the terms and conditions, we have reached the following agreement:

**INCLUDED FEATURES OF ECIP:**

- **Enrollment:** The system will include an enrollment module that will allow students to enroll through the system.
- **Announcements posting:** The system will include a module for posting of announcements regarding school events and matters.
- **Plotting class schedules:** The system will include a module for plotting class schedules.
- **Profile viewing:** The system will feature a profile view of the student containing personal details and basic information.
- **Awards posting:** Includes a module for awarding a student which can be viewable in their profile.
- **Assessment:** The system will include a module for viewing and editing payment details and student balance.
- **File Maintenance with Search and Filtering:** The system will have some dynamic data to be maintained mostly by the principal in order to have an efficient system flow.
- **Registry Verification:** The system will incorporate a registry verification in order to prevent users from creating multiple accounts at once or from creating troll accounts.
- **Report Generation:** Some information like schedules, grades, and assessments can be exported as a report (.pdf file).
- **Manage Account:** The system will incorporate editing profile/account details such as basic information and passwords
- **Student Promotion:** The system will incorporate a module for promotion of students to their corresponding grade levels.
- **Grades Posting/Viewing:** The system will incorporate a module for posting and viewing of grade

**EXCLUDED FEATURES OF ECIP:**

- **Website:** Considering the scope of the system and the time constraints, website will not be included in the system as it can be seen as another whole separate system.

Upon confirming the stated agreement of features above, our team will work together to ensure that these functionalities are developed and implemented to meet your desired functionalities for the system.

I look forward to a successful agreement.

Sincerely yours,

  
Rhey M. Domine

Noted by:

  
Divine L. Aguilar  
Technical Adviser

**REPLY FORM**

- I understand the features and capabilities of the system, and I agree to the list of included and excluded features above.

  
Signature over Printed Name of the Company Representative  
Date Signed: 12 August 2023