ROWENA P. SALAZAR, MAEd

Vice President of Operations

Batangas College of Arts and Sciences, Inc.

Brgy. Bagongpook, Lipa City Batangas

**Subject:** Request for an Interview

Dear Ms. Salazar,

Good day!

We are the **BCAS HRIS** group, composed of Bachelor of Science in Information Technology students from Batangas College of Arts and Sciences, INC. As part of our course requirements in **System Analysis and Design**, we are currently conducting a study on the **development of a Human Resource Information System (HRIS)**.

In connection with this, we would like to respectfully request an opportunity to conduct an interview with you. The purpose of the interview is to gather relevant information regarding your organization’s current HR processes, challenges, and needs that will help us design a system that fits your operations.

The interview will take approximately 30-45 **minutes** and may be scheduled at your most convenient time and date. Rest assured that all information shared will be treated **with utmost confidentiality** and will be used solely for academic purposes.

We sincerely appreciate your time and cooperation. Should you have any questions or wish to set the schedule, you may contact us through [group leader’s messenger] or via email at [email address]. We are looking forward to receiving your positive response regarding this matter.

Thank you very much for your kind consideration.

Respectfully yours,

Daniel Aguayo  Loren Joy Sayas

Proponent Proponent

Lance Christian De Villa Mikaylla Calibo

Proponent Proponent