



Naga College Foundation, Inc.
COLLEGE OF COMPUTER STUDIES
PACUCOA Level 2 for BS Computer Science

March 5, 2024

Mary Rose Gracilla, RL, LIMS
NCF – Learning Resource Center
Director

Dear Ma'am:

Greetings of Peace!

We, Arnel Almario Jr., and John Rey Tolosa, both third-year students of BS in Information Systems, and BS in Computer Science respectively at the College of Computer Studies, Naga College Foundation, Inc., **conducting research on NCF Research Nexus: A Research Repository for Naga College Foundation, Inc.** Conducting an interview and creating a document analysis are the data gathering tools I am utilizing in this study.

In this regard, we would like to ask permission from your good office to allow us to conduct an interview and discuss the background, processes, tasks, and people involved in the current system. We aim to gather information pertinent to designing and developing the system. We'd like to have a clear understanding of the flow of work and technicalities in the research office, to ensure its credibility and correctness. The interview date and time will depend on your availability. Rest assured that the data gathered will be strictly for research purposes only and will be kept with the utmost confidentiality.


Your approval to conduct the said activity will be much appreciated. You may contact us at our Gmail addresses, jrtolosa@gbox.ncf.edu.ph or aalmario@gbox.ncf.edu.ph. Phone line may also do at 0909-442-2259.

Sincerely,

Arnel Almario Jr.

John Rey S. Tolosa
The Researchers

Noted by:


John Ryan B. Lorca
Research Adviser