February 27, 2024

**CRISPIN G. TABIRARA**

**HEAD DEPARTMENT**

**ALLIANZ PNB**

**LIFE INSURANCE INC.**

**MIMAROPA**

Dear Sir:

Greetings!

We, Lester M. Caibal, Jandel L. Escalera, and Jef B. Ramos, are third-year students pursuing a Bachelor of Science in Information Technology at MinSU Calapan City Campus. As part of our academic requirements for the course Capstone Project I, we are currently working on a project titled "E-recruit: An Online Recruitment System for Insurance and Investment Agency in Mindoro" which aims to create a comprehensive recruitment system for ALLIANZ PNB.

We are writing to formally request your kind permission to conduct our research and gather essential information at your workplace. Our research efforts will involve collecting pertinent data, conducting interviews, and surveys, all of which are integral to the successful completion of our project. Rest assured that all data collected will be treated with the utmost confidentiality and used exclusively for the purposes of our academic project.

The primary focus of our study is to define and align with the objectives of ALLIANZ PNB in developing the recruitment system, along with its corresponding features and functionalities. We believe that this collaboration will not only benefit our academic journey but also contribute positively to your organization and the community it serves.

We kindly request your consideration and a favorable response to our request. Your support in granting us access to your workplace and valuable insights will greatly assist us in achieving our project's goals and objectives. We are committed to conducting ourselves professionally and respectfully throughout the research process.

Thank you for considering our request, and we look forward to your positive response. Should you have any questions or require further information, please do not hesitate to contact us. We appreciate your assistance and look forward to a mutually beneficial partnership.

Thank you, and may God bless you and your organization.

Respectfully yours,

**JANDEL L. ESCALERA**

Student Researcher

Noted:

**REGINE A. PONCE-MACHETE, *MIT***

Capstone Project Facilitator

Approved:

**CRISPIN G. TABIRARA**

Head Department, ALLIANZ PNB Mindoro

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