March 19, 2024

**DR. EPIE F. CUSTODIO**

Assistant Professor III

This University

Ma’am:

Warm Greetings!

We, Allan C. Capio, Criz Franchesca Marie R. Cruz, and John Loyd Gutierrez are third year students pursuing 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 “**Mulawin Coconut Farmers Cooperative Management System**”, which aims to develop an e-commerce and membership website for the cooperative.

After careful consideration and review of your expertise and experience, we are pleased to extend a formal invitation to you to join us as our Capstone Adviser. We believe that your guidance and mentorship will greatly contribute to the success of our project. Your extensive knowledge and insights will be invaluable in helping us navigate the complexities of this project and achieve the desired outcomes.

We are eager to collaborate with you, leveraging your expertise to enhance our learning experience, refine our strategies, and achieve outstanding outcomes. Your mentorship will not only contribute to the success of our project but also inspire and empower us to reach new heights of achievement.

We kindly request your acceptance of the Capstone Adviser role by signing this letter. We are enthusiastic about the prospect of working together and look forward to a fruitful partnership that will bring immense value to our project and community.

Thank you for considering our invitation, and we anticipate a rewarding collaboration ahead.

Sincerely,

**ALLAN C. CAPIO CRIZ FRANCHESCA MARIE R. CRUZ JOHN LOYD B. GUTIERREZ**

Project Leader Project Member Project Member

Noted:

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

Assistant Professor III

Approved:

**EPIE F. CUSTODIO, *DIT***

Assistant Professor III

**CAPSTONE PROJECT (ADVISER) MONITORING SHEET**

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**CAPSTONE PROJECT (CLIENT) MONITORING SHEET**

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