Republic of the Philippines

**CAVITE STATE UNIVERSITY**

**Tanza, Campus**

Bagtas Tanza, Cavite

March 17, 2025

Mr. Bien J. Braza

Guidance Counselor

Pabahay 2000, Bagtas Tanza Cavite

Dear Mr. Bien J. Braza,

In partial fulfillments of our requirement for Capstone Project, we students of Cavite State University - Tanza Campus currently enrolled in Bachelor of Science in Information Technology would like to request permission to conduct a research study and implement a system at your institution, Tanza Trade National High School Annex.

The main goal of this study is to implement a Digitalization of Records Management System of Tanza Trade National High School Annex that will help recording and tracking documents. It may enhance the guidance in monitoring through efficient record encoding and retrieval. Moreover, it may provide accurate information that helps deliver an effective way of service.

In connection with this, we would like to ask the institution to allow us to use your datas and materials as one of our reference. Rest assured that the data we will gather will remain absolutely confidential and to be used on academic purposes only.

We hope for your positive response on this humble matter. Your approval to conduct this study will be greatly appreciated.

Thank you very much!

Respectfully yours,

Jose Vanjo Salazar

Hendrix Dequina

Ralph Lawrence Eras

Bachelor of Science in Information Technology

Cavite State University -Tanza