



Republic of the Philippines
Isabela State University
Echague, Isabela



College of Computing Studies, Information and Communication Technology

Date

Name of Recipient

Position

Address

Sir/Madam,

We are Bachelor of Science in Information Systems (BSIS) students from the College of Computing Studies, Information and Communication Technology of the Isabela State University – Echague Campus. We are currently conducting research on "Software Development or Business Process Re-engineering for Potential Clients" as part of our requirements in Capstone Project 1. We think that the development of an information system for your office or unit or performance appraisal of your current business model is important and timely, and we are inviting you to participate in this research project.

With this, we would like to find out about the information requirements, processes, and communication flows in your office or unit. This will help us understand what the information boundaries are that we will consider when developing the information system for your office or unit or identifying interventions for business process re-engineering.

The research would involve a brief meeting with us at the beginning of the project. We would also ask for copies of office forms and other pertinent documents concerning your office/unit process operations.

This study has been cleared by our program chair in accordance with the capstone project guidelines. You are of course, free to discuss your participation in this study with our subject teacher Dr. Quennie Joy B. Mesa, you may contact her at this email address: quenniejoy.b.mesa@isu.edu.ph.

The confidentiality of you taking part in this research will be respected. All information will be kept under secure conditions. In addition, you have right to withdraw this consent at any time without it affecting your relationship with the College or with us.

Yours faithfully,

Student Researcher

Student Researcher

Student Researcher

QUENNIE JOY B. MESA
Subject Teacher, Capstone Project 1

Noted by:

MARLYN M. BERMOZA, MIT
Program Chairperson

CHRISTINE G. SANJOSE, DIT
College Dean