May 24, 2022

Prof. Andrew G. Bitancor

Chairperson of EE Department

Subject: **Request for Interview**

Good day Sir,

I am Michelle Andrea Reyes, a representative of the second-year students of the BSIT course. We are tasked to create an ICT Automated System called iPLM that seeks to digitalize the processes handled by the chairperson and faculty. We would like to ask for your free time at any given date before the 28th of May 2022, in order to ask for requirements related to our given task.

If we are also allowed to, we would also to ask for a couple of forms that will be listed below.

We look forward to your cooperation

Here are the following questions that we would like to ask:

UPDATED REQUIREMENTS FOR THE FOLLOWING APPLICATIONS:
1. Study Plan
2. LOA
3. Honorable Dismissal
4. Practicum
5. Shifters
6. Transferee
7. Faculty Application

Additionally, if a student were to ask for re-admission after their LOA, would they need to fill out a form? If yes, what form would that be and could we have a sample of said forms? Lastly, what requirements would a student shifting from EE department to a different course need?

Sincerely,

2nd Year BSIT Students Representative:

Michelle Andrea Reyes

NOTED BY:

KT V. Fortuny
Project Adviser