April 14, 2025

**DR. DARYL JANE M. AGBAYANI-CABALLERO**

**Dean of the College of Business and Management**

**Central Mindanao University**

**FORMAL REQUEST FOR CONDUCTING AN INTERVIEW**

Dear Ma’am,

Good Day!

We, the undersigned, Francis Daniel D. De Vera, Kenny Walter P. Duran and Ervin John S. Libardos are Third-year IT students from the College of Information Sciences and Computing(CISC) from Central Mindanao University are currently conducting a Stakeholder/Client Market Analysis about the topic: ***“SwiftGrade: an AI-Assisted Quiz and Exam Management Suite using OCR and NLP for College Instructors and Teaching Faculty”*** for our IT100.1 - IT Capstone Project and Research I Subject.

The Aim of the Study is to create a new system, **that is similar to the Commercially Available “ZipGrade**”, but exclusively used in our University, in which its features support Different Type Exams, and our biggest claim of “Automating Essay Evaluation Tasks”. The Respondents are Teaching Faculty from Random Colleges, that is why your Office is selected; however, you have the choice to allow us or not.

In accordance with this, we would like to request for **an Interview with the Staff at your college**, if possible. The Interview would last about for **10-15 minutes** depending on favorable circumstances. Hoping and for your favorable action on our request. **And data collection will be kept with secrecy, and dealt with strict confidentiality** in accordance with the **Data Privacy Act (R.A. 10173)**

For any queries and/or concerns regarding this study, feel free to contact us via the mobile number: (+63)997 768 1792, or via email at s.devera.francisdaniel@cmu.edu.ph.

Thank you so much for your time and cooperation.

Respectfully yours,

**FRANCIS DANIEL D. DE VERA KENNY WALTER P. DURAN**

Student Researcher Student Researcher

**ERVIN JOHN S. LIBARDOS**

Student Researcher

Acknowledged:

**PROF.FLORDELIZA AGUIRRE DARYL JANE M. AGBAYANI-CABALLERO**

Research Advisor, CISC Dean, College of Business and Management, CMU