April 14, 2025

**DR. DENNIS A.TAN**

**Dean of the College of Education**

**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: Integrating OCR and NLP in an AI-Assisted Quiz and Exam Management System for College Educators”*** 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 decision to allow us or not.

In accordance with this, we would like to request for **an Interview with the Faculty at your college**, if possible. The Interview would last about for approximately **10-15 minutes** 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**

Lead Student Researcher Student Researcher

**ERVIN JOHN S. LIBARDOS**

Student Researcher

Acknowledged: Recommending Approval:

**FLORDELIZA N. AGUIRRE MST, LPT MINDELL RAY AGUIRRE**

Research Advisor, CISC IT Department Head, CISC

Recommending Approval:

**PROF. JOHN D. TAJONES**

Dean, College of Information Sciences and Computing