Zone 2 Barangay San Miguel

Iligan City, Lanao del Norte 9200

February 2, 2018

**LOMESINDO T. CAPARIDA, PHD**

Chair, IT Department, SCS MSU-IIT

Andres Bonifacio Avenue,

Tibanga Highway, Iligan City, 9200

Dear Sir Caparida:

I am writing this letter in behalf of my team, to request an interview about the Student Evaluation and Monitoring System.

Hello! My name is Christian Kate T. Mina, a current Information Systems student of the School of Computer Studies (SCS) at Mindanao State University – Iligan Institute of Technology. I am taking up a Software Engineering course under Prof. Manuel Cabido. One of the course requirements is the System Requirements Specification.

With that, I would love the opportunity to schedule an interview with you to learn more about the student evaluation and monitoring system like how the system will evaluate each student as to his/her subjects taken and credited to his/her course and also what subjects he/she needs to take in the succeeding semester based on his approved.

I know that you must be quite busy, so I assure you we will be brief — taking up no more than 45 minutes of your time.

I will contact you as soon as possible to inquire about a convenient time for scheduling thisinformationmeeting. You can also reach me at 09264000859 or at [christiankate.mina@g.msuiit.edu.ph](mailto:christiankate.mina@g.msuiit.edu.ph).

Thank you very much for considering this request.

Sincerely,

**CHRISTIAN KATE T. MINA**

3rd Year BS – Information System Student

Noted:

**PROF. MANUEL C. CABIDO**

Software Engineering Professor