May , 2024

**Mr. Ronjie Mar Malinao**

Dean

College of Information and Computing Sciences(CICS)

Panfilo M. Manguera Sr. Road, Tanza, Boac, 4900, Marinduque

Dear Sir Malinao:

Good Day!

The undersigned are students of Marinduque State College – College of Information and Computing Sciences taking up Bachelor of Science in Information Technology. Currently, we are enrolled in the course Capstone Project 1 which primary requirement is to develop a project proposal that focuses on the underlying principles of the said course with the implementation of standard operating procedures of managing organizational data, effective inventory and monitoring, analysis and prediction.

As of now, we are conceptualizing the project entitled "Advanced Online Proctoring Solution for Academic Integrity," aimed at enhancing online proctoring and fostering integrity in education within the College of Information and Computing Sciences.

The outcome of this endeavor aims to provide solutions to whatever identified problems of your organization in the area of data storage, processing and retrieval or provide opportunities to create innovations and improve business operations. But most importantly, we would like to come up with a project that will support your organization’s mission, vision and core business goal.

In this regards, may we earnestly ask your permission to please allow us to make your organization the subject of this undertaking and be able to do the following activities:

1. Conduct data-gathering activities like interview and observation with regards to the day-to-day business transaction your organization delivers;
2. Ask background information about the organization and its business goals and objectives;
3. Take pictures of the department setup; and
4. Conduct meetings via Google Meet or Zoom for consultation purposes.

Rest assured that whatever information we will gather will only be used in this study. We are hoping for the best that the outcome can be utilized and be of help to your organization.

Thank you very much for your most precious time and support.

Respectfully yours,

**Daniela Marquez**

**Jayron David Sadian**

**Rubylyn B. Rey**

**June Charles Mariquit**

Students

Noted by:

**Wilmer M. Pascual**

Co-Adviser

**Jeffrey Marapia**

Adviser