

Appendix A
TRANSMITTAL LETTER

January 20, 2026

DR. ROBERT B. PABILLARAN
Cot Dean / VP for Academics
Lapu-lapu City College

Dear sir,

The Researchers of College of Technology are currently conducting capstone project entitled "**DocuDB: An automated tool for Copc of Lapu-lapu City College**".

In this connection, we respectfully request permission to gather information related to the Document management of Copc In COT faculty. This may include conducting surveys, interviews and data gathering within the department. The information obtained will be used solely for academic and research purposes and will be treated with strict confidentiality.

Your approval will greatly help to complete our study. We sincerely hope for positive response. Thank you very much and may God bless you.

Respectfully yours,

BSIT 3A – Computer Technology

Research Group 7

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Noted By:

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DR. ROBERT B. PABILLARAN

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