



REPUBLIC OF THE PHILIPPINES

# LEYTE NORMAL UNIVERSITY

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May 2023

**DR. Evelyn B. Aguirre, D,A**

University President

Leyte Normal University

Independencia St. Tacloban City, Leyte

Dear Ma'am,

Good day!

We are Bachelor of Science in Information Technology Students of Leyte Normal University currently enrolled in Capstone Project. Anent to this, we are required to conduct research and software/hardware development as a major requirement in our program. The approved proposed title of our project is UNICESS: University Community Extension Services System, for Leyte Normal University. At this stage in our research, we are collecting relevant data through our field research.

In line with this, we have chosen Leyte Normal University Faculty Members and Staff as our research locale and would like to ask your permission to conduct a survey, interview, and observation in order for us to be familiarize with the processes and procedures that your office is implementing. Rest assured that all personal information collected will be kept confidential. The undersigned can be contacted at their mobile number: +639776166023 and email address: 1800922@[lnu.edu.com](mailto:1800922@lnu.edu.com)

Thank you very much!



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Respectfully yours,

Derick Justin M. Durante  
*Researcher*

Ariel C. Lopez  
*Researcher*

John Lloyd C. Rosanes  
*Researcher*

Lowell S. Tebrero  
*Researcher*

Noted By:

Prof. Aiko L. Amago .  
Capstone Project Adviser

Concurred by:

JUSTINA T. LANTAJO, PhD  
Academic Chair, Applied Sciences Department

JOYCE M. MAGTOLIS, PhD  
Dean, College of Arts and Sciences

Recommending Approval:

MA. ROCINI E. TENASAS, PH.D.  
Vice President, Academic Services

Prof. Oreste M. Ortega Jr.  
OIC - Chief Administrative Officer - Administration

DR. GENEROSO N. NAZO, JD, PH.D  
Vice President for Admin and Finance

Action Taken:

[ ] Approved

[ ] Disapproved

DR. EVELYN B. AGUIRRE, DA  
University President