



28 February 2025

DR. CECILIA S. SANTIAGO

Vice President, Academic Affairs
This College

Madame,

Warmest greetings! I hope this letter finds you well.

The Builders of Information Technology Society formally request approval to host an event titled **"From Vision to Reality: The Capstone Adventure Begins"**, scheduled for **March 27, 2025**, from **7:00 AM to 12:00 PM** at the **Farmers Training Center**.

This event is designed to provide 2nd-year BSIT students with a comprehensive understanding of the capstone project development process. It aims to equip students with the fundamental knowledge necessary before embarking on their capstone journey. Through discussions on research methodologies, project design, and the development process, this event will serve as a valuable guide in preparing students for their future projects.

Thank you for considering our request. We look forward to your positive response and hope to make this event a memorable occasion for our IT community.

Respectfully yours:

ANGELO LAURENTE

OIC President, Builders of Information Technology Society

MA. MELANIE ABLAZA-CRUZ, DIT

Adviser, Builders of Information Technology Society

Noted by:

MICHELLE M. CORTEZ, MIT

Dean, Institute of Engineering and Applied Technology

VLADIMIR C. SEMPIO, RN, MSN

Head, Student Development Programs Unit

Recommending Approval:

JENNIFER P. ADRIANO, Ph.D.

Director, Student Affairs and Services



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