



**DALUBHASAANG POLITEKNIKO
NG LUNGSOD NG BALIWAG**

#DalubhasaanKongMahal



Institute of Information Technology and Innovation

February, 1 2025

Office of the Mayor

Municipality of Guiguinto

Poblacion, Guiguinto, Bulacan

Dear Madam,

Greetings from the Institute of Information Technology and Innovation (IITI) at Dalubhasaang Politekniko ng Lungsod ng Baliwag (BTECH)!


As part of our Capstone Project and Research 1 (CAP101) requirements, we are developing a Scholarship and Grant Management System aimed at streamlining and improving the administration of financial assistance. This project is not only an academic requirement but also an opportunity for us to contribute to the community by creating a system that can benefit organizations like yours.

We would like to formally request the opportunity to collaborate with SIKKKAT for the software product solution that we aim to develop. We have already spoken with SIKKKAT, and they have been informed that the start of the system's development hinges on the approval of our title proposal defense by the panelists assigned by our school. This approval is necessary to ensure that our project meets academic and institutional standards before proceeding further.

We assure you that any information shared will be treated with the utmost confidentiality and used solely for the purpose of this project. We are confident that this collaboration will not only benefit your organization but also provide us with invaluable real-world experience in system development and innovation. We would be honored to work with you on this initiative and contribute to the advancement of education and community development.

Thank you very much for your kind consideration.

Respectfully,


Katrina Paula A. Dela Cruz
Project Manager of Team CODE DELTA
3rd Year BSIT Student

Recommending Approval:


Jonathan C. Morano
CAP101 Coordinator, IITI

Cc:

Jocelyn C. Enrile
Program Director, IITI

Reina T. Payongayong
Dean, IITI