

DATE : June 11, 2025
TO : JOMARIE LANZA
GFDC – Admin and Accounting Manager
FROM : FINANCE STRATEGIC & CONTROL GROUP
CC : VALERIE ANN G. ANACAN
AVP- Finance Services, Strategic and Controls
WILSON V. MIDER
VP Finance and COO

We would like to formally request your approval to authorize our System Support Officer, Mr. Orlando Aguisando, to conduct a comprehensive review and evaluation of GFDC's existing Lending System. The primary objective of this initiative is to assess the system's current functionality, performance, and operational efficiency.

This review aims to:

- Identify system limitations and opportunities for improvement
- Provide recommendations for potential upgrades or enhancements

This evaluation is aligned with the ongoing proposal to upgrade the server submitted by our current IT consultant (Aumar G. Daguia) and will support informed decision-making regarding system enhancements.

If available, we would appreciate it if you could share in advance any relevant process manuals or documentation that would provide us with an overview of the system.

Thank you and we appreciate your consideration and look forward to your approval.

Respectfully,


Amalia Eden Panes
Finance Strategic & Control Group Head

NOTED BY: 
ORLANDO JR. D. AGUISANDO