August 13, 2025

MS. ANN KYLA V. AQUILER
President & Student Trustee
SSC-CSPC

Dear Mr./Ms. Recipient,

Greetings!

We, the undersigned, are Bachelor of Science in Information Technology (BSIT) students from Camarines Sur Polytechnic Colleges. We are currently conducting research for our capstone project titled, "Web-Based Financial Management and Clearance System for Student Organization."

The system focuses on keeping accurate records of students' financial obligations to their organizations, providing transparency on payments, informing students of their semestral clearance status, and issuing clearances in soft copy.

Originally, our study focused solely on the College of Computer Studies Student Organization. However, based on the recommendations during our title defense, we have broadened the scope to cover all departments in CSPC, selecting the Student Council of each department as our focus organizations.

In this regard, we respectfully request your permission to gather data, specifically a list of all governors of the Student Council in each department, along with relevant details needed for our study. All information will be used strictly for academic purposes and handled with confidentiality.

We appreciate your time and support and look forward to your favorable response.

For questions, you can reach us at **micezar@my.cspc.edu.ph**. Thank you for considering our request. We look forward to the possibility of working together and contributing to your organization.

Best regards,
MICHAELA M. CEZAR
Project Head/ Programmer (PH/P)

APRIL B. ABONITA
Software Engineer/ Database Designer (SE/DD)

MARK BRYAN S. LUCAS
UI Designer (UID)

Noted by:

MARICRIS L. RAMIZARES, MIT
Capstone Project Adviser