September 15, 2025

**Hon. Virgilio F. Fidel**  
Municipal Mayor  
Local Government Unit of Indang  
Indang, Cavite

Dear Mayor Fidel,

Greetings from Cavite State University!

In line with our mandate to extend knowledge and expertise to our partner communities, we at the College of Engineering and Information Technology – Department of Information Technology would like to explore a potential collaboration with the Municipality of Indang to strengthen and enhance its Information and Communications Technology (ICT) services.

Our faculty and students have been actively engaged in developing solutions and capacity-building initiatives for local government units. We believe that by working together, we can design ICT-based systems and training programs tailored to the needs of the LGU and its constituents.

Specifically, we hope to:   
– Conduct a needs assessment to identify areas where ICT can streamline municipal services.  
– Propose or develop digital solutions (e.g., information systems, records management, or e-governance platforms).  
– Provide training for LGU staff on ICT tools and cybersecurity best practices.

We would be honored to discuss this in more detail with you and your team at your most convenient time. Our goal is to establish a partnership that contributes to more efficient public service delivery and community development.

Thank you very much for considering this initiative. We look forward to your favorable response.

Respectfully yours,

**James Angelo V. Aves**  
Faculty Member

Noted by:

**charlotte b. carandang WILLIE C. BUCLATIN, PhD**  
Chairperson, DIT Dean, CEIT

Approved:

**Virgilio F. Fidel**  
Municipal Mayor