

October, 1, 2013

To whom it may concern,

We are a group of students from the Ateneo de Manila University. For one of our subjects, Information Systems Administration under Mr. Ariel Maguyon, we are required to audit a company which has an IT component and we would like to request permission to conduct a study on your Information Systems Department. The nature of the study will be non-intrusive and will be focused on the processes and controls involved. It would be acceptable if the information we acquire from the company does not completely answer all of the questions from the list and is within the limits of the company's security measures. The group will be willing to sign a non-disclosure agreement and forward our findings to your company.

Appended below is the list of questions and points we are planning to inquire:

- Organizational structures
- Network architecture
- Communications network
- Job description
- Responsibilities
- Processes – maintenance, backup plans, what and how they handle the threats (per year, day, month, year if possible) How often do they update
- Accesses in their company website and/or database.
- Security measures
- Hardware/software specs
- Business Continuity Plan/Disaster Recovery Plan
- Are there sufficient controls in the System?
- Which areas are not covered by controls?
- Which controls are not necessary?
- Are the controls effective?
- Is there a clear separation of duties of the employees?
- Are there procedures to ensure compliance with the controls?
- Are there procedures to ensure reporting and corrective actions in case of violations of controls?

We hope to hear from you soon. Thank you for your time.

Sincerely,

Francis Gerard Y. Fajardo

094200

IV - BS Management Information Systems

09158005481

franz_fajardo22@yahooo.com