



Republic of the Philippines

Technological University of the Philippines -Taguig

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Vision : TUP-Taguig Campus shall be a premier state university with recognized excellence in engineering and technology education at par with the leading universities in the ASEAN region.

Request for Student Population Data from the Office of the Registrar

November 30, 2023

Ms. Menerva P. Doctor

Registrar III

Madam:

We trust this message finds you well. We are students of Bachelor of Science in Information Technology (BSIT) as a major requirement in our course and in the subject IT Capstone. We, the team currently working on the project titled **"REDigitalized: Empowering Research and Extension Services at TUP-Taguig,"** from BSIT-ST-4A. In preparation for our upcoming pre-survey, which plays a crucial role in the progress of our project, we are seeking your assistance in obtaining specific student population data.

We are particularly interested in:

- Total population of students in TUP-Taguig.
- The number of students enrolled in each course under their respective departments.

Access to this data will enable us to accurately determine the sample population and identify suitable research respondents for our pre-survey. We believe that a comprehensive understanding of the student population will significantly contribute to the success and effectiveness of our project. Rest assured, any data provided will be treated with the utmost confidentiality and used exclusively for the academic purposes of our IT Capstone 1 project. We are committed to adhering to all privacy regulations and protocols.

If there are specific procedures, forms, or additional information needed to facilitate this request, we kindly request your guidance at your earliest convenience.

Thank you for your time and cooperation. We appreciate your assistance in improving the progress of our project.

Accordingly, this request is submitted for your kind consideration and approval. We are hoping for your positive response. Thank you and have a good day.

Respectfully,

JOSEPH ANDRE B. BALBADA
Capstone Project Researcher

RON MICHAEL E. DEJAN
Capstone Project Researcher

AIMER JAY G. PEDROZO
Capstone Project Researcher

Noted by:

MR. RICO S. SANTOS
Capstone Project Technical Adviser