April 24, 2025

**Dr. ENRICO M. DALANGIN**

Chancellor

Batangas State University TNEU

ARASOF Nasugbu

Thru: **Dr. LORISSA JOANA E. BUENAS**

Dean, College of Informatics and Computing Sciences

Dear Dr. Dalangin,

Good day!

I am writing to formally request the transfer of the developed IT Capstone Project entitled “DocMaP: A Document Management Portal with Integrated Smart Analytics) to Lian National High School for official use and implementation.

The DocMaP system, which was developed by the Capstone students under your esteemed institution, addresses essential needs in monitoring faculty performance, managing professional development records, and generating analytics reports crucial for school improvement planning. Given its relevance and potential to significantly enhance our administrative processes, we express our strong interest in adopting and utilizing the system as part of our school’s operational tools.

We are committed to ensuring the system is maintained and utilized in accordance with its intended educational purpose. Should this request be approved, we are also open to collaborating further with your institution for future enhancements or training programs related to the system.

We respectfully seek your approval for the formal turnover of the system, including its documentation and user manuals. Your favorable response will be instrumental in supporting our continuous effort to embrace digital transformation in our school.

Thank you very much for your support to innovations in public education. We look forward to your positive response.

Respectfully yours,

**Dr. JORGE C. BAUTISTA**

Principal

Lian National High School