<Date>

**<Name of Adviser>**

PHINMA Araullo University

College of Information Technology

Concepcion, Maharlika Highway

Cabanatuan City

Dear Sir/Ma’am,

Greetings!

We are pleased to consider you as our adviser-consultant this 2nd Semester AY: 2024-2025 for our Capstone Project and Research 1 (ITE309) entitled:

**< Project Title >**

Attached please find a copy of our function-specifications and draft copy of proposal. We shall be most pleased to schedule a meeting with you where our team may discuss more details of our project.

We look forward to your approval of our request and of leaving much from you.

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| Respectfully, | | | | | | | | |  |  |
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|  | Team Leader | | | | | | | | Contact Number | |
|  |  | | | |  | | | |  |  |
|  | Member | | | | | | | | Contact Number | |
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|  |  | | | | |  |  |  |  |  |
|  | Member | |  | | | | | | Contact Number | |
|  |  | | |  | | | | |  |  |
|  | Member | | | | | | | | Contact Number | |

Noted:

Capstone Project Coordinator



COLLEGE OF INFORMATION TECHNOLOGY AND ENGINEERING

RE: CAPSTONE PROJECT & RESEARCH 1

In the spirit of cooperation and service, I approve of this request being made aware further of my advisory duties as follows:

1. *I shall provide technical guidance to the team without prejudice to ethical learning and instruction;*
2. *I shall make myself available at least 3 hours per week to provide the necessary assistance and support to the team, the same of which shall be recorded accordingly;*
3. *I shall certify that the team designs and develops their proposed project observing ethical rules and integrity;*
4. *I shall maintain a record of their individual performance of assigned tasks and the same report shall be submitted to the Capstone Project Coordinator on the scheduled defense date of the group; and*
5. *I shall notify the Capstone Coordinator for any unusual or peculiar matters necessitating intervention from the College and/or from the Coordinator such as, but not limited to group division, resorting to unethical practices, deliberate non-compliance or submission to agreements relative to assigned tasks.*

CONFORME:

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Capstone Project & Research Adviser

(Signature over printed name) Date