

**UNIVERSITY OF THE EAST**

105 Samson Road, Caloocan City

April 12, 2023

***San Roque Cathedral-Parish***

A. Mabini St, corner 10th Ave, Poblacion, Caloocan, 1400 Metro Manila

Dear Sir/ Madam,

Greetings!

We, the students of IT2F 3rd year College currently enrolled in the University of the East Caloocan City, would like to ask your request and permission for allowing us to build a project in your organization. We would like to ask for your permission in creating a Church Management System by giving us the details of the processes in all transactions of the services provided by the Church. We would like to inquire as to what are the requirements needed for the services offered in the Parish such as the details, and documents needed for Weddings, Baptism, Confirmation, etc. that will be used in our project for creating a Church Management System that includes church services. The data that will be used for the system shall include anonymous details and not the actual data from your records.

Expect that all information given will be used for academic purpose only and shall strictly be confidential.

Respectfully,

**Ian Conner Earl Gaspar**

Group Leader

**Prof. Amelia Damian**

Thesis Adviser

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Signature