

September 15, 2025

Dr. Fernand T. Layug
Dean, College of Computer Studies
Santa Rita College of Pampanga

Dear Mr. Layug,

Greetings from the College of Computer Studies!

Innovation is one of the top priorities of companies to keep abreast of recent trends in the industry, particularly in the field of Information Technology (IT). Organizations and industries are advancing their services and procedures with the aid of computer technology to enhance customer relations and to facilitate sound decision-making.

As a requirement for the degree Bachelor of Science in Information Systems, the BSIS 3rd Year students are required to undergo training to come up with software innovations and IT solutions to improve transactional procedures. Moreover, the students are required to present a capstone project that is expected to be a substantial piece of work where its completion will demonstrate the competency, problem-solving, and critical thinking skills of the students.

Proposed Study: Research Vault: A Capstone Management System with Integrated Research Repository for Santa Rita College of Pampanga

In view thereof, may we request your kind approval to allow the following students:

1. DIZON, JOHN CARL D.
2. DIZON, JHON LOUIE B.
3. DULA, CLARENCE B.

to conduct interviews with key personnel and to gather pertinent records pertaining to this matter. Rest assured that the collected information will be treated with the utmost confidentiality.

With immense appreciation, we thank you for your support in this meaningful endeavor.

Respectfully yours,

Dr. Fernand T. Layug
Dean, College of Computer Studies