



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

COLLEGE OF COMPUTER STUDIES

Dr. Francis F. Balahadia

College of Computer Studies, Dean

Laguna State Polytechnic University, Siniloan Campus

Dear Sir/Ma'am:

Good day!

We are fourth-year students from **BSIT 4B – Service Management Program** under the Bachelor of Science in Information Technology. As part of our course requirement in **ITEP 414 – System Administration and Maintenance**, we are currently developing a project entitled “**Dean’s List Online Submission System.**”

This project aims to digitalize the process of submitting and verifying Dean’s List applications. The system provides features such as student account registration, online submission of grade reports and registration, eligibility checking, and verification. In line with this, we respectfully request permission to:

1. Gather necessary data related to the qualification and submission process.
2. Coordinate with the College of Computer Studies Student Body Organization and the College of Computer Studies Dean’s Office for content accuracy.
3. Test and evaluate the project within the College of Computer Studies.

All information collected will remain confidential and will be used solely for academic and project development purposes. Thank you for your kind consideration and continuous support.

Very respectfully yours,

JERIC PUNAY

Project Leader

Noted:

JOSHUA C. LEONES

ITEP 414 – System Administration and Maintenance, Instructor

Recommending Approval:

IYA JHAMAE P. REMENTILIA

CCS – SBO, President

LOUIE JEROME L. ROLDAN

CCS – SBO, Junior Adviser

MERVIN JOMMEL T. DE JESUS, PhD

CCS – SBO, Senior Adviser

Approved/ Disapproved:

FRANCIS F. BALAHADIA, DIT

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