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Republic of the Philippines

**CAMARINES NORTE STATE COLLEGE**

F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines

**INSTITUTE OF COMPUTER STUDIES**

October 18, 2022

**SHEILA SAPUSAO, MPA**

*Registrar III*

CNSC Registrar Office

Dear Madam,

Greetings!

We, the Bachelor of Science in Information Technology students from the Institute of Computer Studies, are conducting research as a part of the Capstones III subject's partial requirements.

Data collection is necessary for our study titled, "Student Record Management System," in order to provide it's intended results and benefit the client, your good office the Registrar office.

In accordance with this, we would like to ask for your availability and approval for a series of interviews and permission to take pictures of your workplace for 3D mapping and prototyping. With this, we can collect the information we need for our project and ensure that all data gathered for this request is legal and for educational purposes only, that confidentiality will always be maintained.

Hoping for your favorable consideration.

Sincerely yours,

*The researchers,*

**JAYSON B. AGUILAR**

  
**ERICKA MAE CELLING**

  
**MAUREN HERMOSA**

Noted:

**SPENCER SALUDES**

*Adviser*

Instructor I, Institute of Computer Studies