



Republic of the Philippines
CAVITE STATE UNIVERSITY

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November 28, 2020

MR. MARCELINO T. ELCHIO JR.

Head Administrator
Karunungan Village Academy
Teachers Village General Mariano Alvarez Cavite

Dear Sir:

Good day!

We, 3rd year students of Bachelor of Science in Information Technology from Cavite State University - Carmona, are currently taking ITEC 200A (Undergraduate Thesis Part I). A requirement of the course is to conduct a study which will allow us to identify the problems encountered by a certain institution with their current process, and develop a system for them as a solution.

In this connection, we are requesting your good office to please allows us to conduct the said study in your institution. Rest assured that all of the information will be treated with utmost confidentiality.

We are hoping for positive response. Thank you very much and God bless!

Respectfully yours,

STEWART P. ALBINO
Student Researcher

LURRI JANE C. RHUDY
Student Researcher

Endorsed:

RICHARD L. HERNANDEZ
Research Coordinator, Dept. of Industrial and Information Technology

REGENE G. HERNANDEZ
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CHRISTINA M. SIGNO
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