



"For Nation's Greater Heights"

Republic of the Philippines  
**SURIGAO DEL NORTE STATE UNIVERSITY**  
Narciso Street, Surigao City 8400, Philippines



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## COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY

April 30, 2025

**RIZA B. MUTYA**

PGO Staff

Jose Sering Road,  
Surigao City 8401

Dear Sir/Madam:

Greeting of Peace!

We, **VINGIE O. NIMEZ** and **RONALD ALAN M. PATIÑO**, third year Bachelor of Science in Information Technology students of Surigao del Norte State University, are currently working on our capstone project initially entitled "**SCHOLARSHIP MANAGEMENT SYSTEM**" in partial fulfillment of the requirements of our academic program.

In line with this, we respectfully seek your permission to conduct an interview, perform actual observations, and gather relevant data regarding the processes in your office/establishment that are essential to our study. Rest assured that all information collected will be handled with the utmost confidentiality and will be used solely for academic purposes.

Hoping that this request will be granted and have your support.

Very truly yours,

**RONALD ALAN M. PATIÑO**  
Group Representative

Noted:

**MS. ALMA CHRISTIE C. REYNA, MSIT**  
Adviser

Approved:

**RIZA B. MUTYA**  
PGO Staff