**COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY**

April 28, 2025

**MA. CRISANTA S. VASQUEZ**

CANTEEN HEAD

SNSU CANTEEN

SURIGAO DEL NORTE STATE UNIVERSITY

Dear Ma’am:

Greeting of Peace!

We, **ACE JUSTIN D. CENIZA** and **ANDREI GERARD A. ESCAÑAN**, third year Bachelor of Science in Information Technology students of Surigao del Norte State University, are currently working on our capstone project initially titled “**SNSU Canteen E-Wallet: Enhancing Food Purchases Through Digital Credits**” 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, Noted:

**ACE JUSTIN CENIZA MS. ALMA CHRISTIE C. REYNA, MBA, MSIT**

Group Representative Adviser

Approved:

**MS. BEATRIZ FE LIM POTOLIN**   
Owner