



# COLEGIO DE STA. TERESA DE AVILA

6 Kingfisher Corner Skylark Streets, Zabarte Subdivision  
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## SCHOOL OF INFORMATION TECHNOLOGY

November 8, 2021

**Harold R. Lucero, MIT**

Dean – IT Department

**Colegio De Sta. Teresa De Avila**

6 Kingfisher Corner Skylark Streets, Zabarte Subdivision

Dear Sir/Ma'am:

Greetings!

We, **Kristian Ryan B. Bulos, Jason B. Muñoz, Ma. Shiella Ann D. Lagrimas and Jessica Mae G. Santos** a 3rd year Bachelor of Science in Information Technology students of Colegio de Sta. Teresa de Avila and presently enrolled in our Capstone Project Proposal requesting your good office to conduct a study in your prestigious institution and be the recipient of our project proposal entitled **Design and Development of A Web-Based Student Portal for Colegio De Sta. Teresa De Avila.**

In this connection, we are seeking permission to allow us to conduct an interview and request for some data, information, sample forms that are essential in the completion of the proposed study. Those data can help the proponents in defining the bottleneck or problems of the existing system and be able to provide a solution that will help the organization in achieving its goal.

Rest assured that documents and information will be used only for our study and will be treated with the utmost confidentiality.

We are hoping for your kindness regarding this matter.

Thank you and more power!

Respectfully yours,

  
**Kristian Ryan B. Bulos**

Group Leader

Noted By :

  
**Harold R. Lucero, MIT**  
Dean – IT Department