**October 18, 2023**

**TO: KENMAR C. BERNARDINO**

*Chairperson, Information Technology Department*

Good Day!

We, the **fourth-year college students** of **Pamantasan ng Lungsod ng Valenzuela**, taking up **Bachelor of Science in Information Technology (BSIT)**, would like to seek your acceptance and cooperation to be part of the **Evaluation** of our **Capstone Project entitled: Development and Evaluation of Ugnay-Hand: A Filipino Sign Language (FSL) Supplemental E-Learning Application for Serrano Elementary School – Special Education Department** . Our Capstone Project is a partial requirement for our undergraduate study. The project aims to **develop a computing solution that will aid in solving specific problems of the target client**.

In line with this, we would like you to ask your good office to allow the following IT Experts below to evaluate our developed system as part of our evaluation process.

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| --- | --- | --- | --- |
| **Name** | **Position** | **Company** | **Email Address** |
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We are ensuring your office as well that all data that our **Experts** shall be providing upon answering this survey will be confidential and only be used in academic purposes. We are also seeking approval to conduct documentation and be allowed to take photos while the Evaluation process is ongoing.

Hoping for your consideration and approval regarding this matter.

Thank you and God Bless.

**NAME OF STUDENT (LEADER)**

*Researcher*