

**Makati Science Technological Institute of the Philippines**

College of Information Science

Manila

September 4, 2024

|  |  |
| --- | --- |
| F O R: | **Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | Dean |
| THRU: | **Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Research Coordinator |
| SUBJECT: | **Topic Presentation Oral Defense** |

I am **Mr. Juan A. Dela Cruz** completing the degree in Bachelor of Science in Information Science and enrolled this current semester of SY 2024-2025. I would like to apply for a topic presentation defense and attached are the required documents as stated in the checklist:

1. Copy of the Manuscript
2. PowerPoint Presentation Slide
3. Application for Oral Defense

I would like to request for a schedule of the defense on October \_\_, 2024 Wednesday 10:00am - 12:00pm.

Thank you very much.

Sincerely yours,

**Mr. Juan A. Dela Cruz**

BSIS student