Republic of the Philippines

**Mindanao State University**

**Maigo School of Arts and Trades**

Maigo, Lanao del Norte

**LETTER TO THE RESPONDENTS**

March 8, 2023

To: Students, Faculty and Staff

MSU-MSAT, Maigo, Lanao del Norte

Dear Respondents,

We, the senior students of the Bachelor of Science in Computer Science at MSU - MSAT are conducting a research study entitled “High School Grade Reporting and Recording System of the Mindanao State University – Maigo School of Arts and Trades” in partial fulfillment of the requirements of our degree program.

We are writing this letter to request and allow us to gather list of names from the Secondary Department Faculty, a relevant information that will help us on succeeding our study. The data you will supply will be added on the information that we needed as we conducted our research study.

If possible, we will be collecting the needed information on the 3rd week of the month of March, 2023 upon your approval. Rest assures that the data you will provide will remain confidential. We will appreciate your help on providing relevant information to complete our study.

Sincerely yours,

**OMAIDA MANAMPARAN** **HAZIEL MAE MERTO ARMAN REMOLLO**

Researcher Researcher Researcher

**REYRIS MILMAO**  **KENT VERGEL VILLAGOMEZ**

Researcher Researcher

Noted:

Glitz Wyn T. Sobisol Clarissa Y. Honcada

Thesis Adviser Campus Registrar