



Date: September 21, 2016

Project Name: Enhanced APC Faculty Loading System  
Course: BSCS  
Subject: Applied Project 2 (CSPROJ)

Ms. Roselle Gardon  
Designation: Professor

Dear Ms. Gardon

Greetings!

Project Manager Rafael Ochotorena has requested that you serve as their Project Consultant. We take great pleasure in inviting you to do so. We are confident that your qualifications, expertise and experience will be beneficial to the project in guiding them towards the successful completion of their project.

The Roles of the Project Consultant will be as follows:


- Advises the student(s) on the specific areas of the project (e.g. if Consultant strength is database);
- In constant communication with the Subject Instructor and Project Mentor/Adviser for consistency of rules and schedule implementation;
- Commitment to agreed regular weekly meetings or consultation schedule with the project group for monitoring progress and help meet project schedule; and
- Signing at SoCSIT Consultation Logbook (at the reception area), every time there is consultation or discussions made with the group; making use of available discussion rooms, if necessary.

We hope that you will accept this invitation. If there are queries that you need to clarify in this regard, I will be more than happy to assist.


Thanking you,

Sincerely,

  
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Rafael Ochotorena  
Enhanced APC Faculty Loading System

  
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Prof. Mr. Manuel "Sean" Sanchez  
Class Professor

☒ Accepted Sept 21, 2016  
☐ Not accepted

  
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Ms. Gardon  
Professor