

April 8, 2025

**BABYLYN DIMALILAY**

Owner, Fashionlane GiftShop  
Market City, Agora, Lapasan, Cagayan de Oro City

Dear Ms. Dimalilay:

Warm greetings!

The undersigned are Bachelor of Science in Computer Engineering students at the University of Science and Technology of Southern Philippines. We are researching and discovering the requirements of users, customers, and other stakeholders for a thesis to develop a multi-camera person detection system for tracking and monitoring customer movement in your store. The information that will be gathered will be very beneficial in the design and implementation of the thesis.

In view thereof, we formally request your permission to conduct a document review, observation, and interview in your enterprise. Rest assured that the information collected from you will only be used for specific purposes within the framework of the project. All information will be treated with the utmost confidentiality in compliance with the Data Privacy Act of 2012 (R.A. 10173). Specifically, we commit to the following:

1. Data will be used solely for academic purposes.
2. Information collected will be anonymized to ensure individual privacy.
3. Data storage will comply with industry standards for security, and access will be restricted to authorized researchers only.
4. All records will be permanently deleted upon the study's conclusion.

We greatly appreciate your support and collaboration in this endeavor. Please do not hesitate to contact us at +639608374144 for any concerns or clarifications. We hope you approve this request.

Sincerely yours,

**XYRUS VINCENT L. DOMINGUEZ**

Research Leader

**PRECIOUS HOPE T. JUMUAD**

Research Member

**VENZ JOSHUA NOLASCO**

Research Member

**REZZELLE T. ONAHON**

Research Member

Noted by:

**ENGR. JODIE REY D. FERNANDEZ**

Thesis Adviser/Faculty, Computer Engineering Department