



## School of Computing and Information Technologies

Date: December 7, 2021

Subject: **Applied Projects for IT-MI (MCSPROJ)**

Project Name: **Asia Pacific File Script (APCFS)**

Mr./Ms. **Jojo Castillo.**

Designation: **Professor**

Dear Mr. / Ms. Jojo Castillo

Greetings!

I belong to one of the student groups who are enrolled in **Applied Projects for IT-MI (MCSPROJ) for the 3<sup>rd</sup> Term of the school year 2020-2021**. On behalf of the group members, I, **Timothy Velasco**, as the team leader, humbly requests that you serve as our **project consultant**. My members and I are confident that your qualifications, expertise, and experience will be beneficial to the project in guiding the team towards its successful completion.

The roles of the project consultant will be as follows:

- Advises the student(s) on the specific areas (depends on consultant expertise) of the project.
- Must be in communication with the course instructor and project adviser for consistency of rules and schedule implementation.
- Will assist the Project Adviser in doing basic proofreading of the submitted project deliverables,
- Commits to agreed regular weekly meetings or consultation schedules with the project group to monitor progress and help meet the project schedule.

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. If you accept the invitation, kindly affix your signature at the end of the document.

Thank you.

Sincerely,

X

**Timothy Chkille Velasco**

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Team Leader

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 **Manuel Sebastian S. Sanchez**

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Signed 12/15/2021

Course Instructor



Recoverable Signature

X



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Project Consultant

Signed by: 85a1a582-5645-4a74-bdba-c9a585b060d4