



## 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 adviser**. 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 adviser will be as follows:

- Be aware and informed of the project policies and guidelines, schedule of activities, deliverables and deadlines as imposed on the project and convey the same to the project group, seeing to it that these are well-followed.
- Be in constant communication with the course instructor for consistency of rules and schedule implementation.
- Ensures that the study proposed by the students conforms to the standard of the College and has immediate or potential impact on the research thrust of the school.
- Guides the research / capstone project in the following tasks while in the proposal stage:
  - Defining the research problems/objectives in clear specific terms
  - Building a working bibliography for the research
  - Identifying variables and formulating hypothesis, if applicable
  - Determining the methodology, research design, population to be studied, research environment, instruments to be used and the data collection procedures.
- Meets the team regularly (at least once a week) to answer questions and help resolve impasses and conflicts, points out errors in the development work, analysis or in documentation, and monitor the group's progress. The adviser must remind the proponents/researchers to do their work properly. NOTE: The team must seek proper appointment.
- May endorse the group to external agencies or experts for additional consultation.

- Reviews thoroughly all deliverables at every stage of the research / capstone project to ensure that they meet SoCIT's standards. The adviser may also require the team to submit progress reports regularly.
- Recommends the proponents/researchers for oral defense. *The adviser has the right not to sign the Oral Defense Notice if he/she believes that the proponents/researchers are not yet ready for oral defense.* Thus, the proponents/researchers should ensure that they are ready and have met the requirements for oral defense to secure approval signature of the adviser.
- Be involved in the presentations conducted by the project group and may clarify points during the oral defense.
- Guides the students in incorporating revisions appropriate to the documents and/or software.
- Grades the team (20% of the midterm and final grades will come from the adviser/s).
- Will do basic proofreading of project deliverables of the students.
- Forwards the grades to the course instructor on the 6<sup>th</sup> week (for midterm computations) and on the 12<sup>th</sup> week (for final grade computations).

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

**X** **Mandel Sebastian S. Sanchez** Signed 12/15/2021

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Course Instructor

 Recoverable Signature

**X** *Castillo*

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Project Adviser

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