



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**

**The National Engineering University**

**ARASOF-Nasugbu Campus**

R. Martinez St., Brgy. Bucana, Nasugbu, Batangas, Philippines 4231

Tel Nos.: (+63 43) 416-0350 local 207

E-mail Address: [cics.nasugbu@g.batstate-u.edu.ph](mailto:cics.nasugbu@g.batstate-u.edu.ph) | Website Address: <http://www.batstate-u.edu.ph>

**College of Informatics and Computing Sciences**

Dear Respondents,

Warmest Greetings!

We, the developers and fourth-year students at Batangas State University, The NEU ARASOF-Nasugbu Campus, are currently working on a project entitled "**DocMaP: A Document Management Portal with Integrated Smart Analytics.**" This initiative aims to streamline document management processes within schools under the Department of Education (DepEd), enhancing accessibility and improving efficiency for faculty and administrators.

In line with this, we respectfully invite you to participate in our survey. The project aims to evaluate on the functionality, reliability, usability, performance, and supportability of the system. Your unique perspectives and insights will significantly enhance the quality and relevance of our system, ensuring that DocMaP aligns with the actual needs and challenges of its users. We sincerely appreciate your time and thoughtful responses to our questionnaire, as the information you provide will be essential in creating a system that best supports document handling and information management for educational institutions.

Your survey responses will be solely used for academic purposes only and strictly confidential under the Data Privacy Act of 2012 (RA 10173).

Thank you very much for your support and collaboration.

With utmost respect and gratitude,

Christian L. Abiog

Jamir Adrian D. Hernandez

Sean Leoj I. Amorante

***The DocMaP Development Team***

---

Date: \_\_\_\_\_

Name (optional): \_\_\_\_\_

Gender: ☐ Male ☐ Female

Type of Respondent: ☐ IT Expert ☐ Admin ☐ Department Head ☐ Teacher

**Directions:** Please read each statement below carefully. Check (/) all the options that reflect the challenges you encounter with your organization's current document management and submission processes. Place a checkmark in each box that corresponds to the issues you experience regularly. Feel free to select all that apply.

- ☐ Frequent loss or misplacement of documents.
- ☐ Lack of a centralized storage for easy access.
- ☐ Time-consuming document retrieval process.
- ☐ Overwhelming volume of documents to process.
- ☐ Limited space for storing physical documents.
- ☐ Delays in document processing and approval.



**College of Informatics and Computing Sciences**

- ☐ Difficulty tracking submitted documents.
  - ☐ Challenges organizing digital and physical files.
  - ☐ Time-consuming manual document filing.
  - ☐ Difficulty tracking document deadlines.
  - ☐ High risk of errors due to manual processes.
- Others: \_\_\_\_\_

Direction: Please evaluate/rate the following items to determine the acceptability of the **DocMaP: A Faculty Document Management Portal with Integrated Smart Analytics** by checking (/) the corresponding box using the scale below:

- 5 – Strongly Agree**
- 4 – Agree**
- 3 – Neutral**
- 2 – Disagree**
- 1 – Strongly Disagree**

**Level of Acceptance**

<b>Ease of Use</b>	<b>Strongly Agree (5)</b>	<b>Agree (4)</b>	<b>Neutral (3)</b>	<b>Disagree (2)</b>	<b>Strongly Disagree (1)</b>
1. The system is easy to navigate and use.					
2. The system provides a user-friendly interface.					
3. I can accomplish tasks on the system with minimal effort.					
4. The system’s layout and design help me understand how to use it effectively.					
5. I can easily update my information within the system.					

<b>Compatibility</b>	<b>Strongly Agree (5)</b>	<b>Agree (4)</b>	<b>Neutral (3)</b>	<b>Disagree (2)</b>	<b>Strongly Disagree (1)</b>
1. The system integrates smoothly with our current workflow, allowing me to upload and manage documents without					



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
**The National Engineering University**

**ARASOF-Nasugbu Campus**  
R. Martinez St., Brgy. Bucana, Nasugbu, Batangas, Philippines 4231  
Tel Nos.: (+63 43) 416-0350 local 207

E-mail Address: [cics.nasugbu@g.batstate-u.edu.ph](mailto:cics.nasugbu@g.batstate-u.edu.ph) | Website Address: <http://www.batstate-u.edu.ph>

**College of Informatics and Computing Sciences**

disrupting established processes.					
2. The system is compatible with our existing document management protocols and standards.					
3. The system's role-based access settings are customizable and allow department heads, teachers, and administrative staff to view and manage documents based on their specific roles in the organization.					
4. I find the system accessible and user-friendly, regardless of my technical experience level, making it easy to manage documents.					
5. DocMaP allows for seamless import and export of files in formats such as PDF, Word, and Excel, which are commonly used within our organization.					

Functionality	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1. The features of the system meet my needs effectively.					
2. The system offers a sufficient range of functions for document management.					
3. I find the functionality of the system satisfactory for my tasks.					
4. I find the system's search and retrieval functions effective in locating specific documents.					
5. The system includes all necessary features for efficient document management.					



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
**The National Engineering University**

**ARASOF-Nasugbu Campus**  
R. Martinez St., Brgy. Bucana, Nasugbu, Batangas, Philippines 4231  
Tel Nos.: (+63 43) 416-0350 local 207

E-mail Address: [cics.nasugbu@g.batstate-u.edu.ph](mailto:cics.nasugbu@g.batstate-u.edu.ph) | Website Address: <http://www.batstate-u.edu.ph>

**College of Informatics and Computing Sciences**

**Level of Satisfaction**

Document Organization	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1. The system organizes documents in a logical and accessible manner.					
2. The features of DocMaP meet my needs effectively, allowing me to upload, organize, and track documents without difficulty.					
3. DocMaP includes essential features, such as document tagging and folder organization, that support efficient and organized document management.					
4. The system enables efficient categorization of documents based on predefined criteria (e.g., type, date).					
5. DocMaP provides real-time notifications for document submissions, updates, and deadlines, which helps me stay informed about relevant tasks.					

Requirement Communication	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1. I receive timely updates and reminders for any required documents or submissions.					
2. DocMaP improves the process of meeting document submission deadlines and requirements.					
3. The system enables users to easily send messages or inquiries regarding document requirements					



College of Informatics and Computing Sciences

directly through the platform.					
4. DocMaP provides an easy-to-understand interface for users to review the requirements for any document or task.					
5. DocMaP clearly displays the status of each document (e.g., Assigned, Submitted, Missing, Approved, Rejected), keeping all involved parties informed of current progress and pending actions.					

Overall User Satisfaction	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1. I am confident in the reliability of the system to support my document-related tasks.					
2. The system meets my expectations for a document management portal.					
3. I feel confident using the DocMaP system for my document management needs, and other necessary tasks.					
4. I believe the DocMaP system is a valuable tool for enhancing productivity.					
5. I find the overall design and layout of the DocMaP system to be aesthetically pleasing and user-friendly.					



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
**The National Engineering University**  
**ARASOF-Nasugbu Campus**  
R. Martinez St., Brgy. Bucana, Nasugbu, Batangas, Philippines 4231  
Tel Nos.: (+63 43) 416-0350 local 207

E-mail Address: [cics.nasugbu@g.batstate-u.edu.ph](mailto:cics.nasugbu@g.batstate-u.edu.ph) | Website Address: <http://www.batstate-u.edu.ph>

**College of Informatics and Computing Sciences**

**FEEDBACK AND SUGGESTIONS**

Please provide any feedback, further suggestions, or ideas on how the **"DocMaP: A Document Management Portal with Integrated Smart Analytics."** can be improved or better serve your needs.

---

---

---

---

---

---

Are there any additional features you would like to see included in the **"DocMaP: A Document Management Portal with Integrated Smart Analytics."** to enhance its usability or functionality?

---

---

---

---

---

---