**SURVEY QUESTIONNAIRE ON HUMAN RESOURCE INFORMATION SYSTEM FOR BATANGAS COLLEGE OF ARTS AND SCIENCE INC.**

Objectives: This survey is purely confidential and is purposely designed in your Human Resource for BCAS. Please answer this survey questionnaire TRUTHFULLY in order for the researchers to be able to gather reliable data for this researchwork.

1. **DEMOGRAPHIC PROFILE**

Instructions: a. Shade the circle/box that corresponds to your response on

the following items.

b. You may write your specific response not found on the choice

by writing on the specified blank.

c. Choose only one response for the options with circles and you choose more than one response for options with boxes.

1. Name (Optional)
2. Gender

* Female
* Male

1. Department

* Elementary
* Junior High School
* Senior High School
* College

1. Position

* Admin
* Teacher
* Nonteaching
* Head

Instructions: a. The items of the scale are given in statement form.

b. You are requested to read each statement carefully

c. Give your response by putting a tick (/) mark only on the option

which you find as the most appropriate and true in your case.

d. There is no right /wrong answer. Please do not leave any statement unattempt.

e. There is no time limit. Your responses will be used for research purpose only and the responses will be always kept confidential.

5- Strongly Agree 4- Agree 3- Neautral 2- Disagree 1- Strongly Disagree

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| **Statements** | **5** | **4** | **3** | **2** | **1** |
| **Modernization of Employee Record Management** |  |  |  |  |  |
| 1. The current manual, paper-based employee record system at BCAS is inefficient and difficult to manage. |  |  |  |  |  |
| 1. Retrieving employee records using the current system is time-consuming and often problematic. |  |  |  |  |  |
| 1. Tracking employee contract durations and performance evaluations is challenging under the current system. |  |  |  |  |  |
| 1. A digital, centralized employee record system would significantly improve data accessibility and administrative efficiency. |  |  |  |  |  |
| 1. I expect the system to minimize the waiting time for handling employee-related requests. |  |  |  |  |  |

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| **Statements** | **5** | **4** | **3** | **2** | **1** |
| **Centralized Database for Employee Records** |  |  |  |  |  |
| 1. I believe storing personal details, contracts, and personal records in one system will be beneficial. |  |  |  |  |  |
| 1. The system will make accessing my personal employment information. |  |  |  |  |  |
| 1. The ability for employees to input their own personal and employment details will improve data accuracy. |  |  |  |  |  |
| 1. I feel comfortable with the idea of managing my employment information in an online system. |  |  |  |  |  |
| 1. I believe the system will enhance transparency and accountability in managing employee records. |  |  |  |  |  |

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| **Statements** | **5** | **4** | **3** | **2** | **1** |
| **Automated Contract Tracking** |  |  |  |  |  |
| 1. Receiving notifications before contract expiration will improve contract renewal processes. |  |  |  |  |  |
| 1. The system will help ensure my contract details are always up to date. |  |  |  |  |  |
| 1. I feel confident that the system will notify me promptly about upcoming contract expirations. |  |  |  |  |  |
| 1. Automated alerts will help me plan and prepare for contract renewals in advance. |  |  |  |  |  |
| 1. The automated contract tracking feature will help monitor contract durations accurately. |  |  |  |  |  |

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| **Statements** | **5** | **4** | **3** | **2** | **1** |
| **Performance-Based Bonus System** |  |  |  |  |  |
| 1. I believe that linking bonuses to performance outcomes is a fair way to recognize outstanding instructors. |  |  |  |  |  |
| 1. A bonus system based on performance reviews will motivate instructors to improve their teaching quality. |  |  |  |  |  |
| 1. This performance-based bonus system will promote a culture of excellence among instructors. |  |  |  |  |  |
| 1. Being officially informed about qualifying for a performance bonus is important for instructor motivation. |  |  |  |  |  |
| 1. The performance bonus will encourage me to be more reflective and goal-oriented in my teaching. |  |  |  |  |  |

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| **Statements** | **5** | **4** | **3** | **2** | **1** |
| **Employee Regularization, Tenure, and Data Security** |  |  |  |  |  |
| 1. I am confident that the system will maintain the confidentiality of employee records. |  |  |  |  |  |
| 1. The encryption and access control measures in the system will help protect employee data from unauthorized access. |  |  |  |  |  |
| 1. The system will provide accurate reports that benefit employees. |  |  |  |  |  |
| 1. The system will significantly improve HR and administrative efficiency at BCAS. |  |  |  |  |  |
| 1. The system will benefit both the school and its employees. |  |  |  |  |  |

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| **Statements** | **5** | **4** | **3** | **2** | **1** |
| **System Effectiveness** |  |  |  |  |  |
| 1. The system will provide convenience for users in managing employee information. |  |  |  |  |  |
| 1. The system will help ensure that employee records are regularly updated and accurate. |  |  |  |  |  |
| 1. I feel the system will reduce the workload on employees when processing requests. |  |  |  |  |  |
| 1. I consider the system secure for storing and handling sensitive employee data. |  |  |  |  |  |
| 1. The system successfully reduces the manual workload of HR personnel. |  |  |  |  |  |