

## SURVEY QUESTIONNAIRE

Good day! We are students from STI College Marikina, Elmer Felisilda, Daisy Borbe, and Rechelle Golimlim, and we are currently doing our IT Capstone Project entitled **“Digi-Rooms: Web-Based School Facility Reservation and Management System for Nuestra Señora De Aranzazu Parochial School”**. The final output of this project should benefit your operations, particularly the room reservation process being employed by the school. In line with this, we would like to gather your insights and feedback to ensure that our system will truly benefit you and the school. Rest assured that your responses will only be used for our research purposes.

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

### FEASIBILITY STUDY SURVEY FOR THE GENERAL SERVICES UNIT HEAD

#### Technical Feasibility

1. What types of devices are used by the General Services Unit and the staff?

<input type="checkbox"/>	Desktop computers
<input type="checkbox"/>	Laptops
<input type="checkbox"/>	Smartphones
<input type="checkbox"/>	Tablets
<input type="checkbox"/>	Other (please specify):

2. Are these devices regularly maintained and upgraded?

<input type="checkbox"/>	Every 1 – 3 months
<input type="checkbox"/>	Every 3 – 6 months
<input type="checkbox"/>	Every 6 – 12 months
<input type="checkbox"/>	Every year
<input type="checkbox"/>	When needed
<input type="checkbox"/>	Other (please specify):

3. Do the office have consistent access to a stable internet connection?

<input type="checkbox"/>	Consistent and stable internet connection
<input type="checkbox"/>	Intermittent connection issues
<input type="checkbox"/>	Inconsistent and unstable internet connection

4. If the connection is intermittent or unstable, what is the main cause of the issue?

5. What is your average download and upload speed in the office (in Mbps)?

Confirmed and approved by:

\_\_\_\_\_  
Signature

## SURVEY QUESTIONNAIRE

6. What operating systems are primarily used by the GSU staff?

Computers	
<input type="checkbox"/>	Microsoft Windows
<input type="checkbox"/>	MacOS
<input type="checkbox"/>	Linux
<input type="checkbox"/>	Other (please specify):
Mobile devices	
<input type="checkbox"/>	Android
<input type="checkbox"/>	iOS
<input type="checkbox"/>	Other (please specify):

7. Is there an internal IT team that assist staff in troubleshooting or maintenance of existing school systems?

<input type="checkbox"/>	There is a dedicated IT personnel for handling issues
<input type="checkbox"/>	Teachers from the IT department assist in handling issues
<input type="checkbox"/>	I handle it myself
<input type="checkbox"/>	No current support

8. How quickly can system issues typically be resolved?

9. Does NSDAPS use other external digital services (such as learning management systems)?

10. Does NSDAPS have its own website?

11. What is NSDAPS' website domain?

12. What is the purpose of NSDAPS' website?

Confirmed and approved by:

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Signature

## SURVEY QUESTIONNAIRE

13. Does NSDAPS manage its own website?

	The school manages its own website
	External developers manage the school's website
	Others (please specify):

14. How often is the website updated?

### Operational Feasibility

15. How many reservation requests do you typically handle per week/month?

16. What is the average time that it takes to process each request?

	1 to 5 minutes
	5 to 10 minutes
	More than 10 minutes

17. What times of the year have the highest volume of reservations?

18. Are there any recurring issues or bottlenecks (e.g., conflict-checking, form-filling, etc.) that digital tools could help solve? How often do they occur?

19. How satisfied are you with the current room reservation process?

	<b>1</b>	Very satisfied
	<b>2</b>	Somewhat satisfied
	<b>3</b>	Somewhat unsatisfied
	<b>4</b>	Very unsatisfied

20. What is your biggest frustration in the current room reservation process right now?

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\_\_\_\_\_  
Signature

## SURVEY QUESTIONNAIRE

21. Are you open to reducing manual paperwork in exchange for a digital workflow?

	<b>1</b>	Very willing
	<b>2</b>	Somewhat willing
	<b>3</b>	Somewhat resistant
	<b>4</b>	Very resistant

22. Do you foresee willingness/resistance from staff in using a web-based system?

### Economic Feasibility

23. How much is the school willing to invest in the system for hosting, maintenance, etc.

	Under PHP 5,000
	PHP 5,000 – 10,000
	PHP 10,000 – 20,000
	Over PHP 20,000
	It depends
	Not sure yet

24. What would make the system worth the investment for you? (Check all that apply)

	Time saved in handling reservation requests
	Digitalization of the reservation process
	Minimized schedule conflicts
	Digitalized record keeping
	Reporting and analytics
	Reduced paper/storage costs
	Other (please specify):

### Schedule Feasibility

25. How long of a transition period do you think is the most feasible in adopting the digital room management system?

	Less than 1 week
	1 – 2 weeks
	2 – 3 weeks
	Over 1 month

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Signature

## SURVEY QUESTIONNAIRE

26. What times can you be trained for the usage of the system?

	Before work hours
	During work breaks
	During work hours
	After work hours
	On weekends
	Other (please specify):

27. How often would you prefer training sessions for the system?

	Every day
	Every week
	Depending on the work schedule
	Other (please specify):

## CONFIRMATION AND APPROVAL

I, \_\_\_\_\_, hereby confirm that:

- The contents of this survey questionnaire provides a true and accurate of the school's business processes.
- The answers I provided are truthful and complete to the best of my knowledge.
- I approve on having this survey questionnaire to be used for the purpose of documentation and as a basis of information of the researchers for their IT Capstone Project.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date signed

## SURVEY QUESTIONNAIRE

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

### FEASIBILITY STUDY SURVEY FOR SCHOOL OFFICE STAFF

#### Technical Feasibility

1. What types of devices do you use for work?

	Desktop computers
	Laptops
	Smartphones
	Tablets
	Other (please specify):

2. Does your office have consistent access to a stable internet connection?

	Consistent and stable internet connection
	Intermittent connection issues
	Inconsistent and unstable internet connection

3. If the connection is intermittent or unstable, what is the main cause of the issue?

4. What operating systems does your devices use?

Computers	
	Microsoft Windows
	MacOS
	Linux
	Other (please specify):
Mobile devices	
	Android
	iOS
	Other (please specify):

Confirmed and approved by:

\_\_\_\_\_  
Signature

## SURVEY QUESTIONNAIRE

5. Are you comfortable using browser-based tools for school operations?

	1	Very comfortable
	2	Somewhat comfortable
	3	Somewhat uncomfortable
	4	Very uncomfortable

6. Would you be comfortable creating and approving reservation requests and generating reports using a website?

	1	Very comfortable
	2	Somewhat comfortable
	3	Somewhat uncomfortable
	4	Very uncomfortable

### Operational Feasibility

7. How often do you process room reservations for class activities per month?

8. How long does it take to process one reservation request?

	1 to 5 minutes
	5 to 10 minutes
	More than 10 minutes

9. How often do you encounter requests without proper paperwork (e.g., missing pull-out forms/incomplete information)?

	1	More than 6 times a week
	2	3 – 6 times a week
	3	1 – 3 times a week
	4	Never

10. How satisfied are you with the current room reservation process?

	1	Very satisfied
	2	Somewhat satisfied
	3	Somewhat unsatisfied
	4	Very unsatisfied

Confirmed and approved by:

\_\_\_\_\_  
Signature

## SURVEY QUESTIONNAIRE

11. What is your biggest frustration in the current room reservation process right now?

12. Do you feel that the current process is too dependent on in-person communication/follow-ups? Why?

13. Do you think a web-based system would reduce back-and-forth communication?

14. Do you think a web-based system would make the room reservation process more efficient?

15. What factors in the system do you think will contribute to your adoption of the system?

<input type="checkbox"/>	Interactive map displaying room availability
<input type="checkbox"/>	One-click approval of requests
<input type="checkbox"/>	Quick creation of reports based on available data
<input type="checkbox"/>	Others (please specify):

### Schedule Feasibility

16. When during the day would you typically use the system (e.g., 8 – 9 AM, etc.)?

Confirmed and approved by:

\_\_\_\_\_  
Signature



## SURVEY QUESTIONNAIRE

17. What times can you be trained for the usage of the system? (Check all that apply)

<input type="checkbox"/>	Before work hours
<input type="checkbox"/>	During work breaks
<input type="checkbox"/>	During work hours
<input type="checkbox"/>	After work hours
<input type="checkbox"/>	On weekends
<input type="checkbox"/>	Other (please specify):

18. How often would you prefer training sessions for the system?

<input type="checkbox"/>	Every day
<input type="checkbox"/>	Every week
<input type="checkbox"/>	Depending on the work schedule
<input type="checkbox"/>	Other (please specify):

## CONFIRMATION AND APPROVAL SHEET

I, \_\_\_\_\_, hereby confirm that:

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

### FEASIBILITY STUDY SURVEY FOR SCHOOL TEACHERS

#### Technical Feasibility

1. What types of devices do you use for work?

<input type="checkbox"/>	Desktop computers
<input type="checkbox"/>	Laptops
<input type="checkbox"/>	Smartphones
<input type="checkbox"/>	Tablets
<input type="checkbox"/>	Other (please specify):

2. Does your office have consistent access to a stable internet connection?

<input type="checkbox"/>	Consistent and stable internet connection
<input type="checkbox"/>	Intermittent connection issues
<input type="checkbox"/>	Inconsistent and unstable internet connection

3. If the connection is intermittent or unstable, what is the main cause of the issue?

4. What operating systems does your devices use?

Computers	
<input type="checkbox"/>	Microsoft Windows
<input type="checkbox"/>	MacOS
<input type="checkbox"/>	Linux
<input type="checkbox"/>	Other (please specify):
Mobile devices	
<input type="checkbox"/>	Android
<input type="checkbox"/>	iOS
<input type="checkbox"/>	Other (please specify):

Confirmed and approved by:

\_\_\_\_\_  
Signature

## SURVEY QUESTIONNAIRE

5. Are you comfortable using browser-based tools for school operations?

	<b>1</b>	Very comfortable
	<b>2</b>	Somewhat comfortable
	<b>3</b>	Somewhat uncomfortable
	<b>4</b>	Very uncomfortable

6. Would you be comfortable creating and approving reservation using a website?

	<b>1</b>	Very comfortable
	<b>2</b>	Somewhat comfortable
	<b>3</b>	Somewhat uncomfortable
	<b>4</b>	Very uncomfortable

### Operational Feasibility

7. On average, how many times do you reserve school facilities and rooms for class activities per month?

8. Have you experienced delays or conflicts when reserving rooms?

9. Do you often need to change a reservation last-minute? How is this handled?

10. How satisfied are you with the current room reservation process?

	<b>1</b>	Very satisfied
	<b>2</b>	Somewhat satisfied
	<b>3</b>	Somewhat unsatisfied
	<b>4</b>	Very unsatisfied

11. What is your biggest frustration in the current room reservation process right now?

Confirmed and approved by:

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Signature

## SURVEY QUESTIONNAIRE

12. Do you feel that the current process is too dependent on in-person communication/follow-ups? Why?

13. Do you think a web-based system would reduce back-and-forth communication? Why?

14. Do you think a web-based system would make the room reservation process more efficient?

15. What factors in the system do you think will contribute to your adoption of the system? (Check all that apply)

<input type="checkbox"/>	Interactive map displaying room availability
<input type="checkbox"/>	Ability to reserve anytime and anywhere
<input type="checkbox"/>	Ability to discover schedule conflicts immediately before reserving
<input type="checkbox"/>	Receiving notifications on reservation status updates through email
<input type="checkbox"/>	Others (please specify):

### User Experience / Willingness

16. How willing are you to use a web-based system for making reservation requests instead of paper forms?

<input type="checkbox"/>	<b>1</b>	Very willing
<input type="checkbox"/>	<b>2</b>	Somewhat willing
<input type="checkbox"/>	<b>3</b>	Somewhat resistant
<input type="checkbox"/>	<b>4</b>	Very resistant

Confirmed and approved by:

\_\_\_\_\_  
Signature

## SURVEY QUESTIONNAIRE

17. What features would be most important to you in a reservation system?

	Interactive map displaying room availability
	Ability to reserve anytime and anywhere
	Ability to discover schedule conflicts immediately before reserving
	Others (please specify):

### Schedule Feasibility

18. When during the day would you typically use the system (e.g., 8 – 9 AM, etc.)?

19. What times can you be trained for the usage of the system?

	Before work hours
	During work breaks
	During work hours
	After work hours
	On weekends
	Other (please specify):

20. How often would you prefer training sessions for the system?

	Every day
	Every week
	Depending on the work schedule
	Other (please specify):

## CONFIRMATION AND APPROVAL

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### Revenue, Expenses, and Pay

1. What is NSDAPS’ average overall monthly revenue?
2. What is NSDAPS’ average overall monthly expenses?
3. What is NSDAPS’ average monthly electrical expenses?
4. What is NSDAPS’ average monthly water expenses?
5. How many teachers are there that have worked in the previous school year?
6. How many non-teaching personnel are there that are currently working?
7. How much is the average pay for teaching personnel?
8. How much is the average pay for non-teaching personnel?
9. What is NSDAPS’ monthly expenses for its public website?

Confirmed and approved by:

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Signature

## **SURVEY QUESTIONNAIRE**

10. What is NSDAPS' monthly internet expenses?

11. What is NSDAPS' average monthly expenses for maintenances?

12. What is NSDAPS' monthly expenses for such digital services?

13. How much is NSDAPS' monthly budget for digital services (such as learning management systems)?

## **CONFIRMATION AND APPROVAL**

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### Room size and capacity

1. What is the size of NSDAPS' main building?
2. What is the size of NSDAPS' annex building?

*The following is a table of room facilities that are often used for school activities on both main and annex building (as confirmed from a previous interview conducted last May 2, 2025). We would like to each facility's size and average capacity (how many people can fit inside and use the facility).*

#### Main Building

Room / Facility	Measurement / Size	Average Capacity
Classroom		
Gymnasium		
Auditorium		
Function Hall		
Function Room		
Bamboo Garden		
TLE Laboratory		
Grade School Computer Laboratory		
High School Computer Laboratory		
Physics Laboratory		

Confirmed and approved by:

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Signature



## SURVEY QUESTIONNAIRE

Chemistry Laboratory		
Learning Resource Center		
School Library		
E-Library		

Annex / Senior High School building

Room / Facility	Measurement / Size	Average Capacity
Classroom		
Gymnasium		
School Chapel		
Computer Laboratory		
Skoola Lab		
School Library		

## CONFIRMATION AND APPROVAL

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