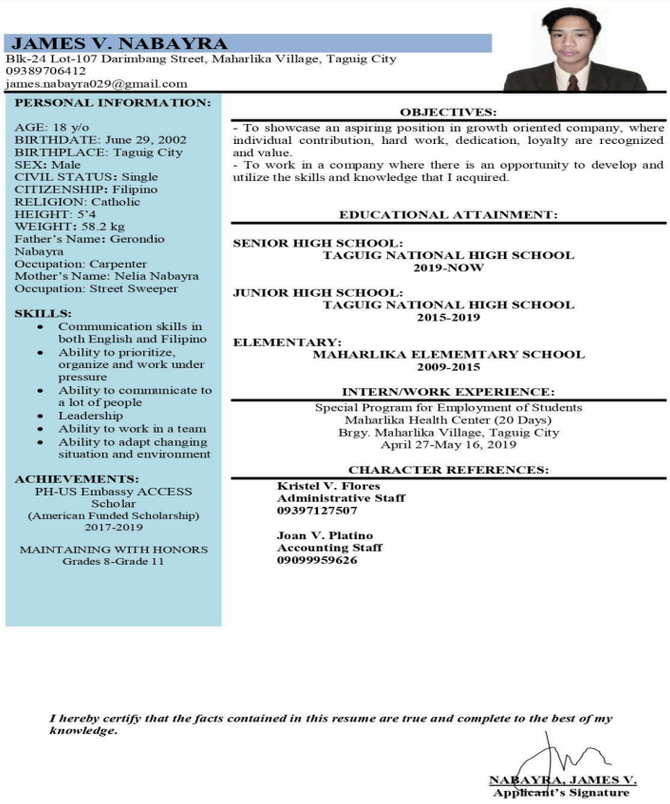
(1) Program / Project Title

Developing A Faculty Academic Requirements Management System

(2) Program/Project Proponent



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PERSONAL INFORMATION:

AGE: 18 y/o
BIRTHDATE: June 29, 2002
BIRTHPLACE: Taguig City
SEX: Male
CIVIL STATUS: Single
CITIZENSHIP: Filipino
RELIGION: Catholic
HEIGHT: 5'4
WEIGHT: 58.2 kg
Father's Name: Gerondio Nabayra
Occupation: Carpenter
Mother's Name: Nelia Nabayra
Occupation: Street Sweeper

SKILLS:
- Communication skills in both English and Filipino
- Ability to prioritize, organize and work under pressure
- Ability to communicate to a lot of people
- Leadership
- Ability to work in a team
- Ability to adapt changing situation and environment

ACHIEVEMENTS:
PH-US Embassy ACCESS Scholar
(American Funded Scholarship)
2017-2019

MAINTAINING WITH HONORS
Grades 8-Grade 11

OBJECTIVES:
- To showcase an aspiring position in growth oriented company, where individual contribution, hard work, dedication, loyalty are recognized and value.
- To work in a company where there is an opportunity to develop and utilize the skills and knowledge that I acquired.

EDUCATIONAL ATTAINMENT:

SENIOR HIGH SCHOOL:
TAGUIG NATIONAL HIGH SCHOOL
2019-NOW

JUNIOR HIGH SCHOOL:
TAGUIG NATIONAL HIGH SCHOOL
2015-2019

ELEMENTARY:
MAHARLIKA ELEMEMTARY SCHOOL
2009-2015

INTERN/WORK EXPERIENCE:
Special Program for Employment of Students
Maharlika Health Center (20 Days)
Brgy. Maharlika Village, Taguig City
April 27-May 16, 2019

CHARACTER REFERENCES:

Kristel V. Flores
Administrative Staff
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I hereby certify that the facts contained in this resume are true and complete to the best of my knowledge.

NABAYRA, JAMES V.
Applicant's Signature

(3) Program/Project Co-proponent and Research Assistant/s

Fidel Diana Rose V.
Mingo Ed Judah E.
Villamarzo Kazel S.

(4) Program/Project Proponent's Department/College/Office

Polytechnic University of the Philippines Taguig-Taguig / Bachelor of Science in Information Technology

(5) Background and Significance

The need for an efficient Faculty Academic Requirements Management System at PUP-Taguig stems from the growing complexities of higher education and the reliance on outdated, manual systems like Google Drive, which cause inefficiencies and administrative challenges. As institutions modernize, there is a pressing need for streamlined systems that integrate academic management, faculty scheduling, and human resources. This research aims to address these issues by developing a centralized, collaborative system that improves academic management and enhances the quality of education at PUP-Taguig.

The proposed system is expected to bring significant benefits to PUP-Taguig and the academic community by improving operational efficiency and reducing manual workloads. This will free up time for faculty to focus on teaching and innovation while fostering better communication between faculty and administrative staff, leading to improved educational outcomes. The system can also serve as a model for other institutions, offering a replicable framework for modernizing academic management. With HRIS and faculty loading integration, workloads will be better managed, reducing staff stress and promoting a healthier work environment. Overall, the system will position PUP-Taguig as a leader in improving both faculty and student experiences, potentially enhancing the broader educational landscape.

(6) Objectives and Research Questions

Objectives of the Study

The primary objective of this research is to develop and implement a Faculty Academic Requirements Management System integrated with faculty loading system (FLS) and human resources information system (HRIS) to enhance the efficiency, security, and overall quality of academic at the Polytechnic University of the Philippines – Taguig (PUP-T).

Specific Objectives

- ***Automate and streamline the tracking and reporting of faculty academic requirements:***

  · *To develop an automated system that can efficiently track the submission status of faculty academic requirements, replacing the current manual methods.*

- ***Enhance the integrity of academic requirement files:***

  · *To implement a robust access control mechanism that restricts permissions for uploading, downloading, and deleting academic requirement files.*

- ***Improve storage capacity and digital infrastructure:***

  · *To design and integrate a scalable storage solution capable of handling the growing volume of academic requirement files submitted by faculty members across various programs and academic years.*

(7) Materials and Methods

A. Study Design

The Faculty Academic Requirements Management System is a web-based application designed to streamline the submission, tracking, and management of faculty academic requirements. This system automates manual processes, improving efficiency and accuracy in managing academic records while enhancing collaboration among faculty and administrative staff. The study design is prospective, focusing on the implementation and impact assessment of the Faculty Academic Requirements Management System. The goal is to observe and analyze the real-time effectiveness of the system in enhancing transparency and efficiency in academic management processes at the university.

A Descriptive Quantitative Research Design was used in conducting the data collection process of the study. The research locale will be conducted within a single center, specifically the HAP. Randomization is not applicable as the objective is to implement the Faculty Academic Requirements Management System universally within this center. The primary endpoints include improvements in transparency, efficiency, and accuracy of job order monitoring processes within HAPas a result of the implementation of the Faculty Academic Requirements Management System.

B. Study Population

The Faculty Academic Requirement Management System population of the study includes faculty members, administrative staff AND THE Dean/Director at the Polytechnic University of the Philippines - Taguig.

C. Assessment of Resources

- *The availability of participants and stakeholders for the Faculty Academic Requirements Management System will be coordinated based on their specific schedules. Faculty members and administrative staff have been consulted to ensure that their expected workloads and commitments do not conflict with the ongoing study. The research team has secured support from department heads and the academic administration to facilitate participation in the testing and deployment phases.*

- *To streamline communication and updates regarding the assessment of the system, the researchers have established a dedicated group chat on a commonly used social media platform. This channel will be utilized for real-time communication, scheduling testing sessions, and sharing pertinent information about the system's functionalities.*

- *The testing phase will primarily be conducted online, reflecting the automated and web-based nature of the Faculty Academic Requirements Management System. This approach will allow participants to engage with the system conveniently, regardless of their location, while providing valuable feedback on its usability and effectiveness.*

- *Given the scale of the project, a sampling size smaller than the entire faculty body has been recommended by stakeholders. This decision is based on logistical considerations, such as scheduling availability and the allocation of human resources within the Polytechnic University of the Philippines – Taguig (PUP-T). By strategically selecting a representative group of faculty members, the researchers aim to gather meaningful insights while ensuring that the testing process remains manageable and efficient.*

D. Study Procedures

Faculty Academic Requirement Management System aims to provide a system that streamline the submission, tracking, and management of faculty academic requirements. This system automates manual processes, improving efficiency and accuracy in managing academic records while enhancing collaboration among faculty and administrative staff.

Plans for Recruitment

- *The Faculty Academic Requirement Management System within the HAP will be conducting an initial testing of 30 days within the start of the testing phase of development.*

- *The faculty members, Administrator and Director/Dean will need their work devices for the testing period and any queries during the testing phase will be noted and fixed.*

- *The Researchers will provide the accounts for the Admin, Director/Dean and Faculty members upon the initial testing and will be instructed based on the user manual of the system the account creation of other stakeholders*

- *The participants upon completion of the testing development phase will be given a questionnaire related to the functionality of the system.*

- *During the testing period, the researchers will conduct daily monitoring for system checking and database management.*

E. Data Collection

- *The researchers upon completion of the testing phase will conduct questionnaires and survey forms to the participants which will be collected with confidentiality.*
- *Using the quantitative methods of research collection, interpretation of data collected will be analyzed and detailed in the results of the study.*
- *A questionnaire using Google Forms will be presented to the participants after completing the testing phase period and an exit interview will be conducted to provide testimonials from the Stakeholders/ HAP*

F. Data Analysis

- *Sample Size Considerations*
  - *Power analysis based on previous studies or exploratory study?*
  - *Justifying the sampling procedure*

- *Statistical Methodology*
  - *Following the ISO 25010 or the International Standard for Software and Data Quality, the system will be tested based on:*
    - *Functional Suitability*
    - *Performance Efficiency*
    - *Compatibility*
    - *Usability*
    - *Reliability*
    - *Security*
    - *Maintainability*
    - *Portability*
    - *The researchers will conduct a Survey within the completion of the testing phase using Google Forms for the participants of the study. The survey will be on a scale of 1-5, 1 being poor and 5 being outstanding. The scale will be compiled and assessed whether the system will serve as an alternative to the old model and it will affect a portion of the conclusive data.*

(8) Safety and Monitoring Plan

The Questionnaire answers through Google forms will be stored in a secured email provided by the researchers. The form will be mandatory for faculty members and administrators to record their experience using the system within the Testing Phase period. With assurance of adherence to RA 10173, The Data Privacy Act of 2012. Personal and Private information shared by the participants within the web-based system is stored and protected in an encrypted database administered by the researchers. Provided the security any scrutiny of outside or foreign entities will be disseminated to the users. The Questionnaire will provide factors for improvement and further implementation. Usability, Functionality, Security, Compatibility and Reliability of the web-based system.

(9) Limitations

The Faculty Academic Requirements Management System is specifically designed to enhance the management of academic requirements for faculty members at the Polytechnic University of the Philippines – Taguig (PUP-T). The study is confined to the following limitations:

- *Internet Accessibility:The system will only be accessible through a reliable internet connection, which may limit usage for faculty members who experience connectivity issues.*
- *User Account Restrictions: Each faculty member can only have one account within the system. Any request for additional accounts or duplicate information (such as email, name, or academic qualifications) will require approval from the designated administrative personnel for verification and updates.*
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- *Submission Requirements:The system will not automatically generate academic requirement reports without the input of the necessary documents and information from faculty members. Non-compliance with submission guidelines will lead to consequences as outlined in institutional policies.*
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- *Data Integrity: Reports generated by the system cannot be altered by faculty members after submission. Any necessary revisions will be subject to review and approval by designated administrative staff, and all changes will be logged for accountability. Unauthorized modifications outside the system will render the report invalid.*
- *Account Creation Limitations: Only faculty members and authorized administrative staff at PUP-T can create accounts within the system. External individuals or entities are prohibited from accessing the system, ensuring data security and confidentiality.*
- *Administrative Oversight: The system will require verification and monitoring by administrative personnel to ensure that only current faculty members have active accounts. Inactive accounts will be removed at the end of contract periods to maintain an accurate user database.*

By outlining these limitations, the study aims to provide a clear understanding of the operational boundaries and security measures integral to the effective implementation of the Faculty Academic Requirements Management System.

(10) Ethical Considerations

It is imperative for the researchers to conduct, stipulate, and adhere to strict guidelines of confidentiality throughout the study. The Faculty Academic Requirements Management System will establish a comprehensive framework for faculty members to manage and submit their academic requirements securely. Following the completion of the testing phase, the system will prioritize security and uphold the ethical and moral standards expected within the PUP Taguig.

- **Privacy and Confidentiality**
  Participants will receive a questionnaire through Google Forms, which will be used to assess the functionality and effectiveness of the Faculty Academic Requirements Management System, guided by the ISO 25010 standards. This questionnaire will also reference the Data Privacy Act of 2012, ensuring that security and confidentiality measures are in place for all respondents.

- **Security By Design**
  The researchers have incorporated security and anonymity measures into the data collection process, allowing participants to complete the questionnaire without requiring full personal information. The methodological approach will involve quantitative analysis and interpretation of the data, considering various factors relevant to academic requirements management.

- **Reliable Tools**
  Data collection tools will include participant testimonials and responses gathered through the Google Forms. The collected data will be analyzed using quantitative techniques to provide an accurate baseline for drawing conclusions about the system's performance during the testing period.

- **Documentation and Code Version Control System**
  The researchers will meticulously document the entire testing phase of the Faculty Academic Requirements Management System. Any new features or version updates will be accompanied by clear instructions and a timeline for deployment, using GitHub to manage code version control between the testing and production environments.

- **Informed Consent and Data Collection**
  Before administering the questionnaire, the researchers will provide informed consent forms to all participants involved in the Faculty Academic Requirements Management System study. Data collected from each participant will be aggregated in the results from the Google Forms. Any discrepancies or inconsistencies identified during the data collection process will be carefully assessed and addressed in collaboration with stakeholders and the relevant academic department.

(11) Plan for Dissemination of Findings

This refers to the explanation of your dissemination plans (Defense/Paper Presentation/Publication).

After completion of the Faculty Academic Requirements Management System from the Methodology and the Testing Phase. If the current process of the system will provide sufficient evidence to conduct future testing and software. The presentation of the system will provide an audio-visual presentation and compilation of reports provided by the job order employees. Publication of the paper will be under the completion of all deliverables.

(12) References

· *Al-Abdullatif, A. M., & Gameil, A. A. (2021, June 4). The Effect of Digital Technology Integration on Students' Academic Performance through Project-Based Learning in an E-learning Environment. International Journal of Emerging Technologies in Learning (Ijet). https://doi.org/10.3991/ijet.v16i11.19421*

· *Davies, R. S., & West, R. (2014, January 1). Technology Integration in Schools. ResearchGate. https://www.researchgate.net/publication/313191395_Technology_Integration_in_Schools*

- · *De Guzman, R., & Fernando, M. (2018). Efficiency improvements through centralized academic management systems. Philippine Journal of Higher Education, 15(1), 89-105.*
- · *Fearnley, M. R., & Amora, J. T. (2020). Learning Management System Adoption in Higher Education Using the Extended Technology Acceptance Model. IAFOR Journal of Education, 8(2), 89-106.*
- · *Paguirigan, J. (2023). Customized learning management system for the students and teachers of Isabela State University-Ilagan Campus, Philippines. JETT, 14(1), 302-313.*
- · *Santos, L., & Reyes, K. (2019). Impact of digital platforms on faculty performance and administrative efficiency. Philippine Journal of Educational Management, 8(3), 22-38.*

(13) Appendices

This refers to research instruments, rating scales, consent forms, etc.

	(14) Prepared by	**(15) Endorsed by**

Signature	Diana Rose V. Fidel Ed Judah E. Mingo James V. Nabayra Kazel S. Villamarzo	
Name of proponent		
Designation/position		*(Immediate Supervisor)*
Date		