

	PUP-UNIVERSITY RESEARCH ETHICS CENTER		
	Informed Consent Form	UREC Form No.	11
		Version No.	1

Title of the Research Study	Developing a Faculty Academic Requirements Management System at PUP-Taguig
Researcher/s	1. Fidel, Diana Rose V.
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	3. Nabayra, James V.
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Contact Information of the Researcher/s	
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Background	<i>This research aims to develop and implement a Faculty Academic Requirements Management System tailored to PUP Taguig's environment. This system aims to streamline processes, enhance security, and improve academic management through integration with existing systems such as the Faculty Loading and Scheduling System (FLSS) and the Human Resources Information System (HRIS).</i>
Purpose of the Study	<i>To address inefficiencies in the current manual system of managing faculty academic requirements by automating tracking, reporting, and file management. The system will improve the security and accessibility of academic records and boost storage capacity.</i>
Procedures of the Study	<i>Participants will be asked to engage with the newly developed system, testing its functionalities, such as secure login, file upload, reporting tools, and review mechanisms for academic requirements.</i>
Benefits	<i>The Faculty Academic Requirements Management System will simplify academic processes and provide a secure platform for managing faculty needs. Participants will benefit from streamlined workflows, reduced paperwork, and better data management.</i>



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Risks	<i>The system may encounter occasional technical issues. Researchers prioritize maintaining data security and privacy according to the Data Privacy Act of 2012.</i>
Cost of Participation	<i>Participants are not required to pay any fees, and participation is voluntary. Testing the system will only involve time for familiarization and feedback.</i>
Payment or Remuneration	<i>The proposed system will not incur any costs to participants. There is no monetary or material compensation for participants. Instead, participants are contributing to the testing and development phase of the system, and their involvement will be aligned with workplace standards, ethics, and policies.</i>
Confidentiality	<i>All personal and academic data provided by participants will be kept confidential. The researchers will ensure that data is securely stored using encrypted databases. No unauthorized individuals will have access to the data, and all information will be handled in compliance with the Data Privacy Act of 2012. Any misuse of information will be reported to the appropriate authorities.</i>
Voluntary Participation	<i>Participation in this study is entirely voluntary. Participants are free to withdraw at any time without providing a reason and without any penalty. Choosing to leave the study will not affect any relationship with the research team or institution.</i>

**Contact Information:**

If you have questions about this research study, or you experience adverse effects because of participating in this study, you may contact the researcher/s whose contact information is provided on the first page.

The plan for this research study has been reviewed by the PUP Research Ethics Committee (PUP-REC). If you have questions regarding your rights as a research participant, or if problems arise that you do not feel you can discuss with the researcher/s, please call us at (02) 5335-1787 local 235.

**Consent Statement:**

I have read and understood the provided information and have had the opportunity to ask questions. I understand that my participation is voluntary and





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that I am free to withdraw at any time, without giving a reason and without cost. I understand that I will be given a copy of this consent form. I voluntarily agree to take part in this study.

Signature over Printed Name of Participant

Date

  
Diana Rose V. Fidel

  
Ed judah E. Mingo

  
James V. Nabayra

  
Kazel S. Villamarzo

Signature over Printed Name of Researcher

11/26/2024

Date