EXECUTIVE SUMMARY

The proposed Faculty and Staff Performance Evaluation System for The College of Maasin is designed to efficiently collect and analyze performance data for both faculty and staff. This system allows students to assess their instructors based on their teaching effectiveness and professional conduct. Additionally, the system includes provisions for department heads and faculty members to evaluate their colleagues, fostering a comprehensive and streamlined evaluation process for assessing the performance of co-instructors and faculty members.

The proposed system also incorporates the valuable component of self-assessment, allowing faculty and staff to evaluate their own performance in terms of their professional contributions and responsibilities. By automating data collection and analysis, the system will provide real-time results, eliminating the need for manual computations and rankings. The primary objective of this system is to establish a centralized platform that serves not only students but also faculty and staff within the department, ensuring a more cohesive and efficient approach to performance evaluation across the institution.

CHAPTER I

INTRODUCTION

Project Context

      The College of Maasin uses a legacy system for evaluating the faculty and staff that focuses only on student feedback, which does not provide a full picture of a faculty or staff member's performance. Peer reviews, self-assessments, or administrative input is not be integrated. A narrow evaluation scope can lead to an incomplete or skewed assessment, leaving out critical perspectives that could influence professional development. While student evaluations are a valuable tool for assessing teaching effectiveness, they provide only a partial view of an individual's overall performance and professional capabilities.

      In light of the challenges associated with limited evaluation scope in traditional systems, the proposed performance evaluation system aims to significantly enhance the evaluation process by incorporating feedback from multiple sources. Specifically, the system will integrate assessments from peers, co-faculty members, and the head of office, ensuring a more comprehensive and balanced view of faculty and staff performance. This multi-faceted approach addresses the key limitation of relying solely on student evaluations by broadening the scope of feedback to include insights from those who have a more direct, long-term interaction with the individual in various professional contexts.

      The researchers also discovered that the faculty and staff only use Google form and a manual process to evaluate their peers and co-workers which makes a problematic area when it comes to data integrity and security. The lack of strong security features could lead to concerns about confidentiality, as sensitive feedback provided by peers, students, or supervisors may be vulnerable to unauthorized access. Furthermore, the absence of a secure and centralized data storage system increases the risk of data loss or mishandling. This can erode trust

in the evaluation process and deter individuals from providing honest, constructive feedback.

The proposed system will ensure an accurate and efficient analysis of faculty and staff performance by providing real-time feedback and automated results. This will streamline the evaluation process, allowing for timely and insightful data that supports informed decision-making regarding professional development and performance reviews. Additionally, the system will feature a user-friendly interface, making it accessible for all users—whether faculty, department heads, or administrative staff. With an intuitive design, the platform will minimize the learning curve, allowing individuals to focus on providing valuable feedback rather than navigating complex technical features.

Moreover, this research has highlighted a significant issue with the institution's current evaluation systems, as many of them remain outdated and lack clear instructions on how to use the tools effectively. This has led to confusion, errors, and a low participation rate, ultimately diminishing the quality of the evaluations. By addressing these shortcomings and introducing a modernized, easy-to-use system, we aim to create a more engaging and effective evaluation process. The new system will enhance participation, ensure clarity, and deliver actionable results that contribute to the continuous improvement and professional growth of faculty and staff.

Purpose and Descriptions

The primary goal of the proposed Faculty and Staff Performance Evaluation System is to create a consolidated, safe, and easy-to-use system to fully assess the services offered by the institution. It builds multi-perspective feedback from peers, students, the head of office, and the faculty themselves, to support informed decision-making. This system is meant to replace existing processes to enhance transparency, accuracy, and participation.

Students will be able to assess the instructors based on their teaching effectiveness and professional behavior. Faculty and staff will conduct an evaluation of their colleagues and peers and be able to have self-assessments. Head of office and/or Department heads will be able to evaluate their faculty members based on their performance, responsibilities, and conduct.

This system is beneficial because it collects input from several sources to produce thorough and reliable evaluations. It guarantees data confidentiality, provides automated and real-time results, and has an easy-to-use interface that promotes involvement.

It is pertinent since it discusses contemporary concerns at The College of Maasin, encourages self-awareness, and aids in professional development and ongoing progress. The purpose of this system is also for the benefit of the institution to identify training needs and recognize outstanding performance of certain employees. It will create a lead to improve teaching strategies and student outcomes. What comes out of this system is to also support the accreditation and assessment of the institution because it will provide well-documented, system-generated reports that are useful for audits and policy planning.

Objectives

The system aims to expand the sources of feedback on the performance evaluation of the faculty and staff of The College of Maasin, as it currently focuses solely on student feedback. It will enable the admin to have a broader perspective and assess the strengths and areas for improvement in terms of the institution's services.

It will help them have a secure and centralized system, which reduces data breaches and unauthorized access. This will build trust among the respondents in the evaluation process, encouraging more honest and constructive feedback.

Enabling respondents to fully answer without hassle, the system will be user-friendly as a whole, diminishing an intimidating design. With this system, the administration will be able to enhance decision-making as it will provide results that will help develop the institution better.

The proposed TCM Faculty and Staff Performance Evaluation System aims to achieve the following:

1. To provide multiple sources of feedback
2. To offer automated and real-time evaluation results and rankings
3. To acquire information from respondents with data integrity and security
4. To provide an accurate and reliable computation
5. To enhance system design with a user-friendly interface
6. To support the institution's guidance on faculty and administrative improvements and decisions

Scope and Limitations

This capstone project entitled Faculty and Staff Performance Evaluation System will focus on developing and implementing a more comprehensive approach to performance assessment of The College of Maasin. This proposed solution is intended to replace the outdated evaluation method that primarily depends on student feedback by introducing a multi-source feedback system that incorporates peer review, self-evaluation, and assessment from department and office heads to offer a more well-rounded and accurate picture of each faculty and staff member's performance.

The proposed system will be a web-based platform that will be available to any devices that have access to the internet. The proposed system shall be implemented through a secured system access via one-time user registration and required login and user authentication process whenever access to the system is necessary. The main functionality of the system shall be the provision of performance evaluation facility that will enable the users to give feedback to the performances of the specified faculties and staffs of The College of Maasin that is not accessible anytime unless it's the time to evaluate. The set schedule for the performance evaluation will be three weeks before the end of the academic semester.

The proposed system may initially encounter bugs or user errors during its first implementation, which could affect early data collection and analysis. Additionally, the quality of evaluations still depends on the honesty and commitment of evaluators; the system can only facilitate, not enforce, meaningful feedback.

The proposed system will also be embedded into the existing school website, allowing seamless access for faculty, staff, and department and office heads. This integration supports streamlined operations and efficient data handling within the platform itself.

This capstone project will be conducted throughout the First Semester of Academic Year 2025-2026.

The proposed system will be designed specifically for The College of Maasin, and may not immediately be applicable or scalable to other institutions without customization. Students who are no longer studying in the institution shall not have any access to the system.

CHAPTER II

REVIEW OF RELATED LITERATURE/SYSTEMS

This chapter presents the different researches and other literatures from both foreign and local researchers. It focuses on several aspects that will help on the development of this project. The project is generally concentrating on the proposed "TCM, **Faculty and Staff Performance Evaluation System**". The literatures of this project come from books, journals, articles, electronic materials, such as Websites and E-Books that are used in the advancement concerning to this project.

Websites:

The department chair of the faculty member going through the evaluation process should be able to review relevant information that is included on this platform. Whether or not the faculty member is eligible for a promotion, the chair of the department should have access to the faculty member's quantitative and qualitative information. That way, they can work together to plan opportunities for professional development.

Along with the faculty member who is being evaluated and their department chair, it's important to include administrators in the faculty evaluation system. While they may not be required to attend every annual review, they will need to be made aware of any departmental changes that occur before or during the evaluation sessions. For instance, administrators should know which faculty members are eligible for tenure. In addition, they may work directly with department chairs to assess which individuals may be eligible for a promotion. An integrated Faculty Information System (FIS) takes the guesswork out of career milestones and can initiate cases—on the correct timelines—in a faculty evaluation system.

(https://www.interfolio.com/resources/blog/faculty-evaluation-system-going-digital-maintains-fairness/)

Faculty evaluation is a critical component in maintaining accreditation and preparing for tenure evaluations. Accredited universities must ensure they are employing high-quality educators and that they are supporting equitable and efficient hiring and tenure review processes. As there are multiple parties involved in the faculty evaluation process, it is crucial to have evaluation systems that are accessible to all stakeholders. Many colleges and universities would argue that an online faculty evaluation system is the best, most accurate way to approach faculty reviews.

https://www.interfolio.com/resources/blog/best-approach-to-faculty-evaluations/

Upholding academic standards and promoting professional development depends heavily on faculty performance and evaluation. They promote continuing development projects, pinpoint areas for progress, and acknowledge excellence, all of which contribute to the success of the institution as a whole. There are many benefits to having an effective faculty performance management system in higher education. It fosters a culture of excellence by improving the caliber of instruction, increasing productivity in research, and supporting faculty retention. It also guarantees the allocation of resources strategically, makes certification easier, and fosters an attitude of continual improvement that is in line with institutional objectives.

(https://www.creatrixcampus.com/blog/faculty-performance-appraisal-and-development-system)

E-Books:

The difficulties with student evaluations of teaching further exacerbate other struggles with assessing teaching quality. Concerns have been raised related to the ways in which department chairs evaluate faculty teaching performance and a lack of structured teaching evaluation instruments that can be used for peer-evaluation (Drue & Bifulco, 2025). Additionally, the authors were unable to locate research related to the evaluation of faculty teaching in field-based settings such as supervising teacher candidates in K-12 classroom clinical placements. As mentioned in the Scholarship section above, faculty in fields such as teaching and nursing often have heavy teaching loads with significant time committed to supervising candidates in the field. Surveys used for student evaluation of faculty teaching are not designed to assess the quality of faculty teaching in field-based settings (Sidwell et al., 2025). This means that a significant portion of the teaching responsibilities for some faculty are not effectively evaluated.

(Petron, M., Blackwell, W., & Strunc, A., (2025) Dismantling inequities in the faculty evaluation system, Issue 1 Spring/Summer 2025 Continuing A Legacy of Leadership Volume 20, page 5-6)

Faculty Evaluation has been defined as a tool to evaluate the vitality of tenured faculty, assess faculty performance, guide supervisors in personnel decision-making, and know the faculty's contribution to the learning experience of the students (1,2). This is an essential customary practice in academic institutions wherein paper-based and cloud-based faculty performance evaluation methods are two commonly utilized approaches for assessing quality teaching in Higher Education Institutions (HEIs). Many colleges and universities started considering the move towards a cloud-based method because of the many issues encountered in the implementation of the traditional approach –paper-based faculty performance evaluation (FPE) and the strengths of a cloud-based / web-based procedure. Given that several studies highlighted some deficiencies of the former method (3), and many have asserted the strengths of the latter hence, several

private and government HEIs started considering the transition to online or the use of a cloud-based or web-based platform in carrying out the faculty evaluation process.

(Brenda Benosa & Joseph Jessie Oñate (2023), Design and development of faculty performance evaluation system (FPES) v2.0, page 030020-1)

In terms of peer evaluation, as found by previous studies, peer feedback it one of several ways in which teachers can share their experience and knowledge with each other; feedback from peers can be helpful to change or develop their teaching, and exchanging written (both for the teacher writing it and the teacher receiving it) can be a useful professional development exercise [2], [12], [13]. Peer evaluation can also be utilized in a summative way by reflecting how teaching is delivered by their school staff to students and involving appraisal or personal decisions [14], [15]. However, using peer evaluation in this way can be problematic for teachers as it requires high levels of trust [16]. In addition, Zhang [5] point out that personal relationship can influence evaluation when used to make judgment or decision about colleagues; bias and subjectivity can be increased when there is misunderstanding among teachers, thereby further undermining the value of peer evaluation [12]. Thus, from the teachers' perspectives, peer evaluation seems to be more valuable when used formatively [3]. Nonetheless, if used for summative or formative purposes and to mitigate against bias and subjective in peer evaluation, consistency of interpretation will be strengthened by clear performance guidelines and explicit criteria of teaching [12], [17]

(Talal S. Almutairi & Nawaf S. Shraid (2021). Teacher evaluation by different internal evaluators: Head of departments, teachers themselves, peers and students, International Journal of Evaluation and Research in Education (IJERE) Vol. 10, No. 2, June 2021, pp. 588-596)

E-Journals:

The evaluation of faculty performance plays a crucial role in achieving the vision, mission, and objectives of higher education institutions. It determines the quality of service provided by educators in instruction, research, extension, and other academic endeavors. The result of the evaluation reflects on the contribution of faculty members to the substantial learning of students. Over the years, there have been innovations in the conduct of performance evaluations. Educational institutions are progressively integrating technological tools and platforms to improve the evaluation of faculty members. Automated systems, data analytics, and online surveys have become integral components in evaluating teaching effectiveness. These technological innovations not only streamline the evaluation process but also provide a more comprehensive and data-driven understanding of faculty performance.

(Jonathan F. Cinizan & Helen Evelyn U. Valdez (2023) E-Dawa: Enhanced Faculty Performance Evaluation System with Data Analytics page 107)

This research has shown that the performance evaluation of teachers is a very challenging process. Considering the inadequacies in performance evaluation and its negative consequences, it seems that it is more appropriate to use diversified methods instead of a single method for qualified evaluation (Guarino et al., 2015). On the other hand, considering the intensity of the administrative and bureaucratic work of school principals (Balıkçı & Aypay, 2018), performance evaluation of teachers is considered as a time-consuming and tiring process in most cases. However, considering that the quality of teaching is directly related to the teaching of teachers, it is an undeniable fact that qualified teacher evaluation models are needed. Researchers are recommended to conduct qualitative and quantitative research with larger samples in both private and public schools.

(Muhammet Emin Turkoglu & Ahmet Aypay (2022) Teacher Performance Evaluation System in a Private School: A Case Study, page 155)

Teachers are faced with a dynamic context in which to apply their knowledge, skills, and abilities. What worked last year may not work this year for a variety of reasons, some of which are outside the teachers' control. When teachers take the time to think about how they might improve their delivery, instructional strategies, content, and so forth, they discover ways to make their practice more effective, which, in turn, may impact student learning. Therefore, it is highly recommended that teachers conduct a self-assessment of professional practice to reflect on their strengths, areas for improvement, and strategies for growth. Teachers should consider all relevant information, including previous feedback from their evaluator and student growth measures. Based on areas that need improvement, teachers should consider developing professional practice goals which they can share with their evaluator for ideas on strategies they might consider to help achieve the goal.

(James H. Stronge,Ph.D. & Virginia Caine Tonneson, Ph.D (2021). Washington County School Division: Teacher Performance Evaluation System Handbook, page 16)

CHAPTER III

TECHNICAL BACKGROUND

This chapter presents the current flow of the Faculty and Staff Evaluation System through Google Form and Manual as observed by the researchers. The traditional method involves students rating the faculty and staff of The College of Maasin while peer-based evaluation is through a manual and Google Form process. Reflecting on this information will help in the process of developing a smooth system for the benefit of providing appropriate feedback on the institution's faculty and staff.

Current Flow of The Faculty and Staff Evaluation System

The flowchart presents the current system for students evaluating the Faculty and Staff of The College of Maasin.

START

Open Web

Go to evaluate.cm.edu.ph

Log in Credentials

Are Log in Credentials Incorrect? — Yes

No

Choose Instructor to evaluate

Rate Instructors

Comment

Submit

Are all Instructors evaluated? — No

Yes

Successfully Submitted/Completed

END
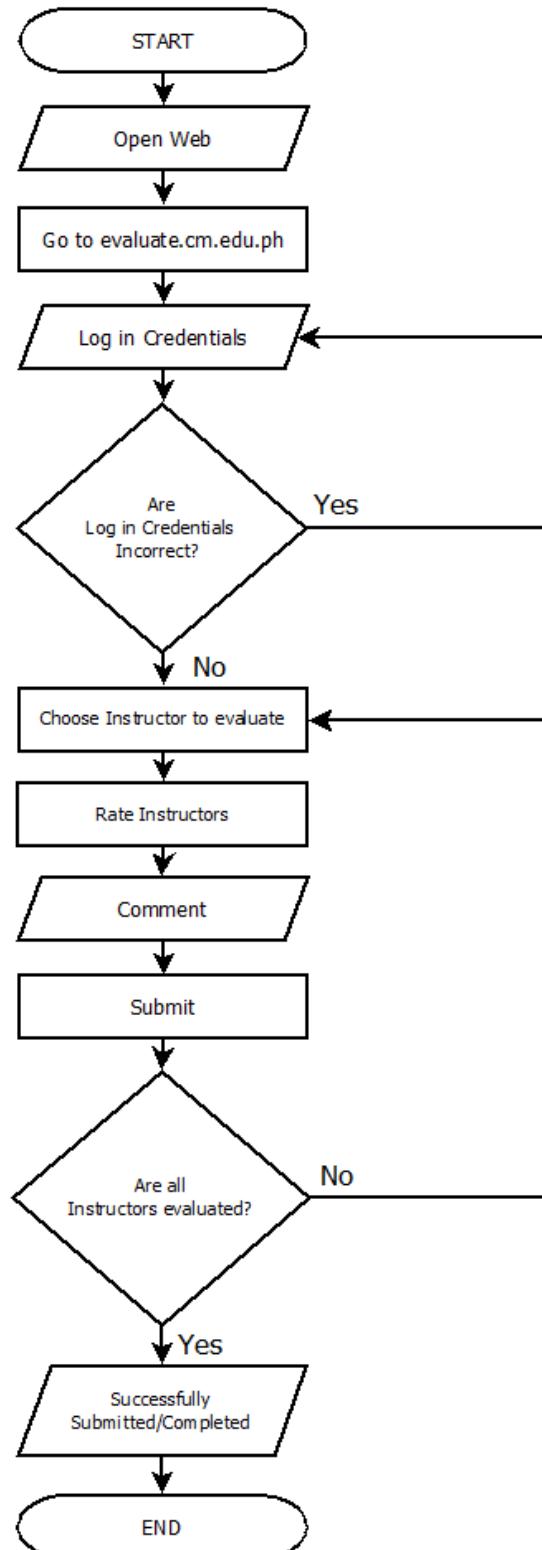
Event List:

1. Students will first open the web.
2. They will search for or click the link "evaluate.edu.ph".
3. They will find a login page.
4. To enter, they will put in the necessary log in credentials.
5. If the credentials are incorrect, the student will not be able to continue to the evaluation system.
6. If the log in credentials are correct, they will be able to proceed to the list of instructors to evaluate.
7. Rating evaluation will only depend on what subjects the student has for the semester with its respective instructors.
8. Student comments and submits the evaluation.
9. If the student skips an instructor the system will automatically present the lacking instructors to be evaluated.
10. If all instructors are already evaluated, it will successfully submit/complete the evaluation system.

Process Specification:

      Process for Student's end on evaluating instructors

Begin

1. Open Web
2. Go to evaluate.edu.ph
3. Log in to evaluate
4. Input log in credentials
5. Incorrect Log in credentials, returns to Log in page
6. After log in, evaluate the instructors
7. Rate the instructors
8. Comment on to the instructors
9. Unfinished evaluation, more pending instructors to evaluate
10. After evaluating, submit

End

Current Peer-based Evaluation Process

The flowchart presents the current system for peers, colleagues, head of office evaluating the Faculty and Staff of The College of Maasin through Google Form.
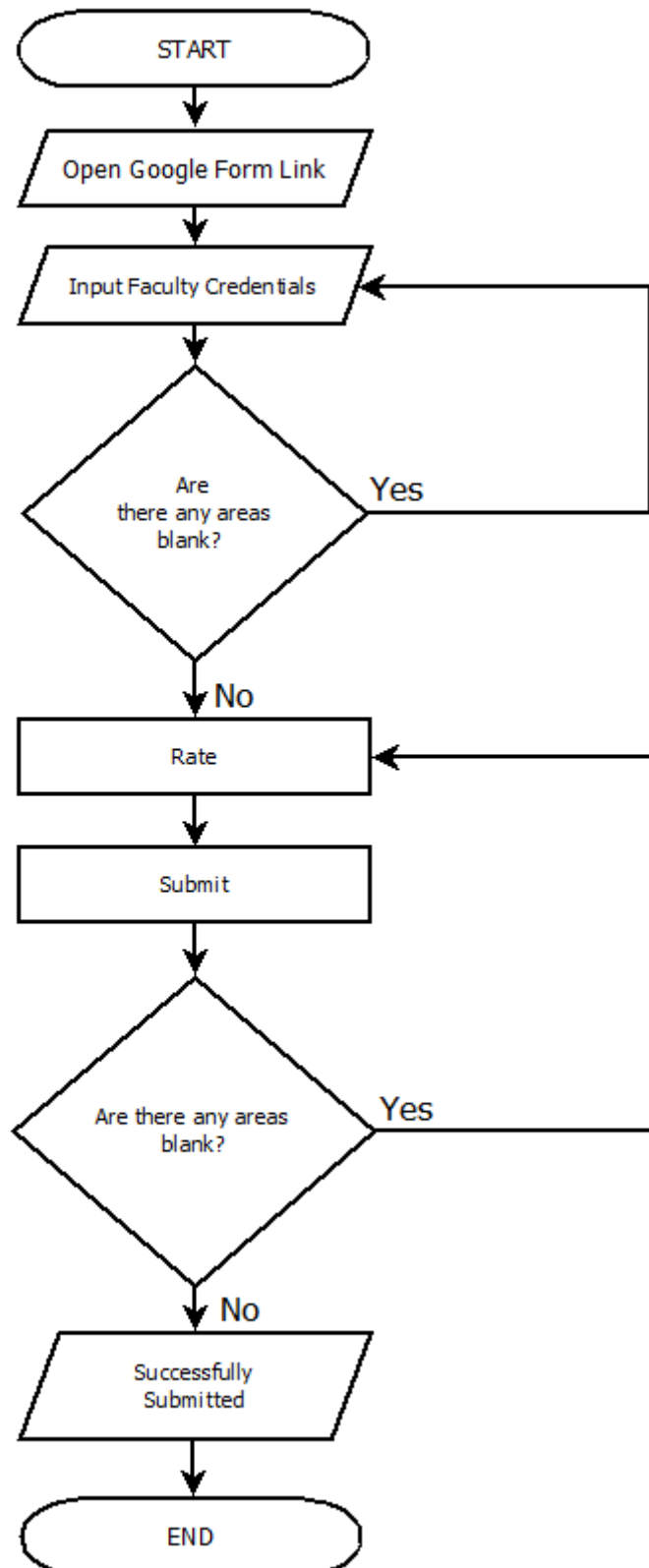
Event List:

1. Faculty and Staff receives a Google Form link from the admin.
2. Each of them will click the link and fill the form.
3. They will fill in the necessary information needed, such as; their names, department and type of evaluation.
4. If the necessary information is not provided, the evaluator will have to return to the page until they fill in.
5. Once filled in, the evaluator will rate depending on the type of evaluation.
6. If there are fields skipped, they will not be able to submit the form.
7. If all parts are done, they will be able to successfully submit the form to the HR office.

Process Specification:

Process for Faculty and Staff's end on evaluating colleagues

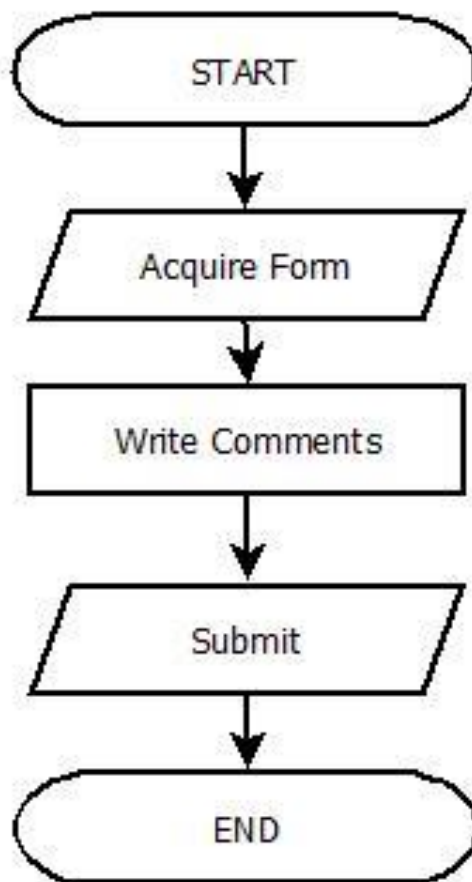**Begin**

1. Acquire Google Form link from admin
2. Open the Google Form link
3. Fill in the form with the necessary information
4. If some fields are not filled, they will not be able to proceed
5. Rate peers, self or supervisor
6. If some parts are not filled, they will not be able to submit
7. If all fields are filled, form will be successfully submitted

End

Current Flow of The Faculty and Staff Evaluation System

The flowchart presents the current system for maintenance staff evaluating the Faculty and Staff of The College of Maasin through a manual process.

```
                    ┌─────────────┐
                    │    START    │
                    └─────────────┘
                           │
                           ▼
                    ╱─────────────╱
                   ╱ Acquire Form ╱
                  ╱─────────────╱
                           │
                           ▼
                    ┌─────────────┐
                    │Write Comments│
                    └─────────────┘
                           │
                           ▼
                    ╱─────────────╱
                   ╱   Submit     ╱
                  ╱─────────────╱
                           │
                           ▼
                    ┌─────────────┐
                    │     END     │
                    └─────────────┘
```

Event List:

1. Staff will acquire form from the HR office.
2. Form will be filled with comments from the staff as an evaluation to the faculty and staff of The College of Maasin.
3. The form will then be submitted to the HR office.

Process Specification:

Process for Maintenance staff's end on evaluating colleagues

Begin

1. Acquire form from HR Office
2. Fill in form with comments
3. Submit the form to the HR Office

End

(Hardware/Software/Network) used in the current system:

- Hardware - Computer, Laptop
- Software – Windows 10 2019
- Peopleware – HR Office, Tech Support, Evaluator
- Network – Wi-Fi, LAN

Discussion on the current technology to be used in developing and implementing the evaluation system.

In providing the institution an accurate and reliable feedback while also maintaining data security and assurance, the proponents of The College of Maasin propose this system. With this system, it will make acquiring feedback convenient and purposeful especially since the institution is already in the era of modern technology. It will be able to help the institution identify the best performing faculty and staff as well as build a system that will present areas to be improved.

Hardware

The proposed system will be accessible to computer, laptops and mobile phones to navigate through the evaluation system and it will manage the data acquired. The computer and laptop shall be used to maintain the data gathered from the evaluator to ensure the capacity.

Software

The proposed system will use a windows 10 home operating system to develop its functionalities and procedures. It will be utilized as a tool to store all necessary data that is needed for the development process of the system by the proponents.

Peopleware

The system will be man-powered by the HR office while the ISAO team of The College of Maasin assists them as a tech-support. The evaluators are also the students, peers, self and the head of offices, they hold the crucial role of being the end users by rating of each the faculty and staff of The College of Maasin.

Network

      The administration will use the LAN, while the evaluators are able to use their Wi-Fi and/or their mobile data when evaluating. This will enable accessibility for all evaluators while admin tasks will utilize LAN to fully operate the backend maintenance as well as monitor its database.

CHAPTER IV

METHODOLOGY, RESULTS, AND DISCUSSIONS

Requirements Analysis

This part discusses the requirements needed for the system. The "Faculty and Staff Performance Evaluation System" is a system provided for the HR Office of The College of Maasin to enable a convenient and efficient process in acquiring data on the overall performance of the faculty and staff of the institution. This will improve the current student-based evaluation system and introduces a new system involving the self, peers and head of office to evaluate providing a multi-perspective feedback. It will also involve an automated ranking system within to present best performing faculty and staff while also providing information on what areas are in need of improvement.

The researchers conducted an interview at the HR Office of The College of Maasin and has discovered that the current evaluation system does not include a ranking computation and uses both Google Form and a physical form for the faculty and staff to evaluate colleagues and supervisors. The office also complained the difficulty on navigating the system which is why they sometimes prefer the manual process.

Upon this discovery, it is imperative that the current system should enhance and provide a user-friendly interface for the evaluators to feel comfortable. If this continues, it might cause more problems for the institution since feedback is crucial in improving the services it offers. Utilizing this system will bring efficiency and effectiveness in the HR Office while also improving the services of the institution itself.

Requirements Documentation

This part elaborates and explains how the system works and executed. The system is the "Faculty and Staff Performance Evaluation System", a system that enhances current and traditional means of acquiring feedback from self, students, peers and head of office.

Conceptual Framework

The conceptual framework shows and indicates the flow of the system and helps the users understand how it will function.

INPUT

Ratings of Self,
Instructors and
Head of Office

PROCESS

Accept Ratings
and
Compute all results

OUTPUT

Present Rankings and
Record all data gathered
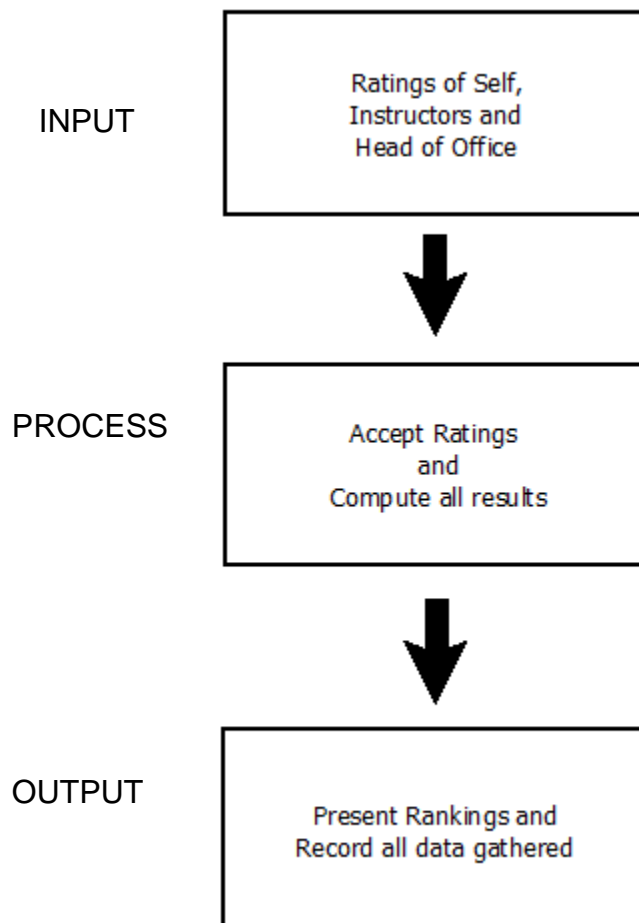
Design of Software/Systems, Product, and/or Processes

THE PROPOSED SYSTEM
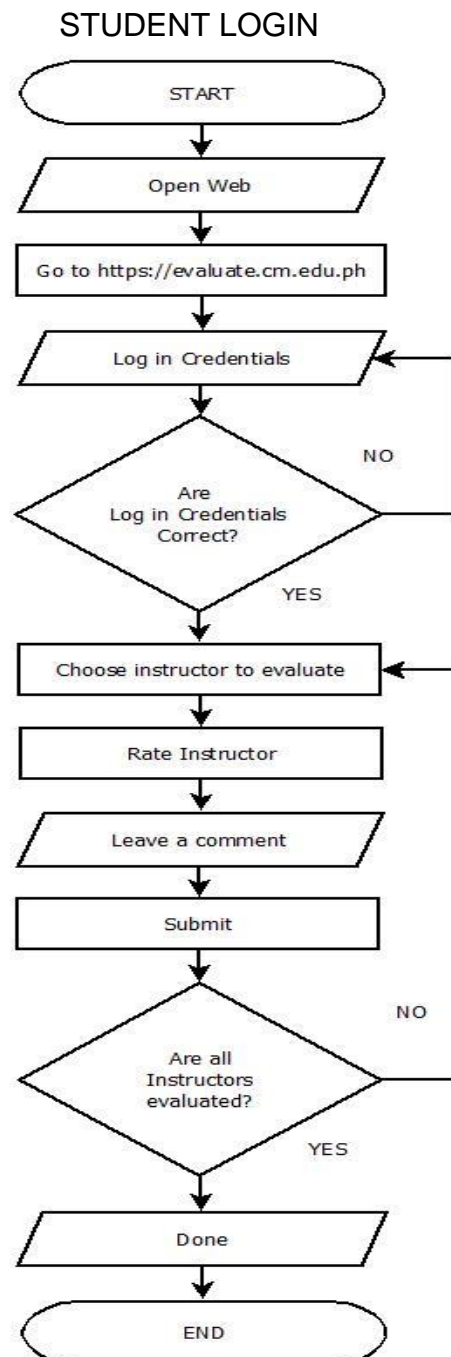
Faculty and Staff Performance Evaluation System

The Flowchart below represents the proposed Faculty and Staff Performance Evaluation System from the student's perspective.

STUDENT LOGIN

```
                    ┌──────────────┐
                   (    START      )
                    └──────────────┘
                           │
                    ┌──────────────┐
                   /   Open Web    /
                    └──────────────┘
                           │
                 ┌──────────────────────────┐
                 │ Go to https://evaluate.cm.edu.ph │
                 └──────────────────────────┘
                           │
                   /  Log in Credentials  / ◄─────┐
                           │                       │
                           ▼                    NO │
                        ◇ Are                      │
                      Log in Credentials ──────────┘
                         Correct? ◇
                           │
                          YES
                           │
                 ┌──────────────────────────┐
                 │ Choose instructor to evaluate │ ◄───┐
                 └──────────────────────────┘          │
                           │                            │
                 ┌──────────────────────────┐           │
                 │     Rate Instructor       │          │
                 └──────────────────────────┘           │
                           │                            │
                   /  Leave a comment  /                 │
                           │                            │
                 ┌──────────────────────────┐           │
                 │        Submit             │          │
                 └──────────────────────────┘           │
                           │                            │
                        ◇ Are all                   NO  │
                      Instructors ───────────────────────┘
                       evaluated? ◇
                           │
                          YES
                           │
                   / Done /
                           │
                    ┌──────────────┐
                   (     END       )
                    └──────────────┘
```

26

Event List

1. The student shall open the web.
2. He/she will proceed to search for/click the link "https://evaluate.cm.edu.ph".
3. Input the Log in Credentials, such as their ID number and the type of evaluation.
4. If the credentials are incorrect, it will return to Log in Page.
5. The student will then choose the instructor to evaluate.
6. Rate the instructors based from the subjects enrolled for the current semester.
7. The student will leave a comment after evaluating.
8. Student will attempt to submit.
9. If student has skipped some instructors, it will return to the list of instructors.
10. After completing the whole evaluation, it will be successfully submitted.

Process Specification

Flowchart for the student's end on the Faculty and Staff Performance Evaluation System.

Begin

1. Open Web Browser
2. Search or Click "https://evaluate.cm.edu.ph"
3. Input Log in Credentials, ID number and type of evaluation
4. If Log in Credentials are incorrect, return to Log in Page
5. Student will choose instructor to evaluate
6. Student will evaluate instructors
7. Leave a comment for instructor evaluated
8. Attempt of submission
9. If student has not completed evaluating all instructors, return to list of instructors
10. After completion, successfully submitted
    End

Faculty and Staff Performance Evaluation System

        The Flowchart below represents the proposed Faculty and Staff Performance Evaluation System from the faculty and head of office's perspective.
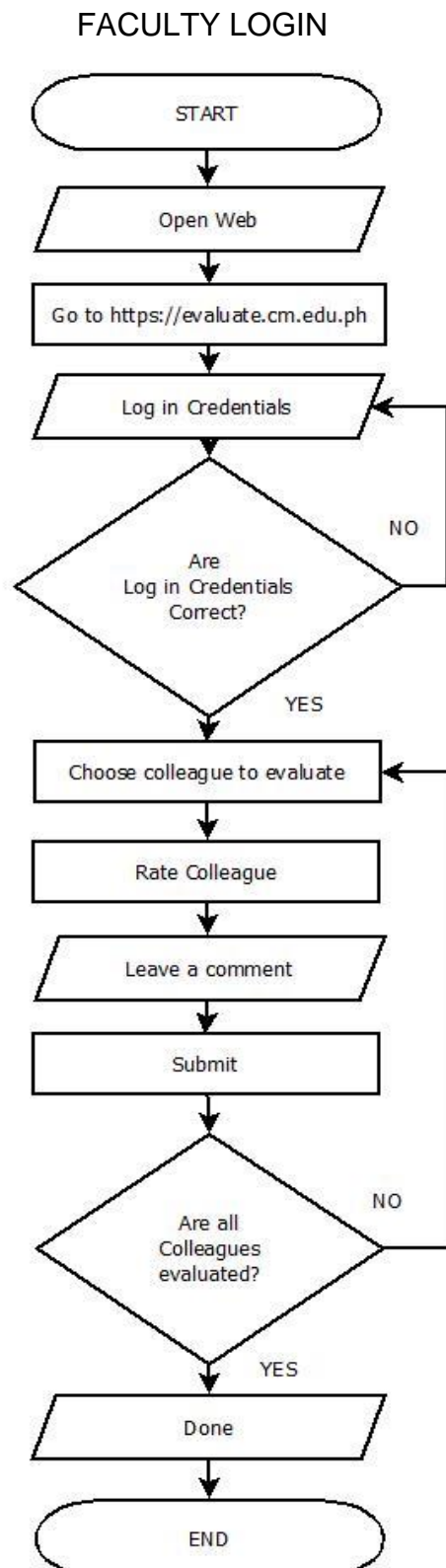
FACULTY LOGIN

Event List

1. The Faculty or Head of Office shall open the web.
2. He/she will proceed to search for/click the link "https://evaluate.cm.edu.ph".
3. Input the Log in Credentials, such as their ID number and the type of evaluation.
4. If the credentials are incorrect, it will return to Log in Page.
5. The faculty/head of office will then choose the colleague to evaluate.
6. Rate the colleagues upon observations.
7. The faculty/head of office will leave a comment after evaluating.
8. He/she will attempt to submit.
9. If he/she has skipped some colleagues, it will return to the list of colleagues.
10. After completing the whole evaluation, it will be successfully submitted.

Process Specification

Flowchart for the faculty/head of office's end on the Faculty and Staff Performance Evaluation System.

Begin

1. Open Web Browser
2. Search or Click "https://evaluate.cm.edu.ph"
3. Input Log in Credentials, ID number and type of evaluation
4. If Log in Credentials are incorrect, return to Log in Page
5. Faculty/Head of office will choose instructor to evaluate
6. Faculty/Head of office will evaluate instructors
7. Leave a comment for colleague evaluated
8. Attempt of submission
9. If Faculty/Head of office has not completed evaluating all colleagues, return to list of colleagues
10. After completion, evaluation is successfully submitted

End

Faculty and Staff Performance Evaluation System

The Flowchart below represents the proposed Faculty and Staff Performance Evaluation System in the self-perspective.

SELF LOGIN
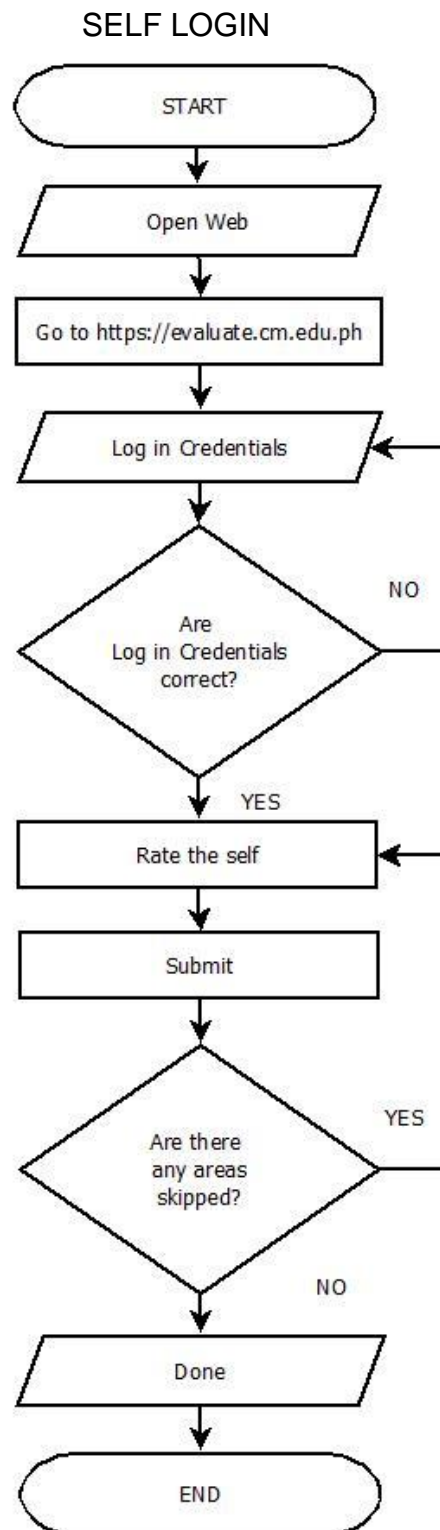
Event List

1. The Evaluator shall open the web.
2. He/she will proceed to search for/click the link "https://evaluate.cm.edu.ph".
3. Input the Log in Credentials, such as their ID number and the type of evaluation.
4. If the credentials are incorrect, it will return to Log in Page.
5. The evaluator will then rate themselves.
6. He/she will attempt to submit.
7. If he/she has skipped some areas, it will return to the previous page.
8. After completing the whole evaluation, it will be successfully submitted.

Process Specification

Flowchart for the faculty/head of office's end on the Faculty and Staff Performance Evaluation System.

Begin

1. Open Web Browser
2. Search or Click "https://evaluate.cm.edu.ph"
3. Input Log in Credentials, ID number and type of evaluation
4. If Log in Credentials are incorrect, return to Log in Page
5. Evaluator will rate themselves
6. Attempt of submission
7. If evaluator has not completed all parts of the evaluation, return to list of previous page
8. After completion, evaluation is successfully submitted

End

Faculty and Staff Performance Evaluation System

   The Flowchart below represents the proposed Faculty and Staff Performance Evaluation System from the admin's perspective on calculating and presenting the ranking of the evaluated faculty and staff.

<div align="center">ADMIN PAGE</div>
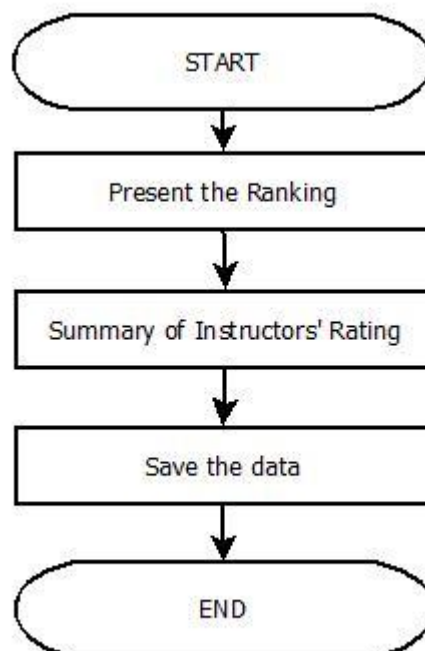
Event List:

1. The system should automatically present the ratings from the evaluation.
2. The system will show the summary of all instructors' ratings.
3. Lastly, it will save all the data collected.

Process Specification

Flowchart for the admin's end on the Faculty and Staff Performance Evaluation System for the computation of ratings.

Begin

1. System will show results
2. Present summary of instructors' evaluation results
3. System shall save the data

End

Development and Testing

This part of the research tackles the different stages of the development and testing of the system; "Faculty and Staff Performance Evaluation System". As its first step, the researchers conducted an interview at the HR Office of The College of Maasin. The researchers were able to gather insights on what the office currently demands, the information acquired were very helpful in the second approach of the system. Succeeding to the interview, the group members initiated a brainstorming session to proceed with the system design/plan and its functionalities. These included the; features, old and new and the areas needed to improve for the current system. The team was finally able to decide on the system's important serviceability and therefore proceeded to the development process. The system's development process is based from the flowchart, it guided the whole process as it is imperative that we understand each of the system's functions and procedures.

Granted that when the development process is finished, a dry-run will be conducted to ensure that the system is ready to deploy. The test will assess the performance of the system especially its strengths and weaknesses, this will enable the researchers to analyze if it is able to achieve its goal efficiently.

Description of the Prototype

The proposed system; "Faculty and Staff Performance Evaluation System" is initiated to create an efficient and effective process of acquiring feedback provided for the institution's convenient use. It was also coined for the purpose of improving the current system used by the HR office, meant to provide the office a user-friendly interface considering their problem was that they could not navigate the current system easily.

The proponents aim to introduce new features; first one is the peer-based evaluation where colleagues can evaluate each other through this system. Secondly, it will also allow the different head of office to evaluate the faculty members under their respective departments. Lastly, it will include an assigned value to ratings therefore it will rank the faculty and staff on which of them have the best performance and identifies aspects of one's performance that needs to be enhanced.

The prototype for this system will have three features in one integrating a backend software for the admin to manage and monitor the system's performance. It will follow through types of evaluation to choose from as well as the page for the results to be presented. The students will not be able to see the results to avoid bias on their next evaluation process. The data from all evaluators will be stored in a XAMPP-hosted MySQL database, enabling administrators to access and manage all system content.

Implementation Plan (infrastructure/deployment)

To ensure the success of the system's deployment, this part of the research will tackle the different tasks on thoroughly developing the system and secure that the system avoids any errors in advance. The members will divide into different parts of the system, making sure that the resources that the proponents have is well-distributed. Presenting the prototype to the HR Office will also help to guarantee that they are part of the process as well since this system is solely for the betterment of the institution.

As the system is presented to the HR Office of The College of Maasin, it will enable them to foresee if they have any features or any more clarifications to add unto it. After going through this phase, the proponents will proceed to the preparation for the deployment going through various areas to be checked. The system shall use the following; hardware, software, network and the project developers to prepare the deployment. The project should be ready around 3-4 months of simultaneous programming and testing each part of the system to secure its ability to perform the different uses.

Implementation Results

This proposed system; Faculty and Staff Performance Evaluation System" shall be serviceable to The College of Maasin especially to the HR Office since its sole purpose is to conveniently acquire feedback from the self, peer, students and head of office accurately and efficiently. The HR Office have extended their full support on this system and shall be implemented with their guidance fully including them from the development up until its implementation. Once the system is to be implemented it is expected by the institution to perform the following functionalities:

1. Students will be able to evaluate the instructors.
2. Faculty and Staff shall be able to evaluate colleagues and the self.
3. Head of Office is looking forward to evaluate their faculty members to their respective departments.
4. The HR Office is ensured to recognize best performing faculty and staff as well as its identified lacking by a presented ranking.

CHAPTER V
CONCLUSIONS AND RECOMMENDATIONS

Conclusions

The Faculty and Staff Performance Evaluation System is meant to streamline the HR Office's functionalities in dealing with the gathering of feedback among students, colleagues and head of office ensuring accuracy and efficiency. It will also ensure the integrity and security of data acquired from its evaluator building trust and reliability in data assurance. It shall address the difficulties the office is currently facing with its traditional system on solely relying on Google Form and manual process from its peers and supervisors. Additionally, it is dedicated to create a user-friendly interface for any evaluator to make it easy for them to navigate through the system and evaluate conveniently and smoothly.

Its sole purpose is to enhance the current system of only acquiring feedback from the students as it is important that the institution should expand its perspective on its faculty and staff. Incorporating a multi-perspective feedback is essential for The College of Maasin to be able to fully assess its employees and their performances. The service which the system aims to provide is for the institution to gather feedback in a convenient and hassle-free manner.

Recommendations

The proponents recommend The College of Maasin especially the HR Office to implement the Faculty and Staff Performance Evaluation System to enhance their ways of evaluating its performance. This is helpful for their way of improving the whole institution by assessing its subordinates and gain awareness of how their faculty and staff is performing in their everyday tasks. However, this system will only be very effective if there are active technical supports prepared enough to assist the users if there are any difficulties or questions needed to be addressed. This system reflects on the technology-based institution that ever so actively follow modernized procedures to make certain steps easy and effective.

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