



Interview Sheet

We, Ms. Xyra C. Ebron, Mr. Dominic M. Acuisa and Jerico B. Aguirre from Bachelor of Science in Information Technology would like to conduct a survey regarding our Capstone Project entitled "CALENDASH: An Implementation of School Event Scheduling and Monitoring System at Technological University of the Philippines – Taguig Campus". Your cooperation is highly appreciated. Thank you and God bless!

Name: _____

Position: _____

Date: _____

QUESTIONS:

1. What are the venues or campus facilities that are in need for reservations?
2. What is/are the process in scheduling an event in TUP Taguig Campus?
3. Do you have standard(s) in approving the scheduled requests? (If yes, what are those standards?)
4. Do you accept rescheduling approved requests of events or reservations?
6. What is the process in rescheduling the approved requests?
6. What is/are your action if the scheduled event has been cancelled due to calamities or typhoons and other natural or incidental reason/s?
7. Do you accept external requests for using the campus as their venue? (If yes, what is/are the process?)
8. Do you have any required documents for the reservation of the venue? (what are those?)
9. How do you inform the concerned person about the status of his request, if approved or not?
10. Do you keep the date of the requests? (If yes, how do you keep it?)
11. Do you inform the student organizations about the approved reservation?
12. Do you make reports about the approved reservations? (If yes, how?)
13. Do you monitor the previous schedule about the reserved venue? (If yes, how?)
14. Are you satisfied with the manual process of scheduling and monitoring of the request?
15. Would you like to adopt the manual process of the scheduling and monitoring into an automated system?
16. What are the problems you encounter when scheduling an event?
17. What are your actions if the event lasts longer than its scheduled time?
18. What could occur in the event of an emergency meeting utilizing the venue that students had previously scheduled for the day?
19. What are the capacities of the event venues?
20. What consequences will individuals face for breaking the regulations within the venue?
21. What is the complete name of the attorney authorized to endorse or authorize the IT function hall?
23. Who has the authority to sign or approve the mechanical area venue?
24. When is venue maintenance scheduled and what procedures are involved?
25. What is the structure of a request letter when it contains a budget?

COMMENTS/ SUGGESTIONS: