MarriottConnect: An Integrated Student Information System with Decision Support Analytics for Marriott School

A Capstone Project Proposal
Presented to the Faculty of the
Information and Communications Technology Program
STI College Muñoz - EDSA

In Partial Fulfilment
of the Requirements for the Degree
Bachelor of Science in Information Technology

Jade Michael D. Godalle
Edson John R. Solitario
Francis Jay D. Raagas
Laurence Emmanuel M. Supangan

November, 2025

ENDORSEMENT FORM FOR PROPOSAL DEFENSE

TITLE OF RESEARCH: MarriottConnect: An Integrated Student Information System with Decision Support Analytics for Marriott School

NAME OF PROPONENTS: Jade Michael D. Godalle
Edson John R. Solitario
Francis Jay D. Raagas
Laurence Emmanuel M. Supangan

In Partial Fulfilment of the Requirements
for the degree Bachelor of Science in Information Technology
has been examined and is recommended for Proposal Defense.

ENDORSED BY:

Mr. John Ace C. Manlapat, MIT
Capstone Project Adviser

APPROVED FOR PROPOSAL DEFENSE:

Ms. Cristylen Q. Esporsado
Capstone Project Coordinator

NOTED BY:

Mr. Anthony F. Molacruz
Program Head

NOVEMBER, 2025

APPROVAL SHEET

This capstone project proposal titled **MarriottConnect: An Integrated Student Information System with Decision Support Analytics for Marriott School**, prepared and submitted by **Jade Michael D. Godalle, Edson John R. Solitario, Francis Jay D. Raagas**, and **Laurence Emmanuel M. Supangan**, in partial fulfillment of the requirements for the degree of Bachelor of Science in Information Technology, has been examined and is recommended for acceptance and approval.

Mr. John Ace C. Manlapat, MIT
Capstone Project Adviser

Accepted and approved by the Capstone Project Review Panel
in partial fulfillment of the requirements for the degree of
Bachelor of Science in Information Technology

Ms. Cristylen Q. Esporsado
Panel Member

Mr. Ramil Madriaga
Panel Member

Mrs. Marilyn F. Afable
Lead Panelist

Noted:

Ms. Cristylen Q. Esporsado
Capstone Project Coordinator

Mr. Anthony F. Molacruz
Program Head

November, 2025

TABLE OF CONTENTS

INTRODUCTION

Educational institutions increasingly depend on integrated information systems to maintain efficient operations, accurate records, and timely decision support.

In the Marriott School context, this requirement is more critical because learner identity and enrollment reporting must stay aligned with DepEd LIS while daily office work continues across registrar, finance, and academic units.

MarriottConnect is proposed as an integrated, role-based student information system that centralizes operational workflows and converts transactional data into actionable analytics for administrators, teachers, students, and parents.

Project Context

Marriott School operates in a DepEd-governed environment where LIS remains the official reference for learner identity and enrollment reporting.

Despite this requirement, day-to-day workflows are still handled through disconnected files, department-specific trackers, and manual cross-checking.

The central design constraint of the proposed system is to avoid duplicate encoding while sustaining complete school operations.

To satisfy this constraint, the proponents adopt a staged operational model:

1. The Registrar records minimal enrollment intake data.

2. The Finance office confirms payment through the cashiering workflow.

3. The Registrar uploads SF1 to enrich student records by LRN.

4. The system reconciles local records with LIS-aligned learner details.

This staged model allows offices to move quickly while preserving consistency, accountability, and traceability of school records.

Statement of the Problem

Marriott School currently experiences fragmented data handling because student, academic, and billing information are encoded and verified in separate workspaces.

As a result, staff spend significant time checking duplicate entries, resolving mismatched values, and consolidating reports before they can be used for operations or planning.

The operational impact includes delayed enrollment completion, slower financial posting, extended grading cycles, and reduced confidence in management reports.

General Problem:

How can MarriottConnect be developed as an integrated student information system with decision support analytics that eliminates duplicate encoding and improves cross-office coordination?

Specific Problems:

How can enrollment intake and student directory workflows be centralized while supporting SF1 enrichment and LIS reconciliation by LRN?

How can cashiering, ledger posting, and balance visibility be automated so finance and parent views remain synchronized in real time?

How can scheduling and class list workflows be organized to reduce conflicts and simplify academic planning per school year?

How can grading workflows support rubric setup, score entry, draft saving, and quarter submission using one consistent process?

How can student and parent portals provide secure access to schedules, grades, and billing information with role-based safeguards?

How can role dashboards transform operational records into actionable enrollment, payment, and risk indicators for school administrators?

These problems define the functional and technical targets of MarriottConnect in this capstone proposal.

-
-
-
-
-

Objectives

The objectives of this study guide the design and development of MarriottConnect as a centralized and analytics-enabled school information system for Marriott School.

General Objective:

To develop MarriottConnect, an integrated student information system with decision support analytics that streamlines enrollment, grading, scheduling, and finance workflows while reducing duplicate encoding.

The general objective is aligned with the institutional need for one operational platform that supports both transaction processing and management-level planning.

Specific Objectives:

- To implement role-based modules for super admin, admin, registrar, finance, teacher, student, and parent users.

  To centralize enrollment intake and student directory records with SF1 upload support for learner enrichment and LIS-oriented reconciliation.

- To automate cashiering, ledger updates, transaction history, and billing visibility to improve financial transparency and turnaround time.

  To provide teacher workflows for rubric configuration, activity creation, score encoding, and quarter grade submission.

- To provide student and parent portals for secure viewing of schedules, grades, and billing information.

  To deliver dashboard analytics that summarize KPIs, alerts, and trend cards for operational and strategic decisions.

  To enforce governance controls through account management, permissions, audit logging, and system settings.

- To retain a practical rollout scope while clearly identifying deferred modules for future implementation phases.

-

Scope

The proposed system covers seven user roles: super admin, admin, registrar, finance, teacher, student, and parent.

Its scope focuses on operational centralization from enrollment intake to grading and billing, with shared dashboards for decision support.

The Super Admin can access the following:

- User manager for account lifecycle, role assignment, status control, and credential recovery workflows.
- Audit log views for governance traceability and accountability of system actions.
- Announcements module with role-targeted publishing controls.
- Permissions and settings controls, including maintenance mode and parent portal toggles.
- The Admin can access the following:
- Academic year lifecycle controls and academic planning pages.

Curriculum manager for subject catalog and certification mapping.

- Section manager for adviser mapping and section maintenance.
- Schedule builder and class list views for implementation planning.
- DepEd reports and SF9 pages are available as placeholders but remain deferred in active scope.
- The Registrar can access the following:

Student directory with searchable learner records and SF1 upload endpoint.

- Enrollment queue for intake creation, updates, and deletion operations.
- Remedial entry workflows for remedial grade handling.
- Permanent records, batch promotion, and student departure remain deferred in this edition.
- The Finance role can access the following:
- Cashier panel for one-page transaction posting and confirmation.

Student ledgers and transaction history for learner-level financial traceability.

- Fee structure, inventory, and discount management modules.

- Daily reports for finance monitoring and reconciliation.
- The Teacher role can access the following:
- Dashboard indicators for teaching load, submission progress, and alerts.
- Schedule and advisory board pages for class operations.
- Grading sheet workflow for rubric, activity, score entry, and quarter submission.

The Student role can access the following:

- Personal dashboard with learning-focused indicators.
- Grades and schedule pages tied to assigned records.
- The Parent role can access the following:
  Child dashboard with due-risk and payment behavior context.

Child grades, child schedule, and billing information pages.

- End-to-end workflow scope includes intake-to-payment-to-SF1 enrichment and LIS-aligned record reconciliation.
  - Dashboard scope includes KPI cards, alert lists, trend cards, and action links using a shared analytics contract.
  - Security scope includes authentication, role middleware, maintenance guards, and parent-portal availability guards.
  - Out of scope for this edition are deferred registrar modules, deferred admin reporting pages, and advanced print/export refinements.
-
-
-
-

-
-
-
-
-

Review of Related Literature/Studies/Systems

This section reviews practical system patterns and implementation references related to integrated school information systems and decision support workflows.

The review focuses on design alignment, operational fit, and implementation lessons relevant to Marriott School.

Local Studies

Local school operations in the Philippines commonly require alignment between institutional workflows and DepEd reporting obligations.

This context supports the design decision to separate minimal enrollment intake from later SF1-based learner enrichment.

Local implementation experience also shows that centralized modules reduce cross-department re-encoding and improve turnaround for routine transactions.

Role-based portals are similarly important in local settings because parent visibility, finance traceability, and registrar accuracy must be maintained together.

Foreign Studies

International studies on school information systems consistently emphasize centralized data architecture, role-based access, and web-based interoperability.

Evidence from academic management systems indicates that scheduling, grading, and billing modules are most effective when linked to one shared learner record.

Decision support literature also supports combining operational transactions with dashboard analytics for forecasting and risk monitoring.

These findings reinforce the inclusion of KPI, alert, and trend views for school-level planning.

Synthesis

Both local and foreign implementation directions support a single conclusion: school operations perform better when records are centralized, workflows are role-defined, and analytics are generated directly from validated transactions.

For MarriottConnect, this synthesis justifies the architecture that connects enrollment, finance, and grading while exposing role-specific dashboards for governance and planning.

The proposed system therefore positions automation and traceability as core requirements rather than optional enhancements.

TECHNICAL BACKGROUND

Overview of Current Technologies to be Used in the System

MarriottConnect is implemented as a web-based school information system built on a modern Laravel and Inertia stack.

Backend Platform

The backend uses Laravel 12 on PHP 8 with PostgreSQL as the primary relational database.

Authentication is handled through Laravel Fortify, while route-to-client bindings are supported by Laravel Wayfinder.

Role-based route grouping and middleware ensure strict access control per office function.

Frontend Platform

The client layer uses Inertia.js v2 with React 19 and TypeScript for page logic and strong typing.

Tailwind CSS v4 and Shadcn UI are used for consistent component-driven interfaces optimized for staff productivity.

Charts are rendered through shared analytics wrappers that support line, bar, area, and pie displays.

Quality and Tooling

The project uses Pest and PHPUnit for feature and behavior validation, Laravel Pint for PHP formatting, and ESLint plus Prettier for frontend quality control.

These tools support fast iteration while keeping implementation standards consistent across modules.

Prototyping Model

1. The proponents adopt an iterative prototyping model to align software outputs with validated school workflows.

Figure 1. Prototype Model

The development cycle follows these stages:

2. Requirements Gathering and Analysis

   Operational interviews and workflow validation define module priorities and acceptance targets.

3. Quick Design

   Initial page flow and data interaction design are prepared around role tasks and shared records.

4. Build Prototype

   A functional implementation is developed for enrollment, finance, grading, dashboards, and governance controls.

5. Initial User Evaluation

   Key users from registrar, finance, and academic roles validate behavior, clarity, and turnaround fit.

6. Refining Prototype

   Feedback is applied to improve process friction points, role navigation, and data consistency checks.

Implement and Maintain

Validated features are deployed and maintained with focused improvements based on usage feedback.

Calendar of Activities
Phase 1: Requirements validation and scope alignment.
Phase 2: Core module build for enrollment, finance, grading, and dashboards.
Phase 3: Integration hardening, role access validation, and workflow verification.
Phase 4: Pilot deployment preparation, documentation, and handoff.

Gantt's Chart of Activity

Figure 2: Gantt's Chart of Activity

Resources

Hardware Requirements

Application and database server resources capable of handling concurrent office transactions and dashboard queries.

Desktop and laptop web clients for registrar, finance, admin, and teacher operations.

Mobile-capable devices for student and parent portal access.

Software Requirements

Server runtime: PHP 8 with Laravel 12 and PostgreSQL database services.

Backend framework: Laravel with Fortify authentication and Wayfinder route integration.

Frontend stack: Inertia React, TypeScript, Tailwind CSS v4, and Shadcn UI components.

Charting and analytics display: shared chart wrappers supporting multi-series trend visualization.

- Development environment: Composer, Node.js tooling, Vite, and Visual Studio Code.
- Quality tooling: Pest, PHPUnit, Pint, ESLint, and Prettier.
-
-
-
-
-
-

-
-

Requirements Analysis

This section details the requirements needed to address Marriott School's operational constraints through MarriottConnect, with emphasis on centralized records, role-based workflows, and analytics-ready transactions.

A. Requirement

Marriott School requires one integrated platform that connects enrollment intake, finance posting, academic grading, and dashboard reporting while maintaining role-based access and LIS-aligned data handling.

B. Business / User Requirement

The system must eliminate duplicate encoding by ensuring that student data entered by the registrar can be reused by finance and academic modules.

The platform must support staged enrollment: intake creation, payment confirmation, and SF1 enrichment by LRN.

1. Finance users must be able to post payments and immediately reflect balances in ledgers and billing views.

2. Teachers must be able to configure rubrics, encode scores, and submit quarter grades within one workflow.

3. Admins must be able to maintain academic years, sections, schedules, and class lists with low process friction.

4. Parents and students must be able to view authorized schedules, grades, and billing information through secure portals.

Super admins must be able to manage users, permissions, audit visibility, and system-level settings.

1. The system must expose dashboard indicators that support operational monitoring and strategic decision making.

2.

3.

C. System Requirements

Major System Capabilities

- The system will operate as a web-based role-driven platform for school operations.
- The system will centralize learner, enrollment, grading, and finance records.
- The system will provide registrar workflows for intake management and SF1 upload.
- The system will provide finance workflows for cashier posting, ledger updates, and report views.
- The system will provide teacher workflows for grading and advisory-related operations.

- The system will provide student and parent portals for authorized read access to school records.
- The system will provide KPI, alert, and trend dashboards using shared analytics payloads.
- The system will enforce role-based access with middleware and authentication guards.
- Major System Conditions

Each user must authenticate with valid credentials and an assigned role.

- Internet connectivity is required for synchronized transaction and dashboard updates.
- Registrar intake and finance posting must complete before downstream enrichment and reporting workflows.
-

D. System User Characteristics

- Super Admin and Admin users require governance and planning controls over users, settings, curriculum, sections, and schedules.
- Registrar users require fast intake encoding, record lookup, and SF1-supported enrichment.
- Finance users require reliable posting, ledger visibility, and daily reconciliation views.
- Teacher users require grading and class-operation tools with minimal manual computation.
- Student users require personal schedule and grade visibility only for authorized records.
- Parent users require child-focused academic and billing visibility with

clear, secure access boundaries.

E. Functional Requirements

1. Manage Student Records
    1.1. The Registrar shall create and maintain learner profiles and enrollment queue entries.
    1.2. The system shall support SF1 upload and learner enrichment by LRN matching.
2. Manage Cashiering and Billing
    2.1. Finance users shall process cashier transactions and post amounts to student ledgers.
    2.2. The system shall update balances and transaction history immediately after posting.
    2.3. The system shall support fee, discount, and inventory-linked payment definitions.
3. Manage Academic Planning
    3.1. Admin users shall maintain school year settings, sections, schedules, and class list views.
    3.2. The system shall present role-appropriate class and schedule data with consistent mapping.
    3.3. Manage Grades
4. Teachers shall configure grading rubrics, create graded activities, and encode student scores.
    4.1. The system shall calculate weighted results and support draft save and quarter submission flows.
    4.2. Manage Dashboards
5. The system shall generate dashboard payloads with KPI cards, alerts, trend cards, and action links.
    5.1. The system shall support line, bar, area, and pie trend rendering for role dashboards.
    5.2. Manage Governance and Security

6. The system shall enforce Fortify authentication and role middleware for route access control.
    6.1. The system shall apply maintenance and parent-portal guards based on system settings.
    6.2. The system shall keep auditable action trails for governance accountability.
7. F. Non-Functional Requirements
    7.1. Operational Requirements
    7.2. The system must remain accessible through modern desktop and mobile web clients.

The system must keep role workflows coherent and low-friction for routine office tasks.

Performance Requirements

1. Cashiering, ledger, and grading updates must reflect without unnecessary delay after submission.
    1.1. Dashboard responses must remain usable for routine monitoring and decision sessions.
    1.2. Security Requirements
2. Passwords must be securely stored and protected by framework-authenticated login flows.
    2.1. Authorization must prevent cross-role access to restricted modules and records.
    2.2. System actions affecting governance and settings must be traceable through audit logs.
3. Usability Requirements
    3.1. Interfaces must use consistent layouts and component patterns to reduce training overhead.
    3.2. Pages must prioritize clear task flow for registrar, finance, academic, teacher, student, and parent users.
    3.3. Maintainability Requirements
4. Module behavior must remain modular so deferred features can be activated without redesigning core workflows.
    4.1. System configuration must allow controlled updates for school-year

context, role permissions, and feature toggles.

4.2.

5.

5.1.

5.2.

Requirements Documentation

The MarriottConnect system is organized as an integrated module set that centralizes enrollment, finance, grading, and governance records under one role-based platform.

The Registry and Enrollment module captures intake data, maintains learner directories, and supports SF1-based enrichment workflows for LIS-aligned reconciliation.

The Finance module provides cashier posting, ledger visibility, transaction history, and configurable fees, discounts, and inventory-linked items.

The Academic Planning module provides admin controls for school years, curriculum context, sections, schedules, and class list coordination.

The Teacher module provides grading workflows that include rubric setup, graded activities, score entry, and quarter submission behavior.

The Student module provides personal schedule and grade visibility through secured, role-bound pages.

The Parent module provides child-focused schedule, grade, and billing visibility, including due-risk context and payment trend awareness.

The Dashboard layer standardizes KPI cards, alert lists, trend cards, and action links for each role context.

Trend rendering supports line, bar, area, and pie chart displays based on normalized analytics payloads.

Governance controls include user administration, permissions, announcements, audit visibility, and system settings management.

Operational guards include maintenance-mode restrictions and parent-portal availability toggles controlled by settings.

Through these integrated modules, MarriottConnect delivers a centralized and decision-ready environment for Marriott School operations.

REFERENCES

Balcita, R. E., & Palaoag, T. D. (2020). Building a framework for the integration of school management systems (BFISMS). *International Journal of Information and Education Technology*, 10(6), 455–459. https://doi.org/10.18178/ijiet.2020.10.6.1406

Cadungog, R. R., Nambong, R. L., Hontiveros, N. L., Tenebroso, M. B., & Serrano, M. R. (2024). CITE_STEMA sa atendansiya: Modernizing CITE students attendance system with RFID technology. *International Journal of Computer Science & Engineering Survey*, 15(2/3/4).

Chai, W. C., & Mostafa, S. A. (2021). Bright Kids tuition centre management information system. *Applied Information Technology and Computer Science*, 2(2), 937–957. https://doi.org/10.30880/aitcs.2021.02.02.059

Doğan, E., & Demirbolat, A. O. (2021). Data-driven decision-making in schools scale: A study of validity and reliability. *International Journal of Curriculum and Instruction*, 13(1), 507–523.

Grepon, B. G. S., Baran, N. T., Gumonan, K. M. V., Martinez, A. L. M., & Lacsa, M. L. E. (2021). Designing and implementing e-school systems: An information systems approach to school management of a community college in Northern Mindanao, Philippines. *International Journal of Computing Sciences Research*, 5(1), 380–392. https://doi.org/10.25147/ijcsr.2017.001.1.74

Kanona, R. M. (2022). Student information management system for Baghdad College of Economic Sciences University (SIMS-BC): A case study. *Journal of Baghdad College of Economic Sciences*, (67), 316–320.

Navarra, J. M., & Antonio, E. O. (2025). Efficient student monitoring and data tracking system. *Psychology and Education: A Multidisciplinary Journal*, 35(8), 848–867. https://doi.org/10.70838/pemj.350801

Nitron, J. G. (2024). Optimizing student information management: A holistic examination of implementation strategies. *Cognizance Journal of Multidisciplinary Studies*, 4(5), 106–110. https://doi.org/10.47760/cognizance.2024.v04105.008

Pavithra, K., & Saranya, S. (2021). Survey on Android based parent notification system. *International Journal of Innovative Research in Technology*, 7(10), 220–222.

Wulandari, C. P., & Pinandito, A. (2021). Designing decision support system for midwifery students' tuition fees problem. *International Journal of Innovation in Enterprise System*, 5(2), 157–171.

APPENDICES

APPENDIX A. RESOURCE PERSONS

MR. ALEXANDER F AVELLANOSA

ACADEMIC HEAD

MARRIOTT SCHOOL

MRS. JOCELYN M. CLEOFE

REGISTRAR'S OFFICE

MARRIOTT SCHOOL

MRS. CORRINE P. AVELLANOSA

FINANCE OFFICE

MARRIOTT SCHOOL

MRS. FE MERCEDES M. CAVITT

TEACHER

MARRIOTT SCHOOL

MR. DAVEY

GUARD

MARRIOTT SCHOOL

APPENDIX B. TRANSCRIPT OF INTERVIEWS

B.1 Academic Head

Interviewer: Jade Michael D. Godalle
Interviewee: Mr. Alexander F. Avellanosa

Interviewer: Good afternoon po, Sir Alex. I'm Jade po ulit. Nandito po ulit kami para sa interview. Sir, diba yung previous natin, gumagamit po kayo ng Excel or manual files. Bakit po sir, hanggang ngayon gumagamit pa rin po kayo ng Excel?

Interviewee: Actually, i-clarify ko lang. Excel na nasa G-Drive po 'yan. So, manual siya, pero nasa cloud, naka-share. Alam mo yun, parang okay na rin siya sa simula, kasi lahat makakakita, makaka-access, pero mahirap i-manage. Kasi ang dami-dami ng files, bawat department may kanya-kanyang Excel, at minsan kailangan i-compare manually. Kahit nasa cloud, kung sabay-sabay nagta-trabaho, hindi mo na talaga ma-track kung sino nag-edit, paano nag-change yung data. Talagang hassle. Kaya nga kahit may Excel, hindi pa rin siya ganap na efficient.

Interviewer: Sir, yung mga nag-offer sa inyo, nag-offer ng ano? Alam po ba nila yung problem kaya nag-offer sila ng ganong system sa inyo?

Interviewee: Ah, yun. Dami nag-offer sa amin ng enrollment systems or iba pang system. Pero honestly, di namin sigurado kung fully nila naintindihan yung ganyang specific problems namin. Kasi ang hirap talaga, iba-iba yung situation namin. Yung mga ino-offer nila, parang standard package lang sa ibang schools. Hindi naman sila talaga fit sa workflow namin. Kaya kung gagamitin namin yun, baka mas magulo pa. Talagang kailangan namin maintindihan muna bago i-adopt.

Interviewer: Sir, ano po ang mahirap na naranasan kapag sabay-sabay na nag-edit o nag-access ng parehong file ang iba't iba?

Interviewee: Oo, tama. Mahirap talaga. Halimbawa, sabay nag-e-edit si Finance at si Registrar sa parehong Excel file sa Google Drive. Pag may mali, kailangan i-trace kung sino nag-edit, ano yung nagbago, saan nagkamali. Parang, ini-examine

mo isa-isa yung cells. Ang hirap talaga kasi minsan nawala yung data o may nag-change na hindi mo alam. Kailangan balik-balikan, i-check ang history ng bawat entry. Nakakapagod talaga sa oras at effort.

Interviewer: Yes, sir.

Interviewee: Kaya nga minsan, kahit may Excel, parang manual pa rin kasi kailangan pa rin ng constant monitoring, checking, at coordination. Hindi siya automatic na nag-a-update o nagma-manage ng conflicts.

Interviewer: Sir, gaano kadalas nagkakaroon ng error or inconsistency sa student records?

Interviewee: Student records? Dito, medyo old school talaga. Talagang handwritten ang initial input, tapos i-encode pa sa Excel. Hindi naman madalas mag-error technically, kasi careful kami sa pag-check, pero ang problema, sobrang tagal i-verify. Ang workflow, kailangan mo i-double check, i-compare ang entries, minsan printed copy, minsan digital copy. Nakakapagod. Kapag may sabay-sabay na nag-update, may mga points na parang nawawala o hindi aligned agad.

Interviewer: So, sir, sabi niyo po old school yung process niyo. May nangyayari po ba na duplicate ng student records?

Interviewee: Ah, yung present students? Hindi naman technically duplicate, pero minsan may confusion sa data integrity. Halimbawa, minsan hindi ka sigurado kung ang grade na na-encode na ba or hindi pa. Parang, “San ko na ba nilagay yun?” o kaya “Na-print ko ba ito?” Kaya kailangan ulit i-check manually. Nakakapagod talaga.

Interviewer: Sir, paano naapektuhan ng errors and delays na ito ang operational supervision ng school sa mga students?

Interviewee: Talagang sobra ang oras na binibigay namin para maiwasan ang delay. Halimbawa, pag may problem sa grade or enrollment, nire-recall namin ang student or teacher para i-verify. Kung hindi ganito, aabutin ng delay ang students sa card release or sa enrollment confirmation. Talagang nakakapagod ang manual management.

Interviewer: Like, paano po yun sir ngayon? Di ba sir, kuhaan po ng card ngayon, then di nakuha ng students, bukas po pwede silang bumalik?

Interviewee: Next week na yun. Kasi may rules na dapat parent ang kukuha ng card sa first quarter. Kung wala yung parent, hindi makukuha ng student. Kaya minsan may delay talaga. Kahit ganoon, kailangan ng effort para masigurong updated at verified lahat ng records bago ibigay sa students.

Interviewer: Sir, sa experience niyo, madalas ba kayong makaranas ng delays or errors sa communication between registrar, teachers, and finance?

Interviewee: Oo, sobrang common. Kasi lahat manual. Minsan, nagbayad na yung student, pero hindi pa na-update sa Excel ng registrar. Minsan, nagpalit ng section ang student, late na na-inform ang teacher. Kaya kailangan pa rin ng extra coordination at checking.

Interviewer: So, sir, paano niyo hinahandle yung ganung instances kapag may miscommunication?

Interviewee: Usually, pinapatawag namin yung involved departments. Halimbawa, may mismatch sa payment o grades, pinapa-verify, tapos pinapapirmahan para documented. Pero minsan, ang effort talaga malaki kasi need mo pa rin manually i-check lahat ng files at records.

Interviewer: Sir, ano ang mga challenges kapag kinokolekta ang attendance mula sa iba't ibang klase o section?

Interviewee: Ah, isa sa pinaka-problema namin ay manual talaga. May attendance si teacher, may attendance ang class president, tapos kailangan i-compare. Kaya minsan, hindi pareho ang record. Halimbawa, isang araw may na-miss ang teacher mag-record, tapos may na-record yung student officer. Pag kinokolekta mo ulit, kailangan i-check isa-isa, i-verify kung sino ang tama. Nakakapagod at prone sa delay.

Interviewer: Sa anong katagal bago makonsolidate ang attendance data para sa reports?

Interviewee: Usually, weekly. Lahat ng teachers at officers magkocollect mula Monday to Friday. Pagkatapos, nire-review at kino-consolidate para sa monthly report. Nakakapanood ka na lang minsan, tapos ayun, i-check mo ulit kung may kulang or mali. Talagang time-consuming.

Interviewer: Sir, may mga pagkakataon bang kulang o mali ang attendance records?

Interviewee: Oo, kadalasan dahil sa rushed yung teachers. Minsan nagtuturo pa sila, tapos nakakalimutan mag-check ng attendance. Kaya kailangan i-recall the next day or follow-up manually. Kung minsan, hindi na maalala kung sino talaga ang present nung araw na yun. Kahit may manual record ang student, kailangan pa rin i-double check.

Interviewer: Laiway po ba yung parents para mag-update ng attendance ng anak nila?

Interviewee: Meron. Pero mostly, nakikipag-communicate kami sa parents kapag may problema. Halimbawa, absent ng dalawang araw, tinatawagan namin para malaman kung okay lang ba yung student o may kailangan ba. Talagang close ang relationship namin sa parents at students, para informed sila. Hindi namin basta pinapalampas.

Interviewer: Ah, so tatawagan niyo po yung parents?

Interviewee: Oo, usually kinabukasan kung may absence. Pero karamihan ng parents, sila rin ang nagre-report agad kung absent ang anak. Dapat nga, close ang communication para maiwasan ang gap sa information.

Interviewer: Sir, paano ina-update ng teacher staff yung mga errors sa attendance?

Interviewee: Usually, tinatawagan muna yung involved teacher or student officer. Kung kayang i-adjust agad, ginagawa namin bago pa ma-finalize ang report. Talagang manual process pero kailangan matapos bago ma-print yung final attendance card. Kung hindi, baka hindi aligned yung data, tapos magkakaroon ng confusion sa student or parent.

Interviewer: Sir, paano nabe-verify ng school kung present o absent ang student sa mismong araw?

Interviewee: Meron silang manual record. Teacher records, student records, tapos may Blackboard updates na nakalagay kung sino ang absent or late. Halos lahat ng info need i-verify sa dalawang sources. Nakakapagod, kasi kung may missing entry, kailangan i-follow up.

Interviewer: Sir, ano ang epekto kapag na-delay o mali ang attendance?

Interviewee: Mostly, nagkakaroon ng concern ang parents, nagfe-feedback kung hindi accurate. Pero, since mabilis naming na-verify at na-update, rarely maabot sa parents ang error. Pero effort talaga, marami kaming kailangan gawin para maiwasan yung discrepancy.

Interviewer: Sir, sa palagay niyo ba makakatulong ang RFID-based attendance system para mapabuti ang process nito?

Interviewee: Oo, definitely. Kasi automatic yung logging. Halimbawa, pumasok na yung student, maitatala agad sa record. Parents automatically makakatanggap ng notification. Mas mabilis, mas efficient. Pero kahit maliit lang yung loophole, halimbawa nagpasok pero hindi talaga pumapasok sa class, iikot pa rin kami para ma-monitor. Pero overall, malaking tulong sa speed at accuracy ng tracking.

Interviewer: Sir, ano ang mahirap kapag kailangan kontakin ang mga magulang lalo na sa emergency o absences?

Interviewee: Pag nahihirapan kaming kontakin, kailangan dumaan sa phone, landline, o messenger. Minsan, kailangan puntahan personally sa bahay. Pero most of the time, okay lang kasi close ang relationship namin sa parents. Malalapit lang naman sila, kaya reachable.

Interviewer: Sir, paano naapektohan ng delay sa communication ang tiwala ng mga magulang sa school?

Interviewee: Mostly okay lang. Medyo flexible ang parents kasi alam nilang gagawin namin ang effort para ma-update sila. May mga ways kami na reachable sa kanila: e-mail, cellphone, Facebook Messenger, kahit Facebook page namin. So kahit may delay, aware sila at nagtitiwala sa communication process namin.

Interviewer: So sir, sa palagay nyo po, bakit makakatulong ang automatic notification para sa mga clients?

Interviewee: Oo, malaking tulong. Automatic eh, diba? Immediate na yung info sa parents kung pumasok o hindi ang anak. Mas iwas human delay o human error. Halimbawa, RFID tap lang, automatic na naitatala at natutext yung parent.

Interviewer: Sir, di naman po kayo gumagamit ng spreadsheet o manual computation para sa tuition po, no sir?

Interviewee: Hindi, hindi naman po. Ang ginagamit namin, Excel pa rin pero naka-Google Drive. So may automatic na computation doon, pero mostly still manual pa rin sa pag-check.

Interviewer: Sir, paano po ninyo titiyak na accurate at updated ang tuition records?

Interviewee: Ah, dito kami very careful. Marami nagche-check. May cashier, may finance head, at ako rin minsan tumitingin para ma-monitor. Yung mga resibo, naka-save sa Google Drive, so kahit may errors, mabilis ma-verify. Kailangan lang talaga constant monitoring.

Interviewer: Sir, paano naapektohan ang manual na computation ng workload ng accounting office?

Interviewee: Siyempre, mas matagal. Kasi one by one yung check, tapos may manual adjustments pa. Mas marami ang trabaho, mas matagal bago matapos. Kung automated, mas mabilis, pero since manual, kailangan talagang tutukan ng staff.

Interviewer: Sir, bakit minsan hirap ang mga magulang o estudyante na makita ang kanilang payment status?

Interviewee: Siguro dahil nasa iba't ibang sources pa yung data. May naka-Excel, may naka-email, tapos may hard copy. Kaya minsan, kailangan nila mag-follow up para makumpirma. Kung centralized man, mabilis na makita, pero ngayon, medyo fragmented pa yung info.

Interviewer: Sir, bakit patuloy pa rin gumagamit ng magkakaibang tools sa bawat department?

Interviewee: Kasi, hindi naman lahat nakasama sa same workflow. Halimbawa, registrar may Excel, finance may iba, at teachers may sariling records. Kaya, bawat department may sariling tool, kasi need nila immediate access sa sariling data. Hindi kasi one-size-fits-all yung workflow nila.

Interviewer: Bakit sa tingin nyo, sir, ay risky ang pag-store ng student data sa shared folders?

Interviewee: Oo, risky kasi maraming nakakakita, maraming nakaka-access. Kahit na may permissions, minsan may editing conflicts, tapos may chance na ma-misplace or ma-overwrite yung data. Kailangan laging ma-monitor at i-double check.

Interviewer: May mga pagkakataon bang nawala o nangbura ang files?

Interviewee: Meron, pero bihira. Usually dahil may nag-edit na hindi napansin o na-misplace lang. Kapag ganun, babalik ulit sa process, i-verify ulit, at i-reprint kung necessary. Kaya nakakapagod talaga minsan, kasi isa-isa kailangan i-check.

Interviewer: Paano nyo pinipigilan ang unauthorized access sa files?

Interviewee: Sa Google Drive, nakaset kung sino lang ang pwedeng mag-view o mag-edit. Tinitiyak naming limited lang yung access, at sino ang editor, sino ang viewer. So may kontrol pero kailangan palaging bantayan.

Interviewer: Bakit mahalaga magkaroon ng secure password-protected system para dito?

Interviewee: Para ma-minimize yung risk na may makaka-access ng data na hindi dapat. Importante na alam namin sino lang ang may right mag-edit o mag-view ng file.

Interviewer: Paano naapektohan ng manual process ang productivity ng teachers at staff?

Interviewee: Medyo mabagal talaga, kasi one by one ang process. Mas maraming steps, mas matagal matapos. Pero sa kabilang banda, mas mabusisi. Nakikita mo lahat ng details. Pero kung mas mabilis at organized, mas maraming nagagawa sa parehong oras.

Interviewer: Gaano kayo nakakaranas ng delay sa paggawa ng reports dahil sa disorganized data?

Interviewee: Hindi naman totally disorganized kasi may sariling process kami. Pero syempre, kapag manual, mas matagal ang reporting. Kailangan i-verify lahat ng data bago i-finalize. Kaya minsan, may delays kahit planado ang workflow.

Interviewer: Paano naapektohan ng kakulangan ng automation ang accuracy at timeliness ng data?

Interviewee: Dito nakakaapekto sa speed at accuracy. Kadalasan, mas matagal mag-update, mas prone sa delay, kasi manual pa rin. Kailangan i-double check, i-

verify, tapos maayos bago ma-release. Kung automated, mas mabilis at mas ma-track.

Interviewer: Sir, sa inyong palagay, ano ang pinakamalaking challenge sa kasalukuyang sistema ng school?

Interviewee: Marami. Pero ang pinakamalaking problema, talaga, yung kahirapan sa coordination ng iba't ibang departments. Halimbawa, kung enrollment, finance, at teachers, bawat isa may sariling paraan, tapos need i-merge manually. Minsan, nagka-conflict yung numbers student count, tuition payment, attendance. Kailangan mag-check isa-isa para ma-align.

Interviewer: Paano nito naapektohan ang trabaho ninyo at ang students?

Interviewee: Mas maraming oras ang nauubos sa pag-verify ng data kaysa sa actual na tasks. Teachers at staff, kailangan mag-double check ng entries, kaya delay sa reporting. Students, minsan natatambakan ng late updates sa grades, attendance, at payments. Ang stress, hindi sa work lang, pati sa operations ng school.

Interviewer: Sir, bakit sa tingin nyo nanatili pa rin ang mga problema na ito hanggang ngayon?

Interviewee: Siguro kasi complex ang system namin. Maraming tools at manual processes. Lahat connected sa ibang tasks. Wala pang streamlined workflow na madaling ma-access ng lahat. Kaya hanggang ngayon, ganito pa rin.

Interviewer: Ano ang tingin nyo na solusyon para maayos ang mga problemang ito?

Interviewee: Siguro, kailangan ng mas malinaw at standardized workflow. Halimbawa, kung paano kino-collect at chine-check ang attendance, paano nagha-

handle ng tuition, paano nagva-verify ng student records. Kasi kapag consistent ang process, mas mabilis maayos ang error, mas mabilis ma-access ang info, at mas maiiwasan ang conflicts sa data. Mas mapapabilis ang trabaho at maiiwasan ang hassle sa lahat.

B.2 Registrar's Office

Interviewer: Jade Michael D. Godalle
Interviewee: Mrs. Jocelyn M. Cleofe

Interviewer: Paano niyo po mini-maintain at ina-update ng records ng mga students ninyo?

Interviewee: Sa ngayon, manual pa rin kami sa Google Sheets at Excel. Kailangan namin i-update isa-isa ang bawat record, tsaka i-double check rin para siguradong tama ang lahat ng details. Kapag maraming students, tumatagal ang proseso kasi may sections na nagkaka-overlap, kailangan i-verify ang bawat entry at minsan kailangang i-crosscheck sa ibang forms.

Interviewer: Madalas ba kayong makaranas ng errors o data inconsistency sa records ng students?

Interviewee: Oo, minsan may inconsistency sa data lalo na kapag maraming updates sa parehong oras. Kadalasan, kailangan i-compare ang entries sa Excel at Google Sheets, tapos siguraduhin na parehong information ang nakalagay sa lahat ng files. Hindi ito agad naayos, kaya minsan tumatagal bago maging final.
Interviewer: Included po ba dito yung duplicated entries, late submissions, o miscommunications, ma'am?

Interviewee: Oo, minsan may overlapping entries, tapos minsan late rin ang submission ng requirements. Halimbawa, yung enrollment forms o proof of residency, minsan dumarating lang after deadline. Kaya minsan delayed din ang pag-update ng records, tapos kailangan i-follow up sa parents at teachers.

Interviewer: Pero ma'am, may instance na po ba na nag-duplicate yung record?

Interviewee: May pagkakataon, lalo na kapag maraming information ang naipapasa sa parehong oras at sa parehong files. Kailangan talaga naming i-verify bawat entry para siguradong hindi mag-overlap. Minsan tumatagal ang verification kasi hindi lahat ng data ay available sa iisang lugar.

Interviewer: Gaano katagal bago niyo ma-verify o ma-update ang record ng isang estudyante kapag may concern?

Interviewee: Depende sa dami ng students at dami ng information na kailangang i-check. Kung maraming forms at kailangan i-verify sa ibang files, minsan umaabot ng ilang araw bago ma-finalize ang record. Kailangan din i-review ang bawat section para siguradong consistent ang lahat.

Interviewer: Paano po kayo nakikipag-coordinate sa accounting office at mga guro tungkol sa student data?

Interviewee: Kadalasan, manual ang coordination. Kapag may issue, tatawag kami sa teacher o staff, minsan kailangan i-email o i-meet para klaruhin ang information. Kailangan pang i-follow up kung may kulang o inconsistent, at minsan kailangan ulitin ang process hanggang sa kumpleto ang data.

Interviewer: Madalas ba magkaroon ng delay sa pagkuha o pagpapasa ng data like grades, tuition info, enrollment list, etc.?

Interviewee: Oo, minsan may delay kasi naghihintay kami sa kumpletong forms o approvals mula sa iba’t ibang departments. Kadalasan, kailangan i-double check bago ma-finalize, kaya minsan natatagal ang proseso ng isa o dalawang linggo depende sa dami ng students.

Interviewer: Ano yung pinakamahirap na process ng coordination sa ibang department?

Interviewee: Minsan mahirap i-track kung updated na ba ang data ng bawat department, lalo na kapag may pinapasa-pasang forms o schedules. Kailangan i-verify sa bawat step bago ma-finalize ang record. Halimbawa, pag nag-e-encode ng grades, kailangan siguraduhin na kumpleto ang forms at na-review ng teachers bago ma-final.

Interviewer: Paano po yun ma’am? Kunyari sa teachers po, parang may head po sila, tapos bago yung papasa sa registrar office, parang ganun po ba?

Interviewee: Oo, may hierarchy pa rin. Pero kahit na na-review na ng principal, kailangan pa rin namin i-check ang bawat entry sa registrar office bago ma-finalize. Minsan, kailangan i-crosscheck ang forms sa manual files, kaya tumatagal ang proseso lalo kapag maraming students.

Interviewer: Paano niyo dinidistribute ang class schedules?

Interviewee: Ngayon, manual pa rin. Kailangan i-check ang schedule ng bawat teacher para siguradong walang conflict sa oras at subjects. Kung may conflict, kailangan i-adjust isa-isa, tapos i-inform lahat ng teachers at principals. Kapag maraming subjects at sections, challenging talaga ang process at tumatagal ang finalization.

Interviewer: Manual po ba yun?

Interviewee: Oo, mahirap at time-consuming. Kailangan i-review bawat schedule, i-compare sa bawat teacher at section, tapos siguraduhin na walang overlap. Kahit maliit na pagbabago, kailangan i-adjust ang buong schedule para consistent sa lahat.

Interviewer: May mga chance po ba na nalilito o nadedelay ang mga studyante o guro dahil sa schedule updates?

Interviewee: Oo, minsan nagkakalituhan lalo kapag may pagbabago sa schedule. Kailangan i-update at ipaalam sa lahat ng teachers at students, tapos i-double check para siguradong consistent sa bawat section. Kapag hindi na-update agad, nagkakaroon ng confusion at delay sa klase.

Interviewer: Gaano katagal kayong gumagawa ng reports tulad ng enrollment, summer grades, report, or class list?

Interviewee: Sa grades, karaniwan 3-4 days para ma-encode lahat, tapos may additional time pa para i-review at i-verify ang bawat entry. Kapag maraming students, minsan mas matagal kasi kailangan siguraduhin na consistent at kumpleto ang data bago i-release.

Interviewer: Yung pwede na pong i-distribute?

Interviewee: Mga 3-4 weeks bago ma-release kasi kailangan pang i-review ng lahat ng teachers at principal ang final data. Lahat ng tests, quizzes, at exams ay i-encode muna, tapos tinitingnan ulit bago gawing final.

Interviewer: Sa enrollment summary?

Interviewee: Weekly namin kino-check at manu-manong nirerecord kung sino ang nag-enroll at nagpa-reserve sa isang linggo. Kailangan i-update bawat list para siguradong accurate, at minsan tumatagal lalo kapag maraming students ang nag-enroll sabay-sabay.
Interviewer: Sa class list naman?

Interviewee: Dinidiretso manually. Kapag nag-enroll na ang student, saka lang nilalagay sa section. Kailangan siguraduhin na tama ang lahat ng information at consistent sa records, kaya minsan tumatagal lalo kapag maraming students.

Interviewer: Balik po tayo sa grade reports sa releasing of grades, manual po ba yan o online?

Interviewee: Manual pa rin. Pupunta ang parents dito para kunin ang card. Kailangan i-check muna ang lahat ng files bago ibigay para siguradong updated at complete ang record ng student.

Interviewer: Wala po kayong soft copy?

Interviewee: Meron during pandemic sa Google Classroom, pero ngayon, hard copy talaga ang ginagamit. Kailangan i-prepare isa-isa at siguraduhing consistent sa lahat ng records.

Interviewer: So yung parents lang po ang may access sa grades?

Interviewee: Oo, parents lang. Guardian pwede rin kung mas matanda. Hindi binibigyan ang students ng access para i-maintain ang consistency at privacy ng records.

Interviewer: Ano po ang pinaka-challenge sa sistema ng record management sa registrar office?

Interviewee: Pinakamahirap ay ang manual na pag-track at pag-update ng lahat ng student information. Kailangan i-check sa maraming files bago maging final, lalo na kapag maraming students at sections. Lahat ng entries ay mano-manong nirereview para siguradong consistent at kumpleto.

Interviewer: How about sa pag-distribute?

Interviewee: Hindi mahirap sa konting students, pero kapag marami, challenging talaga. Kailangan i-prepare at i-review isa-isa para siguradong consistent sa lahat ng sections at teachers.

Interviewer: Sa pag-e-encode, na-aaccess po ba ng ibang teachers yung files o kayo lang?

Interviewee: Office lang ang may access. Dalawa lang kami, at kailangan i-review lahat ng steps bago ma-finalize ang record. Kailangan i-check bawat entry para siguradong consistent sa lahat ng files.

Interviewer: Hindi po kayo sabay?

Interviewee: Hindi. Isa-isa kami nag-e-encode at nag-aayos, tapos saka ipapasa para sa printing. Kailangan maayos at kumpleto bago ma-finalize, kaya tumatagal talaga.

Interviewer: Yun lang po Ma'am. Thank you po!

Interviewee: Thank you rin!

B.3 Finance Office

Interviewer: Jade Michael D. Godalle
Interviewee: Mrs. Corrine P. Avellanosa

Interviewer: Paano niyo po nirerecord ang mga tuition at balances sa mga students?

Interviewee: Sa ngayon, manual pa rin kami gamit ang Excel. Lahat ng student balances at payments, nakalagay sa spreadsheet, tapos ini-store namin sa Google Drive para centralized sa amin. Dito nakikita ang lahat ng student data enrollment,

payment mode, at balance. Kapag may nag-enroll, ini-encode namin ang details sa sheet, tapos automatic nagkakalculate yung running balance at total enrollment. Sa parehong sheet, nakikita rin namin ang total payment. Kasi connected sa Drive, kahit sino sa finance team na may access, makikita rin agad. Pero kasi manual pa rin lahat, kailangan i-verify at i-update isa-isa, kaya minsan tumatagal lalo kapag maraming students.

Interviewer: Ah, okay po. Parang centralized na siya sa registrar, cashier, at financier?

Interviewee: Oo, tatlo kami ang directly nagma-manage nito, tapos meron din kaming external accountant. So apat ang nakaka-access sa Drive. Pero kahit centralized, manually pa rin i-update at i-check bawat record para siguradong consistent ang lahat.

Interviewer: Tatlo po?

Interviewee: Oo. Dalawa sa amin nagre-record, tapos ang accountant nagdo-double check ng summary. Pero lahat ng data manually pa rin pinapasa at i-verify.

Interviewer: Then, ma’am, madalas po ba kayong makaranas ng errors o delay sa pag-update ng payment record?

Interviewee: Oo, may delay minsan kasi manual ang proseso. Kapag may online payment or on-site payment, kailangan i-update isa-isa sa sheet. Kapag maraming payments sabay-sabay, may delay bago makita sa system ang updated balance ng student. Kadalasan, may time gap sa pag-record ng transaction at sa availability ng data sa spreadsheet.

Interviewer: Ay ma'am, paano po ma-determine na hindi na-update?

Interviewee: Usually, nakikita namin sa statement of account. May mga different modes of payment GCash, BDO, on-site. Pag hindi pa na-update ang payment sa sheet, hindi pa rin reflected sa statement ng student. Minsan tumatagal bago marecord, depende sa processing at pag-update sa Google Drive. Kaya may time lag sa availability ng complete data.

Interviewer: May mga errors po. Ma'am, ano po yung karaniwang dahilan ng discrepancy o pagkakaiba ng records?

Interviewee: Ang common issue talaga ay timing ng pag-update. Kapag may multiple payments sa parehong araw, minsan hindi agad na-update sa sheet ang lahat. Kailangan pa i-crosscheck sa sequence ng transactions. Isa pa, may mga manual checks sa series ng ORs at transactions para siguradong kumpleto ang data. So minsan delayed ang reflection sa summary hanggang ma-verify.

Interviewer: Then ma'am, gano'ng katagal ma-update ang balance ng estudyante pagkatapos mabayad?

Interviewee: Yung on-site payments, usually agad na-update sa same day kasi dito mismo sa office binabayad. Sa online transactions naman, depende sa processing ng bank, usually maximum three days bago fully ma-update sa spreadsheet at statement. Kailangan rin i-verify ang details bago ma-finalize para consistent sa lahat ng reports.

Interviewer: Ay ma'am, paano po yan? Kunyari gusto ng parents makita ulit yung binayaran nila at yung balance nila, papunta pa ba sila dito?

Interviewee: Pwede naman. May monthly statement of account na ibinibigay sa kanila. Nakikita nila doon lahat ng payments at balances. Kapag may discrepancy,

puwede silang mag-email o tumawag para ma-clarify agad. Pero kailangan pa rin i-verify sa records namin bago ma-update ang statement.

Interviewer: May POS po ba kayo, ma'am?

Interviewee: Wala, Excel-based talaga lahat. Walang point-of-sale system ngayon, kaya manual pa rin ang recording at updating ng payments.

Interviewer: So, ma'am, parang anytime, makikita ng parents ang status nila?

Interviewee: Hindi agad. May monthly schedule kami ng statement updates. Kaya kadalasan, nag-aantay muna sila ng monthly statement para makita ang current balance at payments.

Interviewer: Gano'ng kadalas nagtatanong ang mga magulang at estudyante tungkol sa tuition balance o payment status?

Interviewee: Mostly monthly, kapag may statement of account. May mga parents rin na mas proactive, nagche-check ng payment online, pero karamihan naghihintay muna ng official statement para makita ang full details.

Interviewer: Ano ang karaniwang paraan ng pagbibigay nyo ng updates, text, printed statements, or in-person?

Interviewee: May messaging system kami para automatic makapag-notify kapag may statement. Pero may printed statement din na ibinibigay monthly. Lalo na sa mga parents na mas comfortable sa printed copy, parang mas madaling ma-verify nila. May iba rin pumupunta para personal check.

Interviewer: I-email lang po talaga? Wala po kayong messenger?

Interviewee: May email at messaging, pero mas madalas na-print out. Kasi dati,

email lang, minsan hindi nababasa ng parents, lalo na yung lola't lolo. Kaya mas maayos na may physical copy.

Interviewer: Ma'am, may mga pagkakataon ang updates kaya nagkakaroon ng misunderstanding sa payment?

Interviewee: Oo, minsan may confusion. Pag may transactions na hindi pa fully na-update sa sheet, may parents na nagtatanong kung na-record na. Kailangan naming i-verify ang data sa spreadsheet bago ma-finalize.

Interviewer: Anong klaseng errors po yung nae-encounter niyo, ma'am?

Interviewee: Yung mga delay sa pag-record ng payments at hindi agad na-update sa statement. Pag automatic at real-time, agad lalabas ang updated balance at transaction history.

Interviewer: Paano niyo po ginagawa mga financial reports tulad ng payment summaries, outstandings, balances?

Interviewee: Excel-based din. May Statement of Account kami, balance sheets, at summary per section at grade level. Ina-update daily ang payments, tapos may outstanding balances na nakalista. Binibigyan rin ng copy ang teachers para makatulong sa follow-up. May external accountant din na nag-summarize ng total financial statement, pero manual pa rin ang proseso.

Interviewer: Gano'n po katagal yan, ma'am? Estimated lang po.

Interviewee: Daily kami nag-uupdate. May weekly summary, tapos monthly reports. So araw-araw may review at update, tapos weekly at monthly check sa external accountant. Pero bawat step, manual pa rin, kaya time-consuming.

Interviewer: Ma'am, paano po kayo nakipag-coordinate sa registrar o admin kapag may updates sa enrollment or payment data?

Interviewee: Google Drive ang ginagamit namin. Pwede agad makita ng registrar ang total balances. Lalo na kapag exam at may card release, kailangan ma-check kung may outstanding payments bago ma-release. Kung hindi updated, puwedeng ma-delay yung card release.

Interviewer: May tanong po pala ako sa grades, pag release po ba ng card, required na bayad na yung estudyante?

Interviewee: Oo, required na bayad bago ma-release ang card. Ito ang pang-hold ng school.

Interviewer: May mga chance bang nagkakaroon ng problema sa synchronization ng data sa ibang department?

Interviewee: Wala naman major, kasi centralized sa akin lahat ng payments. Pero minsan, kapag may delay sa update, puwedeng magkaroon ng problema sa registrar, halimbawa, hindi updated ang balance sa card release.
Interviewer: Then ma'am, last question po. Ano ang mga challenges na gusto niyong mawala kung magkakaroon ng automated financial system?

Interviewee: Madami. Gusto ko maiwasan ang delays sa pag-update, magkaroon ng transparency sa parents, at ma-monitor agad ang payments. Lalo na kapag marami na kaming students 500 plus na ngayon. Kasama rin yung books, uniforms, supplies. Iba’t ibang payment modes. Kung automated, mabilis na makaka-generate ng reports, maayos ang tracking ng enrollment count at payments, at mas efficient ang daily work ko.

Interviewer: Like, ma'am, iisa-isa yun yung hahanapin pa?

Interviewee: Oo, isa-isa. Kaya sobrang busy kapag enrollment. Kapag automated, immediate na lalabas lahat ng details, ORs, history ng payments, previous year info, delinquent or not. Mas madali at mas efficient.

Interviewer: Okay na po, ma'am. Thank you.

B.4 Teacher

Interviewer: Jade Michael D. Godalle
Interviewee: Mrs. Fe Mercedes M. Cavitt

Interviewer: Paano ninyo kasalukuyang nirerecord ang attendance ng mga estudyante?

Interviewee: Ah, ngayon po, manual pa rin talaga. Gumagamit kami ng attendance sheets na printed. Kada pasok sa classroom, dala namin yung sheet tapos isa-isa naming tine-tick kung sino ang present. Medyo matrabaho lalo na sa unang period kasi kailangan talagang i-check. Minsan inaabot pa bago makumpleto, lalo na kapag may mga late.
Interviewer: Ah okay, manual po?

Interviewee: Oo, manual talaga. At dahil papel, kailangan pang ilipat-lipat minsan nasa classroom, minsan naiipon sa adviser’s table bago ma-process.

Interviewer: May times po ba na nagkakaroon ng errors or delays sa pag-submit ng attendance?

Interviewee: Nagkakaroon ng delay kapag maraming klase sa isang araw. Yung attendance sheet kasi kailangan pang i-collect at i-review, lalo na kung may excused o may follow-up. Dahil hiwa-hiwalay yung sheets per section, medyo tumatagal

bago ma-compile. Hindi naman malaki ang delay, pero mabagal yung flow dahil bawat update nililipat pa sa ibang record.

Interviewer: Ma'am, ano ang mga dahilan kung bakit minsan naging mahirap i-manage ang attendance logs?

Interviewee: Mahirap siya kapag marami kang hawak na klase. Kahit familiar ka na sa students, kailangan mo pa ring isa-isahin lalo na pag may absent o bagong transfer. Tapos dahil papel lahat, kailangan mo pang i-store nang maayos. Kapag may hinahanap na past attendance, babalikan mo pa yung lumang sheets, kaya natatagalan talaga.

Interviewer: Ma'am, gaano po kahalaga sa inyo na real-time makita ng school at ng magulang ang attendance ng bata?

Interviewee: Importante po, lalo na para sa parents. May mga bata kasi na pumapasok pero hindi agad nalalaman ng magulang kung anong oras sila dumating. At may mga students din na minsan lumiliban. Kung real-time, mas mabilis yung coordination, at mas nakakatulong siya sa safety ng bata.

Interviewer: Ma'am, paano niyo po karaniwang sinasubmit ang grades sa registrar?

Interviewee: May deadlines po kami. Pero bago ma-submit, dadaan pa sa encoding, checking, at computation. Yung grades kasi nakahiwalay written works, performance tasks, exams kaya kailangan pang pagsama-samahin. Kapag maraming students, tumatagal talaga bago maging final yung records.

Interviewer: Gumagamit po ba kayo ng tools tulad ng Excel para isubmit sa registrar?

Interviewee: Oo, gumagamit kami ng Excel. Pero hindi lahat agad na-eencode kasi hindi naman kami laging nasa computer. Madalas sinusulat muna sa papel habang nasa classroom, tapos lumilipat na lang sa Excel kapag nasa faculty na. Kaya parang doble trabaho pa rin.

Interviewer: So ma'am, wala pong case na na-delay yung paper submission sa registrar?

Interviewee: Meron pa rin minsan, lalo na kapag may revisions o may kulang pa sa requirements. Hindi naman sobrang late pero naaapektuhan yung bilis ng finalization kasi kailangan munang kompletuhin lahat bago isumite.

Interviewer: Paano po kung late na talaga ang submission?

Interviewee: Kapag late, mas maraming naaapektuhan kasi naka-depende yung reports ng admin sa grades namin. Sa deliberation pa lang, matagal na ang checking. Pag marami yung students, mas matagal pa bago matapos kaya may mga pagkakataon na halos dikit sa deadline yung submission.

Interviewer: Ma'am, nahihirapan ba kayo mag-update ng student records kapag nagkakaroon ng revisions?

Interviewee: Oo, lalo na kung revisions galing sa FAPE o admin. Maraming kailangan i-update names, sections, requirements. Dahil hiwa-hiwalay yung copies sa adviser, subject teachers, at registrar, isa-isang ina-adjust para pare-pareho. Kapag may kulang pang dokumento, balik na naman sa manual checking.

Interviewer: Paano po kayo karaniwang nakikipag-ugnayan sa mga magulang tungkol sa performance ng estudyante?

Interviewee: Mostly sa PTA or conferences. Pero kung may urgent, tinatawagan namin. Ang challenge lang, minsan matagal bago maiparating yung information dahil sa schedules ng parents at teachers.

Interviewer: Ano sa palagay nyo ang pinaka-challenges sa current system ng record keeping?

Interviewee: Sa ngayon, yung dami ng papeles at records talaga ang mabigat. Iba-iba ang documents attendance, grades, requirements, behavior notes. Pag may kailangan ang admin o parent, hahanapin mo pa kung nasaan yung specific file. Minsan nasa classroom, minsan nasa faculty. At kapag marami kang sections, mas matagal yung paghanap at pag-ayos ng data. Hindi naman dahil may maling ginawa, pero dahil sa dami ng hawak na records, mabigat talaga sa oras at proseso.

B.5 Security Guard

Interviewer: Jade Michael D. Godalle

Interviewee: Mr. Davey

Interviewer: Paano niyo nalalaman kung sino na ang mga estudyante sa school, lalo na sa umaga, at kung sino ang wala pa?

Interviewee: Nakikita ko lang sila sa gate habang pumapasok. Isa-isa ko tinitingnan kung sino ang andun na at sino pa yung wala. Minsan, kapag marami, medyo mahirap i-track lahat agad kasi sabay-sabay din pumapasok yung iba.

Interviewer: May record ba kayo kung anong oras pumasok ang isang estudyante, o naka-base lang kayo sa obserbasyon?

Interviewee: Observation lang talaga. Wala kaming exact record ng oras, kaya minsan nakadepende lang sa mata ko kung sino ang dumating. Kung gusto ko i-note, kailangan ko pang isulat manually sa notebook, pero kapag busy sa gate, kadalasan hindi ko na agad nasusulat.

Interviewer: Kapag dumating ang mga service gaya ng tricycle o school van, paano niyo tinitiyak na tama ang mga batang sinasakay nila, lalo na kapag sabay-sabay?

Interviewee: Tatanungin ko muna yung driver at iche-check kung tama yung pangalan ng bata sa listahan. Kapag sabay-sabay ang mga service, medyo nagkakagulo, kaya pinapila ko sila at tinatawag isa-isa yung bata para siguradong tama.

Interviewer: Kapag may bagong driver o pinalitang service, paano niyo chine-check kung authorized silang kumuha ng bata?

Interviewee: Tinitignan ko muna sa list sa admin kung nakalista sila. Kung wala, hindi ko pinapayagang sumakay yung bata. Kailangan talaga ma-verify para maiwasan yung problema sa parents o sa school.

Interviewer: Paano niyo nalalaman kung nakauwi na o na-pick up na ang bata, at paano niyo pinapaalam sa admin o teacher?

Interviewee: Tinitingnan ko kung sumakay na yung bata sa tricycle o van. Kapag marami sabay-sabay, minsan medyo nakakalito, kaya kailangan ko i-check isa-isa. Pagkatapos, sinasabi ko sa admin o teacher kung sino na ang nakalabas o nasundo, minsan nililista rin sa logbook para may reference.

Interviewer: May mga pagkakataon ba na nag-aalala ang magulang kung nakauwi na ang bata, at madali ba silang ma-update?

Interviewee: Oo, madalas tumatawag o nagte-text sila para siguraduhin na safe yung anak nila. Kadalasan kailangan ko pang hanapin sa logbook at sabihin sa kanila isa-isa kasi walang ibang record na mabilis makita.

Interviewer: Kapag may event o emergency, paano niyo nalalaman kung sino pa ang nasa loob ng school?

Interviewee: Kailangan ko i-check isa-isa yung mga bata para malaman kung sino ang andun at sino ang wala. Medyo matagal minsan kasi maraming bata at maraming service ang sabay-sabay dumating.

Interviewer: Sa tingin niyo, ano ang pinakamalaking dahilan kung bakit minsan matagal ang dismissal process, at paano niyo gustong ma-improve ang sistema?

Interviewee: Minsan, dahil sabay-sabay dumadating ang mga service at manual pa rin ang pag-check ng bawat bata, natatagal ang proseso. Siguro mas maayos kung mas maayos yung coordination sa gate at may paraan para mas malinaw kung sino ang sinundo na at sino pa ang naghihintay.

APPENDIX C.

Curriculum Vitae of

Jade Michael D. Godalle

28 Sitio Barimbao, Tandang Sora, Quezon City, Metro Manila, Philippines
godallejade69@gmail.com
09637425619

EDUCATIONAL BACKGROUND

Level	Inclusive Dates	Name of school/ Institution
Tertiary	September 2022 - Present	STI College Munoz-EDSA
Vocational/Technical	N/A	
High School	June 2016 - March 2022	Bulan National High School
Elementary	June 2010 - March 2016	Bulan North Central School - B

PROFESSIONAL OR VOLUNTEER EXPERIENCE

Inclusive Dates	Nature of Experience/ Job Title	Name and Address of Company or Organization
N/A	N/A	N/A

Listed in reverse chronological order (most recent first).

AFFILIATIONS

Inclusive Dates	Name of Organization	Position
N/A	N/A	N/A

Listed in reverse chronological order (most recent first).

SKILLS

SKILLS	Level of Competency	Date Acquired
Basic Programming	Conscious Competence	Year 2022

TRAININGS, SEMINARS, OR WORKSHOPS ATTENDED

Inclusive Dates	Title of Training, Seminar, or Workshop
Year 2025	Beyond Firewalls: Strengthening People and Systems for a Secured Digital Future
Year 2023	Tagisan ng Taleno - Codefest

Curriculum Vitae of

Edson John R. Solitario

34 Union Ext., Barangay Culiat, Quezon City, Metro Manila, Philippines
edsonsolitario246@gmail.com
09951648943

EDUCATIONAL BACKGROUND

Level	Inclusive Dates	Name of school/ Institution
Tertiary	September 2022 - Present	STI College Munoz-EDSA
Vocational/Technical	N/A	
High School	June 2013 - March 2022	STI College of Ormoc
Elementary	June 2007 - March 2013	New Era Elementary School

PROFESSIONAL OR VOLUNTEER EXPERIENCE

Inclusive Dates	Nature of Experience/ Job Title	Name and Address of Company or Organization
N/A	N/A	N/A

Listed in reverse chronological order (most recent first).

AFFILIATIONS

Inclusive Dates	Name of Organization	Position
N/A	N/A	N/A

Listed in reverse chronological order (most recent first).

SKILLS

SKILLS	Level of Competency	Date Acquired
Preventive Maintenance	Conscious Competence	Year 2022

TRAININGS, SEMINARS, OR WORKSHOPS ATTENDED

Inclusive Dates	Title of Training, Seminar, or Workshop
Year 2025	Beyond Firewalls: Strengthening People and Systems for a Secured Digital Future

Curriculum Vitae of

Francis Jay D. Raagas

370 Lucas Cuadra, Caloocan City, Metro Manila, Philippines
francisraagas44@gmail.com
09614066285

EDUCATIONAL BACKGROUND

Level	Inclusive Dates	Name of school/ Institution
Tertiary	September 2022 - Present	STI College Munoz-EDSA
Vocational/Technical	N/A	
High School	June -2016 - March 2022	Ismael Mathay Senior High School
Elementary	June 2010 - March 2016	Sta. Quiteria Elementary School

PROFESSIONAL OR VOLUNTEER EXPERIENCE

Inclusive Dates	Nature of Experience/ Job Title	Name and Address of Company or Organization
N/A	N/A	N/A

AFFILIATIONS

Inclusive Dates	Name of Organization	Position
N/A	N/A	N/A

Listed in reverse chronological order (most recent first).

SKILLS

SKILLS	Level of Competency	Date Acquired
Basic Programming	Conscious Competence	Year 2022
		month year
		month year

TRAININGS, SEMINARS, OR WORKSHOPS ATTENDED

Inclusive Dates	Title of Training, Seminar, or Workshop
Year 2025	Beyond Firewalls: Strengthening People and Systems for a Secured Digital Future

Curriculum Vitae of

Laurence Emmanuel M. Supangan

38 San Jose, Barangay San Antonio, S.F.D.M, Quezon City, Metro Manila, Philippines
laurencesupangan@gmail.com
09217871567

EDUCATIONAL BACKGROUND

Level	Inclusive Dates	Name of school/ Institution
Tertiary	September 2022 - Present	STI College Munoz-EDSA
Vocational/Technical	N/A	
High School	June 2016 - March 2022	San Francisco High School
Elementary	June 2010 - March 2016	Esteban Abada Elementary School

PROFESSIONAL OR VOLUNTEER EXPERIENCE

Inclusive Dates	Nature of Experience/ Job Title	Name and Address of Company or Organization
Year 2021	Social Media Manager	Barangay San Antonio Hall

AFFILIATIONS

Inclusive Dates	Name of Organization	Position
N/A	N/A	N/A

SKILLS

SKILLS	Level of Competency	Date Acquired
Basic Programming	Conscious Competence	Year 2022
Photo Editing	Conscious Competence	Year 2022
Video Editing	Conscious Competence	Year 2022

TRAININGS, SEMINARS, OR WORKSHOPS ATTENDED

Inclusive Dates	Title of Training, Seminar, or Workshop
Year 2025	Beyond Firewalls: Strengthening People and Systems for a Secured Digital Future
Year 2025	Catholic Youth Leaders Conference
Year 2024	Catholic Social Teachings