

October 19, 2021

Ms. Therese Joy Del Moral Dunton  
School Principal  
St. Thomas More Academy

Dear Ms. Dunton,

This letter is an official confirmation regarding our previous meeting regarding the user interface design and functionalities of the Performance Evaluation System of Teaching Academic Staff for St. Thomas More Academy.

The functionalities stated below are the functionalities we have agreed on during our meeting last September 25, 2021.

- The system will have a Login Interface, where the users will input their credentials to access the Performance Evaluation System
- The system will have a Student's Interface, a Faculty Interface, and an Administration's Interface.

The Student Interface will have the following functions:

- The Student's Interface will have a dashboard wherein the students will be able to view their Completed and Pending Evaluations;
- The Student's Interface will also have a Faculty Page, wherein the students will be able to see the teachers who are available for evaluation. Once the name of the teacher is clicked, students will be directed to the Evaluation Page.
- The Evaluation Page is where the students will be able to evaluate their teachers through the form provided by the Department of Education.

The Faculty Interface will have the following functions:

- The Faculty's Interface will have a dashboard wherein the Teacher can view the students who completed their evaluation and those who still haven't evaluated the teacher.
- The Faculty's Perspective will also have a Results page, wherein the Teachers can view the results of the evaluation, their strengths and weaknesses according

to the results of the evaluation, the average of his/her evaluation, and the categories in which he/she excels.

The Administrator's Interface will have the following features:

- The Administrator's Interface will have a dashboard, wherein the Admin can view the total number of faculties, the total number of students, the total number of classes, and the total number of users. In the dashboard, the admin can also create a new evaluation period.
- The Administrator's Interface will have a Faculty page, wherein an Admin can create, add, update, and delete a faculty from the system. Also included is a page wherein the Admin can view the list of faculty.
- The Administrator's Interface will have a Students page, wherein an Admin can create, add, update, and delete a student from the system. Also included is a page wherein the Admin can view the list of students
- The Administrator's Interface will also have a Records tab, wherein an admin can view the Records and Evaluation History.

Addition to the features above, the Administrator's Interface will also have the options to:

- View the summary of Evaluation per Teacher,
- View the summary of Evaluation per Section,
- View the summary of Evaluation per Grade Level
- A separate page for Class Observation, wherein the Admin is responsible for evaluating the Teaching Academic Staff while teaching.


The design and functionalities stated above will be the only design and functionalities to be implemented in the system.

Please check and provide your signature below if the information stated above is correct and no more changes are to be added in the system.

Let us know if you have any questions and clarifications about the system by contacting us through our representative Ms. Francesca Brown ([francesca.brown.cics@ust.edu.ph](mailto:francesca.brown.cics@ust.edu.ph)/ or through messenger.)

Conforme:

  
**Francesca Brown**  
Project Manager, ICS2609 – 3ISB

  
**Ms. Therese Joy D. Dunton**  
Principal, St. Thomas More Academy