# APPENDICES

## Appendix I: Interview Results

Interviewees

Mr. Jerden A. Macolor – Director

Ms. Nelsa M. Usop – Administrative Aide/BookKeeper

QUESTIONS

1. What is the very need of the Palawan State University – Bataraza when it comes to accreditation?
2. Why is this website/portal important to the Palawan State University – Bataraza?
3. What is the old system of Palawan State University – Bataraza for saving files?
4. What is the old system of Palawan State University – Bataraza for sending necessary documents to the accreditors?
5. How can the old system affect the daily work routine of the Admin and its staff?

ANSWERS

1. Website/Portal
2. The University is using the old system when it comes to sending files and documents to the accreditors, so this new system would be very beneficial.
3. They are saving it on an external drive (ecopy), printing and safely keeping it inside a preferred cabinet.
4. By sending it through Gmail or messenger.
5. For the staff, it costs them precious time to search for one necessary document because of too many printed files. And there are too many risks, for example hard drives are prone to viruses and so do laptops and computers. Some files may be corrupted and cannot be retrieved.

* Internet
* Mobile phones (Recordings, taking pictures)
* Laptop
* USB Flash drive