University of San Jose-Recoletos

Corners P. Lopez & Magallanes Streets, Cebu City, Philippines 6000

February 12, 2020

REV. FR. ROUEL M. SIA, OAR
VP-Administration
University of San Jose-Recoletos
Cebu City

Subject: **STATUS REPORT ON THE CLOUD-BASED HR LEAVES, EDTECH TRAINING, ONLINE PAYMENT FACILITY and FACULTY ATTENDANCE MONITORING SYSTEM**

Dear **Fr. Sia:**

This is to provide your office, the status updates of the several projects that the IT Service Office are currently engaged in, please refer to the tables below:

CLOUD-BASED HR LEAVES

Completed Activities	Date/Venue
Walkthrough of the online application:	
• Session with the department chairs	January 23, 2020 BRC, College of Commerce
• Session with the office personnel and secretaries	January 31, 2020 Main Conference Room
Outstanding Activities	**Date**
Trial Run (in coordination with HR Office)	Entire month of March, 2020
Review and Evaluation (in coordination with HR Office and QA) *including the research module	April 27, 2020
Full Implementation (ver 1.0)	July 1, 2020 (1st Sem 2020-2021)

EDTECH TRAINING

Completed Activities	Date/Venue
3-day Train the Trainers Training *Identified college/department champions underwent a workshop on the use of the Adelante Learning Management System (LMS)*	February 6-8, 2020 RM SJ-310, USJ-R Main
Outstanding Activities	**Date**
Inservice Training of all faculty members (in coordination with HR and QA Office)	1st week of June, 2020
Full Implementation (ver 3.5)	July 1, 2020 (1st Sem 2020-2021)

ONLINE PAYMENT (incl. Credit Card) FACILITY

Completed Activities	Date/Venue
Meeting with Good Kredit (Payment Service Provider) for the identification of activities for POC – Proof of Concept as basis for School Board Approval (in coordination with the Comptroller, QA, Registrar and EDP)	February 11, 2020 10:00 AM, Main Library Conference Room
Outstanding Activities	**Date**
Identified Stages:	
• Proof of Concept Execution (Good Kredit in coordination with EDP)	Last week of March and First week of April 2020-2021
• Review and Evaluation (in coordination with Comptroller, QA, EDP and Registrar)	April 20, 2020
• Full Implementation (Good Kredit in coordination with EDP)	July 1, 2020 (1st Sem 2020-2021)

FACULTY ATTENDANCE MONITORING SYSTEM

Completed Activities	Date
Successfully integrated the finger scanning module with the prototype wireless microcontroller box developed by Engr. Van Benjamin Canda.	February 3, 2020
Outstanding Activities	**Date**
Presentation and simulation of the system prototype with the biometrics (finger scan) with respect to the full process flow (in coordination with HR, IMS and SHS)	March 17, 2020
Review and Evaluation (in coordination with HR, QA and IMS Office) *same meeting with HR Leaves	April 27, 2020
Full Implementation	July 1, 2020 (1st Sem 2020-2021) *tentative

With the updates presented, should you have queries, I can report to your office at your convenient time. I hope you find the status report in order.

Thank you. Adelante!

Sincerely yours,

DR. GREGG VICTOR D. GABISON
IT Administrator