APPENDICES

Appendix A

Letter of Communication to the Client

UNIVERSITY OF EASTERN PANGASINAN
COLLEGE OF INFORMATION TECHNOLOGY

Date: **March 10, 2022**

MRS. LORRIE T. SERAIN
Principal, Holy Child Academy
Binalonan, Pangasinan

Madam,

Greetings!

The Bachelor of Science in Information Technology third year students are currently undertaking the course CAP 101 Capstone 1, one of the major subjects in BSIT curriculum.
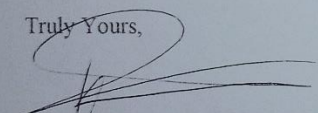
In this regard, may I request from your good office to allow our students to conduct interview, observations and survey relative to their Research Study entitled **MULTI-PLATFORM BASED SCHOOL MANAGEMENT SYSTEM FOR HOLY CHILD ACADEMY.** to your company/institution. Rest assured that any information will be treated with utmost confidentiality and will only be used by our students as their bases for Capstone 1.

Your affirmative response regarding our request will certainly contribute to the future success of our students in their field of specialization.
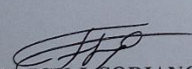
Thank you for being one of our partners in equipping our students to become productive members of our society by providing excellent training and education.
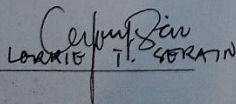
Thank you and God bless!

Truly Yours,

MARK LOUIE R. SORIANO, MIT
Research Coordinator, CIT

Noted:

FREDERICK J. SORIANO, MIT
Program Head, CIT

Approved:

LORRIE T. SERAIN

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Appendix B

Interview Guide

Interviewers play a critical role. Developing a structured interview process allow us to narrow our research for the most appropriate and relevant information from each interviewer. In creating questions for the interview.

The first question is, of course, background questions about the interviewee. The following are questions about proposed system. You can also ask the interviewee follow-up questions to improve interview.

We as an interviewer we must have a plan for initiating a follow-up question with the interviewee. And as we interview someone, we take notes so that if we forget something, we can refer back to the notes.

UNIVERSITY of EASTERN PANGASINAN

Appendix C

Sample Questionnaire

Capstone Survey

This form will allow us to know your concerns through the following questions.

Table 1: Questionnaire set 1

	Yes	No	Maybe
Do you prefer using cellphone in online class?			
Do you prefer using laptop/desktop rather than cellphone?			
Does having online classes benefits you in your learning?			
Does having online classes gives you an opportunity to hive high grades?			
Does having school portal benefits you for updating your institutional concerns?			
Do you think that having a portal in your device will ease or fulfill your needs as a student's?			
Do you think that online class is much better rather than actual class?			
Would you like to learn different ways through online?			
Does actual class give you better experience in studying rather than online class?			
Do you experience any anomalies while having online classes?			

Table 1.1: Questionnaire set 2

	Yes	No	Maybe
Are you using cellphone properly?			
Are you using Laptop/Desktop properly?			
Do you often use your cellphone rather than your laptop/desktop?			
Is it better to use cellphone than laptop/desktop to search some stuffs that you're curious with?			
Do you think that features of laptop/desktop are better than cellphone?			
Is it helpful to use your devices to get through your schoolwork?			
Do you get proper answer for your questions while using this device?			
"What if" you only have once choice to use, would you use your mobile device rather than other devices?			
Do you find out yourself that using these devices will ease your daily needs?			
Do you think that the future of this technological environment will be much better to use and easy to access?			