Introduction

**Background and Importance of the Study**

Saint Francis of Assisi College began its operation in schoolyear 1981-1982, with its first campus located at Talon Admiral Las Piñas. As of this day they have 9 campuses which is located in the following areas: two in Las Piñas, Taguig, Alabang, Bacoor, Los Baños, Biñan, Dasmariñas and Sta Rosa. Out of that 9 campuses, two of the campuses (Main Campus Las Piñas and Bacoor Campus) is offering Tertiary Level which began in schoolyear 1999-2000, with its first batch of graduates thus:

SFAC Main Campus (Las Piñas)

4-year degree programs = **April 2003**:

Bachelor of Science in Business Administration

Bachelor of Science in Computer Science

Bachelor of Science in Hotel Restaurant Management

Bachelor of Science in Elementary Education

Bachelor of Science in Secondary Education

Bachelor of Science in Electronic and Communication Engineering

Bachelor of Science in Electrical Engineering

Bachelor of Science in Computer Engineering

Bachelor of Arts in Psychology

Bachelor of Science in Nursing = April **2012**

SFAC (Bacoor Campus)

2-year non-degree programs = **April 2001**:

Associate in Computer Technology

Associate in Hotel Restaurant Management

4-year degree programs = **April 2003**:

Bachelor of Science in Business Administration

Bachelor of Science in Computer Science

Bachelor of Science in Hotel Restaurant Management

Bachelor of Science in Elementary Education

Bachelor of Science in Secondary Education

Since the first batch of graduates until now there has not been a formal study on the whereabouts of this graduates, only those people who is excelling on their profession are track but in an informal manner (thru social networking sites, email, written survey, but not religiously compiled), meaning they don’t have really this tracking system impose on their graduates that is why this idea was formulated on the researcher side, to create a tracking system.

Having heard of every Alumni that is doing well and be part of nations building here or abroad is like every Institutions dream. Alumni is the clear evidence that keeps the school going, to continue its quality education and that shows how the curriculum effectiveness of an Institution. But not knowing their status on where they are now, is the challenge of every school. It’s like having one of your family leave and not knowing where are they. So that’s why the researcher is planning to introduce a Graduate Tracer Study System in this Institution. This propose system will be created, so that it does not track only those alumni that is successful but also those alumni that is having hard time to find a job or have a job but a mis-align job base on their Bachelor’s Degree. Is it every mother’s dream or in this case the Alma Maters dream that to know all the Franciscan are doing well in terms of their careers?

Beneficiaries: School Administrators, External Affairs Office, Coordinators, Faculties

The Administration Problem

Continual improvement of quality education.

Increase the number of enrollees.

The Problem for the SFAC External Affairs Office

1. The current system does not have a relevant and accurate records/information of all Alumni.

***Survey****: Do you want your school to have updated records of all Alumni?*

***If yes, what information you want your school to have****? (personal information, contact information, others please specify)*

***If no please specify the reason***

1. Cannot easily locate and trace the alumni of the school.

***Survey****: Do you want your school be able to easily contact you, let say if they want to invite you to a special event in school?*

***If no please specify the reason***

1. Does not have statistical report that is always ready for presentation to the school board administrator, based on the following criterion:

3.1 For Board Courses Only. How many take the licensure exam?

2.1.1 How many pass/failed

***Survey****: Do you want to know the passing rate of your school in the board exam?*

3.2 Employment

3.2.1 Know their current employment

***Survey****: Do you want the school to know, your current employment details such as:*

*what company, what position, what industry type, what sector and for how long you are working*

*in that company?*

***If no, please specify the reason***

3.2.2 What Company

3.2.3 What Position

3.2.4 What Industry Type

3.2.5 What Sector (private or public)

3.2.6 Time Period

3.3 Statistics of Alumni with jobs (Base on Alumni Batch)

2.3.1 Aligned/not-aligned job

***Survey:*** *Do you want to know how many of your batchmate have aligned jobs base on there*

*degree?*

3.4 Statistic of Alumni with no job (Base on Alumni Batch)

3.4.1 Reason for not finding a job.

***Survey****: Do you want to know why some alumni cannot find a job?*

3.5 As fresh graduate how long before they landed a job?

***Survey****: Do you want to know how long before a fresh graduate landed a job?*

1. Does not have a job listing of companies with job posting.

***Survey****: Do you want your school to have a posting of job listing of companies that is in need of graduates?*

* 1. Batch Statistical Report (yearly report)
  2. How many take the licensure exam (who pass/failed)
  3. How many did not take the licensure exam
  4. How many Alumni that their course is aligned to the job/not aligned to the job
  5. How long did a graduate landed a job:

1-6 months

7-12 months

1-2 years

1. What competent skill they developed during their college days?
2. Information Centralization
3. Out of 9, SFAC have 2 campuses that have college offerings (Main campus which in Las Piñas and the other one is in Bacoor campus) and for that SFAC want to centralize the information of SFAC graduates.
4. Statistical report always available for viewing and presentation to the School Administrators.

Yearly comparison in terms of the following: (for every Department)

-Job Placement, Nature of Employment (aligned or not aligned),

- relevance of school related factors to the job,

-competencies / skills and work-related values developed by SFAC Graduates useful in their line of work

Different College Coordinator Problem:

The Relevance of the Curriculum Offerings (Guided by the CMO)

How responsive and relevant the current curricular offering of SFAC to the demands of the labor industry.

The Propose Solution: (Tracking of Alumni)

The propose solution is to track all the graduates of SFAC Main and Bacoor Campus. Having the data of this alumni will help the external affairs office to create a statistical report that will be use to update the School Administrator. The School Administrator can now then use this as one of the factor in increasing the number of enrollees in SFAC. The different College Coordinators specifically the curriculum development people (coordinators and faculty) will now have an idea as to what subjects need revisiting (guided by the CHED Memorandum Order CMO on curriculum development) and last to the faculty, to give them the idea on how to best to strategize every subject that they are handling.

**Objective:**

This study aims to find out the status of employment of the graduates of SFAC since its first batch of graduates in 2001.

Specifically, this tracer study aims to produce a statistical report of SFAC graduates per Academic Program (degree and non-degree) base on:

1. Employment and Un-employment in terms of the following:

* First job offers after graduation
* Reason for unemployment

1. Centralized the data of alumni of 2 campuses.
2. To determine the job placement profile of the respondents in terms of

1.1 Job after graduation

1.2 Present employment

1.3 Reasons if unemployed

1.4 Employment Status and Nature of Employment

**2.** To determine the relevance of the following school-related factors to the job

placement of the respondents in terms of

2.1 Curriculum and Instruction

2.2 Faculty and Instruction

2.3 Student Services

2.4 Organization and Administration

2.5 Community Extension, Linkages and Research

**3.** To identify the competencies / skills and work-related values developed by SFAC Graduates considered by the respondents useful in meeting the demands of their present work.

**4.** To propose to administrators an action plan to enhance the relevance of all program and improve

the employment rate of its graduates.

Growth Strategy

Will be later on become Alumni Management System which will handle all Alumni transaction.

Values

To continuously help those Alumni that:

does not have a job to find a job thru community extension

have a job but not aligned on their courses and aligned them.

Profit

Alumni will now continuously promote our school because they will tell their friends that the school always after there welfare.