

**STUDENT ASSISTANT INFORMATION MANAGEMENT SYSTEM FOR THE
UNIVERSITY OF NUEVA CACERES**

A Project Research Proposal
Presented to the
Faculty of College of Computer Studies
University of Nueva Caceres

In Partial Fulfillment
of the Requirements for the Degree of
Bachelor of Science in Information Technology

by
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ABSTRACT

The Student Assistant Information Management System is a software application designed to efficiently manage and streamline the information related to student assistants within an educational institution. This abstract provides an overview of the key functionalities and features of the system. It serves as a centralized platform for storing, organizing, and retrieving data related to student assistants. It offers a user-friendly interface that allows administrators, faculty members, and student assistants themselves to access and manage relevant information effectively. The system provides functionality for creating and maintaining profiles of student assistants, including personal details, contact information, academic information, work schedules, and job assignments. It enables Human Resource to easily track and update the status of student assistant positions, manage hiring processes, and assign tasks to individual student assistants based on their qualifications and availability.

Additionally, the system facilitates communication and collaboration between student assistants, faculty members, and administrators. It includes features such as messaging capabilities, task notifications, and document sharing, enabling seamless information exchange and coordination among different stakeholders. Moreover, the Student Assistant Information Management System offers reporting and analytics capabilities to produce insights and evaluate the performance of student assistants. It allows Human Resource to

generate reports on attendance, work hours, task completion, and other relevant metrics, enabling data-driven decision-making and continuous improvement of the student assistant program.

Overall, the Student Assistant Information Management System provides an efficient and comprehensive solution for managing the information and processes associated with student assistants in an educational institution. By automating Human Resource tasks, facilitating communication, and offering valuable insights, the system contributes to enhancing the effectiveness and productivity of student assistant programs.

Keywords:

Student Assistant, functionalities, automating, hiring process, information effectively, stakeholders, productivity, institution, analytics, task completion, data-driven, comprehensive solution, managing

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We also want to extend our appreciation to the faculty and staff members who provided their valuable insights, guidance, and feedback throughout the development process. Your input and expertise have been instrumental in shaping the system to meet the unique needs of our institution and ensure its effectiveness in managing student assistant information.

Additionally, we would like to thank the student assistants who actively participated in the system's testing phase, providing valuable feedback and suggestions for improvement. Your cooperation and involvement have been crucial in fine-tuning the system and ensuring its user-friendliness and functionality.

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Thank you once again for your unwavering support and commitment.

DEDICATION

This research project is dedicated to the development and exploration of the Student Assistant Information Management System, a study that strives to enhance the college student experience and improve the management of student assistants. To the college student's ass who willingly participated in this research, this dedication is to your enthusiasm and willingness to share your insights and experiences. Your valuable input has provided the foundation for understanding the challenges faced by student assistants and has guided the development of an effective information management system.

To the college faculty and staff who supported and guided this research, this dedication is to your mentorship and encouragement. Your expertise and guidance have been instrumental in shaping the research objectives, ensuring the relevance and applicability of the Student Assistant Information Management System within the college setting.

To the friends and family members who provided unwavering support and understanding throughout the research journey, this dedication is to your encouragement and belief in our capabilities. Your support has been a constant source of motivation, enabling us to persevere through the challenges and accomplish our research objectives.

To all the college students who will benefit from the outcomes of this research, this dedication is to your future success. May the Student Assistant Information Management System contribute to a more efficient and supportive environment, allowing student assistants to thrive academically and professionally.

May this research project inspire further studies and advancements in student support systems, ultimately enhancing the college experience for all. May it serve as a reminder of the importance of investing in the development and well-being of student assistants.

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CHAPTER 1

Introduction

Strategic planning and development of information systems are crucial for organizations to progress by centralizing, organizing, and digitizing processes, ultimately improving efficiency and enhancing programs.

Project Context

Colleges employ a large number of people, the majority of whom are students that comes as no surprise. There is a reason why so many students are being hired. Maintenance, library, student centers, dormitories, food service, retail, security, and other departments and areas of the campus all require workers. Student workers are an excellent way to fill these employment gaps. This also assists colleges in meeting work-study requirements and expanding student opportunities. However, those student employees, a mix of part-time and work-study, bring with them their own set of challenges that no other industry, outside of higher education, faces. Moreover, among classwork, sports, performing arts, and socializing, they have a lot on their plate because they are students, employment is not the top priority. Their main priority is their education rather than their job. All of these are an important part of the college experience that students pay for and cannot be overlooked in the schedule [Campbell, 2021].

Managers and the HR department share responsibility for productivity and performance. Although managers are ultimately in charge of how well their teams perform, the HR department will need to make difficult decisions if specific departments or teams are not meeting expectations. Monitoring performance and productivity levels to make sure the company is operating effectively and meeting output targets, identifying problem areas and taking the necessary steps to turn things around, and working cross-functionally to find root causes for poor performance are some of the major challenges that arise. Lastly, conveying executive team feedback on human resource matters so they can make strategic decisions. Monitoring key metrics, having open discussions with management and staff, and generally functioning as a detective to discover issues are all part of keeping an eye on productivity and performance. Although it is a duty, it takes a lot of time and it is a typical HR issue in businesses [McConnell, 2023].

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Managers who supervise teams frequently deal with a number of issues that are related to communication and productivity. It is crucial to keep employees engaged because a drop in productivity can occasionally have an impact on other team members and overall goals. The managers frequently have trouble juggling their own work because they are supervising the team members and coordinating with other department leaders. Making sure there is effective communication among teams is another difficulty managers have. Every team member has a unique personality, thus there is occasionally a risk for misinterpretation [Birt, 2023].

In the study of Aadamsoo, Anne-Mai [2010] "Web based project management system" concluded that, to increase the efficiency of a product, nowadays many web development companies are using different project management systems. A company may run a number of projects at a time, and requires input from a number of individuals, or teams for a multi-level development plan, whereby a good project management system is needed. Thus, a proper project management system plays a distinctive part in ensuring reliable, robust, and high-quality web applications for customers.

Despite the supervisors being the ones who supervise student assistants, the Human Resources Department is the office mainly concerned with managing student assistants as they are also considered employees of the organization or institution they work for. Therefore,

the Human Resources Department is tasked to monitor the student employees' work and manage their information, particularly regarding performance, as this could be critical to the student and the institution. The Human Resources Department needs help monitoring student assistants as they must know and determine those students who do well and who do not. The Human Resources Department needs to discover where the student employees need to improve and in which areas they excel. This becomes an issue requiring acknowledgment as managing student employees takes time, and it adds to the workload of the HR department. [McConnell, 2023].

Maintaining a standardized evaluation process can help student employees effectively balance their work and studies by clearly understanding expectations and areas for improvement. Developing an evaluation rubric helped Averett University's Blount Library staff convey their expectations for their student assistants and what they had to do to achieve particular rating levels. Sharing the evaluation rubric and the comment copy of the evaluation form with the library personnel providing input for student performance helped standardize the input received. Students and library personnel feel the evaluation process is valuable, unbiased, and fair [Lemery, 2008].

This study aimed to develop an IT solution that helps every stakeholder that is involved with the Student Assistants, such as the Human Resources and Immediate Supervisor of the University of Nueva Caceres, to provide an efficient way to organize data such as work schedules, student assistants' personal information, task

assignments, work performed, and related records. It aims to automate the manual processes involved in managing student assistant information. This system allows faster and more efficient processing and recording of data, reducing the workload of administrators, faculty, and other personnel managing student assistant records. Likewise, as new regular classes begin, students must report on-site. Therefore, the populace will again be busy and in high numbers.

Statement of the Problem

This research project aims to develop a Student Assistant Information Management System for the University of Nueva Caceres that will organize and centralize the overall process and tasks regarding the student assistants. This is from application of aspiring student assistants to attendance monitoring of student assistants, until the evaluation and analysis of the performance of student assistants at UNC.

Specifically, the study sought to answer the following:

1. What Information requirements are collected by the departments responsible for managing student assistants?
2. What are the modules and features of the Student Assistant Information Management System for the University of Nueva Caceres?

3. What are the new rules or procedures that are going to be added in deploying the Student Assistant Information Management System for University of Nueva Caceres?

Objective of the Study

The study aims to enhance the efficiency of the processes involving the Student Assistants of the University of Nueva Caceres by creating a computerized and digital system.

This study is guided by the following objectives:

1. To enumerate the information requirements that are being collected by the departments concerned with student assistants.
2. To determine the modules and features of the Student Assistant Information Management System for the University of Nueva Caceres.
3. To identify the new rules or procedures that are going to be added in deploying the Student Assistant Information Management System for University of Nueva Caceres.

Purpose and Description

In this research project, the proponents developed a Student Assistant Information Management System, which will help digitalize, centralize, and organize all the processes and procedures regarding student assistants at the University of Nueva Caceres, from deploying

and scheduling student assistants to attendance monitoring of student assistants, until the evaluation of performance.

STUDENT ASSISTANTS. This research project helps the University of Nueva Caceres's student assistants record their attendance and the hours they need to render.

HUMAN RESOURCES OFFICE. This research project eases the process of handling and managing student assistants. This is from deploying and scheduling of student assistants to the monitoring of the attendance of student assistants.

SUPERVISORS. This research project helps the immediate supervisors to have an easy evaluation process of the performance of their student assistants.

RESEARCHERS. This research has brought awareness to the researchers on how the student assistant system can bring impact and positive changes to the University and its clients in general.

FUTURE RESEARCHERS. This project helps future researchers of the same topic, and this can contribute preliminary information about a specific study similar to this one.

Scope and Delimitations

This study primarily concerns developing a management system for student assistants that will be used mainly for deployment, scheduling, attendance reports, and performance evaluation. This will assist the Human Resource Office of the University of Nueva Caceres in managing the student assistants. The study focused on the processes after the student was hired as a student assistant. The target users of the system you mentioned are the Human Resources office, supervisors, and, most significantly, the University of Nueva Caceres' student assistants.

The study encompasses student assistants' deployment and scheduling process, attendance reports, and performance evaluation operations to help the Human Resources office recognize those student assistants who deserve to renew. The web-based system is intended to help Human Resources office and supervisor as well as the university to maintain the records of students easily. It also helps to replace the paper records system for student assistant which can effectively and efficiently manage and save time, effort and cost of the university. The system includes the student assistant information like personal background, accounts that will be created to easily monitor individual performance of the student assistants, the logins for supervisor, HR and student assistant will be seen as well. The different types of forms like information sheet, endorsement form, work assignment, and work schedule can be accessed as well. Some features and functionalities includes: User account management which

may be updated and delete accounts; My accounts feature is used to see accounts information created for Student assistant; SA request where all requests can be accessed; Deployment work assignment and work schedule can be accessed; Scheduling schedule of SA can be seen; Attendance monitoring for attendance record; Evaluations for evaluation of the performance; Archive history of previous SA can be seen; Sign out button to logout. Hence, this study will offer a systematic means of monitoring such aspects and thus proposes to improve operation and management.

Limitations of the Study

The system which was developed is limited only to the management and information of the Students Assistants of University of Nueva Caceres, their system of Logging in and out of duty was specifically defined along the monitoring of their attendance and accomplishments by the department head or immediate supervisors of the student assistants will be accessible to the Human Resources department of the university for monitoring and referencing purposes.

As a part of the system's performance data visualization module, the system recommends to the Human Resources whether a student assistant should be renewed but the Human Resources department retains the final decision-making authority when it comes to renewing a student assistant regardless of whether the system recommended the student assistant for renewal.

The system operates independently and relies on manual data input from users. The Human Resource Office, responsible for managing student assistants, and the student assistants themselves need to input data separately, such as student assistant information and class schedules. This limitation impacts the system's functionality, data sharing, and overall usability. Real-time data updates are not possible, there is a potential for duplicate data entry, and interoperability with other university systems is limited. These factors can result in delays, potential errors, and reduced efficiency in managing student assistant-related tasks.

Definition of Terms

Student Assistants. These are the officially enrolled students working with department heads and other staff of the department they have been assigned to, who will help and ensure that administrative tasks are completed and functions are efficient.

Performance Appraisal Form (PAF). This term refers to a printed evaluation tool, distributed to all departments in the University of Nueva Caceres with deployed student assistants to evaluate their performance.

Time in/Time Out. This module in a web application is a feature that allows users to record their clock-in and clock-out times electronically through a web-based interface. This module typically

provides a form where users can input their login credentials and select the date and time that they start and end work.

Human Resources Office. This term refers to the department in the University of Nueva Caceres responsible for deploying and managing student assistants.

Immediate Supervisor. This pertains to the department head of each department where the Student Assistant is assigned, these are the personnel responsible for the monitoring of the student assistants in their respective departments.

CHAPTER 2

Review of Related Literature

This chapter presents the collected studies and literature related to the current research and deemed beneficial in establishing its claims and propositions. This has been made possible by the aid of various sources online and offline. Through archives and the library, essential entries were gathered to support this current investigation in attaining its end of developing an Information system intended for the University of Nueva Caceres student assistants.

Technical Background

An information Management System (IMS) is a software application that manages, stores, and retrieves data in a structured and organized manner. It is used within an organization or enterprise to acquire, process, store, and distribute data and information. Data storage and retrieval, reporting, access management, and connection with other applications and systems are all common elements of an IMS. According to Indeed Editorial Team, almost any organization utilizes an information management system daily.

[Dela Cruz, 2019] also conducted a study about the information system on the enrollment of state universities and colleges in Central Luzon, Philippines. Her study measured the effectiveness of the said systems using the DeLone and McLean Success Models. Results from the

said test showed that information systems used in universities were "Effective." This shows how important it is for universities to develop information systems for improved working processes.

Regarding the back end, PHP is used to develop the Student Assistant Information Management System for the University of Nueva Caceres. The server-side scripting language known as PHP, or "Hypertext Preprocessor," is primarily used for building websites. It is an open-source language with a sizable development community supporting it. According to the CPA Journal, PHP is a well-known open-source, general-purpose scripting language that is particularly well suited for web development and can be incorporated into HTML. Finally, the proponents of this research project used VS Code as one of the primary coding tools and IDE to develop the proposed project. In the first months of development and deployment, a free web hosting service will host the web-based system.

Using the collaborative coding site GitHub for project management is one choice supporting the "keep it simple" approach to software development. Most importantly, most developers feel at ease using GitHub because they currently use it to store and share repositories. GitHub may not be the most robust project management platform available, but it can do the job well [Castro, 2022].

Related Literature, Studies, and Systems

Related Literature/Studies

Meanwhile, the Attendance Monitoring Web Application module was developed using a PHP framework connected to a MySQL database. It aggregates the attendance data collected from the Teacher Attendance Module for monitoring purposes. It is accessible to the monitoring staff and teachers via a web browser [Calo et al., 2021].

DigiAtt is a system designed to help fill in the gaps in the current online attendance system, which uses google forms as practical means of sending daily time records (DTR) and accomplishment reports. The drawback of the previous method is the difficulty of tracking the DTR, and accomplishment reports, as it records individual responses daily. However, DigiAtt's mobile application makes DTR and Accomplishment Reports submission convenient for employees and supervisors. The app collects DTR and Accomplishment Reports before logging out, which helps the institution monitor employers' employee performance. It also features a web application containing a dashboard for easy monitoring and printing of reports the administration needs for work-from-home arrangements [Amora et al., 2021].

According to Doe, 2023 Human resource information systems and analytics have transformed the delivery of HR services and the role of HR within organizations. In spite of the complexity of HR and the different roles HR plays, there has been limited research which helps inform the selection, application and use of HR metrics and analytics

to the operational, managerial, and strategic levels that HR occupies. Therefore, the goal of this article is to provide a framework that describes the data needs, decision characteristics, and HR metrics to these different levels of HR activity and decision-making. We provide a number of research propositions and implications of the model. We finish the paper with a discussion of the implications that this framework has for how HR decisions are made, the types of data used in support of these decisions, and the metrics used.

Regarding attendance, the student assistant uses a Daily Time Record where every time in and time out is recorded as the date and the total number of hours worked. When it comes to performance evaluation, specific criteria such as delay, attitude, communication, and such will determine a student assistant's performance, where the evaluator will rate the student assistant in a specific range.

Conducive settings and environment will promote positive outcomes for the students, besides having good lectures given by their teachers. Nevertheless, students' time management is one of the aspects that can motivate a student to be a good student. Good time management is vital for students to shine. However, some students need better time management skills, which negatively affects their life and academics. The usage of time by students in higher education institutions is related to their daily routines and activities. Students' time management can also affect their stress levels as they must cope with their tasks and personal achievements. In this regard, the data was collected from the Qurtuba University of Science and

Technology students to analyze how effectively they manage their time to achieve their academic standards [Nasrullah et. al, 2015].

Student assistance programs (SAPs) are one approach for using teams to respond to student needs, but there are needs that need to get more research on SAP implementation and whether SAPs function as intended. The authors present findings from a study of two SAPs using a Connecticut Governor's Prevention Partnership developed model. The study focused on participants' perceptions of how components of the model contributed to team effectiveness in addressing student needs. Analysis of semi-structured interviews with team members suggests that six elements contributed to the point: human resources, administrative involvement, multidisciplinary perspectives, operating agreement and rules, good team processes, and teacher support [Rodriguez et. al, 2015].

Educators have recently initiated programs to help students address the social and emotional problems that can impair academic performance. This paper reviews current knowledge of one such program called the Student Assistance Program (SAP). SAPs were initially designed to intervene with chemically dependent high school students, but more recently, SAPs have begun assisting students at risk for academic failure. Two broad organizational models of SAP services exist the Core Team (CT) model and the Counselor (CN) model. In the CT model, the SAP staff members are organic to the school, whereas, in the CN model, key SAP staff members come from outside agencies. Research on SAPs remains sparse, and the need for quality process

evaluations is a pressing concern. Implementation of SAPs should progress logically and include needs assessment, community advisory groups, and comprehensive services for school personnel [Dykeman, 1994].

Scheduling is a crucial aspect of the Student Assistant Information Management System, as it involves allocating tasks to student assistants. In the study by Arnest Zefanya and Jay Idoan Sihotang in 2019, they developed a Student Labor Information System Mobile Application. The application had features that allowed supervisors to schedule tasks for student assistants, and student assistants could view their assigned tasks from their mobile devices. The study found that the scheduling feature improved the productivity of student assistants as they were aware of their daily tasks, and supervisors could easily monitor their progress.

A study by Ertan, Yücel, and Sava? in 2019 found that using a scheduling tool in a student assistant information management system improved the efficiency of scheduling tasks and reduced the workload of administrative staff. The scheduling tool allowed supervisors to easily assign tasks to student assistants based on their availability and workload.

A practical scheduling feature in the Student Assistant Information Management System can ensure that tasks are allocated relatively among student assistants. This can prevent overloading specific student assistants with too many jobs while others have little

to do. It can also help supervisors avoid scheduling conflicts and ensure that tasks are completed on time.

Moreover, a scheduling feature that allows student assistants to accept or decline tasks can promote accountability and responsibility. Student assistants can get jobs they are confident they can complete on time and to the best of their abilities, which can help reduce the likelihood of missed deadlines or subpar work quality. A scheduling feature that allows for the prioritization of tasks can help ensure that urgent or important tasks are completed first. This can help ensure that the most critical studies are given the attention they require, which can ultimately improve the overall effectiveness of the Student Assistant Information Management System.

In 2017, the IJSTE-International Journal of Science Technology and Engineering conducted a study called Web-Based Staff Management System which offered several findings regarding implementing a web-based system for managing employees. The study concluded that the system could help the department manage its employees quantitatively and qualitatively. The study also found out that the system aids in reducing different costs, not financially but things like workforce planning, staff information, work schedule, and performance monitoring. Moreover, the study also stated that the system was an excellent tool for staff management as it facilitates filling their information online for profiling, generating customized reports, and deployment [ISTJE, 2017]. The Student Assistant Information Management System for the University of Nueva Caceres wanted to

effectively manage student assistants by aiding student assistant information, deployment, scheduling, attendance tracking, and, most importantly, performance monitoring.

In an article titled "Top 6 features to look for in an employee management system", an HR Blog gave six features that an employee management system must have such as: Employee database management; Time, attendance, and leave management; Employee self-service; Performance management; Learning management and finally, People analytics. However, the Student Assistant Information Management System for the University of Nueva Caceres only put in the ones that are applicable in student assistant matters which are the database management of information of student assistants, attendance details, including the deployment and scheduling of the student assistants, and most importantly performance management [Arun, 2022]. The article helped the proponents of the Student Assistant Information Management System for the University of Nueva Caceres consider the features and modules for the proposed system.

Sahar Hassan and Dr. Muhammad Asghar, 2015, conducted a study on the system they developed called "Web-based Attendance Management System". The study's findings say that incorporating the system overcame many limitations and saved time. It also reduced possible errors that occurred during the manual attendance process. The exclusion of paperwork removed the chance of making mistakes while using paper in taking attendance or making attendance reports. According to the study, the system developed was responsive; thus,

it can be accessed using mobile devices [Hassan, Asghar. 2015]. The Student Assistant Information Management System for the University of Nueva Caceres aimed for the same goal of removing the possibility of making a mistake when a student assistant is taking attendance or human resource personnel is generating an attendance report. Since the attendance report is automated, the Student Assistant Information Management System for the University of Nueva Caceres is easy to access and user-friendly.

A Web and Mobile-Based Faculty Performance Evaluation System was developed in 2015 by Leah T. Salas. To improve the faculty assessment processes, the system aimed to design and develop a mobile and web-based evaluation system that used the criteria and rules of the traditional evaluation system. The study's respondents had favorable opinions about the design and its effectiveness which used functionality, dependability, usability, efficiency, maintainability, and portability to determine the efficacy [Salas, 2015]. However, the Student Assistant Information Management System for the University of Nueva Caceres needs a mobile app. The proponents of the Student Assistant Information Management System for the University of Nueva Caceres considered the same criteria in determining the effectiveness of the Student Assistant Information Management System for the University of Nueva Caceres.

The information requirements for the Student Assistant Information Management System involve collecting personal information, academic background, work history, and other relevant data. The study by Yu Cao in 2016 proposed developing a College Students' employment management system based on the web, which captured students' personal information, academic background, and work history. The study found that the system allowed for better management of student assistants, and supervisors could easily track their progress.

Related Systems

A Web and Mobile-Based Faculty Performance Evaluation System

The study's primary goal was to design, construct, and test a Web and Mobile-Based Faculty Evaluation System to improve faculty assessment processes at higher education institutions. Specifically, it aimed to design and develop the proposed evaluation system through the identified system requirements, benchmark the criteria and policies of the traditional evaluation system of the various higher education institutions, and assess the acceptability and utility of the customized approach based on ISO 9126 standards. The plan was created during the RAD's design phase based on data on various educational institutions' faculty evaluation procedures and processes. PHP was employed as the programming language (CSS) with JavaScript and Cascading Style Sheet support. The Apache Web Server,

MySQL, and phpMyAdmin software packages were utilized with the WAMP package. As seen by the good ratings provided to six criteria, namely functionality, dependability, usability, efficiency, maintainability, and portability, the evaluation results showed that the respondents have a favorable opinion of the web- and mobile-based faculty performance evaluation system [Salas, 2015].

In the Lyceum of the Philippines University in Laguna, a system is being used for logging and attendance purposes, which is called Laguna Student Electronic Attendance and Logging System. The system uses RFID and SMS for logging and recording time-ins and time-outs. Moreover, the system uses a Web-based management system, storing and updating all the records in real-time. The Laguna Student Electronic Attendance and Logging System's primary purpose is to prevent unauthorized entry, track attendance, and record the time of admission or exit [Morallo, 2015]. Without the RFID and SMS module, the proponents of the Student Assistant Information Management System adopted the web-based management of the attendance of student assistants at the University of Nueva Caceres. The system also used PHP, CSS, HTML, and JavaScript.

Web-Based Employee Management System

During this year, Surendran Sasikumar and Suziyanti Marjudi of Universiti Tun Hussein Onn Malaysia developed A Web-Based Employee Management System for Keymans Malaysia Sdn Bhd. The issue the organization faces with its current procedure is that data connected

to the employees and organization are held in files. Keymans Malaysia still uses manual methods to record the data of its employees. Then, information like leave requests, attendance, and reports are manually recorded and stored using paper and an Excel spreadsheet. This project aims to develop an organized method for designing a web-based employee management system. This web-based system was created utilizing the PHP programming language, Xampp, and the MySQL database. With practical database usage, this web-based solution would assist Keymans Malaysia in better managing its employee records [Sasikumar & Marjudi, 2022]. The prototyping model was the method used to create this online system. The prototyping model is a systems development method in which a prototype is built, tested, and reworked as necessary until an acceptable outcome is achieved from which the complete system or product can be developed [Sarah Lewis, 2019].

In support of this, the "Web-Based Faculty Evaluation System" of Apayao State College, Philippines. In 2016, Taguam developed a web-based system that used PHP and MySQL for evaluating faculty performance. The evaluation system used criteria for evaluation that distinguishes the versions of the faculties. According to the findings, the plan was able to determine the performance of the faculties and even identify those who deserve a promotion [Taguam, 2016]. In that context, the Student Assistant Information Management System for the University of Nueva Caceres should determine student assistants' areas for improvement, strengths, and weaknesses. The system should also be able to identify departments that are doing well.

The Student Assistant Information Management System for the University of Nueva Caceres also uses criteria to filter the performance of student assistants.

Furthermore, in 2022 Surendran Sasikumar and Suziyanti Marjudi of Universiti Tun Hussein Onn Malaysia developed A Web-Based Employee Management System for Keymans Malaysia Sdn Bhd. Since Keymans Malaysia Sdn Bhd still uses manual processes like paper and Excel spreadsheets for recording requests, attendance, and reports, the web-based employee management system aims to provide an organized method for managing employees. The plan was developed using PHP, Xampp, and MySQL [Surendran Sasikumar and Suziyanti Marjudi, 2022]. The Student Assistant Information Management System for the University of Nueva Caceres aims to bring together all the stakeholders concerned with student assistant matters, such as the student assistant, the department assigned, and the student assistant's manager from the Human Resources Department.

Student Performance Analysis System (SPAS)

To maintain student records, almost every university has its management system. The student records at University Malaysia Sarawak (UNIMAS) are managed using a student management system, but instructors need access. This is due to the privacy setting of the system, which restricts access to only top management like deans and associate deans of undergraduate and student development. To track students' performance at the Faculty of Computer Science and

Information Technology, this project suggests the student performance analysis system (SPAS) (FCSIT). The proposed method provides a predictive system that can forecast how well students will perform in the course "TMC1013 System Analysis and Design," which helps the lecturers from the information system department identify students who are likely to perform poorly in the study. The suggested approach uses rules produced by data mining to forecast student achievement. The classification data mining approach is employed in this research to categorize the pupils according to academic performance [Li Sa, Hanani bt. Ibrahim, Hossain, bin Hossin. 2014].

Synthesis

The relevance to the topic area of the Student Assistant Information Management System was determined by a related literature review. The major findings of the studies include systems that make advantage of Student assistant information management system. When the information management system from the previous studies is evaluated, the majority of them share common characteristics and limitations like the study by Surendran Sasikumar and Suziyanti Marjudi of Universiti Tun Hussein Onn Malaysia developed A Web-Based Employee Management System for Keymans Malaysia Sdn Bhd that they still use manual methods to record the data of its employees. Then, information like leave requests, attendance, and reports are recorded and stored using paper and an Excel spreadsheet. This proved that it

is better to use management system to keep up with the fast-paced century of technologies and to have integrity when it comes to data storage. Moreover, this claim is supported by the study of S.R. Bharamagoudar, Geeta R.B., and S.G. Totad [2013] that it provides a simple interface for maintenance of student information. It can be used by educational institutes or colleges to maintain the records of students easily. The creation and management of accurate, up-to-date information regarding a students' academic career is critically important in the university as well as colleges. Student information system deals with all kind of student details, academic related reports. College Staff are able to directly access all aspects of a student's academic progress through a secure, online interface embedded in the college's website. The system utilizes user authentication, displaying only information necessary for an individual's duties.

The development of an efficient Student Assistant Information Management System is crucial for the University of Nueva Caceres to effectively manage student assistants. This system should incorporate features like attendance tracking, scheduling, performance evaluation, and data visualization to streamline processes and enhance performance monitoring. In the realm of performance evaluation, specific criteria such as punctuality, attitude, and communication skills are typically used for assessing student assistants. Nasrullah

et al.'s study emphasizes the significance of effective time management for students and demonstrates its positive influence on academic performance, highlighting its relevance in evaluating student assistants.

Attendance monitoring and management are crucial aspects addressed by related literature and studies. The implementation of web-based systems and mobile applications has proven effective in overcoming limitations and improving accuracy, efficiency, and convenience in attendance tracking. The Student Assistant Information Management System aims to incorporate similar features to automate attendance recording and generate reports, ensuring accurate and accessible data for student assistant management.

Scheduling is another key component of the Student Assistant Information Management System, with studies showcasing the positive impact of scheduling tools in improving task allocation, efficiency, and reducing administrative workload. A practical scheduling feature can help distribute tasks evenly among student assistants, promote accountability, and prioritize urgent assignments.

While the proposed SAIMS for UNC lacks predictive and analytical capabilities, it incorporates data input from immediate supervisors to evaluate student assistants' performance. This data is visualized to provide supervisors with insights into the performance evaluation process. Although no existing designs specifically developed for student assistants were found, the SAIMS for UNC sets itself apart

by centralizing student assistant management and aligning with the goals of the Student Assistants Program at UNC.

Additionally, the introduction of DigiAtt, a mobile app designed for submitting Daily Time Records and Accomplishment Reports, effectively tackles the drawbacks of manual procedures and improves efficiency and accountability. This app simplifies processes, especially in remote work settings, resulting in improved attendance tracking, performance evaluation, and overall time management for both students and employees.

Furthermore, data visualization can be a powerful tool to inspire and enhance the study of data. By presenting information in a visual format, complex data sets can be easily understood and patterns or trends can be identified. This is especially beneficial in the context of the Student Assistant Information Management System, as data visualization can provide supervisors with valuable insights into the performance evaluation of student assistants. Through interactive charts, graphs, and visual representations, supervisors can quickly assess and analyze the performance of student assistants based on various criteria such as punctuality, attitude, and communication skills. This not only facilitates decision-making but also enables proactive interventions and improvements. By incorporating data visualization into the Student Assistant Information Management System, the University of Nueva Caceres can harness the power of data to drive informed actions and ultimately optimize the management of student assistants. In the field of human resource management, the

study on "Human resource information systems and analytics" explores the use of HR metrics and analytics in decision-making processes. Additionally, the study on "Time management skills of students" provides insights into effective time management in relation to academic standards, which can be valuable when considering scheduling features in the SAIMS.

The researchers found no published system solving or targeting student assistant procedures or concerns. Thus, the Student Assistant Information Management System for the University of Nueva Caceres helps in achieving the goal of the Student Assistants Program of higher educational institutes, especially the UNC, whose motto is "Not of school, but of life," which signifies that the institute is preparing the students for the professional and corporate world once they graduate while giving them a chance to fully access quality education especially those who are financially unstable. The system's features improve employee performance monitoring and provide a web dashboard for easy administration and reporting needs, particularly in work-from-home arrangements, these developments offer significant advantages in terms of attendance tracking, performance evaluation, and overall time management for students and employees, leading to improved efficiency and accountability within the respective systems.

CHAPTER 3

Methodology

This chapter presented the methods of research and the data procedure gathered in the implementation of this study. Likewise, in this chapter the software development approach was used that compiled the data that formed the system's foundation. The purpose of this discussion was to go over each stage of the chosen software development technique, why it was acceptable for the proposed study, and the information sources that were employed to conduct this research.

Software Development Methodology

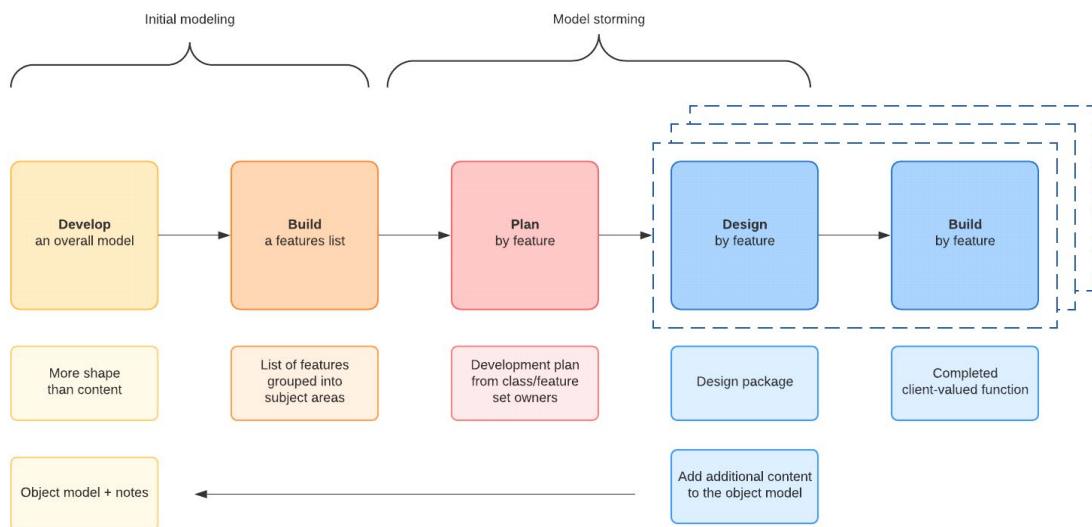


Figure 1. Feature Driven Development

The agile framework known as "Feature Driven Development" (FDD) was structured software development around the advancement of features. They were not necessarily product features in the sense that is generally understood in the FDD context. [Product Plan, 2022]. Long-term, complicated projects were best served by the pragmatic Agile technique known as "Feature-Driven Development." It was a good option for development teams looking for a straightforward but structured Agile approach that was scalable and produced predictable outcomes [Lynn, 2021]. The proponents chose the Feature Driven Development (FDD) methodology because they intended to create an extensive system. This methodology made it easier for the proponents to fix bugs and track progress and results, which allowed them to design more comprehensive functionalities for the system.

Stage 0: Gathered Data. As with all Agile techniques, the first step in FDD built a clear, common understanding of the target audience and their demands as well as accurately comprehended the content and context of the project. Teams tried to understand as much as they could about the why, what, and for whom the project started during this period. [Lynn, 2021]. In this stage, the proponents gathered all the initial requirements for the project. The procedures for application, evaluation, and performance were learned and understood the duties of the student assistants, the proponents spoke with the University of Nueva Caceres' stakeholders who were involved in the study. The proponents created an interview guide at this time. The research questions for the study served as the foundation for the interview

guide. The unstructured interview consisted of five questions with the option for the researcher to further examine certain themes or responses was the method employed in this study. The interview gave the researcher the opportunity to pinpoint prospective information sources in a way that elicited pertinent information from the respondents.

Validation of the Interview Guide. The purpose which served as a guide during the interview, an unstructured interview guide was created along with questions that focused on the procedures for supervising and managing the student assistants at the school.

Developed an Overall Model. The outline was written during this phase. The team created detailed domain models, which were then combined into one overall model that served as a general sketch of the system, using the thesis, which was the major purpose, as a guide. Details were provided as it progressed and as the team gained knowledge [Lynn, 2021]. The system model, which included the specification of problems and objectives, the creation of a system overview, database design, software models, and system design, were created by the proponents during this phase.

Built a Feature List. The data gathered in the first stage, which was the list of the necessary features were made. Moreover, feature that was considered an output that the client valued, the features accomplished for two weeks were listed, keeping in mind that they

should be purposes or smaller goals rather than tasks [Lynn, 2021]. In this phase, the proponents used the requirements to generate the list of features. The following system modules and features for web applications were completed by the proponents: Login, user account management, student assistant deployment and scheduling, attendance monitoring, performance evaluation, and analytics.

Planned by Feature. The sequence of developed features and feature sets were planned in the third step [Digite.com, 2021]. The difficulty of the features were considered, a plan was created for the team which completed associated tasks. All team members participated in the feature evaluation process throughout the planning phase, keeping in mind the viewpoint of each development stage. The sequence of each feature implemented and the team members who were given responsibility for each feature set were then decided using the difficulty assessment [Lynn, 2021]. The proponents assessed each feature at this phase, after which they chose the order in which to implement each one. The proponents also chose the feature each team member was responsible for. The proponents identified which features assigned to them and which features were developed first during this phase.

Designed by Feature. The main programmer decided on the feature that was planned and built. The definition of the feature priorities were considered and was also decided on the involved class owners and feature teams. While some members of the team focused on the framework, others worked on technical design. The entire team conducted a design

review at the conclusion of the design phase before continuing [Lynn, 2021]. Working on these specific designs increased information about the product and informed any modifications required to the initial domain object model [Digite.com, 2021]. The initial feature that was created during this stage was identified by the proponents. Additionally, to make jobs more manageable, other features were separated into more manageable parts. Process flow diagrams for each application, along with databases, system designs, mock-up designs, and data flow diagrams, were created by the proponents at this stage.

Built by Feature. All the elements required that supported the design were put into place in this step. User interfaces were built, technical design components were constructed, and a feature prototype was made. After the unit was tested, examined, and approved, the feature could be promoted to the main build. Any feature that took more than two weeks to create and develop was divided into smaller parts until it adhered to the two-week rule [Lynn, 2021]. Then, each feature team worked and implemented their concept into functional software, tested it, and collected input from subject-matter experts which ensured the feature functioned as planned. When everything was in order, they incorporated their work with everything that had been created in this iteration and earlier ones [Digite.com]. At this point, the proponents started working on the feature. Those features had already been broken into smaller portions because they were still too big to finish in the allotted two weeks. The proponents finished the

front-end design and the backend of the feature, and they tested the feature's outcomes at this stage.

Requirement Gathering Methods

This section outlined the methods used by the project's proponents which gathered the requirements and explained the rationale and implementation of each method in the proposed project.

Interview. Unstructured interviews were typically conducted without a predetermined format, allowing the conversation to go in any number of directions. The lack of framework enabled the interviewers to follow up on leads and explore interesting topics as they emerged [Iedunote, 2019]. Since the proponents of this research project were unaware of the current system or procedure used by the stakeholders involved in managing student assistant matters, the proponents conducted unstructured interviews to be able to get every information the proponents needed for developing this research project.

Document Analysis. Analysis of documents was crucial because it enabled researchers to make sense of their sources and choose the best ones for their research [Indeed Editorial Team, 2021]. During the unstructured interviews, the proponents of the research project were able to collect current system documents being used, such as the attendance form and endorsement form from the Human Resources Office of the University of Nueva Caceres. This document analysis helped the

researchers established components and areas that needed attention in this current study.

Questionnaire. A questionnaire was a type of research tool used to gather data from respondents and consisted of a series of questions or other prompts. Typically, a research questionnaire would have both closed-ended and open-ended questions [questionpro, 2022]. At the first phase or stage of the research project, the researchers conducted a survey at the Human Resources office which utilized a questionnaire consisting of eleven questions. The researchers got responses from the Human Resources Office in which every question was answered thoroughly. This established raw data that served as the basis and direction leading to the development of the student assistants' information system.

Source of Information

In this section, the researchers conducted interviews from the Human Resource department and Student Assistant. These interviews provided valuable information that enhanced the researchers' understanding and improved their project. The insights gained from these interviews guided the proponents in refining their project by incorporating valuable perspectives and addressing potential areas for improvement.

Human Resources Office of the University of Nueva Caceres. The Human Resources office of the University of Nueva Caceres was the one responsible for deploying and managing the student assistants. The Human Resources office then deployed them to different departments of the University of Nueva Caceres. Their attendance was monitored, and at the end of every semester, their performance was evaluated to determine whether to renew their scholarship for the next semester. The proponents of this project gathered information from the Human Resources office regarding the monitoring of attendance and the evaluation of the performance of the student assistants. This helped in developing a feature for attendance monitoring, performance evaluation, and performance data visualization in the proposed project, Student Assistant Information Management System of the University of Nueva Caceres.

Student Assistant. In some cases, student assistants were directly deployed to different university departments by the Human Resources office; the Human Resources office was responsible for monitoring the attendance of the student assistants. When a student assistant was deployed to a department, they had to log their time in and time out using the Human Resources office's attendance monitoring system. This system recorded the attendance of the student assistant, which was used to determine their eligibility for scholarship renewal. At the end of every semester, the Human Resources office evaluated the performance of each student assistant based on

attendance, work quality, and adherence to the university's code of conduct. This evaluation determined whether the student assistant's scholarship would be renewed for the next semester. Conceptually, this attendance monitoring and performance evaluation process was essential for ensuring that student assistants fulfilled their responsibilities and progressed toward their academic goals. It also helped the university to determine the effectiveness of its student assistants program and make necessary improvements to serve the needs of its students better.

CHAPTER 4

Discussion of Findings

This chapter presents the study's key findings, focusing on the entities, functionalities, and non-functional aspects of the Student Assistant Information Management System. This chapter aims to provide a comprehensive understanding of the system's components and capabilities, shedding light on how it addresses the specific needs of managing student assistants.

What information requirements are collected by the departments responsible for managing student assistant?

Student Assistant's Attendance Report - Date with Time In & Time Out in the morning and in the afternoon, Number of hours worked, Name & Signature of Student assistant, Signature of Head of Office, HR office person who receive the paper and date received.

Student Assistant's Endorsement Form - Name, Course and Year, Address, Date filed, Student number, Mobile number, Semester rules and regulations are also listed in the form to keep the SA guided, SA signature over printed name, Date signed, Parent or Guardian's signature over printed name, the department head who recommend and HR personnel who verified with the date signed. It will also show the assigned work station and the date signed.

Student Assistant's Information Sheet - Complete name (First, Middle initial and Last name), Course, Student number, Permanent address, City address, Contact number, Father's Occupation, Date of Birth, Senior High School graduated from & location, Year level, School year or Semester admitted as Student assistant, Parent or guardian, Mother's occupation, Place of Birth, Signature and Date signed.

Student Assistant's Work Assignment - shows the name of Student assistant, Workstation, Head of Office or Supervisor and the job duties are also indicated. The head office name and signature, Signature over printed name of the SA as well as the date signed.

Student Assistant's Work Schedule - This shows the schedule of the SA from Mondays to Sundays from 7:00 AM to 8:30 PM as well as the number of Duty hours per day and the total duty hours per week that the SA had. The student assistants shall shade time slots corresponding to their duty hours. Then the Student assistant shall their name with the date of their duty, the name of the head of office with the date and the HR personnel who received the document and the date received.

Student Assistant's Performance Appraisal - the name of the student assistant, workstation, Rating period, this is an important document that the head of office or the immediate supervisor shall use to rate the student assistant using the five-point scale criteria with five (5) which is Excellent as the highest and one (1) which is Poor as the lowest. These criteria are divided into Knowledge of Work, Quality & Quantity of Work, Attendance & Punctuality, Commitment & Dedication to Work and lastly is the Interpersonal Skills. These five

criteria are then computed showing the total per criterion and has overall rating and adjectival rating which will be represented by Radar chart. The name of the supervisor and date of the evaluation together with the student assistant's signature and date.

In the management of student assistants, departments collect various information requirements to ensure effective utilization of these individuals. This includes gathering personal information such as names, contact details, and student IDs to establish communication and identification. Availability and scheduling information are also collected to align tasks with their academic commitments. Assessing skills, qualifications, and preferences helps in assigning suitable responsibilities and promoting personal growth. Performance evaluation data, including feedback and appraisal forms, assists in assessing their effectiveness and identifying areas for improvement. Administrative forms are collected for documentation purposes and maintaining accurate records. By gathering these information requirements, departments can efficiently manage and support student assistants, maximizing their contributions and overall success within the organization.

The role of student assistants in human resources encompasses three main aspects: selecting and recruiting qualified students, providing training and development opportunities, and effectively managing and supporting them in their roles. Educational institutions should establish criteria for selecting student assistants based on academic excellence, interpersonal skills, and suitability for a

school environment. Training programs should be implemented to enhance their communication and time management skills. Effective management involves clarifying roles, providing regular feedback and guidance, and addressing any issues or complaints. Human resources personnel should act as supporters and advocates for student assistants, allowing them to showcase their competence and excel in their duties.

In the University of Nueva Caceres, the Human Resources Office plays a vital role in managing student assistants. Once a student's application for a student assistant position is approved, they are required to visit the Human Resources office to complete essential forms, including the Endorsement Form, Student Assistant Information Sheet, Student Assistant Work Assignment Form, and Student Assistant Work Schedule Form [Hendricks et al., 2010]. These forms are crucial for effectively organizing and deploying student assistants.

Collaboration between the student assistant and their immediate supervisor is essential during the completion of these forms. The Human Resources office receives these forms, ensuring accurate record-keeping and facilitating the scheduling and deployment process. Additionally, student assistants are provided with an attendance form that captures important details such as the date, time-in, time-out, and total number of hours worked per day and week. This form is verified by the immediate supervisor before being submitted to the Human Resources office, ensuring reliable attendance tracking [Darnell, Johnson, 2015].

Performance evaluation is another significant aspect managed by the Human Resources office. They distribute performance appraisal forms to the departments where student assistants are deployed. These forms consist of criteria such as Knowledge of Work, Quality & Quantity of Work, Attendance and Punctuality, Commitment & Dedication to Work, and Interpersonal Skills. Each criterion may contain sub-criteria that provide specific context for evaluation [Hudea, 2015]. The immediate supervisors assess the performance of their assigned student assistants based on these criteria, providing feedback on strengths, areas for improvement, and recommendations for renewal. This structured evaluation process helps guide the professional growth and development of student assistants.

Furthermore, the effective scheduling and deployment of student assistants ensure their skills and abilities are utilized efficiently. The Human Resources office collaborates with immediate supervisors and departments to consider factors such as preferences, availability, and skills when assigning student assistants to specific tasks and projects. This approach optimizes their contributions and ensures alignment between their roles and organizational needs.

By implementing these procedures for scheduling, deployment, and performance evaluation, the University of Nueva Caceres successfully manages its student assistants, enabling them to contribute effectively and providing opportunities for their professional development.

The modules and features of the Student Assistant Information Management System for the University of Nueva Caceres.

Deployment, Scheduling, Attendance monitoring and Performance evaluation. One of the modules of the web-based system is deployment where the Human Resources Office, considering the requests of departments in UNC that is done in the system, decides where to deploy and assign a student assistant. The features and functionalities includes: User account management which may be updated and delete accounts; My accounts feature is used to see accounts information created for Student assistant; SA request where all requests can be accessed; Deployment work assignment and work schedule can be accessed wherein after being deployed, the student assistant will create his work schedule that is best fit for his class schedule to fully maximize his time so that he can reach the weekly goal for hours worked; Scheduling schedule of SA can be seen; Attendance monitoring for attendance record that the web-based system has feature where the student assistant can time in and time out that will be automatically available for the immediate supervisor to check and for the Human Resources Office to receive; Evaluations for evaluation of the performance that the Student Assistant Information Management System for the University of Nueva Caceres has a feature for performance evaluation that lets the immediate supervisor evaluate and grade the performance of the student assistants. Where the system automatically computes the average and creates a radar graph that will give a greater insight about the performance of the student assistant that will help

decide for the renewal of the student assistant; Archive history of previous SA can be seen; Sign out button to logout.

Therefore, the modules and features of a management system stores and tracks students' workload, personal information, grades, record, and more. It's a means of streamlining the work and tracking all the data generated by a student, consolidating everything into one system rather than multiple records. A student information system can also be used to monitor performance at the district level [Edsembli, 2023]. This proved, that there is a great need to establish technological advancements to be at par with the other universities in the Philippines and across the globe. Moreover, this is a great avenue to strive for the better, transparent, reliable and expanding potential skills.

The deployment module is getting necessary information from the student assistant and their respective work assignment. When it comes to the scheduling module, the student assistant will share their work schedule in the week by clicking the appropriate time slot where the number of hours worked in a day and in the whole week must be indicated. In terms of the performance evaluation, the module is the same as the performance appraisal form, but the average is automatically calculated, and a radar chart of the overall performance according to criteria is generated and displayed on HR's end.

The new rules or procedures that are going to be added in implementing the Student Assistant Information Management System for the University of Nueva Caceres.

Management information system, decision support System, transaction processing system, expert system but we discuss management information system and decision support system. In Management information system this system assists lower-level management in problem solving and making decision [Manian, 2011]. They use the result of transaction processing and some other information also. It is a set of information processing functions. It should handle queries as quick as they arrive. An important element of management information system is database. In decision support system, they assist higher management to make long term decisions. These types of systems handle unstructured or semi structured decision. A decision is considered unstructured if there are no clear procedure for making the decision and if not all the factors are to be considered, the decision can be readily identified in advance. The decision support system is not of recurring nature. Some recur infrequently or occur only once. A decision support system must very flexible. The user should be able to produce customized reports by giving particular data and format specific to particular situations. There are different views in determining the types of information systems and their classifications [Laudon et. al, 2009]. Ada, S. & Ghaffarzadeh, M. [2015].

Therefore, it shows that the Management information system increased the efficiency among stakeholders as well as the university in totality in the University of Nueva Caceres as the student assistants, HR office, and supervisors are working hand in hand to provide service and information to one another. It improved decision-making strategies by HR for the selection of the renewal of SA as the radar chart and supervisor evaluation shall be utilized. It enhanced the communication and data management as the information are to be seen in a standard format to easily verify information needed on hand.

The proposed Student Assistant Information System offers a comprehensive set of rules and procedures to streamline the management of student assistants. These rules and procedures encompass key areas such as deployment, scheduling, attendance monitoring, and performance evaluation.

To ensure effective implementation, it is recommended to establish clear guidelines and protocols for student assistant deployment, matching their skills and capabilities with appropriate tasks. Scheduling procedures should be established to efficiently allocate work shifts and ensure adequate coverage. The attendance monitoring system should enforce accurate time-in and time-out records, with supervisors verifying and approving the entries.

For performance evaluation, a standardized evaluation form should be utilized, incorporating relevant criteria such as knowledge of work, quality and quantity of work, attendance and punctuality,

commitment and dedication, and interpersonal skills. The system should automate the calculation of average scores and generate comprehensive reports, including strengths and areas for improvement.

To enhance accessibility and flexibility, the system should allow for remote access, enabling Human Resources personnel and supervisors to monitor and evaluate student assistants' performance from any location. This promotes convenience, efficiency, and timely feedback.

By implementing these rules and procedures within the Student Assistant Information System, the University can achieve streamlined and effective management of student assistants, leading to improved efficiency, accurate evaluation, and enhanced overall performance.

It is recommended to establish a Student Assistant Information System to enhance the evaluation and monitoring of student assistants. Prior to implementation, thorough discussions should be held to define new rules and procedures, ensuring clarity and understanding of the updated norms for both current and future student assistants.

Moreover, the implementation of this system is highly recommended for universities like the University of Nueva Caceres, which is among the largest institutions in the city with a substantial number of student assistant scholars. Additionally, being recognized as one of the region's most innovative universities further supports the suitability of adopting such a system.

Furthermore, the Student Assistant Information System will significantly streamline the workload of administrators, professors, and other staff responsible for managing student assistant records. Its features enable efficient information processing and recording, reducing the administrative burden and facilitating more timely and effective management of student assistant-related tasks.

Requirement Analysis & Specifications

The crucial step in software development known as "Requirement Analysis and Specifications" (RAS) entails obtaining and recording the specifications for a software system. This procedure aids in ensuring that the system satisfies the requirements of all other project stakeholders as well as those of its intended users. Identifying stakeholders and their requirements, specifying system requirements, and developing a thorough specification document are typical tasks in the RAS process. The features and functionality of the system are outlined in this document, along with any restrictions or limitations that must be considered. It also acts as a roadmap for the development team.

Functional Requirements

Human Resources

Functional Requirements	Input	Process	Output
Assign student assistant to an Immediate Supervisor	The Human Resources will assign the student assistant to a position where they are compatible, and they will also take on the responsibility of maintaining the schedule for their working hours and providing assistance as needed.	The system will send the file of the credentials.	After entering Student Assistant, the system will send the file, and all immediate supervisors will track their loyalty and positions that carry their performance and put in a profile with good student credentials.

Renew Student Assistant	<p>The Human Resources department will send a message to the student assistant, notifying them about the requirement to renew their credits at the end of the semester. It is important for the student assistant to maintain their academic eligibility by meeting the credit renewal criteria.</p> <p>Failure to renew the credits may result in the</p>	<p>The system will decide to manage what will happen to progress or and update.</p>	<p>The system will provide a user-friendly interface that shows the renewal process for the Student Assistant. This process is designed to be efficient and streamlined, allowing for fast processing of their application. The system will guide the student assistant through the necessary steps and promptly handle their renewal request, ensuring a smooth</p>
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	<p>student assistant losing their position within the student assistant program.</p>		<p>and expedited process.</p>
<p>Create, Update, Delete Account</p>	<p>The web application portal is to facilitate the progress tracking and store data on a server.</p>	<p>The system will make a checking that will ensure you and to clear information.</p>	<p>They can also update existing account information, enabling them to modify user credentials or make necessary changes. Furthermore, administrators have the capability to delete user accounts when</p>

			<p>required,</p> <p>ensuring data</p> <p>accuracy and</p> <p>security within</p> <p>the system. These</p> <p>account</p> <p>management</p> <p>functionalities</p> <p>empower</p> <p>administrators</p> <p>to effectively</p> <p>handle user</p> <p>information and</p> <p>maintain a</p> <p>well-organized</p> <p>user database.</p>
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Student Assistant

Time in /Time Out	Tracking the time in and time out of both the student assistant and the HR employee is crucial, and it should be done in a manner that is easy and efficient.	The system will continue to the part of credentials	The Human Resources will track their Time in/Time out and conduct and notify
View DTR	To ensure precise attendance monitoring, the student assistant will utilize a designated button within the system to indicate their time in and time	The system will manage all the information and view the Daily Time Records (DTRs) to make decisions regarding the management and renewal of student	The renewal of a student assistant will be contingent upon the expiration of their Daily Time Record (DTR), indicating their continued active participation.

	<p>out. By clicking this button, a daily time record will be generated, capturing their attendance details for the respective day.</p>	assistants.	
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Immediate Supervisor

Request for Student Assistant	<p>The form in the web app makes a way to contact Human Resources, which has instructions and follows the procedure.</p>	<p>The system will validate requests from student assistants and proceed to address their concerns, providing confirmation and</p>	<p>The Human Resources will undergo the processing that will continue for your request with concerns and letters to</p>
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		clarification as needed.	their deans.
Evaluate Student Assistant Performance	The immediate supervisors are the ones that assist one and Human Resources are the ones rating their performance Evaluation.	The system will send it to the receiver of the sign approved, who will see the result to send to Human Resource.	The immediate supervisor will view the possible Evaluation for the Performance and their Student Assistant and to proceed to Human Resources.

Non-functional Requirements

Only authorized Human resources staff, immediate supervisor with deployed student assistants and the student assistants can access the web system.
Users need to have an internet access to access the system
The application is only Restricted to the University of Nueva Caceres.
The web-based system must be user friendly.
This web system and the mobile application should be able to perform 24/7.
The web system should have fast response times and low latency to provide a smooth user experience, especially when recording attendance, accessing data, and performing evaluations.
The system should be scalable to handle a high number of concurrent users, especially during peak periods when many student assistants and supervisors are accessing the system simultaneously.

The system should be able to handle an increasing volume of data, such as attendance records and performance evaluations, without a significant decrease in performance.

System Design

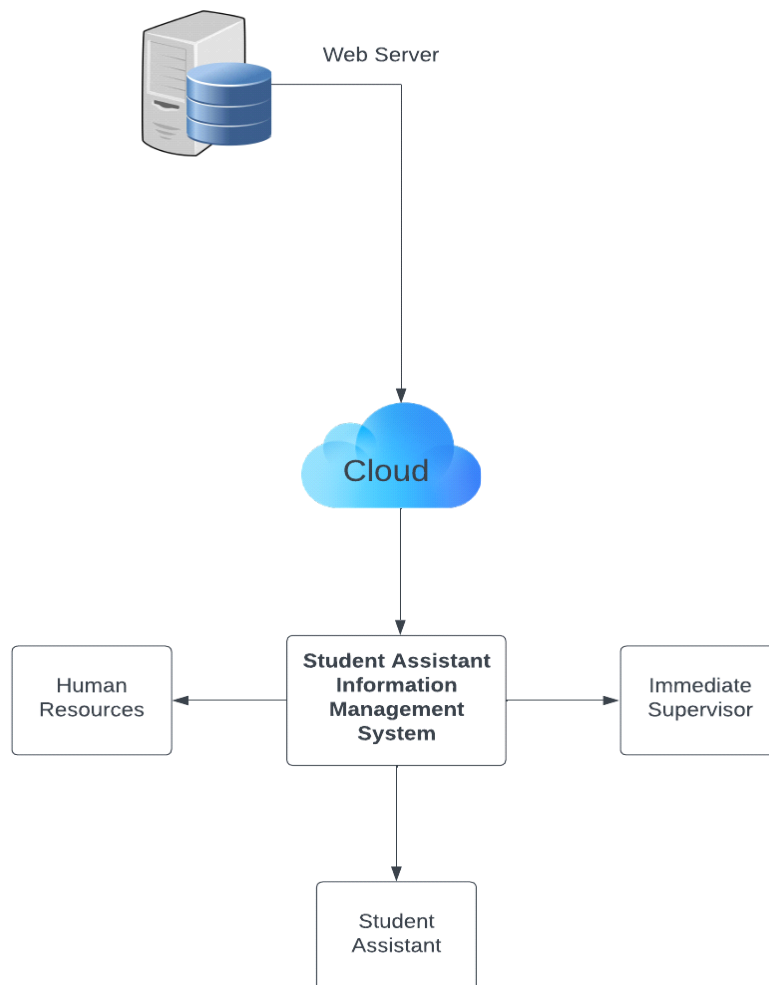


Figure 1.0 System Overview

The Student Assistant Information Management System is a comprehensive solution for managing student information, comprising interconnected components that enable users to enter and retrieve data, link to other applications or services, and design and maintain databases, web pages, and software. Figure 1.0 illustrates the system's components, which work together to provide a user-friendly interface, web services for data analysis and reporting, and a robust database and web design. This system facilitates efficient tracking of student progress and delivery of support services, making it an essential tool for schools and universities.

Process Flowcharts

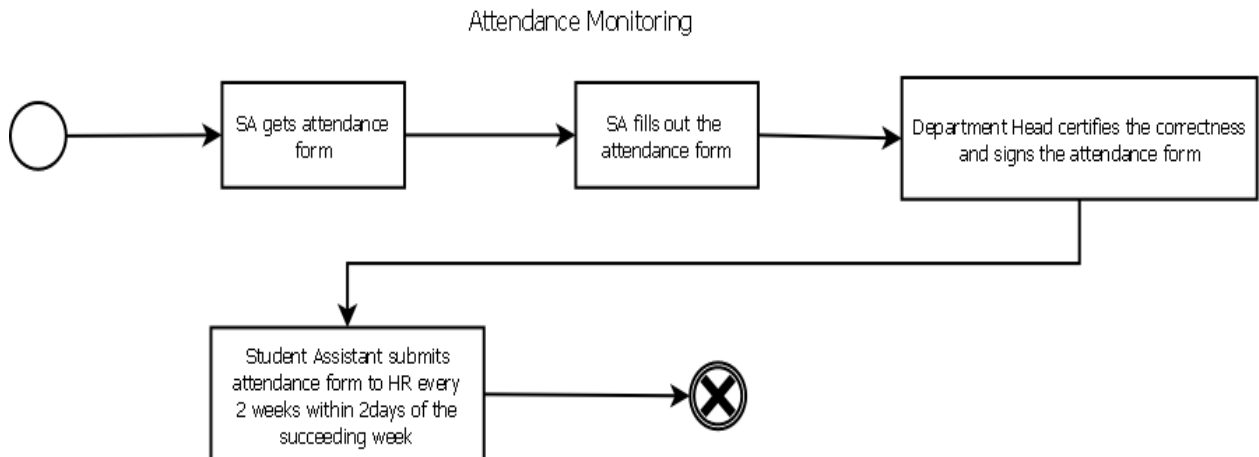


Figure 2.0 Process Flow Chart for Attendance Monitoring

This are the student assistant form and student assistant fill out the attendance form and department head certify the correctness and signs the attendance form and student assistant submits the attendance form to human resources every 2 weeks within 2 days of the succeeding week.

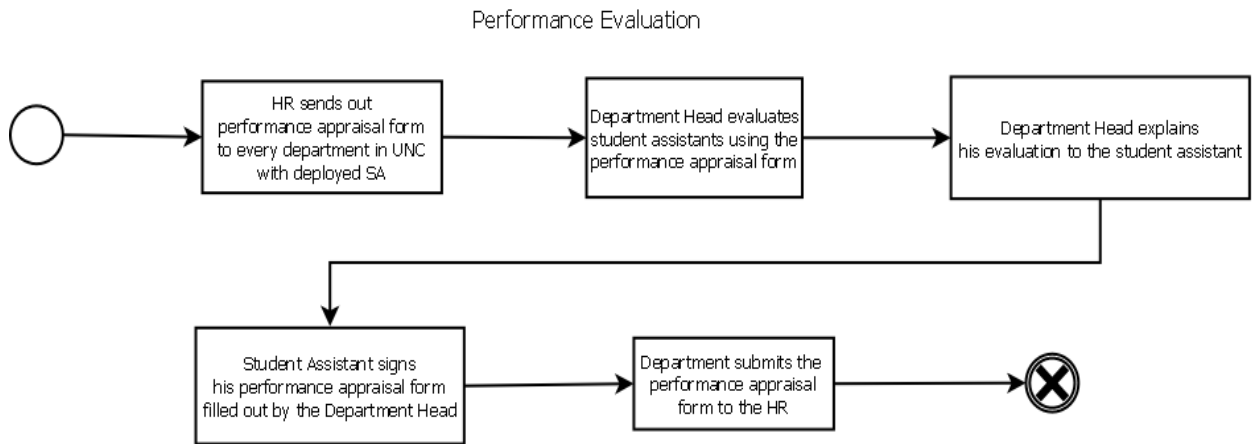


Figure 3.0: Process Flowchart of Performance Evaluation

Process Flowchart Performance Evaluation human resources performance appraisal forms to every department in University of Nueva Caceres with deployed to student assistant with student assistant and to department heads evaluate student assistant using the performance appraisal form and to department head explain his evaluation to the student assistant and areas of improvement to student assistant and to student assistant sign performance appraisal forms filled-out forms send back to human resources.

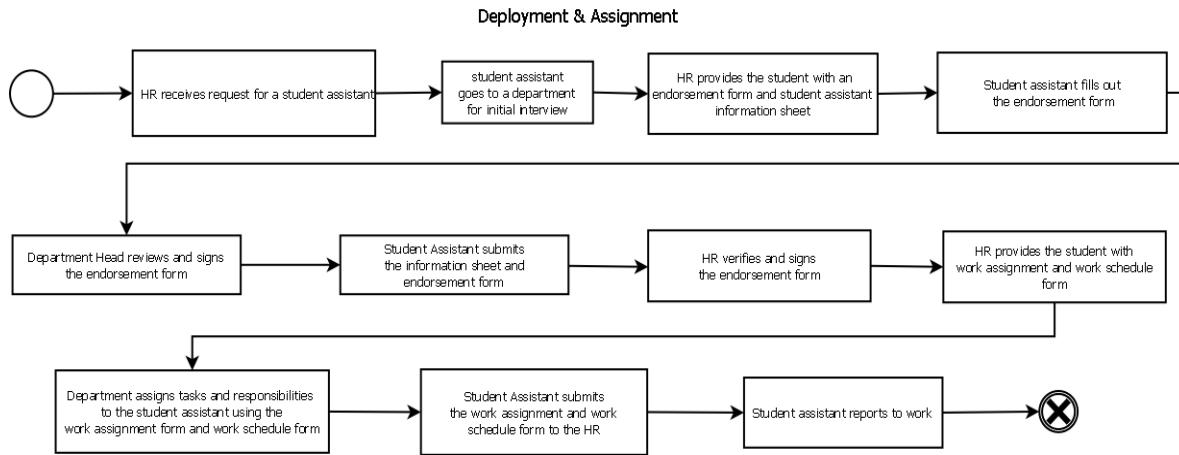


Figure 4.0 Process Flowchart

Human resources request for a student assistant and to student assistant goes to a department for initial interview and human resources provides the student with an endorsement form and student assistant information sheet student assistant out this endorsement form and to next department head reviews and signs the endorsement form and student assistant submits the information sheet and endorsement form and human resources verifies and signs this endorsement form and human resources provides the student with an assignment and work schedule form and department assign task and responsibilities to the student assistant using the work assignment form and work schedule form and to student assistant submits the work assignment and work schedule form the human resources and to student assistant report to work.

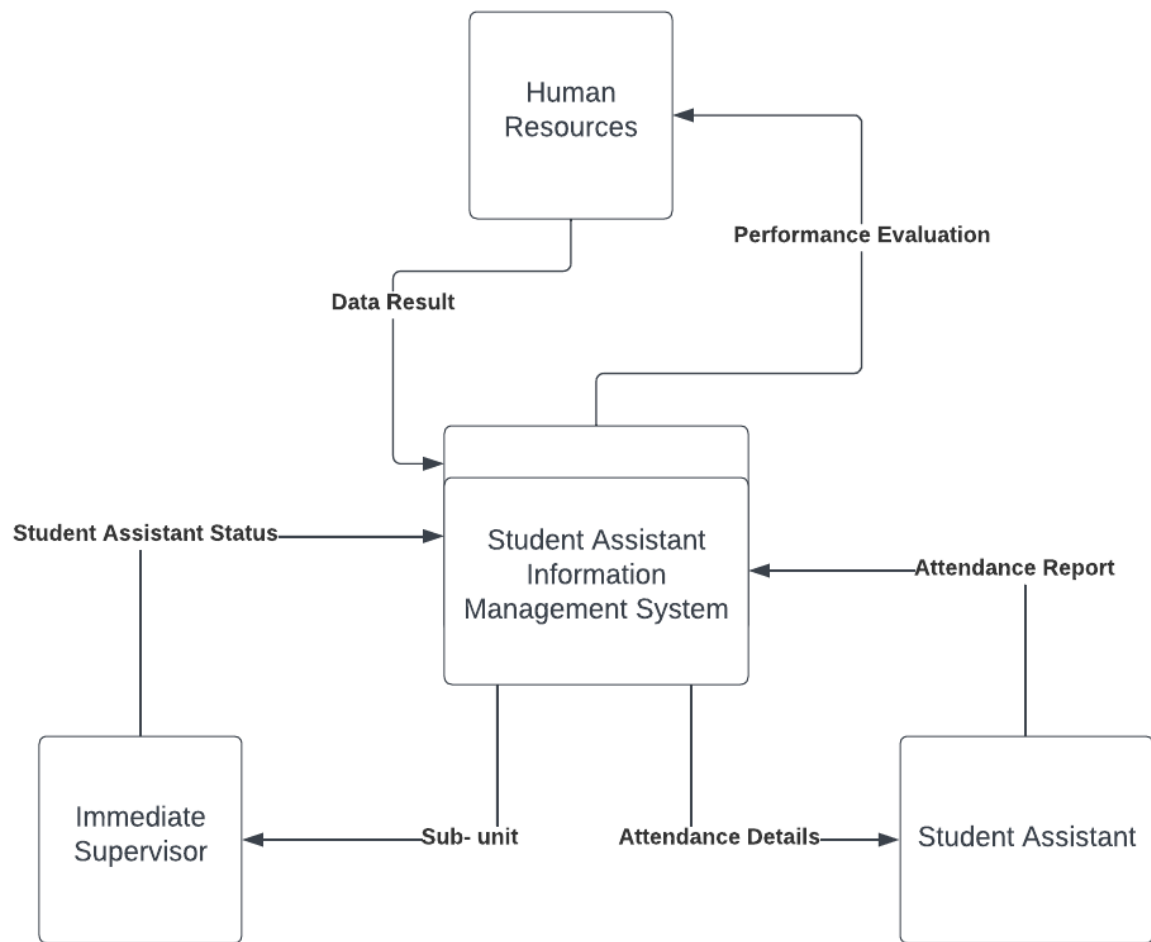


Figure 5.0 Context Diagram

The Context Diagram illustrates the Student Assistant Management System, depicting the high-level components involved in the application. The diagram consists of three main components: Human Resources, Student Assistant, and Immediate Supervisor. These components are interconnected, forming the foundation of the system's functionality. Human Resources oversees the management of student assistants, providing administrative support and handling tasks related to recruitment, performance evaluation, and coordination with

department heads. Student Assistants are individuals who work in various departments and perform assigned tasks. Immediate Supervisors serve as the direct supervisors of student assistants, providing guidance, assigning tasks, and monitoring their performance. This context diagram provides a concise summary of the main components and their interconnections within the Student Assistant Management System.

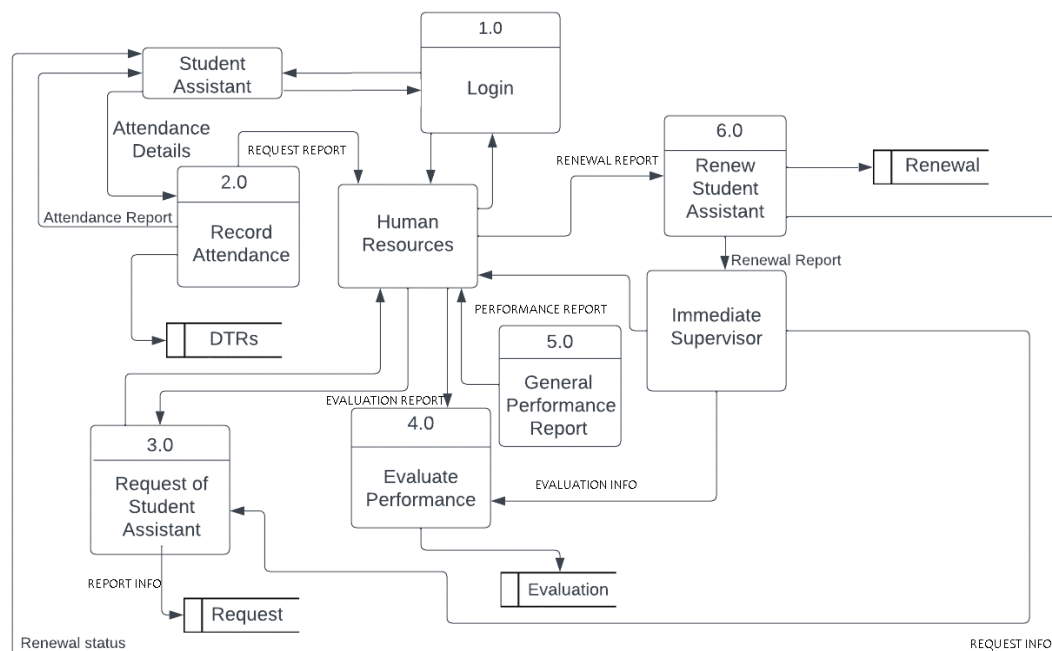


Figure 6.0 Data Flow Diagram (Gane and Sarson Notation)

The step of the diagram clearly shows the Student Assistant Management System. It also shows the system reaching out to the supplier and manager at the same time. Once everything is confirmed in Login, Human Resources, Student Assistant, Record Attendance. It makes it possible for the Student Assistant and DTR Are mostly will the main purpose to create and process the details. If you are needed

to update them, you will pass them on to Human resources for the request of Student Assistant That you determined for the Human Resources in report or suggestion of your performance to Evaluate Performance The Admin will give you questionnaire to evaluate the evaluation report and evaluation information to declare own opinion, to let know the General Performance Report and to their Renew is connected to Immediate Supervisor and Student Assistant That track the Status for their know the information that must assist for their renew will not be expired to the time and to deploy one evaluation before the end of the semester.

Database Design

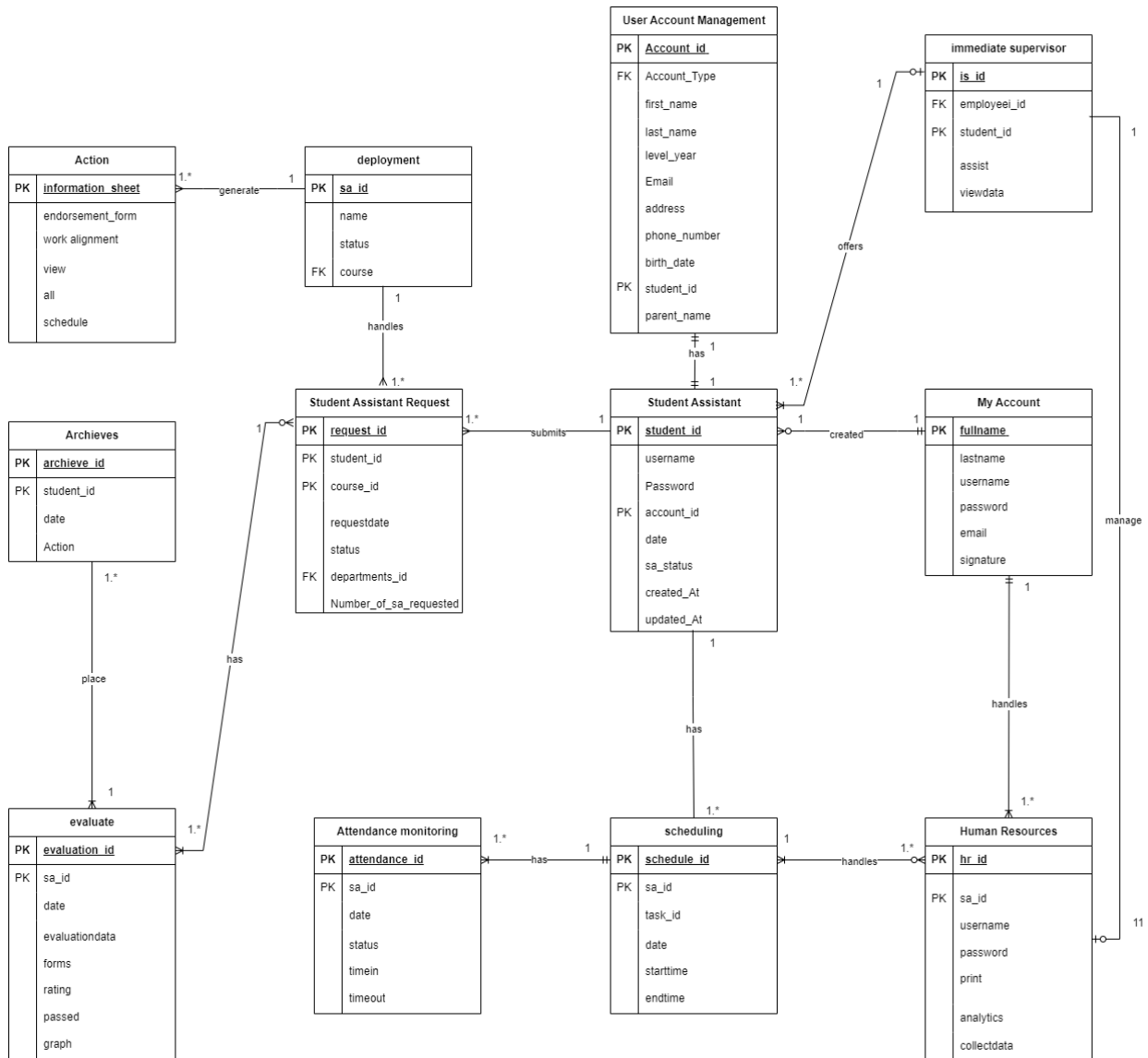


Figure 7.0 Database Design (Crow's Foot Notation)

In Figure 7.0, the database design of the Student Assistant Information Management System for the University of Nueva Caceres is depicted using Crow's Foot Notation. The database consists of twelve tables that capture different aspects of the system's data. The "human

resources" table stores information about the university's staff involved in managing student assistants. The "immediate supervisor" table maintains records of the immediate supervisors responsible for overseeing student assistants. The "student assistants" table stores details of the student assistants themselves. The "student assistant request" table tracks the requests made by students to become student assistants. The "scheduling" table handles the scheduling of tasks or activities for student assistants. The "attendance monitoring" table records attendance information for student assistants. The "archives" table stores archived or historical data. The "evaluate" table captures evaluation records of student assistants. The "my account" table stores information about the personal accounts of individuals. The "user account management" table handles the management of user accounts. The "deployment" table tracks the deployment of student assistants to specific tasks. The "actions" table stores information about the actions taken during the deployment process. The diagram provides a visual representation of the relationships between these tables and their cardinalities, illustrating how the data is connected and organized within the Student Assistant Information Management System database for the University of Nueva Caceres.

System Model (Unified Modeling Language)

Use Case Diagram

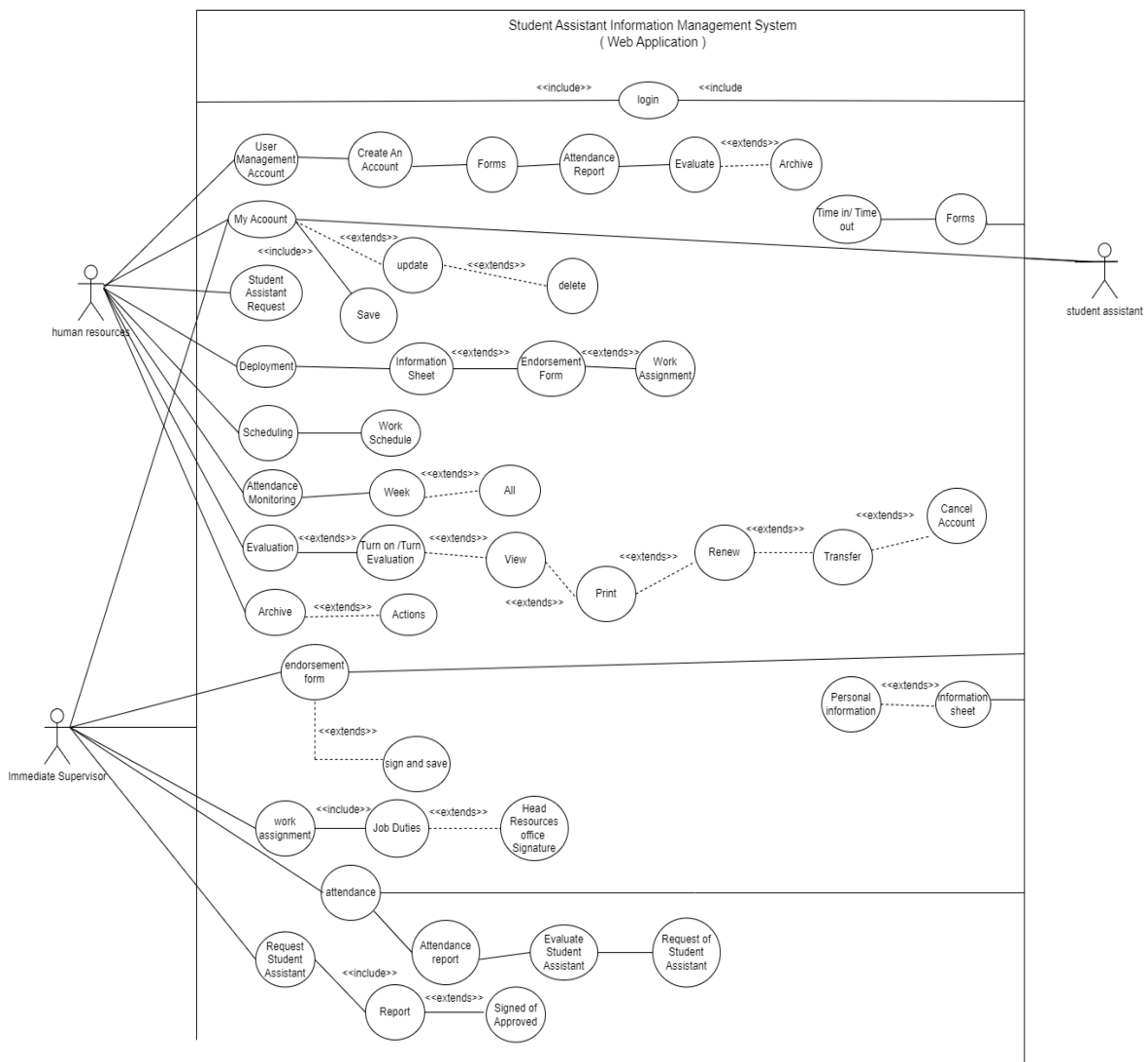


Figure 8.0 Use Case Diagram

In the depicted use case diagram of the Student Assistant Management System for the University of Nueva Caceres web application, the main users and their interactions with the system are highlighted. The Human Resources office plays a crucial role in managing the overall administration of student assistants, including tasks such as recruitment, evaluation, and coordination with department heads. The immediate supervisors, who are typically department heads, collaborate closely with student assistants, providing guidance, assigning tasks, and monitoring their performance. The student assistants themselves are active users of the system, utilizing its features to access information, submit requests, view schedules, and interact with their immediate supervisors and the Human Resources office. This use case diagram effectively showcases the different user roles and their respective functionalities within the Student Assistant Management System, providing a clear understanding of the system's services and interactions for the University of Nueva Caceres.

Class Diagrams

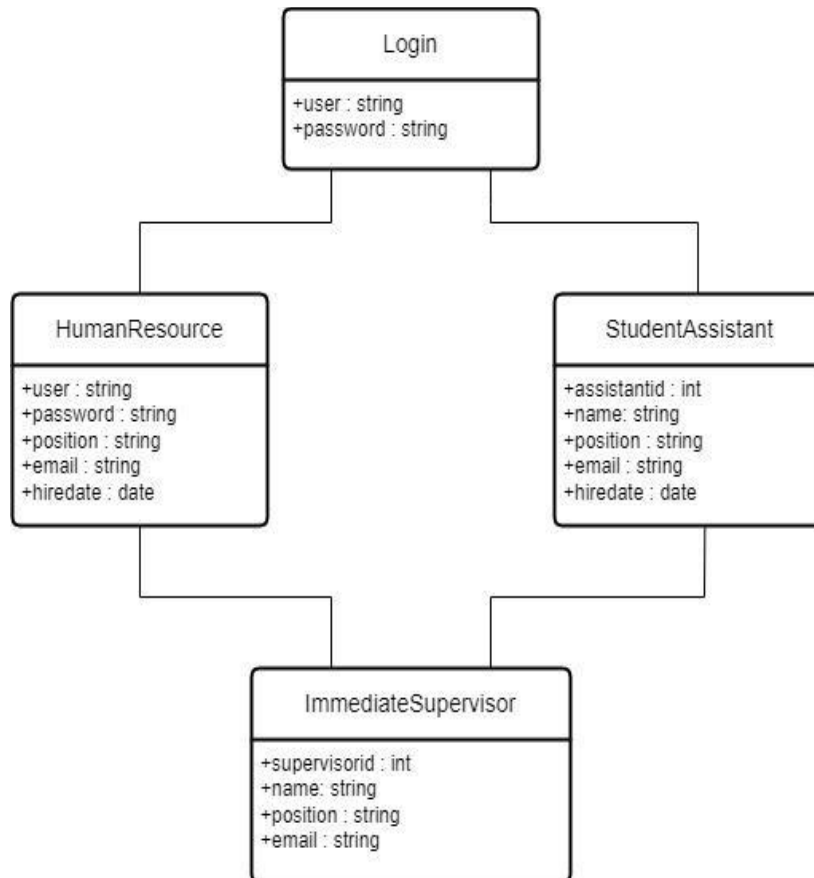


Figure 9.0 Class Diagram

A class diagram is a visual representation of the classes, attributes, and relationships in a system. In the class diagram, we have the following classes: Account, Student Assistant, Immediate Supervisor, Performance Appraisal Form, and Human Resources. The Account class has attributes like username and password, while the Student Assistant class has attributes such as name and contact details. The Immediate Supervisor class represents the heads of each

department and may have additional attributes. The Performance Appraisal Form class represents the form used for evaluating student assistants, and the Human Resources class includes attributes related to HR personnel. Relationships include the association between Account and Student Assistant, as well as between Immediate Supervisor and Student Assistant. Additionally, the Human Resources class may have associations with other classes. Overall, this class diagram captures the key classes and their relationships within the performance evaluation process.

Activity Diagrams

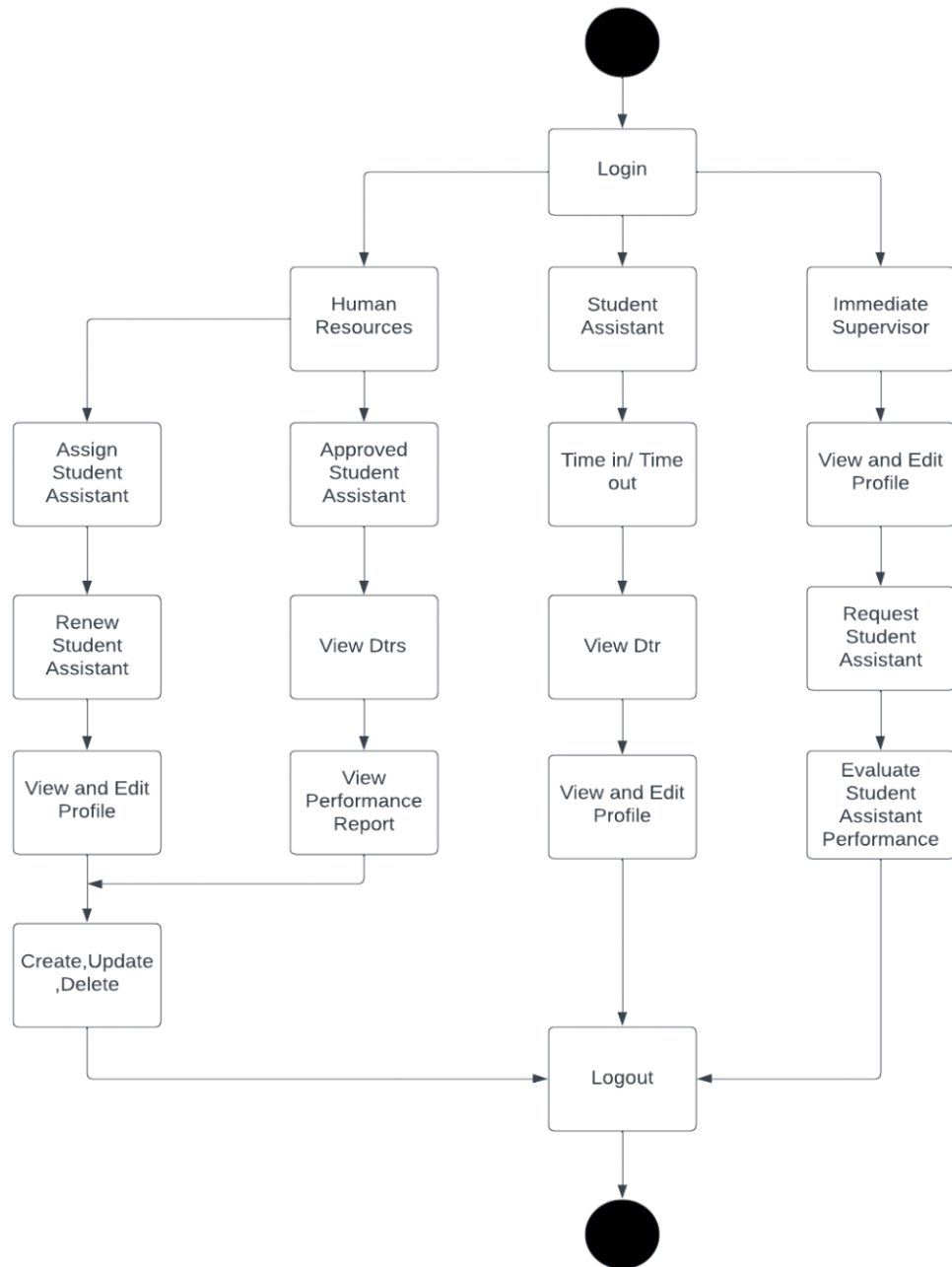


Figure 10.0 Activity Diagram

This is the Student Assistant Information Management System activity diagram for the University of Nueva Caceres. The diagram illustrates the activities of a specific user. The action starts with apply or login choice for immediate supervisor and view and edit profile and

Activities for each user are listed below:

Student Assistant: Time in/Time out, View DTR, View and Edit Profile, Logout.

Human Resources: View approved Student Assistant, view DTRs, view performance report, assign a student assistant to an Immediate supervisor, renew student assistant, view and edit profile, create, update, delete the account, logout.

Immediate Supervisor: View and edit profile, request a student assistant, Evaluate student assistant performance, Logout

Deployment Diagrams

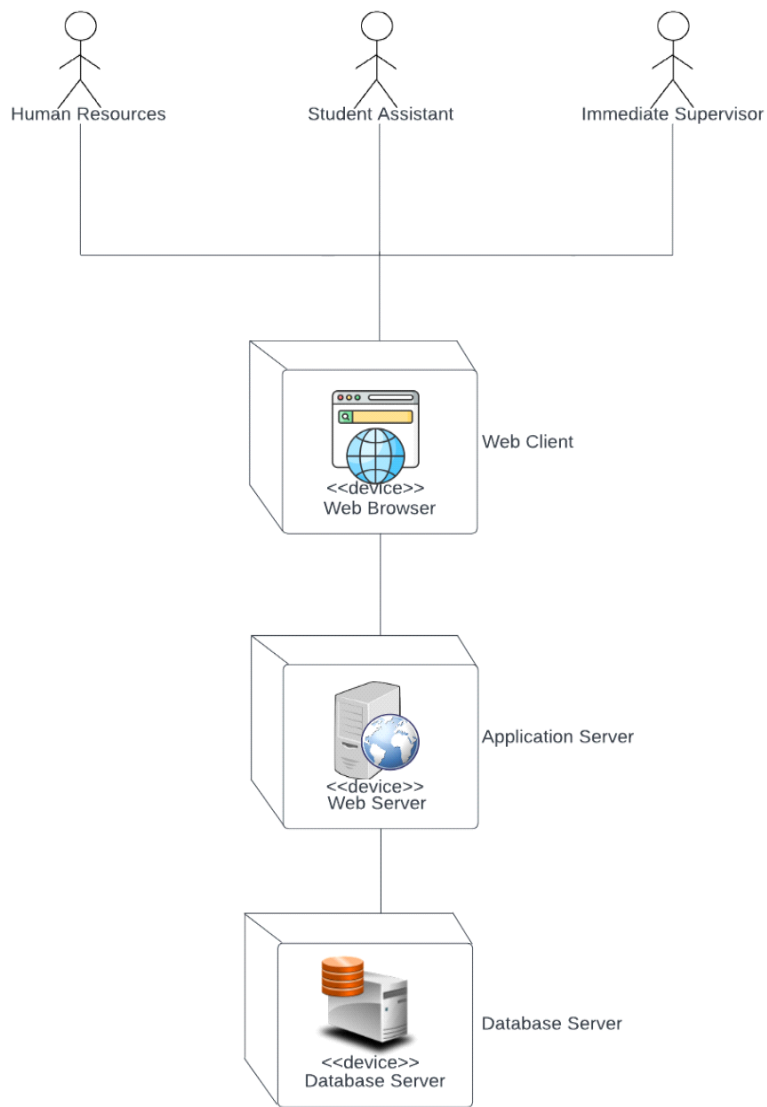


Figure 11.0 Deployment Diagram

A specific kind of UML diagram called a "deployment diagram" that static of view of Student Assistant Information Management System.to demonstrates how hardware and software components are placed in a system. It displays how a system's components are distributed among several nodes or servers and depict its physical architecture. The deployment diagram of the Student Assistant Information Management System for the University of Nueva Caceres shows how the system's various components are deployed. The chart indicates that the system consists of three main parts: the end user, the web client, and the application and database servers.

CHAPTER 5

Conclusion and Recommendation

This chapter presents the conclusion drawn from the findings as well as some pertinent recommendations derived from data analysis that will be used for future studies.

Conclusion

Based on the findings of the study, the following conclusions are drawn:

1. Going through application and deployment as a student assistant requires giving out information to the company or organization you are working for. Like personal data, family background, educational background and other information as discussed in the first findings of this study. The information requirements that are being collected by the departments concerned with students' assistants are printed fill-out forms with their personal background like their complete name, age, year, email address, etc. The information sheet is to collect necessary information about the student assistant while the endorsement form is a formal agreement where all stakeholders including the student assistant will

sign. On the other hand the work assignment and work schedule sheet is for the department head and student assistant to have an agreement about the tasks and schedules of the student assistant. The attendance form is to monitor the attendance of the student assistants and finally to assess the performance of the student assistants of the University of Nueva Caceres the performance appraisal form is used. The Human Resources Office responsible for managing student assistants, can efficiently match and manage student assistants to appropriate responsibilities, guarantee correct scheduling and attendance, and conduct fair and thorough performance evaluations by collecting these information requirements.

2. The modules and features of the Student Assistant Information Management System for the University of Nueva Caceres are Deployment, Scheduling, Attendance monitoring and Performance evaluation. One of the modules of the web-based system is deployment where the Human Resources Office, considering the requests of departments in UNC that is done in the system, decides where to deploy and assign a student assistant. The features and functionalities includes: User account management which may be updated and delete accounts; My accounts feature is used to see accounts information created for Student assistant; SA request where all requests can be accessed; Deployment work assignment and work schedule can be accessed wherein after being deployed, the student

assistant will create his work schedule that is best fit for his class schedule to fully maximize his time so that he can reach the weekly goal for hours worked; Scheduling schedule of SA can be seen; Attendance monitoring for attendance record that the web-based system has feature where the student assistant can time in and time out that will be automatically available for the immediate supervisor to check and for the Human Resources Office to receive; Evaluations for evaluation of the performance that the Student Assistant Information Management System for the University of Nueva Caceres has a feature for performance evaluation that lets the immediate supervisor evaluate and grade the performance of the student assistants. Where the system automatically computes the average and creates a radar graph that will give a greater insight about the performance of the student assistant that will help decide for the renewal of the student assistant; Archive history of previous SA can be seen; Sign out button to logout.

3. The modules and features mentioned above and as further discussed in the second findings of the study offer four main features such as student assistant deployment, scheduling, attendance monitoring and performance evaluation. These features optimize student assistant deployment, scheduling, simplifies attendance monitoring, and allows for comprehensive performance evaluation. As to achieve the main goal of the study which is to organize and centralize the

management of student assistants in the University of Nueva Caceres.

4. The new rules and procedures in deploying the web-based Student Assistant Information Management System for University of Nueva Caceres as discussed in the third findings, is to ensure the proper implementation of the system and maximize the effect in the management of student assistants in the University of Nueva Caceres. The new rules and procedures in deploying the web-based Student Assistant Information Management System for University of Nueva Caceres will serve as the standard and guidelines in managing the student assistants using the web-based system. The implementation of rules or procedures may allow for more accurate tracking and monitoring of student assistants' work hours and tasks. This data is easily available via the web-based system, assuring precise record-keeping. By following the new rules and procedures in implementing the web-based system, the University of Nueva Caceres can enhance the efficiency, transparency, and effectiveness of their student assistants and provide a better overall experience for the student assistants and other stakeholders concerned.

Recommendation

Based on the conclusions presented, the following recommendations are made:

- Recommend implementing a digital Student Assistant Management System at the University of Nueva Caceres to streamline processes. This system would include online forms, automated work assignment and scheduling, digital performance appraisal, and centralized data management. By adopting this digital solution, the university can optimize the management of student assistants, ensure accurate tracking of attendance and assignments, facilitate timely feedback and performance evaluations, and improve overall effectiveness in supporting the professional growth and success of student assistants. This recommendation is accurate and appropriate for enhancing the management and support of student assistants through the use of a digital solution. The system with its limitations meets the needs by providing reliable and comprehensive information. All the user requirements have been met by the system [Krishnan, 2019].
- To enhance the management of student assistants, I recommend implementing a new system that automates the collection and tracking of essential information. This digital solution would streamline processes by allowing departments to gather personal details, availability, scheduling, skills, and

preferences in a centralized database. Additionally, the system should include features for performance evaluation, feedback, and administrative documentation. By adopting this new system, departments can efficiently manage and support student assistants, ensuring effective utilization, promoting personal growth, and maximizing their contributions to the organization. The system has less processing time and all changes and updates on information are processed immediately [Krishnan, 2019].

- Recommend implementing a new digital system at the University of Nueva Caceres to automate and centralize the performance evaluation process for student assistants. This proposed system should provide online performance appraisal forms that are easily accessible to both the Human Resources office and the respective departments involved. It is crucial for the system to have a tracking mechanism that enables monitoring of the progress and growth of student assistants over time. By adopting this new system, the university can effectively streamline the evaluation process, ensuring consistency in assessments while facilitating the professional development of student assistants through targeted feedback and guidance. This digital solution will enhance efficiency, accuracy, and fairness in evaluating student assistants' performance, ultimately contributing to their overall growth and the university's operational effectiveness. Maintaining a standardized evaluation

process can help student employees effectively balance their work and studies by clearly understanding expectations and areas for improvement [Lemery, 2008]. And to also improve the faculty assessment processes, the system aimed to design and develop a mobile and web-based evaluation system that used the criteria and rules of the traditional evaluation system. [Salas, 2015].

- Monitoring performance and productivity levels to make sure the company is operating effectively and meeting output targets, identifying problem areas is very important [McConnell, 2023]. Thus, I recommend implementing a new digital system that facilitates efficient coordination between the Human Resources office, immediate supervisors, and departments. This system should provide a centralized platform where information regarding student assistants' preferences, availability, and skills can be input and accessed. By leveraging this data, the system can assist in assigning student assistants to specific tasks and projects that align with their abilities and organizational needs. Additionally, the system should have features that allow for easy communication and collaboration among stakeholders, ensuring effective utilization of student assistants' skills and maximizing their contributions to the university. Adopting this new system will enhance efficiency, promote

better coordination, and optimize the overall deployment of student assistants within the organization.

- To enhance collaboration and streamline administrative processes between student assistants and their immediate supervisors, recommend implementing a new digital system for form completion and attendance tracking at the University of Nueva Caceres. This system would enable student assistants to complete essential forms electronically, ensuring efficient record-keeping and reducing paperwork. Additionally, the system should include an online attendance form where student assistants can log their working hours, which would be verified by their supervisors for accurate attendance tracking. By adopting this new system, the university can improve communication, simplify administrative tasks, and ensure reliable and accessible records of student assistants' attendance and form submissions [Darnell, Johnson, 2015].
- It is therefore recommended that the Student Assistant Information System be established for the advancement of Student Assistant evaluation and monitoring, scheduling, deployment. Furthermore, New rules and procedures should be discussed well before it can be implemented for the clarity and understanding of the new set of norms, both for the current Student Assistant and the incoming ones. Moreover,

the Student Assistant Information System is highly recommended for the University of Nueva Caceres, which is one of the largest universities in the city and has a substantial number of student assistant scholars. Additionally, being recognized as one of the most innovative universities in the region further supports the suitability of implementing such a system. Furthermore, administrators, professors, and other staff that manage student assistant records will have less work to do owing to this system, which enables quicker and more effective information processing and recording [Reams, 2017].

- It is recommended to continue utilizing and enhancing the web-based system to further improve the management of student assistants. Consider incorporating additional features that support communication between student assistants and their supervisors, provide timely feedback, and facilitate performance goal setting. Regular updates and maintenance of the system will ensure its continued effectiveness in accurately tracking deployment, scheduling, and performance evaluation of student assistants [Hong et. al, 2017].
- The proponents recommend the future researchers of the same research locale to add or integrate a student assistant application system in this system. As information about the student is already given even in the application process that is also given in the HR office once the applicant is approved.

- The Human Resources office is recommended to consider the application or utilization of the effective and efficient features and modules of the system that are applicable to regular employees of the University of Nueva Caceres. By doing so, the office can enhance its operations and streamline various HR processes to ensure maximum productivity and effectiveness. With practical database usage, this web-based solution would assist Keymans Malaysia in better managing its employee records [Sasikumar & Marjudi, 2022].
- The proponents recommend the future researchers of the same research locale to improve this system by adding more data visualizations like graphs and charts for attendance and performance. A display of data mining results has the potential to deliver the necessary insights. The visualization systems have been shown to be promising for extracting and presenting meaningful information to both student assistants and supervisors [Dewan et. al, 2021].

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APPENDICES

Appendix A

Interview Guide Questionnaire

1. What is the process of application for Student Assistant?
2. How do you monitor attendance?
3. What are the requirements for applying for student assistant?
4. What other process or tasks does a student assistant have?
5. How do you monitor the performance of the student assistants?
6. What are the criteria for determining a student assistant's performance?
7. Do you rank the student assistants according to their performance? If yes, does the top-performers have benefits?
8. If the performance of a student assistant is very poor, will he be removed from being a student assistant?
9. How important is it to monitor the performance of a student assistant?
10. If ever a system will be developed for monitoring the performance and managing the student assistants, will it be practical? Can the system contribute big to the student assistants and other stakeholders?
11. What are your suggestions about this system? Or what features would you like to be included for the Performance Monitoring and Management of Student Assistant Systems?

Appendix B

Transcript: Human Resource Department

1. Interested students should apply personally at the Scholarship and Student Financial Grants Office (SSFGO) or may send their application thru their Gmail. account. All applicants undergo an interview and value test. Qualified applicants are then forwarded to Human Resource for deployment.
2. Student Assistant should submit a hardcopy of their 2 weeks attendance report (Daily Time Record) to the Human Resource Office within 2 days of the succeeding week.
3. Some of the requirements are copy of grades, barangay clearance, medical certificate, school recommendation, other forms are to be provided by the Scholarship and Student Financial Grants Office (SSFGO) Director.
4. Their tasks vary depending on their assigned workstation, they may be asked to do clerical job, filing, maintaining the cleanliness and orderliness of the office/laboratory, assisting faculty during their laboratory classes, assists during enrollment and like.
5. Their evaluation is conducted before the end of every semester, Human Resource sends out the performance appraisal forms to their superiors and submits to our office accomplished appraisal form.
6. They were assessed based on the following criteria: knowledge of work, quality of work, attendance and punctuality, commitment and dedication to work and also interpersonal skills.

7. No
8. His/her will be given another chance to improve on performance and may be transferred to another department but subject for their approval.
9. Very important they should perform well as student assistants.
If there are deficiencies in their performances, the head of office may not recommend them for renewal for scholarship.
10. Yes, paperless, convenient and timely submission.
11. Online attendance monitoring and evaluation of performance.

Student Assistant Attendance Record

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Appendix D

Student Assistant Endorsement Form

	UNIVERSITY OF NUEVA CACERES Student Assistant's Endorsement Form Human Resources Department	Doc. Control No.: UNC-FM-TM-01
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Name: _____ **Student No.:** _____ **Date Filed:** _____
Course & Year: _____ **Mobile Phone No:** _____
Address: _____

I signify my application to render duty as a Student Assistant of University of Nueva Caceres for _____ Semester, School Year _____.

I hereby agree to the following policies:

1. That I will abide by the policies, guidelines and conditions of this grant.
2. That I will render thirty-six (36) hours a week duty from Monday to Saturday in a work station assigned to me.
3. That I will submit the accomplished Daily Time Record to HR within 2 days of the succeeding week.
4. That I will wear decent attire when I report for work for the duration of my duty.
5. That I will abide by all the rules and regulations stated in the College Student Manual.
6. That I will follow all safety protocols at all times while in campus.
7. That any disciplinary action taken against me by the Committee on Discipline will be a ground for the termination of my grant.
8. That failure to meet and maintain any of these requirements may be grounds for the termination of my scholarship grant.

 Student Assistant's Signature Over Printed Name
 Date: _____

Recommended by:

 Department/Office Head / Date Signed

 Parent/Guardian's Signature Over Printed Name
 Date: _____

Verified & Endorsed by:

 AVP-Human Resources / Date Signed

FOR HR USE ONLY :	Assigned Work Station:
COPY FOR SSFGO :	Received By: _____ Date: _____


Effectivity date: 1/12/2022

Revision No.: 0

Page No.: 1 of 1

Appendix E

Student Assistant's Information Sheet


	UNIVERSITY OF NUEVA CACERES Student Assistant's Information Sheet Form Human Resources Department	Doc. Control No.: UNC-FM-TM-30
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Name (Please Print)	Surname	First Name	M.I.
Course:		Year Level:	
Student Number:		Sch. Year/Sem Admitted as Stud. Asst.:	
Permanent Address:			
City Address:			
Contact Number:		Parent/Guardian:	
Father's Occupation:		Mother's Occupation:	
Date of Birth:		Place of Birth:	
SHS Graduated From:			Location:

Signature: _____ Date: _____

Appendix F

Student Assistant's Work Assignment

	UNIVERSITY OF NUEVA CACERES Student Assistant's Work Assignment Form Human Resources Department	Doc. Control No.: UNC-FM-TM-31
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Student Assistant: _____
Workstation: _____ **Head of Office/Supervisor:** _____

Job Duties:

To the Head of Office: Please list down student assistant's specific duties and responsibilities which are directly related or contributory to the services/function of the office.

Job Duties Prepared by: _____

Head of Office
Signature over Printed Name

These duties and responsibilities have been carefully explained/discussed with me.
I do understand that the performance of these duties will be the basis of my performance evaluation as a student assistant at the end of the semester/term.

Conforme _____ **Date** _____

Student Assistant
Signature over Printed Name

Appendix G

Student Assistant's Work Schedule

	UNIVERSITY OF NUEVA CACERES Student Assistant's Work Schedule Form Human Resources Department	Doc. Control No.: UNC-FM-TM-32
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	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7:00 - 7:30 AM							
7:30 - 8:00							
8:00 - 8:30							
8:30 - 9:00							
9:00 - 9:30							
9:30 - 10:00							
10:00 - 10:30							
10:30 - 11:00							
11:00 - 11:30							
11:30 - 12:00							
12:00 - 12:30							
12:30 - 1:00 PM							
1:00 - 1:30							
1:30 - 2:00							
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3:30 - 4:00							
4:00 - 4:30							
4:30 - 5:00							
5:00 - 5:30							
5:30 - 6:00							
6:00 - 6:30							
6:30 - 7:00							
7:00 - 7:30							
7:30 - 8:00							
8:00 - 8:30							
No. of Duty Hours per day							
Total Duty Hours/week							

Note: Please shade time slots corresponding to your duty hours.

Prepared by:	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> Student Assistant	Date	
Approved by:	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> Head of Office	Date	
Received by:	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> HR	Date	

Appendix H

Performance Appraisal of Student Assistants

	UNIVERSITY OF NUEVA CACERES Performance Appraisal of Student Assistants Form Human Resources Department	Doc. Control No.: UNC-FM-TM-29
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Student Assistant _____ Work Station _____
 Rating Period: _____

Directions: Please rate the performance of your student assistant for the term on each of these criteria using a 5-point scale, with 5 (Excellent) as the highest and 1 (Poor) as the lowest.

Rating	Adjectival Rating	Description
5	Excellent	Performance or ability is markedly exceptional
4	Very Satisfactory	Performance consistently meets standard
3	Satisfactory	Performance often meets standard
2	Fair	Performance partially meets the standard
1	Poor	Performance has failed to meet the standard

CRITERIA		1	2	3	4	5
A. Knowledge of Work						
1	Exhibits mastery of assigned tasks					
2	Helps maintain cleanliness and orderliness of work station					
3	Demonstrates good phone etiquette					
4	Is helpful towards students and other stakeholders					
5	Observes confidentiality of office communications					
		<i>Total for Part A</i>				
		<i>Average</i>				
B. Quality & Quantity of Work						
1	Very careful, commits few errors					
2	Attends to details thoroughly					
3	Completes assigned tasks promptly					
4	Grasps instructions quickly & accurately					
5	Provides accurate information to stakeholders					
		<i>Total for Part B</i>				
		<i>Average</i>				
C. Attendance and Punctuality						
1	Reports to work on time					
2	Reports to work assignment regularly					
3	Spends no time away from duties unnecessarily					
		<i>Total for Part C</i>				
		<i>Average</i>				
D. Commitment & Dedication to Work						
1	Shows interest in improving one's skills					
2	Shows interest in doing a good job					
3	Demonstrates strong work ethic					
4	Exhibits initiative and resourcefulness					
5	Uses time and resources efficiently					
		<i>Total for Part D</i>				
		<i>Average</i>				
E. Interpersonal Skills						
1	Works effectively as a member of a team					
2	Demonstrates tact in dealing with others					
3	Treats everyone with courtesy and respect					
4	Exhibits a pleasant disposition					
		<i>Total for Part E</i>				
		<i>Average</i>				
		Overall Rating				
		Adjectival Rating				

What are this student assistant's STRENGTHS?

What should this student assistant IMPROVE ON?

RECOMMENDED for renewal? ☐ Yes ☐ No

Rated by / Date: _____ / _____

This appraisal was discussed with me by my immediate superior on _____.

Student Assistant's Signature/Date

Note: Please submit to HR Office on or before December 20, 2022. Thank you!

CURRICULUM VITAE

JEROME FRAGATA

Zone 2 Curry Pili, Camarines Sur

jerome.fragataf@gmail.com

09353376573

SUMMARY

- A responsible undergraduate of Bachelor of Science in Information Technology from the University of Nueva Caceres;
- Undergoing the Professional Employment Program by AC Education
- High computer literacy
- Possessing the ability to stay organized, being productive and motivated under pressure

SKILLS AND ABILITIES

- Computer programming
- Adobe Photoshop
- Video Editing
- Computer Troubleshooting
- Car Wash Vendo Machine wiring
- Computer Vendo Machine wiring
- Basic Electronics

Other Skills

- Gave opinions and commented on ideas in group discussion for our business project.

Successfully delivered our business plan.

- Was able to deliver speech in front of the panel
- Good analytical and critical thinking skills

WORK EXPERIENCE

Programmer

E-Motion ALS | August 2017 - November 2017

- used vb6 to develop an alternative learning system all about motion, it contains learning modules, quizzes and even simulations.
- CBSUA students hired me to program their thesis which won the regional forum.

Computer Technician

Laurence Dichoso | February 2021 - April 2021

- Assembled and wiring of Computer Vendo Machines
- Troubleshoot and fix Computers
- Assembled and wiring of Car wash vendo machines

TRAINING/CERTIFICATION

TESDA Electronic Products Assembly & Servicing (EPAS) NC II 2019-2024

EDUCATION

University of Nueva Caceres	2019-2023
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Philippine Computer Foundation College Inc. (SHS)	2017-2019
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Computer Science High School of Bicolandia (JHS)	2013-2017
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Pili Central School (Primary)	2007-2013
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JUDE JANCULAN

Zone 1 San Cirilo Pasacao, Camarines Sur

judetarusananjanculan@gmail.com

<https://www.linkedin.com/in/jude-janculan-006286247/>

09672653868

Summary:

- I am motivated, persistence, perseverance
- Initiate customer interactions and engage with prospects
- Collaborate with the Customer Service Team to complete objectives
- Become an expert in the characteristics of the products and services offered

SKILLS AND ABILITIES**Personal Skills**

- Critical thinking is the ability to use insightful, thoughtful analysis to make informed decisions
- passionate about the company and culture
- Computer Programming
- The ability to work well in a team environment

Technical Skills

- The abilities and knowledge needed to perform specific tasks
- Microsoft Office
- Programming Skills
- Video Editor

Soft Skills

- Decision-making
- Written and verbal communication
- Teamwork and collaboration
- Empathy

TRAINING/CERTIFICATION**Game Animation and Game Design - Certificate**

University of Nueva Caceres

J. Hernandez Avenue, Naga City

January 2023

Introduction of Networking, Introduction of Cybersecurity,

Cybersecurity Essentials -

Certificate

University of Nueva Caceres

J. Hernandez Avenue, Naga City

October 2022

EDUCATION

Bachelor of Science Information Technology

July 2019 - June 2023

University of Nueva Caceres

Science Technology Engineering Mathematics

July 2017 - April 2019

Senior High - STI College Naga

Junior High

July 2013 - April 2017

Pasacao Academy

MARK ANGELO B. BELUANG

Planza, San Fernando, Camarines Sur 4415, Philippines

hyuzey2498@gmail.com

09519291295

SUMMARY

- A responsible graduate of Bachelor of Science in Information Technology from University of Nueva Caceres;
- Experienced fixing technical problems and networking;
- Undergoing the Technology Professional Employment Program by AC Education with partnership of Accenture;
- Possessing the ability to stay organized, being productive and motivated.
- Completed the Amazon Web Services training powered by Accenture Philippines.
- Badge for completing the Cloud Computing 101 training in Amazon Web Services.

SKILLS AND ABILITIES

- Computer Troubleshooting
- Adobe Photoshop
- Video Editing (FilMora)
- Proficient in Computer Application: Microsoft Office and Internet Browsing
- Computer Networking

Other Skills

- Self-motivated; able to set priorities and implement strategic plans to achieve goals and meet operational deadlines
- Good interpersonal and communication skills
- Adapt easily to new concepts and responsibilities

TRAINING/CERTIFICATION

- **TESDA (Technical Education and Skills Development Authority)**
April 2019 - Computer Systems Servicing NCII – CASIFMAS Pasacao, Camarines Sur;
- **CISCO CCNAv7: Introduction to Networks January 2022**
University of Nueva Caceres – J. Hernandez, Naga City;
- **CISCO CCS IAS1 022: Introduction to Cybersecurity July 2022**
University of Nueva Caceres – J. Hernandez, Naga City;
- **CISCO CCNA: Cybersecurity Essentials Nov. 2022**
University of Nueva Caceres – J. Hernandez, Naga City;
- **AWS Educate: Introduction to Cloud 101 April 2023**
University of Nueva Caceres – J. Hernandez, Naga City.

EDUCATION

Fourth Estate Elementary School (Grade 1-5)

June 2009

Fame Street, Fourth Estate, San Antonio, Para?que City

Magubilan Elementary School (Grade 6)

March 2011

Magubilan, Panay, Capiz

Masville National High School (Junior High)

April 2016

Masville Sucat, Brgy. B.F. Homes, Parañaque City

Computer Systems Servicing

April 2019

Pamukid National High School - Pamukid, San Fernando,

CamSur

Bachelor of Science in Information Technology

June 2023

University of Nueva Caceres – J. Hernandez, Naga City,

Camarines Sur