

**A PROPOSED OFFERING OF COMPUTERIZED ENROLLMENT SYSTEM  
FOR DATAMEX COLLEGE OF SAINT ADELINE – CALOOCAN**

A Thesis Project Presented to the  
Faculty of Datamex College of Saint Adeline, Inc.

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

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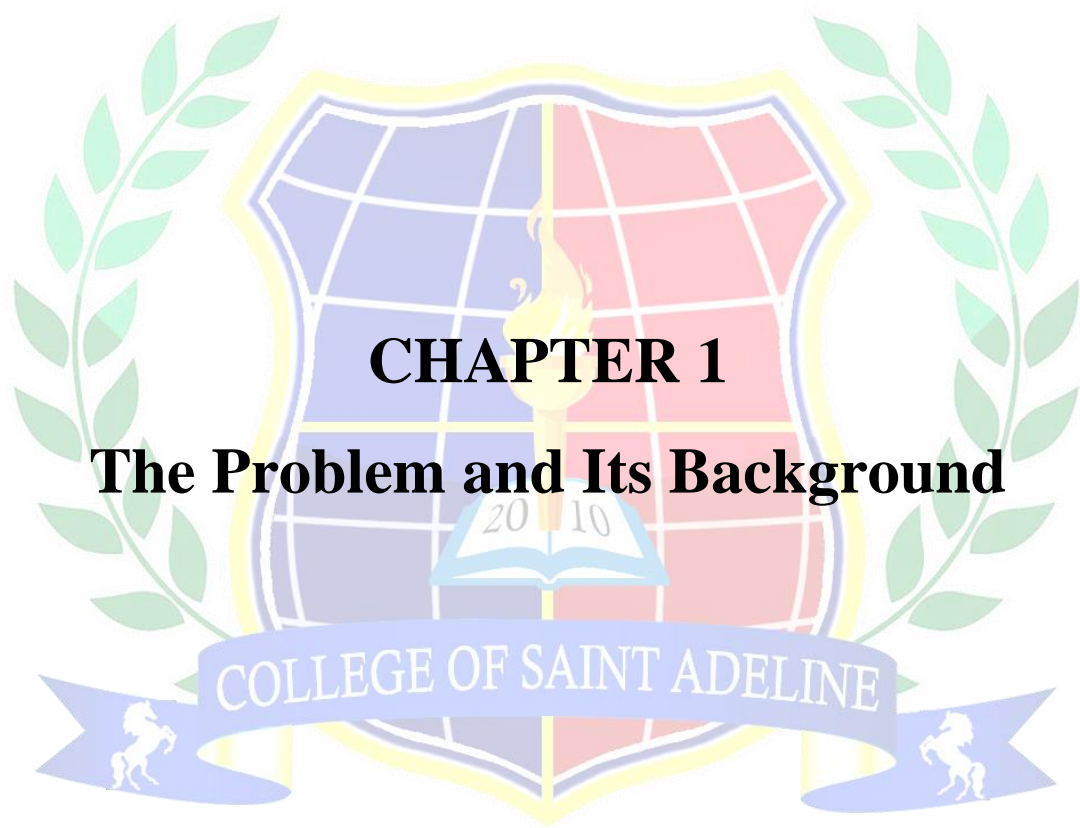
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## **CHAPTER 1**

### **The Problem and Its Background**



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### **THE PROBLEM AND ITS BACKGROUND**

This chapter presents the introduction of the study and the problem that the researchers want to solve upon finishing this study.

#### **Introduction**

Technology has enabled various organizations, including educational institutions, to facilitate and speed up transactions. These innovations were developed by people with the idea of simplifying daily tasks. Each and every person can live a happy life with the help of computers. At work, school, and home, computers are used frequently. With the help of technology, education has improved in terms of instruction and learning, handling data, keeping records, and registration procedures. The computerization of the information system is concerned with the interconnection of divergent but interrelated transactions. This can result in a system of well-integrated processes that operate much greater accuracy than a manual process (Capstoneguide, 2020).

The enrollment system also includes monitoring enrollment requirements. When the school is able to get crucial information from the student, the enrollment system is extremely helpful. The school can track the standings of the students in the enrollment system. The manual enrollment process in a school might result in incomplete student records, imprecise reports, wrong evaluations of student performance, misplacement of records, and a poor enrollment processing speed. The process of what to do and how to accomplish it will be confusing for the students in order to enroll. It is quite helpful at the school because it streamlines the enrollment procedures.

Every year, the number of students at the school increases, making it too time-consuming for the faculty, staff, or enrollment officers to maintain student records manually. When students enroll at Datamex College of Saint Adeline Caloocan Branch, the system is usually manual, and the first thing you do is fill out the registration form, and they will

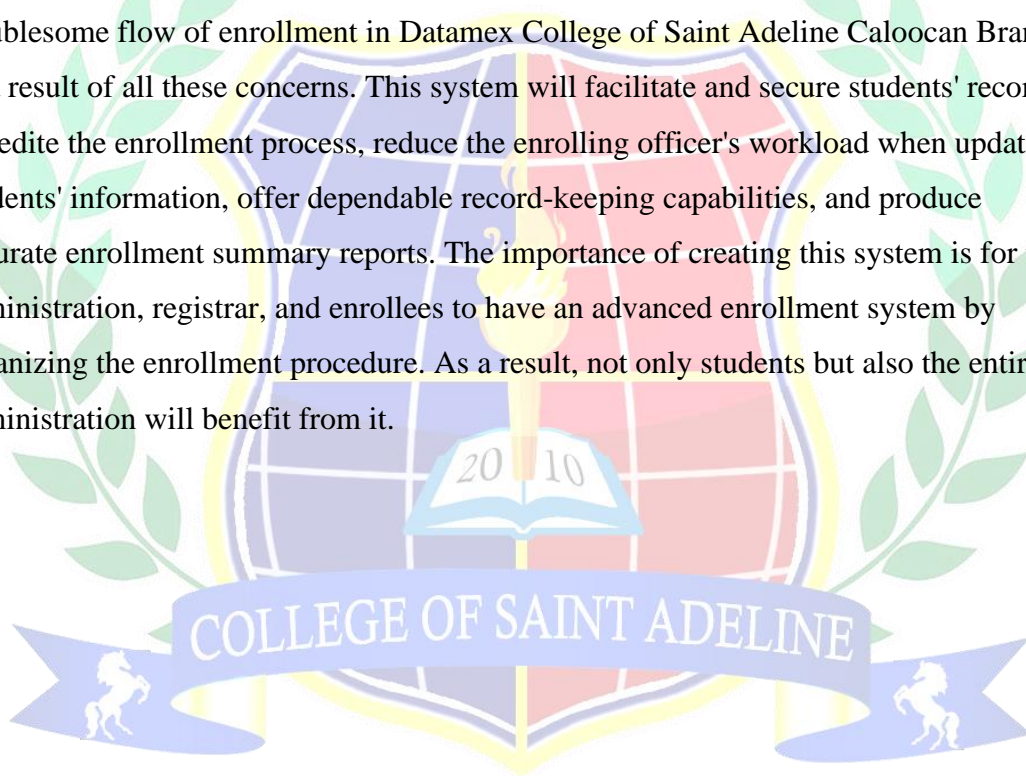




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ask you for a long brown envelope because that's where they keep all the records in the big cabinet where everything is kept on the envelope of enrolled students. It is confidential because only the registrar has access to the records; no one else, not even teachers, has access to the envelopes. Students' files are sometimes misplaced but not lost. The researchers' objective in this research is to create a computer-based enrollment system that is timely, accurate, and credible for the school's administration, faculty, and staff. The researchers decided to investigate and solve the enrollment difficulty by creating and implementing an enrollment system that would support a seamless and less troublesome flow of enrollment in Datamex College of Saint Adeline Caloocan Branch as a result of all these concerns. This system will facilitate and secure students' records, expedite the enrollment process, reduce the enrolling officer's workload when updating students' information, offer dependable record-keeping capabilities, and produce accurate enrollment summary reports. The importance of creating this system is for the administration, registrar, and enrollees to have an advanced enrollment system by organizing the enrollment procedure. As a result, not only students but also the entire administration will benefit from it.





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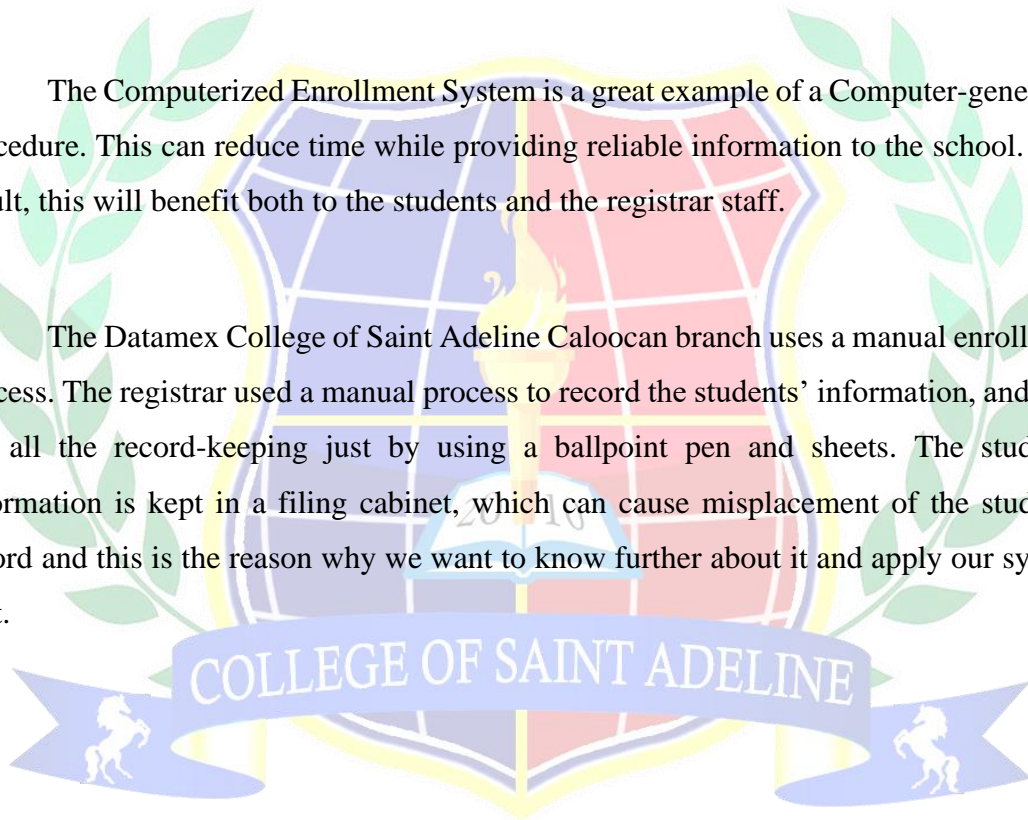
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### **Background of the Study**

Enrollment is a process of submitting and validating students' information to register for a specific school. Enrollment procedures are built up from various interconnected processing, which is referred to as the Enrollment System (Abigail, 2015). ES are used for recording, storing, manipulating, tracking, and retrieving students' information.

The Computerized Enrollment System is a great example of a Computer-generated procedure. This can reduce time while providing reliable information to the school. As a result, this will benefit both to the students and the registrar staff.

The Datamex College of Saint Adeline Caloocan branch uses a manual enrollment process. The registrar used a manual process to record the students' information, and they did all the record-keeping just by using a ballpoint pen and sheets. The student's information is kept in a filing cabinet, which can cause misplacement of the student's record and this is the reason why we want to know further about it and apply our system to it.





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### The Problem Statement

Computers play a significant part in our culture today, especially in educational settings. The majority of schools employ computers to assist students in navigating contemporary technology. The process of enrolling students involves inputting and confirming their personal information on a specific school. The study focuses on the solutions to make the enrollment process easier and be more convenient. But the research is limited in presenting how the actual system runs and to be created.

### General Problem

The main problem of this study is that the registrar staff are unable to manage the students' information effectively. The registrar personnel has so many workloads ahead that causes slow performances of the school enrollment system.

### Specific Problem

These were the particular problems that the registrar staff experienced.

1. **Time Consuming.** The enrollment process is quite slow, starting with the student filling out the enrollment form and ending with the student's information being verified by the registrar.
2. **Lack of Staff.** Several students must wait in a long queue because there are not many open cashier windows.
3. **Inaccurate Information.** Because of the students' poor penmanship, the registrar might be confused.
4. **Data Security.** The current enrollment system does not have enough data security.
5. **Misplace of Records.** The registrar staff forgot where they put the records of the students that might cause a misplacement of records.



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### **The Objectives**

The objectives of this study were stated and try to apply the following.

#### **General Objective**

The main objective of this research is to develop a Computerized Enrollment System in order to lighten the workload of the registrar staff. It will help the registrar staff manage the student information and reduce on their work time while also preventing confusion when using the system.

#### **Specific Objective**

The precise goals we shall set in order to reduce the work of the registrar staff are listed below.

- To offer an effective time management so that less students have to wait in line.
- To propose a one location where all the information and data of the new and old students can be kept and organized.
- To provide a solution to their problems with the current enrollment system that could make the enrollment process much easier, safer and more secured.
- To minimize misplacing records of the student.



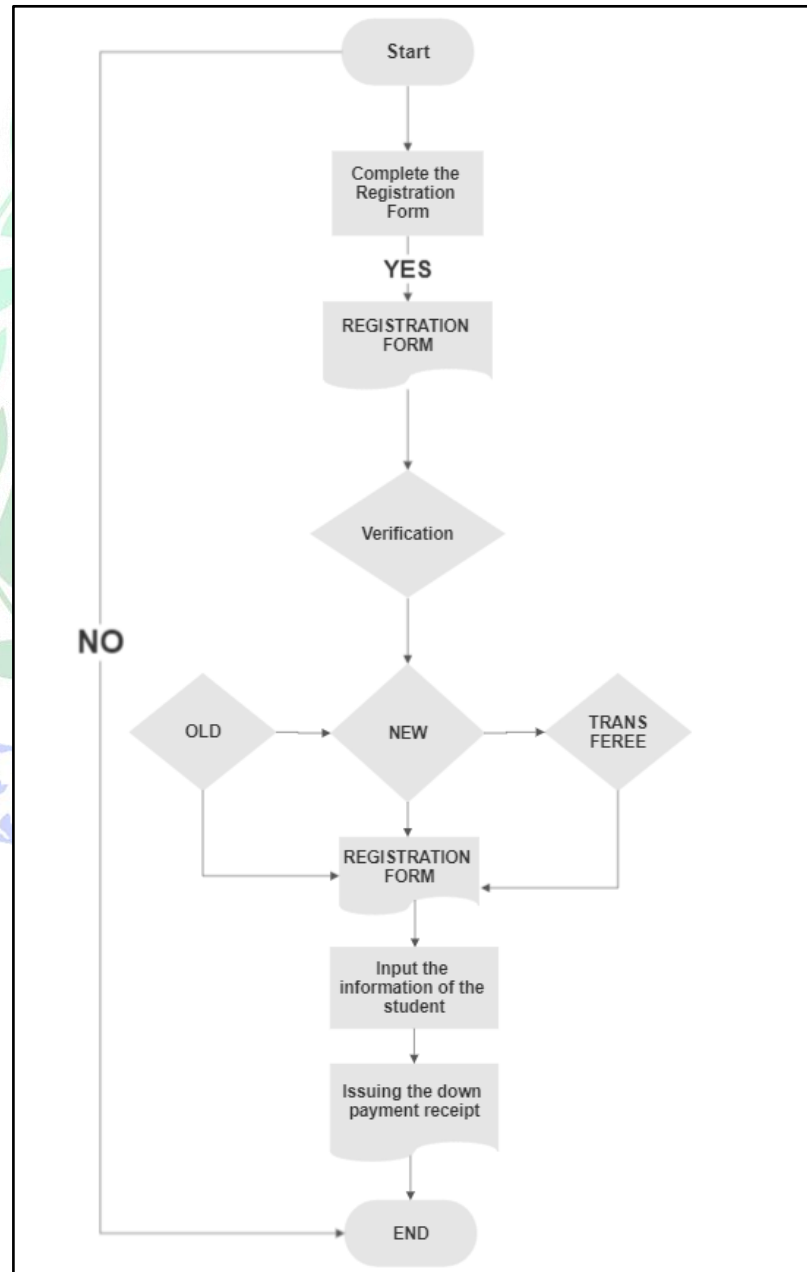


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### Theoretical Paradigm

This study will provide a thorough and simple explanation of how the enrolling system will function. The structures are designed to be simple and easy for future researchers to understand. The steps illustrate the chronological order of events that will occur if the student decides whether or not to enroll.



**Figure 1.** Flowchart



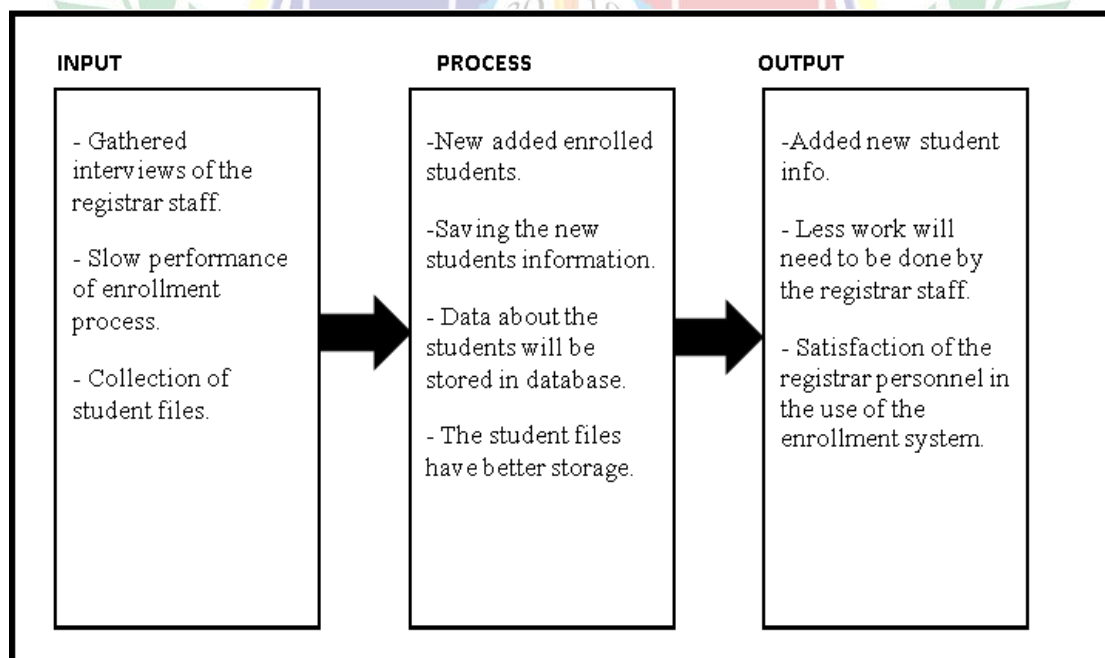
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According to the flowchart created by the researchers, in order for the registrar personnel to enter the students' information into the excel, students must first complete or fill out the registration form. The registrar will not accept a registration form that is incomplete. If the registration form is filled out correctly, the registrar staff will look into it twice and decide whether to enroll an old student, a new student, or a transferee before entering the students' data into the excel. If the registrar staff confirms it, the registrar staff will enter the students' information according to the registration form that they have already filled out, and the registrar staff will give the students a receipt for the down payment that the students have already paid.

### Conceptual Paradigm

This section of the research will show how the problems will be solved using a simple and easy-to-understand table. It is depicted below how our enrollment system will operate and minimize the amount of time needed. In addition, our system's features perform better than the old method.



**Figure 2. IPO Model**



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The registrar staff interviews will help the researchers in determining what kinds of problems that the researchers need to solve or what kinds of improvements that the researchers need to create in the enrollments system. Slow enrollment system performance is one of the enrolling system problems at Datamex College of Saint Adeline that the researcher needs to improve through this study. The collection of student files that the researchers will need to enter into the enrollment system that the researcher will create.

The registrar staff must save the new information of the students during the part of the process where new enrolled students are added. The students' data will be restored and saved in the database of the enrollment system after the registrar decided to enter the information of the students. Students' files are better stored to avoid loss and are easier to find.

New students have enrolled at the Datamex College of Saint Adeline, and new information about the students has been entered. Because of the enrollment system, the registrar staff has less work to do. Registrar staff will be pleased because their workload will be reduced by the help of the enrollment system.

### **Research Postulates**

As per modernization, one of the significant things we could modernize is the enrollment system of a specific school. Having an advanced enrollment system in Datamex College of Saint Adeline will help each registrar staff and students to lessen the workload and of course the time that the registrar will consume in validating and confirming of the students forms and files.

The researchers make an assumption that their system will perform a simple task to help the school's staff, specifically the registrar staff to lessen their workload in order to accommodate and entertain students that want to enter the school. Our system can compile the data of the students, It is more secure because it has a security or a password requires, also it is more organized than the usual enrollment system because the registrar



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staff does not need to access as many files which can be confusing and to avoid the students' data from being lost. It will be beneficial to the students specially that they don't need to wait for too long to confirm their enrollment.

The enrollment system can ease the workload of the registrar staff members and assist the registrar staff in maintaining a higher level of student information security. The registrar staff can utilize this study as a helpful tool to handle increasingly complicated enrollment procedures.

### **Scope and Limitations of the Study**

In this section, we will determine the scope and limitations of our proposed enrollment system, which will assist the school in reducing the lot of paperwork of the old methods. We would also clarify the system's gaps and what it cannot do.

#### **Scope**

We will depict what the system can do to develop the procedure and decrease the volume of work. Also, to expedite the process through all year levels.

1. It will focus solely on gathering relevant data including student information.
2. One of its key advantages is the ability to enter student information. It's also able to browse all records of students enrolled in the institution by year level.
3. To provide the student with an accurate record of the subject. The student's subjects can be printed.
4. To easily determine what type of students are enrolling, the registrar can see the old students, new students, and transferee students.
5. To prevent potential threats, slow processes, and to make the system faster, the system will be hosted locally by the staff.





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### Limitations

We will specify the system's limitations in terms of what it cannot do and what it is only focused on.

1. The system does not require students to pay financial transactions because it only focuses on registering students' information and enrollment.
2. The system will not generate the fees slip. As well as, the student's schedules are not included because they will be provided after the enrollment process is completed.
3. The system doesn't include calculating student's grades, class scheduling, viewing of teachers, because it will be provided once the enrollment process is completed.
4. Students are not required to use the system, because it can be used only by registrar staff because they are the ones who know how to use and are allowed to access the system.

### Explication of Terms

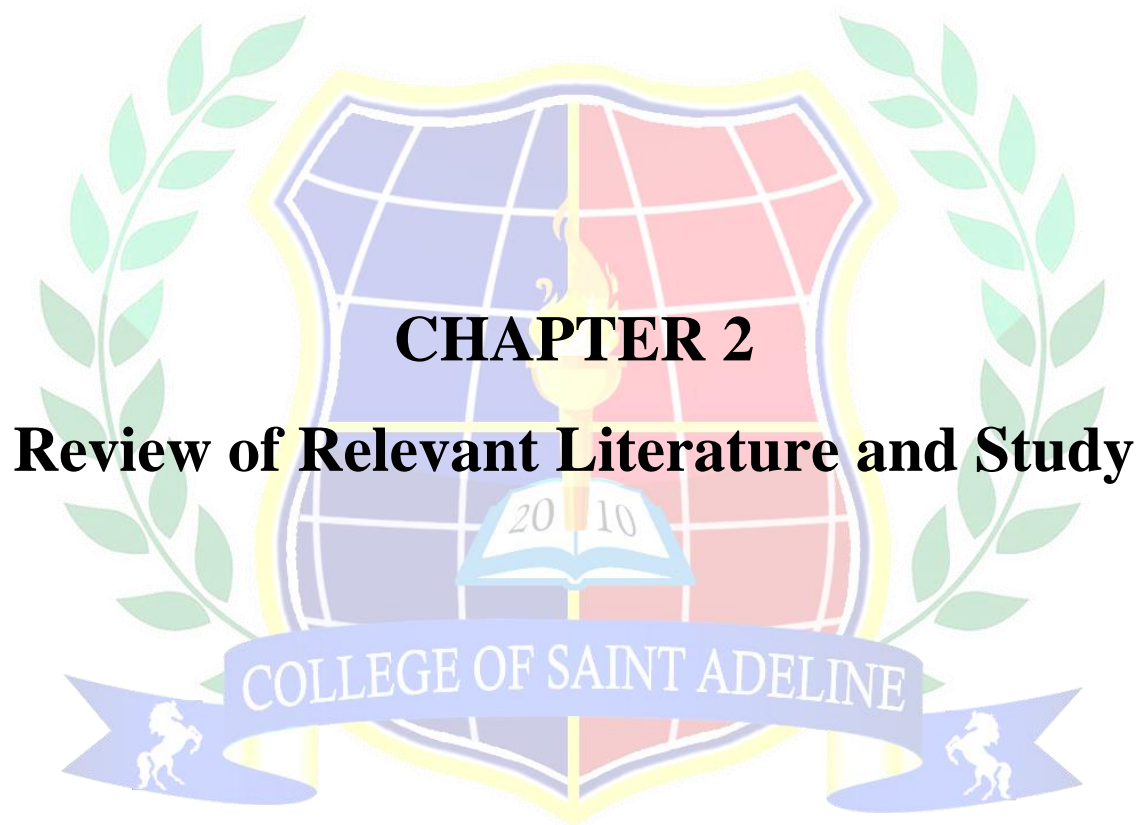
For clarity and understanding, the following definitions are provided for the keywords that we used in this study.

**Computer-generated procedure.** A process that uses computers to input information that is written as software based.

**Database.** A storage of information of the students.

**Enrollment.** This is a process in which the students will register their information which will be recorded by the registrar staff.

**Enrollment system.** A computer program or system that only the registrar has access to.



## **CHAPTER 2**

### **Review of Relevant Literature and Study**



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### **REVIEW OF RELEVANT LITERATURE AND STUDY**

To achieve an overall relevance and purposes, every item of current study needs to be connected with the work already completed. The review of relevant literature serves as a bridge between the proposed research and the existing studies.

#### **Student Enrollment Management System of Lyceum of Aparri**

Research titled Student Enrollment Management System of Lyceum of Aparri (2017) done by Marie Khadija Xynefida R. Purificacion. Stated to her research, the main problems facing the education sector today are related to student services, enrollment management, and academic performance. Thus, a Student Enrollment Management System is essential in this context as it is now a must for all expanding schools, colleges, and institutions. Students have expressed outrage about the manual processes. Also, the staff members monitoring the registrar, cashier, and accounting services are severely taxed by the circumstances, particularly when students swarm during planned exams. For this research they used Frequency and percentage count was used to assess the existing processes & transactions and also to determine the problems encountered regarding the existing system.

#### **Feasibility Study of Enrollment System**

According to Cristina Borbe (2011) her study is all about the Feasibility Study of Enrollment System. The work of creating a student information system has always been challenging, but it is now more challenging than ever because administrators continue to store records in cabinets in the old-fashioned manner. As well as it is getting more complicated as the student population grows. Cristina Borbe also discusses that the data should be kept in locations that are more secure and that can be quickly and easily accessed when needed. The filing cabinet where data and information were held makes it tough and time-consuming to retrieve the documents as needed. The children's current instructor also preserved grades, though there is no guarantee that they will be kept securely. Processing grades, student lists, and entry corrections also takes a long time as cited by Borbe (2011).



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### **Computerized Enrollment System for Mary Lourdes Academy**

The research titled Computerized Enrollment System for Mary Lourdes Academy done by Abigaile Custinar et al, (2015). It is said that her research “Lack of enrollment system in a school can led to chaos and troubles, the students will be confused on what they should do and how they will do to be able to enroll.” In this way we will see the enrollment system making it extremely useful in every school to be able to have a better enrollment system. According to her research the proposed enrollment system encompassed the key procedures in the enrolling system of Mary Lourdes Academy, including student information, fee billing, report creation, and other forms. It was digitized and made feasible for its online application. It also covers the handling of the student's private information and the method of payment the student selects. The student will also have the option of choosing between a cash payment and an installment payment plan. The system will also have a database with the student's personal information and other enrollment-related data.

### **Synthesis**

The above-mentioned article provides researchers with ideas for acknowledging the work. The gathered information will help the researchers complete this research. The literature cited above confirms the concerning changes in the enrollment system. They come up with innovative methods to do things, develop their techniques, and make their work error-free. It reduces the time and effort required to complete tasks. The researchers conclude from this study that computerized enrollment techniques are superior to the current enrollment system.

Using a computerized enrollment system in school is important because it is more effective and much quicker than ever before that is related to the enrollment process, improves efficiency, and enhances the student and staff experience. It is essential, especially where student and staff experience is concerned. Although Cristina Borbe (2011) study is all about the feasibility study of the enrollment system, she claimed that the work of creating a student information system has always been challenging. It is





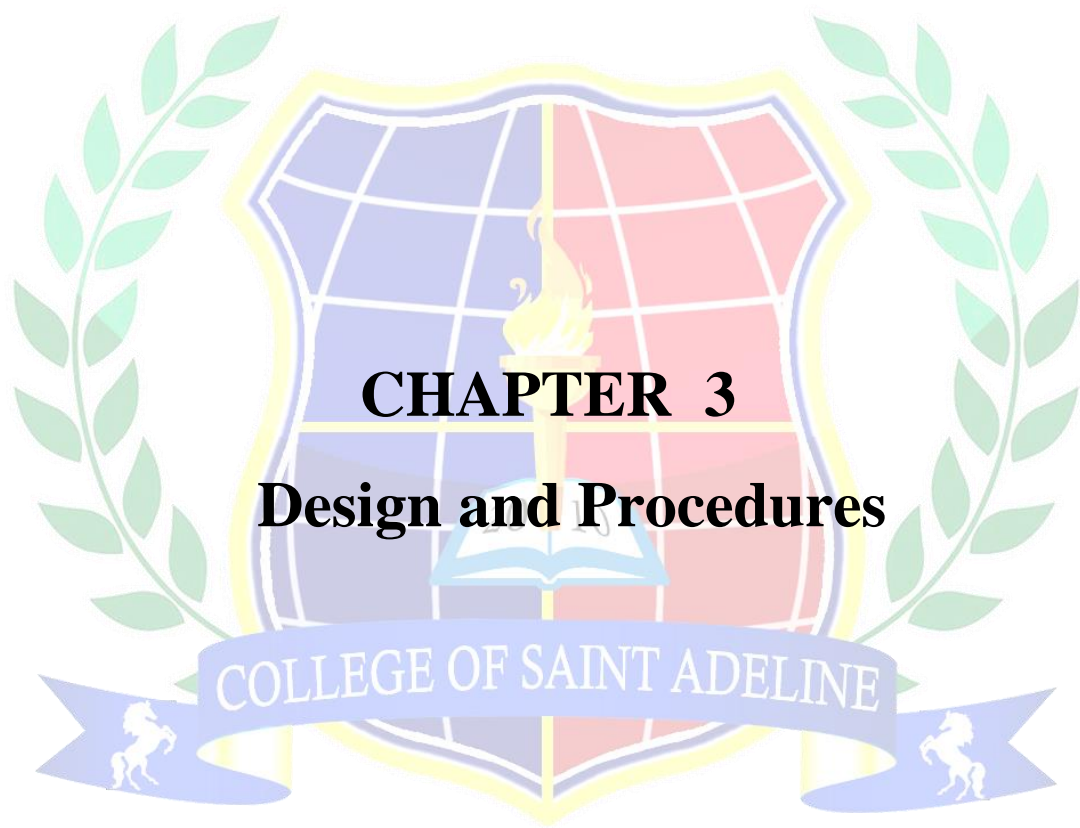
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typical to store student data in a convoluted filing cabinet, necessitating the need for the student's information to be in a location that is both secure and convenient. Due to the possibility that the student's records or data may be lost. Also, naturally, the number of students increases each year, making the time-consuming and necessary correction of student records. Because of this, the administrator's job has to be eased. Computers have helped our society a lot, and most schools use computers to help our students and reduce the effort of faculty staff in storing and securing student files. Many schools face difficulties handling enrollment through the manual process, so one of the solutions is the computerized enrollment system. The idea behind this is not a new concept. Most schools really need an enrollment system because the number of student enrollees is increasing every year and the enrollment procedure is becoming harder to deal with.

Their study will be helpful because we can apply them to our computerized system. We know that there are schools where their enrollment is still a manual process when keeping student information, which is still seen as a traditional method. Therefore, it is important that we provide it with a single database that has the ability to track information effectively, quickly, safely and securely. This will help to have a quick process for Authorized school members such as faculty staff who are the only ones allowed to use the computerized enrollment system.





## **CHAPTER 3**

### **Design and Procedures**



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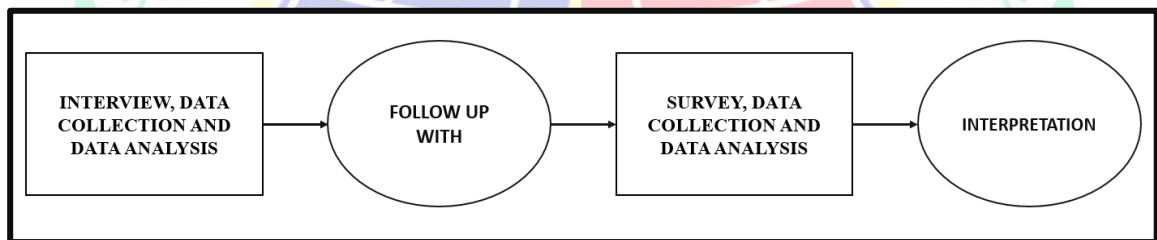
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### DESIGN AND PROCEDURES

This chapter contains the methods of research to be employed by the researcher in conducting the study which includes the research design, the tradition of inquiry, the data generation method, the selection techniques of the respondents and key informants, instrumentation and the appropriate statistical formula that the researcher will use.

#### The Research Design

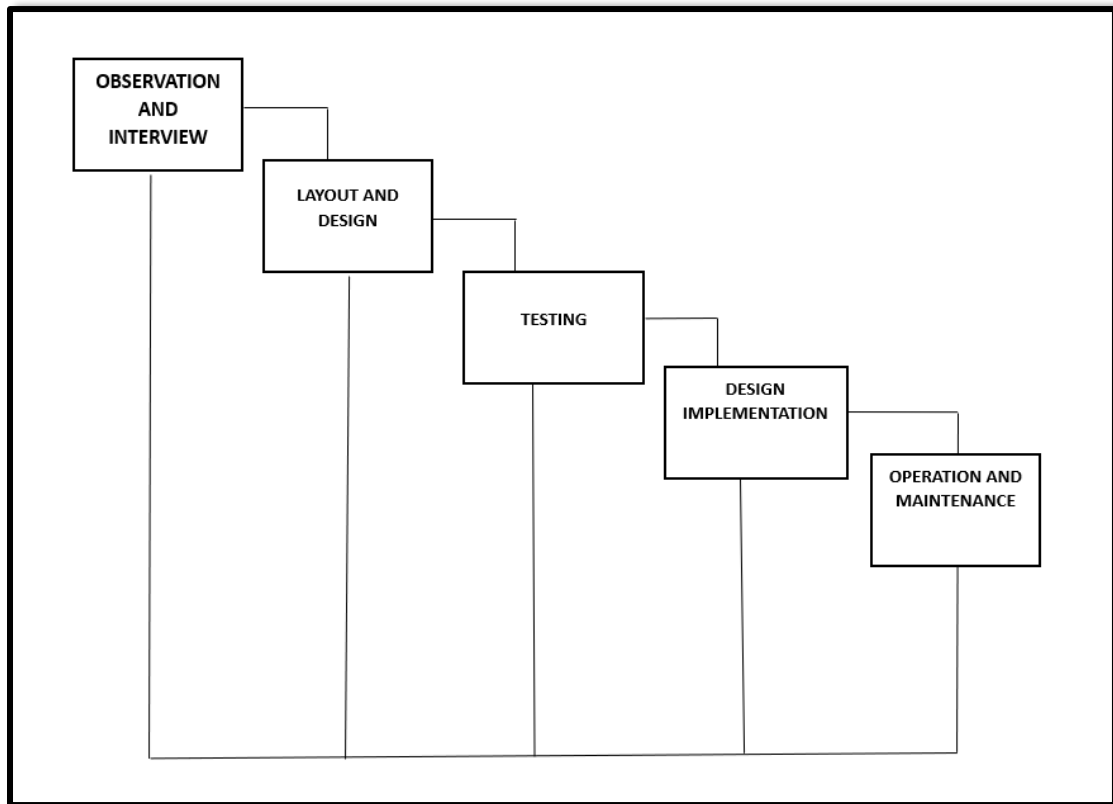
The mixed method research design was applied in this study which combines both qualitative and quantitative are used to gather and analyze data.



**Figure 3.** The Explanatory Sequential Design

The researcher conducts an interview where the interviewees were chosen among experienced registrars and took part in the researcher's interview. To determine the registrar's difficulties and concerned about the current enrollment system, the researcher assessed and analyzed the data from the interview. The researcher's next action was to interview students for a survey. The survey contains 15 questions that requires responses from the respondents in order for the researcher to understand what worries they have. The researcher collected and tabulated the data in order to analyze and interpret it.

In order to develop the system, the researchers will apply the Waterfall Method. The system analysis and design approach used in Figure 1 known as the Waterfall Method.



**Figure 4.** Modified Waterfall Approach Model

The researchers will employ a modified waterfall model that comprises numerous phases, as shown in Figure 3. They are listed below:

**Observation and Interview.** In this phase, the researcher will conduct an interview with a registrar staff member who is knowledgeable about how the current system works also in order to understand the registrar staff needs and recommendations. The answers of the interviewee will be examined by the researchers after the interview has been done. As well as it involves the development of the work of the registrar staff, defining the work plan, and finalize the study.





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**Layout and Design.** In this phase, the system will be designed according to the needs and requirements of the registrar staff. The programmer will create the database, connect the database tables to the system, and create data forms.

**Testing.** During this phase, the researchers and programmers will determine whether the system is functioning properly in response to the requests and suggestions of the registrar staff. The system's features will also be examined to see if they function in accordance with the requirements. Additionally, it will complete all activities, evaluate the system's accuracy and safety, and assess its capabilities and reliability.

**Design Implementation.** In this phase, the researchers will test the system. The registrar staff will determine whether or not their suggestions and recommendations adhered to the system's requirements.

**Operation and Maintenance.** During this stage, the researcher will make sure the system is not disregarded or abandoned. But still, the researchers are certain that the computerized enrollment system will continue to work effectively in the future. The researchers will keep an eye on, assist, and ensure that the enrollment system runs well.

### System functionality

1. **System Developer.** The one who created the computerized enrollment system. The system developer can access all the features of the system as well as the database that can be update.
2. **Registrar.** The registrar staff are other users of this system but this user can't access all the features of the system. They can insert the student information and validate them but they are not in charge if the system in future will malfunction.



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### **The Tradition of Inquiry**

The researchers focused on specific problems by using action research. It is a very effective method of gathering input from teachers and students on what works and what needs to be improved.

#### **Step 1: Identifying and narrowing the Topic**

Teachers have employed a manual enrollment technique in recent years to register students to a certain school or to record the student's details. Enrollment procedures are changing as new technology arises. Overpopulation of students and human errors are the causes of overloaded work, which is why we need to strengthen Datamex College St. Adeline's enrollment system. The researchers opted to focus on creating a computerized enrollment mechanism and making the process less time-consuming with the assistance and observation of our teacher. Includes features and an improved enrollment system to assist staff in managing student records.

#### **Step 2: Gathering information**

The researchers chose to gather helpful information that they could use to determine what was causing the problem in Datamex College of Saint Adeline enrollment system. We consult with our teacher on whom we should contact for information. For more in-depth information, the researchers visit many websites and links to collect important data to carry out the study approaches. Of course, the researchers discovered some relevant links using the internet.

#### **Step 3: Examining the related literature**

The researchers decided that it was beneficial to collect more formal information from the internet. The goal of reviewing the data is to assist the researcher in making informed judgments about the research focus and plan. The referenced links will assist in identifying and restricting the problem, as well as picking a technique to gather pieces of information and answers.



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### **Step 4: Creating a research strategy**

The researchers chose to devise a strategy for gathering information for the individuals or professionals engaged in learning the history of using the enrollment system. The interviewee will be asked questions by the researchers. Our teacher checks the submitted questions, which are connected to the present enrollment system. The researchers will initially request permission to interview them with a voice recorder during their free or unoccupied time. Following the interview, the researchers will serve meals as a show of appreciation for their willingness to assist. In addition, the researchers will survey to get more information on how students perceive the present enrollment method.

### **Step 5: Setting the strategy into action and gathering data**

In their discussion with the teacher and other people involved in the existing enrollment method at Datamex College, the researchers use a recording device. Happily, the interview with the people and the instructor went well. They are happy and interested to provide any more information they have about the enrollment system. The researchers distributed surveys to students of various year levels to elicit various responses based on their experience with Datamex College's enrollment system. The researcher gathered the surveys completed by Datamex College students. The researchers solemnly thank the teachers, personnel, and students for their cooperation in this research.







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### **Step 6: Examining the data**

The researchers examine the information collected through conversations with interviewees and students at Datamex College. The researchers figured out how the present enrollment method at Datamex College works. The student files have been kept in a safe cabinet. To record the student's information, they use a program called *Microsoft Excel*. Students were given prerequisites to complete before enrolling. Also, the student's schedule after fulfilling the stated requirements. During the pandemic, teachers and personnel had a difficult position in managing the enrollment system, with fewer pupils attending class due to personal reasons and financial issues. Furthermore, the student's information is maintained in a secure container and cannot be easily obtained by a random individual. They encounter problems such as misspelled information from pupils, in short, human error. They want the researchers to create an enrollment system that is orderly, neat, secure, and up-to-date to date. Getting back to the student responses, some claim they are satisfied with the present enrolling system. Some people are unsure whether to use the existing enrollment system. Few people disagree that the present enrollment mechanism is difficult to use. Some students claim that the existing enrolling mechanism does not satisfy their expectations. Some students concur that they are frustrated by the recurrence of problems in the existing enrollment method. Many students feel that the present enrollment system should be computerized. Some students are adamant that their information is not protected. Other students disagree, stating that they do not wish to share their information even if they have evidence that they are linked. Many students firmly agree that the registrar's staff makes mistakes. Some students have both agreed and disapproved of the registrar staff's service. Few students' express satisfaction or dissatisfaction with the school's existing enrollment system.



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### **Step 7: Creating an action plan**

After assessing the collected data, the researchers will come up with a plan to address the issues with the current enrollment process. The researchers discovered a variety of solutions for students of various grade levels. The researchers will create a computerized enrollment system to reduce work overload, minimize human error, meet students' expectations, safeguard personal information, and improve features to be added to the system.

### **Step 8: Presenting and conveying the results**

Using the diverse responses from the interviews, the researchers created an computerized enrollment system that will alleviate the issues associated with human errors. The built computerized enrollment system will be an intriguing contribution to Datamex College of Saint Adeline, thanks to the recommendations of each member of the research team and the criticism of others.

### **Step 9: Reflecting on the process**

The researchers opted to meet and decide on any modifications to the produced computerized enrollment system's process. If the system will meet the needs of an enrollment system after reviewing all of the collected surveys and answers. For other fixes and debugs, the researchers will use trial and error. It will go through several phases of testing before being approved by our professor.



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### **The Data Generation Method**

In this section, the researcher used a survey and interview technique. The interview had twenty (20) questions, while the survey had fifteen (15) questions that required brief responses. The survey is Likert-scale in which the students will check their preferred answer. After the questionnaire had been precisely prepared and validated, the researcher multiplied it until there were fifty (50) copies for each available respondent in each section.

Every available respondent in each section received a copy of the likert scale personally from the researchers. The researchers explain how the respondents will answer the questions when they hand out the questionnaires to the participants. To assist the respondents in completing the surveys, the researchers went over each detail one at a time. The questionnaires were retrieved, on the same day that they were completed.

The results of the questionnaires that were located were graph. The most suitable statistical techniques were used to evaluate and interpret the data.

Since interviews are important for obtaining detailed information, planning and preparation are still necessary. Prior to beginning, the interviewer must be very clear about the topics he or she wants to investigate and the manner in which an interview is the most effective means of doing so. To learn more about their opinion and how they hold it, we opted to interview someone who has experience as a registrar, including administering, organizing, and updating student records, as well as maintaining high confidentiality standards in the workplace.



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### The Selection Techniques of the Respondents and Key Informants

The respondents of the study are the students enrolled at Datamex College of Saint Adeline's senior high school and college for the academic year 2022–2023 will serve as the study's respondents. All of the respondents were selected through cluster convenience random sampling. The chosen respondents are composed of fifty (50) respondents from the selected section in Datamex College of Saint Adeline. The convenience sampling method is conducted where each member of a population has been selected based on the availability to become part of the sample.

The respondents will not specifically be chosen because the researcher thinks that by convenience sampling, the students can obtain a representative sample by using sound judgment, availability and can save time. In addition, it is essential that the students have more experience when enrolling in school that may help the researchers.

| Participants | Frequency | Percentage | Population |
|--------------|-----------|------------|------------|
| Students     | 50        | 100%       | 50         |

**Table 1.** Participants of the Study.

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### Instrumentation

The Likert-scale was used as the main data-gathering instrument. The instrument to be prepared focused on answering the statement of the problem. The time-consuming process of the enrollment, disorganization of schedule that causes queueing of the students, lack of staff, inaccuracy of information, data security and file loss. The Likert-scale contains fifteen (15) questions.

The data collection instrument has a scale with numbers ranging from one (1) to five (5). Where (1) is strongly disagree, (2) is disagree, (3) is undecided, (4) is agree and (5) is strongly agree. This legend will be used by the researchers to evaluate the data that the researchers have collected.

The interview is one of the often-used instruments for data collection. Twenty (20) questions were asked during the interview that the researchers conducted. The interviewers will ask the interviewee the questions clearly and concisely. The instrument will focus in the objectives of this study.

### Statistical Formula Used

The results of the current findings are statistically presented using the specified formulas.

The formula that will be applied in this study is the weighted mean. The researcher totaled all the existing data. Every scale's range is as follows: one (1) Strongly Disagree, two (2) Disagree, three (3) Undecided, four (4) Agree and five (5) Strongly Agree. Each response from the respondents was tabulated, added together, and divided by the total number of respondents, which is fifty (50). Every question's average will serve as the value, represented by the symbol  $\bar{X}$ . The population mean is indicated by the sign " $\mu$ ".

$$\text{FORMULA: } \mu = \frac{\sum (x)}{15}$$





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### Data Generation Procedures

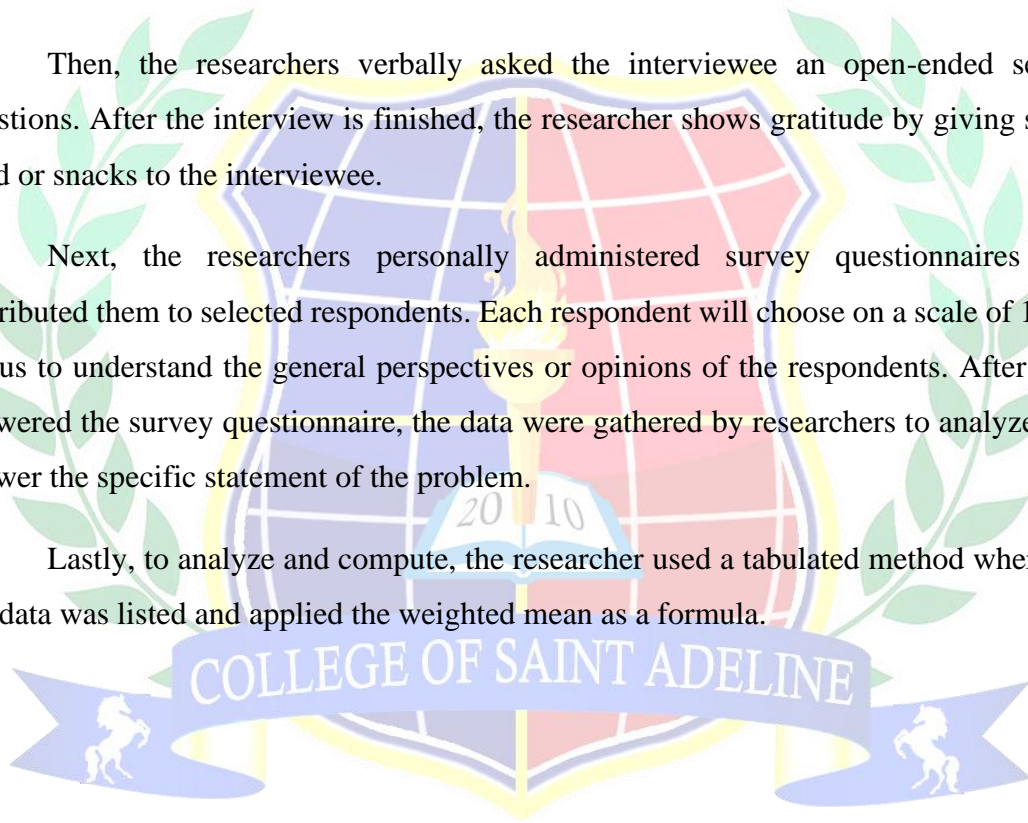
The following procedures were used to complete the study:

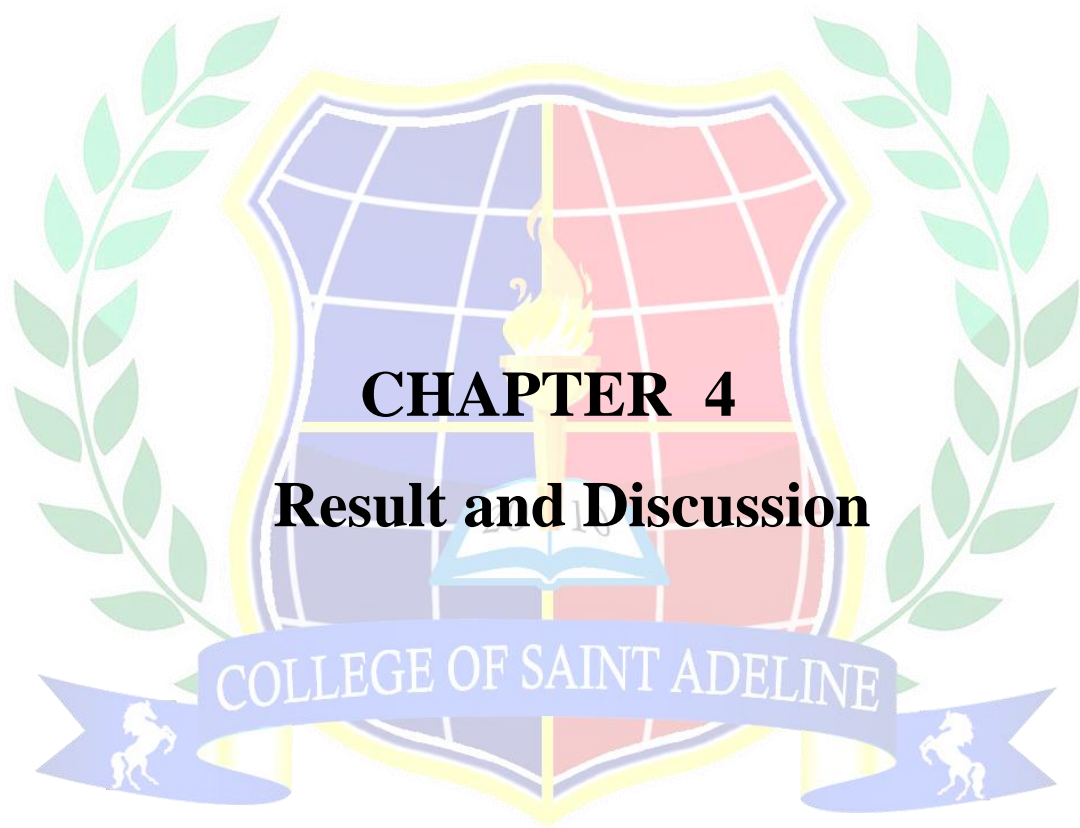
First, the researchers interviewed the registrar staff to gain an in-depth understanding of their perceptions or opinions about the study. Before we started the interview, the researchers requested that we document our discussion with them using a voice recorder, which they opportunistically allowed.

Then, the researchers verbally asked the interviewee an open-ended set of questions. After the interview is finished, the researcher shows gratitude by giving some food or snacks to the interviewee.

Next, the researchers personally administered survey questionnaires and distributed them to selected respondents. Each respondent will choose on a scale of 1 to 5 for us to understand the general perspectives or opinions of the respondents. After they answered the survey questionnaire, the data were gathered by researchers to analyze and answer the specific statement of the problem.

Lastly, to analyze and compute, the researcher used a tabulated method where all the data was listed and applied the weighted mean as a formula.





# **CHAPTER 4**

## **Result and Discussion**



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### RESULT AND DISCUSSION

This chapter explains how the research data were collected, summarizes the findings from analysis and interpretation of the data collected from the responses to the field-distributed surveys.

| Level                      | Frequency | Percentage |
|----------------------------|-----------|------------|
| ABM Grade 12               | 2         | 4%         |
| BSHM Second Year Section B | 18        | 36%        |
| BSIT First Year Section A  | 2         | 4%         |
| BSIT First Year Section B  | 7         | 14%        |
| BSIT First Year Section C  | 1         | 2%         |
| BSIT Second Year Section A | 10        | 20%        |
| BSIT Second Year Section C | 10        | 20%        |

**Table 2.** Frequency and Percentage of Respondents

In accordance with Table 2, 4% of respondents with a grade level of ABM 12 responded to the survey, with 36% coming from the BSHM second year Section B being the highest percentage, followed by 4% from BSIT first year Section A, 14% from BSIT first year Section B, 2% from BSIT first year Section C, 20% from BSIT second year Section A, and another 20% from BSIT second year Section C. Therefore, the majority of the researcher's respondent were from BSHM second year section B.



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In this part of the study, we use range as interpretation of the respondents' answers. In each range it interprets the Strongly Disagree, Disagree, Undecided, Agree, and Strongly Agree. The Strongly Disagree ranges from 1.00 to 1.80, Disagree from 1.90 to 2.60, Undecided from 2.70 to 3.40, Agree from 3.50 to 4.20, and Strongly Agree from 4.30 to 5.00. These ranges will help the researchers to determine the average answers of the respondents.

| SOP 1  | RANGE |
|--|-------|
| 1. Enrolling using the current enrollment system makes enrollment faster?                        | 3.08  |
| 2. Using the current enrollment system consumed less time  | 3.34  |
| 3. Have you ever experienced difficulties in the current enrollment system?                      | 3.12  |
| 4. Did you have any trouble using the current system?  | 2.98  |
| 5. Does the repetition of problems using the current enrollment system somehow affect your time? | 3.34  |

**Table 3.** Factors affecting time in enrollment process

This table tackles how time consuming the enrollment process in Datamex College of Saint Adeline. Meanwhile, the highest ranges are in questions two (2) and five (5), where questions two (2) and five (5) are interpreted as undecided. The respondents are undecided of how the current enrollment system really consumed less time and they are unsure if the current system affects their time.



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| SOP 2  | RANGE |
|--|-------|
| 6. Do you see any advantages in using the current enrollment system?             | 3.36  |
| 7. Are you having difficulty using the current enrollment system?                | 3.2   |
| 8. If any chance, did you encounter some mistakes of the staff at the registrar? | 3.38  |
| 9. Are you satisfied with the service of the registrar staff?                    | 3.08  |
| 10. Are you satisfied with the school's current enrollment system?               | 3.16  |

**Table 4.** Factors affecting lack of staff in Datamex Saint College of Saint Adeline.

This table four (4) shows that the question number eight (8) has one of the highest weighted mean and fourth place in the ranking and shows how respondents has the undecided result based on the data shown in this table. It appears that some respondents did experience the mistakes made by the registrar personnel while other respondents did not experience.

| SOP 3  | RANGE |
|--|-------|
| 11. Does our school's current enrollment system meet your expectations?                            | 3.1   |
| 12. Do you agree with changing the current enrollment process to a computerized enrollment system? | 3.56  |
| 13. Do you believe that all of your information is secured?  | 3.34  |





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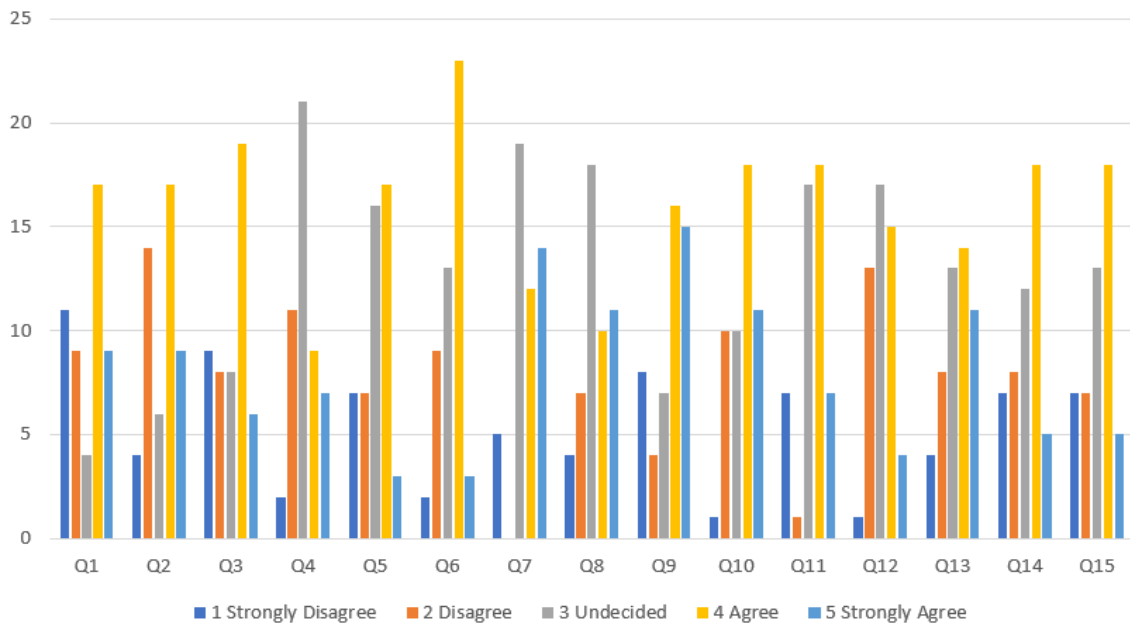
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|   |             |
|---|-------------|
| 14. Do you agree that the enrollment system should be computerized rather than manual enrollment?               | <b>3.54</b> |
| 15. For you is it fine to take your information from your guardian but with proof that they are related to you? | <b>3.54</b> |

**Table 5.** Factors affecting the inaccuracy of information, data security and file loss.

The data reveals that the weighted mean for question number twelve (12) is the highest of all, consisting of 3.56. Question number fourteen (14) comes in second with a weighted mean of 3.54, and question number fifteen (15) comes in third with a weighted mean of 3.54 as well. It demonstrates that the respondents supported making the current system computerized in order to lessen the amount of paperwork and free up the registrar's time. Also, in response to question number fifteen (15), they agree that it is permissible for their guardian to obtain their information so long as it is valid and provides evidence of their familial ties.

ENROLLMENT SURVEY CHART



**Chart 1.** Statistic Chart



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| Survey Response   | Average |
|-------------------|---------|
| Strongly Disagree | 79      |
| Disagree          | 116     |
| Undecided         | 194     |
| Agree             | 241     |
| Strongly Agree    | 120     |

**Table 6.** Survey response

In this table it shows that most of the respondents agree. The respondents are agreeing of changing the current enrollment system so that the registrar staff lessen their workloads. As well as to have a faster and effective enrollment process to be able that the registrar staff can manage their time. As well as to have an accurate information, have security and avoid misplacing records.

### Transcript of Record

A transcript of record is a certified document that includes an inventory of the registrar's voice record throughout the interview, all of the registrar's responses to the researchers' questions, and information about how they organized the files up to the students' tuition fees.

**Interviewee:** Ms. Marianne Pancho

| Interview Questions                                  | Answer  | Translate   |
|--|---|---|
| 1. How do you keep student information confidential? | Sa registrar kasi diba usually pagka nageenroll kayo dito sa Datamex manual ang enrollment system natin alam niyo yan so usually pag nag eenroll kayo ang una nating ginagawa is mag fill up ng registration form diba? | At the registrar, right? Usually when you enroll here in Datamex, our enrollment system is manual, you know that, so usually when you enroll, the first thing we do is fill up a registration form, right? You fill out a |



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|  |   |  |
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|  | <p>Nagfill up kayo ng registration form usually hinihingian kayo ng long brown envelope kasi doon yun ininput lahat ng records niyo so kung yun niyo sa likod ng registrar mayroong napakalaking cabinet na doon lahat tinatago lahat ng envelope ng mga enrolled students ng Datamex so dun naming siya kinikeep so confidential siya kasi registrar lang ang pwedeng pumasok doon na pwedeng humugot ng bawat envelope ng estudyante ala ng iba even teachers hindi sila nakakakuha ng envelope doon siya kaconfidential.</p> | <p>registration form, usually they ask you for a long brown envelope because that's where we input all your records, so if you see behind the registrar, there is a huge cabinet where all the envelopes of the enrolled students of Datamex are kept, so we keep them there. He is so confidential because only the registrar can go in there and can pull out each student's envelope no one else even teachers can't get an envelope there he is that confidential.</p> |
| <p>2. What will you do if the student file are loss?</p> | <p>Sa ngayon wala pa kaming case na meron kaming nawalang file kasi nga yung aming registrar especially si Maam Regina medyo masinop talaga yun pagdating sa mga records nagkakaroon kami ng mga namimisplace kasi minsan pag nageevaluate for example kinukuha yung mga envelope tapos chinecheck yung mga registration form tapos ibabalik uli doon</p>   | <p>So far we haven't had a case where we lost a file because our registrar, especially Maam Regina, is really careful when it comes to records, we have misplaced ones because sometimes when evaluating for example, they take the envelopes and then check the registration forms and then will be returned there again, there will be someone misplaced but he is not missing.</p>  |





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|  |   |  |
|--|---|--|
|  | magkakaroon ng<br>namimisplace pero hindi<br>naman siya nawawala.   |  |
| 3. How can you assure that the students' files and information are safe and away from using it to any form of scams? | So since si registrar lang ang nakakahawak ng information imposible iyon magamit sa scam kasi even nga yung for example may pumunta doon na magulang na may kasama pang pulis na hinahanap yung estudyante na sasabihin na yung anak ko po tinanan yung estudyante niyo diyan gusto ko malaman yung address yung contact number nung estudyante yun alam kong may record kayo ilabas niyo never gawin ng registrar yun o ng kahit sinong empleyado ng Datamex kahit nga magbigay kami ng contact number kukunin niyo yung number ay un hindi kami basta basta nagbibigay without the consent of the person halimbawa kayo gusto niyong kunin yung number ni sir benny hindi ko ibibigay yun hangga't hindi sinasabi sa akin ni Sir Benny na pwede ko nang ibigay. Mas lalo na sa estudyante kung yung teacher nga nandito hindi niyo pwede kunin yung number much | So since only the registrar can hold your information it is impossible to use it in a scam because even if for example there is a parent who went there with the police looking for the student who will say that my son is watching your student there I want to know the address is the contact number of that student, I know you have a record, release it, never do that to the registrar or any employee of Datamex, even if we give a contact number, you will take our number, we don't just give it without the consent of the For example, you want to take Sir Benny's number. I will not give it to you until Sir Benny tells me that I can give it to you. Especially for the students, if the teacher is here, you cannot take the number, much more the students who study with us, that is more confidential than our information. |



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|  |   |   |
|--|---|---|
|  | more pa yung mga estudyante na nag aaral sa amin mas confidential yun kaysa sa mga information yun.   |   |
| 4. How do you prioritize a variety of different tasks? | <p>Syemre yung task interms of registrar sa task marami kasing trabaho ang registrar number 1 yung evaluation of grades number 2 enrollment yung mga nagrerequest ng TOR yung mga pinapacab nila ng SO ng mga estudyanteng gumagrade yung pag gawa ng diploma so napaka maraming task lahat yun importante lahat yun kailangan iprioritize kasi lahat ng estudyante kapag ka nagrerequest gusto nila inuuna sila walang estudyante na nagrequest tapos ay maam ah baka gawin mo kong dulong dulo 'di pwede yun kailangan mauna ako diba lagi yun yung gusto natin iprioritize tayo kaya lahat ng trabaho ng registrar kailangan iprioritize kasi nga yung trabaho sa registrar very toxic yun sobrang hirap ng trabaho ng pagiging registrar kasi lahat gusto sila yung pinapriority.</p> | <p>Of course, the task interms of registrar in the task is as much work as registrar number 1, the evaluation of grades number 2, enrollment, those who request TOR, those who are asked by the SO of graduating students, the production of diplomas, so there are many tasks, all of them are important. That needs to be prioritized because when you make a request, all students want to be prioritized, no student has made a request, then it's okay, maybe you should make me the last one, can't that be, I have to come first, right? Prioritize because the work of the registrar is very toxic, the job of being a registrar is very difficult because everyone wants them to be prioritized.</p> |



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|   |   |   |
|---|---|---|
| 5. Which administration and database software are you familiar with?          | Matatawag bang Microsoft word, excel, powerpoint as database? Or software kasi yun lang kasi ang alam ko powerpoint yun lang.   | Can Microsoft word, excel, powerpoint be called as a database? Or software because that's all I know, powerpoint.   |
| 6. What are the typical problems and worries with the enrollment system?      | Usually yung unsystematized scheduling ng enrollment kasi syempre sobrang dami niyo pag hindi siya nilagyan ng schedule dadagsa kayo kaya nga diba pag nagbabayad kayo ng tuition fee pila kayo parang LRT mula dun sa itaas pababa so kaya ang ginawa ko dun para lahat ng estudyante pag magbabayad hindi ganun kadami kailangan ko silang bigyan ng schedule for example ngayong Monday si BSIT lahat ng BSIT ACT sa susunod na araw ganitong course naman para at least hindi tayo pila ng bigas. | Usually the unsystematized scheduling of enrollment because of course there are too many of you if you don't put a schedule you will flock that's why when you pay the tuition fee you line up like LRT from the top down so that's why I did it for all students if they pay no that's how much I have to give them a schedule for example this Monday BSIT all BSIT ACT the next day this course so at least we won't queue for rice. |
| 7. What are the errors you encountered while saving the students information? | So since tayo po ay manual kayo ang nagsusulat ng pangalan niyo diba? Typical errors jan kapagka nagtatype kami ng mga pangalan niyo is yung mga hindi magagandang sulat ng estudyante. So diba pag nagbibigay kami ng listahan this are the list of officially enrolled in section   | You write your name manually, right? Typical errors when we type your names are the students' bad hand writing. So, when we give a list, these are the list of officially enrolled in section A, then you chat with Ma'am, the spelling of my last name is like this, that's what you   |





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|   |  |  |
|---|--|--|
|   | <p>A tapos magchachat kayo ng Maam yung spelling po ng apelyido ko ganito ganiyan ganiyan yun yung sinulat niyo hindi yun naintindihan. So most likely mali rin yung itatype naming so yun yung mga common errors.</p>   | <p>wrote, we didn't understand. So most likely what we will type is also wrong so those are the common errors.</p>   |
| <p>8. What kind of procedure or methods you are using when its enrollment period?</p> | <p>Manual enrollment system meaning hindi kami gumagamit ng system na computerized so most likely ang enrollment is mabagal kasi manual. Nagsusulat kayo gumagawa kayo ng enrollment form niyo usually ilang copy yun? Dalawa so mas matagal kasi manual din kayo nagsusulat kasi kung nakaano yan nakacomputerized yan one click mo lang sa subject diba may pumapasok na dun yun which is hindi ganun kaya matagal at mabagal.</p> | <p>Manual enrollment system meaning we do not use a computerized system so most likely the enrollment is slow because it is manual. You are writing, you are making your enrollment form, usually how many copies are there? Two, it takes longer because you also write manually because it's computerized, you just click on the subject, doesn't something go in there, which is not like that, so it takes time and is slow.</p> |
| <p>9. What are the major challenges did you face as a registrar?</p>                  | <p>First and foremost hindi ako yung registrar. Nag aact lang ako as registrar sometimes during enrollment so yung major challenges lang is yung kapag sabay sabay nga dahil nga manual siya mas matagal yung proseso ng enrollment.</p>   | <p>First and foremost I am not the registrar. I only act as registrar sometimes during enrollment, so the only major challenges are when it's at the same time because it is manual, the enrollment process takes longer.</p>  |



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|   |   |  |
|---|---|--|
| 10. What situations do you typically experience as registrar personnel during the enrollment period?              | Yung pagpapapila, yun lang yung pinakamajor na problem. Dahil sa manual siya matagal yung proseso.  | Queuing up, that's the biggest problem. Because it's manual, the process takes a long time.  |
| 11. What kind of labeling you use in saving the students information per section and per year?                    | Syempre nilabel yun siya as kung ano yung course nila for example BSIT 1 <sup>st</sup> year section A 2020 – 2023 ganiyan para at least alam 45 ay un kung kailan sila nagstart.  | Of course we label them according to their course for example BSIT 1 <sup>st</sup> year section A 2020 – 2023 so that at least we know when they started.  |
| 12. Do you separate the previous records from the current records of the student? If yes, how do you separate it? | Yes, by label din so according siya sa year kung kailan sila nagenroll.   | Yes, also by label so he is according to the year when they enrolled.  |
| 13. What are the reasons or hindrances makes the requesting of students' documents takes too long?                | Usually nagtatagal siya hindi dito kasi dito may proseso tayo may system tayo for example may nagrerequest yung estudyante ng TOR so mga 1 week kasi kailangan ievaluate yung bayad niya mula 1 <sup>st</sup> year hanggang mag 4 <sup>th</sup> year siya tapos evaluation double checking noong mga grades kung wala bang naiwan, wala bang incomplete ganiyan o kaya may failed or drop so nagtatagal yan dun sa main kasi doon siya ginagawa. Doon siya nagtatagal kasi kung walang janitor na pupunta doon sa main kasi | Usually he takes a long time not here because here we have a process we have a system for example the student requests TOR so about 1 week because his payment needs to be evaluated from the 1 <sup>st</sup> year until he is in the 4 <sup>th</sup> year then evaluation double checking during the grades to see if anything was left out, isn't there something incomplete like that or something failed or dropped so it takes a long time in the main because that's where it's being done. He stays there for a long time because if there is no janitor who goes there in the main |





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|  |   |   |
|--|---|---|
|  | <p>may date din sila kung kalian sila pupunta for example twice a week lang sila nagpapapunta doon nagtatagal kasi sa amin 1 week na tapos yung pupunta pang janitor 2 times lang a week tapos kapag pupunta doon yun ibabalik pa rito uli.</p>   | <p>because they also have a date when they go for example they only go there twice a week because it takes a long time with us because it's been 1 week and the janitor only comes 2 times a week then when he goes it will be returned here again.</p> |
| 14. How would you rate the overall benefits of enrollment experience? (1 to 10) and why? | <p>In terms of manual enrollment mga 7 ganiyan kasi nasanay na ako.</p>   | <p>In terms of manual enrollment, it's about 7 because I'm used to it.</p>  |
| 15. What is the benefits of your manually enrollment system?                             | <p>NONE</p>   | <p>NONE</p>   |
| 16. How did you face the online enrollment despite of having pandemic?                   | <p>Wala naman kaming naging problem kasi yung enrollment namin during pandemic is online thru google form. Sa tingin ko naman di naman nahirapan yung mga estudyante kasi marami kaming naging estudyante during that time kahit na pandemic.</p> | <p>We didn't have any problems because our enrollment during the pandemic is online thru Google form. I think the students didn't have a hard time because we had many students during that time even though it was a pandemic.</p>                     |
| 17. What are the struggles you encountered during enrollment in pandemic?                | <p>Yung payment kasi online din siya tinitignan nila jan base on my observation pag nagbayad kayo online for example G-cash kailangan ma double check muna nila doon sa passbook kung pumasok ba</p>  | <p>The payment is also online because they look at it based on my observation when you pay online for example G-cash they need to double check in the passbook first if that amount is entered In and</p>   |



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|   |   |   |
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|   | yung amount yun tas lalagyan pa nila ng pangalan yun. Kaya natatagalan sila magbigay ng resibo sa inyo.   | they will put a name on it. So they take a long time to give you a receipt.   |
| 18. How the tuition fee of the students being recorded?                                 | Pagnagsent kayo ng for example G-cash kailangan nilang icheck yun kung pumasok na sa passbook.  | When you send for example G-cash, they have to check if it's entered in the passbook.   |
| 19. What kind of problems you encountered when it comes in tuition fee of the students? | NONE  | NONE  |
| 20. What ideas do you have to improve to the effectiveness of your enrollment process?  | Yung enrollment system yung ineexpect ko na pwedeng gawin mapabilis yung enrollment natin in terms of yung pagsusulat dapat matanggal yun para at least computerize na lang hindi na mahirapan sa student hindi rin mahirap sa registrar. | The enrollment system Is what I expect that can be done to speed up our enrollment in terms of the writing and it should be removed so that at least it is computerized so that it will not be difficult for the student, nor in the registrar. |

**TABLE 7. Interview**

**Interviewee:** Mr. Benny De Castro

| Interview Questions                                  | Answer  | Translate  |
|--|---|--|
| 1. How do you keep student information confidential? | So syempre, ang lahat ng mga information coming from the students ay tinatago talaga namin. Hindi naming nileak ito sa kahit na sino unless na ito ay sabihin ng student or hingin ng isang specific na tao na from the school na | So of course, we really hide all the information coming from the students. We don't leak it to anyone unless the student says it or asks a specific person from the school to use it for school purposes only. |



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|  | gagamitin din ito sa school purpose lang.   |   |
| 2. What will you do if the student file are loss?  | So siguro syempre if ever na mawala yung file ng student I a-approach muna natin si student regarding doon sa mga necessary informations na nawala doon sa system natin.  | So maybe, of course, if the student's file is lost, we will first approach the student regarding the necessary information that has been lost in our system.  |
| 3. How can you assure that the students' files and information are safe and away from using it to any form of scams? | Sa registrar's office sinisiguro natin na ang mga necessary information na galling sa student from the name until the age, gender, address, contact number, email add ay talagang nakatago ito on a specific file if I'm not mistaken on registrar ito ay naka excel. Microsoft Excel or naka spread sheet sya na kung saan doon nakalagay yung mga necessary informations na kailangan at hinihingi ng mga registrars natin. | In the registrar's office we make sure that the necessary information from the student from the name until the age, gender, address, contact number, email add is really hidden on a specific file if I'm not mistaken on registrar it is in excel . Microsoft Excel or he has a spread sheet where the necessary information needed and requested by our registrars is placed there. |
| 4. How do you prioritize a variety of different tasks?   | So syempre I a-apply natin dito yung tinatawag natin na multi-tasking kasi habang may specific na for example sa enrollment session once na mag start na ulit yung enrollment kailangan natin pairalin yung multi-tasking na  | So of course we will apply here what we call multi-tasking because while there is a specific for example in the enrollment session once the enrollment starts again we need to allow the multi-tasking where all those who  |





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|   | <p>kung saan sabay-sabay lahat yan na nag e-enroll and also meron ka rin I e-entertain na mga old student at the same time in the enrollment session.</p>  | <p>enroll and also you have I will entertain old students at the same time in the enrollment session.</p>  |
| <p>5. Which administration and database software are you familiar with?</p>     | <p>In terms of the administration software and the database software most of the time registrars are using spreadsheet or a Microsoft excel to ensure the specific informations na necessary just like yung personal information as well as yung mga specific na file para sa mga payments naman ng mga students regarding sa official receipt nila and also sa mga payments nila every quarter, every examination and every semester.</p> | <p>In terms of the administration software and the database software most of the time registrars are using a spreadsheet or a Microsoft excel to ensure the specific information that is necessary just like the personal information as well as the specific files for the students' payments regarding their official receipt and also their payments every quarter, every examination and every semester.</p> |
| <p>6. What are the typical problems and worries with the enrollment system?</p> | <p>Okay, sa tingin ko ang magiging problema ng enrollment system ay if ever na yung security nito is mahina definitely lahat ng mga files na nasa loob, lahat ng mga data, or what we call as database na nasa loob nito ay sabihin na lang natin na magkakaproblema if ever man na ang security ay</p>  | <p>Okay, I think the problem with the enrollment system is that if ever its security is weak, definitely all the files inside, all the data, or what we call as database inside it, let's just say that there will be problems if ever the security is weak so in an enrollment system or enrollment database system its security must not</p>   |



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|   | <p>mahina kaya dapat sa isang enrollment system or enrollment database system ay dapat ang security nito ay hindi basta-basta mapapasok ng, for example virus para hindi mawala yung mga necessary files na meron ako.</p>  | <p>be easily entered by, for example virus so that the necessary files that I have are not lost.</p>   |
| <p>7. What are the errors you encountered while saving the students information?</p>  | <p>So most of the time registrars encountered problems na kung saan ay sa pangalan mismo, for example once na narinig nila yung pangalan most of the time kapag nagsusulat na sila or nagta-type na sila may mga specific na spelling sa mga names nila sa surname and also sa first name na naiiba so nasa registrar yung fault nun kasi may mga specific na registrars na nami-mistype or na o overlook yung pangalan kasi hindi nila nakikita yung spelling ng pangalan so yun lang naman yung specific na problems.</p> | <p>So most of the time registrars encountered problems which were in the name itself, for example once they heard the name most of the time when they were writing or typing they had specific spellings in their names in the surname and also with the first name that is different so the fault lies with the registrar because there are specific registrars who mistype or overlook the name because they cannot see the spelling of the name so that is the only specific problem.</p> |
| <p>8. What kind of procedure or methods you are using when its enrollment period?</p> | <p>Yun na nga most of the time registrars are using Microsoft excel or also known as the spreadsheet na kung saan ay doon nilalagay yung necessary information as well</p>  | <p>Most of the time registrars are using Microsoft excel or also known as the spreadsheet where they put the necessary information as well as regarding the payment every</p>  |





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|  | as na rin yung regarding sa payment every semester the OR number and also the amount regarding on the specific payment in that specific semester.   | semester the OR number and also the amount regarding the specific payment in that specific semester.  |
| 9. What are the major challenges did you face as a registrar?  | So as a registrar, syempre, last time ayan I became one of the registrar's and isa ako sa mga naging marketer ng school and nag a-assist din into the registrar's office sa may 11 <sup>th</sup> Ave so nakikita kong challenges or major challenges ng isang registrar personel is yung kapag nagsabay-sabay yung mga tao sa pagbabayad and also sap ag I-inquire sa school doon nagkakaroon ng problem and also sumabay pa na may kukuha ng diploma, may kukuha ng form 137, ng grades doon nagkakaroon ng sometimes problem or lapses within the registrar personel. | So as a registrar, of course, last time there I became one of the registrar's and I was one of the marketers of the school and also assisted into the registrar's office on 11th Ave so I see challenges or major challenges of a registrar personnel is when people make payments at the same time and also when they inquire at the school there is a problem and also at the same time when someone gets a diploma, someone gets form 137, grades there is sometimes a problem or lapses within the registrar personnel. |
| 10. What situations do you typically experience as registrar personnel during the enrollment period? | Yun na nga kapag may mga specific na students na sumasabay sa kuhaan ng card, kuhaan ng grades, kuhaan ng diploma at sumabay din sa enrollment session doon nagkakaroon ng lapses and   | That's when there are specific students who go along to get the card, get the grades, get the diploma and also go along with the enrollment session, the registrar has lapses and   |



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|   | problems si registrar na hindi nya sometimes na kayang i-multi task yung mga gawain na yun.   | problems that sometimes he can't multi-task the tasks that's it.  |
| 11. What kind of labeling you use in saving the students information per section and per year?                    | <p>Okay so in terms of labeling, syempre, unang-una is you need to label kung anong year and also anong semester yun. Ile-label mo sya kung anong specific year yung file na yun and also anong sem sya, so for example nag-start ang semester ng January, so ilalagay mo syempre January tapos yung date na yun tapos yung specific na end ng semester na yun so yun yung labeling natin per year and also per section, regardless sa program or sa course nila and also sa year level. Ibang case naman na yun.</p> | <p>Okay so in terms of labeling, of course, first of all you need to label what year and also what semester it is. You will label it with what specific year that file is and also what semester it is, so for example the semester started in January, so of course you will put January then that date and then the specific end of that semester so that's our labeling per year and also per section, regardless of their program or course and also the year level. That's another case.</p> |
| 12. Do you separate the previous records from the current records of the student? If yes, how do you separate it? | <p>So yes, syempre, kailangan nakahiwalay yung mga old records sa recently records natin specifically lalong-lalo na baka maghalo-halo at for example na kailanganin yung mga old records ng registrar ay mabilis mahahanap dahil ito ay naka-arrange and naka-organize into folders ayun.</p>  | <p>So yes, of course, the old records need to be separated from our recent records specifically, especially because they might get mixed up and for example the old records of the registrar need to be found quickly because they are arranged and organized into folders.</p>   |



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| 13. What are the reasons or hindrances makes the requesting of students' documents takes too long? | Ayun, so sometimes kaya matagal dumadating yung mga documents na hinihingi bawat students sa school dahil most of the files na hinihingi just like diploma, form 137, if I'm not mistake yung mga transcript of records yung TOR in short kung magta-transfer, honorable dismissal kapag magta-transfer. Kinukuha pa sya sa pinaka main office ng school kaya dito minsan natatagalan at inaatay pa na pirmahan ng pinaka board of directors or pinaka may-ari ng school bago i-release yung specfic na item nay un at ibaba every branches. | Well, so sometimes the documents requested by each student at the school take a long time to arrive because most of the files requested are just like diploma, form 137, if I'm not mistaken the transcripts of records, the TOR in short if transferring, honorable dismissal when transferring. He is still being hired at the main office of the school, so it sometimes takes a long time and is still waiting to be signed by the board of directors or the owner of the school before the specific item is released and sent to every branch. |
| 14. How would you rate the overall benefits of enrollment experience? (1 to 10) and why?           | Okay sa tingin ko ay, overall benefit ay 9, kasi most of the time students are going here, kasabay rin ng mga old students para mag-enroll and sometimes yun na nga minu-multitask ng mga registrar dahil habang nag e-enroll yung mga students may mga estudyante rin na kumukuha ng mga iba't-ibang mga papers in school.  | Okay, I think the overall benefit is 9, because most of the time students are going here, at the same time as the old students to enroll and sometimes that's why the registrars are multitasking because while they are enrolling students there are also students who take different papers in school.  |





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| <p>15. What is the benefits of your manually enrollment system?</p>           | <p>So ang benefits ng manually enrollment system or yung nakasanayan na system na ginagamit ng school natin is syempre ito yung nakasanayan nilang gamitin at mas madali na sa kanila itong gamitin since na matagal na nila itong ginagamit at sanay na sanay na sila every click and every specific na command na gagawin nila on that specific enrollment system which is nga yung Microsoft excel.</p>  | <p>So the benefits of the manual enrollment system or the usual system that our school uses is of course this is what they are used to using and it is easier for them to use it since they have been using it for a long time and they are very used to every click and every specific command they will do on that specific enrollment system which is indeed the Microsoft excel.</p>  |
| <p>16. How did you face the online enrollment despite of having pandemic?</p> | <p>Nung mga nakaraan syempre alam nating we are in the midst of pandemic still marami pa ring mga students na nageenroll kahit na pandemic and we are also catering them through our online classes. Sa enrollment session naman pumupunta pa rin naman sila may mga student na pumupunta sa school at nagbabayad mayroon din naming mga student na nagbabayad through online platform just like bank transfer or gumagamit sila ng or iba pang online transfer just like</p> | <p>In the past, of course we know that we are in the midst of a pandemic, there are still many students who enroll even though it is a pandemic and we are also catering to them through our online classes. In the enrollment session, they still come, there are students who come to school and pay, we also have students who pay through online platforms just like bank transfer or they use or other online transfer just like Paymaya, G – cash or what so ever</p> |



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|   | Paymaya, G – cash or what so ever.   |   |
| 17. What are the struggles you encountered during enrollment in pandemic? | So yun na nga, isa sa mga struggles na na-encounter ng school during pandemic is yung mga students ay biglang kumonti, so bakit kaya? So syempre, unang pandemic may mga students na nahinto sa pag-aaral at kinailangan nilang magtrabaho dahil nga sa 2 years na pandemic yung mga, siguro mga parents nila or their guardians ay nawalan din ng hanap buhay kaya sila ay tumutulong din sa mga or sa paghahanap-buhay kaya most of the time huminto sila sa pag-aaral at yun yung mga problems na-encounter sa pandemic or noong nakaraang pandemic during enrollment na kumonti yung students na nag-enroll from the senior high school and the college. | So that's it, one of the struggles that the school encountered during the pandemic is that the students suddenly behave, so why is that? So of course, the first pandemic there were students who stopped studying and they had to work because of the 2 years of the pandemic, maybe their parents or their guardians also lost their jobs so they are also helping those or earning a living so most of the time they stop studying and those are the problems encountered during the pandemic or during the previous pandemic during enrollment that the students who enrolled from the senior high school and the college were reduced. |
| 18. How the tuition fee of the students being recorded?                   | Tuition fee is being recorded through the use of spread sheet or Microsoft excel din. So katulad ng binanggit ko kanina na gumagamit sila ng spreadsheet or Microsoft excel para i-list down yung mga students na nagbabayad,  | Tuition fee is also being recorded through the use of spread sheet or Microsoft excel. So like I mentioned earlier that they use a spreadsheet or Microsoft excel to list down the students who pay, what date they paid,   |





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|  | <p>anong date sila nagbayad, anong specific year yung file na yun, anong specific semester, and also ano at magkano yung specific na binayad nila for that specific semester or quarter.</p>   | <p>what specific year is that file, what specific semester, and also what and how much is the specific they paid for that specific semester or quarter.</p>   |
| <p>19. What kind of problems you encountered when it comes in tuition fee of the students?</p> | <p>Isa sa mga problems na na encounter natin in terms of the tuition fee is, si student, if ever man na late sya magbayad si registrar ay nagbibigay sya ng penalty sa mga ito para maging, sabihin na lang natin na maging aware sila na kailangan nilang bayaran para hindi, par ahindi magkaroon ng penalty yung mga monthly payments na kailangan nilang bayaran, kasi ang school natin in Datamex ay merong two types of payment na pepwede mong bayaran si tuition fee or si miscellaneous. It can be cash basis and also it can be installment. So kaya binibigyan ng penalty si student for the installment basis, para maging aware sila na yung date na yun or yung week na yun is yun lang yung date kung kailan sila</p> | <p>One of the problems that we will encounter in terms of the tuition fee is, if a student is ever late to pay, the registrar will give them a penalty so that, let's just say that they should be aware that they have to pay otherwise, so that the monthly payments they have to pay don't have a penalty, because our school in Datamex has two types of payment that you can pay the tuition fee or the miscellaneous. It can be cash basis and also it can be installment. So that's why a penalty is given to the student for the installment basis, so that they are aware that that date or that week is the only date when they will pay and if they go beyond that they will have a penalty to pay it.</p> |



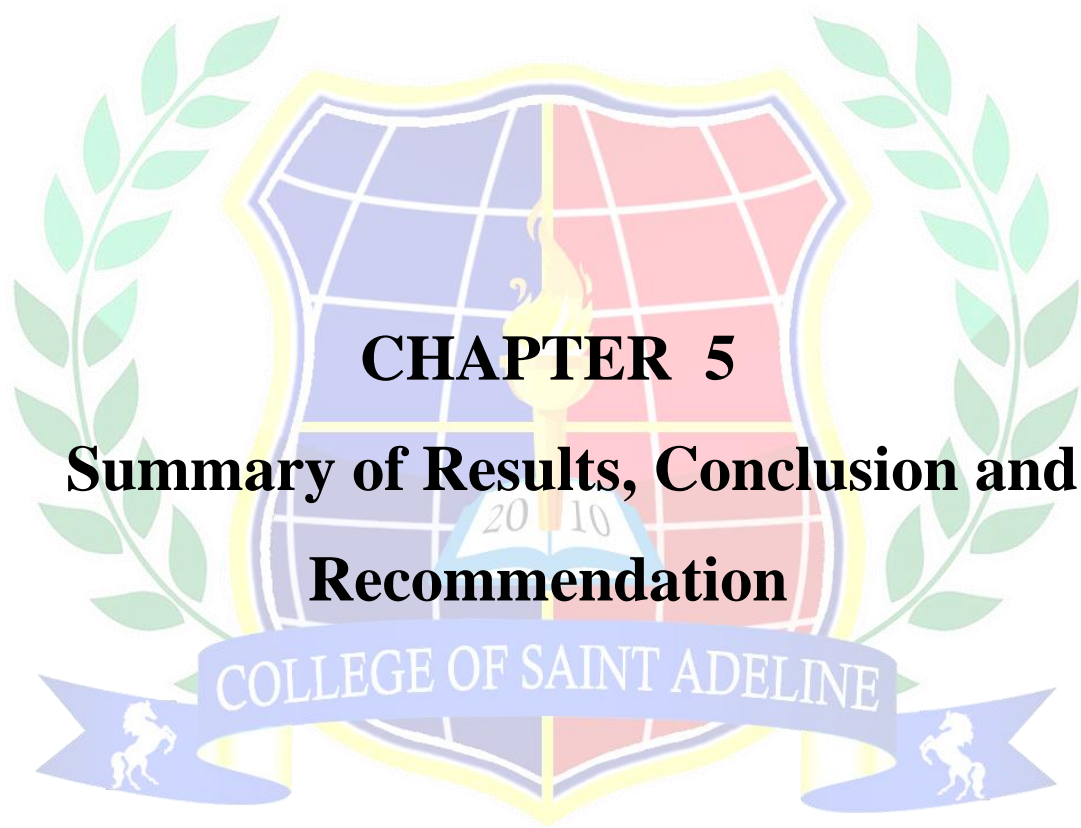
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|  | magbabayad at kapag lumagpas doon sila magkakaroon ng penalty para bayaran yun.  |  |
| 20. What ideas do you have to improve to the effectiveness of your enrollment process? | Okay sa tingin ko isa sa mga ideas na pe-pwede nating gamitin sa enrollment process is magkaroon ng magandang system or maganda sabihin na lang natin na online system na pe-pwede nating magamit sa enrollment process na makatutulong din sa registrar at the same time sa student para mabilis ma-access at mabilis din ma-list down kung sino-sino yung mga students per program or per course. So yun lang po and maraming salamat. | Okay, I think one of the ideas that we can use in the enrollment process is to have a good system or let's just say good online system that we can use in the enrollment process that will also help the registrar at the same time in student to quickly access and quickly list down who the students are per program or per course. So that's it and thank you very much. |

**Table 8:** Interview

Upon examining and analyzing the answers of our interviewee which are Ms. Marianne Pancho and Mr. Benny De Castro we have gathered that using the current enrollment system has many challenges. The highlight of our interview with them is that the current enrollment system causes misplacement of records, slow process, and ineffective time management. Additionally, the way they kept all the student files is not organized. All the things mentioned above led the researcher on how to make solutions with the things they are currently facing with the current enrollment system. This kind of struggle motivates the researcher and come up with the computerized enrollment system which can help the registrar staff to lessen all the possible threats and slow process.



## **CHAPTER 5**

### **Summary of Results, Conclusion and Recommendation**



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### **SUMMARY OF RESULTS, CONCLUSION AND RECOMMENDATION**

This chapter includes a summary of the researcher results, a documented conclusion, and recommendations to help improve the enrollment system and future researchers.

#### **Summary of Results**

As our generation getting modern day by day, students expect that this kind of modernization will help them to make their life easier yet protectable and safe. In alignment or modernization researchers want to prove that even the schools or institute can be part of this technology development.

The researcher wants to help the school to achieve the technology development, one of these is the Enrollment System. As we all know time is very important to each and every one of us, it is one of the goals of the system to make the enrollment process less time consuming and less hassle for the enrollees. Also, one of the problems nowadays is the security of the information, especially the personal information that can be used to make a scam if leaked. One of the goals of our research is to keep all the data and information of the student away from any form of harm and scams.

The researcher conducts a surveys and interviews to know what possible problem that the students are facing and experiencing during the enrollment period. In order to give attention to the struggles of the students, researcher came up with the system that our programmer will present.

The researcher found out that the students and the interviewees experienced struggles during the enrollment period. This helps the researcher to push and improve the enrollment system that the Datamex College of St. Adeline Caloocan Branch has. The new and improved system will be beneficial to the registrar staff. It will make the enrollment system faster than the old enrollment system. Even the system is new





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it is easy to use by the registrar staff because the programmers make the system-friendly and easy to understand.

### **Conclusion**

Following all of the studies, research, and observations, the researchers find that Datamex College of Saint Adeline is experiencing difficulties with the enrollment system, particularly with handling student data, information, and registration. Some of the problems that the registrar experiencing is the inaccuracy of information, time consuming enrollment process, lack of staff, data security when it comes to the data and information of the students and misplacing of records.

This research will help the registrar staff organize their time when it comes to recording student data. In terms of data privacy, this study discovered that it is ideal to employ a computerized enrollment system with access restricted to management and office personnel. The enrollment system helps the school to accommodate and entertain more incoming students to enroll. This will lessen the workload of the registrar staff, giving them more time to publish or advertise the school to convince the school's target students.







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### Recommendation

The researcher proposes developing a multi-functional computerized enrollment system. To begin, the researcher proposes that the system should include an online payment platform that allows students to pay their tuition fees.

Second, the system should be required to be used by students and should be user-friendly so that students can readily input their information into the system.

Lastly, the enrollment system should have extra feature like calculate student grades, generate the tuition charge slip, calculate record payments, and create class schedules.

Incorporating these functionalities into the enrollment system can improve the overall student experience by streamlining the enrollment process.

