**Background of the Study:**

The process of reserving a room usually involves manual input and is very time consuming. Reservation of room is very important when it comes to class or club meetings because it doesn’t require students to go to other places just to have their meetings. It takes a lot of time when reserving a room especially if it is manually operated. In order to reserve a room, the student should reserve earlier than the day of the meeting so that if there might be any changes it won’t be a hassle and there won’t be any problem.

In NDDU, reserving a room needs to undergo a couple of processes wherein the student must go from one building into another just to reserve a spot for the club meetings and other activities. The room must be reserved days before the meeting so that if there will be any changes in the venue or time it can be catered at once without interfering with any school activities. The process in NDDU’s reservation system is manually operated where the students are required to have a reservation form. The reservation of room is very inefficient especially if there is only a lesser amount of time and the room is needed immediately.

The reservation system uses a paper-based system wherein students need to request a reservation form, fill up the form and let the professor in-charge to sign it. This kind of process requires too much time and is very inefficient for the person who’s in need of a room. The current system requires to access a reservation form from the PPO wherein the information about the materials needed, what room to reserve, what reason is it need for and the number of students who will attend the meeting must be filled up. After filling up the form, the student have go to different buildings/offices such as OSA, PPO, and dean’s office, where the in-charged personnel is task to approve and sign the request. This process takes a lot of time because the buildings are far away from each other.

**Current Reservation System:**

In NDDU, the reservation system uses a paper-based system wherein they are to request a form, fill the form, and let professors in-charge to sign it. This kind of process requires too much time and is very inefficient for students in need of a room. The current system requires the student to access a reservation form from the PPO wherein they fill up the needed materials, what room to reserve, and what reason is it need for. After the filling the form, the student goes through different buildings (OSA, dean’s office and PPO) where he/she lets the in-charged personnel to sign their request to validate it. The process is very time consuming because the building isn’t near each other.

**The Problem:**

Due to their legacy system where paper is involved. It takes a lot of storage space to store these papers and it is also time consuming when looking for the request form. Confirmation also takes a lot time because of the distance between needed offices. Students who reserve the room are forced to go back and forth in these offices just to get the confirmation done.

**Proposed Solution:**

After analyzing the problems of the current system in the university, the researchers came up with a solution that would speed up the process of reservation and increase the efficiency rate of the entire operation.

The researchers decided to create a software system wherein most of the manual process will be converted into a digital interface and a more interactive system. The proposed system includes the ff.:

The system is needed to be access within a local access network where two different offices or more can communicate without real-life interaction. This process is mainly used for confirmation of reserved rooms. In line with that, a database is present to store and retrieve information from certain requests. A list of available rooms will also be included with their available date and time. A user-friendly interface will be made for easy navigation of the software.

**Conclusion:**

In conclusion, the researchers decided to digitalize the reservation system to increase efficiency and lower the cost of time for the students and the offices combined.