**Chapter 3**

**RESEARCH METHODOLOGY**

**Environment**

The research study was conducted at the La Salle University – Ozamiz City specifically in the different college departments and some major offices of the school; formerly known as Immaculate Concepcion College which was formally turned over to the De La Salle Brothers and was named Immaculate Conception College – La Salle way back 1994.

**Research Respondent**

The respondents of the study are the PIO (Public Information Officer) of the SSC (Supreme Student Council), the secretaries in each college and some major offices at La Salle University – Ozamiz.

**Research Instrument**

The proponents conducted an interview from the respondents of this study as stated above. Open-ended questionnaire is being used to ask the said respondents. And with the help of those questionnaires, the proponents were enlightened-up more of the idea of how important this project is and guided accordingly unto what does this project should be. See Appendix B for the interview guide.

**Data Gathering Procedure**

The proponents secure a transmittal letter from the dean which is given to each respondent. The proponents visited each college and some major offices of the La Salle University – Ozamiz City to conduct an interview. The proponents asked the permissions of each secretary in every college and some major offices if they’re willing to participate before they proceed in conducting an interview that’s consist of three to four (3 - 4) major questions and supporting questions.

**Treatment of Data**

The information that has been gathered and collect by the researchers were arranged in order, validated and analyze well; and also serves as a guide in developing the system.