Interview Summary

1. Mr. Cabaya

We have interviewed Mr. Cabaya, one of APC’s guards. According to Mr. Cabaya, the current process for issuing violations includes:

* 1. Informing the students of the violations committed
  2. Asking the students to write his/her information in two violation slips
  3. Guards asking for school ID to confirm information
  4. Guard completing the two violation slips and signing it
  5. Giving the student a copy of their slip

At the end of the day, guards will have to submit the compiled violation slips to the discipline office. An average of 30 violation slips are issued per day.

1. Rosemarie Alejandro

For me, issuing a violation slips are not eco friendly and it is a waste of paper.

1. Dayle Igno
2. It is a bit of a hassle to fill up a violation slip. For example, if you are running late and you still have to fill it up, the time that I consumed filling it up is a waste.
3. It will be efficient if we will be using our issued ID’s for violations to make it paperless.

User Needs

1. Guards needs a way to issue violations faster.

Guards stationed at the entrances are tasked to issue violations on top of their security responsibilities. Performing both these tasks at the same time are not only tedious but also time-consuming. Apprehended students sometimes must wait for the guards to check all the bags of students before a violation slip is issued for them.

1. Guards needs to be able to check student credentials faster.

There were numerous reports of students using the credentials of other students. Because of this, guards also check the I.D. of the student upon issuing violations.

1. Guards needs a way to issue violations without using paper.

The current system uses papers. A single violation requires two violation slip, one for the student and another for the Discipline Office. This is costly, and a waste of resources. Also, this is one of the few remaining tedious and manual task in Asia Pacific College, a center for excellence in Information Technology.

1. Guards needs a way to issue violations in legible form.

Both students and guards may not write legibly on the form which has been difficult for the guards themselves and Discipline Office to understand and record appropriately.

1. Students needs a way to monitor their violations.

There is no other way for students to track their violations except for manually keeping the violation slip issued to them.

1. Discipline Office needs a way to monitor student violations easily.

The Discipline Office manually records all violations based on their copy of the violation slip. Everyday, guards submit the violation slips to the Discipline Office for recording.

1. Discipline’s Office needs a way to cancel violations without searching for violation paper issued.

Upon cancellation of violations, the Discipline Head must take note of the cancellation or find the paper in the records of violation.

Point of View

An electronic violation system can minimize issuing time, allow transparency and ease of access for all users.

* Issuing violations shouldn’t be a tedious task for security guards.
* Violations can be issued electronically, especially in an IT enabled school.
* By using NFCs in student ID, student verification can be quick and easy.
* Students and the Disciplines Office can use FLAVIO to track their violations.