FACULTY RANKING WITH ONLINE PORTAL SYSTEM (FROPS) FOR SBCA-CAS DEPARTMENT: A PROPOSED ENHANCEMENT TO THE CURRENT FACULTY RANKING SOFTWARE

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INTRODUCTION

Information Technology age presents an enormous impact in the current society. Technologies, mechanism, network, online services and internet are the primary issues in the information era. Basically, information age generates development and offers good communication that gives people a well-situated lifestyle.

This study is a proposed enhancement to the current faculty ranking software used by San Beda College Alabang's College of Arts and Sciences Department Ranking Committee. It uses the technology that can speed up the manual ranking process using the web portal and manage the information efficiently and effectively using the proposed system modules.

Specifically, this study seeks to answer the following questions:

- *How to speed up the ranking process of the committee.*

  It takes three (3) months to finish the ranking period because the committee has to encode all the required information in the folder submitted by the faculty members. Encoding would be done by the commitee during their spare time.

- *How to enchance the current Faculty Ranking Software.*

  Currently, the system is created using Microsoft Access and data come from Microsoft Excel submitted by the ranking committee. From the Microsoft Excel datasheet, they are manually imported to Microsoft Access to store the information. Some of extracted information are lost if the outline column from the excel did not match with the MS Access columns as well as the other required fields. Searching Facility can also be improved and the counting of totals for a year in a specific category is done manually as well as the remarks for classification.

These questions are used to come up with the solution which is to develop a Faculty Ranking with Online Portal System (FROPS).

BACKGROUND OF THE STUDY

Currently, the Faculty Ranking Committee is responsible for managing the ranking points of faculty members. They are composed of four appointed members, the Vice-Dean for academic affairs, chairs and selected faculty member in different programs. Every academic year, faculty members are required to submit the photocopies of their credentials correlated to the classifications stated in the faculty manual for the given period. This faculty manual serves as the basis for assigning points in every document.

Once the documents are collected, they will assign these documents part by part to every member of

the ranking committee. The committe will now encode the details in Microsoft Excel using a certain format. After encoding, they will send the file through email and export the data to the application software created using MS Access.

Using the software, the committee will search for a name then will start to evaluate. Evaluation is performed line by line using the document provided. The selection of appropriate classification and encoding of ranking points will be done manually by referring to the faculty manual. Tracking of the maximum number exceeded is also evaluated manually which results to a slow moving process. The listed data from the software is not the sequence order from the document submitted which also results to difficulty in the evaluation process.

After the evaluation of all documents, the printed report will be submitted to the Human Resources Department for approval.

Objectives of the Study

The study aims to enhance the current Faculty Ranking Software of San Beda College Alabang in the College of Arts and Sciences Deparment.

Specifically this study aims to:
- Provide a facility for faculty members to update their information.
- Provide a module for the Ranking Committee to evaluate and update information of faculty members.
- Provide a module for the final approval of the Human Resource Management Office.
- Provide an administrator facility for managing and maintaining the system.

Significance of the Study

   The proposed system for SBCA-CAS will benefit the following:

- **Faculty Members**

    Each of the faculty member would have an account to store and update their information for ranking through Online Faculty Portal.

- **Ranking Committee**

    The system will help the ranking committee to speed up the ranking process. There will be no volume of data to be encoded with the use of Online Faculty Portal.

- **Human Resources Department**

    The information of faculty ranking needed by the Human Resource will be managed directly through the Human Resources Module.

- **Future Researchers**

    The system can be used by future researchers and inspire them to develop or enhance the system with the same field of study.

Scope and Limitation of the Study

Scope of the study

- Online Faculty Portal

    The faculty members will use a username and password in order to enter the online portal. They can manage their accounts by entering appropriate data from the submitted documents. They can know their current ranking points once the Faculty Ranking Committee completes the review and approval of the submitted documents but the Human Resources Department will still be the final approving authority.

- Administrator Module

    This portal is used to maintain the databases in the system. Managing faculty information, classification, ranking points and users of the system will also be covered. On this module, the ranking period and the deadline of submission will be set by the administrator before faculty members use the online system.

- Faculty Ranking Committee Module.

    The Faculty Ranking Module will be used by the ranking committee to evaluate and approve all the documents submitted by the faculty member through faculty portal. Approved documents will be marked as credited or not credited with corresponding remarks. While evaluating the data, they

can select the approriate classification to display the total ranking points. They cannot proceed if there are invalid data such as excessive points per classification (e.g. 12 points if a maximum of 10 points per year is set for the seminars attended), dates that qualify for the next ranking period, and initial remarks for classification will be prompted after saving. The points assigned by the Ranking Committee and the Human Resources Management Office (HRMO) based on the submitted documents will also be reflected as credited or not credited in the Online Faculty Portal. The generation of reports needed by the faculty and the HRMO is also provided in the Module.

- Human Resources Department Module

    The Human Resources Department Module will be used to approve all the submitted information from the Faculty Ranking Commitee Module. Approved information will be listed in the said module and the Faculty Portal.

Limitation of the study

- The Design of the software is based on the faculty manual procedures. Any changes in the faculty manual will affect the design of the system.

- The prototype will be developed using the visual basic.net.

SYSTEM DESIGN SPECIFICATION

The *System Design Specification* (SDS) is a complete document that contains all of the information needed to develop the *system*.

The researcher gathered all data to come up with the approriate database design of the prototype that is reliable, accurate and normalized database design to ensure data integrity. It composed of five (5) tables which are faculty, committee, human resource, transaction, audit trail.

From the data given in the statement of the problem, the researcher focused on the goal to come up with solutions and provide faster and accurate data storage to ensure that retrieval and updating of records can be more systematic. With this, the developer observed the current flow of the ranking process to create the prototype that will satisfy the ranking committee.

The following hardware and software components will be used to develop the prototype:

- Windows 8.1 – used as the operating system.
- Microsoft Visual Basic.NET – a programming language used to developed all the modules in the system such as Ranking Committee Module, Human Resources Module and Administrator Module.
- HTML/ASP/PHP – Languages used to develop the Online Faculty Portal.
- MS Access 2013 – an application software that is used to design the tables and database of the system.
- Google Chrome/Mozilla Firefox- an Internet browser used for Online Faculty Portal.

- Two (2) sets of Personal Computer – One unit for Module and One unit for Online Portal, must have minimum requirements of Pentium 4 or higher with at least 256 MB of RAM, Local Area Network (LAN) card and universal serial bus (USB) slots.
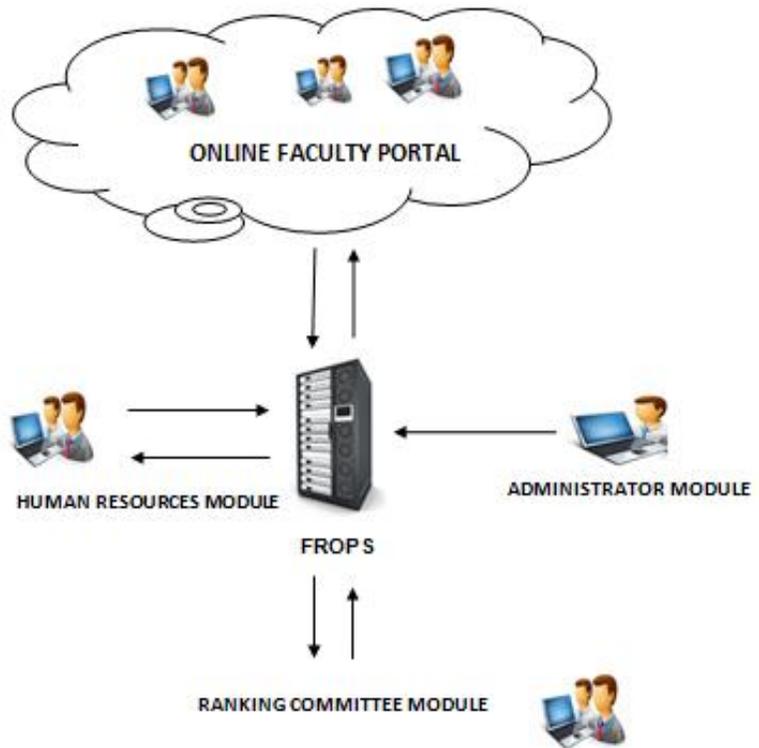
Figure 1.0 Prototype Infrastructure Diagram.

The diagram shows the protoype of the system as a whole. The faculty member may use the online system to send their information to be stored in the server setup by the administrator. Information from the server will also be used by the committee to evaluate and

update the faculty ranking status. Updated records will be used by the Human Resources Management Office for final approval. These can be be viewed by the ranking committee as well as the faculty members.

Sample Screen Design of Faculty Portal
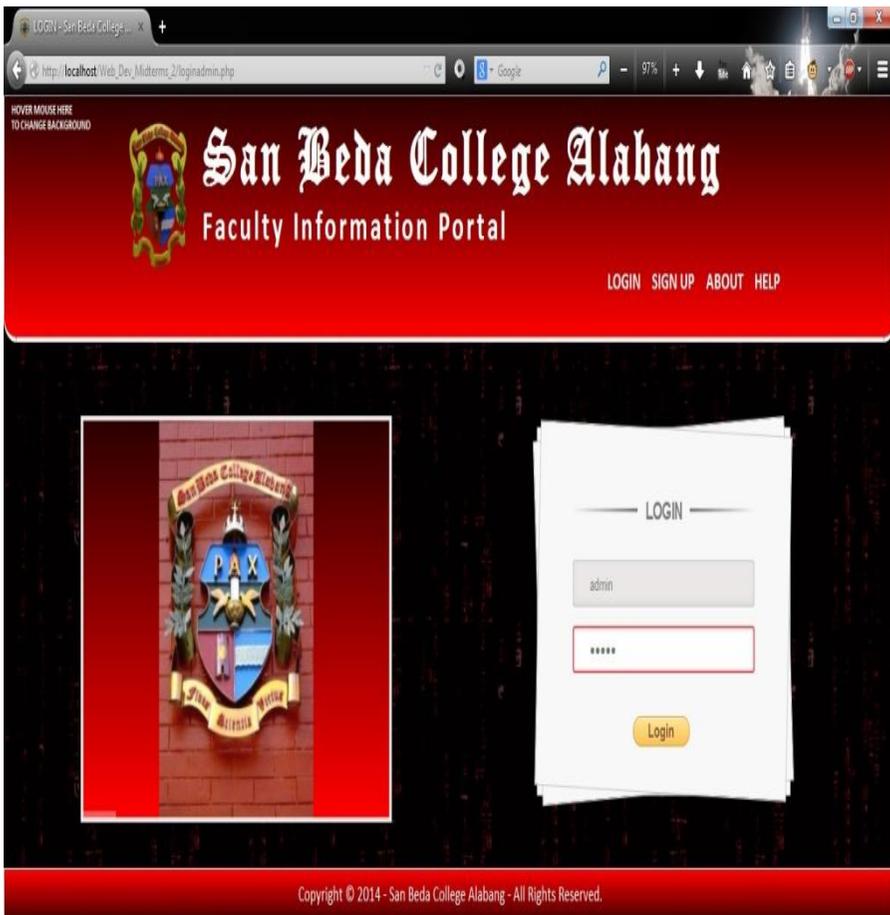
Figure 2.0 Faculty Log-in Screen

Figure 3.0 Faculty Information

Figure 4.0 Information Maintenance

CONCLUSION AND FUTURE DIRECTION

The implementation of the Faculty Ranking with Online Portal System will be of great help to the San Beda College Alabang Community especially to the ranking committee. With the use of SQL server technology, the database handling system will be strengthened. The Ranking Committee can easily evaluate and update the ranking status of faculty members with the use of the system modules that provide a user-friendly interface design to avoid the slow moving process. Faculty members can likewise be easily updated on the ranking points assigned to them by the committee through the use of the Online Faculty Portal.

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