# Utilization of Developed Automated SF9 for Teachers Efficiency in Accomplishing Students Records

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*Abstract—* The adoption and modification of these forms was intensified because additional forms were added by DO 8, 2015, wherein the Report Card was renamed to Learner's Progress Report or School Form 9 (SF9). The format and content of the existing Progress Report Card will still be adopted in all grade level. Suba National High School cope with the changes by innovating a School Form for the benefit of the both the Teachers and the Client in a form of automation. The concept of automation is applied and currently being tested on school forms, particularly on the School Form 9 (Progress Report Card). The research showed a very impressive result when it comes to the teachers' perceptions and conclude that it is an opportunity to elevate more the status of innovation in accomplishing school forms and other documents. Therefore, the Developed Automated SF9 is reliable and usable in terms of accomplishing the School Report Card.

*Keywords—* Innovation, School Forms, Automated forms, SF 9.

## 1. INTRODUCTION

The Nationwide implementation of K to 12 Basic Education Program of Department of Education is accompanied with different policy and memoranda to follow in terms of changing the system in the department. The standardization of different forms was utilized in every school since DO 4, S. 2014 entitled Adoption of The Modified School Forms (SFs) For Public Elementary And Secondary Schools Effective End Of School Year 2013-2014, was released.

The adoption and modification of these forms was intensified because additional forms were added by DO 8, 2015, wherein the Report Card was renamed to Learner's Progress Report or School Forms SF9). The format and content of the existing Progress Report Card will still be adopted in all grade level.

Suba National High School cope with the changes by innovating a School Form for the benefit of the both the Teachers and the Client in a form of automation. Automation is the use of control systems to control processes, reducing the need for human intervention (Dickinson, 2009). Putting this into context, automation is having technology do things for you so that you don't have to. Automation is already around us. When you're at a set of traffic lights, there isn't a traffic light operator that decides when to change the light from red to green. It is done automatically. The automated teller machines are much faster than a human teller in an actual bank and even less hassle. In the field of manufacturing, factories use machines instead of people in doing most of the work.

The concept of automation is applied and currently being tested on school forms, particularly on the School Form 9 (Progress Report Card) in Suba National High School – Main. An orientation-seminar-presentation was organized which imparted how the automation of the School Form 9 works. It also presented the requirements necessary for the system and other features as well.

This research investigated how "automation" helped the teachers in accomplishing school records efficiently and easily. As Endsley 2018, discussed that automation creates a big impact on the human performance on their workloads from which that automation of forms exhibits wider advantages that facilitates more efficient work and real time error checking. (N. Gehani 1982)

## 2. METHODOLOGY

This research used Qualitative Research Methods wherein it involves collecting and analyzing non-numerical data (e.g., text, video, or audio) to understand concepts, opinions, or experiences. It can be used to gather in-depth insights into a problem or generate new ideas for research. Qualitative research is used to understand how teachers experience the used of the system.

### *Participants and / or other Sources of Data*

There were eight (8) teachers of Suba National High School who utilized the Developed Automated SF 9 Program/ File in accomplishing the Students' Progress Report Card.

School Checking of Forms Committee was designated to monitor the status of the Developed Automated SF 9 to check and assess the teacher's capability in utilizing the program/ file.

A feedback form was also employed to solicit the teacher's perception in using the program.

### Data Gathering Methods

The researcher provided a feedback questionnaire to gather a response and select the positive perception to improve the program/ system.

The Level of Efficiency of the teacher was also assessed through Observation and Checklist accomplished by the School Forms Checking Committee. The time took to accomplish a School Form was then compared to the time spend in using the Automated School Form 9. Then the data was treated using the adapted Efficiency Of Work.

The efficiency is the amount of work that a person can do in some certain time. That is:

**Efficiency = Number of Hours Spend ÷ Total number of x 100% Hours Needed to Accomplish the School Form**

### Proposed Innovation, Intervention and Strategy

This research was conceptualized to develop an automated school form 9 and to assess the teachers' efficiency in accomplishing school forms. The study focuses on variables that are presently available were treated and determine how it was affected
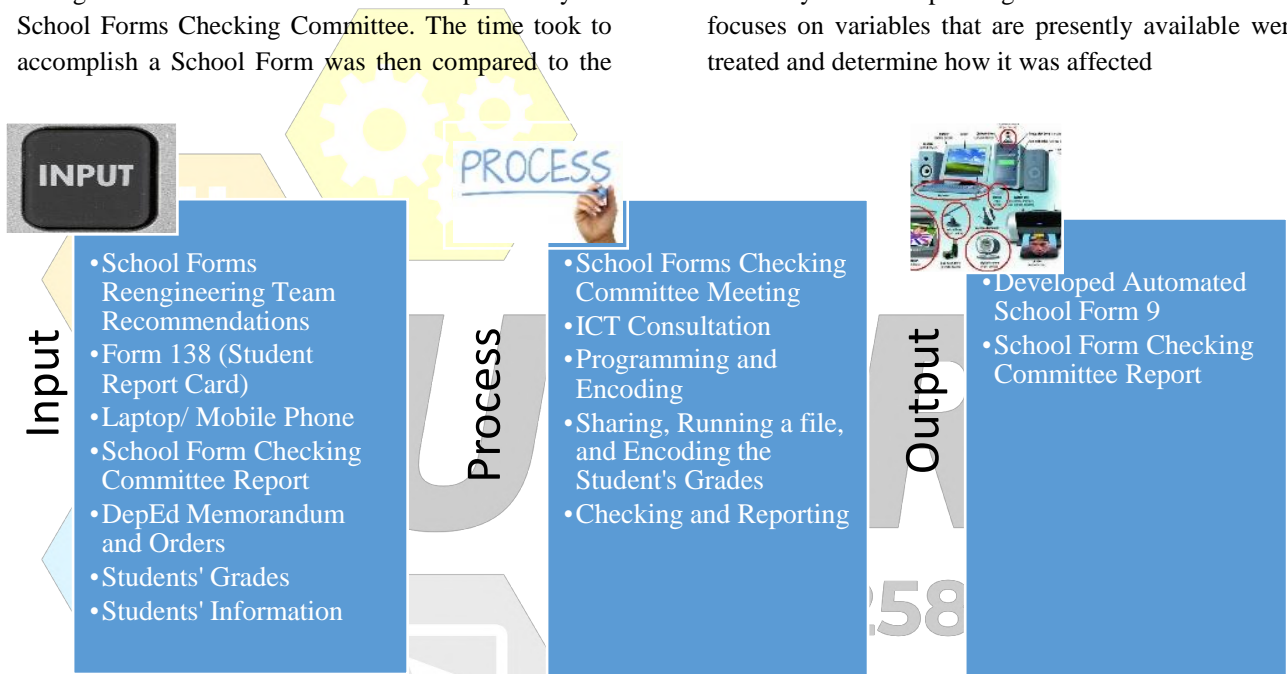


**Input**
- School Forms Reengineering Team Recommendations
- Form 138 (Student Report Card)
- Laptop/ Mobile Phone
- School Form Checking Committee Report
- DepEd Memorandum and Orders
- Students' Grades
- Students' Information

**Process**
- School Forms Checking Committee Meeting
- ICT Consultation
- Programming and Encoding
- Sharing, Running a file, and Encoding the Student's Grades
- Checking and Reporting

**Output**
- Developed Automated School Form 9
- School Form Checking Committee Report

*Figure 1. Research Paradigm*

### Innovation

The proponent of the study developed an automated school form 9 for the teachers to accomplish the form. Automation was not intended to make teacher lazier, but to allow them to have more time to focus in the teaching learning process.

Suba National High School teachers utilized the offline program using the Microsoft Excel program. And this was assessed by the advisers and other programmer other than the School ICT to determine the things needed more in constructing the program with minimal error.

### Intervention

Suba National High School Teachers used the Automated School Form 9 during the School Checking of Forms as Intervention to avoid error and confusion on the students' academic grades.

The research was crafted and developed to cope with the digitization program of the Department of Education and keep the record of the child via online.

### Strategy

The research was developed and undergoes a different phase.
- Phase 1 – is Planning, Orientation Period, and ICT Consultation

- Phase 2 – is about Sharing the File, Exploring, and Encoding of the Students Data
- Phase 3 – Accomplishing the School Form 9 using the Automated School Form

### Action Research Questions

Suba National High School's vision in innovation through technology elevates their operation into the next level to cope with the changes and delivered quality services to all the clients and stakeholders. The study on automation of school forms aims to assist the teachers in doing their task easier and faster than before.

This action research was guided by the following research tasks and questions:

1. ***Research Task 1.*** To determine the positive response for the automated method of accomplishing the School Form 9 and the interest of the teacher in using the system.
   ***Research Question 1.*** What are the teacher's perceptions in accomplishing the School Form 9 using the automated system?
2. ***Research Task 2.*** To developed and assess a program doing all the calculations within the form.
   ***Research Question 2:*** What is the status of the program accomplishing the School Form 9 when it comes to calculations?

3. ***Research Task 3.*** To determine the efficiency of automation program in accomplishing school form 9 or students' records.
   ***Research Question 3:*** What is the efficiency of developed automated SF9 for teachers in Accomplishing the Students Records?

A research hypothesis was utilized and was tested at 0.05 level of significance.

HA: The Developed Automated School Form 9 (SF9) is significantly efficient for Teachers in Accomplishing Students Records.

## 3. RESULTS AND DISCUSSION

The research showed a very impressive result when it comes to the teachers' perceptions. The research question was answered by collecting all the data and evidence. For research question number 1, What are the teacher's perceptions in accomplishing the School Form 9 using the automated system? The table below shows the perceptions of the teachers after using the Automated SF9.

Feedback of the Respondent on the Automated School Form 9

*Table 1. Perception of the Teachers in Using the Automated School Form 9*

| Respondents | Feedback (Summarized) | |
|---|---|---|
| | Positive Points | Recommendations |
| **Grade 7 Teachers** | · Very Comfortable<br>· Easier to Use | · Sub Report Card will also be included and can be printed |
| **Grade 8 Teachers** | · Useful for fast consolidation | · An automatic Description of the Grade must be included |
| **Grade 9 Teachers** | · Adviser has more time to do other paper works | · All Sub Report Card should have a Description of With Honors |
| **Grade 10 Teachers** | · Presentable Report Card<br>· Erasures were avoided | · An online Report Card that can be Issued to the Parents. |

In table 1, it shows every Grade Level Teachers' Feedback and their recommendation on the improvement of the Program/ File in accomplishing School Form 9.

This implies that the study is evidently approved by the teachers especially the advisers who accomplished different school forms at the end of the school year. They agreed that it would be a great help in accomplishing forms like SF9. For research question number 2, What is the status of the program accomplishing the School Form 9 when it comes to calculations?

The researcher constructed a Survey Form Questionnaire with to determine the reliability and usability of the Form in terms of calculation.

*Survey Question Result*

*Table 2. Survey Questions about the Automated SF 9*

| Question | Number of Respondents | |
|---|---|---|
| | YES | NO |
| 1. **Do the Automated SF9 gives the exact general average?** | 8 | 0 |
| 2. **Does the Automated SF9 calculate the Average on each subject?** | 8 | 0 |
| 3. **Do Automated SF9 Information is the same as found in Printed SF9?** | 8 | 0 |
| 4. **Do the Automated SF9's layout is the same as the Printed SF 9?** | 8 | 0 |
| 5. **Does the Automated SF9 speed up your time spend in accomplishing the School Form 9?** | 8 | 0 |

In Table 2, it shows the number of Teachers who said Yes in five (5) areas. According to the data collected, all of the advisers who utilized the developed automated sf9 was satisfied with the result.

For Research Question number 3, What is the efficiency of developed automated SF9 for teachers in Accomplishing the Students Records?

Teachers were observed and monitor by School Form Checking Committee to determine the time spend by the teacher in accomplishing the forms.

The table below show the percentage of efficiency per grade level in accomplishing their Automated SF9.

*Table 3. Percentage of Efficiency in Utilizing the Automated SF9*

| Grade Level | Number of Students | Average Time Spend with Automated SF9 | Total Time Spend with Non-Automated SF9 | % Efficiency |
|---|---|---|---|---|
| Grade 7 Teachers | 82 | 3 hours | 6 hours | 50% |
| Grade 8 Teachers | 75 | 2.5 hours | 5 hours | 50% |
| Grade 9 Teachers | 90 | 3.2 hours | 5 hours | 64% |
| Grade 10 Teachers | 83 | 2.6 hours | 6 hours | 43% |

In table 3, Grade 9 Teachers attained the greatest number of percentage of efficiency by having an average of 3.2 hours of spending to accomplish each card over 5 hours of total time spend which yield to 64% of efficiency considering they have more number of students than the other grade levels. While Grade 10 Teachers has the least number of percentage of Efficiency with having a 2.6 average time spend and 6 hours of total time spend in accomplishing the form that yields to 43%.

This implies that the Automated SF 9 gives the teachers a very fast and easy work so that they can do lot more things other than document preparations.

## 4. CONCLUSION AND RECOMMENDATION

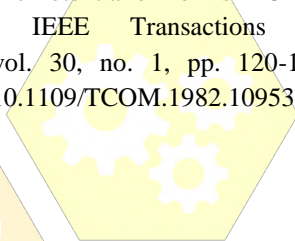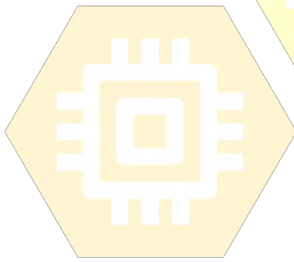The study about Developed an Automated School Form 9 gives an opportunity to the researcher to elevate more the status of innovation in accomplishing school forms and other documents. Therefore, the Developed Automated SF9 is reliable and usable in terms of accomplishing the School Report Card.

The researcher recommends to study on other things that are beyond the current topic. The researcher would like to recommend the following:

1. Teachers must be knowledgeable in using the Microsoft Excel.
2. Teachers must be familiar with operations and basic programming and formula construction in excel.
3. Research about Online Presentation of Report Card to the Parent is highly recommended.
4. Automated SF9 can be linked to the SF10 of the learners for the efficiency of accomplishing other school forms.

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