

# Enrollment system

[Literature](#)



## Introduction

### Background of the Study: Company Background:

Bacolod City College (BCC) was created by City Ordinance 175 and started its operation in 1997. During its first year of operation, it was reported that only about a little more than two hundred students were officially enrolled. Today Bacolod City College serves over three thousand enrollees every opening of the semester where it has to coordinate with management agencies or offices needed to streamline the process used to enroll students. For students to enroll, the process of enrollment requires individual students to hand-write enrollees' information onto several forms and need to jump from procedure to another. Hence, preparing the forms takes several minutes per enrollee and often resulted in incomplete forms and erroneous information. The administration and staff of BCC is challenged to ensure that the many tasks have to be performed and completed before students could acquire efficient services that should be done on time and in order. As the need for efficient enrollment services requires, the administration should build an enrollment system that will allow enrollees and other stakeholders to save enrollees time for enrollment and to easily fill enrollment forms with complete and accurate information. At present, BCC Enrollment System includes: The Registrar's Office, Accounting Office, Cashier Office, NSTP/SSG/ROTC and City Smile Staffs and Library.

### Review of related literature

This chapter presents relevant literature which was taken from books, researches, and internet sources which provide significant insights and ideas

in giving direction towards the attainment of this study. Research Literature Foreign Concept of Efficiency in the Public Services The term efficiency has several meanings depending on the context in which it is used: The concept of efficiency in the public services is more complex than the concept of efficiency in the private, profit-oriented sector. Consequently, the measurement of efficiency in the public services is very complex and implies more effort in the identification of relevant outputs and inputs. One of the segments of the public service system in the Republic of Croatia is the Customs Administration, which is an important regulator of Croatian international trade and freight traffic, and also a significant tax authority. This research is focused on determining the relative efficiency of regional organizational units of the Customs Administration on the basis of its most relevant inputs and outputs. Conclusions were made by the processing of data obtained directly from the Customs Administration by using the method of data envelopment analysis. The results obtained, in the end, indicate the need to establish new and different territorial organizational structure for the Customs Administration.

### Methodology

This chapter discusses the research design to be used, the selection of subject respondents, the locale of the study, the data-gathering procedure, research instrument, validity and reliability of the research instrument and data gathering procedure. It likewise presents various statistical tools used to analyze the data gathered for the study.

### Research Design

Based on the nature of the study which was to assess the efficiency of Bacolod City College enrollment services during the academic year 2012-2013 as perceived by the students, the study requires the use of the descriptive research design. Calmorin (2006) explained that descriptive design focuses at the present condition. In addition, Sevilla (2000) contends that descriptive method is primarily concerned with finding " what is", the main objective of a descriptive investigation is to describe the nature of the present situation and to interpret functional relationship between variables involved.

**Respondents of the Study** The respondents of this study are the students of Bacolod City College in all year level of all programs offered by the College during the academic year 2012-2013. Official report from the BCC registrars' office shows the total number of enrollees for the year 2012-2013 totals of 3, 523.

#### Presentation analysis and interpretation

This chapter presents the data that were gathered from the researcher's investigation. It also presents the analysis and interpretation of data as well as the implications of the result. The discussions of the result of the study are arranged in the following sequence: A. Profile of Bacolod City College Students 1st. Semester S. Y 2012-2013 B. Level of efficiency of Bacolod City College enrollment services as perceived by the students when the respondents are taken as a whole. C. Level of efficiency of Bacolod City College enrollment services as perceived by the students when they are grouped according to the selected variables. D. Comparative analysis in the level of efficiency of Bacolod City College enrollment services when the

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respondents are grouped and compared according selected variables. For Problem No. 1 which is to determine the profile of students of Bacolod City College in terms of: Population per department and Population per year level.

#### Summary of findings conclusions and recommendations

This final chapter of the research report presents the summary of the study from its background to its findings, the conclusions that the researcher drew from the findings and the recommendations which the researcher anchored on his findings and conclusions.

#### Summary of findings

This main concern of the study was to find out the level of efficiency of Bacolod City College enrollment services during the School Year 2012-2013. Accordingly, the study was mainly anchored with efficiency theories and principle of law as provided by Republic Act (R. A.) No. 6713 known as the code of conduct and ethical standards for public officials and employees. To measure the enrollment efficiency, it includes the aspects of punctuality and promptness, accuracy of work and behavior of personnel. Specifically, the study aims to find out whether a significant difference exists in the level of efficiency of Bacolod City College enrollment services when the respondents were grouped according to the selected variables such as sex and economic status. As a result of the study, it was found out that the BCC employees were moderately inefficient on the aspect of promptness and punctuality when the respondents were taken as a whole.