

iSUBMIT: IMPROVING SCHOOL FORMS SUBMISSION PROCESS

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Abstract

Class advisers in the public schools are required to submit SF2 (Daily Attendance Report for Learners) every 5th of the month. However, records showed that not all advisers were able to submit the forms on time which affects the school's compliance rate on SF4 submission. Only 85% (129 out of 152) class advisers were able to submit for the month of June, 88%, 85%, 77% and 81% for the month of July, August, September and October respectively. To address this problem, the researchers created the iSUBMIT project. The study aimed to increase the submission rate to 100%. The participants of the study involved class advisers, curriculum chairpersons, guidance counselor and the E-BEIS. During the planning stage, surveys and focus group discussions were done to determine the root causes underlying the problem. Based on the analysis of the responses using the root cause analysis, limited medium for information dissemination, lack of standard operating procedure and standard template are the causes of low SF2 compliance rate. With those underlying problems, proposed improvements and interventions were planned. A pilot test of the proposed improvement was done on the Grade 8 level. Results of the pilot test revealed 100% compliance rate among the Grade 8 advisers during the month of November. The project was again fully implemented in the Grade 7-10 levels. The implementation resulted to 100% compliance rate among all the Grade levels.

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