

Graduate Tracer User Manual (Version 2)



BATANGAS STATE UNIVERSITY
The National Engineering University



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I. CONSENT FORM

→ 1. Read the Privacy Notice

- Scroll through the text above the checkbox to fully review the privacy statement, your rights as a data subject, and how your data will be used.

→ Acknowledge Understanding

- Locate the checkbox labeled:
- "I have read this form, understood its content, and consent to the processing of my personal data..."
- Click the checkbox to confirm your understanding and consent.

→ 2. Submit Your Consent

- After checking the box, click the blue "Agree and Continue" button to proceed.

1

- iii. for legitimate business purposes, consistent with industry standards.
- 2. 4.2 Retention of personal data shall be allowed in cases provided by law.
- 3. 4.3 Personal data shall be disposed of or discarded securely to prevent unauthorized access, processing, or disclosure.

5. Rights of Alumni as Data Subjects

1. Right to be Informed: You are entitled to know the purposes for which your personal data is being collected and processed.
2. Right to Access: You have the right to access your personal information, including its origin, entities it has been shared with, and reasons for processing and disclosure.
3. Right to Object: You may contest inaccuracies in your personal data and request corrections.
4. Right to Suspension/Blocking/Removal/Destruction: You can request suspension, blocking, or destruction of your data if used unlawfully or no longer necessary.
5. Right to Rectification: You can request corrections of incorrect or incomplete data.
6. Right to Claim Damages: You may seek compensation for damages from misuse or inaccuracy of personal data.

Changes in Privacy Notice

The University may make changes to this Privacy Notice. You will be notified through our website or other means of communication. Any modifications are effective immediately upon posting.

We will not disclose your personal information without prior consent. The processing of your data is necessary for building alumni networks and supporting institutional accountability and career progression assessments.

If you have questions, please feel free to contact us through the following channels:

✉ Email: dpo@g.batstate-u.edu.ph

☎ Phone: 406-8800 loc. 1171

Thank you for taking the time to assist us in this important endeavor. Your insights are invaluable in shaping the future of our university.

☐ I have read this form, understood its content, and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

Agree and Continue

2

Thank you for taking the time to assist us in this important endeavor. Your insights are invaluable in shaping the future of our university.

☒ I have read this form, understood its content, and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

Agree and Continue



II. PERSONAL INFORMATION

→ 1. Name Details

- First Name (Required)
- Middle Name
- Last Name (Required)

→ Sex Assigned at Birth (Required)

- Click the dropdown and select the appropriate option.

→ 2. Permanent Address

- Address Line 1 (Required):

→ Street address, P.O. box, company (c/o).

- Address Line 2 (Optional):

→ Apt./suite/building info.

- City/Town (Required):

→ Your city or town.

- State/Province/Region (Required):

→ Your state, province, or region.

- Country (Required):

→ Select from the dropdown.

- Zip/Postal Code (Optional):

→ Your postal/zip code.

REMINDER:

- Fields marked with a red asterisk (*) are mandatory.
- Double-check spelling and address accuracy to ensure successful communication.
- Use **proper capitalization** (e.g., Batangas City, not batangas city).

First Name *

Middle Name

Last Name *

Sex assigned at birth *

Please select an option below

1

Sex assigned at birth *

Please select an option below

Permanent Address *

Address Line 1:*

e.g., Street address, P.O. box, company name, c/o

Address Line 2:

Apartment, suite, unit, building, floor, etc.

City / Town:*

State / Province / Region:*

Country:*

Please select an option below

Zip / Postal Code:*

2



A. PERSONAL INFORMATION (VALID EMAIL)

→ 3. **After Confirming address the next part is Valid email:** In the field labeled "Please enter an email address,"

- type in your active and valid email address.

→ **Active mobile phone number:**

- First, use the dropdown menu labeled "Please select an option" to select your country code.
- Then, in the field labeled "Please enter a mobile number," type in your active mobile phone number (without the country code).

→ **Navigation:**

- Click the Previous button if you need to go back to the previous page.
- Click the Next button to proceed to the next step once you have entered your email and phone number.

3

Valid email*

Please enter an email address

Active mobile phone number *

Please select an option ▼

Please enter a mobile number

Previous

Next



III. INTEGRATED / LABORATORY SCHOOL

→ 1. "Did you complete your primary and/or secondary education at the integrated/laboratory school at Batangas State University?"

- Click the dropdown menu.
- Select "Yes" if you completed either your primary or secondary (or both) education at the specified school. Proceed to step 2.
- Select "No" if you did not complete your primary or secondary education at the specified school. Click the "Next" button to continue to the next section.

→ (If you selected "Yes") "Campus"

- Click the dropdown menu.
- Select the specific Batangas State University campus where you attended the integrated/laboratory school.

→ (If you selected "Yes") "Year graduated"

- In the text box labeled "YYYY", enter the four-digit year you graduated from the integrated/laboratory school.

→ 2. (If you selected "No")

- You can proceed and press next

→ Navigation:

- Click the "Previous" button to go back to the previous section of the form.
- Click the "Next" button to proceed to the next section of the form after completing this part.

1

Did you complete your primary and/or secondary education at the integrated/laboratory school at Batangas State University?*

Yes

Campus

Please select an option below

Year graduated

yyyy

Previous Next

2

Did you complete your primary and/or secondary education at the integrated/laboratory school at Batangas State University?*

No

Previous Next





IV. COLLEGE DEGREE

→ 1. Degree Completed?

- Yes: Select Campus, College, Program, Graduation Year. Indicate further studies (within 12 months). For more degrees, click "Add Program".
- No: Select "No" and "Next".

→ If "Yes":

- Fill in the dropdowns for Campus, College, Program, and the year. Choose "Yes" or "No" for further studies.

→ 2. Multiple Degrees:

- Use "Add Program" and repeat. Review/remove in the list below.

→ 3. Navigate:

- Use "Previous" and "Next".

1

Did you complete your college degree at Batangas State University? *

Yes

Campus

Please select an option below

College

Please select an option below

Program ?

Please select an option below

Year graduated

yyyy

Did you pursue further studies within 12 months of your graduation

Please select an option below

Add Program

College Degree/s List

Note: If you have completed more than one (1) undergraduate program, please fill out the information above again and click the "Add Program" button before proceeding to the next section.

Previous Next

2

Add Program

College Degree/s List

Note: If you have completed more than one (1) undergraduate program, please fill out the information above again and click the "Add Program" button before proceeding to the next section.

Bachelor of Science in Accountancy (Pablo Borbon Campus)

3

Did you complete your college degree at Batangas State University? *

No

Previous Next



V. MASTER'S / DOCTORATE DEGREE

→ 1. Graduate Degree Completed?

- Yes: Select Campus, College, Program, and Graduation Year. For multiple graduate degrees, click "Add Program".
- No: Select "No" and "Next".

→ If "Yes":

- Fill in the dropdowns for Campus, College, Program, and the year.

→ 2. Multiple Degrees:

- Use "Add Program" and repeat. Review/remove in the list below.

→ 3. Navigate:

- Use "Previous" and "Next".

1

Did you complete your graduate program at Batangas State University? *

Yes

Campus

Please select an option below

College

Please select an option below

Program ?

Please select an option below

Year graduated

yyyy

Add Program

Master's / Doctorate Degree/s List

Note: If you have completed more than one (1) graduate program, please fill out the information above again and click the "Add Program" button before proceeding to the next section.

Previous Next

2

Add Program

Master's / Doctorate Degree/s List

Note: If you have completed more than one (1) graduate program, please fill out the information above again and click the "Add Program" button before proceeding to the next section.

Doctor of Business Administration (Pablo Borbon Campus)

3

Did you complete your graduate program at Batangas State University? *

No

Previous Next



VI. PROFESSIONAL DEGREE

→ 1. Professional Degree Completed?

- Yes: Choose Campus, College, Program, and Graduation Year.
- No: Select "No" and click "Next".

→ If "Yes":

- Use the dropdown menus to select the Campus, College, and Program. Enter the four-digit Graduation Year.

→ 2. Navigation:

- Use "Previous" and "Next" buttons.

1

Did you complete your professional degree at Batangas State University? *

Yes

Campus

Please select an option below

College

Please select an option below

Program

Please select an option below

Year graduated

yyyy

Previous Next

2

Did you complete your professional degree at Batangas State University? *

No

Previous Next



VII. EMPLOYMENT DATA

→ 1. Employment Within Two Years:

- Question: Have you been employed within two (2) years after you graduated?
- Required: Select either:
 - Yes – If you were employed within 2 years
 - No – If you were not

→ Time to First Employment:

- Question: How long did it take you to land first employment/job?
- Select the closest match from the dropdown (e.g., Less than 3 months, 6-12 months, etc.)

→ Suggestions for University Programs:

- Share ideas for programs/areas the University should prioritize (e.g., career mentoring, internships, tech training, industry links).

→ Company Collaboration:

- How can your company support the university (e.g., internships, job fairs, sponsorships, seminars)?

1

Please provide details of your employment data since graduating from our university.

Have you been employed within two (2) years after you graduated? *

Yes

Please select an option

Yes

No

How long did it take you to land first employment/job?

Please select on the list below

Please share any suggestion on potential programs or areas that the University should prioritize or develop in the future. *

Please indicate in what aspect your current company can possibly collaborate with the university. *





A. EMPLOYMENT DATA (IF YES)

If you answered "Yes":

→ **2. Current Employment Status:**

- Select your current employment situation ("Employed" or "Self-employed") from the dropdown menu. After selecting current employment you can proceed with the next field if applicable.

Please provide details of your employment data since graduating from our university.

Have you been employed within two (2) years after you graduated? *

Yes

What is the status of your employment/job? *

Please select an option below

Please select an option below

Employed

Self-employed

Please share any suggestion on potential programs or areas that the University should prioritize or develop in the future. *

Please indicate in what aspect your current company can possibly collaborate with the university. *

2





B. EMPLOYMENT DATA (IF EMPLOYED)

If you selected "Employed":

→ 3. **What is your nature of work?**

- Click the dropdown menu and select the option that best describes the sector of your employment (e.g., Private, Government, Non-Government Organization).

→ **What is the type of your employment:**

- The form will likely present further questions related to your employment, such as your job title, industry, or duration of employment. Please answer these questions as accurately as possible.

3

What is the status of your employment/job? *

Employed

What is your nature of work?

Please select an option below

Please select an option below

Private

Government

Non-Government Organization

Please select on the list below

Please share any suggestion on potential programs or areas that the University should prioritize or develop in the future. *

Please indicate in what aspect your current company can possibly collaborate with the university. *





C. EMPLOYMENT DATA (IF PRIVATE)

If you selected "Private":

→ 4. **What is the type of your employment/job?**

- Click the dropdown menu and select whether you are working "Working full-time (i.e., working 35 hours a week or more)" or "Working part-time (i.e., working fewer than 35 hours a week)."

4

What is your nature of work?

Private

What is the type of your employment/job?

Please select an option below

Please select an option below

Working full-time (i.e., working 35 hours a week or more)

Working part-time (i.e., working fewer than 35 hours a week)

Please share any suggestion on potential programs or areas that the University should prioritize or develop in the future. *

Please indicate in what aspect your current company can possibly collaborate with the university. *





D. EMPLOYMENT DATA (IF WORKING FULL-TIME)

5

If you selected "Working full-time":

→ 5. What is your appointment status?

- Click the dropdown menu and select the option that best describes your employment status (e.g., Regular / Permanent, Temporary / Casual, Job Order / Contract of Service, Project-Based Employment).

What is the type of your employment/job?

Working full-time (i.e., working 35 hours a week or more)

What is your appointment status?

Please select on the list below

Please select on the list below

Regular / Permanent

Temporary / Casual

Job Order / Contract of Service

Project-Based Employment

Please indicate in what aspect your current company can possibly collaborate with the university. *





E. EMPLOYMENT DATA (IF REGULAR/PERMANENT)

6

What is your appointment status?

Regular / Permanent

How long did it take you to land first employment/job?

Please select on the list below

Please select on the list below

1 month or less

2-5 months

6-12 months

More than 1 year

No job yet

State the name of your current company/organization **Please do not abbreviate. ***

Company Name

If you selected "Regular / Permanent":

→ 6. How long did it take you to land first employment/job?

- Click the dropdown menu and select the option that best indicates the time it took you to secure your first employment after graduation (e.g., 1 month or less, 2-5 months, 6-12 months, More than 1 year, No job yet).

→ Where is your current workplace?

- Remember that you have already indicated you are employed, working in the private sector, working full-time, and have a regular/permanent appointment.

→ State the name of your current company/organization:

- In the text box labeled "Company Name," please type the full name of your current employer. Do not use abbreviations.





F. EMPLOYMENT DATA (IF MORE THAN 1 YEAR)

7

How long did it take you to land first employment/job?

More than 1 year

Where is your current work place?

Please select on the list below

Please select on the list below

Local

Overseas

State the name of your current company/organization **Please do not abbreviate.** *

Company Name

Job Sector

Please see job sector

If you selected "More than 1 year":

→ **7. Where is your current work place?**

- Click the dropdown menu and select whether your current workplace is "Local" or "Overseas."

→ **State the name of your current company/organization:**

- In the text box labeled "Company Name," please type the full name of your current employer. Do not use abbreviations.

→ **Job Sector:**

- The next section asks you to "Please see job sector." This likely indicates that a new dropdown menu or a list of job sectors will appear below this prompt. Please select the option that best describes the industry or sector you are currently working in.





G. EMPLOYMENT DATA (IF LOCAL)

If you selected "Local":

→ 8. **What province?**

- Click the dropdown menu and select the province where your current workplace is located. Since your current location is Batangas, Calabarzon, Philippines, you will likely find "BATANGAS" in this list.

8

Where is your current work place?

Local

What province? *

Please select on the list below

AKLAN

ALBAY

ANTIQUE

APAYAO

AURORA

BASILAN

BATAAN

BATANES

BATANGAS

BENGUET





H. EMPLOYMENT DATA (IF PROVINCE SELECTED)

If you selected a province:

→ 9. **Do you consider your current employment/job related with your college degree?**

- Click the dropdown menu and select either "Yes" or "No" to indicate whether your current job is related to your university degree.

→ **Job Sector:**

- The next section asks you to "Please see job sector." This indicates that a new dropdown menu or a list of job sectors will appear below this prompt. Please select the option that best describes the industry or sector you are currently working in.

9

What province? *

BATANGAS

Do you consider your current employment/job related with your college degree? *

Please select an option

Please select an option

Yes

No

Job Sector

Please see job sector





I. EMPLOYMENT DATA (IF RELATED WITH COLLEGE DEGREE)

→ 10. State the name of your current company/organization:

- In the text box, please type the full name of your current employer. Do not use abbreviations. In the image, "ABCD Company" is entered as an example.

→ Job Sector:

- The prompt "Please see job sector" indicates that a dropdown menu or list of job sectors will appear below. Select the option that best describes the industry or sector you are currently working in.

→ Current Position/Designation:

- In the text box below "Current Position/Designation," please type your current job title or designation within the company. Do not use abbreviations. In the image, "position/designation" is shown as a placeholder.

→ Remember to review your previous answers:

- Remember the information you've already provided: you are employed, working in the private sector, working full-time, have a regular/permanent appointment, it took you more than one year to find your first job, your workplace is in Batangas, Calabarzon, Philippines, and you have indicated whether your job is related to your degree.

Do you consider your current employment/job related with your college degree? *

Yes

State the name of your current company/organization **Please do not abbreviate. ***

ABCD Company

Job Sector

Please see job sector

Current Position/ Designation **Please do not abbreviate. ***

position/designation

10





J. EMPLOYMENT DATA (SELECTING JOB SECTOR)

After stating your company name:

→ 11. Job Sector:

- Click the dropdown menu labeled "Please see job sector." A list of various job sectors will appear. Scroll through the list and select the option that best describes the industry or field in which you are currently working. In the image, "Information & Communication Technology" is highlighted as an example.

→ Current Position/Designation:

- In the text box below "Current Position/Designation," please type your specific job title or designation within the company. Do not use abbreviations.

11

Hospitality & Tourism

Human Resources & Recruitment

Information & Communication Technology

Insurance & Superannuation

Legal

Manufacturing, Transport & Logistics

Marketing & Communications

Mining, Resources & Energy

Please see job sector

Current Position/ Designation **Please do not abbreviate. ***

position/designation

Please share any suggestion on potential programs or areas that the University should prioritize or develop in the future. *

Please indicate in what aspect your current company can possibly collaborate with the university. *





K. EMPLOYMENT DATA (AFTER SELECTING JOB SECTOR)

After selecting your Job Sector (Information & Communication Technology):

→ 12. **Current Position/Designation:**

- In the text box below "Current Position/Designation," please type your specific job title or designation within the company. **Do not use abbreviations.** In the image, "IT Support Help Desk" is provided as an example.

12

Job Sector

Information & Communication Technology

Current Position/ Designation **Please do not abbreviate. ***

IT Support Help Desk



Please share any suggestion on potential programs or areas that the University should prioritize or develop in the future.

Please indicate in what aspect your current company can possibly collaborate with the university. *





L. EMPLOYMENT DATA (SUGGESTIONS & COLLABORATION)

→ 13. **Please share any suggestion on potential programs or areas that the University should prioritize or develop in the future:**

- If you have any thoughts on how the University could improve its offerings, develop new programs, or focus on specific areas to better prepare future graduates, please type your suggestions in the text box. Your insights are valuable!

→ **Please indicate in what aspect your current company can possibly collaborate with the university:**

- If you believe your current company or organization could potentially partner with the University in any way (e.g., internships, research projects, guest lectures, sponsoring events), please describe these potential collaborations in the text box. If there are no such opportunities, you can leave the box blank.

Your opinions and suggestions are important to help the University grow and better serve its students and alumni. Please take a moment to share your thoughts if you have any.

Please share any suggestion on potential programs or areas that the University should prioritize or develop in the future. *

Please indicate in what aspect your current company can possibly collaborate with the university. *



M. EMPLOYMENT DATA (IF NO)

14

Have you been employed within two (2) years after you graduated? *

No

What was the reason?

Please select on the list below

Please select on the list below

Pursuing advanced/further study

Lack of job experience



If you selected "No":

→ 14. What was the reason?

- Click the dropdown menu and select the reason that best explains why you were not employed within two years after graduation.

→ How long did it take you to land first employment/job?

- Click the dropdown menu and select the option that best indicates the time it took you to secure your first employment after graduation. The options might include "No job yet" or various timeframes.





N. EMPLOYMENT DATA (IF REASON IS STATED)

After stating the reason (e.g., Pursuing advanced/further study):

- 15. How long did it take you to land first employment/job?
- Click the dropdown menu and select the option that best indicates the time it took you to secure your first employment after graduation. In the image, "No job yet" is selected. Other options might include various timeframes.

What was the reason?

Pursuing advanced/further study

How long did it take you to land first employment/job?

No job yet

Please select on the list below

More than 2 years

No job yet

- ☐ Skills training or certification programs
- ☐ Access to online job resources or employment databases
- ☐ Networking opportunities with alumni and industry professionals
- ☐ Business startup guidance or entrepreneurship support
- ☐ Financial assistance for further studies or training
- ☐ Others (please specify)

15





O. EMPLOYMENT DATA (IF NO JOB YET)

If you selected "No job yet":

→ 16. **What type of support or assistance from the university would be most helpful to you in securing employment or starting a business?**

- Please review the list of options provided and check all that apply by clicking the corresponding checkboxes.
 -

→ **Others (please specify):**

- If you selected "Others," a text box will appear where you can provide more details about the specific type of support or assistance you would find helpful.

16

How long did it take you to land first employment/job?

No job yet

What type of support or assistance from the university would be most helpful to you in securing employment or starting a business? (Please select all that apply)

- ☐ Job placement assistance (e.g., job fairs, employer referrals)
- ☐ Career counseling and coaching
- ☐ Skills training or certification programs
- ☐ Access to online job resources or employment databases
- ☐ Networking opportunities with alumni and industry professionals
- ☐ Business startup guidance or entrepreneurship support
- ☐ Financial assistance for further studies or training
- ☐ Others (please specify)





P. EMPLOYMENT DATA (IF OTHERS)

After selecting helpful support options:

→ 17. Others (please specify):

- If you checked the box next to "Others," a text box will appear below it. In this text box, please provide details about the specific type of support or assistance you believe would be most helpful to you that wasn't listed.

17

What type of support or assistance from the university would be most helpful to you in securing employment or starting a business? (Please select all that apply)

- ☒ Job placement assistance (e.g., job fairs, employer referrals)
- ☐ Career counseling and coaching
- ☐ Skills training or certification programs
- ☒ Access to online job resources or employment databases
- ☐ Networking opportunities with alumni and industry professionals
- ☐ Business startup guidance or entrepreneurship support
- ☐ Financial assistance for further studies or training
- ☒ Others (please specify)

Please specify



VIII. RATING THE SURVEY

Final Survey Rating & Submission:

- 18. Rate Your Experience:
 - Use the dropdown to rate your survey experience (Very Satisfied to Very Dissatisfied).
- Contact:
 - For questions or feedback, contact the External Affairs Office via Facebook, email ([email address removed]), or phone (406-8800 loc. 1143 or 779-8400 loc. 1143).
- Actions:
 - Close: Exit without submitting.
 - Submit: Send your completed survey.

18

Alumni Survey

Thank you, [REDACTED]!

If you have questions, please feel free to contact us through the following channels:

Batangas State University, The NEU - External Affairs Office

Email: externalaffairs.local@g.batstate-u.edu.ph

Phone: 406-8800 loc. 1143

Phone: 779-8400 loc. 1143

How would you rate your overall experience in completing this alumni survey?

Select your rating

Select your rating

Very Satisfied

Satisfied

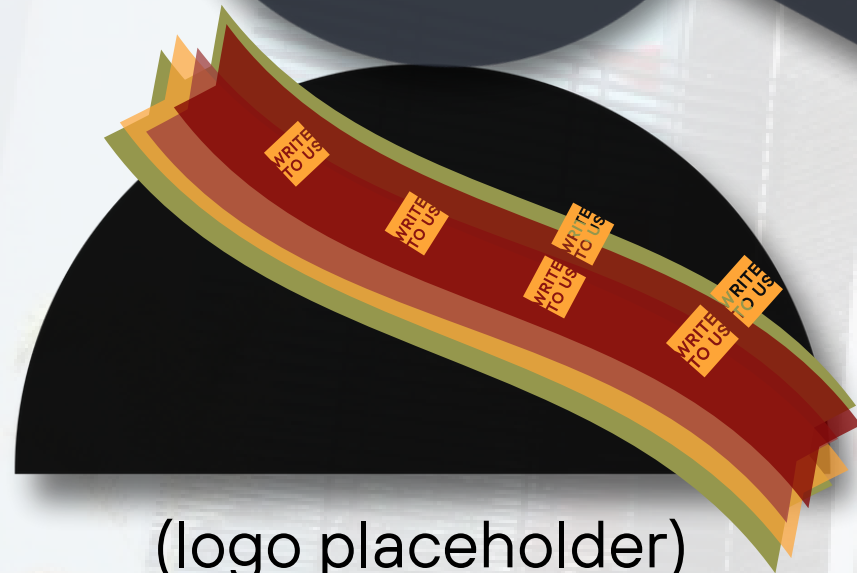
Neutral

Dissatisfied

Very Dissatisfied

Close

Submit



(logo placeholder)

Thank you!



BATANGAS STATE UNIVERSITY
The National Engineering University