

**CHAPTER 1**  
**INTRODUCTION**

**1.0 Introduction**

**1.1 Background of the Study**

Tell something about the General Concepts of the System in IT

A Document Request System (DRS) is an automated tool designed to streamline the process of requesting and retrieving important documents, such as full name, contact number, address, and ID, within an organization. Traditionally, managing document requests manually is slow and prone to errors. By automating this process, the DRS increases efficiency, accuracy, and speed.

The system automates tasks like submitting requests, searching for documents, routing approvals, and notifying users. This reduces human intervention, minimizes mistakes, and ensures quicker access to essential information. Overall, automation in document management helps organizations save time, reduce costs, and improve productivity.

Tell something about the company

Cagayan Inc. is involved in poultry business for 15 years now under its owner Mr. and Mrs. Reyes. Their company is

a main distributor of poultry products like chicken meat and eggs to markets within Nueva Ecija.

They have 10,000 chickens laying egg at around 5000 per day inside their 5 poultry apartments.

Tell something about the manual or existing system

The poultry staff manually feeds their chicken thrice a day including providing water.

The poultry apartment was ventilated through windows and electric fan. They add electric fans during hot season.

## **1.2 Statement of the Problem**

### **1.2.1 General Problem**

Many barangays still rely on paper forms and manual processing of requests for documents like the barangay clearance and cedula. This can be slow and prone to errors. Residents need to fill out physical forms, which must then be manually reviewed, approved, and processed by the barangay secretary or officials.

### **1.2.2 Specific Problems**

1. Barangay clearances, cedula, and other official paperwork might be processed slowly if barangay captain or other staff members are not present.
2. Approval of funds or financial plans might be stalled.
3. The barangay secretary or other administrative staff typically manage the documentation and record-keeping of all residents to cause private all records.
4. Request for various documents or services, such as family and residency certifications, may accumulate if the barangay staff is not available to process them.
5. The Key decisions and approvals, such as for permits, projects, or emergency measures, may be delayed without the barangay captain's authority.

### **1.3 Objectives of the Study**

#### **1.3.1 General Objective**

The main objectives of this study is to design and develop a Document request System that will automate the process of managing, requesting, and retrieving documents. The system aims to

streamline the entire workflow for document requests, ensuring efficiency, accuracy, and easy access to documents such as full name, contact number, address, and ID.

### **1.3.2 Specific Objectives**

1. Develop a module that will automate the submission and tracking of document requests throughout the organization
2. Create a scheduling and notification system that will inform users of upcoming requests and completed document retrievals
3. Develop a module to monitor and display the status of ongoing document requests in real-time
4. Design a secure module to manage access to sensitive documents and ensure proper storage and retrieval
5. Integrate the system with existing organizational tools and databases to enhance document management efficiency

### **1.4 Significance of the Study**

#### **a. Barangay Captain**

This study will provide the Barangay Captain with clear data on document requests and improve the

efficiency of document management through a computerized system, streamlining the request and retrieval process

**b. Secretary**

The Secretary will benefit from the automated Document Requesting System by efficiently managing document requests, scheduling, and tracking, reducing manual errors and saving time in processing and retrieving documents

**c. Industry**

This study will provide a tool that will streamline document management in the barangay, improving efficiency and service delivery, and enhancing overall administrative

**d. Proponents**

This study gives the proponents a chance to apply what they have learned in IT Courses and gain hands-on experience in problem-solving, system development, and creating solutions. This experience is crucial for developing their skills, knowledge, and communication abilities

**e. Researchers**

For future researchers, this study will offer essential background information on the development of the Document Requesting System and the work involved. It will also provide useful data on system development and document management, which can be referenced in future related studies

**f. College**

The new system created by this study will serve as a portfolio for the college capstone program. Along with providing valuable information for applying the ideas and concepts taught in the college, the study broadens the knowledge gained from individual IT classes.

**g. University**

The resident logs into the system, enters the required information, and uploads the required documents to submit a barangay clearance request. The resident accesses the system, enters the required information, and submits a barangay clearance request along with the supporting documents after logging into their account.

## **1.5 Scope and Limitation**

### **1.5.1 Scope**

#### **A. Admin**

- a. Login
- b. Profile
- c. Settings
- d. Help
- e. Manage Feeding Schedule
- f. Manage Ventilation Settings
- g. Monitor Feeding Status
- h. Control Ventilation Schedule

**B. Staff**

- a. Login
- b. Profile
- c. Change Profile and Password
- d. Settings
- e. Help
- f. Monitor Feeding Schedules
- g. Feeding Notifications
- h. Control Feeding Mechanism
- i. Control Ventilation Mechanism

**1.5.2 Limitation**

- a. The system is not accessible online
- b. The system only runs on PC and Android platform
- c. The system is implemented to only one poultry apartment

### 1.6 Definition of Terms

For clearer and better understanding, the following terms were conceptually and operationally defined:

**Computerization.** submission and processing of requests for official certifications and documents in their barangay.

**Database.** kind of storage where all residences, staff, and captain data is kept it will be protected from hacking.

**Enrollment System.** Is a system in which the manual process of enrollment of College will be computerized to minimize the time of the students and staff to manage an enrollment processes.

**Hardware.** The hardware requirements for a Barangay Document Requesting System, designed to handle the issuance of cedula, barangay clearance and other barangay services for the residence.



**CHAPTER 2**  
**REVIEW OF RELATED LITERATURES**

**2.0 Review of Related Literature**

**2.1 Related Literatures**

Tell something about the related technologies

**Approaches of Document Management System**

The several approaches to document management systems include the traditional, web-based, integrated, model based and enterprise approaches. The traditional approach of DMSs often uses a client-server architecture as their method of operation.

### **Approaches of Document Management System Instruction**

The main purpose of the study is to design and implement a user-friendly web-based system for engaging users in adequate management of documents and records, analyze the existing systems, model, design and develop the functionalities of the document management system based on the requirements gathered using Unified modelling language, develop a document system and evaluate the system.

### **The Picture Exchange Communication System**

has been widely used to teach functional requesting and commenting skills to children with autism spectrum disorder. Some researchers also modified the PECS to explore its effect on children with other disabilities.

### **Education System in Cambodia**

The combined piece from this review makes it a lot easier for all the researches and readers who want to know about the education system in Cambodia from the past to the present since the piece has highlighted all the stages of the education process in Cambodia along with the review from the look into the history of Cambodia.

#### **Barangay Health Offices**

an important role in delivering primary healthcare services to local communities. However, many of its operations still rely on outdated manual systems for document reporting and analysis. The process of digitalizing document reporting and analysis presents an opportunity to streamline processes, enhance efficiency, accuracy, and accessibility of health-related information, and enable better data-driven decision-making at the barangay level

#### **An extension project to strengthen solid waste management in a service Barangay**

Due to the rapid population and economic growth, the environment suffers due to the unprecedented increase in solid waste generation. Based on this global crisis, compliance theory states that organizations must realize the power they must use to direct the behaviour of the stakeholder

Add more related technologies used that can be found in textbooks e.g. automation, control systems, languages, DB, AI, SQL, platforms, etc. but make it sure to relate these technologies to what you are studying in this Capstone.

## 2.2 Related Studies

Tell something about the related capstone studies

Automation of the system proves that it generates speed and accuracy, lessen the errors done by manual means and eliminate wasted time that will result for a better service that will cater the company and the employee as well. These systems cover every aspects of programming from educational to database programming and from financial application to developing programming components that is also useful for students. They prepare students for entry level positions in computerized accounting procedures and applications, gain theoretical knowledge and practical experience in gathering information, ideas of how data are gathered and also knowing the importance on how network flow and what will be the best network topologies or other related network studies. According to Peter Norton in his book Introduction to Computers he stated that computers are very fundamental in our society as quoted, "Computers are so fundamental to our society that without them our economy would grind to a halt whether or

not you work in an office, the way business use computers almost every day.”

**Automating School Fees Transactions in Nigerian Universities and Tertiary Institutions: A Systems Engineering and System Management Approach**

This project uses system engineering and system management principles to analyze the problem of transactions in Nigerian universities and tertiary institutions. System management principles shall be used to highlight the imperfections in the transaction method currently in use especially between the bank and the institutions using their services. It will explore other payment systems available in the country. This project will provide a recommendation of how to implement a better payment option through automating the process of school payments by using a system with cloud-based educational software at the school bursary office and through the online payment processing on the school website. The system software will enable cashiering and payment management: centralized data, automated reports, and inventory controls. It will generate automatic invoices and receipts (Aladi, 2020). This literature is relevant to our study because students don't need to

deposit/pay cash directly into the school but they will pay it using their debit cards.

Add more related capstone related to your study.

### 2.3 Related Systems

Tell something about the related system already used as of today

#### **UML Modeling and Black Box Testing Methods in the School Payment Information System**

The payment information system enables the entry of cash transaction data to SMA Teluk Panji through administrative staff (TU). The TU maintains the money payment reports that the students pay. This approach is useful and allows students to know more about the money they have to spend. This approach gives students complete knowledge in paper form. Useful reports to discover how much they charged and students who did not pay. Model UML is a visual language for modeling and designing information systems or applications. As support for the development of this information system, UML uses diagrams and text. Any significant modeling influences the design of useful applications. The system must meet its specifications and be capable of converting data into usable and efficient users. The black box evaluation

method serves as a software assessment. The method operates from inside the unknown. When the system testers test this system as designed and focused on the school payment information system, the information system software is appropriately controlled by the external control mechanism. The prototyping method aims to summarize the application developed during these phases (Nasution et al., 2020). This literature is relevant to our study because it maintains the money payment reports that the students pay and this system is designed and focused on the school payment information system.

**Online Program Accreditation System for State Universities and Colleges in the Philippines**

The research aims to provide a computerized system of the program accreditation process in the Philippines state universities and colleges. The system involves having a central database for filing and accessing of evidence of each area of performance for accreditation, thus providing a central index for cross-referencing of the documents satisfying the same requirements for an area. Additionally, it will also facilitate the self-assessment of each area and the actual evaluation of accreditors. The system is developed following the iterative waterfall model utilizing object-oriented programming language, specifically PHP. It is tested using the ISO 9126

software quality evaluation form (Magno, 2019). This is relevant to our study because it provides a computerized system using PHP.

Add more existing system related to your study.

### 2.3 Synthesis

Indicate gaps in the existing literature and studies and what your system can provide to fill the gaps.

The literatures, studies and systems mentioned above, focused on finding out the importance, impact of the system to improving the maintenance and management of poultry.

The review also provided existing technologies and methodologies that can be used to develop our system.

During the review, it was also discovered that there are limitations to the existing studies and system that our system will be able to provide.

It may also further note that the use of automated system in managing and maintaining poultry is new to the Philippines and not many poultry owners are using it to improve their tasks.

In addition, from the literatures, systems and studies reviewed, it was evident that, the proposed system will be able to contribute to the industry of poultry and will have a great impact on the quality of poultry management.

Cite more about limitations of existing studies and emphasize how your capstone fills-in the said limitations



