08 November 2025

DR. ARMI GRACE B. DESINGAÑO
OIC, Office of the Campus Administrator
This Campus

Dear Dr. Desingaño,

Good day!

The **Central Student Government (CSG)** of Cavite State University – Imus Campus, through the **Student Academic Program Representative for Information Technology (SAP–IT)**, respectfully submits the **Phase 1 Project Proposal** for the **CvSU–Imus CSG Online Information and Transparency System (OITS)**.

This phase focuses on the **research, structural planning, and system development** of the OITS platform, including **Alpha and Beta testing** to ensure functionality, security, and usability prior to official deployment. The project seeks to establish a centralized digital platform promoting **transparency, accessibility, and accountability** by providing the student body with organized access to CSG resolutions, financial reports, project updates, and announcements.

The **SAP–IT**, by **authority granted by the CSG Executive Board**, shall lead the project as **Project Head** and chair the **Ad Hoc Committee on Website Development**, composed of student representatives from the Information Technology and Computer Science programs. This committee will operate under the direct supervision of the **CSG Executive Board** and in coordination with the **Office of Student Affairs and Services (OSAS)**.

We respectfully seek your **review and approval** to proceed with this first phase of development. Your continued support will help ensure the success of this student-led initiative toward technological advancement and digital transparency within the university.

Thank you for your time and support.

Respectfully yours,

NATHANIEL R. GIL
CSG President

Republic of the Philippines
CAVITE STATE UNIVERSITY
Imus Campus
Student Development Services.
CENTRAL STUDENT GOVERNMENT
csg.imus@cvsu.edu.ph

PROJECT PROPOSAL

|	
PROJECT TITLE	CSG Imus Online Information and Transparency System (**OITS**) Phase 1
DATE AND VENUE	1st Semester / Online
PROJECT HEAD/S	Central Student Government (**CSG**) Executives Board Student Academic Program (**SAP**) **IT**
RATIONALE/ OBJECTIVES	The Central Student Government (CSG) acknowledges the growing necessity for a centralized, accessible, and secure digital platform that promotes transparency and accountability within the student community. To achieve this vision, the CSG will undertake the first phase of the CvSU–Imus CSG Online Information and Transparency System (OITS), which will focus on research, design structuring, and system development. **Phase 1 aims to establish the foundational framework of the OITS platform** through systematic planning, technical research, and prototype creation led by the Ad Hoc Committee on Website Development and Maintenance. The **Main Objectives** are: 1. To **research and design the system structure**, features, and user flow of the OITS platform. 2. To **develop the initial functional prototype**, including all core modules. 3. To **conduct alpha and beta testing** to assess usability, security, and performance. 4. To **document findings and improvements** for application in Phase 2 (deployment and maintenance).

ARMAND G. ATON, Ph.D.
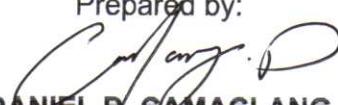
|	
TARGET PARTICIPANTS	All enrolled students of the University Recognized Student Organizations (RSOs) Central Student Government Officers (current and future)
MECHANICS	**Planning and Research** • The Ad Hoc Committee on Website Development shall convene under the supervision of the CSG Executive Board and with coordination from the Office of Student Affairs (OSA) and the Department of Computer Studies (DCS). • Conduct an initial requirements-gathering session to define the project's objectives, scope, and necessary technical resources. • Research existing university systems and best practices for transparency platforms to serve as reference models. • Finalize the system structure, site map, and module listing (Resolutions, Reports, Announcements, etc.). **System Design and Prototype Creation** • The Frontend Developer and UI/UX Designer will create the interface mockups based on CSG branding and accessibility guidelines. • The Backend Developer will draft the database schema, user authentication system, and content management modules. • The Integration Lead will prepare system compatibility checks, ensuring proper synchronization between frontend and backend components. • The Documentation and QA Officer will record all system specifications, workflows, and development milestones. **Development and Alpha Testing** • Begin coding and implementation of core modules such as login, content upload, document viewing, and search features. • Conduct Alpha Testing within the Ad Hoc Committee and CSG Secretariat. • Identify and fix bugs, security issues, and functionality gaps. • Revise documentation and finalize internal version for limited release.

ARMAND G. ATON, Ph.D.

	Beta Testing and Evaluation - Select student representatives and recognized student organization (RSO) officers as beta testers. - Gather usability feedback and technical issue reports through structured surveys. - The QA Officer will compile and evaluate test results for revisions

BUDGETARY REQUIREMENT	ITEM	QTY.	UNIT PRICE	TOTAL PRICE
	Food Allowance			₱ 500.00
	GRAND TOTAL:			**₱ 500.00**

SOURCE OF FUND	CSG Vault

EXPECTED OUTPUT	- Approved OITS System Design Framework and Database Schema. - Functional Alpha and Beta Versions of the OITS prototype. - Technical and evaluation reports to serve as foundation for Phase 2.

Prepared by:

DANIEL D. CAMACLANG
CSG Secretary

Checked by:

NATHANIEL R. GIL
CSG President
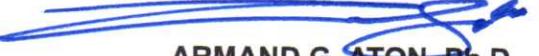
ARMAND G. ATON, Ph.D.

Recommending Approval:
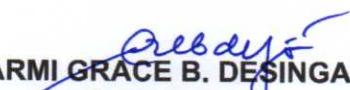
DR. ALFE M. SOLINA
CSG Adviser

JENNY DANICA P. ABAYARI, MAEd
CSG Adviser

ARMAND G. ATON, Ph.D
SDS Coordinator

KAREN M. TILAN, MAEd
OSAS Coordinator

Approved by:

ARMI GRACE B. DESINGAÑO Ph.D
Campus Administrator