INFOHUB: A WEB-BASED DOCUMENT MANAGEMENT SYSTEM AND RETENTION PERIOD FORECASTING FOR THE RECORDS MANAGEMENT OFFICE OF

BATANGAS STATE UNIVERSITY
TNEU ARASOF – NASUGBU

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INTRODUCTION

In recent years, the shift towards digital transformation has brought about a significant increase in the adoption of web-based document management systems. Web-based document management systems offer a reliable and efficient way to store, manage, and access digital documents, making them a preferred alternative to traditional paper-based methods.

PROBLEM

The Records Management Office of Batangas State University TNEU - ARASOF Nasugbu is facing several challenges in managing their documents. One of the main issues is the lack of organization, which makes it difficult and time-consuming to search for specific documents. The files are mixed with other documents, causing confusion and delays. The use of paper documents is taking up a significant amount of space, and the quantity of paper is increasing every day, leading to storage issues.

STATEMENT OF THE PROBLEM

1. What are the common problems faced by the existing traditional method of organizing the documents?
2. What are the features needed to be integrated to the proposed system that can help the RMO in terms of file management?
3. What is the level of acceptance of the respondents on the proposed system?
4. What is the level of satisfaction of the respondents on the proposed system ?
5. What are the costs and space limitations associated with traditional document storage methods in the University, and how can a web-based document management system reduce these costs and free up valuable office space?

SCOPE AND LIMITATION

Scope

The proposed system:

- allows document uploads and download
- allows
- requires an internet connection for access
- limits user access

Documents that have reached their retention period must be manually deleted.

SCOPE AND LIMITATION

Scope

The proposed system is only accessible with an internet connection and can only be used within the confines of the RMO. The study is an organization-bound, as it focuses on the specific needs and requirements of RMO. The researchers will use purposive sampling, a non-probability sampling method, to select the specific respondents, which are the RMO personnel. The researchers will use an expert sampling of purposive sampling to get an idea of the perspective of an IT expert regarding the improvement of the proposed system.

SCOPE AND LIMITATION

Scope

The study will follow an agile development process, and the Software Development Life Cycle (SDLC) methodology will be used to implement the system. The agile development approach outlines the steps and procedures necessary to implement a system, providing the researchers with a solid framework to work with when creating the system. Visual Studio Code (VSCode), XAMMP, and Google Chrome will be used as programming tools to develop the Web-based document management system.

SCOPE AND LIMITATION

Limitation

The proposed web-based document management system is designed specifically for the Records Office at Batangas State University TNEU ARASOF- Nasugbu, which limits its generalizability to other organizations. The proposed system's access is limited to areas with stable internet connectivity, which may be a limitation in areas with unstable internet connectivity and the will not have an automatic deletion feature for documents that have reached their retention period. Only the admin will be authorized to add or delete users inside the system.

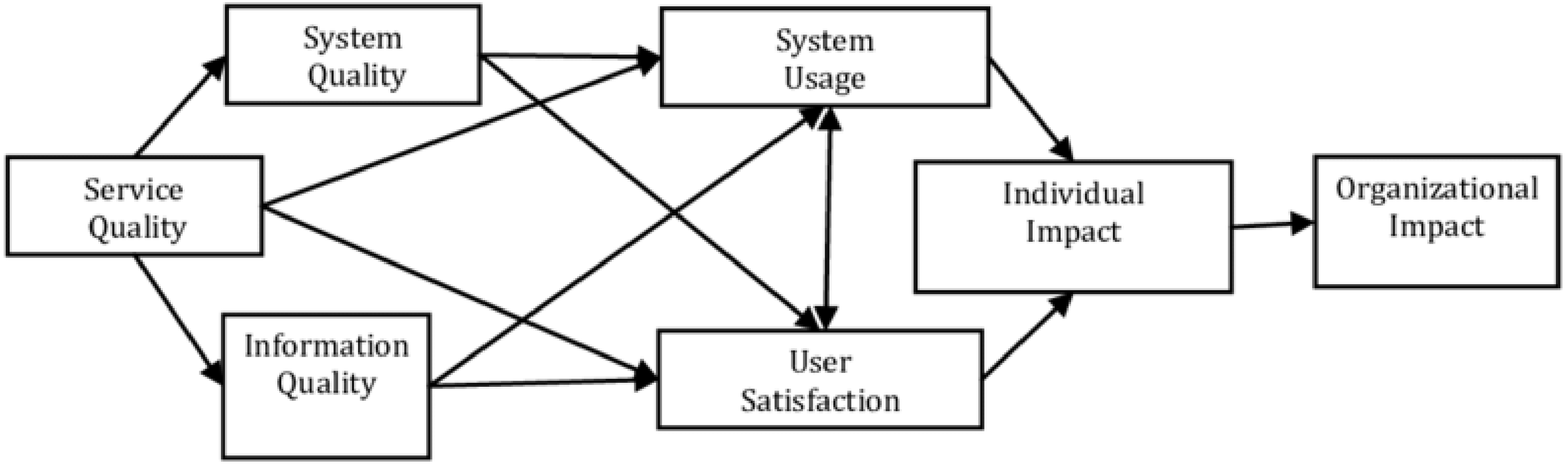
REVIEW OF RELATED LITERATURE

Title	Author/Year	Objective	Result / Technology Used
The impact of online document management system on business productivity and paper usage	Tang, et al. (2015).	The objective of the study conducted by Tang et al. (2015) was to investigate the impact of an online document management system (ODMS) on business productivity and paper usage.	Tang et al. (2015) found that implementing an online document management system (ODMS) had a positive impact on business productivity and significantly reduced paper usage. The technology used in the study was the ODMS, which enabled secure storage and management of documents in the cloud.
Implementation of Document Management System Technology in Barangay Paligui, Apalit, Pampanga: A Descriptive Study	Requinto et. al. (2019)	The objective of the study was to develop and implement a system for managing and organizing important documents in Barangay Paligui, Apalit, Pampanga using DMS technology.	The implementation of DMS technology in the barangay increased the efficiency and productivity in managing important documents, improved organization and retrieval of documents, reduced costs associated with physical storage, and better accessibility to documents for the barangay officials and constituents.

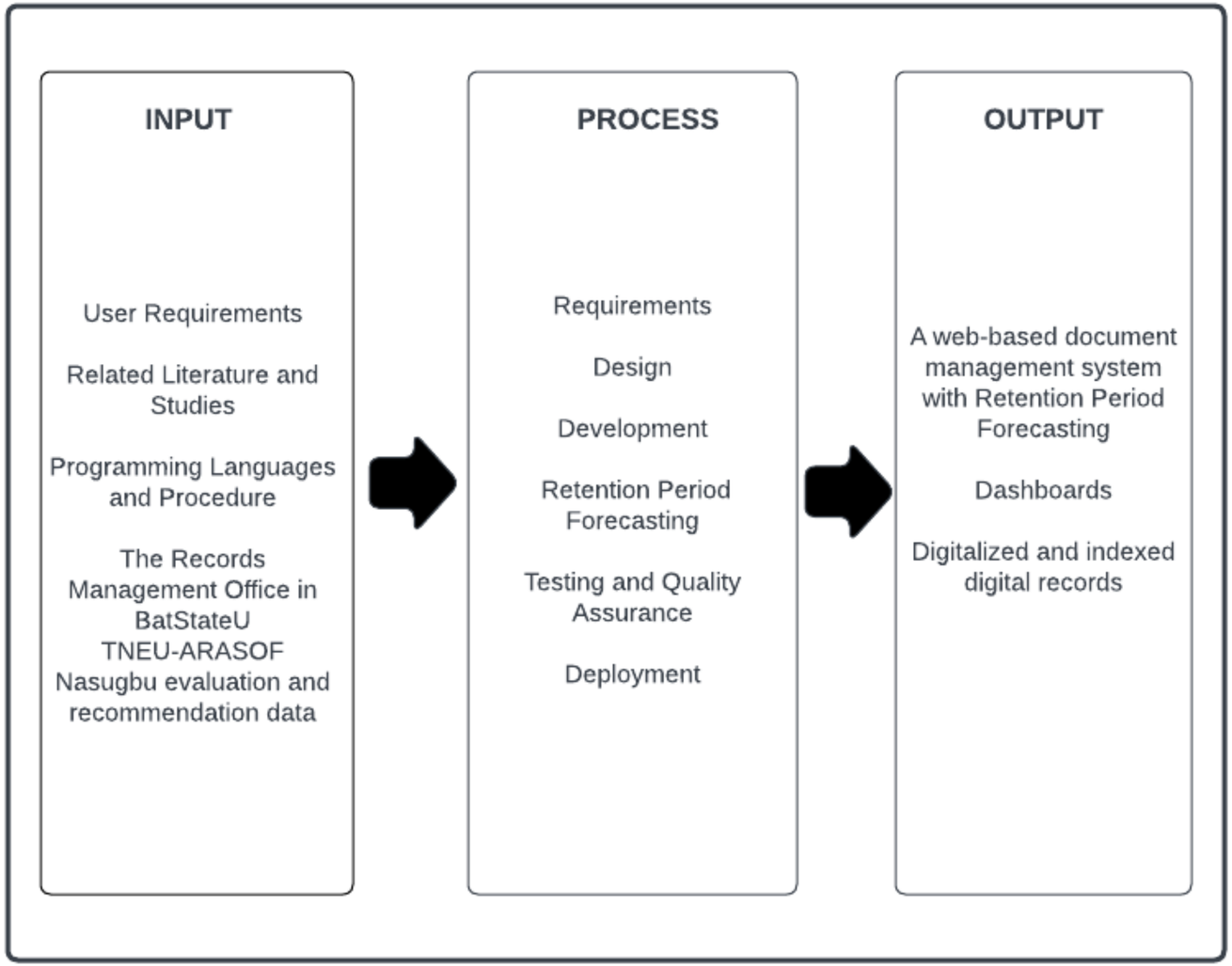
REVIEW OF RELATED LITERATURE

Title	Author/Year	Objective	Result / Technology Used
The Importance of Document Management Systems in the Digital Transformation of Organizations	Jordan et al.(2019)	To investigate the importance of document management systems (DMS) in the digital transformation of organizations and identify the benefits of DMS in improving workflow, collaboration, security, and compliance.	The researchers conclude that DMS is a key tool for organizations to undergo digital transformation and improve their workflows, increase productivity, and reduce costs, while meeting compliance requirements and improving security.

THEORETICAL FRAMEWORK



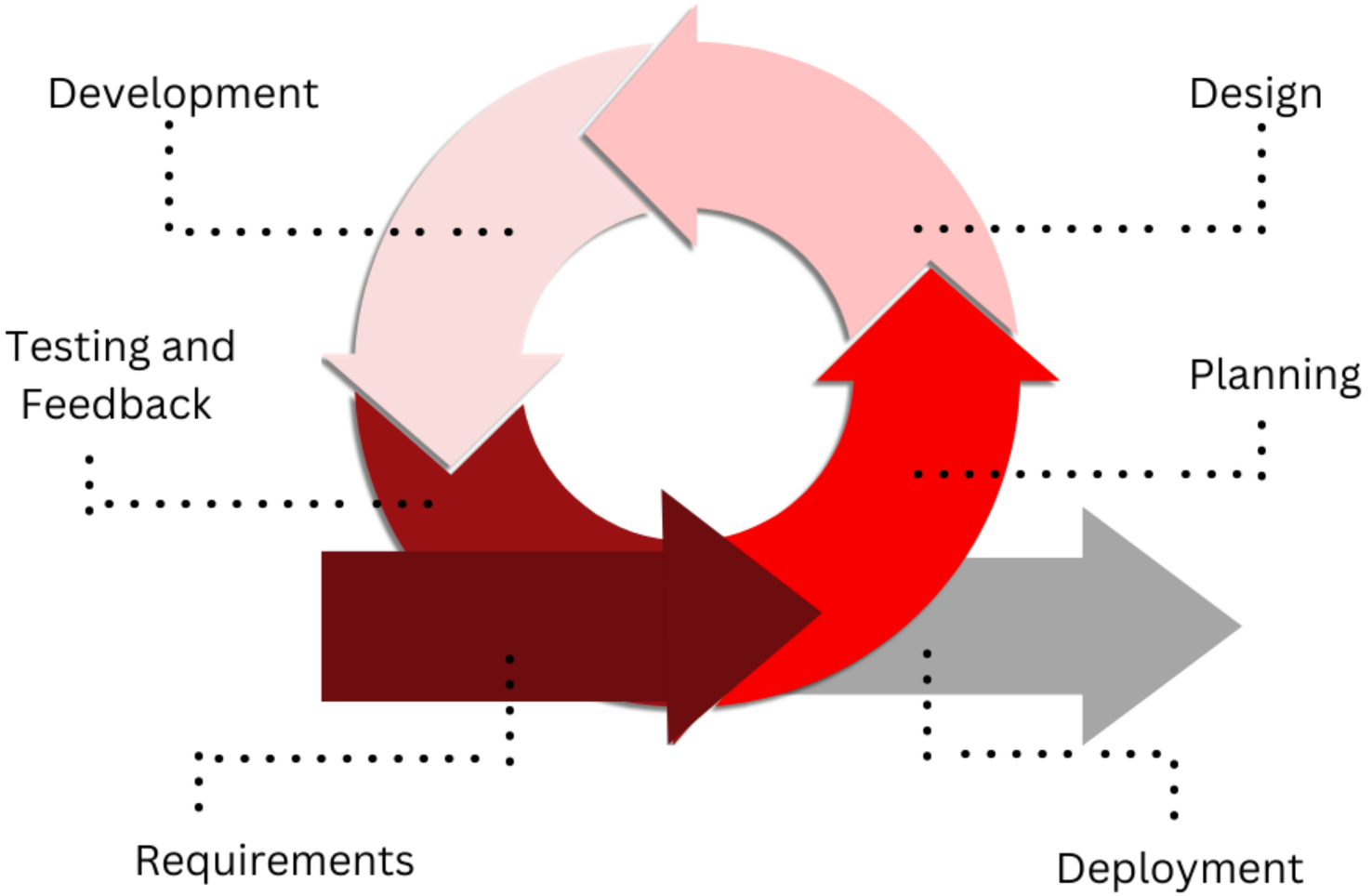
CONCEPTUAL FRAMEWORK



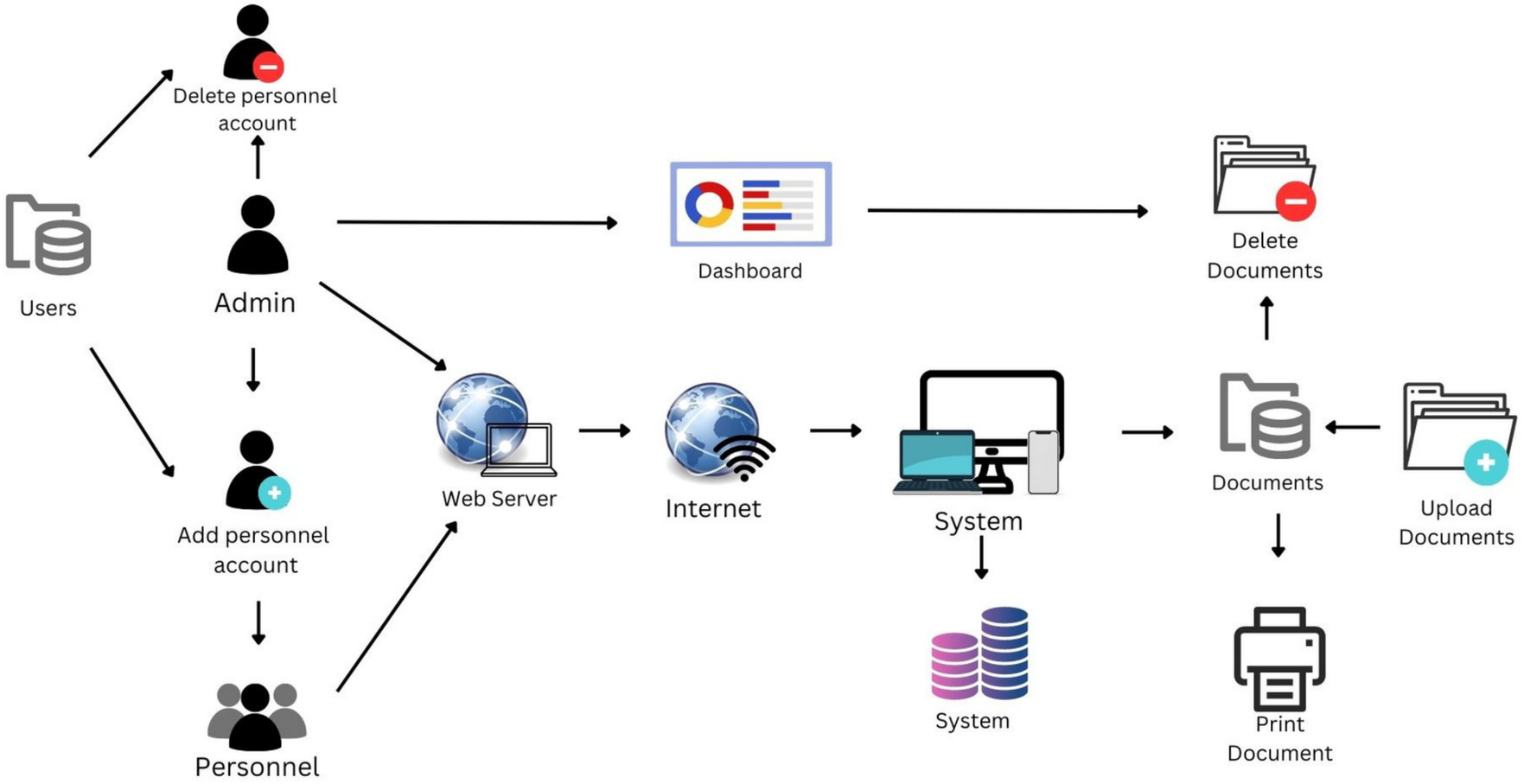
TYPE OF RESEARCH

In the case of developing a InfoHub: a Web-based document management system for RMO Batangas State University TNEU ARASOF - Nasugbu, the researchers would use descriptive research to gather information about the current document management system being used, the needs and requirements of the users, and the features and functionalities required for an effective and efficient web-based system. The researchers conducted interviews with users and administrators to determine the strengths and weaknesses of the current system and identify areas for improvement. discuss

AGILE METHODOLOGY



SYSTEM ARCHITECTURE



PREPARATION AND EVALUATION

Likert Scale

$$i=h-l/t$$

i = interval
h = highest value in the questionnaires
l = lowest value in the questionnaires
t = total number of preset options in the questionnaires

RESPONDENTS

Respondents	Number
Records Management Office of BSU TNEU-Arasof Nasugbu Personnel	3
IT Expert	2
Total	5

THANK YOU.