

CAINTA CATHOLIC COLLEGE

A. Bonifacio Ave., Brgy. Sto. Niño, Cainta, Rizal, Philippines

DEVELOPMENT OF A STANDARDIZED FILING AND RETRIEVAL SYSTEM FOR LEGAL DOCUMENTS

A Thesis

Presented to the Faculty of Cainta Catholic College
Cainta, Rizal

In Partial Fulfillment of the Requirements for the Degree
Bachelor of Science in Office Administration (BSOA)

By:

Silva, Patrick
Domingo, Karen
Morales, Julia
Marquez, Ivan
Villanueva, Ella

March 2024