**Context and Scope**

In the dynamic landscape of technological advancements and continuous evolution, the pursuit of innovative systems and ideas to enhance the efficiency and quality of various processes remains a constant endeavor. IT professionals and students, driven by the shared goal of positively impacting the world, constantly seek ways to improve conventional methods.

The context for this system emerges from the ongoing technological developments and the shared commitment of IT professionals to bring positive change. By leveraging technology, the Accreditation and Certification Information System aims to improve the current approach to accreditation, ensuring that the process aligns with contemporary standards and meets the diverse needs of stakeholders.

**Scope:**

The scope of the Accreditation and Certification Information System encompasses the intricate network of stakeholders within the educational domain, specifically focusing on the Polytechnic University of the Philippines – Quezon City Campus. This comprehensive system aims to be seamlessly integrated into the campus environment, providing a robust solution for recording, organizing, and evaluating accreditation-related data.

The implementation of the accreditation system extends to all faculty members, irrespective of their position, ensuring a holistic approach to accreditation management. The primary goal is to empower the administration by facilitating the evaluation and effective management of records and logs for each faculty member within the campus. The system seeks to streamline accreditation processes, fostering transparency, accountability, and overall efficiency in meeting the accreditation standards set by the institution and relevant accrediting bodies. Through this scope, the Accreditation and Certification Information System aspires to be a transformative force, aligning with the broader mission of IT professionals to improve and advance traditional methods for a better tomorrow.

**Problem Statement**

The Accreditation and Certification Information System's current state highlights several issues that limit both its efficacy and the accreditation procedure. One of the prominent issues lies in the inconsistent and inadequate renaming of files, coupled with a lack of systematic sorting mechanisms. This disorganization not only complicates administrative checks but also poses difficulties for task force members in complying with accreditation requirements. An additional concern centers around the announcement, notification, and monitoring of uploaded documents, particularly in updating faculty-related documents. The system currently lacks a streamlined process, leading to lapses in faculty members updating their documents, which, in turn, adversely impacts the overall accreditation system.

These identified issues underscore the critical need for a comprehensive solution that encompasses standardized file naming conventions, a systematic sorting mechanism, and clear indications for task force members and faculty. Addressing these challenges will not only streamline administrative processes but also enhance the overall efficiency of the accreditation system, ensuring timely updates and accurate record-keeping for improved decision-making. Therefore, the proposed accreditation system aims to rectify these deficiencies and establish a robust framework that aligns with the stakeholders' needs and contributes to a more effective accreditation process.

**Objectives and Goals**

Our main goal in developing the "Accreditation and Certification Information System" is to solve current issues with file management and the lack of naming and organization of the files. Our goal is to create a standardized file attachment procedure that guarantees papers are arranged in a methodical manner. This initiative seeks to facilitate efficient file checks by administrators and provide a clear indication for the task force or faculty associated with each task or statement. The main objective is to improve the file management and checking and accreditation procedures in order to resolve the current problem of disorganized files, which makes it challenging for administrators to evaluate applications.

**Goals**

* **Standardize File Naming:** Implement a system to ensure proper and consistent file renaming.
* **Organized File Sorting:** Develop efficient sorting and organization of files within the "Accreditation and Certification Information System."
* **Streamlined Administrative Checks:** Facilitate easy and quick file verification by the administration through improved organization and standardized naming conventions.
* **Task Force/Faculty Indication:** Provide clear indications for task force members and faculty for each statement or document, enhancing clarity and accountability.
* **Announcement and Monitoring System:** Establish a robust notification and monitoring system for uploading and updating faculty-related documents.