**Introduction**

In this era where information is paramount, especially for the efficiency and the efficacy when recording and retrieving information. One of the most important resources for any kind of organization is its records. It helps in decision-making, show adherence, and record the history of the company, and maybe most significantly, allow us to carry out our duties. Records are vital to the management and operation of government especially the Bureau of fire protection. Proper records management is essential for ensuring smooth operations, especially in government agencies where documentation is a important component of service delivery.

As for BFP Hinigaran, they are currently using a records management system that is not very productive nor effective. Due to this, staff are compelled to sift through physical files to track and modify payment records, which is time-consuming and prone to errors, and causes obstacles to quickly retrieving information. Furthermore, having paper-based documentation poses a huge risk of losing their records or damaging them and to a lesser extent uses up too much physical storage. On inspections, the personnel depend on manual methods to evaluate establishments which cause a delay and decrease the efficiency even more. These inefficiencies underline the urgent need for an automated system that will help streamline record-keeping and improve service delivery.

Thus, the main purpose of this project is to propose a digital record management system for BFP Hinigaran that solves the inefficiencies of the current system. The automated payment record tracking system is designed to automate the process of recording payments received, updating payment status, and retrieving payment information, resulting in improved accuracy and security of the database. Further, it aims to eliminate data loss risks, reduce dependence on physical storage, and ensure operational efficiencies by digitising record-keeping tools. With this system BFP Hinigaran can improve its entire operation and offers public service.

This project encompasses the design and implementation of a user-friendly and secure digital system for keeping records. It will include real-time tracking and automated data entry to ensure that information can be easily accessed and retrieved. It will also contain a database where authorized personnel can access and monitor their records; enabling them to change records from specific orders. The project, however, will focus on how BFP Hinigaran can improve their internal processes and will not explore external integrations with other government agencies at this time.

**Statement of the Problem**

The study examines the specifications needed for an automated record management system which will eliminate manual record handling inefficiencies. Current staff experience delays while their document retrieval times and increase chance to lost documents. The goal is to create system both reliable and user friendly which help the bfp staff. Specifically, the present study seeks to answer the following questions:

* What amount of time combined with work-hours will automation of record management bring in comparison to present manual systems?
* What must be included for creating an automatic record management system? Which attributes should be included for efficient and secure accurate document management?
* What level of benefit can the suggested automated record management system deliver regarding accessible files along with error reduction and optimized space utilization?

1. What is the level of difficulties encountered by the respondent
2. What is effectives of your system
3. What is the requirements needed to complete of proposed system
4. What is the system quality

**Objectives**

**General Objectives:**

To design and to develop an automated record management system for BFP Hinigaran to enhance efficiency, accuracy and efficiently manages for handling records and inspection.

**Specific Objectives:**

1. To develop web application to enhance record management and inspection processes for establishments.

2. To develop a functional and a user friendly web application that improves file search efficiency and simplifies the inspection process and ensures easy to use for all the users.

3. The project team has the necessary technical expertise in front-end and back-end development, data organization, and real-time updates to develop the web system.

4. The system implements an automatic record system with real-time data updates that enhance operational efficiency by decreasing errors and improving workflow procedures.

5. The development timeline requires six months during which design gets developed first followed by testing and deployment and then development into a single project.

**Significance of the study**

The findings of this study is beneficial to the different entities, especially to the Bureau of Fire Protection (BFP) Hinigaran, and its personnel and the community as a whole. As currently used, the existing process for record-keeping in manual, time-consuming, prone to errors and data loss, hence an automated records management system has been developed.

**To the Users.** It is worth noting that staff members will gain a user-friendly digital platform which will help them to enter, retrieve and modify data efficiently. By automating the management of payment tracking and inspection records, there will be fewer manual mistakes, and a lighter workload, which in turn can facilitate productivity. In addition, it enables real-time access for authorized users to enable better decision-making and compliance to be achieved with regulatory requirements.

**To the Bureau of Fire Protection.** With automated payment tracking, secured records storage, and real-time data update, the envisioned system will truly transform records management to be potentially more efficient. The system improves the accuracy of data, retrieval speed, and operational transparency by minimizing reliance on physical files. In addition, it will free up additional time for BFP personnel to perform primary duties without having to waste hours looking for and creating databases.

**To the Community.** The BFP Hinigaran also improves on how it operates so that the service can reach the people more quickly and efficiently. The time-efficient record-keeping system makes sure inspections, payments and various other services are done in time, thus minimizing delays and inconveniences for business owners and residents. In addition, better data security reduces the chance of records being lost or misplaced allowing for more transparency and accountability when it comes to fire safety compliance.

**To the Researchers and Developers.** This research is an important reference tool for researchers and developers to digital transformations in these government agencies. An abstract about the utility of records management, system security and workflow, places this study in the automation domain of e-government discussion.