**RRL:**

Influence of Procurement Records Management on Procurement Performance of Nakuru County Government

**Link:**

<https://www.researchgate.net/publication/390343718_Influence_of_Procurement_Records_Management_on_Procurement_Performance_of_Nakuru_County_Government>

**Abstract:**

Procurement performance is an essential function of County Governments in Kenya, as it enables them to acquire the goods, works, and services needed to deliver public services to citizens. However, County Governments including Nakuru County have been facing significant procurement performance challenges. Therefore, the study sought to determine the influence of procurement record management on the procurement performance of the Nakuru County Government. The study was anchored on the record lifecycle theory. The study adopted a descriptive research design. The unit of observation was 35 procurement and 47 finance officers working in the 10 county departments in the County Government of Nakuru. The census technique was adopted to incorporate all the targeted respondents. Primary data was collected using a questionnaire. A pilot test was conducted at Kericho County, where 8 questionnaires were issued to the procurement officers. The study collected both quantitative and qualitative data. Quantitative data was analyzed using Statistical Package for Social Sciences (SPSS) version 25. Data collected from the structured questions was analysed using both descriptive and inferential statistics. Descriptive statistics involved the use of percentages, frequencies, means, and standard deviations. Inferential statistics involves the use of correlation analysis and multiple regression analyses. Qualitative data from the interview schedules was analyzed using thematic analysis. After analysis, quantitative data was presented in the form of tables for easy interpretation, while qualitative data was presented in prose form. The study found that procurement record management had a positive and statistically significant effect on public procurement performance in the County Government of Nakuru, Kenya. The study recommended that the County Government should continue and possibly expand pre-tendering practices. Furthermore, the County Government should uphold the multi-criteria approach during tendering, emphasizing value for money and considering factors beyond just the lowest price.

**RRL:**

A Review of Records Management in Organizations

**Link:**

[**https://www.scirp.org/journal/paperinformation?paperid=113666**](https://www.scirp.org/journal/paperinformation?paperid=113666)

**Abstract:**

The study highlights the importance of records management in organizations. Various scholars dwelled on the value of records management in organisations. As highlighted in this paper the importance of records management in today’s world cannot be overemphasised; records and information are the life blood of every organisation and the basis on which decisions are made. The poor management of records does not only hinder the development process of organisations but also leads to ineffectiveness and inefficiency in service delivery. Records, being personal or official, are very important in the life of an organisation. The success of any organisation depends on effective records management practice that ensures the right records are available at the right time for effective business operations. The need for proper records keeping is indisputable it is an ordinary and necessary component of virtually all business operations. Transparency and accountability can only be achieved if there is a policy that guides the management of records.

**RRL:**

Records management strategies and professional performance of administrative staff

**Link:**

<https://iiari.org/journal_article/records-management-strategies-and-professional-performance-of-administrative-staff/>

**Abstract:**

This study correlated the records management strategies of the administrative staff at Laguna State Polytechnic University with their professional performance. The descriptive quantitative research involved 59 administrative staff through the researcher-made survey questionnaire distributed through Google forms. The results of the study proved that there is a significant difference in the records management strategies when grouped according to age, gender, job tenure, and job position in the department. However, there was no significant difference among the professional performances when grouped according to age, gender, job tenure, and job position in the department. The study also confirmed that records management strategies have a positive significant relation to professional performance. The findings can help improve the university policies, procedures, and strategies in managing records. Therefore, it is recommended to provide training programs and improving implementation of evaluation and assessment to the administrative staff to expand their professional proficiencies.

**RRL:**

Capability of Bureau of Fire Protection personnel in responding to emergencies in the province of Sorsogon

**Link:**

<https://www.mijrd.com/papers/capability-bureau-fire-protection-personnel-responding-emergencies-province-sorsogon>

**Abstract:**

**The study assessed the capabilities of Bureau of Fire Protection (BFP) personnel in responding to emergency in Sorsogon Province along with firefighting operations, emergency medical services (EMS), special operations, and disaster management. It employed a descriptive method involving active in service BFP personnel assigned in the province of Sorsogon. Sample size was determined by using slovin’s formula. Data were gathered using a questionnaire checklist based on BFP operational manuals, training manuals and Oplan Panghalasa Implan. A variety of scales and statistical analysis are used to address the research questions such as frequency, percentage. Findings indicated that BFP personnel in Sorsogon Province demonstrated much capabilities across all variables. Moreover, BFP personnel encounters challenges in emergency response, such as manpower shortages, lack of modern medical equipment, and communication disruptions. Recommendations were to implement enhanced training programs with considerations on the BFP personnel’s demographic profiles, access to support services like counseling and stress management workshops, and resource allocation for manpower, equipment, and training facilities. The study also proposed the implementation of a project proposal to enhance emergency response capabilities and ensure public safety in the province.**

**RRL:**

**Development of a Web-based records management system: an ERMS initiative for the Office of Senior Citizen Affairs in the Philippines**

**Link:**

[**https://www.emerald.com/insight/content/doi/10.1108/rmj-06-2023-0031/full/html**](https://www.emerald.com/insight/content/doi/10.1108/rmj-06-2023-0031/full/html)

**Abstract:**

**This paper aims to design and develop a web-based Electronic Records Management System (ERMS) for the Office of Senior Citizens Affairs (OSCA) in the Philippines. The ERMS seeks to centralize record-keeping and streamline the collection, storage and processing of records and member information. By addressing challenges associated with manual record-keeping, the system seeks to enhance the overall efficiency of record management within the organization. The utilization of web and data capturing technologies is expected to optimize record management workflows, enabling quick and accurate information retrieval at the OSCA.**

**RRL:**

**IMPROVING THE MANAGEMENT OF FIRE SAFETY RECORDS OF DAVAO CITY FIRE DISTRICT BY SHIFTING TO A CENTRALIZED ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (DMS)**

**Link;**

[**https://ppsc.librarika.com/search/detail/8270107**](https://ppsc.librarika.com/search/detail/8270107)

**Abstract:**

**ABSTRACT  
  
The primary goal of this action research was to comprehend why it is essential to transition from the conventional document management system that uses stacked folders, files, and papers to an electronic document management system, which is currently more secure and accessible and is used by many individuals throughout the world. This action research will also address the problem of the quality and efficiency of the current workflow being implemented in the organization to serve the public.  
  
In the context of this action research, both first- and second-person inquiries are employed. Information for the first-person analysis was gathered utilizing the individual's own observations, experiences, and position as a member of the organization and collaborator as an insider action researcher. The researchers jotted down their reflections in a study journal.  
  
The second person inquiry is generated from information through collaborative efforts with the key offices from the Records Section from DCFD and its substations.  
  
Moreover, they segregated their level of questioning through Schein’s three types of inquiry: Pure inquiry prompts the elicitation of the story of what is taking place and listen carefully and neutrally. Diagnostic inquiry manages the process of how the content is analyzed by the other by exploring (1) emotional processes, (2) reasoning and (3) actions. Confrontive inquiry involves sharing your own ideas while challenging the other person to think differently. For this action research, the researchers conducted interviews using both structured and unstructured methods. The researchers made use of the idea of the spiral of action research cycles. Action research revolves around a cyclical four-step process of constructing, planning action, taking action and evaluating action.  
  
As a result, the Electronic Document Management System would truly meet the needs of the organization and fulfill its purpose in creating a better option for increased productivity, increased customer satisfaction and secured document management system. The results section shows the pulse of all the respondents, pointing towards the need to take action and change the traditional document management system, and they all believed that the electronic management system could be a solution.**

**RRL:**

**Adoptability of electronic document management system in Ilorin businesses**

**Link;**

[**https://www.researchgate.net/publication/334164538\_ADOPTABILITY\_OF\_ELECTRONIC\_DOCUMENT\_MANAGEMENT\_SYSTEM\_IN\_ILORIN\_BUSINESSES**](https://www.researchgate.net/publication/334164538_ADOPTABILITY_OF_ELECTRONIC_DOCUMENT_MANAGEMENT_SYSTEM_IN_ILORIN_BUSINESSES)

**ABSTRACT:**

**Electronic Document Management System (EDMS) is an automated solution that improves organization workflow and competitiveness. Despite the enormous benefits derived from its implementation, some organizations have not exploited the opportunities. This study examines the factors that affect adoption and non-adoption of EDMS. An interpretive research approach was employed through an in-depth interview of IT officers and record managers at some public and private organizations within Ilorin metropolis using purposive sampling technique. The result of the data analysis using deductive coding frame of Atlas revealed some themes that were cross-tabulated or mapped with some information systems models. It was revealed that search functionality, reliability, accessibility, and security of EDMS, are the major reasons for adoption, while reasons for non-adoption include vulnerability to attack, high cost of implementation and digital illiteracy of staff members. It was recommended that open source development of the system be encouraged to ensure exclusive adoption by organizations.**

**RRL:**

**Strategic approaches to address the challenges faced in using electronic document management system: a case of staff of Kebbi State University of science and Technology Aliero, Nigeria.**

**Link;**

[**https://ir.kiu.ac.ug/items/e00e7166-2dc1-4518-b75a-2122c875bb66**](https://ir.kiu.ac.ug/items/e00e7166-2dc1-4518-b75a-2122c875bb66)

**ABSTRACT:**

**This study was to establish the challenges faced by the Staff of KSUSTA while using electronic document management system with the view of coming up with strategic approaches to address the challenges. The following objectives guided the study: i) to establish the challenges faced by the Staff of KSUSTA in using EDMS; ii) to propose strategic approaches to address the challenges faced by the Staff of KSUSTA in using EDMS; and iii) to examine the effect of the strategic approaches on the use of EDMS amongst the Staff of KSUSTA after a period of 4months. Descriptive survey design was used in this study. The study population of this study were 2108 employees of KSUSTA and the target population was 575 participants from records department, ICT department, Computer department, Library and Engineering department (i.e. administrators, lecturers and technical non-teaching staff). The sample size of 236 was determined by Slovene’s formula. Data analysis was done using frequency and percentage tables. Mean and Standard deviations were also used. Regression analysis was used as well. The study revealed that the overall assessment of the challenges affecting the use of EDMS in KSUSTA, was Moderate (overall average mean~3. 19, Stdl .050). The study revealed that strategic approaches adopted to address the challenges of using EDMS at KSUSTA was assessed by the respondents as satisfactory (overall average mean~3.71, Std~ 1.005). The study revealed that after adopting the strategic approaches, there was a significant effect on the use of EDMS at KSUSTA (Adjusted R20. 164, pO.000). The study concluded that the D&M model is effective in measuring the challenges affecting the use of an information system in terms of system quality, information quality and service quality. furthermore, the use of appropriate strategic approaches can be able to influence the use of an information system if properly adhered to. The study made the following recommendations: the formulation of a written policy guideline for the effective management of EDMS; the adoption of a standard procedure that shall be outlined in a policy document that will serve as a guide to the electronic document managers in the effective management of EDMS; the training and retraining of the staff in order to enable them cope with some of the challenges posed by the rapid development in the area of ICTs; and the urgent need for alternative power supply.**

**RRL:**

**Adoption of the Electronic Document Records Management System within the Public Sector in Namibia: Exploring the Challenges and Opportunities**

**LINK:**

[**https://researchleap.com/adoption-electronic-document-records-management-system-within-public-sector-namibia-exploring-challenges-opportunities/**](https://researchleap.com/adoption-electronic-document-records-management-system-within-public-sector-namibia-exploring-challenges-opportunities/)

**ABSTRACT:**

**The concept of records management aided by information and communication technologies (ICTs) has recently been embraced by many institutions across the globe. For example, organisations that have implemented the Electronic Document and Records Management System (EDRMS are deemed to be better equipped to handle both internally and externally generated records. These organisations are said to operate at higher level in terms of efficiency and effectiveness than those that still rely on manual filing. However, despite the well documented benefits that come**

**With the adoption of ICTs for records management, some departments within the public sector in Namibia, such as the Ministry of Home Affairs, Homeland and Security as well as the Office of the Prime Minister are still heavily reliant on manual filing of documents. It is against this background that this study explored factors hindering the adoption of EDRMS in the Office of the Prime Minister (OPM). The study adopted a qualitative research approach to collect, analyse, and interpret data. The data collecting instruments included open-ended questionnaires, face-to-face interviews and observation of the study respondents. Data was analysed using the Atlas.ti tool. The study found that insufficient training of staff on electronic records management, lack of user needs analysis and lack of user involvement before the introduction of the system all contributed to resistance of the EDRMS adoption in the OPM. The study recommends that the OPM must provide adequate training to its employees on electronic records management and on the EDRMS in particular. The OPM should also make provision for the adoption of a change management strategy plan in order to get user buy-in for the new electronic system to be embraced.**

**Rrl:**

**University Electronic Records Management System for Northwest Samar State University, Calbayog City**

**Link:** [**https://ojs.pnb.ac.id/index.php/LOGIC/article/view/2145**](https://ojs.pnb.ac.id/index.php/LOGIC/article/view/2145)

**Abstract:**

**Effective records management program is a major element of the governance of any organization. Based from the surveys, the Northwest Samar State University was not fully aware on how to do about the implementation of this act, National Archives of the Philippines Act of 2007 (R.A 9470). The university was still relying from the university code for the records management provisions.   This study was undertaken to develop and validate the acceptability of the developed University Electronic Records Management System (UeRMS) for Northwest Samar State University as perceived by the computer experts, school officials, teaching personnel and non- teaching personnel.  Thus, the idea and assessment of the respondents towards the design of the system is very critical.  Upon validating the developed system, they observed that it was much faster to search records compared to manual process.**

**Rrl:**

**Designing and Implementing e-justice Systems: An Information Systems Approach to Regional Trial Court Case Docket Management in Northern Mindanao, Philippines**

**Link:**

[**https://arxiv.org/abs/2103.06412**](https://arxiv.org/abs/2103.06412)

**Abstact:**

**Computer-based information systems for case management are still at an early stage of adoption in many trial courts in the Philippines. In most cases, information system implemented is the case docket using the official record book on which cases are written and inventory of cases and reports are generated. This is a standalone system that often face data processing, data security and case management challenges. However, there are examples of Information systems in overcoming these pitfalls and producing innovative solutions that surpass data management practices in in many trial courts in the country. One such case is the Regional Trial Court Branch 23 of Cagayan de Oro City in Northern Mindanao, Philippines. A project named Web-based Case Docket Information System (WCDIS) has been designed and developed for the court branch. This system uses a framework known as System Development Life Cycle (SDLC) which is a guide for the design and development. This paper also discusses the key system functionalities and the implementation methodology, including both the benefits and shortcomings of this approach, with the goal of applying lessons learned for future installations. Foremost among the successes of this project is its ability to increase efficiency and reliability in completing court transactions.**

**1RRS:**

**Development of Records Tracking Management System with QR Code**

**Link:**

[**https://www.researchgate.net/publication/373248024\_Development\_of\_Records\_Tracking\_Management\_System\_with\_QR\_Code**](https://www.researchgate.net/publication/373248024_Development_of_Records_Tracking_Management_System_with_QR_Code)

**Abstract:**

At Surigao del Norte State University, the process of keeping track of records is done manually by writing or logging document descriptions in the physical logbook. When the office staff received and outgoing the document, they need to log it in the physical logbook. The process relies on a physical logbook to keep track of each document's movement. The problem here is some of the documents are missing during the process and no one can pinpoint a person since the system is not accurate and reliable. To expedite the implementation process, the researcher opted to utilize the Rapid Application Development (RAD) model for realizing the system. This approach enables the developer to receive ongoing suggestions and feedback while constructing the system, allowing them to make necessary changes to the code as needed. By incorporating this iterative feedback loop, the developer can ensure that the system meets the requirements and expectations of the stakeholders promptly. After implementing the Records Tracking Management System (RTMS) and analyzing the results, the system has performed exceptionally well in fulfilling its purpose of tracking and managing documents. It successfully tracks documents, verifies user authenticity, retrieves files when needed, and keeps a detailed audit trail. The functionalities of the system perfectly align with our organization's goals and effectively cater to the needs of our users. To sum it all up, the evaluators have provided positive feedback, consistently rating the RTMS highly across all quality characteristics. With an average weighted mean of 4.44 out of 5, it is evident that the system has either met or exceeded expectations in terms of functionality, reliability, performance, usability, security, compatibility, maintainability, and portability. These findings provide a strong foundation for designing and developing an efficient and user-friendly Records Tracking Management System that effectively caters to our organization's document management needs.

**2RRS:**

**Using the Technology Acceptance Model in Understanding the Usage of Web-based Document Management System for the Fire Safety Enforcement Unit of the Bureau of Fire Protection**

**Link:**

[**https://www.researchgate.net/publication/376187939\_Using\_the\_Technology\_Acceptance\_Model\_in\_Understanding\_the\_Usage\_of\_Web-based\_Document\_Management\_System\_for\_the\_Fire\_Safety\_Enforcement\_Unit\_of\_the\_Bureau\_of\_Fire\_Protection**](https://www.researchgate.net/publication/376187939_Using_the_Technology_Acceptance_Model_in_Understanding_the_Usage_of_Web-based_Document_Management_System_for_the_Fire_Safety_Enforcement_Unit_of_the_Bureau_of_Fire_Protection)

**Abstract:**

Purpose—This project aims to address the data and document management challenges encountered by the Fire Safety Enforcement Unit (FSEU) of one of the local branches of the Bureau of Fire Protection (BFP) in Pampanga, Philippines. The proposed solution is a web-based document management system with SMS notifications to streamline the processing of Fire Safety Inspection Certificates (FSIC). Additionally, the project will assess user acceptance and system usage by applying the Technology Acceptance Model (TAM), ensuring the proposed solution aligns with user needs and enhances operational efficiency. Method—This applicative research utilises systems development and mixed quantitative and qualitative methods. In gathering data, the study employed purposive sampling to select respondents for a survey assessing the acceptance of a new technology. The Technology Acceptance Model (TAM) framework was used to identify critical factors influencing technology adoption. Results—TAM components for the developed system yielded highly favourable results. Respondents perceived the developed system as valuable and user-friendly, with mean scores of Perceived Usefulness (PU)—4.35, Perceived Ease of Use (PEU)—4.09, and Intention to Use (IU)—4.11. The reliability and validity have also been measured, achieving high-reliability scores for PU (0.9302), PEU (0.9029), and IU (0.8665). Spearman's rank correlation revealed significant positive correlations between variables. Conclusion—The web-based document management system, integrated with SMS for FSIC processing, is perceived as highly useful and easy to use. This study expands its scope beyond functionality to include security measures to safeguard the data within the BFP DMS. Recommendations—Several core insights emerged in refining the BFP Document Management System (DMS). Simplifying the user interface by reducing unnecessary steps and adopting a mobile-responsive design proved essential for accessibility and ease of use. A dedicated interface for inspectors could also significantly enhance field efficiency, allowing real-time access to inspection checklists. A super admin role would centralize control, ensuring effective user permissions and site-wide settings management. Lastly, proactive notification features—such as alerts for approaching or expired Fire Safety Inspection Certificates (FSIC)—would strengthen compliance tracking. These improvements collectively ensure a user-centred, adaptable system that aligns with the evolving needs of its users. Research Implications—Developing information systems entails working hours collaborating with various skilled individuals to produce systems that users would actually use. Implementing systems like this for a licensing agency indirectly impacts the community's safety by providing them with a tool to manage the safety compliance of the general community of businesses and organizations within its local community.

**3RRS:**

CAPABILITY OF FIRE SAFETY INSPECTORS IN THE BFPCALAMBA CITY, LAGUNA:

**Link:**

<https://www.academia.edu/83842400/CAPABILITY_OF_FIRE_SAFETY_INSPECTORS_IN_THE_BFPCALAMBA_CITY_LAGUNA>

**Abstract:**

**Firefighting practices are conducted to educate the Bureau of Fire Protection (BFP) personnel and the community residents regarding the ill effects of fire. The challenge of firefighting lies in the sole dedication and competence of the officers in the BFP. The study's goal was to assess fire safety inspectors' capability in fire control, suppression, and prevention conducted at Calamba City for the fiscal year 2021-2022. This study's respondents were 36 Fire Safety Inspectors from the Bureau of Fire Protection. The scope of the study covered their profile such as age, gender, length of service, highest educational attainment, and relevant trainings, challenges encountered by the FSIs while delivering the service. It employed a mixed method of research utilizing questionnaires with follow-up interviews. Based on the merits of the findings, the following conclusions are drawn: Most of the fire inspectors FY 2020-2021 are middle adults who are in their prime working lives, while the majority are males with most of them finished their bachelor's degrees, with at least ten years and above the length of service rendered, and the majority have not completed FBRC; The FSIs were “very capable” of fire control and prevention. There are areas to be improved under fire control: Serves court appearance summonses and or condemnation notices on parties responsible for violations of fire codes, laws, and ordinances and Arranges for the replacement of defective firefighting equipment and repair of fire alarm and sprinkler systems, making minor repairs such as servicing fire extinguishers when feasible. Under fire suppression skills: to develop and coordinate fire prevention programs such as false alarm billing, fire inspection reporting, and hazardous materials management and Inspects equipment such as gasoline storage tanks and air compressors; There are challenges being faced by the FSIs categorized in nine areas earlier mentioned. Based on the findings and conclusions of the study, the set of recommendations below are hereby offered: The capability training program proposed may be considered by the BFP to address areas of concern identified in this study; The challenges as indicated in the nine areas, can be further appraised by the BFP to determine which need immediate attention and solutions in the short, medium, and long terms; To strengthen the conduct of inspections and testing of newly installed protection systems and arrange for the replacement or rehabilitation of damaged fire alarm and fire suppression systems, as well as minor repairs such as fire extinguisher, servicing, and maintenance when possible. Moreover, to inspect and test fire protection and or fire. Detection systems are installed per appropriate laws, codes, ordinances, regulations, and standards, conducts fire exit drills, tests fire alarms, sprinklers, and other fire protection and extinguishing equipment, and inspects equipment such as gasoline storage tanks and air compressor, and reviewing blueprints and plans for the new or remodeled building to ensure that it meets fire safety codes; At the community level, a shift in local awareness of the impacts of fires is fundamental strategy to begin with; local communities should understand the personal importance of preventing fires, such as the fact that their communities are the first to inhale carcinogenic elements from the smoke. Educating Local communities must be part of the process, such as through awareness campaigns about the health implications of being in proximity to fires; and Government solutions to the fires almost always depend on technology; thus, the BFP must invest in modernizing high-tech safety inspection equipment.**

**4RRS:**

Records Management System for Buildings and Establishments Profile in Rizal Province Fire Stations

**Link:**

<https://www.researchgate.net/publication/362230426_Title_RECORDS_MANAGEMENT_SYSTEM_FOR_BUILDINGS_AND_ESTABLISHMENTS_PROFILE_IN_RIZAL_PROVINCE_FIRE_STATIONS>

**Abstract:**

**Title RECORDS MANAGEMENT SYSTEM FOR BUILDINGS AND ESTABLISHMENTS PROFILE IN RIZAL PROVINCE FIRE STATIONS Author WINNIE J. ASTRERO winniejosephastrero@gmail.com Degree MASTER IN PUBLIC ADMINISTRATION Institution LYCEUM NORTHWESTERN UNIVERSITY Date JUNE, 2022 Adviser DR. JOSEFINA B. BITONIO Keywords DATA PROFILING, ACCESSIBILITY, RECORD FORMAT, ARCHIVING OF DOCUMENTS The study sought to determine the standardization of data profiling of buildings/establishments by creating a systematic filing procedure that served as a basis for a proposed Records Management System for Buildings/Establishments Profile in Rizal Province Fire Stations during the Calendar Year 2021-2022. It assessed how records management practices aided the BFP regarding accessibility, records format, and document archiving. The following research tools were used: observation, interviews, and a questionnaire. The results indicated that The computed t value of -0.319 is less than the computed critical t value of 2.78, which led to the statistical decision – Accept the null hypothesis. This also indicates no significant difference between the perceptions of the Fire Marshals and Station Chief on the data profiling. Among the challenges in data profiling of buildings/establishments in the province of Rizal is the lack of resources in data profiling, no systematic filing and keeping of records was not thoroughly observed, and no adequate storage area. Based on the results of the study, the following conclusions were drawn: Various Fire Stations in the Province of Rizal need to improve their service in terms of accessibility, record format, and document archiving; and there is an urgency for the BFP to address the challenges as identified by the Fire Marshals and Station Chiefs. The following recommendations are hereby offered: An effective records management program anchors on written records management policies, standards, and procedures. Thus, the BFP may consider utilizing the proposed Records Management System conceptualized by the researcher; There is a need for the organization to adhere to the idea of standardization to provide coherence and unity of records and files and to allocate resources for the data profiling of buildings/ establishments to improve or provide better services in their organization; to improve the current records management practices at BFP, the records management function be incorporated into the organization-wide strategic plans. Records management forms part of the key performance areas of the Agency; and to benchmark with other agencies on their recording management consisting of accessibility, records format, andtrero**

**5RRS:**

**Implementing Document Management System (DMS) Technology in Barangay Paligui, Apalit, Pampanga**

**Link:**

[**https://innovatus-pub.github.io/abstractpublications\_archive/2019a/paper19.html**](https://innovatus-pub.github.io/abstractpublications_archive/2019a/paper19.html)

**Abstract:**

**Barangays are the smallest yet the most essential units of the government. The government cascades its services through its officials. However, due to the increasing population, quality of service, especially in handling records and documents declines. After a thorough site investigation and series of surveys an integrated “Document Management System” is proposed to alleviate these problems and Barangay Paligui in Apalit, Pampanga was chosen to be the model. Using Kanban Agile Methodology and extensive reviews of literature, the DMS, an open source system was conceptualized whose primary aim is to provide a centralized document management system that can be accessed by any barangay officials using their office desktop computers and mobile phones. It utilizes OwnCloud as the infrastructure for securing, storing, and sharing the files and a customized interface for users is written in HTML, CSS, JavaScript and PHP. The users evaluated the system and found to be useful and accepted for use.**

**RRS:**

**Development of a Web-based records management system: an ERMS initiative for the Office of Senior Citizen Affairs in the Philippines**

**Link:**

[**https://www.emerald.com/insight/content/doi/10.1108/rmj-06-2023-0031/full/html**](https://www.emerald.com/insight/content/doi/10.1108/rmj-06-2023-0031/full/html)

**Abstract:**

**This paper aims to design and develop a web-based Electronic Records Management System (ERMS) for the Office of Senior Citizens Affairs (OSCA) in the Philippines. The ERMS seeks to centralize record-keeping and streamline the collection, storage and processing of records and member information. By addressing challenges associated with manual record-keeping, the system seeks to enhance the overall efficiency of record management within the organization. The utilization of web and data capturing technologies is expected to optimize record management workflows, enabling quick and accurate information retrieval at the OSCA.**