

Detailed version of what the SIMS: The institution, Servitech Institute Asia (SIA), requires a **unified School Information Management System (SIMS)** to replace its current fragmented and manual operations. This system is considered the **top priority** and core requirement for modernization.

The overarching goal is to have a **centralized, automated academic information system** that addresses inefficiencies, scattered data, and delays.

Here is a complete detail of the kind of system SIA needs, based on the identified problems and suggested solutions:

I. Core Functional Requirements (SIMS Foundation Modules)

The core solution must focus development on three main modules: enrollment automation, grade management, and billing. The system must be an **all-in-one centralized platform** that automates workflows and improves communication between departments.

1. Enrollment and Registration:

- It must automate the entire enrollment process, which is currently split between walk-ins and Google Forms, causing duplicate data and inefficiency.
- The system must include an **online enrollment portal** where students can upload requirements, input personal data, and receive automated updates.
- It needs separate portal pages to manage requirements for **new students and transferees**.
- The system must handle the complexity of catering to various student types (working students, OFWs, students with illnesses) and modalities (Face-to-Face, Blended, and Pure Online).
- It must feature **automated evaluation** for transferees, as manual checking of prior course equivalencies currently takes significant time.
- Upon final payment, the system must automatically update the masterlist, inform admin and faculty, and generate a SIMS account for the student.

2. Financial and Billing Management:

- The system must track payments and manage billing, addressing the current manual accounting process that results in inconsistencies, delayed billing, and difficulty tracking dues.
- Accounting must be able to create bills, adjustments, verify payments, and issue receipts.
- The system should generate the billing statement, and if unpaid, the student remains tagged as "Pending Enrollment".
- The Accounting system requires features for student balances, tuition management, and digital/online payment records.

3. Grade Management and Academic Records:

- The system must automate grade processing and management.
- Teachers must submit grades digitally to the Registrar.
- The Registrar must be able to validate, record, and encode the grades.
- Grades should appear automatically in the student's SIMS account.
- Enrollment eligibility for regular students must be based on previous grades stored within SIMS.
- The SIMS must ensure a **centralized, controlled system of recordkeeping**, mitigating the risk of data corruption that currently occurs when teaching records are uploaded to Google Drive.

II. Role-Based Portals and Features

The system requires **role-based portals** to ensure each target user group (Senior High and College students, administrative staff, and faculty) has specific permissions.

Role Key	Key Actions / Portal Features	Source
Student (New/Regular/Transferee)	Online enrollment, dashboard, submit requirements, enroll subjects, view COR, pay fees, view grades, request credentials, view announcements, access lesson links, quiz/exam links, transfer/drop requests.	
Registrar (Admin Staff)	Enrollment verification, registration processing, student records, tracking requirements, verify requirements, approve/reject enrollments, masterlist updates, validate/approve grades, generate TOR/COR, course/subject assignment, grade encoding.	
Faculty / Instructor	View class list, class masterlists, take attendance, upload materials, post announcements, submit grades, view student performance records.	
Accounting / Cashier (Admin Staff)	Create bills, adjustments, verify payments, issue receipts, set financial holds, manage student balances, tuition, and digital payment records.	
Admin (Dean/Principal/Director)	Analytics, approve announcements, user-role assignment, manage policies.	
Section Adviser	View advisory panel, student behavior/attendance.	

III. Technical and Security Specifications

The new SIMS must address current weaknesses in data storage and comply with legal requirements.

- **Accessibility and Infrastructure:** The system must be **web-based** and accessible on all devices (computers, laptops, smartphones) as staff are tech-literate and device-ready. Given the reliable internet infrastructure, the SIMS **can be Cloud-hosted**.
- **Integration:** Operations must be consolidated under a **unified SIMS platform**. This eliminates the reliance on separate, unintegrated tools like paper logs, Google Forms, Google Drive, Google Classroom, and social media platforms, which cause data duplication and loss.
- **Automation (System Background Tasks):** The system itself must perform automated tasks, including: **COR generation**, schedule synchronization, reminders, status updates, and integration with the Learning Management System (LMS).
- **Data Security and Compliance:** The system must maintain strong data security.
 - It must comply with **DepEd Order No. 125 (2021)** and **RA 10173 (Data Privacy Act)**.
 - Required security features include **encryption, secure servers, role-based access, and audit trails**.
 - It must offer better data storage, resolving the current issue where data stored in Google Drive and paper records creates a risk of loss and inconsistent backups.

In essence, the system SIA needs is a comprehensive digital hub—a **SIMS**—designed to replace fragmented, manual processes with integrated, automated workflows for enrollment, finance, and academics. It must be designed for long-term, scalable modernization to support the institution's growing needs. This transformation is like moving from a collection of handwritten ledgers and scattered file cabinets to a single, secure, digital database where all operations are linked and updated instantaneously.