



Republic of the Philippines
TARLAC AGRICULTURAL UNIVERSITY
Candaba, Tarlac

COLLEGE OF ENGINEERING AND TECHNOLOGY

CHECKLIST OF FORMS FOR UNDERGRADUATE THESIS AND CAPSTONE PROJECT

Nivio et al (2015)

Step	Process	Form Code	Date Accomplished
1	Nomination of Panel Members	TAU-DRD-QF-43-Rev02	10/08/2014
2	Proposal of Thesis Title	TAU-CET-QF-01-Rev01	10/21/2014
3	Approval of Thesis Title	TAU-DRD-QF-44-Rev02	01/20/2015
3	Request for Ethical Review	TAU-DRD-QF-34-Rev01*	
4	Request for Outline Defense	TAU-DRD-QF-47-Rev02	04-07-2015
4	Evaluation of Outline Defense	Rev01-TAU-CET-QF-05	04-22-2015
5	Ethical Review and Evaluation	TAU-DRD-QF-35**	04/21/2015
5	Grading of Outline Presentation	Rev02-TAU-CET-QF-09**	04-22-2015
6	Checking of Revised Outline	TAU-CET-QF-06	
7	Approval of Final Outline	TAU-DRD-QF-45-Rev02	
8	Acquisition of Ethical Clearance Certificate	To be released by DRD	04/14/2015
9	Request for Pre-Ocular Inspection (if applicable)	TAU-DRD-QF-46-Rev02	
10	Request for Ocular Inspection	TAU-DRD-QF-46-Rev02	
11	Request for Final Defense	TAU-DRD-QF-47-Rev02	
11	Evaluation of Final Defense	TAU-CET-QF-05-Rev01	
12	Grading of Final Defense	Rev02-TAU-CET-QF-09**	
12	Checking of Revised Manuscript	TAU-CET-QF-10	
13	Plagiarism Check	To be requested to DRD	
14	Approval of Final Manuscript	Rev01-TAU-CET-QF-11	
14	Distribution of Hardbound Manuscript (not included in the final manuscript)	TAU-CET-QF-15	
15	Change in the Composition of Advisory Committee (if applicable)	TAU-DRD-QF-48-Rev02	

*Follow DRD guidelines for request on ethical review to acquire the form

**Acquire from the faculty-in-charge of thesis or capstone project after the evaluation



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Cainta, Tarlac

COLLEGE OF ENGINEERING AND TECHNOLOGY

EVALUATION FORM FOR OUTLINE/ORAL PRESENTATION

Name of Student(s):

IVAN HARVEY D. RIVERA

Date: 04/22/2025

WENCEL P. CASTILLO

KARL PATRICK S. MANDAPAT

CALEB STEVEN A. LAGUNILLA

Thesis Title: **ARC-HIVE: AN INNOVATIVE DOCUMENT ARCHIVAL SYSTEM FOR EFFICIENT RECORD MANAGEMENT**

AREA	COMMENTS/SUGGESTIONS/REVISONS
Title of Research Study	<input type="checkbox"/> Indicate all associated or related SDGs
Introduction/ Background Information	<input type="checkbox"/> Add an objective to include Vulnerability Assessment and Penetration Testing (VAPT); use appropriate software tool for web application penetration testing (i.e. web app pen testing OWASP)
Statement of the Problems/ Objectives/ Hypothesis	<input type="checkbox"/> Add in the Unit testing <input type="checkbox"/> Explore data gathering at Records Office. <input type="checkbox"/> Possibly change the end-user evaluation to Experts Evaluation consist of Records Office and Data Privacy Officer <input type="checkbox"/> Simplify the objective statements.
Review of Literatures and Studies	<input type="checkbox"/> At least 20 related references
Methods and Procedures	<input type="checkbox"/> ERD The Primary Key of the Tables should be descriptive. <input type="checkbox"/> ERD Include a DATA DICTIONARY per involved Table <input type="checkbox"/> ERD Look at the similar attributes of the files/tables or any generic attributes, CABINET, STORAGE_LOCATIONS and FILE tables should be ONE table and PHYSICAL and DIGITAL files will only be distinguished by a COPY_TYPE attribute. Not common attributes will be what is in the disintegrated/distributed tables. (UNARY IMPLEMENTATION OF TABLE)
Results and Discussions	N/A
Summary and Recommendation	N/A
Literature Cited	APA Format (7th edition)
Appendices	N/A
Other REMARKS	<input type="checkbox"/> REPORT GENERATION Reports being generated should be downloadable and/or printable <input type="checkbox"/> DATABASE BACKUP There should be system or user triggered periodic back-up of database. <input type="checkbox"/> REPORT GENERATION There should be a report regarding a Documents' copies details (e.g. offices with copy, physical duplicates, etc) <input type="checkbox"/> MODULE Generate Label for Physical Storage (i.e. Cabinet > Layer > Box > Folder/Slot)

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TAU-CET-QF-05

Revision No.:

02

Effectivity Date:

March 31, 2025

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- (Indicate also here if passed or due for another presentation)*
- REPORT GENERATION | Retrieval History (what are the details of this)
 - IMPLEMENTATION | Treat the functionality as Digital Cabinet (mirror the physical and digital, both ways)
 - ACCESS HISTORY | There is a log of documents access history
 - When an office requests a copy of a file, locate the file through the ID then return the location. Explore recursion. Cabinet, Layer, Box and Folder is in one attribute or field.
 - Explore visual representation of the Digital Cabinet
 - Search inside the actual content of the file. Strategize if this can be based on the file type (searching on the pdf, image);
 - Upon uploading the file, put in a table the converted (OCR) file; see built in libraries possible to use.
 - Create a policy regarding disposal of physical hard copies and implement.
 - List of Offices may be presented in accordion or based on a filter. Consider all data/description related to the office and put the head of the office.

For Revision subject to Advisory Committee's Approval before Evaluation

ADVISORY COMMITTEE:

Chairman: SHEILA R. KINGAYA, DIT

Date Signed: 4-22-2025

Member: JOVEN A. Tolentino, DIT

[Date Signed: _____]

Member: EUGENE S. VALERIANO, DIT

Date Signed: _____

NOTED:

CET Research Coordinator: JOVEN A. Tolentino, DIT

Date Signed: _____

Department Chairman: JOVEN A. Tolentino, DIT

Date Signed: _____

College Dean: RUBEN M. PARAZO, DIT

Date Signed: 4-17-25

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DEPARTMENT OF RESEARCH AND DEVELOPMENT

APPLICATION FOR RESEARCH ETHICS REVIEW

Application No.: _____

A. Preliminaries

Types of Ethics Review Applied for:	<input type="checkbox"/> Human Use <input type="checkbox"/> Animal Welfare <input type="checkbox"/> Plant Use <input type="checkbox"/> Microbiological/Biotechnological Use <input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Information Technology
Project/Study Title :	ARC-HIVE: AN INNOVATIVE DOCUMENT ARCHIVAL SYSTEM FOR EFFICIENT RECORD MANAGEMENT
Project/Study Duration	
Planned Start Date	January 2025
Planned End Date	December 2025

B. Administrative Information

Name of the Principal Applicant	Wencel P. Castillo
Name of Research Members (if there is any)	Ivan Harvey D. Rivera Caleb Steven A. Lagunilla Karl Patrick S. Mandapat
Office/University/Department	College of Engineering and Technology Department of Computer Studies
Contact Email Address	castillowencel16@gmail.com
Contact Telephone Number	09098334953
Source of funding (if there is any)	N/A
Has the project/study undergone research ethics review?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, indicate where and status of review	N/A

C. Project/Study Description

C.1 Executive Summary (Maximum of 300 words)

Efficient document management is crucial for educational institutions like Tarlac Agricultural University (TAU). The increasing volume of records, both physical and digital, makes traditional manual filing systems inefficient, leading to delays, data loss, and retrieval difficulties. To address these challenges, this project proposes **Arc-Hive**, an innovative Document Archival System designed to streamline TAU's record management.

C.2 Study Design

This study aims to develop **Arc-Hive**, a Document Archival System for Tarlac Agricultural University (TAU) to improve **record management, security, and accessibility**. Specifically, it seeks to:

1. Develop a system with intelligent tagging, document retrieval, and role-based access control.

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2. Enhance workflow efficiency by reducing manual record-keeping tasks.
3. Evaluate the system using ISO/IEC 25010 standards for usability and functionality.

Justification of the Study:

TAU's current document management relies on **manual and paper-based** processes, making retrieval slow and increasing the risk of data loss. Arc-Hive **digitizes and optimizes** record management, ensuring **secure and efficient** access to institutional documents.

C.3 Detailed Description of the Methodology

The study will be conducted at Tarlac Agricultural University (TAU), Camiling, Tarlac. Specifically, it will focus on the **administrative offices and faculty departments** where document management is a critical function. The study involves **human participants**, specifically TAU staff, faculty, and administrators, who will:

- Provide feedback on current document management challenges through surveys and interviews.
- Participate in user testing to evaluate the system's usability and efficiency.
- Assist in validating the effectiveness of Arc-Hive based on ISO/IEC 25010 standards.

This study does **not** involve animals, plants, microorganisms, or biotech samples.

Attachments to this Application

Please tick the box if the following documents are attached to this application:

<input checked="" type="checkbox"/>	Full copy of the research proposal including instruments to be used (e.g. survey, questionnaire, interview guide, interview schedule, and educational tests)
<input type="checkbox"/>	Accomplished Informed Consent Form
<input type="checkbox"/>	Curriculum Vitae (include past research activities i.e. publication, paper presentation, previous studies)
<input type="checkbox"/>	Guardian or Parental consent (to the participants/human subjects who have not attained the legal age for consent or are considered competent to provide consent)
<input checked="" type="checkbox"/>	Accomplished Research Ethics Checklist

Declaration

I certify that I have read and understood the Ethical Guidelines for Responsible Conduct of Research of the Tarlac Agricultural University and hereby abide by the ethical principles described in the research ethics checklist. Further, I will submit a copy of my final report of the proposed study to the TAU-Research Ethics Review Committee. I will not commence with data collection until after I receive an ethics review approval from the University Research Ethics Review Committee and ethics clearance certificate from the Department of Research and Development.

<u>WENDEL P. CASTILLO</u> Name and Signature of the Principal Applicant	<u>Feb 20, 2025</u> Date
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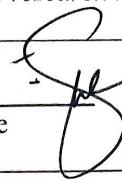
TARLAC AGRICULTURAL UNIVERSITY

DEPARTMENT OF RESEARCH AND DEVELOPMENT

Adviser's Approval

FOR GRADUATE AND UNDERGRADUATE TAU STUDENTS ONLY

I confirm that the student(s) are capable of undertaking this research in a safe and ethical manner.

SHEILA R. LINAYA, DIT Adviser's Name		Date 02/20/2023
Signature		

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