**STUDENT ORGANIZATIONS AND ACTIVITIES SOA OFFICE WEB PORTAL FOR BATANGAS STATE UNIVERSITY**

With the advent of new digital technologies such as the Internet and other networks, businesses were revolutionized and brought changes in the quality of lifestyle for many, and the education sector is no exception to this change. With digital technology, education is now accessible to a lot more people than it was before.

The Student Organizations and Activities (SOA) office is a service office under the Office of Student Affairs and Services (OSAS) which provide services that are student-centered to ensure the overall welfare and development of the students. The office offers services like approval of requests for school activities, evaluation of ID request forms, and the management of lost and found items. In order for students to post school-related information or organizations to conduct activities under the school’s name, it is mandatory to go through the process of requesting an approval form from the Students Organization and Activities office.

Historically, school portals have been [messy, difficult to use and outdated](https://campustechnology.com/articles/2011/08/01/10-keys-to-the-portal.aspx). But in an increasingly digitally connected world, where parents expect to have access to accurate and reliable information in a timely manner, this will no longer suffice. There are plentiful of security risks when it comes to the documents that comprised most of the records of student and school information. It’s a format that’s just too easy to destroy, and impossible to track, version or protect. But this also creates the problem of soft copies of important documents being altered with no repercussions because there is no definite proof that the document has been tampered with. With this in mind, the proponents have come up with an opportunity and a solution for the Student Organization and Activities office. The proposed solution comes in the form of a personal web portal for the office that will solve most of the problems encountered.

The main objective of the study is to develop a web portal for the Student Organization Activities office that will assist the users be informed of the services the office provides along with the dissemination of information regarding student activities to the users. To accomplish this objective, it takes up the following consequent targets:

1. To be able to improve the work process and to lessen time consumed by the possible customer in acquiring the services of SOA office.
2. To be able to create a module that will disseminate the information.
3. To generate report for the following:
   1. Lost and Found Reports
   2. Request for approval of activities and events Reports
   3. Transparency Reports

The main purpose of the study is to be able to create a web portal for the office of SOA that will display information regarding the services offered and the corresponding procedures. The web portal will assist and improve on the services given in an efficient and orderly manner to its possible users like students, school organization and SOA coordinators. Users will have an online approach when it comes to inquiring information and services pertaining to the SOA office. The purpose of the portal is the dissemination of information either for viewing purposes or for accreditation purposes. The system will also provide the SOA heads and directors a centralized database for all the data submitted to the office. These data could pertain to lost and found, recognition of an organization, and other request forms and services that the office provides.