
ILOCOS SUR POLYTECHNIC STATE COLLEGE

ISPSC-CA EMPLOYEE INFORMATION SYSTEM

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CHAPTER I

INTRODUCTION

The computer field continues to experience huge growth like computer networking, computer mail and electronic publishing are just a few of the applications that have grown in recent years. Advances in technologies continue to produce cheaper and more powerful computer offering the promise that in the near future, computers or terminals will reside in most, if not all homes, offices and schools.

Before, in data processing operations, all works are done manually or by mechanical operations. This system employs tools and materials such as pen, forms, carbon, papers, and filing cabinet and some mechanical equipment like calculator, typewriters and others. It uses a combination of manual procedure and mechanical equipment and also it requires some sort of physical effort from the user.

At present because of rapid technological advancement, modern technologies had been developed. One of these developments is a type of machine called computer. This speeds up the pace of work and increases the capacity of the organization to process information.

The modern worlds of high technologies have come about expert for the development of computers. Computers have opened up a new era in manufacturing through the techniques of automation, and they have enhanced modern communication systems. Database services and computer networks make available a great variety of information sources. The same advancement also makes possible invasion and business privacy.

It was also within the computer age that the term “information society” acquired wide currency to describe the context within which we now live.

BACKGROUND OF THE STUDY

In recent years, ISPSC-CA has not benefited from the availability of powerful Human Resource Information System (HRIS) to manage their employee data. These systems support human resource (HR) personnel by automating much of the work.

The Administrative Office has an essential function in running the requirements of human resources. The existing system being utilized at the Administrative Office is mostly paper-based, where employee records are being hoarded in manuscript file in the filing cabinets. Even though, the Administrative Office personnel do not meet difficulties, some problems may also occur when reports are obliged by higher authorities.

There are 3 computers at the Administrative Office that are used in preparing payroll, making reports and communication letters.

The researchers aimed to develop an Employee Information System for the Administrative Office in order to keep an electronic record of personal information. This system has the ability to maintain up-to-date employee information and to oversee compensation related processes and records.

SIGNIFICANCE OF THE STUDY

The outcome of the study is used at the Administrative Office of the College of Agriculture to improve record keeping and management of employee records.

This study is a significant endeavor in promoting good work environment in the Administrative Office by providing better and faster services to employee request for

information. This study will also be beneficial to the personnel in securing their personal records.

The system serves as source of information for the institution for the development of information system that could improve office productivity and efficiency.

Furthermore, this provides as the baseline information for further studies towards the improvement of Human Resource Information System (HRIS).

STATEMENT OF THE PROBLEM

The study was conducted primarily to design and develop an Employee Information System for the Administrative Office of the Ilocos Sur Polytechnic State College – College of Agriculture.

It sought to answer the following questions:

1. What is the current system being used at the Administrative Office in managing employee records of the Ilocos Sur Polytechnic State College – College of Agriculture (ISPSC – CA)?
2. What are the problems encountered in the current system?
3. How can an Employee Information System improve the efficiency and work flow for the Administrative Office of ISPSC – CA?
4. What are the features of a Employee Information System to improve the efficiency and work flow for the Administrative Office of ISPSC – CA
5. How can an Employee Information System be implemented at the Administrative Office of ISPSC – CA?

THEORETICAL & CONCEPTUAL FRAMEWORK

The conceptual framework serves as the guiding document that is based on understanding the programs and the standards that align with our programs. It also provides a basis for assessment, analysis and improvement of our program outcomes.

Figure 1.1 shows the conceptual paradigm of the study. The input was the current system or existing system of the Administrative Office. This was subjected to the steps of the System Development Life Cycle (SDLC) in order to determine the requirements and design of the new system to develop. The output was a new Web – based Employee Information System that provides a solution to the problems identified in the current system and provide improve efficiency of the users.

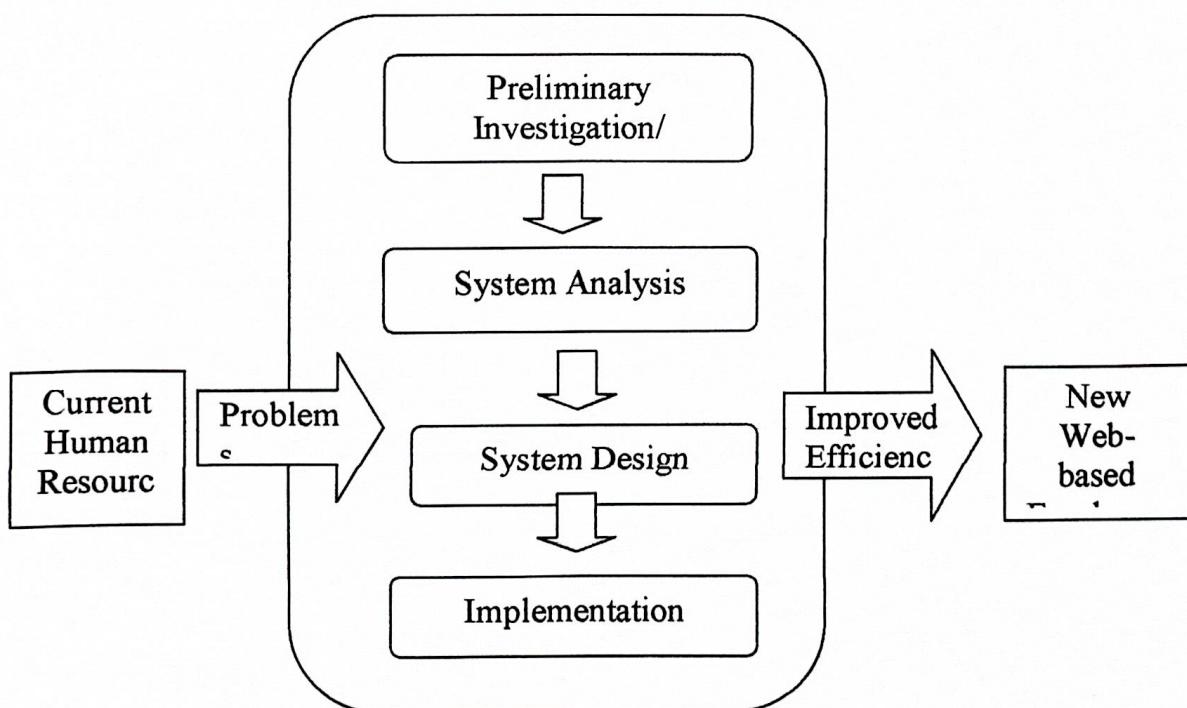


Figure 1.1 Conceptual Paradigm of the Study

SCOPE AND LIMITATION

SCOPE

The focus of the study was on the development of an Employee Information System for the Administrative Office of ISPSC – CA.

The system was expected to: create and maintain an employee's database that includes:

- Personal Information
- Educational Background
- Awards received
- NBC
- ID
- Family information
- Service Record

LIMITATION

This study covered only the planning, analysis, design, implementation and development of an Employee Information System.

This study was conducted during the second semester AY 2008-2009 at the ISPSC – CA.

DEFINITION OF TERMS

For better understanding in this study, the term used are defined in this section.

Data – are the representation of facts, concepts or instructions in a formalized manner suitable for communication, interpretation or processing by humans or by automatic means.

Database – a collection of information that is organized so that it can easily be accessed managed and updated.

File – is a collection of records that can be manipulated by people or machines.

Data Record – is a collection of elements or sequences of records that are treated as a unit.

Employee – any person who is employed at ISPSC College of Agriculture

Employee Record – refers to name linked files of potential, current and former employees assembled in the normal operations of the institution.

Information – is a meaningful data that are organized or processed to increase their value to the business enterprise. It is the product that results from processing and manipulating raw data.

Information System – is a collection of procedures, programs, equipment and methods that process data and make it available to management for decision making.

ASSUMPTION

The successful development of Employee Information System depended on the following assumptions.

1. The personnel involved in the data entry process are willing to cooperate and provide information for the requirement of the system.
2. The resources required (computer hardware & software) for the development of the system is available.

3. The administration is willing to finance the implementation of Employee Information System developed.

CHAPTER II

REVIEW OF RELATED LITERATURE

Information Technology. Information Technology (IT) is a general term that describes any technology that helps to produce, manipulate, store, communicate and disseminate information. IT merges computers with high – speed communications links. Two important parts of information technology comprise computers and communications. Computer is a programmable, multiuse machine that processes data into information. Communications Technology consists of electromagnetic devices and systems for communicating over distances.

Computer – Based Information System. Computer – based information system is a field of study for information technology, the elements of which are sometimes called “information system” as well, a usage some consider to be incorrect. The computer – based system engineer develops a system within a system; the properties of the former have persuasive effects throughout the larger system. The computer – based system consists of all components necessary to capture, process, transfer, store, display, and manages information.

Transaction Processing System. Since information system should be developed in their organizational context, it is important to specify information systems development as an activity itself. Firstly, we define information system as ‘the use of Information technology (manual or computer – based) in a collective work activity, either as means

of work or as means of coordination and communication' and accordingly information systems development as 'the process by which some collective work activity is facilitated by new information – technological means through analysis, design, implementation and sustained support.

Employee System Overview. The Employee Information System is an application that allows employees to access personal and benefits – related information. (The Employee System will replace the gap created with the loss of the free calculator on the seniors. government website.)

Employee System Overview (EIS). Employee Information System (EIS) collects information regarding all the employees, officials as well as personal and stores the data in the database. Reports are generated depending on the queries of the reports. This system helps to keep track of each and every employee's details.