

**NSTP ONLINE RECORD MANAGEMENT INFORMATION SYSTEM OF  
ILOCOS SUR POLYTECHNIC STATE COLLEGE**

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## Chapter I

### INTRODUCTION

#### Project Context

Today, computers become integral part of people's lives. Almost all organizations are now using the computerized system of processing information's because it is faster and more accurate. Business organizations are now conforming to the latest trend of computer technology. As technology evolves, people come to understand computer as an electronic device which can execute sequences of instructions. Developed systems like "LAN Based" "Web Based and Online Information System" became popular and still growing.

Online Information System, are really of great help to any business commercial or even organizations like schools, hospitals, malls, company and even other government agencies; through Online Information System, establishments have succeed in attaining their goals/ objectives. In the year 1990's, information system was adopted. Through the use of Web medium as a channel for accessing information system. It gives all the necessary tool for more accurate and fast processing of work. Users and members can easily post and access information's, anytime, anywhere, for as long as there is an



internet connection. Information technology facilitates learning and dealing people around the world. It is also time and effort saving.

This technological advance benefits people, as it brings future innovations. Use of the Internet has many purposes. First, sending and receiving of messages process through the electronic mail. Second, there are discussion groups with wide range of topics which people can join. Finally, people are free to browse vast collection of resources (or databases) though the use of World Wide Web. (*wikipedia.org*)

Record keeping is made more easy and efficient with the use of information technology. Today, with the use of online management system work, made easy compared to the traditional methods. This is true especially when data of an organization are carried out on a large scale and have many practices to be recorded. Today, one can do the work of recording data such as time records, financial records management and human resource management. With the aid of computer applications, the hassle of managing and recording task is reduced.

At present, modern computer became a way of life as evidence of computerized system of doing work. Government agencies other Institutions like schools and business. Entity transactions are made easier. We all know that institutions are now operating at great pace striving to serve as many students as possible with the best of their



abilities. But as the years rolled by, the number of students has increased. It is for this reason why there is a need to develop a system of online record management with the aid of online process.

Ilocos Sur Polytechnic State College (ISPSC) serves a large community like students enrolled in different programs like Reserve Officer Training Corps (ROTC), Civic Welfare Training Service (CWTS) and others. Incorporating the management system into one common efficient database requires the need to employ a new system in the management of the school. Thus, in this ever evolving computer age, the idea is not about inventing a new thing altogether, but it is about improving things using available resources.

That presents the classical problem of how to do away with any primitive system, and work on an endeavour to implement a more operational system which is an enhancement in to the service delivery of any ISPSC campus.

The proponents worked on a project meant to bring the information and files into Online System. The proposed system will cater the administrative work especially documents management. It will mostly work on the information files process in all the campuses of ISPSC specifically, the NSTP Department. The main objective of this study is to access the performance of NSTP Online Records Management Information System for ISPSC, for use of students, implementers and NSTP Directors.



In addition, other service which is expected to offer an Online Record Management Information System that allows all the campuses of the college to communicate in the Server main campus, ISPSC-NSTP.

Moreover the student population of ISPSC is now growing which is in need of an Online Management Information System to facilitate the access of records coming from the other campus and from NSTP office going to the campuses.

Based on the observations of the proponents, today, access of records from the Registrar is not easy for the personnel of the said office are doing their work manually that causes delay in getting records from the NSTP office.

Hence, the proponents aimed to create an Online Records Management Information System for ISPSC-NSTP in order to provide more convenient access information.

### **Purpose and Description**

The NSTP Online Record Management Information System can be used to store and save records. This study, hopefully, can help the following:

**NSTP Director.** It will be a great help in consolidating records and reports from the satellite campuses for office file and submission to higher concerned authorities.



**NSTP Coordinators.** It will help the coordinators in submitting reports and accomplishments to the office of the Director on time. The system will also provide the coordinators easy access of any information needed for the campus NSTP operation.

**Proponents.** The proponents can apply the knowledge and skills they learned. It also enhances their skills, ideas and knowledge on how to design, analyze, program, and develop a system for the good of the college.

**For Future Researchers.** The result of this study will serve as their guide and reference in developing related projects.

### **Objectives of the Study**

This study “NSTP Online Records Management Information System for ISPSC” was designed and developed to provide easier way of consolidating data and obtaining records of NSTP students.

#### **Specific Objectives:**

1. Determine the current system of records management at the NSTP office;
2. Design the features and develop the Online Record Management Information System, and;
3. To test the Online Record Management Information System;



## **Scope and Limitation**

In general, the focus of this study was directed towards the design, development, testing, and managing of the Online Record Management Information System of ISPC-NSTP. It is expected to generate reports and records within the given time frame through updating, saving and managing of data. The Administrator can add, update, edit, search, upload and post the records that are stored in the system.

Specifically, this study is delimited for NSTP use. It is designed to create, access for the records from the different campuses of ISPSC for consolidation at the office of the NSTP Director. Furthermore, other campuses can access records from the administrator upon confirmation.



## Chapter II

### REVIEW OF LITERATURE

#### **Records Management**

Records Management (RM), also known as Records Information Management or RIM, is the professional practice or discipline of controlling and governing what are considered to be the most important records of an organization throughout the records life cycle, which includes from the time such records are conceived through to their eventual disposal. This work includes identifying, classifying, patronizing, storing, securing, archiving, preserving, retrieving, tracking and destroying of records. Record management is part of an organization's broader activities that are associated with the discipline or field known as Governance, Risk, and Compliance or ("GRC") and is primarily concerned with the evidence of an organization's activities as well as the reduction or mitigation of risk that may be associated with such evidence. (*wikipedia.com*)

A record represents proof of existence and that can be used to recreate or prove state of existence, regardless of medium or characteristics. A record is either created or received by an organization in pursuance of or compliance with legal obligations, or in the transaction of business. Records can be tangible objects, such as paper



documents, result exam form, application and feedback forms, certificates, and even driver's license. Intangible objects are electronic records, also often referred to as digital records, these records are those generated with and used of information technology devices digital information, such as electronic office documents, data in application databases, and website contents. Classification of record is achieved through the design, maintenance, and application of taxonomies, which allow record managers to perform functions such as the categorization, tagging, segmenting, or grouping of records according to various traits.

The National Archives and Records Service, in terms of its statutory mandate, require governmental bodies to put the necessary infrastructure, policies, strategies, procedures and systems in place to ensure the records in all formats are managed in an integrated manner. The National Archives and Records Service endorse the SANS (ISO) 154899 Record Management Standard, SANS (ISO) 23081 Metadata for Records, 15801 Trustworthiness and Reliability of Records Stored Electronically. These are benchmarking tools for sound record management.

Governmental bodies should recognize their responsibility to the public by implementing and maintaining sound records management practices. To ensure that the records management receives the attention it deserves, it should be a strategic objective in the governmental body's



strategic and business plans. Heads of governmental bodies should also ensure that they budget for the records management function and that the necessary financial, human and technological resources are allocated to support the records management function, (*Meadow, 2008*)

Records Management (RM) is the professional practice of maintaining the records of an organization throughout the life cycle, which includes from the time such records are conceive through to the eventual disposal. This may include identifying, classifying, prioritizing, storing, archiving, preserving retrieving and tracking.

A record is define as something that represents proof of existence and that can be using to recreate or prove state of existence, regardless or medium of characteristics. A record can be either tangible objects or digital information: examples of this are birth certificates, driver's licenses, and physical medical x-rays, or digital information, office documents, databases, web site content and electronic mail (e-mail). Records Management is part of an organization's broader activities that are associated with the discipline or field known as Governance, Risk, and Compliance (or "GRC") and is primarily concerned with the evidence of an organization's activities as well as the reduction or mitigation of risk that may be the associated with such evidence.  
([http://en.wikipedia.org/wiki/records\\_management](http://en.wikipedia.org/wiki/records_management), 2013)



The ISO 15489-1: 2001 standard (“ISO 15489-1: 2001”) defined records management as “the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records”.

ISO 15489-1 defined records as “information by an organization or person, pursuance of legal obligations or in the transaction of business”. While there are many purposes of and benefits to records is their ability to serve as evidence of an event. Proper records management can help preserve this feature of records. ([http://en.wikipedia.org/wiki/Records\\_management](http://en.wikipedia.org/wiki/Records_management), 2013). It should be noted to the format and media of records is generally irrelevant for the purposes of records management from the perspective that records must be identify and manage, regardless of their form. The ISO considers management of both physical and electronic records. Also, section DL1.105 of the United States Department of Defence standard Dod 5015.02-STD (2007) defines Records Management as “ the planning, controlling, directing, organizing, training, promoting, and other managerial activities involving the life cycle of information, including creation, ,maintenance (use, storage, retrieval) , and disposal, regardless of media. (<http://en.wikipedia.org/wiki/Records management>, 2013)



## Electronic Record

Electronic record defines any information that is recorded in machine readable form.

([http://dlis.dos.state.fl.us/barm/rules/pdf/1B26\\_003fac.pdf](http://dlis.dos.state.fl.us/barm/rules/pdf/1B26_003fac.pdf))

Records provide evidence of business activity and can be in any format, including digital format. Today, the vast majority of records are produced electronically or 'born digital'. According the National Archives of Australia (NAA) electronic digital records include "word-processed documents, emails, databases and images" (NAA, 2004a). While many records are printed and kept in paper or hard copy format, increasingly business activities are conducted in a purely digital context. As such organization's need to be able to capture their electronic records to ensure an effective and efficient business environment that can provide evidence of the organizations activities and fulfil legislative requirements. Those electronic records that are identified as being of continuing value need to be managed in such a way that they remain accessible.

Electronic records can be stored throughout an organization in a variety of ways – in databases, on hard drives, in shared folders, in email accounts. In order to effectively manage the electronic records being produced by an organization a method of capturing records using an



Electronic Records Management System (ERMS) needs to be implemented.

One of the major issues facing electronic records management is the speed of technological development. Digital technologies rapidly become obsolete which can result in records becoming inaccessible unless a strategy for migration and preservation is developed and adhered to. An effectively implemented ERMS is a key factor in ensuring electronic records of continuing value are kept and archived for future use. (<http://errecords.wikitdot.com/what-is-an-electronic-record>)

### **Philippines Internet**

The Internet first made its connection to the Philippines on March 1994. On that date the Philippine Network Foundation (PHNet) connected the country and its people to Sprint in the United States via a 64 kbit/s link. A year after the connection, the public telecommunications Act of the Philippines was made into law. Securing a Franchise is now optional for value-added service providers. This law enabled many other organizations to establish connections to the internet, such as to create Websites and having their own internet services or providing Internet service and access other groups and individuals. These developments are very significant for the country's internet sector.



However, the growth of the Internet in the Philippines was hindered by many obstacles including unequal distribution of Internet Infrastructure throughout the country, its cost and corruption in the government. But these obstacles did not altogether halt all the developments. More connection types were made available to more Filipinos. Increasing bandwidth and a growing number of Filipino Internet users as years passed were proof of the continuing development of the internet in the country. Magna Carta for Philippine Internet Freedom has been filed in the Philippine legislature, to among others, repeal Republic Act No. 10175.

Not many governmental bodies have the capability to implement fully automated Records Management System. This does not however mean that they should not manage their electronic records. If these records are created to aid in decision-making and to perform transactions that support the governmental bodies are responsible for the proper management of those records. If records generated in such an environment are not managed properly it can lead to the possible illegal destruction of records. To enhance their accountability, bodies should ensure that, even without the benefit of an Integrated Documents and Records Management System, they exercise effective records management, (*Pizer, 2004*).



The proponents point out that there are two important key issues:

(1) how the technology is used within and between organizations and  
(2) how the management information system can be utilized to help manage and achieve the goals that these governmental agencies. The research methodology includes the survey of the end users, middle management, management information system managers, and top management to compare what they think about how well the technology works and to help determine their congruency on the future of the technology.

*(<http://www.studymode.com/essays/Dfd-And-Erd-758391.html>, 2013)*

### **PHP: Hypertext Preprocessor**

Originally created by Rasmus Lerdorf in 1995, the reference implementation of PHP is now produced by the PHP Group. While PHP originally stood for Personal Home Page, it now stands for PHP: Hypertext Preprocessor, a recursive acronym. PHP is a server-side scripting language designed for web development but also used as a general purpose programming language. PHP is now installed on more than 244 million websites and 2.1 million web servers. PHP code is interpreted by web server with a PHP processor module, which generates the resulting web page: PHP commands can be embedded directly to an HTML source document rather than calling external file to process data. It has also evolved to include a command-line interface capability and can be used



in standalone graphical applications. PHP is free software released under the PHP Licence. PHP can be deployed on most web servers and also as a standalone shell on almost every operating system and platform, free of charge. (<http://en.wikipedia.org/wiki/PHP>)

### **Dreamweaver**

It is a proprietary web development tool developed by Adobe Systems. Dreamweaver was originally developed by Macromedia in 1997, and was maintained by them until Macromedia was acquired by Adobe Systems in 2005. It is available for both OS X and Windows. It is also a web design and development application that provides WYSIWYG editor (colloquially referred to as the Design view) and a code editor with standard features such as syntax highlighting, code completion, and code collapsing as well as more sophisticated features such as real-time syntax checking and code introspection for generating code hints to assist user in writing code. The Design view facilitates rapid layout design and code generation as it allows users to quickly create and manipulate the layout of HTML elements. Dreamweaver features an integrated browser for previewing developed webpages in the program's own preview pane in addition to allowing content to be open locally installed web browsers. It provides transfer synchronization features, the ability to find and replace lines of text code by search term or regular expressions across the entire site, and a templating feature that allows



single source update of shared code and layout across entire sites without server-side includes or scripting. ([http://en.wikipedia.org/wiki/Adobe\\_Dreamweaver](http://en.wikipedia.org/wiki/Adobe_Dreamweaver)).

The proponents used the PHP, MySQL, and Dreamweaver. These are popular open-source technologies that are ideal for quickly developing database-driven Web applications. PHP is a powerful scripting language designed to enable developers to create highly featured Web applications quickly, and MySQL is a fast, reliable database that integrates well with PHP and is suited for dynamic Internet-based applications. PHP and MySQL Web Development show how to use these tools together to produce effective, interactive Web applications. It can clearly describes the basics of the PHP language, explains how to set up and work with a MySQL database, and then shows how to use PHP to interact with the database and the server.

The Data Flow Diagram helps the proponents to be able to show and determine the use of different stages in particular processes, and the Entity-Relationship diagram which shows the relationships between different entities in a process. ERD and DFD are data presentation models that help in identifying the flow of data as well as inputs and outputs. They are important as they enable effective communication between members of different departments in an organization.



## **Website Analysis and Measurement Inventory**

WAMMI measures user experience status of your website and provides you with a clearer understanding of the types of visitors that come to your site, why they visit it and how they think it can be improved.

It benchmarks how well your site performs compared with the values in our international reference database. The report presents the WAMMI profile and associated Global Usability Score (GUS). It also provides further analysis of each of the statements and visitor feedback about changes and improvements.

This is the most frequent type of WAMMI evaluation and can be applied to any kind of website any time no matter how complex. User experience alsois measured just before and after website redesign or changes/improvements, to quality assure the product (changes made to website) and the process (activities carried out).

The survey process is simple. Visitors to your site complete the WAMMI questionnaire including any additional questions you care to ask. We will help you select additional questions to suit your business needs. After about two to three weeks, or when sufficient responses are recorded, you will receive an electronic report within two working days of the link being taken down. (<http://www.wammi.com/whatis.html>)



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### **Interview**

Dr. Reynaldo F Dela Cruz. Personal Interview.November 2014 and  
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