



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM

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A Capstone Project Presented to the Faculty of the  
College of Information and Computing Sciences  
CAGAYAN STATE UNIVERSITY  
Gonzaga, Cagayan

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In Partial Fulfilment of the Requirements for the Degree  
**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

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DECEMBER 2024

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**SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM**



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### APPROVAL SHEET

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- The Researchers -



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### DEDICATION

I dedicate this Capstone Project to those exceptional people who have walked with me along my journey, inspiring and always being there for me, no matter what.

To my parents, Rodolfo E. Mallari Jr. and Mary E. Grace Mallari. Your abundant love, encouragement, and faith in my abilities have been the foundation and driving force for me in life. Through sacrifices and endless support, you push me forward in the midst of every challenges. Thanks for everything, Mamang and Papang. It's a great honor to have you as parents.

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*-Rodgine-*



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*-Jaimeica-*



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This project, the Sangguniang Kabataan Records Management System, is dedicated to the youth leaders of the Sangguniang Kabataan. Your passion to serve inspires me every day. I hope that through this system, you lead with transparency and accountability to empower lasting change.

I want to thank all my mentors and professors for their precious pieces of advice. Your wisdom and encouragement have driven me to be even more critical and to do better.

To all my parents, Juanito Rivera, and Mylyn Rivera, your constant encouragement has been my anchor. I could not have finished this project without your love and support.

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*-Robert-*



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This project is not only my achievement but, more so, a reflection of your love and dedication. I will always be grateful for everything you have done for me and continue to do. I hope to make you proud as I go on in life carrying these lessons into the future.

*-Journey-*



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### EXECUTIVE SUMMARY

**TITLE:** SAGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM

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Efficient record management is important for the Sangguniang Kabataan (SK) to ensure transparency, accountability, and streamlined service delivery to young constituents. The Sangguniang Kabataan Record Management System (SKRMS) was developed to address inefficiencies in SK record-keeping by providing a digital solution for managing member profiles, attendance tracking, event management, and report generation, all aimed at enhancing operational efficiency and data security. The SKRMS was developed using an Agile approach to allow for iterative feedback from SK officials and IT experts, resulting in a user-centered design. Data collection methods included interviews, surveys, and prototype testing with SK officials from Barangay Aridowen, Santa Teresita, Cagayan, helping to refine system functionality based on real-world needs.

The system was evaluated across eight quality dimensions, achieving excellent ratings in all areas: Functional Suitability (4.53), Performance Efficiency (4.70), Compatibility (4.65),



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Usability (4.80), Reliability (4.58), Security (4.72), Maintainability (4.76), and Portability (4.70).

These scores indicate the system's effectiveness in meeting user needs, integrating well with existing systems, and ensuring data security.

Overall, The Sangguniang Kabataan Record Management System is a robust, user-friendly, and adaptable tool that significantly enhances record management within the SK. It supports efficient operations, strengthens decision-making, and improves service delivery to youth constituents, showcasing the potential of digital solutions to advance local government processes.



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### CHAPTER 1

#### INTRODUCTION

##### Project Context

In the dynamic landscape of community governance, efficient record management within the SK is crucial for ensuring transparency, accountability, and the seamless delivery of services to constituents. According to Bhaet (2009), the Sangguniang Kabataan (SK) plays a very important role in the governance of youth affairs within barangays, symbolizing the ambitions of young Filipinos for social, political, and economic development. However, criticisms have emerged regarding the SK's effectiveness in addressing the needs of the youth sector, pointing towards flaws and failures in its operations. To address these issues as highlighted by Burgos et al. (2021), studies have emphasized the significance of modernizing record-keeping processes within local government units, including the SK, to enhance operational efficiency and service delivery.

An effective records management strategy, as noted by Intalio (2021), equips organizations with the necessary tools to efficiently handle both physical and electronic records throughout their entire life cycle. It also ensures that employees can access accurate and relevant information promptly and cost-effectively, facilitating smoother operations and better decision-making. The lack of technological literacy is a significant barrier to efficient record management within the Sangguniang Kabataan. Due to limited familiarity with digital tools, the council relies on traditional methods, such as manually writing data and storing documents in filing cabinets. While these methods are familiar, they are inefficient and prone to errors. Manual processes take time, are susceptible to mistakes, and make it difficult to quickly update or retrieve records.

Moreover, physical records are vulnerable to damage or loss, further complicating the council's ability to maintain an accurate and reliable system. In addition, the reliance on manual



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record-keeping made challenges for the youth council in Aridowen in which without the tools and knowledge to implement digital solutions, council members struggle to maintain organized and accessible records. The lack of technological proficiency and literacy not only makes it hard to manage records efficiently but also delays the SK organization in the ability to adapt to modern governance standards. As a result, the council faces administrative burdens that could be alleviated with more advanced record management systems.

In light of these considerations, the Capstone project entitled "Sangguniang Kabataan (SK) Record Management System" aims to modernize and optimize the management of youth council records in Aridowen, Sta. Teresita, Cagayan, setting the way for more efficient governance.

### Purpose and Description

This study focuses in transforming the traditional record-keeping methods within the Sangguniang Kabataan (SK) of Barangay Aridowen by integrating modern technology. Given the important role of the youth sector in local governance, it's crucial to equip the SK council with the necessary tools to reorganize operations and elevate service delivery to the community.

The motivation for this system was based on various challenges associated with traditional record management practices. These include manual data entry, inefficient retrieval processes, and the heightened risk of errors and data loss. By implementing a computerized record management system, our goal is to address these issues and establish a more organized, transparent, and accountable SK Council operations.

The "Sangguniang Kabataan (SK) Record Management System" indicates a transformative resource aimed at improving record management practices within the youth sector with digitalization. Through the integration of technology, the researchers visualize a future where the

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SK council operates with heightened efficiency, transparency, and impact, ultimately contributing to the well-developed communities.

Specific examples of inefficiencies in the current system includes the challenges encountered with manual data entry, which often leads to errors and delays. Additionally, the lack of efficient retrieval processes makes accessing important information cumbersome and time-consuming. These issues hinder the SK council's ability to function optimally and serve the community effectively.

The new system promises concrete improvements by systematizing record-keeping processes, reducing the chances of errors, and facilitating faster access to vital information and generating some SK reports. This will enable the SK council to better fulfil its duties, leading to a more impactful contribution to community development.



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### Objectives of the Study

#### General Objective

This study generally aims to innovate the traditional methods of record keeping within the Sangguniang Kabataan (SK) of Sta. Teresita, Cagayan.

#### Specifically aims to:

1. Determine the problems encountered in the traditional record management of SK Sta. Teresita.
2. Develop the core features of the proposed system.
3. Evaluate the level of compliance of the developed system with the ISO 25010:2021 standards in terms of:
  - 3.1. Functional Suitability
  - 3.2. Performance Efficiency
  - 3.3. Compatibility
  - 3.4. Usability
  - 3.5. Reliability
  - 3.6. Security
  - 3.7. Maintainability
  - 3.8. Portability

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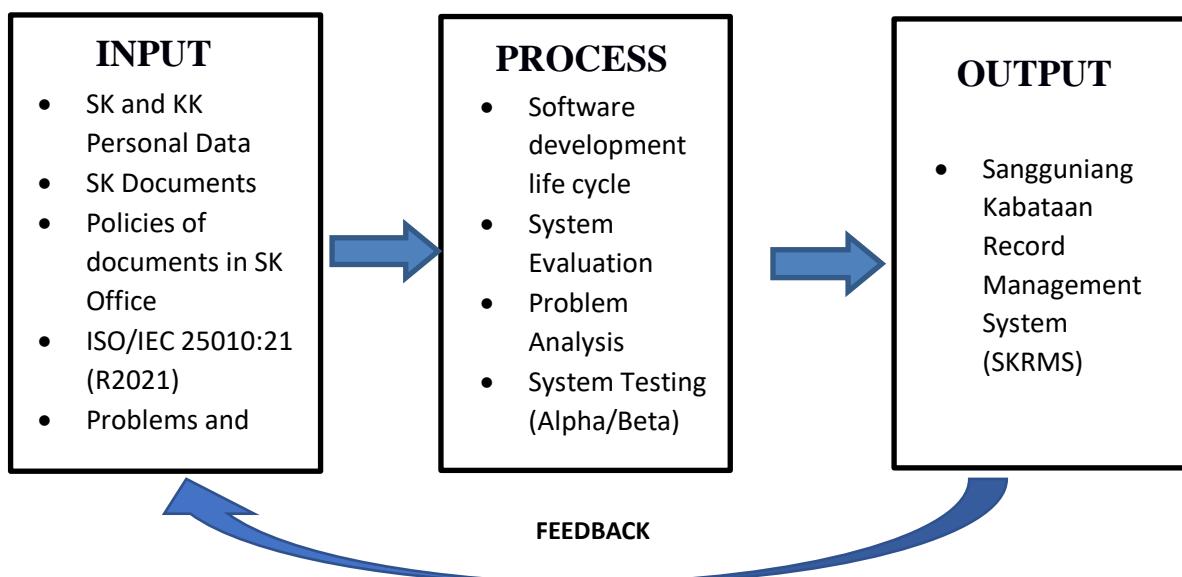


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### Conceptual Framework

The study utilizes an Input-Process-Output (IPO) framework, which effectively represents the flow of data throughout the system development process. This approach allows for a structured understanding of how data is managed, processed, and transformed to achieve the desired outcomes.

Conceptual Framework of Record Management System for the SK officials of Sta. Teresita.



**Figure 1: Conceptual Framework**

The diagram illustrates the Input-Process-Output (IPO) framework for SKRMS. Input covers SK and Katipunan ng Kabataan data, documents, policies, and standards guiding requirements. The Process involves design, evaluation, and testing for quality. The Output is a digital solution for efficient record management, with a Feedback loop ensuring ongoing improvements.



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### Scope and Delimitation

The proposed system was developed specifically for the Sangguniang Kabataan (SK) of Barangay Aridowen, Sta. Teresita, Cagayan, with a focus on modernizing traditional record-keeping methods within the organization. It will be accessible only within the SK organization, including members of the Katipunan ng Kabataan in Barangay Aridowen.

Full access to all system features is reserved for the administrator, designated as the SK Chairman, while officers and members of the Katipunan ng Kabataan will have restricted access, limited to viewing announcements, attendance records, financial reports, and accomplishment reports. To ensure data security and prevent unauthorized access, the system incorporates robust security features, including a login authentication module, along with a backup module to address data loss.

Although the system is tailored to meet the specific needs identified during its development, it may not encompass all potential or future requirements of the SK organization. Transitioning from traditional methods to a digital system could present challenges, such as resistance to change among members and administrators, potentially affecting the system's adoption and effectiveness. Additionally, the initial version may not cover all edge cases or user scenarios, making continuous testing and user feedback essential for refining the system and addressing any unforeseen limitations over time.



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### Definition of Terms

These are the definitions based on their functions within the Sangguniang Kabataan Record Management System:

**Admin-** The administrative personnel responsible for managing user accounts, overseeing data security, and ensuring smooth operations of the Sangguniang Kabataan Record Management System.

**Katipunan ng Kabataan (KK)-** The collective body of youth members whose profiles are managed and maintained within the system to ensure accurate and updated records of their demographic and socio-economic information.

**KK Profiling -** The function within the system that involves collecting, organizing, and analyzing demographic and socio-economic data of Katipunan ng Kabataan members, ensuring accurate and up-to-date records for the barangay.

**Record Management System-** The core software designed to facilitate the structured organization, secure storage, efficient retrieval, and comprehensive management of records and documents related to Sangguniang Kabataan activities and members.

**Sangguniang Kabataan (SK)-** The entity that utilizes the record management system to maintain and organize youth-related records, enabling efficient tracking of activities, projects, and member information at the barangay level.

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**Member Information** -Details about SK members, utilized for identification, communication, and role assignment within the organization.

**Meeting Records**- Data related to scheduled meetings, agendas, and minutes, essential for tracking council activities and decisions.

**Documents**- Digital files and their associated metadata, including official documents, reports, and communications, critical for maintaining accurate SK records.

**Events**- Information about community events organized by the SK, used for planning, execution, and recordkeeping purposes.

Financial Records numeric and textual data covering budget allocations, expenditures, and financial reports, crucial for ensuring proper fiscal organizational management and transparency.



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### CHAPTER 2

#### REVIEW OF RELATED LITERATURE

This chapter provides a summary of the literature and studies that the proponents have considered to underline the significance of the project. Additionally, it offers a synthesis aimed at enhancing comprehension of the study.

#### SK OPERATIONS

The Section 426 states about the Powers and Functions of the Sangguniang Kabataan, says that the SK is mandated to promulgate resolutions necessary to achieve the objectives of youth in the barangay, aligning with relevant provisions of this Code. They are tasked with initiating programs aimed at enhancing the social, political, economic, cultural, intellectual, moral, spiritual, and physical development of their members. The SK is authorized to conduct fund-raising activities, the proceeds of which are tax-exempt and must be allocated to the SK's general fund, with priority given to the specific purpose for which the activity was held. Additionally, the SK has the authority to establish bodies or committees deemed necessary to effectively carry out its programs and activities.

In addition to the duties which may be assigned to him by the Sangguniang Barangay, the Sangguniang Kabataan chairman shall:

Call and preside over all meetings of the Katipunan ng Kabataan and the Sangguniang Kabataan; Implement policies, programs, and projects within his jurisdiction in coordination with the Sangguniang Barangay. Certain privileges for Sangguniang Kabataan officials are stipulated in the Implementing rules and regulations of the Republic Act no. 10742 which incentivizes young individuals to run for positions in the Sangguniang Kabataan (Wutke, 2016), and such other officers of the Sangguniang Kabataan within his jurisdiction; With the concurrence of the



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Sangguniang Kabataan, appoint from among the members of the Sangguniang Kabataan, the secretary and treasurer, and such other officers as may be deemed necessary; and exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance (De Jesus, 2022).

In addition, the Sangguniang Kabataan performs young people profiles to identify the needs of young people. From there, they create projects and programs, many of them active citizenship. Sangguniang Kabataan employs different strategies in the formulation and implementation of projects and programs, such as organizational partnerships, employing intrinsic and extrinsic motivation and having adaptability, resourcefulness and commitment to serve and empower youth (Palangdao, 2023).

Furthermore, these powers and functions are promulgating resolutions necessary to carry out the objectives of the youth in the barangay, in accordance with applicable provisions of the Code; Initiate programs designed to enhance the social, political, economic, cultural, and intellectual, moral, spiritual and physical development of the members (Erlina et. al, 2023).

### Common Challenges in Record Management System

According to GovOs Team (2024) making records easily and quickly accessible has always been a main challenge in managing records, whether paper or digital. Governments face the stress and hassle of ensuring documents are easily searchable and accessible to multiple users on different devices finding an organizational system that makes documents easily and quickly accessible has always been one of the main challenges of managing records, whether paper or digital.



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Given the extensive responsibilities governments bear in creating, overseeing, and disseminating numerous records, coupled with the expectation of citizens for swift document fulfillment, it is evident that governments grapple with the accessibility of records management. In 2018, several issues regarding record management in the public sector were raised by scholars in developing countries (Osebe et al., 2018). When the paths in both records management and information technology started to fade, and when many sectors started to realize the difficulties of managing electronic documents, then they started to consider corporate records and document management systems (ERDMS), the timing of this development was perfect (Cumming & Findlay, 2010).

Additionally, the public sector has so many multi-sectors that are interconnected, and usually, it has different record-keeping systems and protocols in place, making it difficult to share and access information across different departments and agencies. Others, professionals, run into substantial challenges while trying to manage the records that have been entrusted to them as stewards. It might be challenging to recruit staff members who possess the necessary knowledge and skills to support tasks related to record management. Nevertheless, one of the factors contributing to this difficulty is ineffective recruiting tactics (Duffus, 2017).

In fact, the history of clinical documentation is based on paper-based records, and they are cumbersome and ineffective. Efficient data retrieval is possible from EHR systems in ways that paper documentation is unable to do (Granicus, 2024). Traditional medical records have restrictions in allowing a global vision of the patient's health conditions. An EHR instead, aims to gather health data, potentially generated by different sources at different times, and share those data with relevant healthcare systems. The sharing of healthcare information between providers using EHR has led to improved outcomes of care and reduced clinical errors (Mathai et. al, 2017).

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### Automated Record Management

An automated records management system uses technology to automate records management programs within an organization. These systems are less prone to errors, more time efficient, and more compliant than manual systems. A digital-first solution optimizes processes and reduces risks linked to manual solutions (Biondy, 2023).

It is also referred to as a digital solution to automate records management programmed within an organization. From records storage to cost accounting, these systems are less prone to errors, more time-efficient and more compliant than their manual counterparts. (Biondi, 2023)

A record management system is essential for government compliance with federal records management laws. Systems like Govos Records enable government agencies to reduce compliance costs and manage the lifecycle of documents to preserve record integrity (Govos et al., 2021). In relation, (Henrisen et. al, 2008) states in tier study “Electronic records management systems implementation in the Pakistani local government” that the ERMS has led to increased efficiency and effectiveness of the government, increased transparency and accountability in decision making, and enhanced delivery of efficient and cost-effective public services to citizens.

Automated systems also make it easy for title searchers and citizens to quickly find the records they need with catch-all search functionality that is searchable across all indexed fields. Easily collect payments online for certified or unofficial copies, as well as enhance the customer experience with self-service kiosks that enable citizens to search for and request copies of marriage licenses, passports, land records, and more in just a few minutes (Granicus, 2024).

Moreover, a centralized academic record management system for students was proposed. This project aims to create a computerized system to help DMC College Foundation Incorporated (DMCCFI) in the Philippines enhance its registrar services, especially in assessing and



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evaluating student records. The new system includes business intelligence and features modules for grade submission, assessment, and a secure student kiosk. (Marcial et.al., 2016).

### The Importance of Digitalization

Technology enables data to be leveraged to drive innovation and fundamentally change business processes. As governments enable a data-driven architecture, they can begin to collect data, process it at different stages, and leverage insights to reinvent government services and make them extremely easy to use (Pandio, 2023).

Digitalization also makes it easy to maintain compliance and reduce paper with convenient, easy-to-use online tools for managing the entire conflict of interest process. Securely fill out, file, and amend conflict of interest disclosure documents digitally (Granicus, 2024).

Additionally, modernizing processes that impact financial decisions can lead to adoption of more sustainable and efficient public investment approaches. A robust system that analyses historical investment patterns and tracks spending can dynamically redistribute public resources as and when needed, saving time, reducing wastage and preventing unnecessary expenses (Infosys, 2024).

Moreover, a report in 2020 European Commission states that digital transformation has helped various EU governments reduce operational and labor costs in public administrations and optimize public resource allocation. According to (Kelly et.al, 2023), while implementing digital solutions requires an initial investment, the long-term cost savings are significant. Digitization reduces operational and administrative costs, prevents unnecessary expenses, and allows governments to do more with less. For local governments facing budget constraints, digitalization is critical for conserving resources.



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### Importance of data security

In today's world, tremendous amounts of data are generated and the necessity of managing it is increasing every day. Various methods and techniques of managing data have been devised and implemented, and research is done to find better and more advanced ones. Securing the data is one of the key goals of managing data effectively. Securing can be in the form of hiding some part of data, masking or changing some of the data or even making it non-existent to unauthorized entities altogether (Ingle et. al, 2022). Also, according to Ganguly (2023) the increasing amount of data being stored and shared over the Internet increases the risk of data breaches and cyberattacks. These incidents are dangerous; sensitive information can end up in the wrong hands and cause financial losses, legal penalties, and reputational damage. Data security protects valuable data and helps businesses maintain integrity and credibility. This article defines and explains data security and all its aspects. In a government setting, the privacy of both officials and clients is more important than ever.

There is a higher need for protection against security breaches as any release of government information could expose information that is not intended to be exposed to the public. Moreover, data Protection relates to the safeguarding of data from corruption, compromise, or loss. With the amount of data being created every day increasing at unprecedented rates, it has become a much larger and more important task to find new ways of ensuring it stays guarded (Edmonds et. al, 2023).

In fact, cybercrimes have been at an all-time high in terms of both sophistication and number. Indeed, it's expected that it will incur \$10.5 trillion in damages per year by 2025 (Forbes, 2023).

Data security is key to maintaining the confidentiality, integrity and availability of an organization's data. By implementing strong data security measures, organizations can help



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protect their valuable assets, meet relevant compliance requirements and maintain customer trust in the company's brand (Boehm, 2023).

### Synthesis

Sangguniang Kabataan (SK) operations and automated record management systems prioritize efficiency through technology. SK uses digital tools for youth activities, while automated systems digitize records. Security and data management. Meanwhile, the challenges differ, with SK needing to mobilize participation and digital systems requiring data security. Implementation entails solutions for SK and software deployment for digitalization. Compliance are important for both, ensuring transparency and data protection. SK is coordinating among members and automated systems allowing shared access for collaboration. SK focuses on youth engagement, whereas automated systems emphasize data management. Meanwhile, the challenges differ, with SK needing to mobilize participation digital systems requiring data security. Implementation entails solutions for SK and software deployment for digitalization.



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### CHAPTER 3

#### TECHNICAL BACKGROUND

##### System Requirements

The system requirements section outlines the hardware, software, and peopleware requirements for the Sangguniang Kabataan Record Management System. The hardware requirements include a processor, memory, storage, display, and input devices. The software requirements include an operating system, database, web server, programming language, framework, text editor, and web browser. The peopleware requirements include a system administrator, end users, and stakeholders.

The system uses a three-tier architecture, this includes the user interface, the business logic, and the database. The user interface, or View layer, is accessed through a web browser and was built with HTML, CSS, and JavaScript. The controller layer handles user requests and interacts with the database. This was developed using PHP and the Laravel framework. The database layer stores all the records for the Sangguniang Kabataan and uses a system like MySQL to manage the data. The system works on a client-server model, where the user's web browser acts as the client, and the server consists of the application and database layers.

Communication between the client (user's web browser) and the server happens through HTTP requests and responses when a user interacts with the system, the browser sends an HTTP request to the server, which processes the request and returns an HTTP response.



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### A. Hardware

ASPECT	MINIMUM SPECIFICATION
System Unit	16 GB RAM 100 GB Storage
Monitor	19" 1366 x 768 resolution @ 60Hz
Peripherals	Keyboard and Mouse

*Table 1: Hardware*

### B. Software

ASPECT	MINIMUM SPECIFICATION
Operating System	Windows 10
Integrated Development Environment	Visual Studio Code or Sublime-text
Markup Language	HTML 5
Front-end Framework	Bootstrap 5 and Materialize CSS
Scripting Languages	JavaScript



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Web Development Framework	Laravel 11 or later
XAMPP	Version 3.3
Software Packages	Data Table Laravel UI Sweet Alert Laravel Backup Laravel Spatie

*Table 2: Software*

### C. Peopleware

ASPECT	ROLE
Admin	Responsible in managing the records of the SK Council
Officers	Responsible in viewing SK documents and attendance participation in meeting and events of the SK Council
Ordinary Users	Responsible in filing profiles and viewing SK documents in the system

*Table 3: Peopleware*

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



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### D. System Architecture

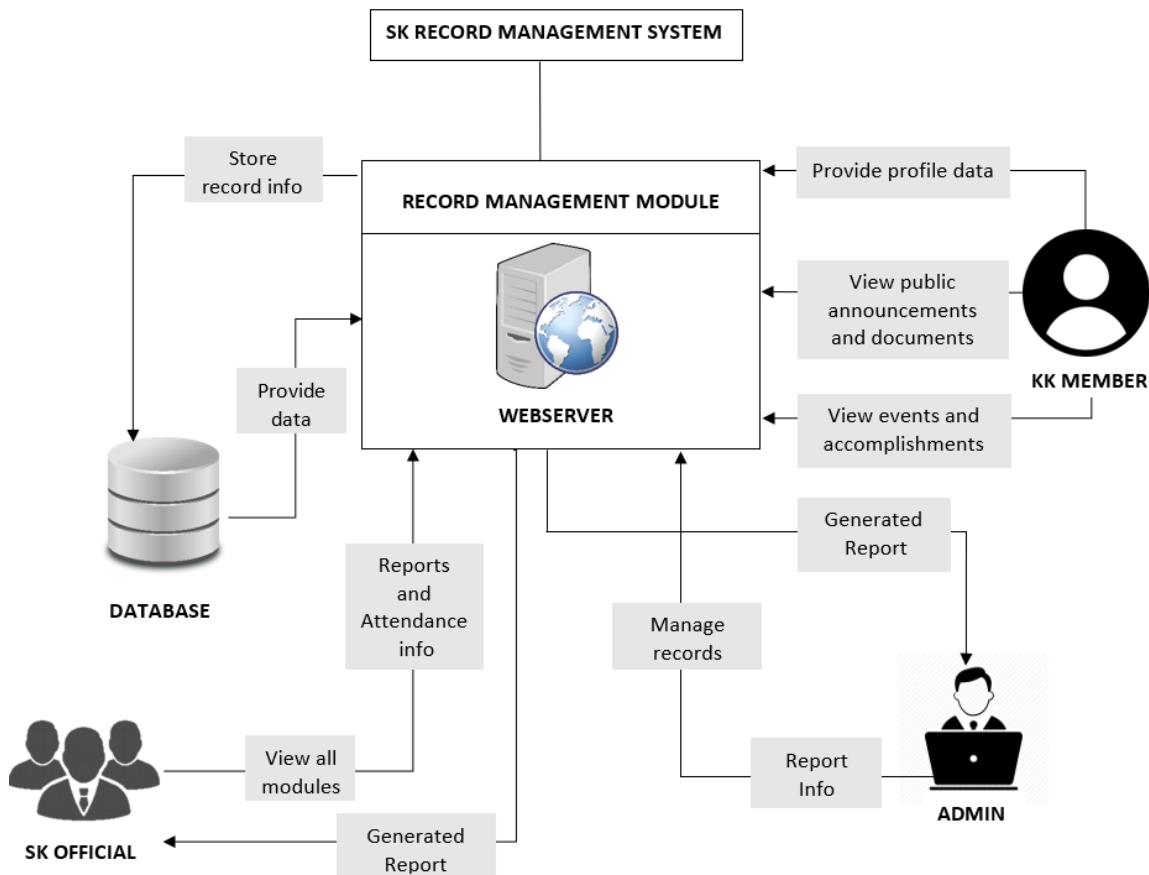


Figure 2: System Architecture

The SK Record Management System is structured around five key components: SK Officials, KK Members, Admin, Database, and Webserver. At its core, the Record Management Module on the Webserver manages data flow between users and the Database, which stores and retrieves all records. SK Officials can view all modules and generate reports, while KK Members access public announcements, events, and profile-related reports. With the highest privilege, the Admin oversees record management, controls modules, and generates comprehensive reports. This architecture ensures efficient, role-specific access for streamlined record handling.



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### CHAPTER 4

#### RESEARCH METHODOLOGY

This chapter explains the process used to develop the system. It begins with a detailed requirements analysis, outlining the system's key functions. The design phase follows, which includes creating diagrams such as the Hierarchical Input Process Output (HIPO) to show data flow, describing the required data, and developing an entity relationship diagram to map how the data are connected. The development and testing stages are also discussed, explaining how the system is built and tested to ensure it works properly. Lastly, an implementation plan is provided, detailing how the system will be deployed and used effectively.

##### **Research Design**

The study employed a combination of descriptive research design, developmental research design, and prototyping methodology. Descriptive research was utilized to characterize the existing environment and analyse the needs and features of the developed system that are applicable to the users. Developmental research encompassed the analysis, design, development, testing, and evaluation of the developed system. Additionally, the prototyping methodology was used to develop an iterative version of the system based on the user's need.

##### **Instrumentation**

The researchers gathered data from the SK officials of Aridowen, Santa Teresita, Cagayan, employing different data-gathering techniques in the conduct of this capstone project.

**Interview:** To determine the problems and issues encountered in the current system, an interview guide was utilized. Through interviews, the researchers obtained valuable insights from the SK officials regarding their experiences and perspectives on the record management system.



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**Prototyping:** The researchers used their previously developed system as a prototype for this project which then served as a basis for refining the system's design and functionality. The prototype allowed the team to identify areas for improvement and make changes based on the client's needs.

**Questionnaire:** For the assessment of the system's quality, the ISO/IEC 25010:2021 standard was utilized. Participants, including end-users and IT specialists, were provided with a questionnaire based on this standard. The questionnaire evaluated the system based on eight software quality characteristics: Functional Suitability, Performance Efficiency, Compatibility, Usability, Reliability, Security, Maintainability, and Portability. The participants filled out the questionnaire, offering their evaluations and feedback on each of these characteristics.

### Data Gathering Procedures

A request letter, granting the researcher the authority to conduct a project proposal outside the campus, was submitted to the office of the Campus Executive Officer of CSU-Gonzaga. Upon approval, the request letter was then forwarded to the SK Council office of Barangay Aridowen, Sta. Teresita, Cagayan, for the study's final approval.

The researchers conducted interviews with the SK officials of Barangay Aridowen to gather system requirements, identify problems and issues encountered in the traditional record management, and observe the record management environment to gain insights into the strengths and weaknesses of the current system.

Prototyping was utilized by the researchers to build upon a past version of their system. They developed and improved it to better meet the client's need based on the data gathered. This iterative process allowed the team to identify areas for enhancement and ensure that the system continually evolved and improved.

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Finally, to gather information about the quality of the developed SKRMS System from the end-users and IT experts, the ISO 25010:2021 standard was utilized. A questionnaire was administered to IT experts, who were asked to evaluate the developed system using a 5-point Likert scale, ranging from Excellent (5) to Fair (1).

### Participants of the Study

The participants in this study include SK officers, and Katipunan ng Kabataan of barangay Aridowen, Sta. Teresita, Cagayan, as well as IT experts who will evaluate the proposed project. The researcher conducted interviews with these participants to gather information on the problems and issues encountered in the current system, elicit system requirements as well as IT experts to assess the quality of the proposed project.

PARTICIPANTS	NO.
SK Officer	10
KK Member	10
IT Experts	10
Total	30

*Table 4: Participants of the Study*



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The table shows the total number of participants in the study, divided into three groups. The first group consists of 10 SK Officers, while the second group includes 10 KK Members. The third group comprises 10 IT Experts, providing a balanced representation from each category to contribute their unique perspectives to the study.

A sample size of 30 participants is commonly justified in qualitative research based on the principles of saturation, where data collection continues until no new information is observed. This is supported by the concept of "information power," which suggests that smaller sample sizes are acceptable when the information collected is highly relevant and specific to the research aim (Malterud et al., 2016).

Additionally, studies suggest that qualitative interviews with sample sizes around 20-30 participants can often capture sufficient thematic depth for analysis (Vasileiou et al., 2018).



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### Development Methodology

The proposed SK Record Management System (SKRMS) have utilized the **Agile Development Methodology**. This methodology was chosen for its iterative approach, which allows for flexibility, regular feedback, and alignment with the project's scope and requirements. Agile's modular, sprint-based structure is ideal for the SKRMS, as it supports continuous improvement and adaptability throughout development.

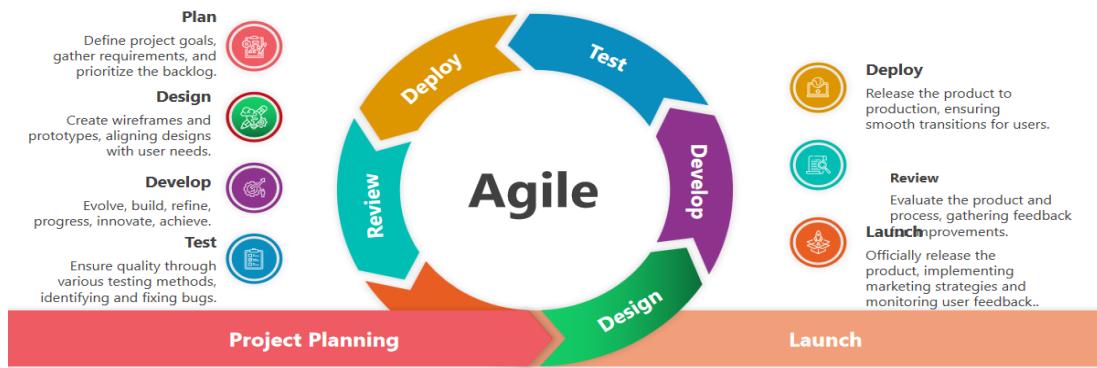


Figure 3: Development Methodology

**1. Requirements Planning.** The first step in developing the SKRMS is the requirements planning phase. During this phase, the project context is thoroughly studied, data is gathered from stakeholders, and the scope of the system is defined. This includes identifying the specific features needed by SK Officers, Admins, and Katipunan ng Kabataan members. Additionally, a development timeline was established based on the requirements and complexity of the project. Effective communication with stakeholders helps clarify expectations, address potential challenges, and ensure that the project's goals were aligned with user needs.

**2. User Design.** With the requirements in hand, a prototype of the system was created, featuring a user-friendly interface and basic functionalities. This prototype served as an early version of the



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SKRMS, showcasing its core features to potential users for feedback. Through multiple rounds of user testing, the design and functionality of the system are iteratively refined based on user input. This iterative process is crucial in ensuring that the system meets user expectations, is easy to navigate, and addresses the specific needs of SK Officers, Admins, and Katipunan ng Kabataan members.

**3. Rapid Construction.** Once the design is well-defined, the researchers proceed to the rapid construction phase. Guided by the feedback from the prototype, the development process began in earnest. A modular approach was employed, breaking down the project into manageable components or “sprints.” Each sprint focuses on building and testing specific modules, such as user login, attendance tracking, record management, and announcement features. This approach allows for parallel development and accelerates the overall timeline. To streamline coding, the researchers leveraged libraries and frameworks, integrated pre-existing functionalities to accelerate the process of implementation. This phase includes continuous testing and refinement to ensure each module is functional and integrates seamlessly with others.

**4. Cutover.** As development nears completion, the system was then prepared for deployment. A deployment plan is devised to ensure a smooth transition from any traditional record-keeping methods to the new SKRMS. This plan includes comprehensive testing to validate functionality, reliability, and performance. Thorough testing involves various test scenarios to identify and resolve bugs. Data migration is carefully executed to transfer existing records to the SKRMS, with validation procedures in place to ensure data accuracy. The system is then configured for production use, including establishing user roles and permissions and implementing security measures to safeguard data integrity. This meticulous approach to deployment ensures a successful and seamless implementation of the SKRMS in the operational environment.

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### Data Analysis

The level of compliance of the developed system with ISO/IEC 25010:2021 will be evaluated using the Weighted Mean calculation in this study. The system's level of compliance will be assessed using the following matrix

The table shows the level of compliance of a developed system to the ISO/IEC 25010:2021 standard, in a scale from 1 to 5. Each scale corresponds to a range of statistical limits, with descriptive values assessing the system's performance. For example, a score between 4.20 and 5.00 is considered Excellent (E), while 1.00 to 1.79 is rated as Fair (F). The other ratings include Very Satisfactory (VS), Satisfactory (S), and Good (G), based on the weighted mean calculation.

Scale	Statistical Limits	Descriptive Value
5	4.20 – 5.00	Excellent (E)
4	3.40 – 4.19	Very Satisfactory (VS)
3	2.60 – 3.39	Satisfactory (S)
2	1.80 – 2.59	Good (G)
1	1.00 – 1.79	Fair (F)

*Table 5: Level of Compliance*

### Requirements Analysis

The requirements analysis phase aims to thoroughly understand the needs and expectations of stakeholders for the "Sangguniang Kabataan Record Management System" project. This involves gathering, analyzing, and documenting both functional and non-functional requirements to ensure the successful development and implementation of the system.



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During this phase, stakeholders' requirements are identified through techniques such as interviews, surveys, and testing. These requirements are then prioritized, validated, and documented to serve as a foundation for the subsequent phases of the project.

### Functional Requirements

- Efficiently manage and track officers' and members' information.
- Record and track attendance accurately for officers and events.
- Generate comprehensive reports on attendance, finances, and events.
- Allow authorized personnel to manage records and access control settings.
- Ensure secure storage, retrieval, and updating of documents.

### Non-Functional Requirements

- **Performance:** The system should perform operations quickly and efficiently.
- **Security:** The system should safeguard all sensitive information against unauthorized access.
- **Reliability:** The system should remain stable and recover smoothly from any disruptions.
- **Accuracy:** The system should generate precise and reliable reports for records.
- **Usability:** The system should be intuitive and user-friendly for all roles, including administrators, officers, and members.



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### Requirements Documentation

#### Use Case Narrative

The Sangguniang Kabataan Record Management System involves various entity, including Administrators (SK Chairman), Officers (SK Officials), and Ordinary users (Katipunan ng Kabataan), each with specific roles and use cases. Administrators have executive privileges and comprehensive responsibilities, including managing officers' and members' information.

They can as well access options to add, update, or remove user details and track attendance and oversee management for documents, meetings and events, ensuring that all relevant information is organized and accessible. Administrators also handle the budget and finances, monitor expenditures, and generate financial reports while searching for and retrieving important records. To ensure effective communication, they can also be able to generate reports and manage announcements that keep all users informed.

Officers, on the other hand, can search for records relevant to their roles, participate in attendance, and view important announcements. They have access to financial reports to stay updated on the organization's financial status and can generate accomplishment reports to summarize their activities and contributions. Officers can also view information about other officers and manage their own profiles, keeping their details current.

Ordinary users can search for records related to their participation, manage their profiles, and access announcements and financial reports. They also have the ability to view Sangguniang Kabataan accomplishments, helping them stay informed about the organization's activities and successes.



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To protect the system's integrity, several security measures are in place. The Login Authentication Module ensures that only authorized users can access the system, while Role-Based Access Control restricts functionalities based on user roles.

The system also features Scheduled Backup and Recovery to prevent data loss, User Management for account administration, and System Logs that maintain a record of user activities for monitoring and accountability.

### Use Case Table

The system consists of three primary entities: Administrators (SK Chairman), Officers (SK Officials), and Members (Katipunan ng Kabataan), each with specific roles. Administrators manage officer and member information, attendance, meetings, documents, events, finances, reports, and system settings. Officers can search records.

ENTITY	USE CASES
Administrator (SK Chairman)	Manage Officers Information
	Manage Members' Information
	Manage Officers' Attendance
	Manage Meetings
	Manage Documents
	Manage Events
	Manage Budget and Finances
	Search and Retrieve Record
	Generate Reports



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	Manage System Settings
	Manage Announcements
<b>Officers (SK Officials)</b>	Search and Retrieve Records
	Attendance Participation
	View Announcements
	View Financial Reports
	Generate Accomplishment Report
	View Officers' Information
	Manage own Profile
<b>Members (Katipunan ng Kabataan)</b>	Search and Retrieve Records
	Manage own Profile
	View Announcements
	View Financial Reports
	View SK Accomplishments
<b>Security Measures</b>	Login Authentication Module
	Role-Based Access Control
	Scheduled Backup and Recovery
	User Management
	System Logs

Table 6: Entity and Use Cases



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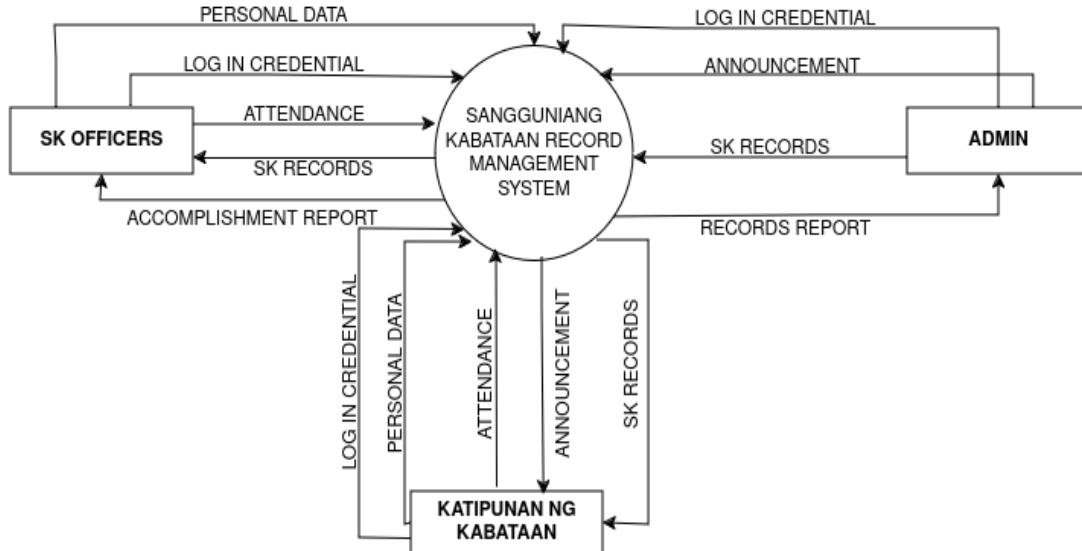


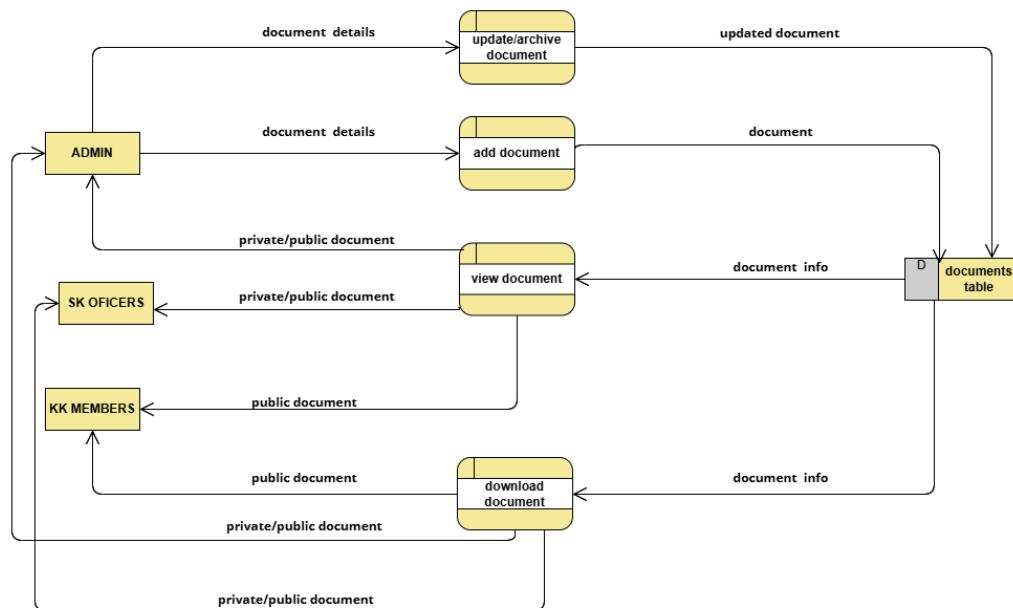
Figure 4: Context Level Diagram

The diagram illustrates the data flow within the Sangguniang Kabataan (SK) Record Management System. Admins manage login credentials, attendance records, personal data, and SK records, and they can also create announcements and generate records report. SK Officers and members of the Katipunan ng Kabataan engage with the system by providing personal data, attendance records, and login credentials. Additionally, SK Officers have the capability to generate accomplishment reports, while all users can view announcements and access SK records issued by the Admins. Acting as a centralized hub, the system ensures seamless data management and efficient communication among all participants.



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### DATA FLOW DIAGRAM



*Figure 5: Document Module*

This diagram outlines the document management process within an organization. It starts with the admin, who has the ability to add, update, or delete documents by inputting or modifying document details; these changes are then saved in a documents table. The admin's activities include creating and revising documents, ensuring that all document records are current. SK Officers can view documents, and they have access to both private and public documents depending on their authorization. KK Members, on the other hand, can view and download only public documents.



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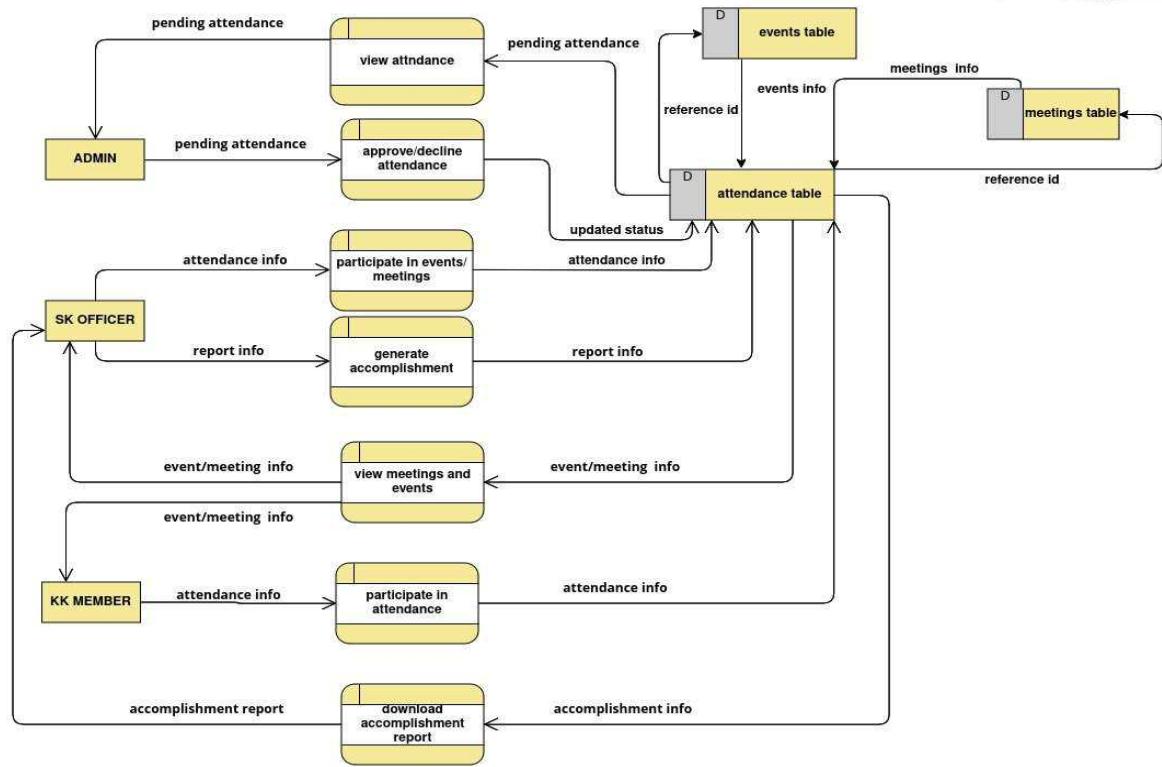


Figure 6: Attendance Module

The diagram depicts the Data Flow for managing meetings within a system. The ADMIN handles key tasks such as creating meetings, editing details, updating or deleting meeting information, and adding specific meeting details. All meeting data is stored in the meetings table, which serves as the primary data repository. ADMIN can also retrieve agenda details from the Agenda table and meeting minutes from the meeting minutes table as needed. Meanwhile, SK OFFICERS can only view meeting information but cannot modify it.



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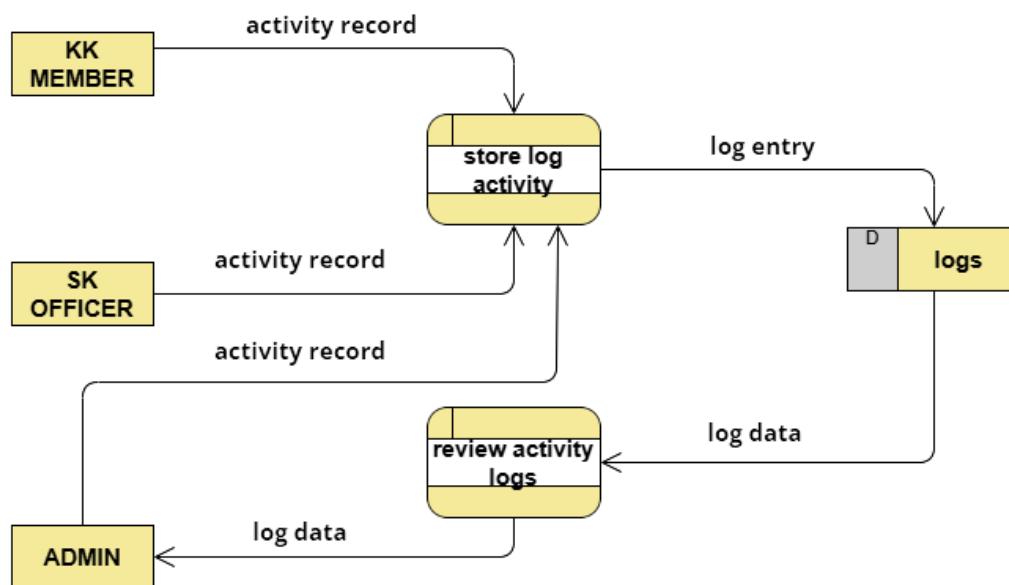


Figure 6: User logs Module

This diagram illustrates a logging workflow involving KK members, SK officers, and an admin. KK members and SK officers generate activity records, which are stored as log entries in a logs database. The admin then reviews these activity logs by accessing the stored log data, enabling oversight and monitoring of the activities recorded by members and officers.



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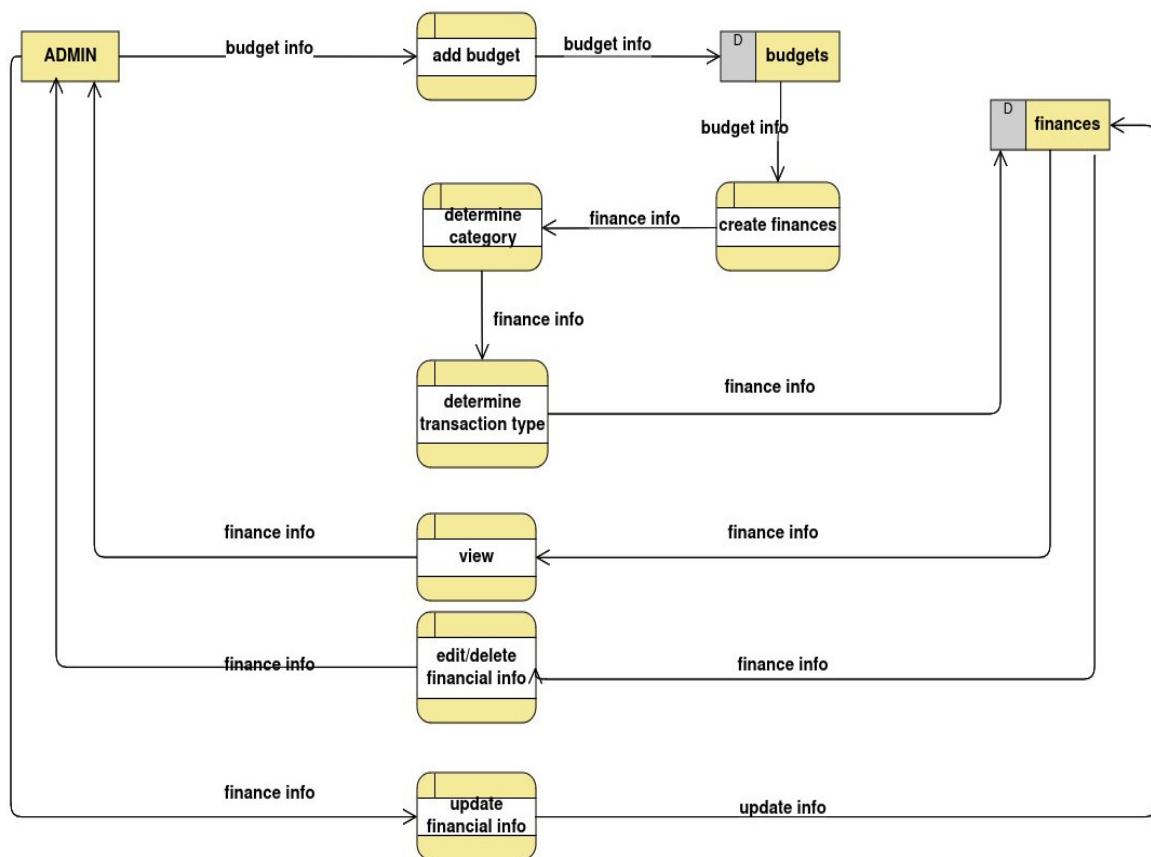


Figure 7: Financial Management Module

The diagram shows how an Admin manages budgets and financial records in a system. The process starts when the Admin adds budget information, which is saved in the Budgets section. This budget data is then used to create financial records, which are stored in Finances. The system organizes this financial information by sorting it into categories and identifying if each entry is income or an expense. The Admin can view, edit, delete, or update the financial information as needed.



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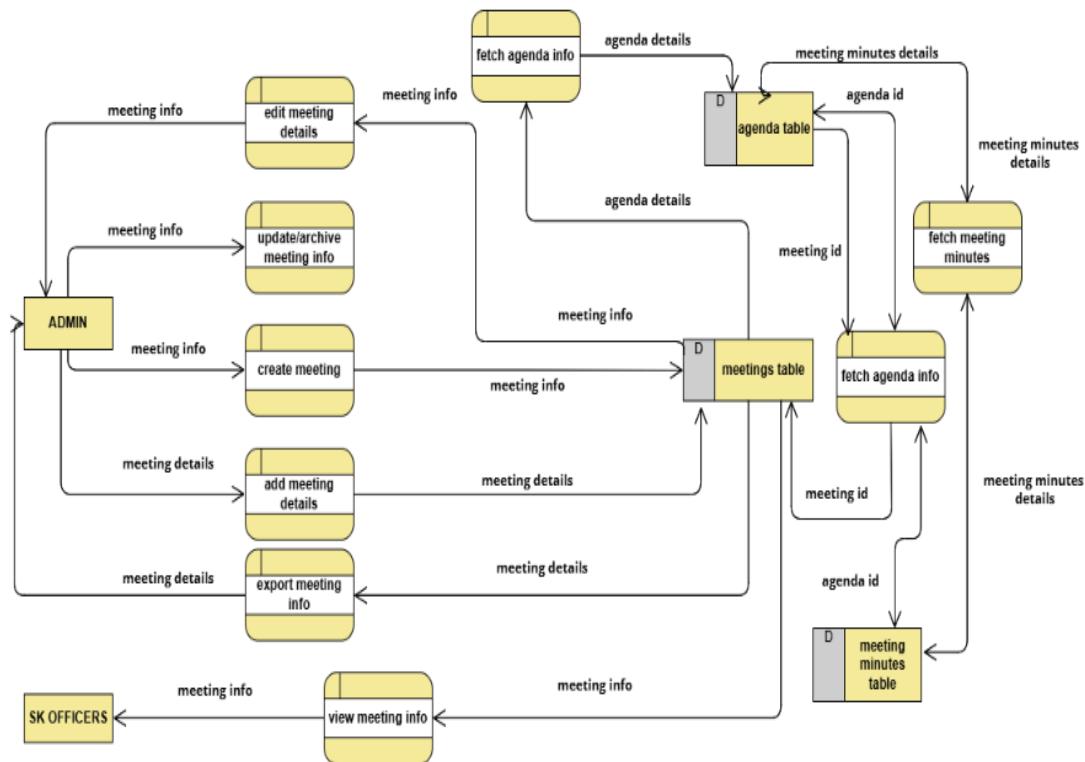
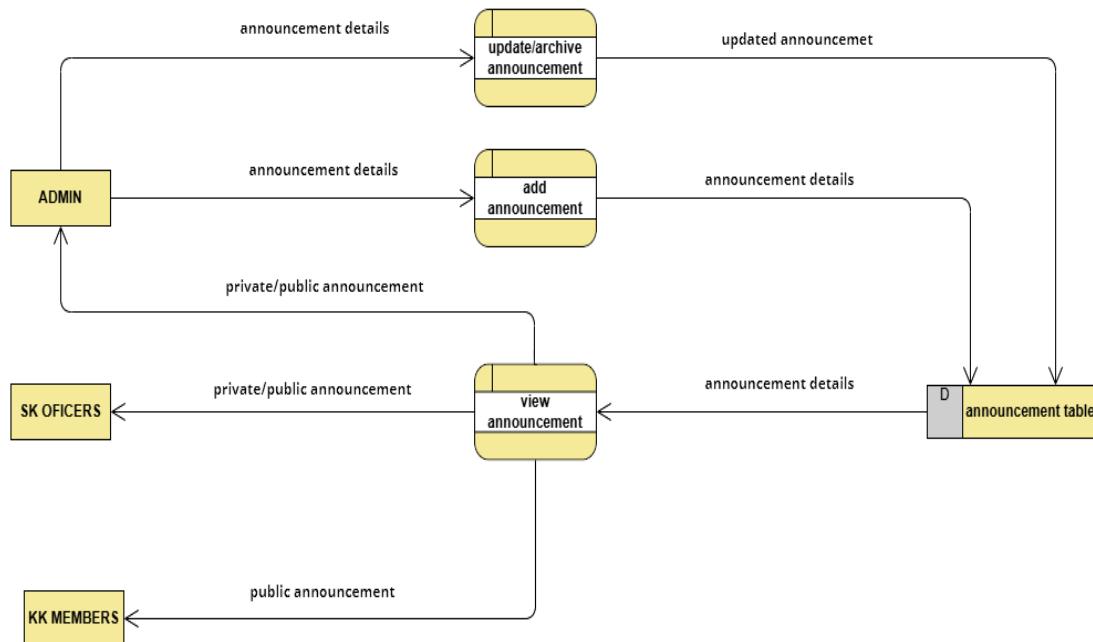


Figure 8: Meeting Management Module

The diagram depicts the Data Flow for managing meetings within a system. The ADMIN handles key tasks such as creating meetings, editing details, updating or deleting meeting information, and adding specific meeting details. All meeting data is stored in the meetings table, which serves as the primary data repository. ADMIN can also retrieve agenda details from the Agenda table and meeting minutes from the meeting minutes table as needed. Meanwhile, SK OFFICERS can only view meeting information but cannot modify it.



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*Figure 9: Announcement Module*

This diagram outlines how announcements are managed within an organization. It shows that the admin has the capability to add new announcements by inputting details, which are then stored in an announcement table. The admin can also update or delete these announcements as needed. For viewing these announcements, SK Officers have access to both private and public announcements, whereas KK Members are only able to view public announcements. This system ensures that announcements are handled efficiently, with updates and relevant viewing permissions maintained clearly.



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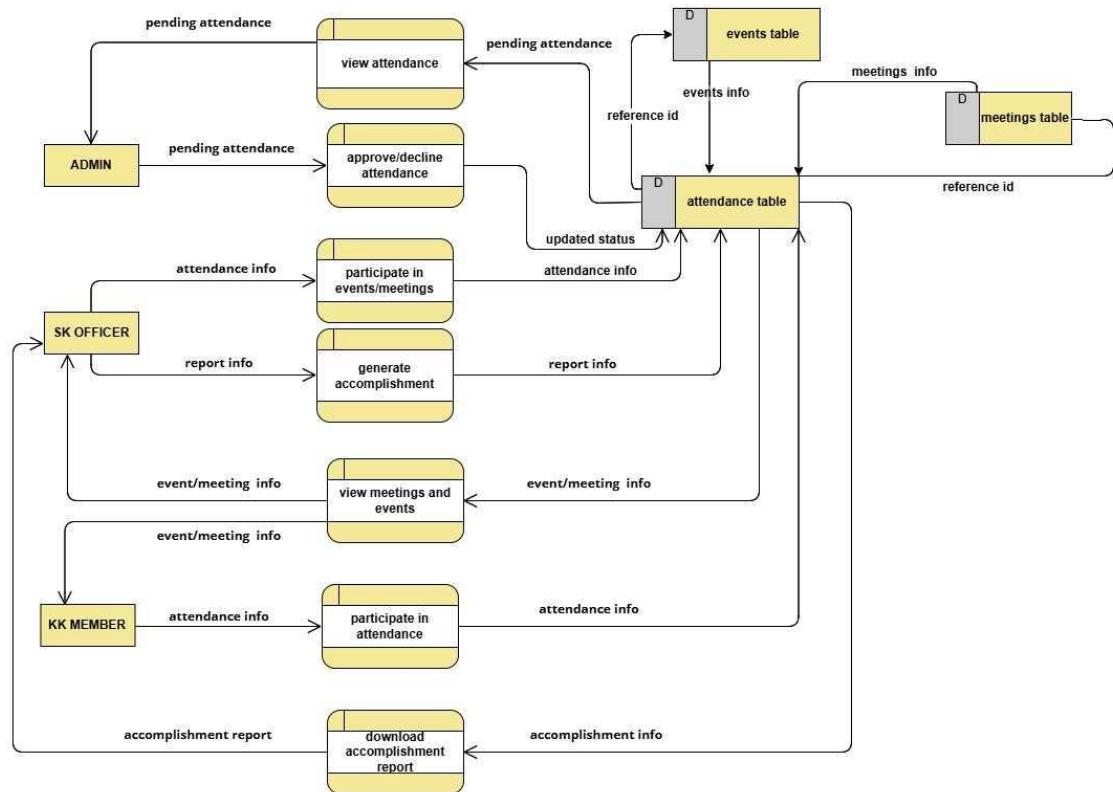


Figure 10: Attendance Module

This diagram depicts an attendance and event management process involving an admin, SK officers, and KK members. The Admin views and approves or declines pending attendance requests. Approved attendance records are saved in the Attendance Table, which links to the Events Table and Meetings Table for reference. The SK Officer participates in events or meetings, records attendance, and generates accomplishment reports, which they can review. They also view details of meetings and events. The KK Member records their participation in attendance and events, and they can download the generated accomplishment reports. Information flows among these entities, ensuring that attendance, events, and meetings are accurately tracked and documented across the system.



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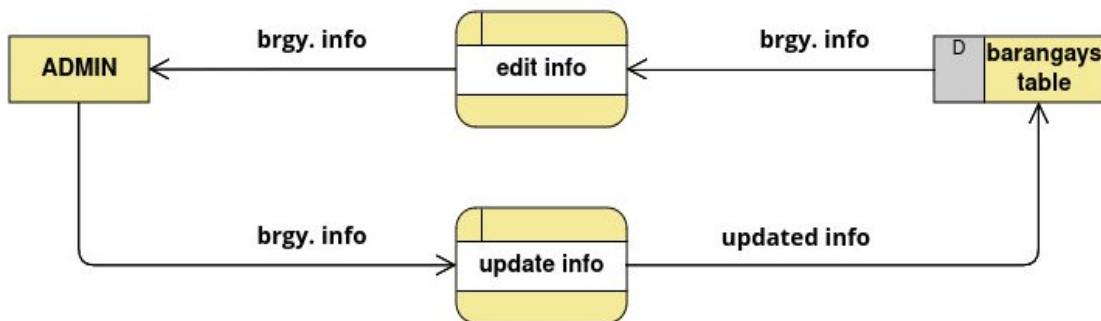


Figure 11: Barangay Info Module

This diagram shows the process by which an admin edits and updates barangay information in a management system. The admin first accesses the "edit info" function to modify barangay details, which are then stored in the "barangays table" database. If further changes are needed, the admin can use the "update info" function to make additional updates, which are again saved in the barangays table.



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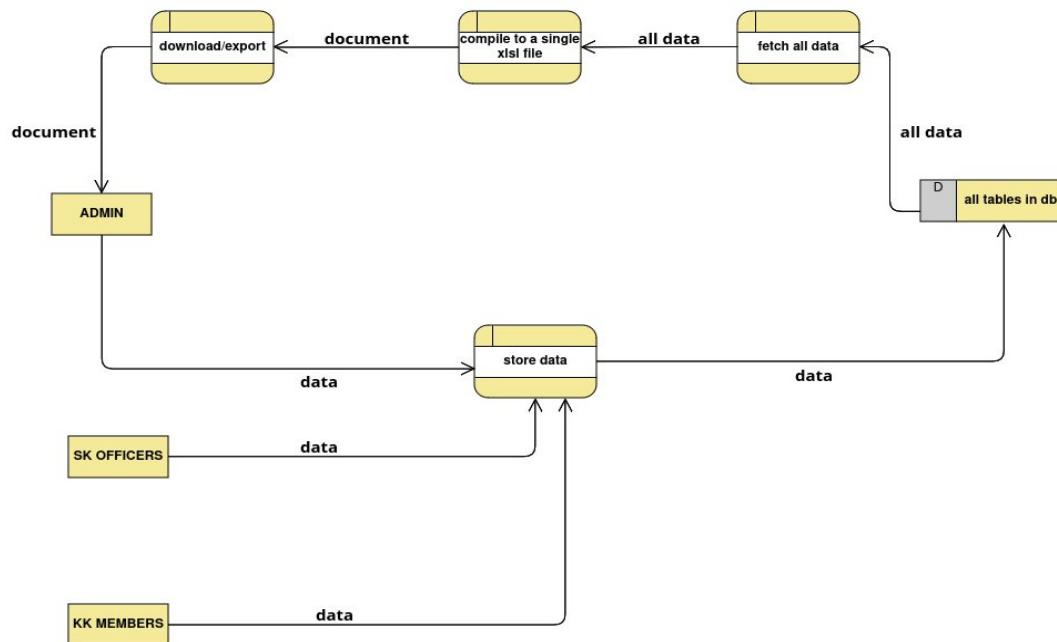


Figure 12: Backup and Recovery Module

The diagram illustrates a simple system for managing data in an organization. It starts with data being provided by two groups: 'SK OFFICERS' and 'KK MEMBERS'. This data is then saved in a central location. An administrator ('ADMIN') has access to this central data. The diagram also outlines a few key processes: 'download/export', where data is retrieved from storage, and 'compile to a single xlsx file', where all data is gathered into one Excel file. This setup helps the organization keep its data organized and accessible.



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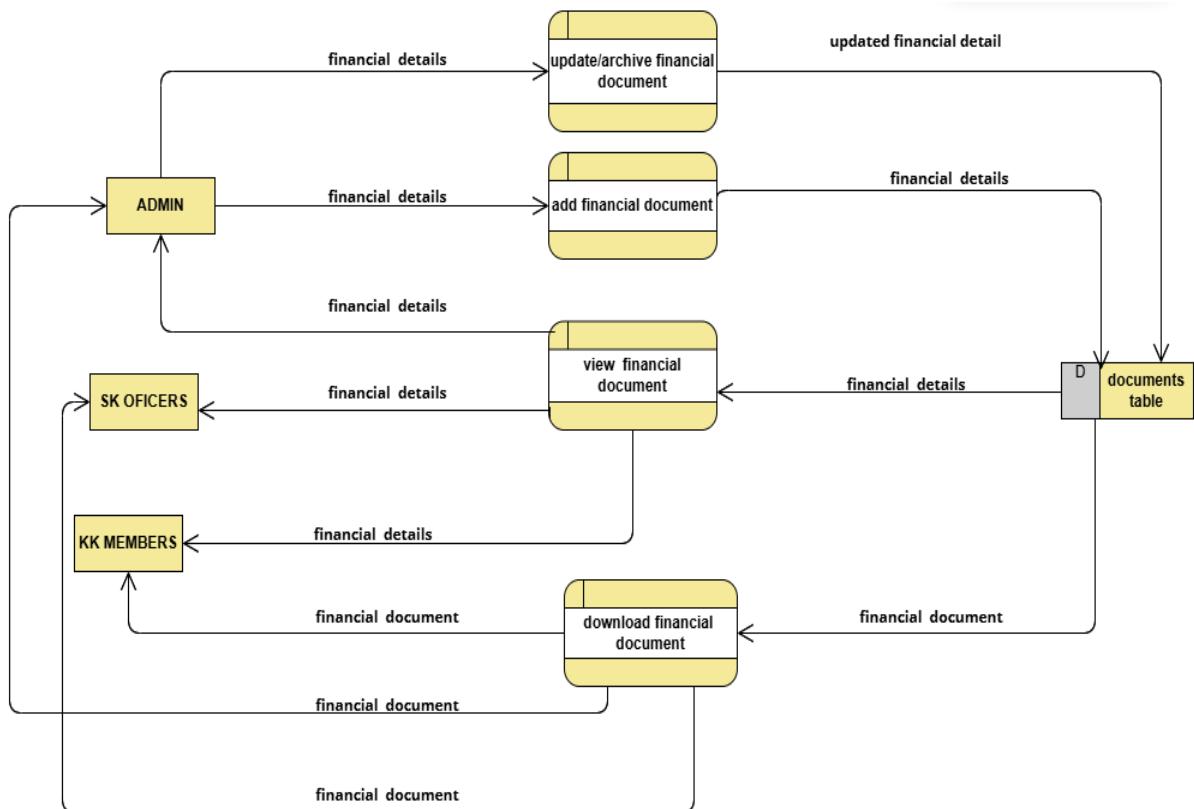


Figure 13: Financial Management Module

The diagram illustrates a financial management system workflow for an administrator. The process begins with the administrator adding budget information, which is stored in the "budgets" database. Following this, the administrator can create financial records using the budget data, saved in the "finances" database. The system categorizes each financial record and assigns a transaction type before finalizing the finance information. The administrator has the ability to view, edit, delete, and update financial records, with each action feeding back into the system to ensure up-to-date financial data management.



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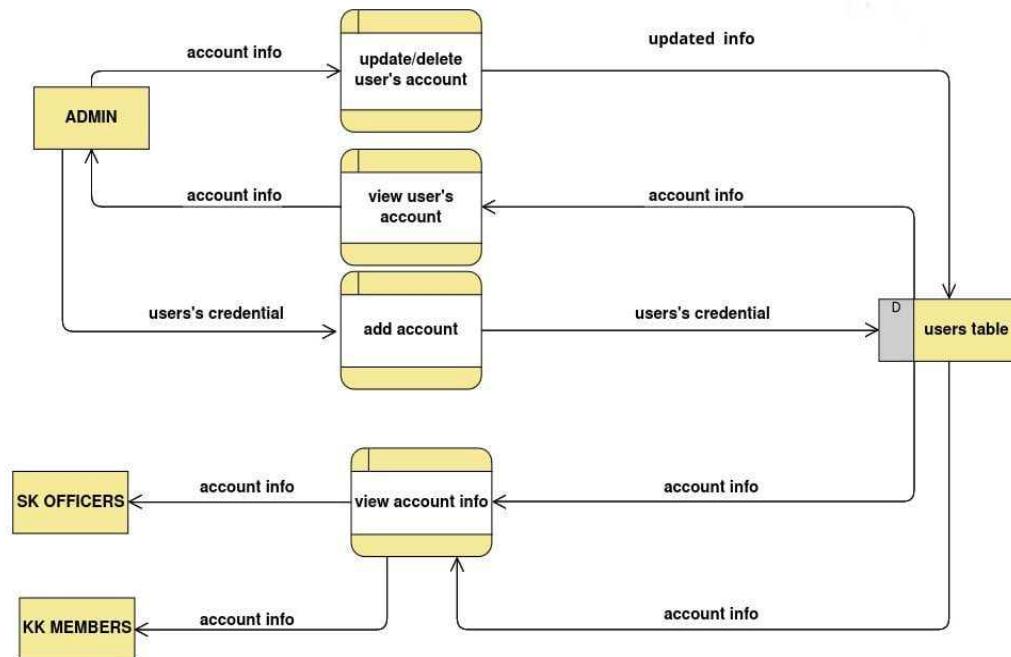


Figure 14: User Management Module

The diagram shows a user account management system where the Admin manages accounts by adding, updating, viewing, and deleting information stored in the users table. SK Officers and KK Members have view-only access to account info. This setup centralizes user data, ensuring secure, role-based access and efficient account management within the organization.



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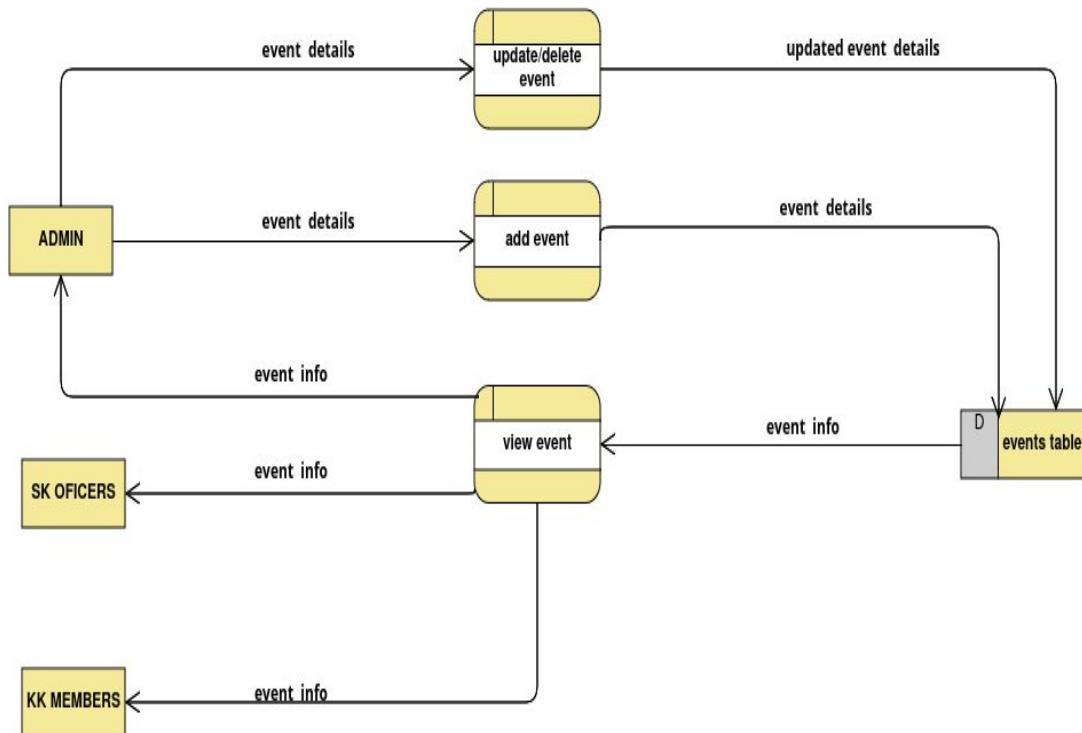


Figure 15: Event Management Module

This diagram outlines the process for managing events in an organization. The administrator is key, responsible for adding, updating, or deleting event details in the system, which are then stored in an events table. Both SK Officers and KK Members have access to view these event details, ensuring all relevant parties are informed about organizational activities. This structured approach helps keep event information organized and up-to-date, facilitating efficient management and communication within the organization.



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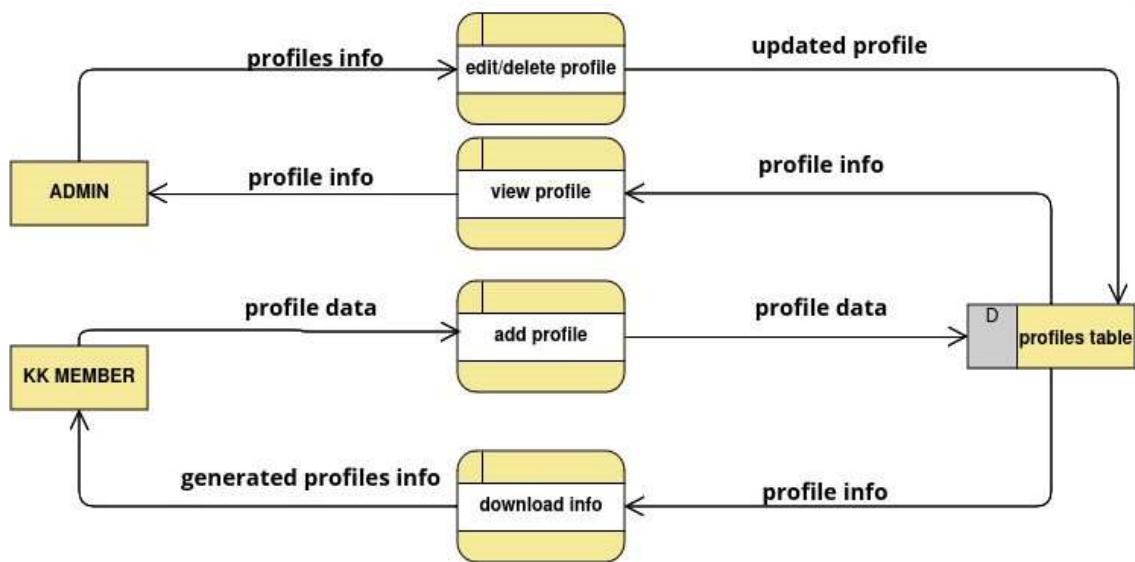


Figure 16: Profile Management Module

The diagram illustrates the roles and permission in kk profiling. The KK member has the privilege to create their own profile which can be stored in the profiles table and can be downloaded for offline access. While, the admin has a comprehensive permission that includes the ability to edit, view and delete profiles which directly updates entries from the profiles table.

**Officer Management:** -The figure shows the user responsibilities and privilege in officer management. There are two key external entities the Admin and the SK officers. SK officers can add their own profile data which is stored in the officers table, they are also allowed to view, retrieve, update and delete their profile info ensuring the effective management of their personal information. On the other hand. The ADMIN manages officer information by updating or deleting officers' details and can also view the list of officers by retrieving data from the officers table.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

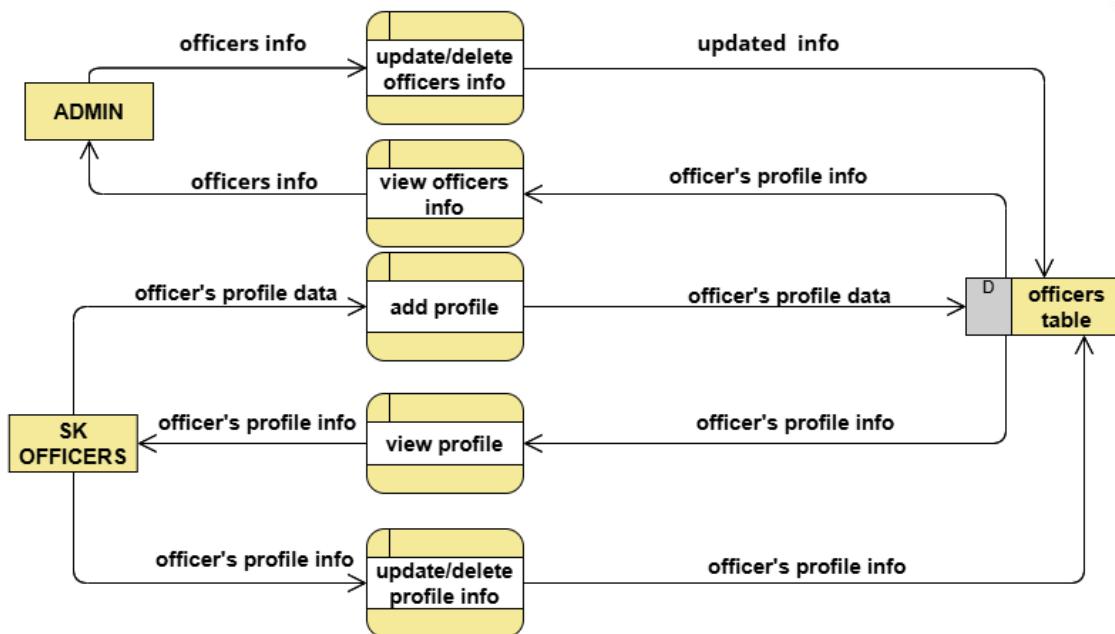


Figure 17: Officer Management Module

The figure shows the user responsibilities and privilege in officer management. There are two key external entities the Admin and the SK officers. Sk officers can add their own profile data which is stored in the officers table, they are also allowed to view, retrieve, update and delete their profile info ensuring the effective management of their personal information. On the other hand, The ADMIN manages officer information by updating or deleting officers' details and can also view the list of officers by retrieving data from the officers table.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

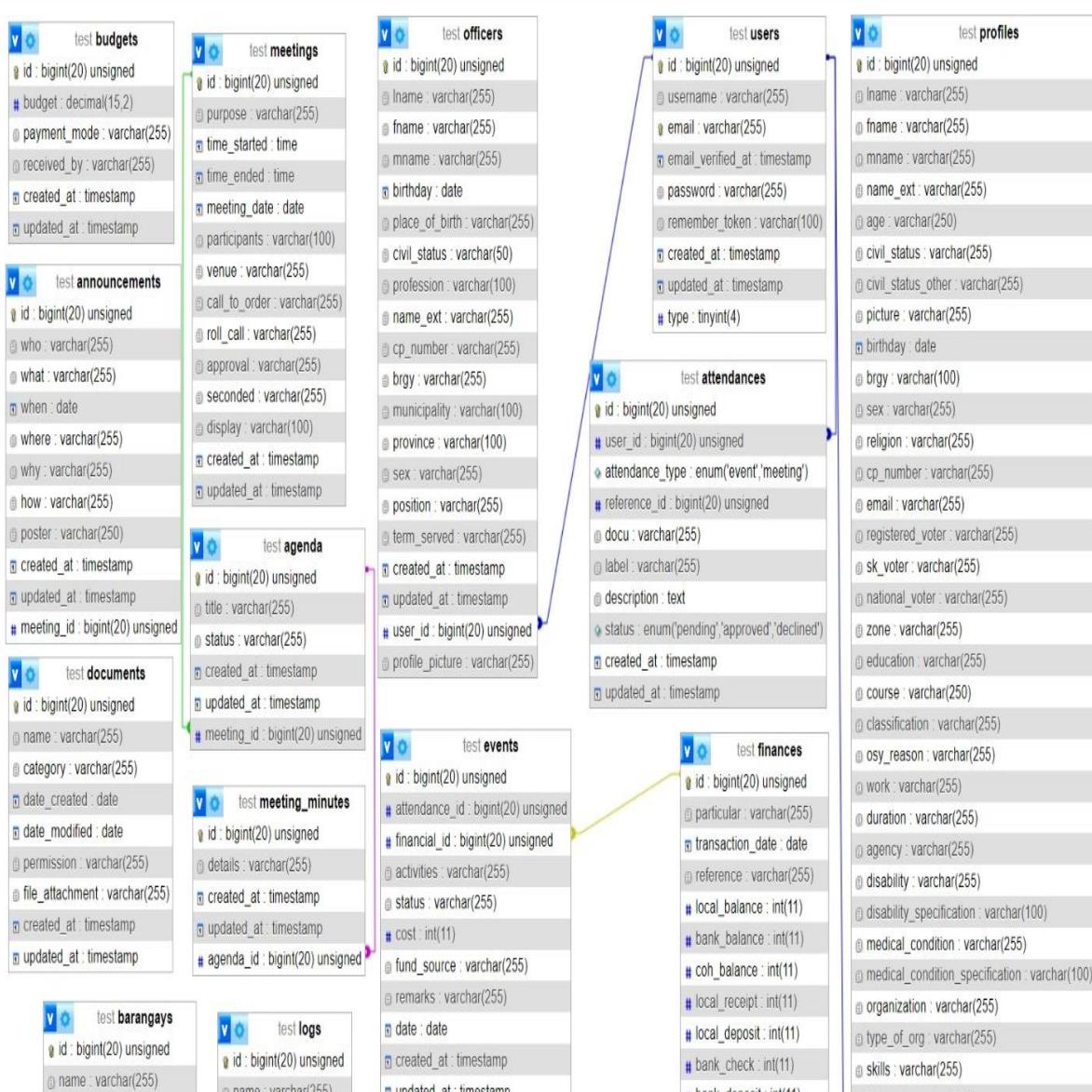


Figure 18: Entity Relationship



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### Development and Testing

The system aims to digitalize the record-keeping for the Sangguniang Kabataan, providing a centralized platform for managing information related to their activities and members. The development plan includes project planning, system design, and phased development. Initially, core functionalities like user management, record management, and search features will be developed. Advanced features such as reporting, notifications, and data backup will follow. The technology stack includes HTML, CSS, and JavaScript for the frontend, Node.js for the backend, and MySQL for the database. Testing was comprehensive and structured. Initially, developers have conducted unit tests to ensure individual modules function properly. This was followed by integration testing to verify that different modules work together seamlessly.

Next, system testing was performed to evaluate the complete system's functionality and performance. The final steps include creating user manuals, conducting training sessions, and documenting the system architecture and codebase. This approach ensures a robust and user-friendly system for efficient record management.

### Implementation Plan

The pilot implementation methodology was utilized to adopt the new system. The researchers and client have communicated to select a portion of the organization and start using the new system before the rest of the organization.

The admin user will be required to undergo training, so he/she will know how to use and operate the different functionalities of the system. This method has minimal impact on the organization and allows the researchers to concentrate on a smaller group. After that, an increased portion of the organization will use the system until full deployment. This is to ensure that the system is tested, fully operational, and satisfied by the client.

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### CHAPTER 5

#### RESULTS AND DISCUSSION

##### A. Problems in Traditional Record Management of SK Sta. Teresita

During the interview process, it was revealed that The Sangguniang Kabataan (SK) of Sta. Teresita faces significant challenges in traditional record management, primarily due to a lack of technological literacy among its members, and the proper storage of the previous organization's files and documents.

Hon. Roldan Mape, the SK Chairman of Barangay Aridowen, Sta. Teresita, highlighted that a major challenge facing the newly elected SK officers is a lack of guidance and resources for implementing their plans. This challenge largely stems from the fact that many of the previous organization's documents and files were not stored properly, some have even been lost or are now inaccessible. These documents would have been essential references, providing the new officers with a foundation for creating their own reports and documentation. In line with that, a study on barangay secretaries in the Bicol Region highlights similar difficulties, noting that inadequate digital and organizational support leaves local government staff with limited capacity to manage records effectively, reducing accessibility and institutional memory (Salazar, 2022).

Further, in many Philippine local governments, decentralization of records without adequate preservation frameworks complicates document management and continuity efforts, which are crucial for consistent governance (Gabriel & Villaroman, 2019). Without proper archiving or structured handover of information, new officials struggle to implement initiatives effectively, mirroring issues faced by the SK officers in Sta. Teresita.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The gap of poor technological literacy among SK officers restricts their ability to utilize digital tools, forcing reliance on manual methods such as handwritten records and physical filing systems. These practices are inefficient and time-consuming, making it difficult to update or retrieve information promptly, which hampers the council's responsiveness to community needs. Additionally, manual record-keeping is prone to human error, compromising data integrity and complicating decision-making.

The vulnerability of physical records further complicates the situation, as they are susceptible to damage or loss when stored in filing cabinets. This reliance on manual processes also limits accessibility, hindering collaboration and information sharing among council members. Consequently, the SK organization struggles to adapt to modern governance standards, resulting in administrative burdens that impede its effectiveness in serving the community. In fact, Similar challenges in record management are evident across local governments in the Philippines. Research focused on local governance in the Bicol Region reveals that limited computer literacy among barangay officials often forces them to depend on traditional record-keeping, hindering their operational efficiency. This study underscores the need for records management training to enhance digital competencies, particularly in software applications essential for record accuracy and accessibility (Salazar, 2022).

Moreover, the physical vulnerability of manual records poses another risk; they are susceptible to misplacement, damage, and unauthorized access due to insufficient storage security. A study in another Philippine LGU highlights similar risks, where the reliance on paper-based records and lack of secured storage compromises information security and adds strain to resource management. Such weaknesses in record preservation not only impair information



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retrieval but also expose records to potential data loss, undermining both accountability and transparency in local governance (Saldaen et al., 2021).

Lastly, the accessibility limitations of paper records further restrict collaborative efforts among council members. With manual systems, sharing and updating information becomes challenging, slowing down response times and reducing overall operational effectiveness. These systemic issues reflect a broader need for digitized records management in local government units across the Philippines, where digital adoption is increasingly recognized as essential for efficient governance (Gabriel & Villaroman, 2019).

In summary, the SK of Sta. Teresita's reliance on manual records underscores the need for digital record management solutions, which would streamline operations, safeguard data, and enhance accessibility and transparency, aligning their practices with modern governance standards.



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### B. Core Features of the Developed System

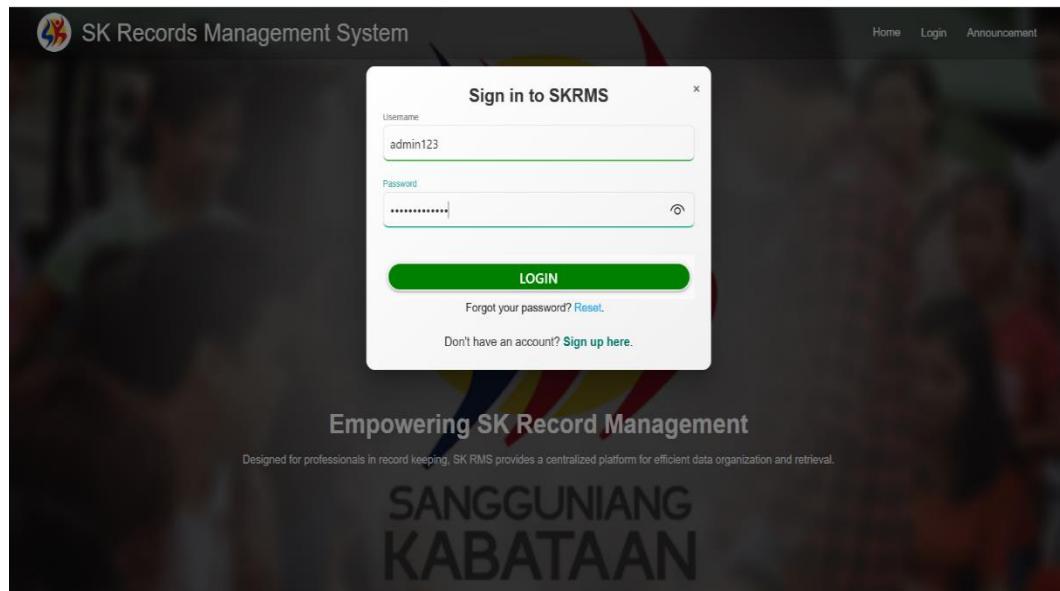


*Figure 19: Home Page*

The home page will serve as the main dashboard for users, providing quick access to essential project tools and updates. Users can view project progress, recent activities, and announcement, while key project metrics and summaries are displayed on the right side of the page for easy reference.

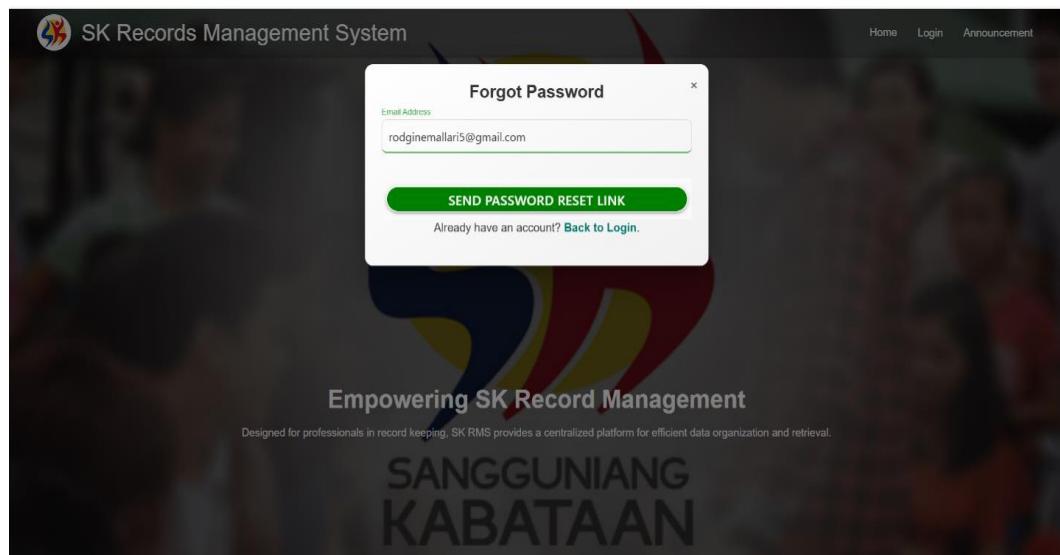


## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN



*Figure 20: Login Page*

The login page will allow users to securely access the system by entering their username and password. Important login instructions and a password recovery option will be available for user convenience.



*Figure 21: Forgot Password page*



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

Forgot Password page will help users reset their password by entering their registered email address. A password reset link will be sent to the provided email, allowing users to create a new password and regain access to the system.

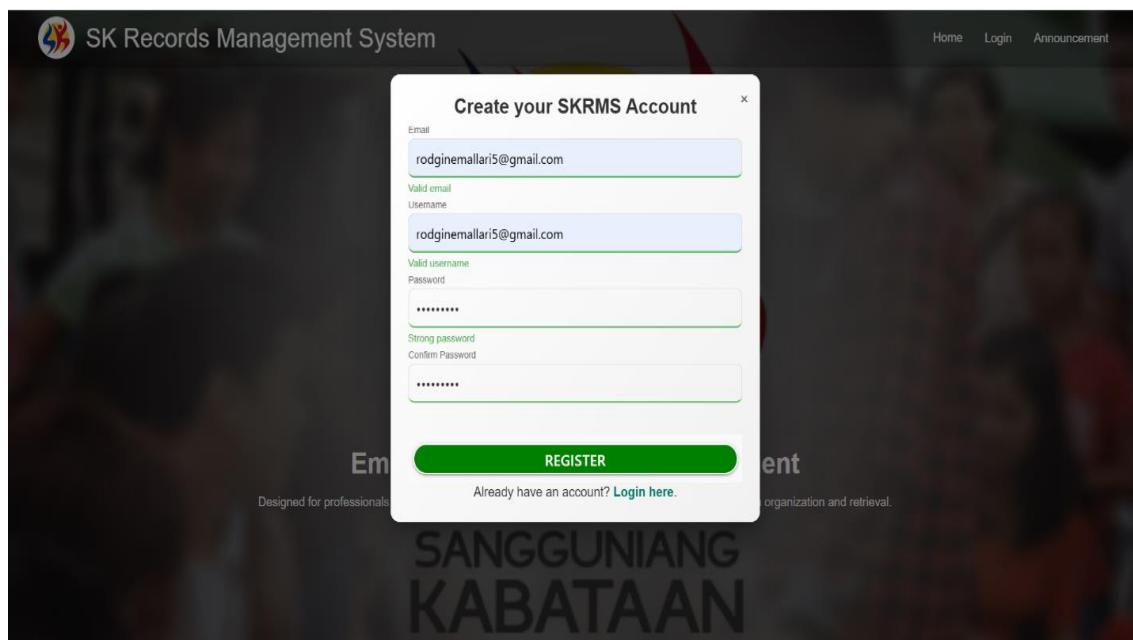


Figure 22: Account Registration

This functionality allows authorized personnel to register new accounts within the system. It facilitates the input and validation of user information, ensuring accurate and secure account creation. The streamlined process supports the efficient onboarding of users while maintaining system integrity and data consistency.



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A screenshot of a Gmail inbox. The left sidebar shows "Compose", "Inbox (63)", "Starred", "Snoozed", "Sent", "Drafts (13)", and "More". The main area displays an email from "Laravel &lt;rodginemallari5@gmail.com&gt; to me" with the subject "Reset Password Notification". The email body starts with "Hello!", followed by "You are receiving this email because we received a password reset request for your account." It includes a "Reset Password" button, a note about the link expiring in 60 minutes, and a message stating "If you did not request a password reset, no further action is required." The signature "Regards, &lt;br&gt; SK Record Management System" is at the bottom.

Figure 23: Email Notification for password Reset

Forgot Password page will help users reset their password by entering their registered email address. A password reset link will be sent to the provided email, allowing users to create a new password and regain access to the system.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN



*Figure 24: Reset password modal*

The email notification for password reset will inform users that a request has been made to reset their password. It will include a secure link for users to click on to reset their password. The message will also remind users that if they did not request the reset, they should ignore the email or contact support for assistance.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

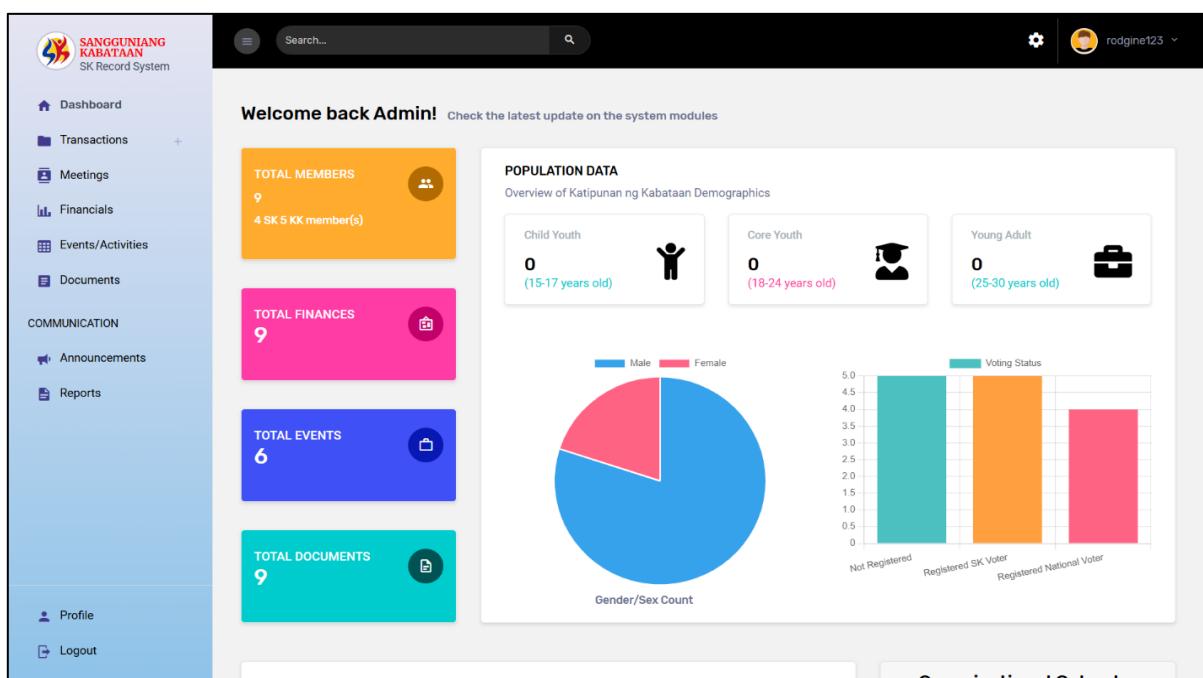


Figure 25: Admin Dashboard

The admin dashboard is a main page showing important numbers, user details, and recent activities. Admins can manage user accounts, check system performance, and view reports easily.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of the Profile Management module in the Sangguniang Kabataan Record System. The interface has a dark header with a search bar and user info. A sidebar on the left lists various modules like Dashboard, Transactions, Meetings, etc. The main area shows a table of profiles with columns for Profile ID, Name, Contact Number, Email Address, Zone/Purok, Sex, and Action (View, Edit, Archive).

Profile ID	Name	Contact Number	Email Address	Zone/Purok	Sex	Action
21-3002	Rodgine Badig Mallari	9867675889	rodginemallari@gmail.com	Zone 6	Male	<button>View</button> <button>Edit</button> <button>Archive</button>
21-3003	Jaimaica Viernes Rosario Jr.	9876543210	rjaimaica@gmail.com	Zone 1	Female	<button>View</button> <button>Edit</button> <button>Archive</button>
21-3004	Journey Trumata Seguirre	9272817294	journeyseguirre@mail.com	Zone 3	Male	<button>View</button> <button>Edit</button> <button>Archive</button>
21-3005	Robert Tabieros Rivera	9757658597	riverarobert@gmail.com	Zone 1	Male	<button>View</button> <button>Edit</button> <button>Archive</button>

Figure 26: Profile Management Module

The profile management module allows admin to view and update user's personal information, such as name, email, and contact details. Users can also change their password and upload a profile picture to keep their information current and personalized.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of the Sangguniang Kabataan SK Record System interface. The left sidebar shows navigation options like Dashboard, Transactions, Meetings, Financials, etc. The main area is titled "Profile Management" and "KK Profiles". It lists profiles with columns for Profile ID and Name. A modal window in the center asks "Are you sure?" with options "Yes, archive it!" and "Cancel".

Profile ID	Name	Action
21-3002	Rodgine B	<button>View</button> <button>Edit</button> <button>Archive</button>
21-3003	Jaimica V	<button>View</button> <button>Edit</button> <button>Archive</button>
21-3004	Journey T	<button>View</button> <button>Edit</button> <button>Archive</button>
21-3005	Robert Tab	<button>View</button> <button>Edit</button> <button>Archive</button>

Figure 27: Delete/Archive Profile

The delete/archive profile feature lets admin remove a profile from active view. Deleting a profile permanently removes it from the system, while archiving saves the profile for future reference without it being visible in active lists. This helps manage user data while keeping records as needed.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

[GO BACK](#)

Republic of the Philippines  
Province of Cagayan  
Municipality of Sta. Teresita  
Barangay Andowen

OFFICE OF THE SANGGUNIANG KABATAAN

### YOUTH PROFILE FORM

**PLEASE FILL OUT THIS FORM COMPLETELY**

PERSONAL INFORMATION					Note: Fields marked with * are required. If a field is not applicable, please leave it blank.	
<b>* UPLOAD PICTURE</b> <input type="button" value="Choose File"/> No file chosen					 No image uploaded yet.	
<b>* NAME</b>	Last name	First name	Middle name	Suffix		
<b>* AGE RANGE</b>	<input type="radio"/> 15-17 y/o	<input type="radio"/> 18-24 y/o	<input type="radio"/> 25-30 y/o			
<b>* CIVIL STATUS</b>	<input type="radio"/> Single	<input type="radio"/> Married	Others please specify _____			
<b>* BIRTHDAY</b>	dd/mm/yyyy	<input type="button" value="OPEN CALENDAR"/>	<b>* BARANGAY</b>	Choose your barangay		
<b>* SEX (Assigned by birth)</b>	<input type="radio"/> Male	<input type="radio"/> Female	<b>RELIGION</b>	Leave blank if not applicable.		
<b>* CONTACT NO.</b>	+63 9XXXXXXXX		<b>* EMAIL ADDRESS</b>	e.g. example@mail.com		
<b>* REGISTERED VOTER</b>	<input type="radio"/> Yes	<input type="radio"/> No	<b>* PUROK</b>	Zone: Choose your zone		
<b>* REGISTERED SK VOTER</b>	<input type="radio"/> Yes	<input type="radio"/> No	<b>* REGISTERED NATIONAL VOTER</b>	<input type="radio"/> Yes	<input type="radio"/> No	
<b>* Highest Educational Attainment</b>	<input type="radio"/> Elementary	<input type="radio"/> Junior HS	<input type="radio"/> Senior HS	<input type="radio"/> AHS		
	<input type="radio"/> College	<input type="radio"/> vocational	<input type="radio"/> Post Graduate	<input type="radio"/> Doctorate		
<b>* Youth Classification</b>	<input type="checkbox"/> In School		<input type="checkbox"/> Out of School		<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed
<b>* Do you have Disabilities?</b>	<input type="radio"/> NO	<input type="radio"/> YES				
<b>* Do you have Medical Conditions?</b>	<input type="radio"/> NO	<input type="radio"/> YES				
<b>* Are you a member of any Youth Organization?</b>	<input type="radio"/> YES	<input type="radio"/> NO				
<b>SKILLS</b> separate each value by comma (e.g. singing, dancing)			<b>INTERESTS</b> separate each value by comma (e.g. arts, anime)			
<input type="checkbox"/> I agree to the Terms and Conditions.						
<b>SUBMIT</b>						

Figure 28: Add Youth Profile



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

This feature enables users or admins to create a new profile for a youth member or the Katipunan ng Kabataan member. Required details may include the youth's name, age, contact information, and other relevant data. This feature helps keep an organized record of all youth members for easy access and reference.

GO BACK

Republic of the Philippines  
Province of Cagayan  
Municipality of Sta. Teresita  
Barangay Andowen  
OFFICE OF THE SANGGUNIANG KABATAAN

YOUTH PROFILE FORM

PLEASE FILL OUT THIS FORM COMPLETELY

PERSONAL INFORMATION

Note: Fields marked with \* are required. If a field is not applicable, please leave it blank.

* UPLOAD PICTURE <input type="file"/> No file chosen			
* NAME	Last name: Mallari	First name: Rodgine	Middle name: Bacig
* AGE RANGE	<input type="radio"/> 15-17 y/o	<input checked="" type="radio"/> 18-24 y/o	<input type="radio"/> 25-30 y/o
* CIVIL STATUS	<input checked="" type="radio"/> Single	<input type="radio"/> Married	Others please specify: N/A
* BIRTHDAY	01/11/2024	* BARANGAY	Aridowen
* SEX (Assigned by birth)	<input checked="" type="radio"/> Male	<input type="radio"/> Female	RELIGION
* CONTACT NO.	163 98676/5889	* EMAIL ADDRESS	rodginemallari@gmail.com
* REGISTERED VOTER	<input checked="" type="radio"/> Yes	<input type="radio"/> No	* PUROK
* REGISTERED SK VOTER	<input checked="" type="radio"/> Yes	<input type="radio"/> No	* REGISTERED NATIONAL VOTER
* Highest Educational Attainment	<input type="radio"/> Elementary	<input type="radio"/> Junior HS	<input type="radio"/> Senior HS
	<input checked="" type="radio"/> College	<input type="radio"/> Vocational	<input type="radio"/> Post Graduate
	Bachelor Of Science In Information Technology		
* Youth Classification	<input type="checkbox"/> In School	<input checked="" type="checkbox"/> Out of School	<input checked="" type="checkbox"/> Employed
If out of School please indicate the reason: No money			
If Working	<input checked="" type="checkbox"/> Government	<input type="checkbox"/> Private	<input checked="" type="checkbox"/> Self-employed
If Government, what agency?	Municipal Disaster Risk Reduction Management Council		
* Do you have Disabilities?	<input type="radio"/> INC	<input checked="" type="radio"/> YES	If Yes, please specify: Blind
* Do you have Medical Conditions?	<input type="radio"/> NO	<input checked="" type="radio"/> YES	If Yes, please specify: Asthmatic
* Are you a member of any Youth Organization?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
If Yes, please specify: Sangguniang Kabataan			

Figure 29: Update Youth Profile

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of a web-based application titled "SANGGUNIANG KABATAAN SK Record System". The interface includes a top navigation bar with a search bar and user profile, and a sidebar with various menu items. The main content area is titled "Attendance Management" and displays a table of attendance records. The table has columns for ID, Purpose, Date, Start Time, End Time, Location, and Action. Each row contains a blue "Evaluate Requests" button. The data in the table is as follows:

ID	Purpose	Date	Start Time	End Time	Location	Action
3	SK Regular Session	October 09, 2024	01:00 PM	04:00 PM	Barangay Hall, Gonzaga, Cagayan	Evaluate Requests
4	SK Special Session	October 10, 2024	09:00 AM	02:02 PM	Aridowen Town Hall	Evaluate Requests
5	Emergency Meeting	October 30, 2024	09:00 AM	09:04 AM	Aridawen, Sta. Teresita, Cagayan	Evaluate Requests
6	Regular Session	November 04, 2024	12:00 PM	10:00 AM	Aridowen Town Hall	Evaluate Requests
7	First Session	September 01, 2024	07:30 AM	12:00 AM	Aridowen Town Hall	Evaluate Requests
8	Regular Session	November 04, 2024	04:00 PM	06:14 PM	Aridowen Town Hall	Evaluate Requests
9	Test meeting	November 02, 2024	06:47 PM	08:00 PM	Aridowen Town Hall	Evaluate Requests
10	Emergency Meeting	November 03, 2024	10:19 PM	05:36 AM	Aridowen Town Hall	Evaluate Requests

Figure 30: Attendance Management Module

The attendance management module allows users to track and manage attendance records efficiently. It enables administrators to log, view, and update attendance entries, with options for sorting by date, member, or status. This module ensures accurate attendance tracking and easy access to attendance history for all users.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows a web-based record management system for the Sangguniang Kabataan (SK) of Cagayan State University, Gonzaga. The left sidebar contains a navigation menu with links such as Dashboard, Transactions, KK Profiling, Attendances, Officers, Meetings, Financials, Events/Activities, Documents, Communication, Announcements, Reports, Profile, and Logout. The main content area displays "Event Details" for a "Youth Leadership Seminar" on October 1, 2024. A table lists an attendance request from "Rosario, Jaimica Viernes" who is an "Officer" and "Leads the participants to their respective group". The table includes columns for Officer/Member, User Type, Label, Proof, Status (Pending), and Action (Approve or Decline). A "Go Back" button is located at the bottom left of the main content area.

Officer/Member	User Type	Label	Proof	Status	Action
Rosario, Jaimica Viernes	Officer	Leads the participants to their respective group	<a href="#">View Document</a>	Pending	<a href="#">Approve</a> <a href="#">Decline</a>

Figure 31: Approve/Decline Attendance Requests

The Approve/Decline Attendance Request feature allows administrators to review and either approve or decline attendance submissions from users. This feature provides a way to validate attendance entries before they are officially recorded, ensuring accurate and verified attendance records.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of the SK Officer Management Module. The left sidebar has a blue header "SANGGUNIANG KABATAAN SK Record System" with icons for Dashboard, Transactions (with KK Profiling, Attendances, Officers), Meetings, Financials, Events/Activities, Documents, COMMUNICATION (Announcements, Reports), Profile, and Logout. The main area shows a "Member Management" section for "SK Officials" with a "Add member" button. Below is a table with columns: Officer ID, Picture, Name, Contact Number, Barangay, Sex, Position, and Action (View, Edit, Archive). Four entries are listed:

Officer ID	Picture	Name	Contact Number	Barangay	Sex	Position	Action
21-3003		Jaimica Viernes Rosario Jr.	9876543210	Aridowen	Female	Secretary	<button>View</button> <button>Edit</button> <button>Archive</button>
21-3004		Rodgine Baclig Mallari Jr.	09263070491	Aridowen	Male	Chairman	<button>View</button> <button>Edit</button> <button>Archive</button>
21-3007		Juan Hakdog Tamad Jr.	9263070491	Aridowen	Male	SK Kagawad	<button>View</button> <button>Edit</button> <button>Archive</button>
21-3008		Robert Tabieros Rivera	092958375019	Aridowen	Male	Treasurer	<button>View</button> <button>Edit</button> <button>Archive</button>

Showing 1 to 4 of 4 entries

Figure 32: SK Officer Management Module

The Officer Management Module enables administrators to add, update, and manage profiles of officers within the system. This includes storing details such as roles, contact information, and term dates. The module streamlines organization, ensuring up-to-date and accessible records of all officers.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

**EDIT OFFICER PROFILE**

Profile Picture  No file chosen

**Officer Details**

First Name	Last Name
Rodgine	Mallari
Middle Name	Name Extension
Bacig	Jr.
Sex	Contact Number
Male	09263070491
Position Held	Term Served
Chairman	3

Birthdate: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

**Dashboard** **Transactions** **Meetings** **Financials** **Events/Activities** **Documents** **Announcements** **Reports** **Profile** **Logout**

Figure 33: Edit/Update existing Officer

**ADD OFFICER PROFILE**

Profile Picture  No file chosen

**Officer Details**

First Name	Last Name
Roldan	Mape
Middle Name	Name Extension
Sebastian	Choose option
Sex	Contact Number
Male	09263070491
Position Held	Term Served
SK Kagawad	3

Birthdate: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

**Dashboard** **Transactions** **Meetings** **Financials** **Events/Activities** **Documents** **Announcements** **Reports** **Profile** **Logout**

Figure 34: Create/Add new Officer



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows the profile page of an officer. On the left is a sidebar with navigation links: Dashboard, Transactions (with KK Profiling, Attendances, Officers), Meetings, Financials, Events/Activities, Documents, COMMUNICATION (Announcements, Reports), Profile, and Logout. The main content area has a search bar at the top. Below it is a circular profile picture of a woman. To the right of the picture, the officer's name is displayed: **Jaimica Rosario Jr.**, Secretary. Her email address is listed as **Email: journeyseguirre@gmail.com**. Below her name are two buttons: "Send Email" and "Go Back". To the right of the profile picture is a "Profile Information" section with the following details:

Name:	Jaimica Rosario Jr.
Contact Number:	9876543210
Birthdate:	2024-10-03
Birthplace:	Gonzaga, Cagayan
Civil Status:	Single
Sex:	Female
Position:	Secretary
Barangay:	Aridowen
Term Served:	Second Term
Profile Created At:	October 05, 2024

Figure 35: View Officer details

The screenshot shows the Member Management page for SK Officials. On the left is a sidebar with the same navigation links as Figure 35. The main content area has a search bar at the top. Below it is a table titled "Member Management" with columns for Position, Action, and several officers listed. A modal window is centered over the table, containing a large exclamation mark icon and the text "Are you sure? This action will archive the item and it cannot be undone." At the bottom of the modal are two buttons: "Yes, archive it!" (in red) and "Cancel".

Figure 36: Delete/Archive existing Officer



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of the "Meeting Management" module from the "SANGGUNIANG KABATAAN SK Record System". The interface includes a sidebar with navigation links like Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Communication, Announcements, and Reports. The main content area shows a table of meeting records with columns for Meeting ID, Purpose, Time Started, Meeting Venue, Meeting Date, Attendees, and Action. Each row has a "View", "Edit", and "Archive" button. A search bar and pagination controls are also present.

Meeting ID	Purpose	Time Started	Meeting Venue	Meeting Date	Attendees	Action
21-30010	Emergency Meeting	10:19 PM	Aridowen Town Hall	November 03, 2024	SK Officials	<button>Add Details</button>
21-3004	SK Special Session	09:00 AM	Aridowen Town Hall	October 10, 2024	SK Officials	<button>View</button> <button>Edit</button> <button>Archive</button>
21-3005	Emergency Meeting	09:00 AM	Aridawen, Sta. Teresita, Cagayan	October 30, 2024	SK Officials	<button>View</button> <button>Edit</button> <button>Archive</button>
21-3006	Regular Session	12:00 PM	Aridowen Town Hall	November 04, 2024	SK Officials	<button>View</button> <button>Edit</button> <button>Archive</button>
21-3007	First Session	07:30 AM	Aridowen Town Hall	September 01, 2024	SK Officials	<button>View</button> <button>Edit</button> <button>Archive</button>

*Figure 37: Meeting Management Module*

The Meeting Management Module helps organize and track meetings by allowing admins to schedule, update, and record meeting details. Features include setting meeting dates, times, agendas, and attendees. This module ensures efficient scheduling and easy access to past meeting records for reference.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows the 'Add Meeting' form in the SANGGUNIANG KABATAAN SK Record System. The left sidebar has a blue header 'SANGGUNIANG KABATAAN SK Record System' and a list of navigation items: Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, COMMUNICATION (with Announcements and Reports), Profile, and Logout. The main content area has a dark header with a search bar and user info. The 'Add Meeting' form includes sections for 'Meeting info' (Purpose: Emergency Meeting, Date Held: 08/11/2024, Time Started: 01:00 pm, Participants: SK Officials, Venue: SK Office, Town Hall), 'Agenda' (with three agenda items: GPOA discussion, IRP and Committee evaluation, Barangay Sports League Planning, each with a Status dropdown set to 'Predetermined' and a 'Delete' button), and 'Create' and 'Cancel' buttons.

Figure 38: Create initial Meeting Info

The screenshot shows the 'Update Meeting' form in the SANGGUNIANG KABATAAN SK Record System. The left sidebar is identical to Figure 38. The main content area shows an 'Update Meeting' form with 'Meeting Information' (Purpose: Emergency Meeting, Time Started: 10:19 pm, Meeting Date: 03/11/2024) and 'Agenda and Minutes'. Under 'Agendas', there is a list of items: Community Clean-Up and Environmental Awareness Campaign (No minutes added yet), Youth Skills Development Workshop Series (No minutes added yet), and Barangay Sports League Planning and Youth Talent Show (No minutes added yet). Buttons for 'Add Minutes' and 'Add Agenda' are present. Below the agendas is a section for 'Additional Information'.

Figure 39: Add Meeting details



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows a modal window titled "Add Meeting Minutes". The "Purpose" dropdown is set to "Emergency Meeting". The "Time Started" field shows "10:19 pm". The "Meeting Date" field shows "03/11/2024". The "Agenda" section contains the text: "Barangay Sports League Planning and Youth Talent Show". The "Details" section contains the text: "Each KK member should at least participate in the event or else there will be a community service as they're punishment." At the bottom right of the modal are "Close" and "Add Minutes" buttons.

Figure 40: Add minutes of the meeting

The screenshot shows a modal window titled "Add Agenda". The "Title" field contains "Year end Party Planning and Budgeting". The "Status" dropdown is set to "New". At the bottom right of the modal are "Close" and "Add Agenda" buttons.

Figure 41: Add new agendum of a meeting



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows a web-based application interface for the Sangguniang Kabataan SK Record System. On the left is a sidebar with a blue header "SANGGUNIANG KABATAAN SK Record System" and a list of navigation items: Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, COMMUNICATION, Announcements, Reports, Profile, and Logout. The main content area has a black header with a search bar and a user profile icon. Below the header, the title "MINUTES OF THE MEETING" and "EMERGENCY MEETING" is displayed, along with the date "November 03, 2024 10:19 PM at Aridowen Town Hall". The content is organized into sections: I. Call to Order, II. Roll Call, III. Reading and Approval of the Minutes from the Last Meeting, IV. Calendar of Business, and Motion to approve: SK Kagawad Maria Magalpok. The Motion to approve section includes "Seconded by: Chairman Rodgine Mallari" and "The minutes were approved unanimously".

Figure 42: View meeting details

The screenshot shows a print preview dialog box. On the left, the "Print" settings are visible, including the printer (EPSON L3210 Series), copies (1), layout (Portrait), pages (All), and color options. The preview itself shows the "MINUTES OF THE MEETING" document. At the top right is the official seal of the "REPUBLIC OF THE PHILIPPINES REGION II PROVINCE OF CAGAYAN MUNICIPALITY OF STA. TERESITA OFFICE OF THE SANGGUNIANG KABATAAN BARANGAY ARIDOWEN". The main content area contains the meeting title, date, and sections I. Call to Order, II. Roll Call, III. Reading and Approval of the Minutes from the Last Meeting, and IV. Calendar of Business. The Motion to approve section includes "Seconded by: Chairman Rodgine Mallari".

Figure 43: Print meeting details



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

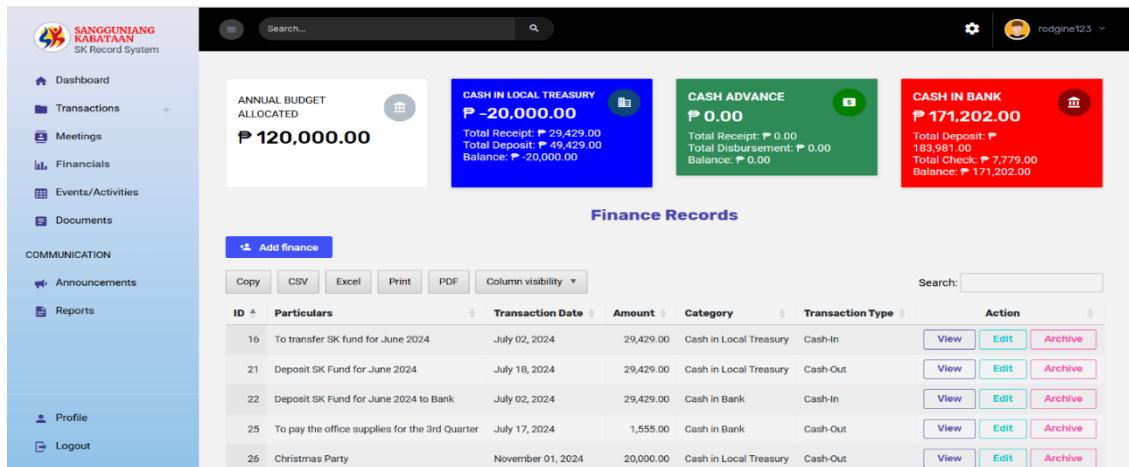


Figure 44: Financial Management Module

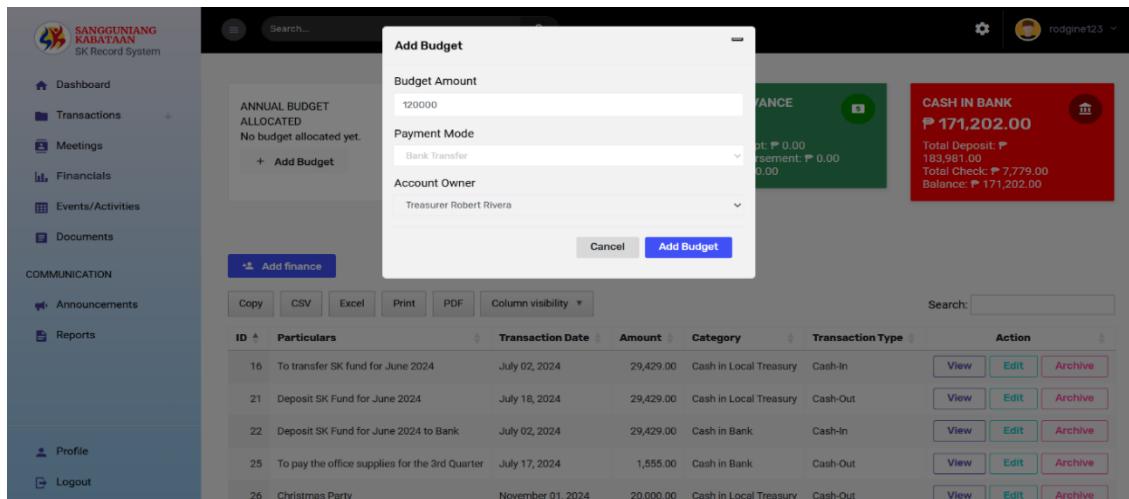


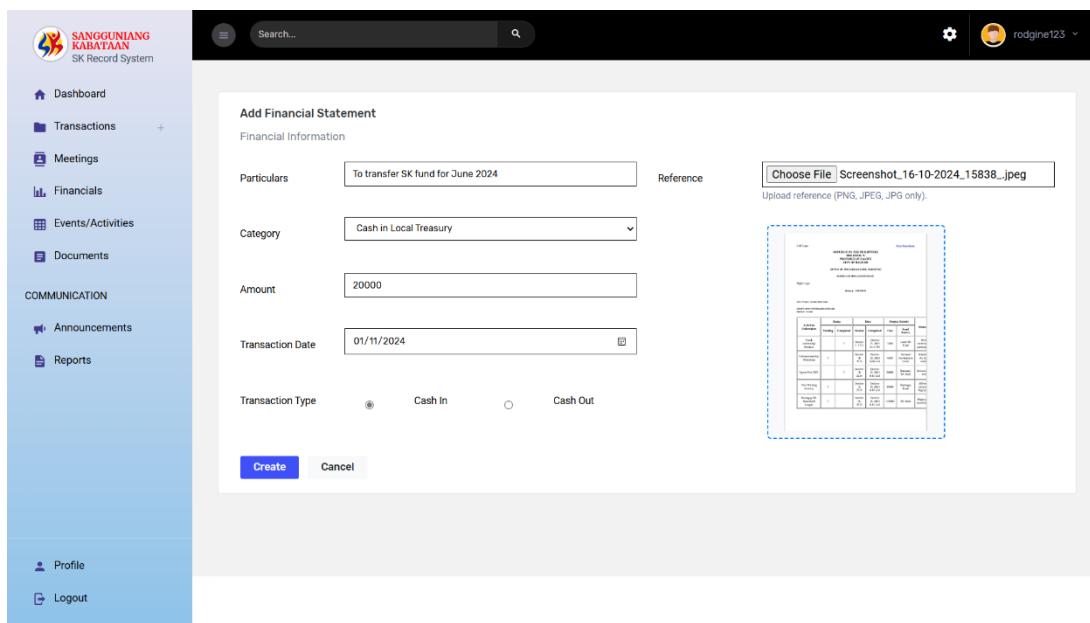
Figure 45: Add financial budget

The Add Annual Fund feature allows administrators to input annual funding, creating an initial balance for financial tracking. This balance can then be adjusted as transactions are recorded, helping monitor available funds throughout the year and ensuring accurate, up-to-date financial records.

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM

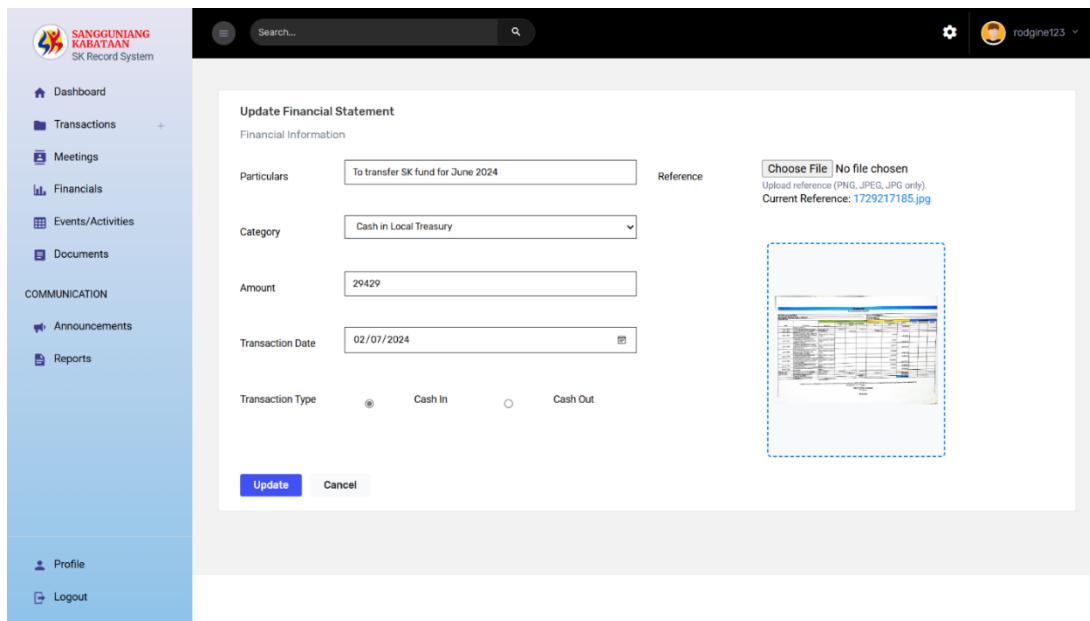


## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN



The screenshot shows the "Add Financial Statement" page. On the left is a sidebar with navigation links: Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, COMMUNICATION (Announcements, Reports), Profile, and Logout. The main area has a search bar and a "Choose File" button for uploading a reference document. The form fields include Particulars ("To transfer SK fund for June 2024"), Category ("Cash in Local Treasury"), Amount ("20000"), Transaction Date ("01/11/2024"), and Transaction Type ("Cash In"). A preview of the uploaded file, "Screenshot\_16-10-2024\_15838.jpg", is shown in a dashed box. At the bottom are "Create" and "Cancel" buttons.

Figure 46: Add financial record



The screenshot shows the "Update Financial Statement" page. The sidebar and layout are identical to Figure 46. The form fields are updated: Particulars ("To transfer SK fund for June 2024"), Category ("Cash in Local Treasury"), Amount ("29429"), Transaction Date ("02/07/2024"), and Transaction Type ("Cash In"). The "Choose File" field shows "No file chosen" and "Current Reference: 1729217185.jpg". A preview of the uploaded file is shown in a dashed box. At the bottom are "Update" and "Cancel" buttons.

Figure 47: Update existing financial record



CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot displays the Sangguniang Karataan SK Record System interface. On the left sidebar, there are navigation links for Dashboard, Transactions, Meetings, Financials, Events/Activities, and Documents. Under COMMUNICATION, there are links for Announcements and Reports. The main content area shows an ANNUAL BUDGET ALLOCATED of ₱ 120,000.00. A modal window titled "Financial Report Details" provides specific transaction information: Activity: Deposit SK Fund for June 2024 to Bank; Transaction Date: 2024-07-02; Category: Bank; Amount: ₱ 29,429.00; and Transaction Type: Cash-In. Below this, a receipt is shown as a screenshot of a Microsoft Word document. To the right, a "CASH IN BANK" summary is displayed with a balance of ₱ 171,202.00, and a table lists transaction history with columns for ID, Particulars, Transaction Type, and Action (View, Edit, Archive). At the bottom, a message indicates "Showing 1 to 5 of 8 entries".

SANGGUNIANG KARATAAN  
SK Record System

Search...

ANNUAL BUDGET ALLOCATED  
₱ 120,000.00

Activity: Deposit SK Fund for June 2024 to Bank

Transaction Date: 2024-07-02

Category: Bank

Amount: ₱ 29,429.00

Transaction Type: Cash-In

Receipt:

Search: [ ]

ID	Particulars	Transaction Type	Action			
16	To transfer SK fund for...	Cash-In	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>			
21	Deposit SK Fund for Ju...	Cash-Out	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>			
22	Deposit SK Fund for Ju...	Cash-In	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>			
25	To pay the office suppli...	Cash-Out	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>			
26	Christmas Party	November 01, 2024	20,000.00	Cash in Local Treasury	Cash-Out	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>

Showing 1 to 5 of 8 entries

Profile

Logout

CASH IN BANK  
₱ 171,202.00

Total Deposit: ₱ 183,981.00  
Total Check: ₱ 7,779.00  
Balance: ₱ 171,202.00

*Figure 48: View existing financial record*

The screenshot shows the Sangguniang Kabataan SK Record System interface. The top navigation bar includes a logo for 'SANGGUNIANG KABATAAN SK Record System', a search bar, and a user profile for 'rodgine123'. The left sidebar lists navigation items: Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Announcements, and Reports. The main content area displays four summary boxes: ANNUAL BUDGET ALLOCATED (₱ 120,000.00), CASH IN LOCAL TREASURY (₱ 0.00), CASH ADVANCE (₱ 0.00), and CASH IN BANK (₱ 171,202.00). Below these is a modal window titled 'Are you sure?' containing the message 'This will archive the record and you won't be able to undo it!'. It features two buttons: 'No, cancel!' and 'Yes, archive it!'. To the right of the modal is a table of transaction records:

ID	Particulars	Date	Amount	Treasury	Action Type	Action
16	To transfer SK fund for...			Local Treasury	Cash-In	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>
21	Deposit SK Fund for Ju...			Local Treasury	Cash-Out	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>
22	Deposit SK Fund for June 2024 to Bank	July 02, 2024	29,429.00	Cash in Bank	Cash-In	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>
25	To pay the office supplies for the 3rd Quarter	July 17, 2024	1,555.00	Cash in Bank	Cash-Out	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>
26	Christmas Party	November 01, 2024	20,000.00	Cash in Local Treasury	Cash-Out	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>

At the bottom, a footer bar shows 'Showing 1 to 5 of 8 entries' and a page navigation with buttons for 1, 2, and 3.

*Figure 49: Delete/Archive existing finances*



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of the Sangguniang Kabataan SK Record System. The left sidebar shows navigation links for Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Communication (Announcements, Reports), Profile, and Logout. The main content area is titled "Event Management" and "Event Details". It features a "Add event" button and a table with columns: Event ID, Activities Undertaken, Status, Date, Cost, Remarks, and Action (View, Edit, Archive). The table lists five events: Talent Showcase, Youth Leadership Seminar, Sports Fest 2024, Tree Planting Activity, and Barangay SK Basketball League. A search bar and a page number indicator (1) are also present.

Event ID	Activities Undertaken	Status	Date	Cost	Remarks	Action
21-30010	Talent Showcase	Pending	June 15, 2024	2000	Showcasing local talent	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>
21-3002	Youth Leadership Seminar	Completed	October 01, 2024	5000	Well-received by participants.	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>
21-3005	Sports Fest 2024	Completed	October 29, 2024	20000	Schedule to enhance youth health	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>
21-3006	Tree Planting Activity	Pending	October 13, 2024	15000	500 trees planted in brgy parks	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>
21-3007	Barangay SK Basketball League	Pending	October 25, 2024	120000	High youth involvement	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>

Figure 50: Event Management Module

The Event Management Module helps admin organize events by setting dates, locations, and agendas. It also tracks budgets and keeps records of past events for easy reference.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows the "Create New Event" form. The left sidebar has a blue header "SANGGUNIANG KABATAAN SK Record System" and a list of navigation items: Dashboard, Transactions, Meetings, Financials, Events/Activities (selected), Documents, COMMUNICATION, Announcements, Reports, Profile, and Logout. The main content area has a black header with a search bar and user info "rodgine123". The form fields include:

- Activities:** Entrepreneurship Workshop
- Status:** Pending
- Cost:** 2000
- Fund Source:** National Government Grant
- Remarks:** Plans to boost the KK members in Entrepreneurship Industry for a more sustainable future
- Event Date:** 17/11/2024

Buttons at the bottom are "Go Back" and "Submit".

Figure 51: Add/Create Event details

The screenshot shows the "Event Information" page for a completed event. The left sidebar is identical to Figure 51. The main content area has a black header with a search bar and user info "rodgine123". The event details table is as follows:

Event Information	
Details of the Event	
Activities:	Youth Leadership Seminar
Status:	Completed
Cost:	₱5,000.00
Fund Source:	Local SK Fund
Remarks:	Well-received by participants.
Event Date:	October 01, 2024
Created At:	November 01, 2024 09:19 AM
Last Updated:	November 02, 2024 04:12 AM

Buttons at the bottom are "Go Back" and "Edit".

Figure 52: View Event details



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows the 'Update Event' page of the SANGGUNIANG KABATAAN SK Record System. The left sidebar contains navigation links for Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Communication, Announcements, Reports, Profile, and Logout. The main content area has a header 'Update Event' with a sub-instruction 'Edit the details of the event'. It includes fields for 'Activities' (Talent Showcase), 'Status' (Pending), 'Cost' (2000), 'Fund Source' (SK Fund), 'Remarks' (Showcasing local talent), and 'Event Date' (15/06/2024). At the bottom are 'Update' and 'Go Back' buttons.

Figure 53: Edit/Update Event details

The screenshot shows the 'Event Management' page with a 'Event Details' section. A modal dialog titled 'Are you sure?' asks if the user wants to archive an item. The dialog features a large exclamation mark icon, a question text, and two buttons: 'Yes, archive it!' (blue) and 'Cancel' (red). In the background, there is a table of event details and a search bar. The table columns include Event ID, Activities, and Action. The events listed are: 21-30010 Talent Show, 21-30011 Entrepreneur, 21-3002 Youth Leader, 21-3006 Tree Planting, and 21-3007 Barangay SK. Each row has 'View', 'Edit', and 'Archive' buttons.

Figure 54: Archive/Delete Event details



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The Archive Existing Document feature allows users to move documents from active storage to an archive for long-term retention. This helps keep the document library organized by removing outdated files from view while still allowing easy access to archived documents when needed.

The screenshot shows the 'Document Management' section of the SANGGUNIANG KABATAAN SK Record System. The left sidebar includes links for Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Communication, Announcements, Reports, Profile, and Logout. The main area displays a table of documents with columns for Name, ID, Category, Permission, Date Created, Date Modified, and Action. The table lists five entries:

Name	ID	Category	Permission	Date Created	Date Modified	Action
Accomplishment Report 2024-11-04	21-30019	Report	Public	11/03/2024 06:18 PM	11/03/2024 06:18 PM	[Edit, Download, Delete]
Aridown SK Logo	21-30018	Policy	Public	11/03/2024 05:31 PM	11/03/2024 05:31 PM	[Edit, Download, Delete]
CAPSTONE MANUAL	21-30017	Ordinance	Public	11/03/2024 05:19 PM	11/03/2024 05:19 PM	[Edit, Download, Delete]
DISBURSEMENT-VO-WPS-Office	21-3002	Correspondence	Public	10/15/2024 03:24 PM	11/02/2024 04:12 AM	[Edit, Download, Delete]
KK profile fill-up form	21-3001	Form	Private	05/31/2024 12:16 PM	11/02/2024 04:12 AM	[Edit, Download, Delete]

Showing 1 to 5 of 9 entries

*Figure 55: Document Management Module*

The Document Management Module allows users to upload, store, and organize important documents in one place. Admin can easily access, update, and manage files, ensuring that records are well-organized and accessible whenever needed.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of the Sangguniang Kabataan SK Record System interface. On the left is a sidebar with navigation links: Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Communication, Announcements, Reports, Profile, and Logout. The main area shows a "Document Management" section with a "Document Details" table. A modal dialog box is centered over the table, containing a large orange exclamation mark icon, the text "Are you sure?", and two buttons: "Yes, archive it!" (red) and "Cancel" (blue).

Name	Created	Date Modified	Action
Accomplishment Repo	24 06:18 PM	11/03/2024 06:18 PM	[Edit, Download, Delete]
Aridowen SK Logo	24 05:31 PM	11/03/2024 05:31 PM	[Edit, Download, Delete]
CAPSTONE MANUAL	24 05:19 PM	11/03/2024 05:19 PM	[Edit, Download, Delete]
DISBURSEMENT-VO-W	24 03:24 PM	11/02/2024 04:12 AM	[Edit, Download, Delete]
KK profile fill-up form	21-3001	Form	Private

Showing 1 to 5 of 10 entries

Figure 56: Upload new document

A screenshot of the Sangguniang Kabataan SK Record System interface, similar to Figure 56 but showing a different modal dialog. This dialog also features a large orange exclamation mark icon, the text "Are you sure?", and two buttons: "Yes, download it!" (blue) and "Cancel" (red).

Name	Created	Date Modified	Action
Accomplishment Repo	24 06:18 PM	11/03/2024 06:18 PM	[Edit, Download, Delete]
Aridowen SK Logo	24 05:31 PM	11/03/2024 05:31 PM	[Edit, Download, Delete]
CAPSTONE MANUAL	24 05:19 PM	11/03/2024 05:19 PM	[Edit, Download, Delete]
DISBURSEMENT-VO-W	24 03:24 PM	11/02/2024 04:12 AM	[Edit, Download, Delete]
KK profile fill-up form	21-3001	Form	Private

Showing 1 to 5 of 10 entries

Figure 57: Download existing document



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of the Announcement Management module. The left sidebar shows navigation links for Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Communication (Announcements, Reports), Profile, and Logout. The main area is titled "Announcement Management" and "Announcement Overview". It features a "Add Announcement" button and a search bar. Below is a table with columns: Announcement ID, Participants, Activity/Event, Target Date, and Action (View, Edit, Archive). The table contains five entries. At the bottom, it says "Showing 1 to 5 of 5 entries" and has a page number 1.

Figure 58: Announcement Management Module

The Announcement Management Module enables admin to create, edit, and manage announcements for the organization. Users can post important updates, news, and events, ensuring that all members are informed. The module also allows for easy access to past announcements for reference.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows a modal window titled "Create an Announcement". The window contains fields for "Attendees" (set to "To Whom It May Concern"), "Announcement Title" ("Volunteer Orientation"), "Date" ("20/11/2024"), "Location" ("Barangay Hall of Aridowen, Sta. Teresita"), "Purpose" ("To recruit volunteers for upcoming events"), and "Details" ("Sign up in advance"). At the bottom are "Create" and "Cancel" buttons.

Figure 59 :Create/Add new Announcement

The screenshot shows a modal window titled "View Announcement Details" displaying information for an announcement. The details are: Attendees: Sangguniang Kabataan; Title: Sports Festival; Date: October 18, 2024 12:00 AM; Location: Barangay Hall of Aridowen, Sta. Teresita; Purpose: To foster community spirit and encourage sports participation among the youth; Details: The festival will feature various sports activities, competitions, and team-building exercises. Prizes will be awarded to the top performers. A "Close" button is at the bottom right.

Figure 60: View Announcement details



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of a web-based application interface. On the left, there's a sidebar with navigation links like Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Communication (Announcements, Reports), Profile, and Logout. The main area shows a list of announcements with columns for ID, Date, Location, Purpose, and Details. A modal window titled "Update Announcement" is open over the list, prompting the user to update details such as attendees, title, date, location, purpose, and details. The modal includes fields for "Attendees" (set to "Katipunan ng Kabataan"), "Announcement Title" ("Discuss project milestones and deadlines"), "Date" ("25/10/2024"), "Location" ("Conference Room A"), "Purpose" ("Ensure all departments submit their updates before the meeting."), and "Details" ("To discuss what would be the plans on the general plan of activities of the sangguniang kabataan. And discuss the budget allocation"). At the bottom of the modal are "Save Changes" and "Cancel" buttons.

Figure 61: Edit/Update Announcement details

This feature provides authorized users with the ability to modify or update the details of announcements directly from the table interface. It streamlines the process of managing announcements by allowing quick and efficient edits without the need to navigate away from the current view, ensuring accuracy and ease of use.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot displays the reporting module of the Sangguniang Kabataan Record Management System. The left sidebar contains a navigation menu with links for Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Communication (Announcements, Reports), Profile, and Logout. The main content area is titled "Generate Report" and includes fields for "Report Type" (set to "Accomplishment Report"), "Start Date" (01/09/2024), "End Date" (30/09/2024), and a "Generate Report" button. At the top right, there is a search bar and a user profile with the name "rodgine123".

Figure 62: Reporting Module

A reporting module enables users to generate reports by selecting a report type and specifying a start and end date. This allows for tailored data insights over specific time frames, often with options to view, filter, and export the report in various formats.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN



REPUBLIC OF THE PHILIPPINES  
REGION IV-A  
PROVINCE OF CAVITE  
CITY OF BACOOR

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### OFFICE OF THE SANGGUNIANG KABATAAN MONTHLY ACCOMPLISHMENT REPORT

Barangay: ARIDOWEN

#### Part I: Project / Activities Undertaken

Executive power of the Sangguniang Kabataan

Month of: OCTOBER

Activities Undertaken	Status		Date		Project Activity		Remarks
	Pending	Completed	Started	Completed	Cost	Fund Source	
Youth Leadership Seminar		✓	October 1, 2024	November 2, 2024 4:12 AM	5000	Local SK Fund	Well-received by participants.
Entrepreneurship Workshop	✓		October 16, 2024	November 2, 2024 4:12 AM	4000	National Government Grant	Scheduled for next month
Sports Fest 2024		✓	October 29, 2024	November 2, 2024 4:12 AM	20000	Barangay SK Fund	Schedule to enhance youth health
Tree Planting Activity	✓		October 13, 2024	November 2, 2024 4:12 AM	15000	Barangay Fund	500 trees planted in brgy parks
Barangay SK Basketball League	✓		October 25, 2024	November 2, 2024 4:12 AM	120000	SK Fund	High youth involvement

Figure 63: Generated Monthly Accomplishment

The screenshot shows a 'Print' dialog box on the left and the generated monthly accomplishment report on the right. The report header includes the Republic of the Philippines, Region IV-A, Province of Cavite, City of Bacoor, and the Office of the Sangguniang Kabataan. It also includes the month of October and the barangay name, Aridowen. The report content is identical to Figure 63, listing five projects with their details and remarks. The print dialog box shows settings for printer (EPSON L3210 Series), copies (1), layout (Portrait), and pages (All). The 'Print' button is highlighted.

Figure 64: Print generated accomplishment



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

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### CASH BOOK

For the Month of July 1-31, 2024

SK of Barangay: ARIDOWEN			Municipality: STA. TERESITA					
SK Treasurer: ROBERT RIVERA			Province: CAGAYAN					
Fund: SK Fund			Sheet No. 2024-001					
Date	Particulars	Cash in Local Treasury			Cash in Bank			Cash Advance
		Reference	Receipt (In)	Deposit (Out)	Balance	Deposits (In)	Checks (Out)	Balance
October 12, 2024	Beginning Balance				134,552			134,552
October 18, 2024	To transfer SK fund for June 2024	29,429		29,429				134,552
October 18, 2024	Deposit SK Fund for June 2024		29,429					134,552
October 18, 2024	Deposit SK Fund for June 2024 to Bank				29,429			163,981
October 18, 2024	To pay the materials for the SK Disclosure Board					4,224		159,757
October 18, 2024	To pay the office supplies for the 3rd Quarter						1,555	153,202
<b>Totals for the month</b>				<b>0</b>			<b>153,202</b>	<b>0</b>
<b>Totals/Balance carried forward</b>				<b>0</b>			<b>153,202</b>	<b>0</b>

#### CERTIFICATION:

I hereby certify that the foregoing is a correct and complete record of all my collections, deposits/remittances and balances of my accounts in the Cash-In Local Treasury, Cash in Bank and Cash Advances as of January 1-31, 2024.

ROBERT RIVERA  
SK Treasurer

Figure 65: Generated financial report

The screenshot shows a 'Print' dialog box on the left side of the screen, overlaid on the financial report. The dialog box contains settings for printing: 'Color' selected, 'Print on both sides' checked, 'Print on one side' dropdown set to 'Portrait', 'Fewer settings' button, 'Paper size' set to 'Letter', 'Scale (%)' dropdown set to 'Actual size' with '80%' selected, 'Pages per sheet' dropdown set to '1', 'Margins' dropdown set to 'Default', and 'Options' button. The main window displays the 'CASH BOOK' report for July 1-31, 2024. The report includes header information (SK of Barangay: ARIDOWEN, SK Treasurer: ROBERT RIVERA, Municipality: STA. TERESITA, Province: CAGAYAN, Sheet No. 2024-001), a detailed transaction table, and a certification section at the bottom.

Figure 66: Print generated financial report

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

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Republic of the Philippines  
Region IV-A  
Province of Cavite  
City of Bacoor



### Office of the Sanggunian Kabataan

Barangay: ARIDOWEN

#### KATIPUNAN NG KABATAAN YOUTH PROFILE

NAME	AGE RANGE 15-18 19-24 25-30 y/o y/o	CIVIL STATUS Male Female	SEX Male Female	RELIGION	CONTACT NO.	EMAIL	REGISTERED VOTER Yes No	SK VOTER Yes No	NATIONAL VOTER Yes No	ZONE	HIGHEST EDUCATION ATTAINMENT	YOUTH CLASSIFICATION	IF OUT-OF-SCHOOL, please indicate reason	IF WORKING	DURATION	IF GOVERNMENT, what agency?	DISABILITY	MEMBER OF YOUTH ORG.	IF YES, please specify	
																		Yes		
Rodgine Badig Mallari	Single ✓			Roman Catholic	+63 9867675885	rodginemallari@gmail.com	✓	✓	✓	Zone 1	college	In School, Employed	N/A	Private	N/A	N/A	No	No	✓	N/A
Rodgine Badig Mallari	Single ✓			Roman Catholic	+63 9867675889	rodghemallari@gmail.com	✓	✓	✓	Zone 6	college	Out of School, Employed	No money	Government, Self-employed	N/A	Municipal Disaster Risk Reduction Management Council	Yes	Yes	✓	Sanggunian Kabataan
Jaimala Viernes Rosario Jr.	Single ✓		✓	Baptist	+63 9876543210	tjaimala@gmail.com	✓	✓	✓	Zone 1	senior	In School, Employed	N/A	Government, Private	8	YML	No	No	✓	N/A
Journey Trumata Seguirine	Single ✓			Later Day Saints	+63 9272817294	journyesegueirne@mail.com	✓	✓	✓	Zone 3	college	In School, Employed	N/A	Private	5	N/A	No	No	✓	N/A
Robert Tablano Rivera	Single ✓			Roman Catholic	+63 9757658597	riverarobert@gmail.com	✓	✓	✓	Zone 1	college	Out of School	Financial issues	N/A	N/A	N/A	No	No	✓	N/A

Figure 67: Generated KK profiling report

Print Total: 1 sheet of paper

Fewer settings ▾

Paper size Letter

Scale (%) Fit to printable area Actual size 110

Pages per sheet 1

Margins Default

Options Headers and footers Background graphics

Print using system dialog... (Ctrl+Shift+P)

Print Cancel

Republic of the Philippines  
Region IV-A  
Province of Cavite  
City of Bacoor

Office of the Sanggunian Kabataan  
Barangay: ARIDOWEN

Stylized human figure logo

KATIPUNAN NG KABATAAN YOUTH PROFILE

NAME	AGE RANGE 15-18 19-24 25-30 y/o y/o	CIVIL STATUS Male Female	SEX Male Female	RELIGION	CONTACT NO.	EMAIL	REGISTERED VOTER Yes No	SK VOTER Yes No	NATIONAL VOTER Yes No	ZONE	HIGHEST EDUCATION ATTAINMENT	YOUTH CLASSIFICATION	# OUT-OF-SCHOOL, please indicate reason	IF WORKING	DURATION	IF GOVERNMENT, what agency?	DISABILITY	MEDICAL CONDITION	MEMBER OF YOUTH ORG.	IF YES, please specify
																			Yes	
Rodgine Badig Mallari	Single ✓			Roman Catholic	+63 9867675885	rodginemallari@gmail.com	✓	✓	✓	Zone 1	college	In School, Employed	N/A	Private	N/A	N/A	No	No	✓	programming, arts, science
Rodgine Badig Mallari	Single ✓			Roman Catholic	+63 9867675889	rodghemallari@gmail.com	✓	✓	✓	Zone 6	college	Out of School, Employed	No money	Government, Self-employed	N/A	Municipal Disaster Risk Reduction Management Council	Yes	Yes	✓	Sanggunian Kabataan
Jaimala Viernes Rosario Jr.	Single ✓		✓	Baptist	+63 9876543210	tjaimala@gmail.com	✓	✓	✓	Zone 1	senior	In School, Employed	N/A	Government, Private	8	YML	No	No	✓	arts, science
Journey Trumata Seguirine	Single ✓			Later Day Saints	+63 9272817294	journyesegueirne@mail.com	✓	✓	✓	Zone 3	college	In School, Employed	N/A	Private	5	N/A	No	No	✓	designing, painting, movies
Robert Tablano Rivera	Single ✓			Roman Catholic	+63 9757658597	riverarobert@gmail.com	✓	✓	✓	Zone 1	college	Out of School	Financial issues	N/A	N/A	N/A	No	No	✓	Music

Figure 68: Print generated profiling report

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows the Sangguniang Kabataan SK Record System interface. On the left is a sidebar with navigation links: Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, COMMUNICATION (with Announcements and Reports), Profile, and Logout. The main content area is titled "Recent Activity Logs" and includes a search bar and filter options. A table lists activity logs with columns for Name, Activity, Role, Status, and Timestamp. The logs show various actions taken by users like rodgine123 and klen123, such as adding announcements, financial reports, and officer profiles, and updating their own profiles.

Name	Activity	Role	Status	Timestamp
rodgine123	Added new Announcement in	admin	CREATED	November 04, 2024 06:41 AM
rodgine123	Added new Financial Report with ID: 29	admin	CREATED	November 04, 2024 06:17 AM
gorgonio123	Deleted an Officer with ID: 9	admin	DELETED	November 04, 2024 05:46 AM
rodgine123	Viewed an Officer with ID: 3	admin	VIEWED	November 04, 2024 05:45 AM
rodgine123	Viewed an Officer with ID: 9	admin	VIEWED	November 04, 2024 05:44 AM
klen123	Viewed an Officer with ID: 3	admin	VIEWED	November 04, 2024 05:44 AM
rodgine123	Viewed Rodgine Mallari's Profile	admin	VIEWED	November 04, 2024 05:23 AM
klen123	Updated Profile with ID: 5	profile	UPDATED	November 04, 2024 04:53 AM
rodgine123	Updated Profile with ID: 5	profile	UPDATED	November 04, 2024 04:51 AM

Figure 69: User's Activity Logs

User Activity Logs record actions that users take within a system, like logging in, making changes, or uploading files. This helps administrators monitor activity, check for unusual behavior, and keep a record for security and accountability. Logs usually show details like the time, user ID, action taken, and sometimes the IP address.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of the Sangguniang Kabataan SK Record System interface. The top navigation bar includes the university logo, a search bar, and a user profile for 'rodgine123'. The left sidebar has sections for Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Communication (Announcements, Reports), Profile, and Logout. The main content area is titled 'System Settings' and contains four cards: 'System Logs' (View Logs), 'User Management' (Manage Users), 'Barangay Info' (View Info), and 'Backup &amp; Recovery' (Backup Now).

Figure 70: System Settings Module (Configuration)

The System Settings Module (Configuration) allows administrators to customize system preferences, manage users and permissions, configure notifications, and set up security protocols. It includes options for data management, such as backup and restoration, as well as integration settings for connecting with third-party services. This module centralizes control, making it easy to adjust settings according to organizational needs and ensure secure, efficient operation.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of the User Management module in the Sangguniang Kabataan Record System. The interface has a dark header with a search bar and user info. A sidebar on the left lists various system modules like Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Communication (Announcements, Reports), Profile, and Logout. The main content area shows a table titled "User Management" with columns for Username, Email, Role, Date Created, Last Updated, and Action (Edit, Delete). The table lists seven users with details such as rjaimaica@gmail.com being profiled and testing123@gmail.com being a member.

*Figure 71: User Management Module*

The User Management Module is a system feature that allows administrators to create, edit, and remove user accounts, assign roles, and manage permissions. This module ensures that users have the appropriate access levels based on their roles, helping maintain security and organization within the system. It typically includes options to reset passwords, activate or deactivate accounts, and view user profiles.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows a modal dialog titled "Create New User" over a user management table. The dialog fields are filled with placeholder data: Username "anotheraccount123", Email "anotheraccount@gmail.com", Password "\*\*\*\*\*", and Role "member". The main table lists existing users with columns for Name, Email, Profile, Last Updated, and Action (Edit/Delete). A "Create User" button is visible in the dialog's footer.

Name	Email	Profile	Last Updated	Action
jaijai			November 02, 2024	Edit Delete
klen123			November 01, 2024	Edit Delete
user123			November 01, 2024	Edit Delete
account123	account@mail.com	profile	October 31, 2024	October 31, 2024 Edit Delete
testing123	testing123@gmail.com	member	October 26, 2024	October 26, 2024 Edit Delete
juancarlos123	juancarlos@gmail.com	member	October 23, 2024	October 25, 2024 Edit Delete
gorgonio123	journeyseguirre@gmail.com	member	June 07, 2024	October 24, 2024 Edit Delete

Figure 72: Create/Add new user

The screenshot shows a modal dialog titled "Update User" over a user management table. The dialog fields are filled with placeholder data: Name "anotheraccount123", Email "anotheraccount@gmail.com", Password "Leave blank to keep current password", and Role "member". The main table lists existing users with columns for Name, Email, Profile, Last Updated, and Action (Edit/Delete). A "Update User" button is visible in the dialog's footer.

Name	Email	Profile	Last Updated	Action
jaijai			November 02, 2024	Edit Delete
klen123			November 01, 2024	Edit Delete
user123	newuser@gmail.com	profile	November 01, 2024	November 01, 2024 Edit Delete
account123	account@mail.com	profile	October 31, 2024	October 31, 2024 Edit Delete
testing123	testing123@gmail.com	member	October 26, 2024	October 26, 2024 Edit Delete
juancarlos123	juancarlos@gmail.com	member	October 23, 2024	October 25, 2024 Edit Delete

Figure 73: Edit/Update user login info



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows the 'SK Barangay Information' page. On the left is a sidebar with 'SANGGUNIANG KABATAAN SK Record System' and a navigation menu including Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, COMMUNICATION, Announcements, Reports, Profile, and Logout. The main content area displays the following information:

SK Barangay Information	
This page contains essential information about the SK Barangay Council.	
Barangay	Aridowen
Brgy. Code	21525013
SK Chairman	Rodgine Mallari
Phone Number	09263070491
Email Address	brgyaridowen@gmail.com

**Change Logo** button is present above the barangay details.

Figure 74: Barangay Information Management

The screenshot shows a 'Update Logo' modal dialog over the 'SK Barangay Information' page. The modal has a title 'Update Logo' and a sub-section 'Upload SK Logo'. It displays a preview of the current logo and a file input field with the path 'Choose File | sk...logo-removebg-preview.png'. Below the modal, the background page shows the same barangay information as Figure 74.

Figure 75: Edit/Update SK logo



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of the SANGGUNIANG KABATAAN SK Record System interface. The left sidebar shows navigation links: Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, COMMUNICATION (Announcements, Reports), Profile, and Logout. The main content area has a header "Backup Configuration". It contains instructions about backup settings and four toggle buttons: "Enable Daily Backup" (unchecked), "Enable Weekly Backup" (unchecked), "Enable Monthly Backup" (unchecked), and "Set Custom Backup Schedule" (unchecked). A "Save Configuration" button is in the top right. Below this is a "Backup Now" button with the text "Download your data backup file for safekeeping or transferring to another system." The bottom section is titled "Data Recovery" with similar instructions and a "Download" button.

*Figure 76: Database Backup/Export Module*

This figure illustrates the Database Backup/Export Module, highlighting features such as backup scheduling, data selection, and file format options. It shows the workflow for initiating a backup, confirming the process, and securely storing data. This module is essential for ensuring data integrity and accessibility within the SK record systems.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows the 'Data Recovery' section of the SK Record System. On the left sidebar, there are links for Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Communication (Announcements, Reports), Profile, and Logout. The main content area has a search bar at the top. Below it, there are three backup scheduling options: 'Enable Daily Backup' (selected), 'Enable Weekly Backup', 'Enable Monthly Backup', and 'Set Custom Backup Schedule'. A large blue button labeled 'Backup Now' with the sub-instruction 'Download your data backup file for safekeeping or transferring to another system.' is present. Below this is a 'Data Recovery' section with instructions to manage recovery options, export current data, or import previously saved files. It includes a 'Choose file...' input field, a 'Browse' button, and a note about supported file formats (Excel xlsx, CSV). Buttons for 'Go Back' and 'Import Database' are also shown. At the bottom right, a notification bar indicates 'No new notifications'.

Figure 77: Database Recovery/Import Module

The screenshot shows the 'Upcoming Events/Meetings' section of the SK Record System. The left sidebar includes Home, Attendances, SK Officers, Accomplishments, Public Documents, Meetings and Events, Profile, and Logout. The main content features an 'Organizational Calendar' for November 2024. The calendar grid shows days from 1 to 30, with specific events marked: 'Regular Session' on Nov 3, 'Regular Session' on Nov 4, 'Entrepreneurship Workshop' on Nov 17, 'Emergency Meeting' on Nov 8, and 'Today' (Nov 1) highlighted with a red dot. A legend at the bottom defines the symbols: green circle for Meeting, blue circle for Event, and red circle for Today. To the right is a 'Timeline' panel listing two events: 'Entrepreneurship Workshop' on November 17, 2024, and 'Emergency Meeting' on November 08, 2024, with brief descriptions.

Figure 78: Public Disclosure board



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

A screenshot of the Sangguniang Kabataan SK Record System interface. The left sidebar has a blue header with the system name and a list of modules: Attendances, Meeting Management, Financial Management, Event Management, Document Management, Reports, Profile, and Logout. The main content area shows a central message box with a yellow exclamation mark icon and the title "Account Notice". The text inside says: "To access all features, please complete your profile. This allows you to join events, submit attendance, and generate accomplishment reports. Setting up your profile helps us manage records accurately and ensures you receive updates on upcoming activities." Below this, a note states: "Note: Your information is secure and strictly confidential, used solely within our organization for record management and communication purposes." At the bottom of the message box is a blue button labeled "Add Profile". The top navigation bar includes a search bar, a gear icon for settings, and a user profile icon with the text "anotheraccount123".

Figure 79: Account notice restriction

A screenshot of the Sangguniang Kabataan SK Record System interface. The left sidebar is identical to Figure 79. The main content area shows a list of items, some of which are blurred. A central message box with a yellow exclamation mark icon and the title "Profile Required" appears over the list. The text inside says: "To participate in events and meetings, please set up your profile. This ensures that your attendance is properly recorded and that you receive updates about future activities." At the bottom of the message box is a blue button labeled "Go to Profile". The top navigation bar includes a search bar, a gear icon for settings, and a user profile icon with the text "anotheraccount123".

Figure 80: Profile required for system interaction



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### C. Compliance of the developed system with the ISO 25010:2021 standards

The evaluation results in Table 7 reveal that the system demonstrates excellent functional suitability, as rated by evaluators. The highest weighted mean, 4.80 for appropriateness, highlights the strong relevance of the system's features to user needs, while the lowest score, 4.30 for correctness, indicates accurate and reliable performance. The evaluation of functional suitability involves assessing the appropriateness, correctness, and completeness of system functionalities. Based on these metrics, the system achieved an overall weighted mean of 4.53, which falls within the 'Excellent' category, demonstrating its effectiveness in fulfilling its intended purpose. These findings are consistent with previous studies that emphasize the importance of system functionality in achieving user satisfaction and acceptance.

Table 7: Results of Evaluation Testing by the expected users in terms of Functional Suitability

Indicators	Weighted	Descriptive
	Mean	Value
<b><i>Functional Suitability</i></b>		
1. Completeness	4.50	Excellent
2. Correctness	4.30	Excellent
3. Appropriateness	4.80	Excellent
<b>Overall Weighted Mean</b>	<b>4.53</b>	<b>Excellent</b>

#### Legend:

- |                                    |                      |
|------------------------------------|----------------------|
| 4.20 – 5.00 Excellent (E)          | 1.80 – 2.59 Good (G) |
| 3.40 – 4.19 Very Satisfactory (VS) | 1.00 – 1.79 Fair (F) |
| 2.60 – 3.39 Satisfactory (S)       |                      |



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The evaluation results in Table 8 indicate that the system has excellent performance efficiency, as rated by the evaluators. Time behaviour, resource utilization, and capacity received a weighted mean of 4.70, reflecting the system's ability to respond quickly, use resources effectively, and handle workload demands. With an overall weighted mean of 4.70, the system is classified as "Excellent" in performance efficiency, demonstrating a high level of effectiveness in all evaluated areas.

Table 8: Results of Evaluation Testing by the expected users in terms of Performance Efficiency

<b>Indicators</b>	<b>Weighted</b>	<b>Descriptive</b>
	<b>Mean</b>	<b>Value</b>
<b><i>Performance Efficiency</i></b>		
1. Time Behaviour	4.70	Excellent
2. Resource Utilization	4.70	Excellent
3. Capacity	4.70	Excellent
<b>Overall Weighted Mean</b>	<b>4.70</b>	<b>Excellent</b>

### **Legend:**

4.20 – 5.00 Excellent (E)	1.80 – 2.59 Good (G)
3.40 – 4.19 Very Satisfactory (VS)	1.00 – 1.79 Fair (F)
2.60 – 3.39 Satisfactory (S)	



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The evaluation results in Table 9 show that the system demonstrates excellent compatibility, as assessed by the evaluators the co-existence scored 4.70, and interoperability scored 4.60, indicating that the system integrates well with other applications and operates effectively in a shared environment. With an overall weighted mean of 4.65, the system is rated "Excellent" in compatibility, ensuring it meets high standards for co-existence and interoperability.

*Table 9: Results of Evaluation Testing by the expected users in terms of Compatibility*

Indicators	Weighted	Descriptive
	Mean	Value
<b><i>Compatibility</i></b>		
1.Co-existence	4.70	Excellent
2.Interoperability	4.60	Excellent
<b>Overall Weighted Mean</b>	<b>4.65</b>	<b>Excellent</b>

### Legend:

4.20 – 5.00 Excellent (E)	1.80 – 2.59 Good (G)
3.40 – 4.19 Very Satisfactory (VS)	1.00 – 1.79 Fair (F)
2.60 – 3.39 Satisfactory (S)	



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

Table 10 shows that the system's usability is rated as excellent by evaluators. Appropriateness recognisability and learnability scored 4.90, while operability, user interface aesthetics, and accessibility each scored 4.80, reflecting ease of use, an appealing interface, and good accessibility. User error protection scored 4.60, supporting error-free interaction. With an overall weighted mean of 4.80, the Sangguniang Kabataan Record Management System is rated "Excellent" in usability, confirming that it provides a highly user-friendly experience.

*Table 10: Results of Evaluation Testing by the expected users in terms of Usability*

Indicators	Weighted	Descriptive
	Mean	Value
<b><i>Usability</i></b>		
1.Appropriateness Recognisability	4.90	Excellent
2. Learnability	4.90	Excellent
3. Operability	4.80	Excellent
4.User Error Protection	4.60	Excellent
5.User Interface Aesthetics	4.80	Excellent
6.Accessibility	4.80	Excellent
<b>Overall Weighted Mean</b>	<b>4.80</b>	<b>Excellent</b>

### Legend:

4.20 – 5.00 Excellent (E)	1.80 – 2.59 Good (G)
3.40 – 4.19 Very Satisfactory (VS)	1.00 – 1.79 Fair (F)
2.60 – 3.39 Satisfactory (S)	



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The evaluation results in Table 11 indicate that the system's reliability is rated as excellent by the evaluators. Maturity and fault tolerance scored 4.40, availability scored 4.90, and recoverability scored 4.60, reflecting the system's robustness, uptime, and recovery capabilities. With an overall weighted mean of 4.58, the system achieves an "Excellent" rating in reliability, confirming it is highly dependable and resilient.

Table 11: Results of Evaluation Testing by the expected users in terms of Reliability

Indicators	Weighted	Descriptive
	Mean	Value
<b><i>Reliability</i></b>		
1. Maturity	4.40	Excellent
2. Availability	4.90	Excellent
3. Fault Tolerance	4.40	Excellent
4. Recoverability	4.60	Excellent
<b>Overall Weighted Mean</b>	<b>4.58</b>	<b>Excellent</b>

### Legend:

4.20 – 5.00 Excellent (E)	1.80 – 2.59 Good (G)
3.40 – 4.19 Very Satisfactory (VS)	1.00 – 1.79 Fair (F)
2.60 – 3.39 Satisfactory (S)	



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The evaluation results in Table 12 indicate that the system's security is rated as excellent by the evaluators. Confidentiality and integrity both scored 4.70, showing strong protection of sensitive information and data accuracy. Non-repudiation and authenticity received even higher scores of 4.80, indicating effective ways to verify identities and prevent transaction denial. Accountability scored 4.60, which demonstrates effective tracking of user actions. With an overall weighted mean of 4.72, the system is classified as "Excellent" in security, confirming its effectiveness in safeguarding data and maintaining user trust.

*Table 12: Results of Evaluation Testing by the expected users in terms of Security*

Indicators	Weighted	Descriptive
	Mean	Value
<b>Security</b>		
1. Confidentiality	4.70	Excellent
2. Integrity	4.70	Excellent
3. Non-Repudiation	4.80	Excellent
4. Authenticity	4.80	Excellent
5. Accountability	4.60	Excellent
<b>Overall Weighted Mean</b>	<b>4.72</b>	<b>Excellent</b>

### Legend:

4.20 – 5.00 Excellent (E)	1.80 – 2.59 Good (G)
3.40 – 4.19 Very Satisfactory (VS)	1.00 – 1.79 Fair (F)
2.60 – 3.39 Satisfactory (S)	



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The evaluation results in Table 13 show that the system's maintainability is rated as excellent by the evaluators. Modularity scored 4.90, reflecting a well-structured system that is easy to manage. Reusability received a score of 4.80, indicating that components can be efficiently reused in different contexts. Analysability scored 4.70, showing how easy it is to analyse the system for troubleshooting. Modifiability and testability, garnered scores of 4.60 and 4.80 respectively, highlighting the system's capacity for updates and effective testing. The overall weighted mean of 4.76 confirms the system's excellent maintainability, ensuring it can be easily updated and sustained over time.

Table 13: Results of Evaluation Testing by the expected users in terms of Maintainability

Indicators	Weighted	Descriptive
	Mean	Value
<b>Maintainability</b>		
1.Modularity	4.90	Excellent
2.Reusability	4.80	Excellent
3.Analysability	4.70	Excellent
4.Modifiability	4.60	Excellent
5.Testability	4.80	Excellent
<b>Overall Weighted Mean</b>	<b>4.76</b>	<b>Excellent</b>

### Legend:

4.20 – 5.00 Excellent (E)	1.80 – 2.59 Good (G)
3.40 – 4.19 Very Satisfactory (VS)	1.00 – 1.79 Fair (F)
2.60 – 3.39 Satisfactory (S)	



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The evaluation results in Table 14 indicate that the system's portability is rated as excellent. Adaptability, instability, and replaceability each received a score of 4.70, demonstrating the system's ability to easily adjust to different environments, maintain stability different platforms, and be replaced with minimal disruption. With an overall weighted mean of 4.70, the system is classified as "Excellent" in portability, confirming its effectiveness to be used in various settings and conditions.

Table 14: Results of Evaluation Testing by the expected users in terms of Portability

Indicators	Weighted Mean	Descriptive Value
<b><i>Portability</i></b>		
1.Adaptability	4.70	Excellent
2.Instability	4.70	Excellent
3.Replaceability	4.70	Excellent
<b>Overall Weighted Mean</b>	<b>4.70</b>	<b>Excellent</b>

### Legend:

4.20 – 5.00 Excellent (E)	1.80 – 2.59 Good (G)
3.40 – 4.19 Very Satisfactory (VS)	1.00 – 1.79 Fair (F)
2.60 – 3.39 Satisfactory (S)	



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### CHAPTER 6

#### SUMMARY, CONCLUSION, RECOMMENDATIONS

##### Summary

The Sangguniang Kabataan (SK) of Sta. Teresita faces significant challenges in traditional record management due to poor technological literacy among its members and the improper storage of previous organizations' documents. Essential records are often lost or inaccessible, depriving new officers of critical references for governance and planning. This mirrors challenges in other Philippine local governments, where decentralization and inadequate preservation frameworks hinder effective records management, as highlighted in studies by Salazar (2022), Gabriel & Villaroman (2019), and Saldaen et al. (2021).

The reliance on manual methods like handwritten records and physical filing systems results in inefficiencies, human error, and difficulty in retrieving or updating information. Physical records are also vulnerable to damage, loss, and unauthorized access due to insufficient storage security. These limitations hamper collaboration, operational efficiency, and decision-making, ultimately reducing the council's responsiveness to community needs.

Research emphasizes the need for records management training to improve digital competencies among local government officials. Digitized solutions are essential for safeguarding data, enhancing accessibility, improving transparency, and aligning governance practices with modern standards. Transitioning to digital records would address these systemic issues, enabling more effective and accountable governance for SK councils and other local government units.

The Sangguniang Kabataan Record Management System (SKRMS) is a comprehensive solution designed to streamline the operations and administrative tasks of the Sangguniang



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Kabataan (SK). The system includes essential features such as a user-friendly login page, forgot password page, and account registration, ensuring secure and accessible user authentication. It supports automated email notifications for password resets, enhancing user convenience.

The admin dashboard provides an overview of key data and activities, while modules like profile management, attendance management, officer management, meeting management, and event management enable efficient handling of records and operations. The financial management module simplifies budget tracking and reporting, and the document management module ensures organized storage and retrieval of important files. Additionally, the announcement module allows for timely dissemination of information, and the reporting module provides insights through detailed reports. The system also features system settings for customization, user activity logs for monitoring, and a robust user management module to handle user roles and access. The barangay information management module centralizes key barangay data, while the backup and recovery module ensure data security and reliability. Together, these features make the SKRMS an efficient and reliable tool for managing SK operations and fostering transparency and accountability.

From the evaluation and testing performed on the Sangguniang Kabataan Record Management System the following key findings were identified:

For Functional Suitability, it scored 4.53, meaning it meets user needs in terms of being complete, accurate, and relevant. It also scored 4.70 in Performance Efficiency, showing it runs quickly and manages resources well. In Compatibility, it earned a 4.65, which indicates that it works smoothly with other systems. The Usability scored 4.80 highlights its easy-to-use design, making it simple to learn and accessible to users. Reliability was rated 4.58, proving the system is stable, reliable, and can quickly recover from issues. The Security scored 4.72 which shows that it

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keeps data safe and private. With a Maintainability score of 4.76, the system is well-structured, easy to update, and allows for efficient testing.

Lastly, The Portability scored 4.70, which indicates that it can adapt to different environments easily. Overall, the Sangguniang Kabataan Record Management System is well-designed and highly effective for supporting the needs of the Sangguniang Kabataan Organization.

### Conclusion

The Sangguniang Kabataan Record Management System (SKRMS) addresses the longstanding challenges of inefficient and outdated record-keeping practices faced by the Sangguniang Kabataan of barangay Sta. Teresita. By transitioning from manual methods to a digital solution, the system not only safeguards essential records but also ensures accessibility, transparency, and accountability in governance. The system's wide range of features, including modules for profile management, attendance tracking, officer and event management, financial monitoring, and document storage, empowers SK councils to streamline operations and improve decision-making processes.

Based on the evaluation results, the SKRMS demonstrates exceptional performance across key quality attributes, including functional suitability, performance efficiency, compatibility, usability, reliability, security, maintainability, and portability. These high scores affirm the system's effectiveness in meeting user needs, ensuring stability, and adapting to diverse operating environments.

The SKRMS is a significant step toward modernizing local governance, addressing inefficiencies, and enhancing the SK's responsiveness to community needs. By integrating advanced technological solutions with user-friendly features, it equips SK officers with the tools



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

needed to overcome record management challenges and deliver better services. This system serves as a model for other local government units in the Philippines, emphasizing the importance of digital transformation in achieving effective and accountable governance.

### Recommendations

To improve the system's performance, security, and usability, several enhancements are recommended. These changes aim to ensure better management, protect important data, and make the system more user-friendly and efficient:

- Adding a super admin user role and interface to ensure compatibility at the municipal level
- Request Account or Approval to Admin
- Changes should have Notification
- Scheduled Backup
- Downloadable backup with database protection



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**CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN**

## **APPENDICES**



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### ADVISER'S ACCEPTANCE LETTER



Republic of the Philippines  
Cagayan State University  
GONZAGA CAMPUS  
Gonzaga, Cagayan  
[cicsgonzaga@csu.edu.ph](mailto:cicsgonzaga@csu.edu.ph)

### COLLEGE of INFORMATION and COMPUTING SCIENCES

February 6, 2024

**TWINFORD CRIS O. COMPA**

Faculty  
College of Information and Computing Sciences  
Flourishing, Gonzaga, Cagayan

Sir:

Greetings!

We, students of the Capstone Project 1 course are writing to formally request your support and guidance as our Adviser for our capstone project. Our team is uplifted to embark in the journey of developing the Sangguniang Kabataan (SK) Record Management System for the Municipality of Sta. Teresita.

The proposed project aims to update and enhance the SK record keeping process, ensuring the efficient management and accessibility of important data. With your extensive knowledge and skills in IT field, we believe that your insights and constructive feedback will enrich our learning experience and will guide us in delivering a high-quality solution for the improvement and success of our project.

We look forward for the opportunity to discuss our project further and to have you guide us through the various stages of our project, from initial planning to implementation and evaluation.

Thank you for considering our request. We believe that with your guidance, our team will successfully complete this capstone project and contribute meaningfully to the improvement of the SK record management system.

Respectfully yours,

**RODGINE B. MALLARI – 09263070491**

**JAIMAICA V. ROSARIO – 09157786442**

**ROBERT T. RIVERA – 09068424437**



**CSU VISION**  
CSU is a university with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**CSU MISSION**

CSU is committed to transform the lives of people and communities through high quality instruction and innovative research, development, production and extension.

**GOALS AND OBJECTIVES**

1. To produce proficient, competent and committed graduates equipped with the knowledge, skills and positive values demanded by the IT profession; and
2. To produce research and extension-service-oriented graduates.



### SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

<p>Republic of the Philippines Cagayan State University GONZAGA CAMPUS Gonzaga, Cagayan <a href="mailto:cicgonzaga@csu.edu.ph">cicgonzaga@csu.edu.ph</a></p> <p><b>COLLEGE of INFORMATION and COMPUTING SCIENCES</b></p> <p>Noted by  <b>VERDICT L. GONZALES</b> Instructor - Adviser, Capstone Project I</p> <p>Approved by  <b>TWINFORD CRIS O. COMPA</b> Faculty</p> <p><b>CSU VISION</b> CSU is a university with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.</p> <p><b>CSU MISSION</b> CSU is committed to transform the lives of people and communities through high quality instruction and innovative research, development, production and extension.</p> <p><b>GOALS AND OBJECTIVES</b></p> <p>1. To produce proficient, competent and committed graduates equipped with the knowledge, skills and positive values demanded by the IT profession; and 2. To produce research and extension service-oriented graduates.</p> <p> </p>		
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## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### ENGLISH CRITIC'S ACCEPTANCE LETTER

  
Republic of the Philippines  
Cagayan State University  
GONZAGA CAMPUS  
Gonzaga, Cagayan  
  
COLLEGE of INFORMATION and COMPUTING SCIENCES

February 6, 2024

**Mrs. IRISH MICHELLE B. CAGAOAN**  
Faculty  
College of Information and Computing Sciences  
Flourishing, Gonzaga, Cagayan

**Madam:**

Greetings!

We, students of the Capstone Project 1 course are writing to formally request your support and guidance as our English critic for our capstone project. Our team is uplifted to embark in the journey of developing the Sangguniang Kabataan (SK) Record Management System for the Municipality of Sta. Teresita.

The proposed project aims to update and enhance the SK record keeping process, ensuring the efficient management and accessibility of important data. We believe that your expertise in English and critical evaluation would be invaluable to ensure the clarity, consistency and overall quality of our project documentation. Your constructive feedback will certainly play a crucial role in refining our written materials.

Thank you for considering our request. We believe that with your guidance, our team will successfully complete this capstone project and contribute meaningfully to the improvement of the SK record management system.

Respectfully yours,

  
**RODGINE B. MALLARI – 09263070491**

  
**JAIMAICA Y. ROSARIO – 09157786442**

  
**ROBERT T. RIVERA – 09068424437**

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CSU is committed to transform the lives of people and communities through high quality instruction and innovative research, development, production and extension.

**GOALS AND OBJECTIVES**

1. To produce proficient, competent and committed graduates equipped with the knowledge, skills and positive values demanded by the IT profession; and
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## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

<p>Republic of the Philippines Cagayan State University GONZAGA CAMPUS Gonzaga, Cagayan</p> <p>COLLEGE of INFORMATION and COMPUTING SCIENCES</p> <p>Noted by  <b>VERDICT L. GONZALES</b> Instructor – Adviser, Capstone Project 1</p> <p>Approved by  <b>IRISH MICHELLE B. CAGAOAN</b> Faculty</p>		
	<p><b>CSU VISION</b> CSU is a university with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.</p> <p><b>CSU MISSION</b> CSU is committed to transform the lives of people and communities through high quality instruction and innovative research, development, production and extension.</p>	<p><b>GOALS AND OBJECTIVES</b></p> <ol style="list-style-type: none"><li>1. To produce proficient, competent and committed graduates equipped with the knowledge, skills and positive values demanded by the IT profession; and</li><li>2. To produce research and extension service-oriented graduates.</li></ol> <p><b>AMBISYON NATION 2040</b></p>

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### CLIENT APPROVAL

	Republic of the Philippines Cagayan State University GONZAGA CAMPUS Gonzaga, Cagayan													
<b>COLLEGE of INFORMATION and COMPUTING SCIENCES</b>														
<p>May 7, 2024</p> <p><b>Hon. JOHNY A. CORPUZ</b> Barangay Captain Barangay Aridowen Sta. Teresita, Cagayan</p> <p>Sir:</p> <p>Greetings</p> <p>We, 3rd year BSIT students of Cagayan State University Gonzaga campus, would like to seek your permission for a crucial component of our capstone project entitled "Sangguniang Kabataan (SK) Record Management System," aimed at modernizing and enhancing the efficiency of record-keeping processes within the SK officials in your municipality.</p> <p>As part of the research phase of our project, we must gather first-hand data and insights from the SK officials themselves. The data-gathering process will specifically involve interviews and surveys. We are particularly interested in engaging with the SK officials of Barangay Aridowen to understand their existing record management practices, their current difficulties, and their suggestions for improvement that will serve as input for our proposed system.</p> <p>We assure you that all information gathered will be handled with the utmost confidentiality and used solely for academic purposes.</p> <p>Your support and cooperation in granting permission for this endeavor would be highly beneficial to the effective completion of our capstone project.</p> <p>Thank you very much for considering our request. We eagerly await your favorable response</p> <hr/> <table border="1"><tr><td style="text-align: center;">CSU VISION</td><td style="text-align: center;">CSU MISSION</td><td style="text-align: center;">GOALS AND OBJECTIVES</td></tr><tr><td></td><td>CSU is a university with global stature in the arts, culture, agriculture and fisheries, the sciences as well as</td><td>CSU is committed to transform the lives of people and communities through high quality instruction and innovative</td></tr><tr><td></td><td></td><td>1. To produce proficient, competent and committed graduates equipped with the knowledge, skills and positive values demanded by the IT profession; and</td></tr><tr><td></td><td></td><td></td></tr></table>			CSU VISION	CSU MISSION	GOALS AND OBJECTIVES		CSU is a university with global stature in the arts, culture, agriculture and fisheries, the sciences as well as	CSU is committed to transform the lives of people and communities through high quality instruction and innovative			1. To produce proficient, competent and committed graduates equipped with the knowledge, skills and positive values demanded by the IT profession; and			
CSU VISION	CSU MISSION	GOALS AND OBJECTIVES												
	CSU is a university with global stature in the arts, culture, agriculture and fisheries, the sciences as well as	CSU is committed to transform the lives of people and communities through high quality instruction and innovative												
		1. To produce proficient, competent and committed graduates equipped with the knowledge, skills and positive values demanded by the IT profession; and												
														

### SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN



Republic of the Philippines  
Cagayan State University  
GONZAGA CAMPUS  
Gonzaga, Cagayan



### COLLEGE of INFORMATION and COMPUTING SCIENCES

Respectfully yours,

*R. Mallari*  
RODGIE B. MALLARI – 09263070491

*J. Rosario*  
JAIMAICA V. ROSARIO – 09157786442

*R. Rivera*  
ROBERT T. RIVERA – 09068424437  
Students

Noted:

*V. Gonzales*  
VERDICT L. GONZALES, Ph.D.  
Instructor – Adviser, Capstone Project 2

*R. Ayuyang*  
RICHARD R. AYUYANG, Ph.D.  
College Dean

Further Noted:

*F. Pacris Jr.*  
FROLAN A. PACRIS JR., Ph.D.  
Campus Executive Officer

Approved by

JOHNY A. CORPUZ  
Barangay Captain

*R. S. Mape*  
ROLDAN S. MAPE  
SK Chairperson

CSU VISION	CSU MISSION	GOALS AND OBJECTIVES
CSU is a university with global stature in the arts, culture, agriculture and fisheries, the sciences as well as	CSU is committed to transform the lives of people and communities through high quality instruction and innovative	1. To produce proficient, competent and committed graduates equipped with the knowledge, skills and positive values demanded by the IT profession; and





## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### Annex B: ISO 25010 Standard Evaluation Tool

#### Part I

Name of Panelist: \_\_\_\_\_

Researcher/s: \_\_\_\_\_

Title of Research/Capstone Project: \_\_\_\_\_

Date: \_\_\_\_\_

#### Part II: Extent of compliance of the software Products Quality Standard using ISO 25010

Your responses will be treated confidential. Use the scales as shown below and put a check (/) mark on the box as your corresponding answer on each item:

Scale	Descriptive Interpretation
5	Very Great Extent
4	Great Extent
3	Moderate Extent
2	Little Extent
1	No Extent

CRITERIA	RATING				
	1	2	3	4	5
1. Functional Suitability - Characteristic of ISO 25010 that represents the degree to which a product or system provides functions that meet stated and implied needs when used under specified conditions					
A. Functional Completeness - Degree to which the set of functions covers all the specified tasks and user objectives.					
B. Functional Correctness - Degree to which a product or system provides the correct results with the needed degree of precision.					



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

C. <b>Functional Appropriateness</b> - Degree to which the functions facilitate the accomplishment of specified tasks and objectives.					
<b>2. Performance Efficiency</b> - The characteristics that represents the performance relative to the amount of resources used under stated conditions					
A. <b>Time Behaviour</b> - Degree to which the response and processing times and throughout rates of a product or system, when performing its functions, meet requirements.					
B. <b>Resource Utilization</b> - Degree to which the amounts and types of resources used by a product or system, when performing its functions, meet requirements					
C. <b>Capacity</b> - Degree to which the maximum limits of a product or system parameter meet requirements.					
<b>3. Compatibility</b> - Degree to which a product, system or component can exchange information with other products, systems or components, and/or perform its required functions while sharing the same hardware or software environment.					
A. <b>Co-existence</b> - Degree to which a product can perform its required functions efficiently while sharing a common environment and resources with other products, without detrimental impact on any other product.					
B. <b>Interoperability</b> - Degree to which two or more systems, products or components can exchange information and use the information that has been exchanged					
<b>4. Usability</b> - Degree to which a product or system can be goals by specified users to achieve specified goals with effectiveness, efficiency and satisfaction in a specified context of use					
A. <b>Appropriateness Recognizability</b> - Degree to which users can recognize whether a product or system is appropriate for their needs					
B. <b>Learnability</b> - Degree to which a product or system can be used by specified users to achieve specified goals of learning to use the product or system with effectiveness, efficiency, freedom from risk and satisfaction in a specified context of use					

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

C. <b>Operability</b> - Degree to which a product or system has attributes that make it easy to operate and control					
D. <b>User Error Protection</b> - Degree to which a system protects users making errors.					
E. <b>User Interface Aesthetics</b> - Degree to which a user interface enables pleasing and satisfying interaction for the user.					
F. <b>Accessibility</b> - Degree to which a product or system can be used by people with the widest range of characteristics and capabilities to achieve a specified goal in a specified context of use.					
5. <b>Reliability</b> - Degree to which a system, product or component performs specified functions under specified conditions for a specified period of time.					
A. <b>Maturity</b> - Degree to which a system, product or component meets needs for reliability under normal operation.					
B. <b>Availability</b> - Degree to which a system, product or component is operational and accessible when required for use.					
C. <b>Fault Tolerance</b> - Degree to which a system, product or component operates as intended despite the presence of hardware or software faults.					
D. <b>Recoverability</b> - Degree to which, in the event of an interruption or a failure, a product or system can recover the data directly affected and re-establish the desired state of the system.					
6. <b>Security</b> - Degree to which a product or system protects products and data so that persons or other products or systems have the degree of data access appropriate to their types and levels of authorization.					
A. <b>Confidentiality</b> - Degree to which a product or system ensures that data are accessible only to those authorized to have access.					
B. <b>Integrity</b> - Degree to which a system, product or component prevents unauthorized access to or modification of, computer programs or data.					

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

C. <b>Non-repudiation</b> - Degree to which actions or events can be proven to have taken place for that the events or actions cannot be repudiated later					
D. <b>Authenticity</b> - Degree to which the identity of a subject or resource can be proved to be the one claimed.					
E. <b>Accountability</b> - Degree to which the actions of an entity can be traced uniquely to the entity					
<b>7. Maintainability</b> - The degree of effectiveness and efficiency with which a product or system can be modified to improve it, correct it or adapt it to changes in environment, and in requirements					
A. <b>Modularity</b> - Degree to which a system or computer program is composed of discrete components such that a change to one component has minimal impact on other components					
B. <b>Reusability</b> - Degree to which an asset can be used in more than one system, or in building other assets.					
C. <b>Analysability</b> - Degree of effectiveness and efficiency with which it is possible to assess the impact on a product or system of an intended change to one or more of its parts, or to diagnose a product for deficiencies or causes of failures, or to identify parts to be modified.					
D. <b>Modifiability</b> - Degree to which a product or system can be effectively and efficiently modified without introducing defects or degrading existing product quality.					
E. <b>Testability</b> - Degree of effectiveness and efficiency with which test criteria can be established for a system, product or component; and tests can be performed to determine whether those criteria have been met.					
<b>8. Portability</b> - Degree of effectiveness and efficiency with which a system, product or component can be transferred from one hardware, software or other operational or usage environment to another					
A. <b>Adaptability</b> - Degree to which a product or system can effectively and efficiently be adapted for different or evolving hardware, software or other operational or usage environments.					

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

B. <b>Instability</b> - Degree of effectiveness and efficiency with which a product or system can be successfully installed and/or uninstalled in a specified environment					
C. <b>Replaceability</b> - Degree to which a product can replace another specified software product for the same purpose in the same environment					



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### Annex C: Sangguniang Kabataan Record Management System Sample Output

	Republic of the Philippines Province of Cagayan Municipality of Sta. Teresita Barangay Aridowen OFFICE OF THE SANGGUNIANG KABATAAN			
<b>YOUTH PROFILE FORM</b>				
PERSONAL INFORMATION				
NAME	Mallari	Rodgine	Baclig	
AGE	18-24	CIVIL STATUS	Single	
SEX	Male	RELIGION	Roman Catholic	<i>2X2 Picture</i>
CONTACT NO.	9867675889		EMAIL ADDRESS	rodginemallari@gmail.com
BIRTHDAY	November 01, 2024		BARANGAY	Aridowen
REGISTERED VOTER	Yes		Purok	Zone 6
REGISTERED SK VOTER	Yes		REGISTERED NATIONAL VOTER	Yes
Highest Educational Attainment	college		COURSE/STRAND	Bachelor Of Science In Information Technology
Youth Classification	Out of School		Employment Status	Employed
If out of School please indicate the reason:	No money			
If Working	Government, Self-employed	Duration	N/A	
If Government, what agency?	Municipal Disaster Risk Reduction Management Council			
OTHER INFORMATION:				
Do you have Disabilities?	Yes	Specified	Blind	
Do you have Medical Condition?	Yes	Specified	Asthmatic	
Are you a member of any Youth Organization?	Yes	Specified	Sangguniang Kabataan	
SKILLS	None	INTERESTS	arts, anime	

**Figure 31: Print Youth Profile details**



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

Print Total: 2 sheets of paper

Printer EPSON L3210 Series

Copies 1

Layout Portrait

Pages All

Color

Print Cancel

REPUBLIC OF THE PHILIPPINES  
REGION II  
PROVINCE OF CAGAYAN  
MUNICIPALITY OF STA. TERESITA  
OFFICE OF THE SANGGUNIANG KABATAAN  
BARANGAY ARIDOWEN

**MINUTES OF THE MEETING**  
EMERGENCY MEETING  
November 03, 2024, 10:19 PM at Aridowen Town Hall

**I. Call to Order**  
The meeting was called to order by Hon. Chairman Rodgine Mallari at 10:19 PM

**II. Roll Call**  
The roll call was conducted by Secretary Jaimaica Rosario

**III. Reading and Approval of the Minutes from the Last Meeting**  
The minutes of the last meeting held on November 02, 2024 were read.  
Motion to approve: SK Kagawad Maria Magalpok  
Seconded by: Chairman Rodgine Mallari

IV. Calendar of Business

**Figure 45: Print meeting details**



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN



REPUBLIC OF THE PHILIPPINES  
REGION IV-A  
PROVINCE OF CAVITE  
CITY OF BACOOR

[PRINT](#) [DOWNLOAD](#)



### OFFICE OF THE SANGGUNIANG KABATAAN

MONTHLY ACCOMPLISHMENT REPORT

Barangay: ARIDOWEN

#### Part I: Project / Activities Undertaken

Executive power of the Sangguniang Kabataan

Month of: OCTOBER

Activities Undertaken	Status		Date		Project Activity		Remarks
	Pending	Completed	Started	Completed	Cost	Fund Source	
Youth Leadership Seminar		✓	October 1, 2024	November 2, 2024 4:12 AM	5000	Local SK Fund	Well-received by participants.
Entrepreneurship Workshop	✓		October 16, 2024	November 2, 2024 4:12 AM	4000	National Government Grant	Scheduled for next month
Sports Fest 2024		✓	October 29, 2024	November 2, 2024 4:12 AM	20000	Barangay SK Fund	Schedule to enhance youth health
Tree Planting Activity	✓		October 13, 2024	November 2, 2024 4:12 AM	15000	Barangay Fund	500 trees planted in brgy parks
Barangay SK Basketball League	✓		October 25, 2024	November 2, 2024 4:12 AM	120000	SK Fund	High youth involvement

**Figure 62: Generated Monthly Accomplishment Report**

**Print**  
 Total: 1 sheet of paper

**Printer**  
 EPSON L3210 Series

**Copies**  
 1

**Layout**  
 Portrait  
 Landscape

**Pages**  
 All  
 e.g. 1-5, 8, 11-13

**Color**  
 Color

**Print on both sides**  
 Print on one side

[More settings](#)

Print

Cancel

**Figure 63: Print generated accomplishment report**

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

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### CASH BOOK

For the Month of July 1-31, 2024

SK of Barangay: ARIDOWEN			Municipality: STA. TERESITA		
SK Treasurer: ROBERT RIVERA			Province: CAGAYAN		
Fund: SK Fund			Sheet No. 2024-001		
Cash in Local Treasury			Cash in Bank		Cash Advance
Date	Particulars	Reference	Receipt (In)	Deposit (Out)	Balance
October 12, 2024	Beginning Balance				134,552
October 18, 2024	To transfer SK fund for June 2024	29,429		29,429	
October 18, 2024	Deposit SK Fund for June 2024		29,429		134,552
October 18, 2024	Deposit SK Fund for June 2024 to Bank			29,429	163,981
October 18, 2024	To pay the materials for the SK Disclosure Board				4,224
October 18, 2024	To pay the office supplies for the 3rd Quarter				159,757
<b>Totals for the month</b>				<b>0</b>	<b>153,202</b>
<b>Total/Balance carried forward</b>				<b>0</b>	<b>153,202</b>

#### CERTIFICATION:

I hereby certify that the foregoing is a correct and complete record of all my collections, deposits/remittances and balances of my accounts in the Cash-In Local Treasury, Cash in Bank and Cash Advances as of January 1-31, 2024.

ROBERT RIVERA  
SK Treasurer

**Figure 64: Generated financial report (Cash Book)**

Print

Total: 1 sheet of paper

Color

Print on both sides

Print on one side

Fewer settings

Paper size

Letter

Scale (%)

Fit to printable area

Actual size

80

Pages per sheet

1

Margins

Default

Options

Print

Cancel

### CASH BOOK

For the Month of July 1-31, 2024

SK of Barangay: ARIDOWEN			Municipality: STA. TERESITA		
SK Treasurer: ROBERT RIVERA			Province: CAGAYAN		
Fund: SK Fund			Sheet No. 2024-001		
Cash in Local Treasury			Cash in Bank		Cash Advance
Date	Particulars	Reference	Receipt (In)	Deposit (Out)	Balance
October 12, 2024	Beginning Balance				134,552
October 18, 2024	To transfer SK fund for June 2024	29,429		29,429	
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October 18, 2024	Deposit SK Fund for June 2024 to Bank			29,429	163,981
October 18, 2024	To pay the materials for the SK Disclosure Board				4,224
October 18, 2024	To pay the office supplies for the 3rd Quarter				159,757
<b>Totals for the month</b>				<b>0</b>	<b>153,202</b>
<b>Total/Balance carried forward</b>				<b>0</b>	<b>153,202</b>

**CERTIFICATION:**

I hereby certify that the foregoing is a correct and complete record of all my collections, deposits/remittances and balances of my accounts in the Cash-In Local Treasury, Cash in Bank and Cash Advances as of January 1-31, 2024.

ROBERT RIVERA  
SK Treasurer

**Figure 65: Print generated financial report**

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN



Republic of the Philippines  
Region IV-A  
Province of Cavite  
City of Bacoor



### Office of the Sangguniang Kabataan

Barangay: ARIDOWEN

#### KATIPUNAN NG KABATAAN YOUTH PROFILE

NAME	AGE RANGE		CIVIL STATUS	SEX	RELIGION	CONTACT NO.	EMAIL	REGISTERED VOTER	SK VOTER	NATIONAL VOTER	ZONE	HIGHEST EDUCATION ATTAINMENT	YOUTH CLASSIFICATION	IF OUT-OF-SCHOOL, please indicate reason	IF WORKING	DURATION	IF GOVERNMENT, what agency?	DISABILITY	MEDICAL CONDITION	MEMBER OF YOUTH ORG.	IF YES, please specify
	15-16 yrs	17-24 yrs						Yes	No	Yes										Yes	
Rodgine Badig Mallari	Single	✓		Roman Catholic	+63 9867675886	rodginemallari5@gmail.com	✓	✓	✓	✓	Zone 1	college	In School, Employed	N/A	Private	N/A	N/A	No	No	✓	N/A
Rodgine Badig Mallari	Single	✓		Roman Catholic	+63 9867675889	rodginemallari@gmail.com	✓	✓	✓	✓	Zone 6	college	Out of School, Employed	No money	Government, Self-employed	N/A	Municipal Disaster Risk Reduction Management Council	Yes	Yes	✓	Sanggunian Kabataan
Jaimica Viernes Rosario Jr.	Single	✓		Baptist	+63 9876543210	rjaimica@gmail.com	✓	✓	✓		Zone 1	senior	In School, Employed	N/A	Government, Private	8	YML	No	No	✓	N/A
Journey Trumata Seguire	Single	✓		Later Day Saints	+63 9272817284	journeyseguire@gmail.com	✓	✓	✓	✓	Zone 3	college	In School, Employed	N/A	Private	5	N/A	No	No	✓	N/A
Robert Tabibero Rivera	Single	✓		Roman Catholic	+63 9757658597	riverarobert@gmail.com	✓	✓	✓	✓	Zone 1	college	Out of School	Financial Issues	N/A	N/A	N/A	No	No	✓	N/A

Figure 66: Generated KK profiling report

**Print**  
 Total: 1 sheet of paper

**Fewer settings** ▾

Paper size
 Letter

Scale (%)
   
 Fit to printable area

Actual size

110

Pages per sheet
 1

Margins
 Default

Options
   
 Headers and footers

Background graphics

Print using system dialog... (Ctrl+Shift+P)

Print
Cancel

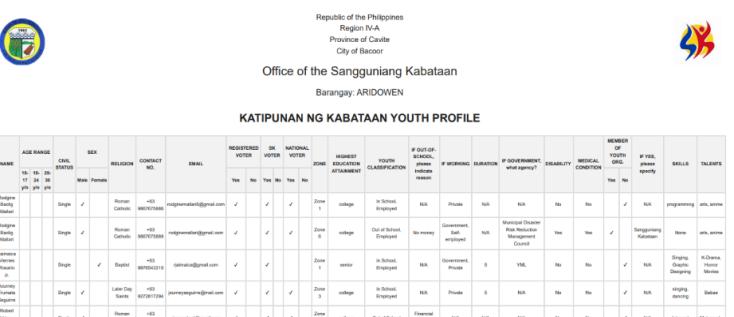


Figure 67: Print generated profiling report

SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM

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## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### EVALUATION TOOL

**ISO 25010 Standard Evaluation Tool**

**Part I**

Name of Panelist: VIN MELVIN CASTILLO  
RODRIGUE B. MALLARI, ROBERT T. RIVERA  
Researcher/s: JAHMICA V. ROSARIO, JOURNEY T. ST. GUIPPE  
Title of Research/Capstone Project: SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM

Date: Nov 1, 2024

**Part II: Extent of compliance of the software Products Quality Standard using ISO 25010**

Your responses will be treated confidential. Use the scales as shown below and put a check (/) mark on the box as your corresponding answer on each item:

Scale	Descriptive Interpretation
5	Very Great Extent
4	Great Extent
3	Moderate Extent
2	Little Extent
1	No Extent

CRITERIA	RATING				
	1	2	3	4	5
1. <b>Functional Suitability</b> - Characteristic of ISO 25010 that represents the degree to which a product or system provides functions that meet stated and implied needs when used under specified conditions				/	
A. <b>Functional Completeness</b> - Degree to which the set of functions covers all the specified tasks and user objectives.					
B. <b>Functional Correctness</b> - Degree to which a product or system provides the correct results with the needed degree of precision.				/	
C. <b>Functional Appropriateness</b> - Degree to which the functions facilitate the accomplishment of specified tasks and objectives.				/	
2. <b>Performance Efficiency</b> - The characteristics that represents the performance relative to the amount of resources used under stated conditions					
A. <b>Time Behaviour</b> - Degree to which the response and processing times and throughout rates of a product or system, when performing its functions, meet requirements.				/	
B. <b>Resource Utilization</b> - Degree to which the amounts and types of resources used by a product or system, when performing its				/	

C. <b>Fault Tolerance</b> - Degree to which a system, product or component operates as intended despite the presence of hardware or software faults.				/	
D. <b>Recoverability</b> - Degree to which, in the event of an interruption or a failure, a product or system can recover the data directly affected and re-establish the desired state of the system.				/	
E. <b>Security</b> - Degree to which a product or system protects products and data so that persons or other products or systems have the degree of data access appropriate to their types and levels of authorization.					
A. <b>Confidentiality</b> - Degree to which a product or system ensures that data are accessible only to those authorized to have access.				/	
B. <b>Integrity</b> - Degree to which a system, product or component prevents unauthorized access to or modification of, computer programs or data.			/		
C. <b>Non-repudiation</b> - Degree to which actions or events can be proven to have taken place for that the events or actions cannot be repudiated later				/	
D. <b>Authenticity</b> - Degree to which the identity of a subject or resource can be proved to be the one claimed.				/	
E. <b>Accountability</b> - Degree to which the actions				/	

functions meet requirements					
C. <b>Capacity</b> - Degree to which the maximum limits of a product or system parameter meet requirements.				/	
3. <b>Compatibility</b> - Degree to which a product, system or component can exchange information with other products, systems or components, and/or perform its required functions while sharing the same hardware or software environment.					
A. <b>Co-existence</b> - Degree to which a product can perform its required functions efficiently while sharing a common environment and resources with other products, without detrimental impact on any other product.				/	
B. <b>Interoperability</b> - Degree to which two or more systems, products or components can exchange information and use the information that has been exchanged				/	
4. <b>Usability</b> - Degree to which a product or system can be goals by specified users to achieve specified goals with effectiveness, efficiency and satisfaction in a specified context of use					
A. <b>Appropriateness Recognizability</b> - Degree to which users can recognize whether a product or system is appropriate for their needs				/	
B. <b>Learnability</b> - Degree to which a product or system can be used by specified users to achieve				/	



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

specified goals of learning to use the product or system with effectiveness, efficiency, freedom from risk and satisfaction in a specified context of use					
<b>C. Operability</b> - Degree to which a product or system has attributes that make it easy to operate and control			/		
<b>D. User Error Protection</b> - Degree to which a system protects users making errors.			/		
<b>E. User Interface Aesthetics</b> - Degree to which a user interface enables pleasing and satisfying interaction for the user.			/		
<b>F. Accessibility</b> - Degree to which a product or system can be used by people with the widest range of characteristics and capabilities to achieve a specified goal in a specified context of use.			/		
<b>G. Reliability</b> - Degree to which a system, product or component performs specified functions under specified conditions for a specified period of time.					
<b>H. Maturity</b> - Degree to which a system, product or component meets needs for reliability under normal operation.		/			
<b>I. Availability</b> - Degree to which a system, product or component is operational and accessible when required for use.			/		
of an entity can be traced uniquely to the entity					
<b>J. Maintainability</b> - The degree of effectiveness and efficiency with which a product or system can be modified to improve it, correct it or adapt it to changes in environment, and in requirements					
<b>K. Modularity</b> - Degree to which a system or computer program is composed of discrete components such that a change to one component has minimal impact on other components				/	
<b>L. Reusability</b> - Degree to which an asset can be used in more than one system, or in building other assets.				/	
<b>M. Analyzability</b> - Degree of effectiveness and efficiency with which it is possible to assess the impact on a product or system of an intended change to one or more of its parts, or to diagnose a product for deficiencies or causes of failures, or to identify parts to be modified.				/	
<b>N. Modifiability</b> - Degree to which a product or system can be effectively and efficiently modified without introducing defects or degrading existing product quality.				/	
<b>O. Testability</b> - Degree of effectiveness and efficiency with which test criteria can be established for a system, product or component;				/	

and tests can be performed to determine whether those criteria have been met.					
<b>P. Portability</b> - Degree of effectiveness and efficiency with which a system, product or component can be transferred from one hardware, software or other operational or usage environment to another					
<b>Q. Adaptability</b> - Degree to which a product or system can effectively and efficiently be adapted for different or evolving hardware, software or other operational or usage environments.				/	
<b>R. Instability</b> - Degree of effectiveness and efficiency with which a product or system can be successfully installed and/or uninstalled in a specified environment				/	
<b>S. Replaceability</b> - Degree to which a product can replace another specified software product for the same purpose in the same environment			/		



# CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

**ISO 25010 Standard Evaluation Tool**

**Part I**

Name of Panelist: JEFERY S. QUINIANO  
RODOLPE B. MAALABI, ROBERT T. PIVERA  
Researcher/s: JAHMICA V. POSARIO, JOURNEY T. REGILIPAC  
Title of Research/Capstone Project: SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM  
Date: NOV. 01, 2024

**Part II: Extent of compliance of the software Products Quality Standard using ISO 25010**

Your responses will be treated confidential. Use the scales as shown below and put a check (/) mark on the box as your corresponding answer on each item:

Scale	Descriptive Interpretation
5	Very Great Extent
4	Great Extent
3	Moderate Extent
2	Little Extent
1	No Extent

CRITERIA	RATING				
	1	2	3	4	5
<b>1. Functional Suitability</b> - Characteristic of ISO 25010 that represents the degree to which a product or system provides functions that meet stated and implied needs when used under specified conditions				/	
<b>A. Functional Completeness</b> - Degree to which the set of functions covers all the specified tasks and user objectives.				/	
<b>B. Functional Correctness</b> - Degree to which a product or system provides the correct results with the needed degree of precision.				/	
<b>C. Functional Appropriateness</b> - Degree to which the functions facilitate the accomplishment of specified tasks and objectives.				/	
<b>2. Performance Efficiency</b> - The characteristics that represents the performance relative to the amount of resources used under stated conditions				/	
<b>A. Time Behaviour</b> - Degree to which the response and processing times and throughout rates of a product or system, when performing its functions, meet requirements.				/	
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functions, meet requirements					
<b>C. Capacity</b> - Degree to which the maximum limits of a product or system parameter meet requirements.					/
<b>3. Compatibility</b> - Degree to which a product, system or component can exchange information with other products, systems or components, and/or perform its required functions while sharing the same hardware or software environment.					
<b>A. Co-existence</b> - Degree to which a product can perform its required functions efficiently while sharing a common environment and resources with other products, without detrimental impact on any other product.					/
<b>B. Interoperability</b> - Degree to which two or more systems, products or components can exchange information and use the information that has been exchanged					/
<b>4. Usability</b> - Degree to which a product or system can be goals by specified users to achieve specified goals with effectiveness, efficiency and satisfaction in a specified context of use					
<b>A. Appropriateness Recognizability</b> - Degree to which users can recognize whether a product or system is appropriate for their needs					/
<b>B. Learnability</b> - Degree to which a product or system can be used by specified users to achieve					/

specified goals of learning to use the product or system with effectiveness, efficiency, freedom from risk and satisfaction in a specified context of use					
<b>C. Operability</b> - Degree to which a product or system has attributes that make it easy to operate and control					/
<b>D. User Error Protection</b> - Degree to which a system protects users making errors.					
<b>E. User Interface Aesthetics</b> - Degree to which a user interface enables pleasing and satisfying interaction for the user.					/
<b>F. Accessibility</b> - Degree to which a product or system can be used by people with the widest range of characteristics and capabilities to achieve a specified goal in a specified context of use.					/
<b>5. Reliability</b> - Degree to which a system, product or component performs specified functions under specified conditions for a specified period of time.					
<b>A. Maturity</b> - Degree to which a system, product or component meets needs for reliability under normal operation.					/
<b>B. Availability</b> - Degree to which a system, product or component is operational and accessible when required for use.					/



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

C. <b>Fault Tolerance</b> - Degree to which a system, product or component operates as intended despite the presence of hardware or software faults.					/
D. <b>Recoverability</b> - Degree to which, in the event of an interruption or a failure, a product or system can recover the data directly affected and re-establish the desired state of the system.					/
E. <b>Security</b> - Degree to which a product or system protects products and data so that persons or other products or systems have the degree of data access appropriate to their types and levels of authorization.					
A. <b>Confidentiality</b> - Degree to which a product or system ensures that data are accessible only to those authorized to have access.					/
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C. <b>Non-repudiation</b> - Degree to which actions or events can be proven to have taken place for that the events or actions cannot be repudiated later					/
D. <b>Authenticity</b> - Degree to which the identity of a subject or resource can be proved to be the one claimed.					/
E. <b>Accountability</b> - Degree to which the actions					/

of an entity can be traced uniquely to the entity					
7. <b>Maintainability</b> - The degree of effectiveness and efficiency with which a product or system can be modified to improve it, correct it or adapt it to changes in environment, and in requirements					
A. <b>Modularity</b> - Degree to which a system or computer program is composed of discrete components such that a change to one component has minimal impact on other components					/
B. <b>Reusability</b> - Degree to which an asset can be used in more than one system, or in building other assets.					/
C. <b>Analysability</b> - Degree of effectiveness and efficiency with which it is possible to assess the impact on a product or system of an intended change to one or more of its parts, or to diagnose a product for deficiencies or causes of failures, or to identify parts to be modified.					/
D. <b>Modifiability</b> - Degree to which a product or system can be effectively and efficiently modified without introducing defects or degrading existing product quality.					/
E. <b>Testability</b> - Degree of effectiveness and efficiency with which test criteria can be established for a system, product or component;					/

and tests can be performed to determine whether those criteria have been met.						
8. <b>Portability</b> - Degree of effectiveness and efficiency with which a system, product or component can be transferred from one hardware, software or other operational or usage environment to another						
A. <b>Adaptability</b> - Degree to which a product or system can effectively and efficiently be adapted for different or evolving hardware, software or other operational or usage environments.						/
B. <b>Instability</b> - Degree of effectiveness and efficiency with which a product or system can be successfully installed and/or uninstalled in a specified environment						/
C. <b>Replaceability</b> - Degree to which a product can replace another specified software product for the same purpose in the same environment						/

JEFREY F. QUINIANO



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

**ISO 25010 Standard Evaluation Tool**

**Part I**

Name of Panelist: MR. KRISTINE L. SANTOS  
POODING D. MALLARI, ROBERT T. RIVERA  
Researcher/s: JAMIMA V. POLARIO, JOMNEY T. EGUILLOPS  
Title of Research/Capstone Project: SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM  
Date: NOV. 09, 2024

**Part II: Extent of compliance of the software Products Quality Standard using ISO 25010**

Your responses will be treated confidential. Use the scales as shown below and put a check (/) mark on the box as your corresponding answer on each item:

Scale	Descriptive Interpretation
5	Very Great Extent
4	Great Extent
3	Moderate Extent
2	Little Extent
1	No Extent

CRITERIA	RATING				
	1	2	3	4	5
<b>1. Functional Suitability</b> - Characteristic of ISO 25010 that represents the degree to which a product or system provides functions that meet stated and implied needs when used under specified conditions				/	
<b>A. Functional Completeness</b> - Degree to which the set of functions covers all the specified tasks and user objectives.				/	
<b>B. Functional Correctness</b> - Degree to which a product or system provides the correct results with the needed degree of precision.			/		
<b>C. Functional Appropriateness</b> - Degree to which the functions facilitate the accomplishment of specified tasks and objectives.				/	
<b>2. Performance Efficiency</b> - The characteristics that represents the performance relative to the amount of resources used under stated conditions					
<b>A. Time Behaviour</b> - Degree to which the response and processing times and throughout rates of a product or system, when performing its functions, meet requirements.				/	
<b>B. Resource Utilization</b> - Degree to which the amounts and types of resources used by a product or system, when performing its				/	

functions, meet requirements				
<b>C. Capacity</b> - Degree to which the maximum limits of a product or system parameter meet requirements.				/
<b>3. Compatibility</b> - Degree to which a product, system or component can exchange information with other products, systems or components, and/or perform its required functions while sharing the same hardware or software environment.				
<b>A. Co-existence</b> - Degree to which a product can perform its required functions efficiently while sharing a common environment and resources with other products, without detrimental impact on any other product.				/
<b>B. Interoperability</b> - Degree to which two or more systems, products or components can exchange information and use the information that has been exchanged				/
<b>4. Usability</b> - Degree to which a product or system can be goals by specified users to achieve specified goals with effectiveness, efficiency and satisfaction in a specified context of use				
<b>A. Appropriateness Recognizability</b> - Degree to which users can recognize whether a product or system is appropriate for their needs				/
<b>B. Learnability</b> - Degree to which a product or system can be used by specified users to achieve				/

specified goals of learning to use the product or system with effectiveness, efficiency, freedom from risk and satisfaction in a specified context of use				
<b>C. Operability</b> - Degree to which a product or system has attributes that make it easy to operate and control				/
<b>D. User Error Protection</b> - Degree to which a system protects users making errors.			/	
<b>E. User Interface Aesthetics</b> - Degree to which a user interface enables pleasing and satisfying interaction for the user.				/
<b>F. Accessibility</b> - Degree to which a product or system can be used by people with the widest range of characteristics and capabilities to achieve a specified goal in a specified context of use.				/
<b>5. Reliability</b> - Degree to which a system, product or component performs specified functions under specified conditions for a specified period of time.				
<b>A. Maturity</b> - Degree to which a system, product or component meets needs for reliability under normal operation.			/	
<b>B. Availability</b> - Degree to which a system, product or component is operational and accessible when required for use.				/



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

C. <b>Fault Tolerance</b> - Degree to which a system, product or component operates as intended despite the presence of hardware or software faults.					✓				
D. <b>Recoverability</b> - Degree to which, in the event of an interruption or a failure, a product or system can recover the data directly affected and re-establish the desired state of the system.						✓			
6. <b>Security</b> - Degree to which a product or system protects products and data so that persons or other products or systems have the degree of data access appropriate to their types and levels of authorization.									
A. <b>Confidentiality</b> - Degree to which a product or system ensures that data are accessible only to those authorized to have access.						✓			
B. <b>Integrity</b> - Degree to which a system, product or component prevents unauthorized access to or modification of, computer programs or data.						✓			
C. <b>Non-repudiation</b> - Degree to which actions or events can be proven to have taken place for that the events or actions cannot be repudiated later						✓			
D. <b>Authenticity</b> - Degree to which the identity of a subject or resource can be prove to be the one claimed.						✓			
E. <b>Accountability</b> - Degree to which the actions						✓			

of an entity can be traced uniquely to the entity					
7. <b>Maintainability</b> - The degree of effectiveness and efficiency with which a product or system can be modified to improve it, correct it or adapt it to changes in environment, and in requirements					
A. <b>Modularity</b> - Degree to which a system or computer program is composed of discrete components such that a change to one component has minimal impact on other components					✓
B. <b>Reusability</b> - Degree to which an asset can be used in more than one system, or in building other assets.					✓
C. <b>Analysability</b> - Degree of effectiveness and efficiency with which it is possible to assess the impact on a product or system of an intended change to one or more of its parts, or to diagnose a product for deficiencies or causes of failures, or to identify parts to be modified.					✓
D. <b>Modifiability</b> - Degree to which a product or system can be effectively and efficiently modified without introducing defects or degrading existing product quality.					✓
E. <b>Testability</b> - Degree of effectiveness and efficiency with which test criteria can be established for a system, product or component;					✓

and tests can be performed to determine whether those criteria have been met.						
8. <b>Portability</b> - Degree of effectiveness and efficiency with which a system, product or component can be transferred from one hardware, software or other operational or usage environment to another						
A. <b>Adaptability</b> - Degree to which a product or system can effectively and efficiently be adapted for different or evolving hardware, software or other operational or usage environments.						✓
B. <b>Instability</b> - Degree of effectiveness and efficiency with which a product or system can be successfully installed and/or uninstalled in a specified environment						✓
C. <b>Replaceability</b> - Degree to which a product can replace another specified software product for the same purpose in the same environment						✓

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# CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

**ISO 25010 Standard Evaluation Tool**

**Part I**

Name of Panelist: Kley V. dela Cruz  
RODRIGUEZ B. MAURICE, ROBERT T. RIVERA  
Researcher/s: JAHMICA V. POSARIO, JOURNEY T. SECURE  
Title of Research/Capstone Project: SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM

Date: NOV. 01, 2024

**Part II: Extent of compliance of the software Products Quality Standard using ISO 25010**

Your responses will be treated confidential. Use the scales as shown below and put a check (/) mark on the box as your corresponding answer on each item:

Scale	Descriptive Interpretation
5	Very Great Extent
4	Great Extent
3	Moderate Extent
2	Little Extent
1	No Extent

CRITERIA	RATING				
	1	2	3	4	5
<b>1. Functional Suitability</b> - Characteristic of ISO 25010 that represents the degree to which a product or system provides functions that meet stated and implied needs when used under specified conditions					/
<b>A. Functional Completeness</b> - Degree to which the set of functions covers all the specified tasks and user objectives.					/
<b>B. Functional Correctness</b> - Degree to which a product or system provides the correct results with the needed degree of precision.					/
<b>C. Functional Appropriateness</b> - Degree to which the functions facilitate the accomplishment of specified tasks and objectives.					/
<b>2. Performance Efficiency</b> - The characteristics that represents the performance relative to the amount of resources used under stated conditions					
<b>A. Time Behaviour</b> - Degree to which the response and processing times and throughout rates of a product or system, when performing its functions, meet requirements.					/
<b>B. Resource Utilization</b> - Degree to which the amounts and types of resources used by a product or system, when performing its					/

functions, meet requirements				
<b>C. Capacity</b> - Degree to which the maximum limits of a product or system parameter meet requirements.				/
<b>3. Compatibility</b> - Degree to which a product, system or component can exchange information with other products, systems or components, and/or perform its required functions while sharing the same hardware or software environment.				
<b>A. Co-existence</b> - Degree to which a product can perform its required functions efficiently while sharing a common environment and resources with other products, without detrimental impact on any other product.				/
<b>B. Interoperability</b> - Degree to which two or more systems, products or components can exchange information and use the information that has been exchanged				/
<b>4. Usability</b> - Degree to which a product or system can be goals by specified users to achieve specified goals with effectiveness, efficiency and satisfaction in a specified context of use				
<b>A. Appropriateness Recognizability</b> - Degree to which users can recognize whether a product or system is appropriate for their needs				/
<b>B. Learnability</b> - Degree to which a product or system can be used by specified users to achieve				/

specified goals of learning to use the product or system with effectiveness, efficiency, freedom from risk and satisfaction in a specified context of use					
<b>C. Operability</b> - Degree to which a product or system has attributes that make it easy to operate and control					/
<b>D. User Error Protection</b> - Degree to which a system protects users making errors.					/
<b>E. User Interface Aesthetics</b> - Degree to which a user interface enables pleasing and satisfying interaction for the user.					/
<b>F. Accessibility</b> - Degree to which a product or system can be used by people with the widest range of characteristics and capabilities to achieve a specified goal in a specified context of use.					/
<b>5. Reliability</b> - Degree to which a system, product or component performs specified functions under specified conditions for a specified period of time.					
<b>A. Maturity</b> - Degree to which a system, product or component meets needs for reliability under normal operation.					/
<b>B. Availability</b> - Degree to which a system, product or component is operational and accessible when required for use.					/



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

<b>C. Fault Tolerance</b> - Degree to which a system, product or component operates as intended despite the presence of hardware or software faults.					/
<b>D. Recoverability</b> - Degree to which, in the event of an interruption or a failure, a product or system can recover the data directly affected and re-establish the desired state of the system.					/
<b>6. Security</b> - Degree to which a product or system protects products and data so that persons or other products or systems have the degree of data access appropriate to their types and levels of authorization.					
<b>A. Confidentiality</b> - Degree to which a product or system ensures that data are accessible only to those authorized to have access.					/
<b>B. Integrity</b> - Degree to which a system, product or component prevents unauthorized access to or modification of, computer programs or data.					/
<b>C. Non-repudiation</b> - Degree to which actions or events can be proven to have taken place for that the events or actions cannot be repudiated later					/
<b>D. Authenticity</b> - Degree to which the identity of a subject or resource can be proved to be the one claimed.					/
<b>E. Accountability</b> - Degree to which the actions					/
<b>of an entity can be traced uniquely to the entity</b>					
<b>7. Maintainability</b> - The degree of effectiveness and efficiency with which a product or system can be modified to improve it, correct it or adapt it to changes in environment, and in requirements					
<b>A. Modularity</b> - Degree to which a system or computer program is composed of discrete components such that a change to one component has minimal impact on other components					/
<b>B. Reusability</b> - Degree to which an asset can be used in more than one system, or in building other assets.					/
<b>C. Analyzability</b> - Degree of effectiveness and efficiency with which it is possible to assess the impact on a product or system of an intended change to one or more of its parts, or to diagnose a product for deficiencies or causes of failures, or to identify parts to be modified.					/
<b>D. Modifiability</b> - Degree to which a product or system can be effectively and efficiently modified without introducing defects or degrading existing product quality.					/
<b>E. Testability</b> - Degree of effectiveness and efficiency with which test criteria can be established for a system, product or component;					/

and tests can be performed to determine whether those criteria have been met.					
<b>8. Portability</b> - Degree of effectiveness and efficiency with which a system, product or component can be transferred from one hardware, software or other operational or usage environment to another					
<b>A. Adaptability</b> - Degree to which a product or system can effectively and efficiently be adapted for different or evolving hardware, software or other operational or usage environments.					/
<b>B. Instability</b> - Degree of effectiveness and efficiency with which a product or system can be successfully installed and/or uninstalled in a specified environment					/
<b>C. Replaceability</b> - Degree to which a product can replace another specified software product for the same purpose in the same environment					/
<b>Recommendation:</b>					
- The system must have a push notification so that the admin can easily monitor & identify incoming new users who log in the system.	<i>[Signature]</i> BENJAMIN DEA CRUZ				



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

**ISO 25010 Standard Evaluation Tool**

**Part I**

Name of Panelist: PEYMAR JAY T. SUSA  
RODRIGO B. MALLARI, ROBERT T. RIVERA  
Researcher/s: JAMALICA V. BOCAÑO, JOURNEY T. SEGUERE  
Title of Research/Capstone Project: SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM

Date: NOV. 01, 2024

**Part II: Extent of compliance of the software Products Quality Standard using ISO 25010**

Your responses will be treated confidential. Use the scales as shown below and put a check (/) mark on the box as your corresponding answer on each item:

Scale	Descriptive Interpretation
5	Very Great Extent
4	Great Extent
3	Moderate Extent
2	Little Extent
1	No Extent

CRITERIA	RATING				
	1	2	3	4	5
1. Functional Suitability - Characteristic of ISO 25010 that represents the degree to which a product or system provides functions that meet stated and implied needs when used under specified conditions				/	
A. Functional Completeness - Degree to which the set of functions covers all the specified tasks and user objectives.				/	
B. Functional Correctness - Degree to which a product or system provides the correct results with the needed degree of precision.				/	
C. Functional Appropriateness - Degree to which the functions facilitate the accomplishment of specified tasks and objectives.				/	
2. Performance Efficiency - The characteristics that represents the performance relative to the amount of resources used under stated conditions					
A. Time Behaviour - Degree to which the response and processing times and throughout rates of a product or system, when performing its functions, meet requirements.					/
B. Resource Utilization - Degree to which the amounts and types of resources used by a product or system, when performing its					/

functions, meet requirements					
C. Capacity - Degree to which the maximum limits of a product or system parameter meet requirements.					/
3. Compatibility - Degree to which a product, system or component can exchange information with other products, systems or components, and/or perform its required functions while sharing the same hardware or software environment.					
A. Co-existence - Degree to which a product can perform its required functions efficiently while sharing a common environment and resources with other products, without detrimental impact on any other product.					/
B. Interoperability - Degree to which two or more systems, products or components can exchange information and use the information that has been exchanged					/
4. Usability - Degree to which a product or system can be goals by specified users to achieve specified goals with effectiveness, efficiency and satisfaction in a specified context of use					
A. Appropriateness Recognizability - Degree to which users can recognize whether a product or system is appropriate for their needs					/
B. Learnability - Degree to which a product or system can be used by specified users to achieve					/

specified goals of learning to use the product or system with effectiveness, efficiency, freedom from risk and satisfaction in a specified context of use					
C. Operability - Degree to which a product or system has attributes that make it easy to operate and control					/
D. User Error Protection - Degree to which a system protects users making errors.					/
E. User Interface Aesthetics - Degree to which a user interface enables pleasing and satisfying interaction for the user.					/
F. Accessibility - Degree to which a product or system can be used by people with the widest range of characteristics and capabilities to achieve a specified goal in a specified context of use.					/
5. Reliability - Degree to which a system, product or component performs specified functions under specified conditions for a specified period of time.					
A. Maturity - Degree to which a system, product or component meets needs for reliability under normal operation.					/
B. Availability - Degree to which a system, product or component is operational and accessible when required for use.					/



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

C. <b>Fault Tolerance</b> - Degree to which a system, product or component operates as intended despite the presence of hardware or software faults.				✓	
D. <b>Recoverability</b> - Degree to which, in the event of an interruption or a failure, a product or system can recover the data directly affected and re-establish the desired state of the system.					✓
E. <b>Security</b> - Degree to which a product or system protects products and data so that persons or other products or systems have the degree of data access appropriate to their types and levels of authorization.					
A. <b>Confidentiality</b> - Degree to which a product or system ensures that data are accessible only to those authorized to have access.				✓	
B. <b>Integrity</b> - Degree to which a system, product or component prevents unauthorized access to or modification of, computer programs or data.				✓	
C. <b>Non-repudiation</b> - Degree to which actions or events can be proven to have taken place for that the events or actions cannot be repudiated later				✓	
D. <b>Authenticity</b> - Degree to which the identity of a subject or resource can be proved to be the one claimed.				✓	
E. <b>Accountability</b> - Degree to which the actions				✓	

of an entity can be traced uniquely to the entity					
7. <b>Maintainability</b> - The degree of effectiveness and efficiency with which a product or system can be modified to improve it, correct it or adapt it to changes in environment, and in requirements					
A. <b>Modularity</b> - Degree to which a system or computer program is composed of discrete components such that a change to one component has minimal impact on other components					✓
B. <b>Reusability</b> - Degree to which an asset can be used in more than one system, or in building other assets.					✓
C. <b>Analysability</b> - Degree of effectiveness and efficiency with which it is possible to assess the impact on a product or system of an intended change to one or more of its parts, or to diagnose a product for deficiencies or causes of failures, or to identify parts to be modified.					✓
D. <b>Modifiability</b> - Degree to which a product or system can be effectively and efficiently modified without introducing defects or degrading existing product quality.					✓
E. <b>Testability</b> - Degree of effectiveness and efficiency with which test criteria can be established for a system, product or component;					✓

and tests can be performed to determine whether those criteria have been met.					
8. <b>Portability</b> - Degree of effectiveness and efficiency with which a system, product or component can be transferred from one hardware, software or other operational or usage environment to another					
A. <b>Adaptability</b> - Degree to which a product or system can effectively and efficiently be adapted for different or evolving hardware, software or other operational or usage environments.					✓
B. <b>Instability</b> - Degree of effectiveness and efficiency with which a product or system can be successfully installed and/or uninstalled in a specified environment					✓
C. <b>Replaceability</b> - Degree to which a product can replace another specified software product for the same purpose in the same environment					✓

REMARKS : IMPROVE YOUR SYSTEM'S INPUT VALIDATION, INCLUDING FINANCIAL FUNCTIONALITIES. THE SYSTEM IS EASY TO USE AND CAN BE DEPLOYED TO ITS END USERS SINCE THE RECOMMENDATIONS ARE MET.



# CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

**ISO 25010 Standard Evaluation Tool**

**Part I**

Name of Panelist: Gloria Contreras  
Researcher/s: RODRIGUEZ, MALLARI, ROBERT T. RIVERA  
Title of Research/Capstone Project: SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM

Date: 04-01-2024

**Part II: Extent of compliance of the software Products Quality Standard using ISO 25010**

Your responses will be treated confidential. Use the scales as shown below and put a check (/) mark on the box as your corresponding answer on each item:

Scale	Descriptive Interpretation
5	Very Great Extent
4	Great Extent
3	Moderate Extent
2	Little Extent
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CRITERIA	RATING				
	1	2	3	4	5
<b>1. Functional Suitability</b> - Characteristic of ISO 25010 that represents the degree to which a product or system provides functions that meet stated and implied needs when used under specified conditions	/				
<b>A. Functional Completeness</b> - Degree to which the set of functions covers all the specified tasks and user objectives.	/				
<b>B. Functional Correctness</b> - Degree to which a product or system provides the correct results with the needed degree of precision.	/				
<b>C. Functional Appropriateness</b> - Degree to which the functions facilitate the accomplishment of specified tasks and objectives.	/				
<b>2. Performance Efficiency</b> - The characteristics that represents the performance relative to the amount of resources used under stated conditions					
<b>A. Time Behaviour</b> - Degree to which the response and processing times and throughout rates of a product or system, when performing its functions, meet requirements.	/				
<b>B. Resource Utilization</b> - Degree to which the amounts and types of resources used by a product or system, when performing its	/				

	5	4	3	2	1
functions, meet requirements					
<b>C. Capacity</b> - Degree to which the maximum limits of a product or system parameter meet requirements.	/				
<b>3. Compatibility</b> - Degree to which a product, system or component can exchange information with other products, systems or components, and/or perform its required functions while sharing the same hardware or software environment.					
<b>A. Co-existence</b> - Degree to which a product can perform its required functions efficiently while sharing a common environment and resources with other products, without detrimental impact on any other product.	/				
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<b>4. Usability</b> - Degree to which a product or system can be goals by specified users to achieve specified goals with effectiveness, efficiency and satisfaction in a specified context of use					
<b>A. Appropriateness Recognizability</b> - Degree to which users can recognize whether a product or system is appropriate for their needs	/				
<b>B. Learnability</b> - Degree to which a product or system can be used by specified users to achieve					

	5	4	3	2	1
specified goals of learning to use the product or system with effectiveness, efficiency, freedom from risk and satisfaction in a specified context of use	/				
<b>C. Operability</b> - Degree to which a product or system has attributes that make it easy to operate and control	/				
<b>D. User Error Protection</b> - Degree to which a system protects users making errors.	/				
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<b>5. Reliability</b> - Degree to which a system, product or component performs specified functions under specified conditions for a specified period of time.					
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## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

	5	4	3	2	1
<b>C. Fault Tolerance</b> - Degree to which a system, product or component operates as intended despite the presence of hardware or software faults.		/			
<b>D. Recoverability</b> - Degree to which, in the event of an interruption or a failure, a product or system can recover the data directly affected and re-establish the desired state of the system.		/			
<b>E. Security</b> - Degree to which a product or system protects products and data so that persons or other products or systems have the degree of data access appropriate to their types and levels of authorization.		/			
<b>A. Confidentiality</b> - Degree to which a product or system ensures that data are accessible only to those authorized to have access.		/			
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<b>C. Non-repudiation</b> - Degree to which actions or events can be proven to have taken place for that the events or actions cannot be repudiated later		/			
<b>D. Authenticity</b> - Degree to which the identity of a subject or resource can be prove to be the one claimed.		/			
<b>E. Accountability</b> - Degree to which the actions		/			

	5	4	3	2	1
<b>F. Of an entity can be traced uniquely to the entity</b>					
<b>G. Maintainability</b> - The degree of effectiveness and efficiency with which a product or system can be modified to improve it, correct it or adapt it to changes in environment, and in requirements					
<b>H. Modularity</b> - Degree to which a system or computer program is composed of discrete components such that a change to one component has minimal impact on other components		/			
<b>I. Reusability</b> - Degree to which an asset can be used in more than one system, or in building other assets.		/			
<b>J. Analyzability</b> - Degree of effectiveness and efficiency with which it is possible to assess the impact on a product or system of an intended change to one or more of its parts, or to diagnose a product for deficiencies or causes of failures, or to identify parts to be modified.		/			
<b>K. Modifiability</b> - Degree to which a product or system can be effectively and efficiently modified without introducing defects or degrading existing product quality.		/			
<b>L. Testability</b> - Degree of effectiveness and efficiency with which test criteria can be established for a system, product or component;		/			

	5	4	3	2	1
<b>M. Tests can be performed to determine whether those criteria have been met.</b>					
<b>N. Portability</b> - Degree of effectiveness and efficiency with which a system, product or component can be transferred from one hardware, software or other operational or usage environment to another					
<b>O. Adaptability</b> - Degree to which a product or system can effectively and efficiently be adapted for different or evolving hardware, software or other operational or usage environments.		/			
<b>P. Instability</b> - Degree of effectiveness and efficiency with which a product or system can be successfully installed and/or uninstalled in a specified environment		/			
<b>Q. Replaceability</b> - Degree to which a product can replace another specified software product for the same purpose in the same environment		/			

Signature



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

ISO 25010 Standard Evaluation Tool

**Part I**

Name of Panelist: JEAN SEBASTIAN - TORRES  
RODOLINE B. MALLAPT / ROBERT T. RIVERA  
Researcher/s: JAHMALA V. ROMELO / JOURNEY T. SCAUDER  
Title of Research/Capstone Project: SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM  
Date: NOV. 01, 2024

**Part II: Extent of compliance of the software Products Quality Standard using ISO 25010**

Your responses will be treated confidential. Use the scales as shown below and put a check (/) mark on the box as your corresponding answer on each item:

Scale	Descriptive Interpretation
5	Very Great Extent
4	Great Extent
3	Moderate Extent
2	Little Extent
1	No Extent

CRITERIA	RATING				
	1	2	3	4	5
<b>1. Functional Suitability</b> - Characteristic of ISO 25010 that represents the degree to which a product or system provides functions that meet stated and implied needs when used under specified conditions					/
<b>A. Functional Completeness</b> - Degree to which the set of functions covers all the specified tasks and user objectives.					
<b>B. Functional Correctness</b> - Degree to which a product or system provides the correct results with the needed degree of precision.					/
<b>C. Functional Appropriateness</b> - Degree to which the functions facilitate the accomplishment of specified tasks and objectives.					/
<b>2. Performance Efficiency</b> - The characteristics that represents the performance relative to the amount of resources used under stated conditions					
<b>A. Time Behaviour</b> - Degree to which the response and processing times and throughout rates of a product or system, when performing its functions, meet requirements.					/
<b>B. Resource Utilization</b> - Degree to which the amounts and types of resources used by a product or system, when performing its					/

functions, meet requirements					
<b>C. Capacity</b> - Degree to which the maximum limits of a product or system parameter meet requirements.					/
<b>3. Compatibility</b> - Degree to which a product, system or component can exchange information with other products, systems or components, and/or perform its required functions while sharing the same hardware or software environment.					
<b>A. Co-existence</b> - Degree to which a product can perform its required functions efficiently while sharing a common environment and resources with other products, without detrimental impact on any other product.					/
<b>B. Interoperability</b> - Degree to which two or more systems, products or components can exchange information and use the information that has been exchanged					/
<b>4. Usability</b> - Degree to which a product or system can be goals by specified users to achieve specified goals with effectiveness, efficiency and satisfaction in a specified context of use					
<b>A. Appropriateness Recognizability</b> - Degree to which users can recognize whether a product or system is appropriate for their needs					/
<b>B. Learnability</b> - Degree to which a product or system can be used by specified users to achieve					/

specified goals of learning to use the product or system with effectiveness, efficiency, freedom from risk and satisfaction in a specified context of use					
<b>C. Operability</b> - Degree to which a product or system has attributes that make it easy to operate and control					/
<b>D. User Error Protection</b> - Degree to which a system protects users making errors.					/
<b>E. User Interface Aesthetics</b> - Degree to which a user interface enables pleasing and satisfying interaction for the user.					/
<b>F. Accessibility</b> - Degree to which a product or system can be used by people with the widest range of characteristics and capabilities to achieve a specified goal in a specified context of use.					/
<b>5. Reliability</b> - Degree to which a system, product or component performs specified functions under specified conditions for a specified period of time.					
<b>A. Maturity</b> - Degree to which a system, product or component meets needs for reliability under normal operation.					/
<b>B. Availability</b> - Degree to which a system, product or component is operational and accessible when required for use.					/



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

<b>C. Fault Tolerance</b> - Degree to which a system, product or component operates as intended despite the presence of hardware or software faults.					✓
<b>D. Recoverability</b> - Degree to which, in the event of an interruption or a failure, a product or system can recover the data directly affected and re-establish the desired state of the system.					✓
<b>6. Security</b> - Degree to which a product or system protects products and data so that persons or other products or systems have the degree of data access appropriate to their types and levels of authorization.					
<b>A. Confidentiality</b> - Degree to which a product or system ensures that data are accessible only to those authorized to have access.					✓
<b>B. Integrity</b> - Degree to which a system, product or component prevents unauthorized access to or modification of, computer programs or data.					✓
<b>C. Non-repudiation</b> - Degree to which actions or events can be proven to have taken place for that the events or actions cannot be repudiated later					✓
<b>D. Authenticity</b> - Degree to which the identity of a subject or resource can be proved to be the one claimed.					✓
<b>E. Accountability</b> - Degree to which the actions					
<b>7. Maintainability</b> - The degree of effectiveness and efficiency with which a product or system can be modified to improve it, correct it or adapt it to changes in environment, and in requirements					✓
<b>A. Modularity</b> - Degree to which a system or computer program is composed of discrete components such that a change to one component has minimal impact on other components					✓
<b>B. Reusability</b> - Degree to which an asset can be used in more than one system, or in building other assets.					✓
<b>C. Analyability</b> - Degree of effectiveness and efficiency with which it is possible to assess the impact on a product or system of an intended change to one or more of its parts, or to diagnose a product for deficiencies or causes of failures, or to identify parts to be modified.					✓
<b>D. Modifiability</b> - Degree to which a product or system can be effectively and efficiently modified without introducing defects or degrading existing product quality.					✓
<b>E. Testability</b> - Degree of effectiveness and efficiency with which test criteria can be established for a system, product or component;					✓

and tests can be performed to determine whether those criteria have been met.					
<b>8. Portability</b> - Degree of effectiveness and efficiency with which a system, product or component can be transferred from one hardware, software or other operational or usage environment to another					
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<b>B. Instability</b> - Degree of effectiveness and efficiency with which a product or system can be successfully installed and/or uninstalled in a specified environment					✓
<b>C. Replaceability</b> - Degree to which a product can replace another specified software product for the same purpose in the same environment					✓

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## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

**ISO 25010 Standard Evaluation Tool**

**Part I**

Name of Panelist: Renel John G. Carmoneda  
Researchers: RODGINE B. MALLARI, ROBERT T. RIVERA  
LAWINCA V. POCARDO, JOHNSLEY T. SEGUIRIBE  
Title of Research/Capstone Project: SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM  
Date: 10N. 01, 2024

**Part II: Extent of compliance of the software Products Quality Standard using ISO 25010**

Your responses will be treated confidential. Use the scales as shown below and put a check (/) mark on the box as your corresponding answer on each item:

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<b>C. Functional Appropriateness</b> - Degree to which the functions facilitate the accomplishment of specified tasks and objectives.					/
<b>2. Performance Efficiency</b> - The characteristics that represents the performance relative to the amount of resources used under stated conditions					
<b>A. Time Behaviour</b> - Degree to which the response and processing times and throughout rates of a product or system, when performing its functions, meet requirements.				/	
<b>B. Resource Utilization</b> - Degree to which the amounts and types of resources used by a product or system, when performing its				/	

functions, meet requirements	5	4	3	2	1
<b>C. Capacity</b> - Degree to which the maximum limits of a product or system parameter meet requirements.					/
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<b>B. Learnability</b> - Degree to which a product or system can be used by specified users to achieve	/				

specified goals of learning to use the product or system with effectiveness, efficiency, freedom from risk and satisfaction in a specified context of use	5	4	3	2	1
<b>C. Operability</b> - Degree to which a product or system has attributes that make it easy to operate and control					/
<b>D. User Error Protection</b> - Degree to which a system protects users making errors.				/	
<b>E. User Interface Aesthetics</b> - Degree to which a user interface enables pleasing and satisfying interaction for the user.			/		
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## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

<b>C. Fault Tolerance</b> - Degree to which a system, product or component operates as intended despite the presence of hardware or software faults.	5	4	3	2	1
	/				
<b>D. Recoverability</b> - Degree to which, in the event of an interruption or a failure, a product or system can recover the data directly affected and re-establish the desired state of the system.		/			
<b>E. Security</b> - Degree to which a product or system protects products and data so that persons or other products or systems have the degree of data access appropriate to their types and levels of authorization.					
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<b>C. Non-repudiation</b> - Degree to which actions or events can be proven to have taken place for that the events or actions cannot be repudiated later					
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<b>E. Accountability</b> - Degree to which the actions		/			
<b>F. Availability</b> - Degree to which a system, product or component is available to perform its intended function.					
<b>G. Usability</b> - Degree of effectiveness and efficiency with which a system, product or component can be used by specified users to perform specified functions.					
<b>H. Maintainability</b> - The degree of effectiveness and efficiency with which a product or system can be modified to improve it, correct it or adapt it to changes in environment, and in requirements	5	4	3	2	1
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<b>L. Modifiability</b> - Degree to which a product or system can be effectively and efficiently modified without introducing defects or degrading existing product quality.					
<b>M. Testability</b> - Degree of effectiveness and efficiency with which test criteria can be established for a system, product or component;					

<b>N. Portability</b> - Degree of effectiveness and efficiency with which a system, product or component can be transferred from one hardware, software or other operational or usage environment to another	5	4	3	2	1
<b>O. Adaptability</b> - Degree to which a product or system can effectively and efficiently be adapted for different or evolving hardware, software or other operational or usage environments.					
<b>P. Instability</b> - Degree of effectiveness and efficiency with which a product or system can be successfully installed and/or uninstalled in a specified environment					
<b>Q. Replaceability</b> - Degree to which a product can replace another specified software product for the same purpose in the same environment					
<b>R. Display</b> - newest (Date) first.	<i>[Signature]</i>				



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

**ISO 25010 Standard Evaluation Tool**

**Part I**

Name of Panelist: Kamondo Bulante Jr.  
RODRIGUE B. MAUAPI ROBERT T. AVERA  
Researcher/s: DIMINICA V. POSARIO JOURNEY T. SEAPURE  
SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM  
Title of Research/Capstone Project: SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM

Date: Nov. 08, 2024

**Part II: Extent of compliance of the software Products Quality Standard using ISO 25010**

Your responses will be treated confidential. Use the scales as shown below and put a check (/) mark on the box as your corresponding answer on each item:

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B. <b>Functional Correctness</b> - Degree to which a product or system provides the correct results with the needed degree of precision.					/
C. <b>Functional Appropriateness</b> - Degree to which the functions facilitate the accomplishment of specified tasks and objectives.					/
<b>2. Performance Efficiency</b> - The characteristics that represents the performance relative to the amount of resources used under stated conditions					
A. <b>Time Behaviour</b> - Degree to which the response and processing times and throughout rates of a product or system, when performing its functions, meet requirements.					/
B. <b>Resource Utilization</b> - Degree to which the amounts and types of resources used by a product or system, when performing its					/

functions, meet requirements					
C. <b>Capacity</b> - Degree to which the maximum limits of a product or system parameter meet requirements.					/
3. <b>Compatibility</b> - Degree to which a product, system or component can exchange information with other products, systems or components, and/or perform its required functions while sharing the same hardware or software environment.					
A. <b>Co-existence</b> - Degree to which a product can perform its required functions efficiently while sharing a common environment and resources with other products, without detrimental impact on any other product.					/
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4. <b>Usability</b> - Degree to which a product or system can be goals by specified users to achieve specified goals with effectiveness, efficiency and satisfaction in a specified context of use					
A. <b>Appropriateness Recognizability</b> - Degree to which users can recognize whether a product or system is appropriate for their needs					/
B. <b>Learnability</b> - Degree to which a product or system can be used by specified users to achieve					/

specified goals of learning to use the product or system with effectiveness, efficiency, freedom from risk and satisfaction in a specified context of use						/
C. <b>Operability</b> - Degree to which a product or system has attributes that make it easy to operate and control						/
D. <b>User Error Protection</b> - Degree to which a system protects users making errors.						/
E. <b>User Interface Aesthetics</b> - Degree to which a user interface enables pleasing and satisfying interaction for the user.						/
F. <b>Accessibility</b> - Degree to which a product or system can be used by people with the widest range of characteristics and capabilities to achieve a specified goal in a specified context of use.						/
5. <b>Reliability</b> - Degree to which a system, product or component performs specified functions under specified conditions for a specified period of time.						
A. <b>Maturity</b> - Degree to which a system, product or component meets needs for reliability under normal operation.						/
B. <b>Availability</b> - Degree to which a system, product or component is operational and accessible when required for use.						/



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

C. <b>Fault Tolerance</b> - Degree to which a system, product or component operates as intended despite the presence of hardware or software faults.					/
D. <b>Recoverability</b> - Degree to which, in the event of an interruption or a failure, a product or system can recover the data directly affected and re-establish the desired state of the system.					/
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E. <b>Accountability</b> - Degree to which the actions					/

of an entity can be traced uniquely to the entity					
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C. <b>Analysability</b> - Degree of effectiveness and efficiency with which it is possible to assess the impact on a product or system of an intended change to one or more of its parts, or to diagnose a product for deficiencies or causes of failures, or to identify parts to be modified.					/
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# CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

**ISO 25010 Standard Evaluation Tool**

**Part I**

Name of Panelist: IAN TLOZ ZEDRIC H. KYUNG  
 Researcher/s: RODRIGUE B. MULAWI; ROBERT T. RIVERA  
JALIMCA V. PORFARIO; JONNEY T. SEGUIN  
 Title of Research/Capstone Project: SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM

Date: May 01, 2024

**Part II: Extent of compliance of the software Products Quality Standard using ISO 25010**

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## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

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## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### DOCUMENTATIONS



*Documentation of 10 IT Experts evaluating the system with ISO 25010:2021*



### SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

Researchers collaborating on system development and manuscript preparation



## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### Annex D: System Manual

#### Installation of Required Tools For System Development

##### Overview

To set up the SK record management system, you'll need a few important tools.

Visual Studio Code (VS Code) is a simple and user-friendly text editor where you can edit and manage the code for the system. It helps with organizing and debugging the code easily.

XAMPP is a local server that runs on your computer. It allows the system to work by hosting the application locally and managing the database where all your data is stored.

Node.js helps the system process and optimize styles and scripts, making the interface faster and smoother to use.

Finally, Composer is a tool that makes sure all the parts of the system (called dependencies) are installed and updated correctly so the system works without errors. These tools work together to ensure SKRMS runs smoothly during development and beyond.

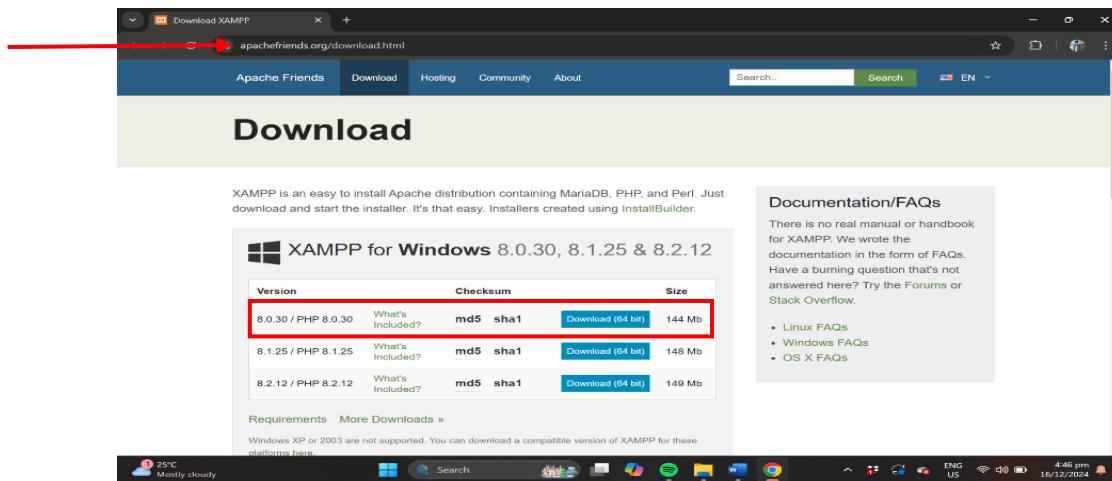
##### System Requirements

- XAMPP
- Composer
- Node.js
- Visual Studio Code

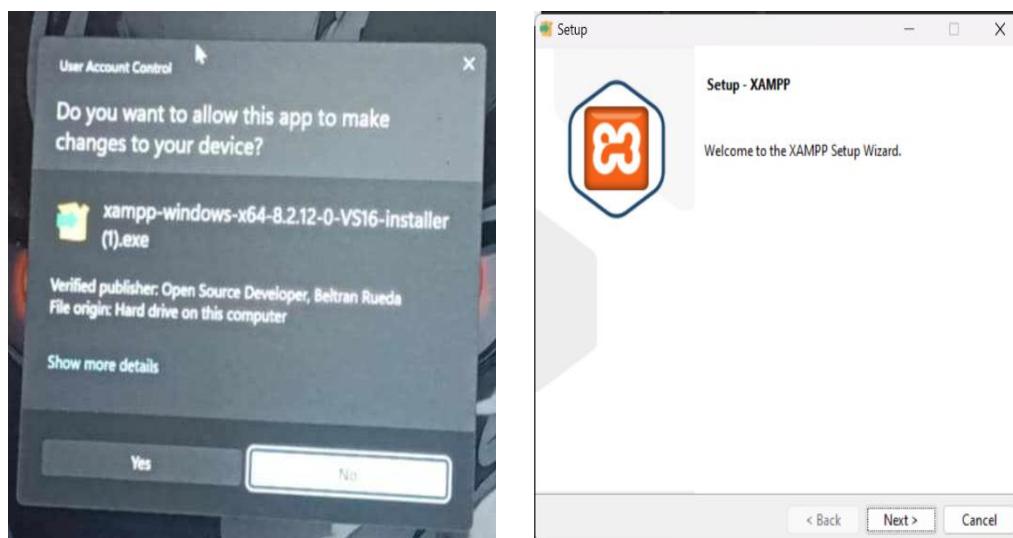


## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### Installing XAMPP



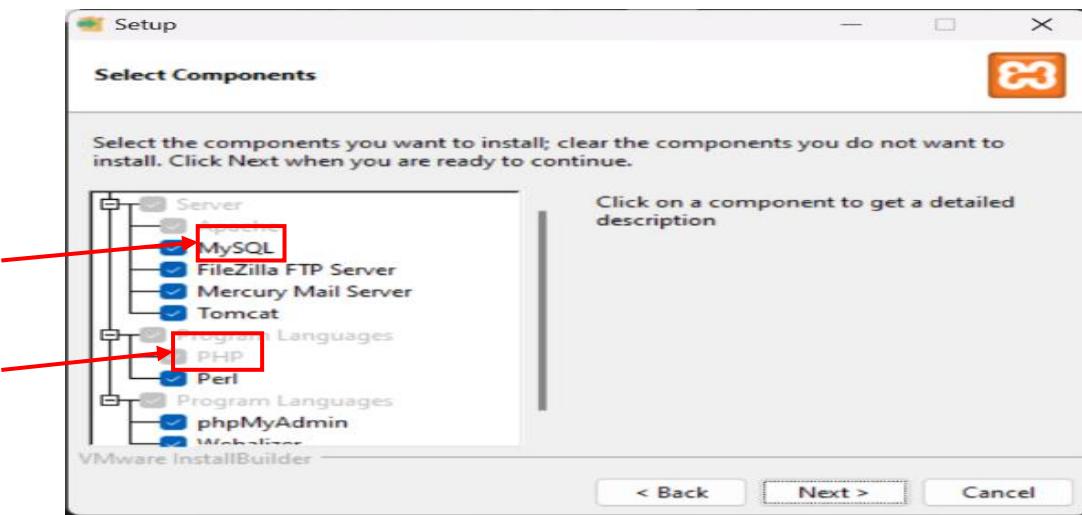
1. **Download XAMPP.** Go to the official XAMPP website [www.apachefriends.org](http://www.apachefriends.org) choose the latest version of the app for Windows and click the “Download” button
2. **Run the Installer.** Once the download is complete, open the installer file





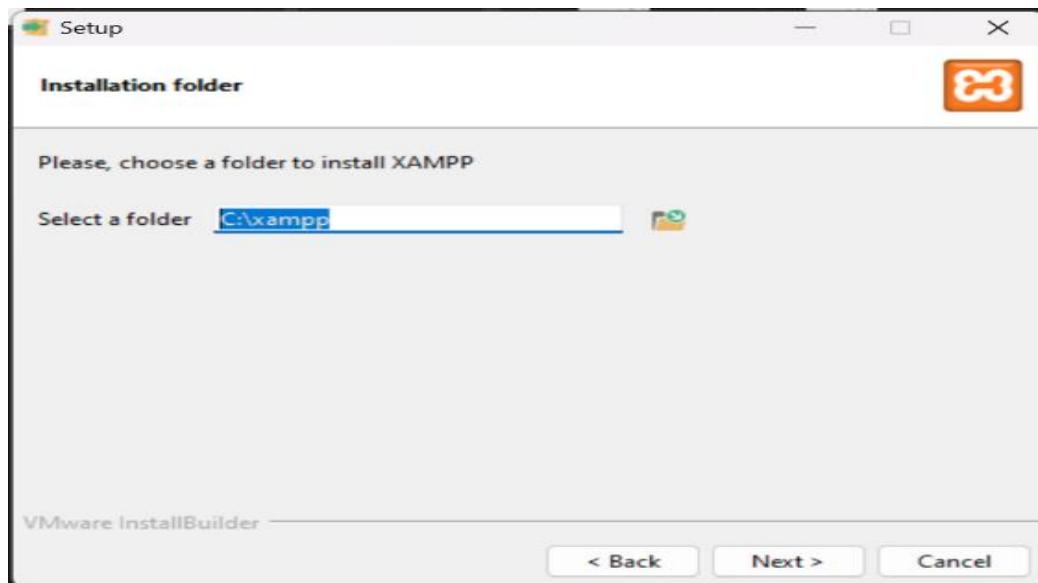
## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

- 3. Choose components.** The installer will ask you to select which components to install. Make sure Apache, MySQL, and PHP are checked. These are the essential components for running your system web application then click the “Next” button.



button.

- 4. Choose installation folder.** Choose the folder where you want to install XAMPP (the default location is usually fine) then click “Next” to continue.



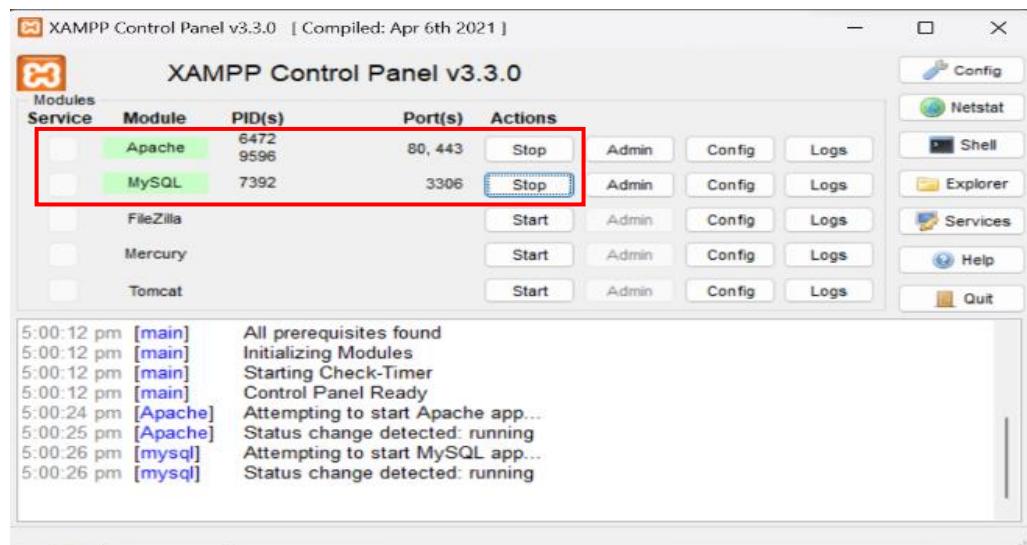


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5. Start the installation. Click “Next” to begin the installation process and wait for XAMPP to install. This may take a few minutes depending on your system.



6. Open XAMPP control panel. Launch the XAMPP Control Panel from your start menu or desktop shortcut.
7. Start Apache and MySQL. In the XAMPP Control Panel, click Start next to both Apache and MySQL to start the web server and database server.





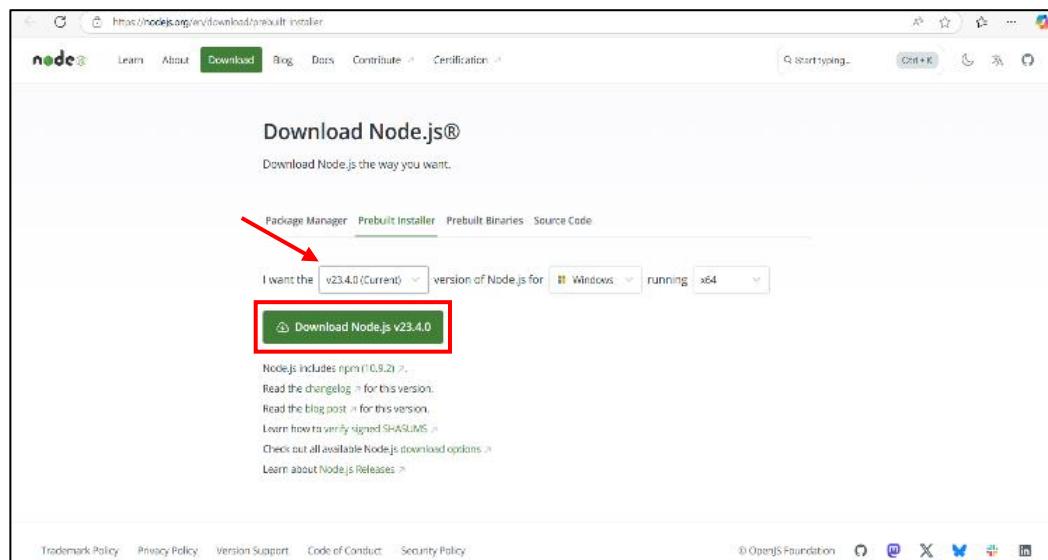
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8. **Test the installation.** Open your web browser and type `http://localhost/` in the address bar. If you see the XAMPP welcome page, it means the installation was successful, and your local server is up and running.



## Installing Node.js

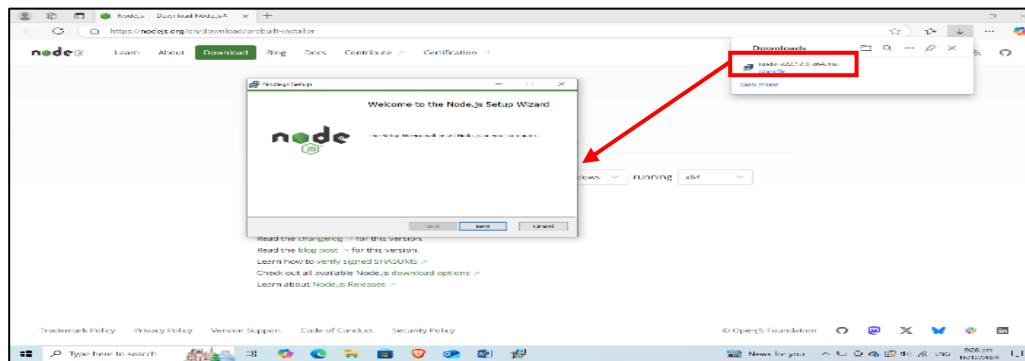
1. **Download the Node.js installer.** Visit the official website of [Node.js Official Website](#) and download the latest version



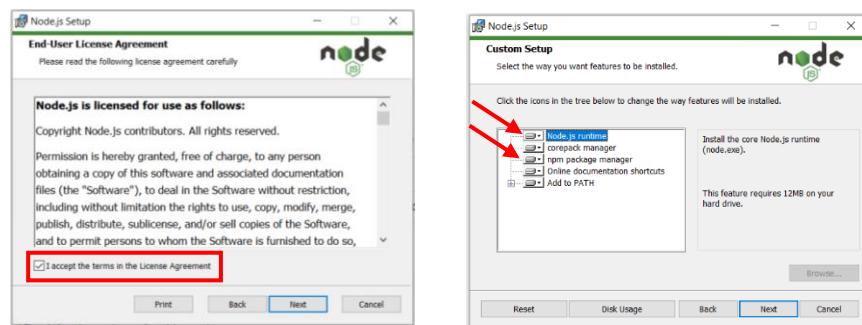


## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

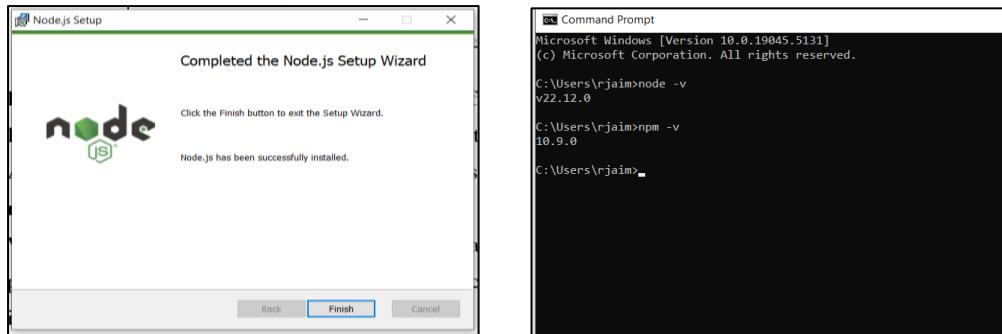
2. Install the node.js file. Locate the downloaded file and open it.



3. Follow the installer prompts. Click “Next” on the welcome screen, accept the “License Agreement” and leave the default path as the installation path. Make sure the **Node.js runtime, npm package manager** are selected.



4. Verify the installation. Click the windows key and type “cmd” to open the command prompt. Next is type node –v and npm –v to check the version. If you see the version of it, the installation works correctly.

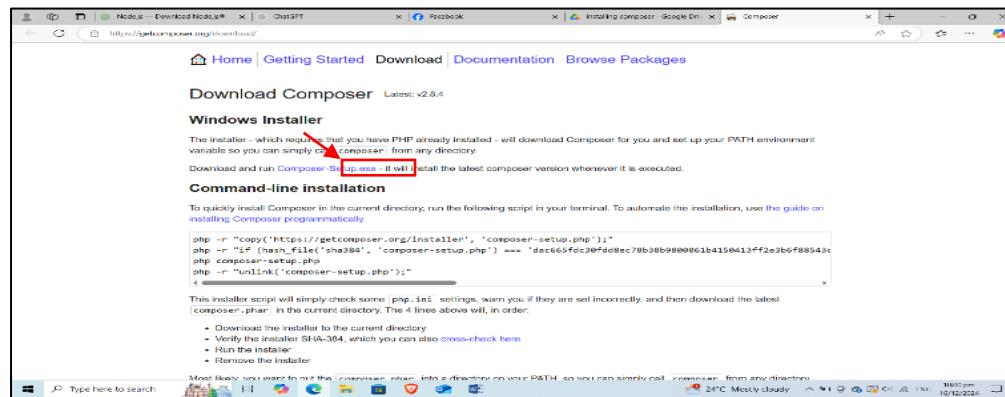




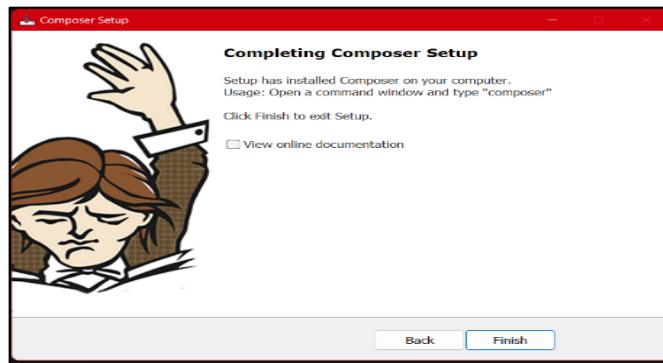
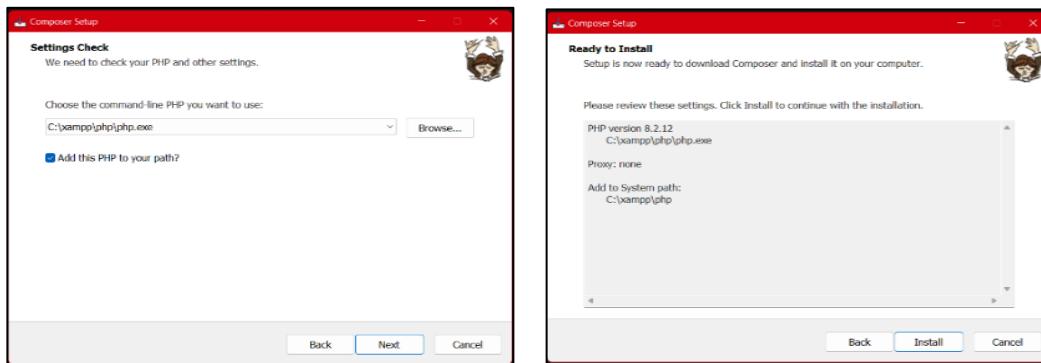
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### Installing Composer

1. **Download composer.** Download the Composer-Setup.exe from the [Official Composer Website](#)



2. **Run the installer.** Select the PHP executable (php.exe) during installation and choose the default settings.





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**3. Verify the installation.** Open the command prompt (CMD) and run “**composer**”.

If you see the Composer version and help information, the installation is successful.

```
ps Command Prompt
Microsoft Windows [Version 10.0.19045.5131]
(c) Microsoft Corporation. All rights reserved.

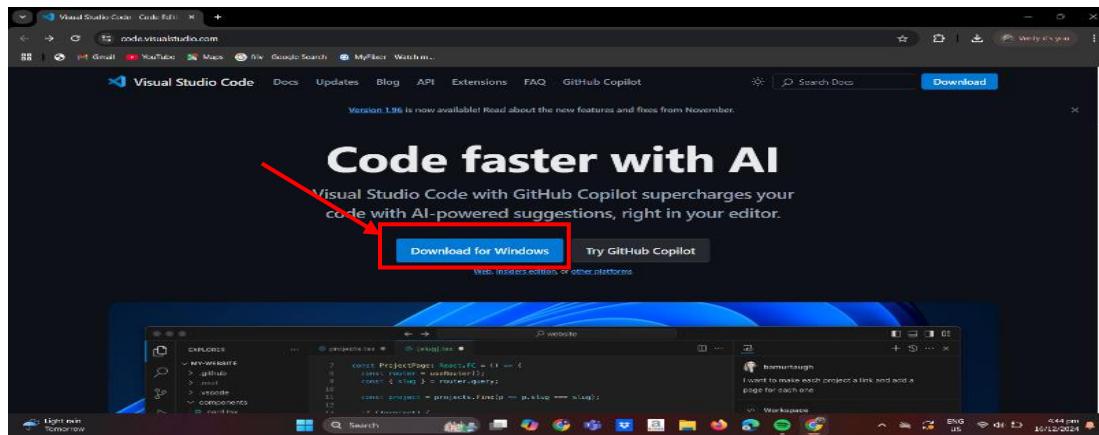
C:\Users\rjaim>composer
[Logo]
Composer version 2.7.1 2024-02-09 15:26:28

Usage:
  command [options] [arguments]

Options:
  -h, --help                  Display help for the given command. When no command is given display help for the list command
  -q, --quiet                 Do not output any message
  -V, --version                Display this application version
  --ansi[=no-ansi]             Force (or disable --no-ansi) ANSI output
  -n, --no-interaction         Do not ask any interactive question
  --profile                   Display timing and memory usage information
  --no-plugins                Whether to disable plugins.
  --no-scripts                Skips the execution of all scripts defined in composer.json file.
  -d, --working-dir=WORKING_DIR If specified, use the given directory as working directory.
  --no-cache                  Prevent use of the cache
  -v|vv|vvv, --verbose        Increase the verbosity of messages: 1 for normal output, 2 for more verbose output and
  3 for debug
```

## Installing Visual Studio Code

**1. Download the VS Code installer.** Go to the official [Visual Studio Code website](https://code.visualstudio.com) and click the "Download for Windows" button to download the installer.

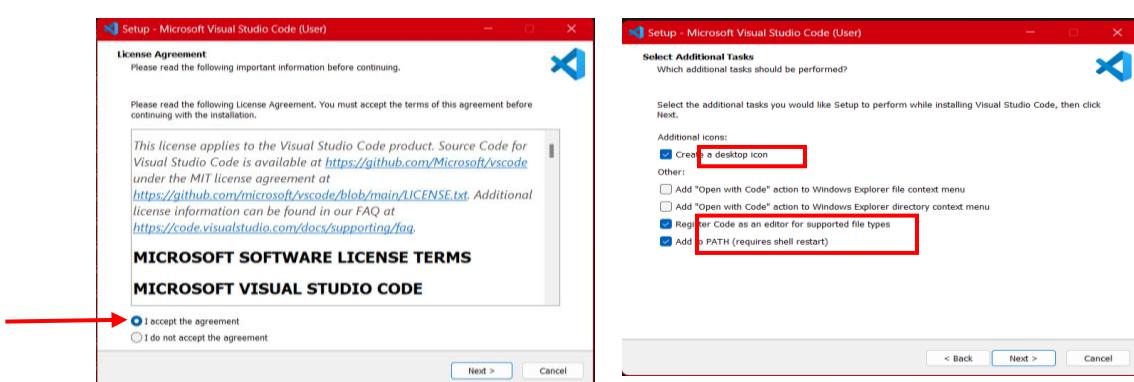


**2. Run the installer.** Locate the downloaded file (e.g., VSCodeUserSetup-x64-<version>.exe) in your downloads folder and double-click the file to start the installation process.

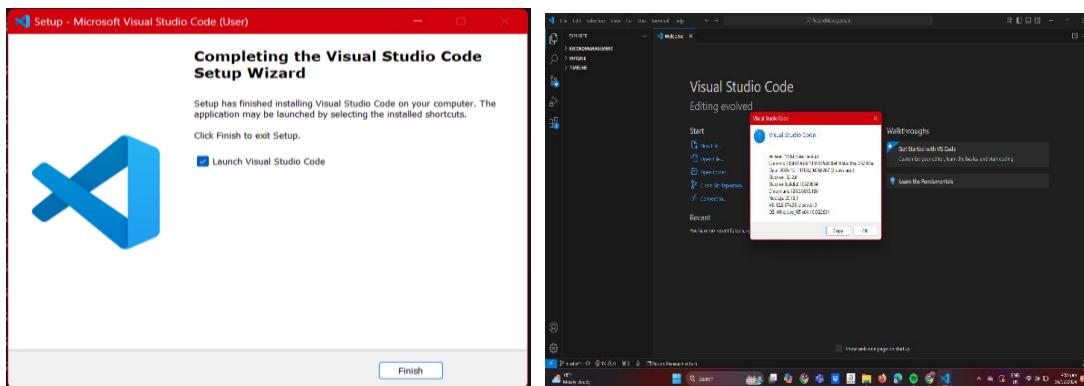


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- 3. Follow the installer prompts.** Read and accept the license agreement by checking the box, then click **Next**, leave the default destination folder where the VS Code will be installed and check the boxes for the additional tasks you want (recommended):
- Create a desktop icon
  - Register code as an editor for supported file types
  - Add to PATH (this is essential for command-line use).



- 4. Launch the application.** Once installation is complete, check the box to Launch Visual Studio Code, then click **Finish**.



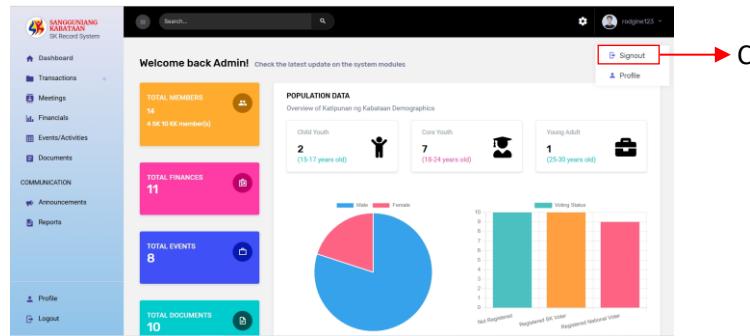
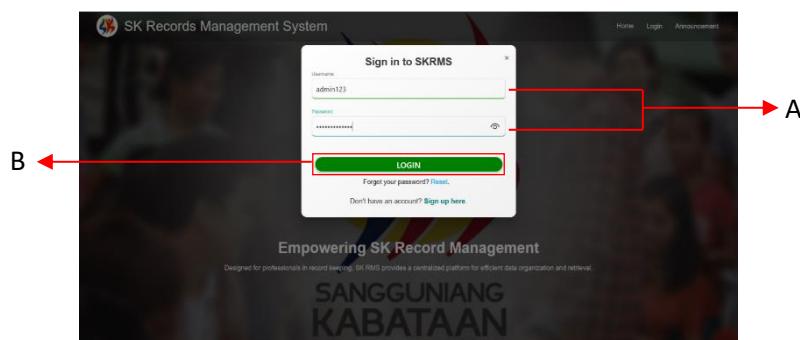


## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### USER'S MANUAL

#### Accessing the System

1. Open your browser and navigate to <http://127.0.0.1:8000> (or your domain name).
2. Log in using your admin credentials.
3. Logging In/Out
  - A. Enter your email and password.
  - B. Click Login.
  - C. To log out, click your profile icon in the top-right corner and select Sign out.



#### Manage KK Profiles

- A. Navigate to **KK Profiling** under the *Transactions* menu.
- B. Add new profiles by clicking **Add Profile** button.
- C. Edit and View profile details by selecting a profile and clicking **Edit or View** button.
- D. Move the profiles to the archive using the **Archive** button.
- E. The **View Archived Profiles** stores all the archived profiles



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The screenshot shows the 'Profile Management' section of the system. A red box labeled 'A' highlights the 'Transactions' menu item in the sidebar. A red arrow labeled 'B' points from the 'Transactions' menu to the 'Add profile' button in the main content area. A red box labeled 'E' highlights the 'View Archived Profiles' checkbox. A red arrow labeled 'D' points from the 'Archive' button in the action column to the 'Archive' button in the toolbar. A red arrow labeled 'C' points from the 'Archive' button in the action column to the 'Archive' button in the toolbar.

### Note:

Profiles are archived rather than deleted to preserve the details as historical records for future reference.

## Attendance Management

- Navigate to *Attendance Management* page under the *Transactions* menu.
- Filter display in selecting the desired attendance type by switching between the *Meetings* and *Events* tabs.
- For each record in the table, click the Evaluate Requests button in the Action column to review attendance requests.

The screenshot shows the 'Attendance Management' section. A red box labeled 'A' highlights the 'Transactions' menu item in the sidebar. A red arrow labeled 'B' points from the 'Transactions' menu to the 'Meetings' tab in the main content area. A red box labeled 'C' highlights the 'Evaluate Requests' button in the action column of the table.

## Evaluate Attendance Requests

- Review the attendance details on the evaluation interface:
  - Title:** Displays the title of the meeting or event.
  - Date:** Indicates the date of the meeting or event.
  - Officer/Member:** Lists the names of attendees.
  - User Type:** Specifies if the attendee is an officer or a KK member.



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- **Label:** Describes the attendee's role or participation in the event.
  - **Proof:** Allows viewing of uploaded documents or evidence by clicking View Document.
  - **Status:** Displays the current status of the request (e.g., Pending).
- B. Approve or decline attendance requests using the **Approve** and **Decline** buttons.
- C. Click the **Go Back** button to return to the *Attendance Management* module.

The screenshot shows the 'Event Details' section of the Attendance Management module. It includes a table with columns for Officer/Member, User Type, Label, Proof, Status, and Action. The 'Action' column contains buttons for 'View Document', 'Pending', 'Approve', and 'Decline'. A red box highlights the 'Action' column, and three arrows point to it from labels A, B, and C. Label A points to the 'Approve' button, label B points to the 'Action' column header, and label C points to the 'Go Back' button.

### Note:

The proof of attendance uploaded by the user serves to validate their attendance request. The uploaded photo must clearly show the user's presence at the meeting or event; otherwise, the request may be declined. Approved attendance records may later be used to generate the user's individual accomplishment reports.

## Officer Management

- A. Navigate to *Officer Management* under the *Transactions* menu.
- B. Add new officers by clicking the **Add Officer** button.
- C. Edit or view officer details by selecting an officer and clicking the **Edit or View** button.
- D. Remove officers from the view list using the **Archive** button.

The screenshot shows the 'Member Management' section for 'SK Officers'. It displays a table with columns for Officer ID, Picture, Name, Contact Number, Barangay, Sex, Position, and Action. The 'Action' column contains buttons for 'View', 'Edit', and 'Archive'. A red box highlights the 'Archive' button in the first row. Four arrows point to specific elements: arrow A points to the 'Transactions' menu item in the sidebar; arrow B points to the 'Add member' button at the top of the list; arrow C points to the 'Archive' button in the second row; and arrow D points to the 'Archive' button in the fourth row.



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### Meeting Management

- Navigate to *Meetings* on the sidebar menu
- Create tentative meeting info for announcement purpose by clicking the **Add Meeting** button
- Add minutes of the meeting by clicking the **Add Details** button
- Edit or view meeting details by clicking the **Edit or View** button of a specific record
- Remove the meeting records displayed on the table by clicking the **Archive** button

The screenshot shows the 'Meeting Management' section of the system. On the left is a sidebar with various modules: Dashboard, Transactions, Meetings (highlighted with a red box), Financials, Events/Activities, Documents, COMMUNICATION, Announcements, Reports, Profile, and Logout. The main area has a search bar and a table titled 'Meeting Details'. The table includes columns for Meeting ID, Purpose, Time Started, Meeting Venue, Meeting Date, Attendees, and Action. The first row (Meeting ID 21-3001) has an 'Add Details' button in the Action column, indicated by a red box and arrow C. Subsequent rows (Meeting IDs 21-3004, 21-3005, 21-3006, 21-3007) have 'View', 'Edit', and 'Archive' buttons in the Action column, indicated by red boxes and arrows D. A red arrow E points down from the bottom of the table towards the footer.

Meeting ID	Purpose	Time Started	Meeting Venue	Meeting Date	Attendees	Action
21-3001	Emergency Meeting	10:19 PM	Aridawan Town Hall	November 03, 2024	SK Officials	<b>Add Details</b>
21-3004	SK Special Session	09:00 AM	Aridawan Town Hall	October 10, 2024	SK Officials	<b>View</b> <b>Edit</b> <b>Archive</b>
21-3005	Emergency Meeting	09:00 AM	Aridawan, Iba, Tensila, Cagayan	October 30, 2024	SK Officials	<b>View</b> <b>Edit</b> <b>Archive</b>
21-3006	Regular Session	12:00 PM	Aridawan Town Hall	November 04, 2024	SK Officials	<b>View</b> <b>Edit</b> <b>Archive</b>
21-3007	First Session	07:30 AM	Aridawan Town Hall	September 01, 2024	SK Officials	<b>View</b> <b>Edit</b> <b>Archive</b>

#### Note:

The action column displays buttons for a specific record depending on its status details. If the meeting is recently added using the Add Meeting button, the action column will display the Add Details button. This indicates that the meeting is either upcoming or ongoing. However, if the meeting already has minutes added to it, the action column will display the View, Edit, and Archive buttons. Additionally, you can print the meeting records on the view interface for Minutes of Meeting (MOM) reports.

### Financial Management

- Navigate to *Financials* on the sidebar menu
- Add annual budget by clicking the **Add Budget** button on the white card of the module
- Add financial record by clicking the **Add Finance** button
- Edit or View financial record by clicking the **Edit or View** button of specific record
- Remove the financial record on the table list by clicking the **Archive** button
- The four cards indicate the overview of the annual financial budget of SK in their Local Treasury, Bank Account, and Individual committee.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

The screenshot shows the Finance Records module. At the top, there are four summary boxes: ANNUAL BUDGET ALLOCATED (No budget allocated yet), CASH IN LOCAL TREASURY (₱ 0.00), CASH ADVANCE (₱ 0.00), and CASH IN BANK (₱ 183,202.00). Below these is a table titled 'Finance Records' with columns for ID, Particulars, Transaction Date, Amount, Category, Transaction Type, and Action. The table contains six entries related to financial transactions. Red arrows labeled B, F, D, E, and a double-headed arrow between D and E point to specific elements: B points to the 'Add Budget' button; F points to the 'Add finance' button; D points to the 'Edit' button in the first row's Action column; E points to the 'Archive' button in the second row's Action column; and the double-headed arrow between D and E indicates they are linked.

### Note:

The admin is required to allocate a budget before adding any financial record. This ensures that all financial transactions are properly tracked and accounted for within the allocated budget. Without an allocated budget, financial records cannot be created to prevent inconsistencies or untracked expenses in the system.

## Event Management

- Navigate to *Event Management* on the sidebar menu.
- Add new event by clicking the **Add Event** button.
- Edit or view event details by selecting an event and clicking the **Edit or View** button.
- Remove event from the view list using the **Archive** button.

The screenshot shows the Event Management module. On the left is a sidebar with a red box around the 'Events/Activities' option. The main area has a red box around the 'Add Event' button. Below it is a table titled 'Event Management' with columns for Event ID, Activities Undertaken, Status, Date, Cost, Remarks, and Action. The table contains five entries. Red arrows labeled A, B, C, and D point to specific elements: A points to the 'Events/Activities' option in the sidebar; B points to the 'Add Event' button; C points to the 'Edit' button in the fourth row's Action column; and D points to the 'Archive' button in the fifth row's Action column.

### Note:

The edit feature of the module is designed to modify the details of the document after it is added to the system (e.g., filename, category, and permission). However, this feature does not allow direct editing of the file's content.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### Document Management

- A. Navigate to *Document Management* on the sidebar menu.
- B. Upload new document by clicking the **Add Document** button.
- C. Edit document details by clicking the **Edit** button of a specific document.
- D. Download the document by clicking the **Download icon** on the action column
- E. Remove document from the view list using the **Archive** button.
- F. **Icons** are place on the left side of the document name to indicate what type of document is uploaded.

The screenshot shows the 'Document Management' section of the system. On the left, there's a sidebar with navigation links like Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents (which is selected), Announcements, Reports, Profile, and Logout. The main area has a header with 'Document Management', 'Add Document' (button B), and several export options (CSV, Excel, PDF). Below is a table listing documents with columns: Name, ID, Category, Permission, Date Created, Date Modified, and Action. The table contains five entries:

Name	ID	Category	Permission	Date Created	Date Modified	Action
Accomplishment Report 2024-11-04	21-00319	Report	Public	11/03/2024 06:18 PM	11/03/2024 06:18 PM	
Arbowski SK Logo	21-00318	Policy	Public	11/03/2024 05:31 PM	11/03/2024 05:31 PM	
CAPSTONE MANUAL	21-00317	Ordinance	Public	11/03/2024 05:19 PM	11/03/2024 05:19 PM	
DISBURSEMENT VO WPS Office	21-00302	Correspondence	Public	10/15/2024 03:24 PM	11/03/2024 04:12 AM	
KK profile Set Up Form	21-00301	Form	Private	05/11/2024 12:16 PM	11/02/2024 04:12 AM	

At the bottom, it says 'Showing 1 to 5 of 9 entries'. Red arrows labeled A through F point to the sidebar, the 'Add Document' button, the search bar, the action icons, the archive button, and the table rows respectively.

#### Note:

The edit feature of the module is designed to modify the details of the document after it is added to the system (e.g., filename, category, and permission). However, this feature does not allow direct editing of the file's content.

### Publishing Announcements

- A. Navigate to *Announcement Management* on the sidebar menu.
- B. Add new announcement by clicking the **Add Announcement** button
- C. Edit or view announcement details by selecting the announcement and clicking the **Edit** or **View** button
- D. Remove the announcement record on the table list by clicking the **Archive** button

The screenshot shows the 'Announcement Management' section of the system. The sidebar includes links for Dashboard, Transactions, Meetings, Financials, Events/Activities, Documents, Announcements (selected), Reports, Profile, and Logout. The main area features a header with 'Announcement Management' and 'Announcement Details'. It has a toolbar with 'Add Announcement' (button B), export options (CSV, Excel, PDF), and a search bar. Below is a table of announcements with columns: Announcement ID, Participants, Activity/Event, Target Date, and Action. The table lists five entries:

Announcement ID	Participants	Activity/Event	Target Date	Action
21-00010	Sangguniang Kabataan	Sports Festival	October 18, 2024 12:00 AM	
21-00011	Kalipunan ng Kabataan	Discuss project milestones and deadlines	October 25, 2024 12:00 AM	
21-00012	All Members	Community Clean-Up Drive	November 08, 2024 12:00 AM	
21-00006	To Whom It May Concern	Seminar for service excellence	November 02, 2024 12:00 AM	
21-00008	Sangguniang Kabataan	Town Hall Meeting	October 17, 2024 12:00 AM	

At the bottom, it says 'Showing 1 to 5 of 5 entries'. Red arrows labeled A through D point to the sidebar, the 'Add Announcement' button, the search bar, and the archive button respectively.

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### Note:

Announcements will be displayed on the landing page and may vary depending on their date of occurrence. For instance, if an announcement's date has passed, it will automatically be removed from the list. Similarly, archiving an announcement will also remove it from the display.

## REPORTS AND PRINTING

### Generating Reports

- Go to **Reports** from the sidebar.
- Select the report type (e.g., Attendance, Events, Members).
- Customize filters (e.g., date range, type) as needed.
- Click **Generate** to create a report.

### Note:

Generating report may vary depending on its type. The Accomplishment report is intended for the Event Management module, the Financial report (cash book) for financial management and profiling report for Profile management.

### Printing Reports

After submitting the report form, users can access a print button located on the generated report. This feature enables users to easily produce a hard copy of the report output for their records or other purposes.

## SANGGUNIANG KABATAAN RECORD MANAGEMENT SYSTEM

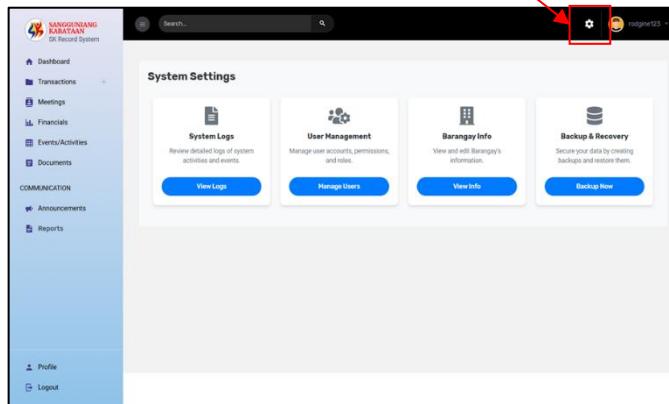


## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### SYSTEM SETTINGS

#### Configuring System Options

- Navigate to Settings in the sidebar.
- Modify system preferences (e.g., default roles, permissions).
- Save changes to apply immediately.



#### System/Activity Logs

- This module provides a comprehensive overview of all user activities within the system.
- It captures and displays detailed records of actions performed by users, such as logins, data updates, deletions, and other interactions.
- This feature helps administrators monitor user behavior, ensure accountability, and maintain system security by keeping a transparent record of all significant activities.

#### User Management

- This module allows administrators to efficiently manage user accounts within the system.
- It includes features for creating, updating, and deactivating user accounts, as well as assigning roles and permissions to control access to various functionalities.

#### Barangay Information

- This module serves as a centralized repository for storing and managing essential barangay data.
- It includes features for recording details such as barangay profiles, demographic information, local resources, and key contacts.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

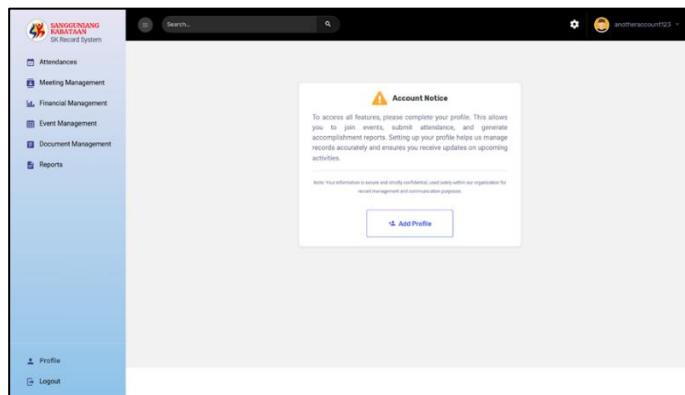
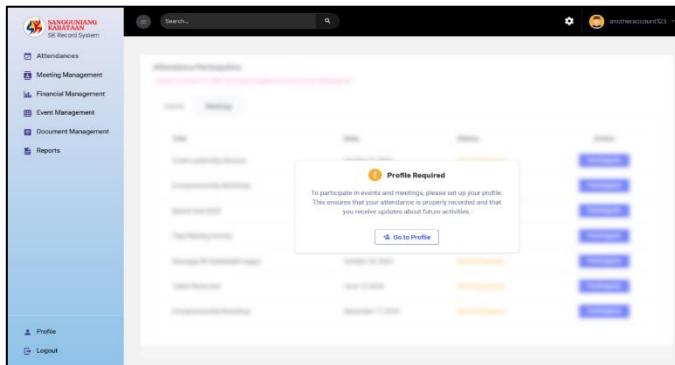
### Backup and Recovery

- This module ensures the safety and integrity of system data by providing reliable backup and recovery functionalities.
- It allows administrators to schedule automated backups at specified intervals, minimizing the risk of data loss due to unforeseen events.
- This feature ensures quick and efficient restoration of data when needed, maintaining system continuity and reducing downtime during critical situations.

### RESTRICTIONS

#### Profile Required

The Profile Required notice ensures that every user is identified within the system by requiring them to complete their profile. This serves as a foundation for accessing system functionalities, interacting with others, and maintaining accurate records.





## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### TROUBLESHOOTING

#### Common Issues

1. **User cannot log in:** Verify the account status (active/blocked).
2. **Missing data:** Ensure proper permissions and data were saved.
3. **Error messages:** Check the system logs or contact support.
4. **Announcements not displaying:** Check if the announcement status is set to "active" and ensure the posting date falls within the current timeline.
5. **Changes not reflecting in reports:** Confirm that the updated data has been saved and ensure the report parameters are correctly selected before generating the report.
6. **Error in uploading files:** Verify that the file size and format comply with the allowed specifications in the system settings and check the storage space available on the server.

#### Contact Support

Email: [skrms-support@gmail.com](mailto:skrms-support@gmail.com)  
Contact Number: +63 926 3070 491

### FAQs

#### ***How do I reset a user password?***

Go to User Management, select the user, and click the **Edit** button and fill in the password field with a new one.

#### ***How can I view all announcements?***

Navigate to Announcements to view, edit, or delete announcements.

#### ***Why archive instead of deleting records?***

Profiles are archived rather than deleted to preserve the details as historical records for future reference.

#### ***How can I recover archived profile records?***

Navigate to **Archive history** button on *Profile Management Module* to view all archived profiles. Click the restore button to bring the profile record back to the table list.

#### ***What's the first thing to do of a newly registered user?***

As a new user, your first step is to complete your profile. This ensures that your identity is properly registered in the system, enabling smooth interaction and access to system features.



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### CURRICULUM VITAE



**RODGINE B. MALLARI**

Sta. Clara, Gonzaga, Cagayan, 3513

[rodginemallari5@gmail.com](mailto:rodginemallari5@gmail.com)

09263070491

#### PERSONAL INFORMATION

<b>Date of Birth:</b>	October 03, 2002	<b>Height:</b>	5'4
<b>Age:</b>	22	<b>Weight:</b>	54 kg
<b>Civil Status:</b>	Single		
<b>Place of Birth:</b>	Gonzaga, Cagayan	<b>Father's Name:</b>	Rodolfo E. Mallari Jr.
<b>Citizenship:</b>	Filipino	<b>Mother's Name:</b>	Mary Grace E. Baclig
<b>Religion:</b>	Baptist		

#### EDUCATIONAL BACKGROUND

<b>College</b>	:	Bachelor of Science in Information Technology Cagayan State University -Gonzaga Campus 2021 up to present
<b>Senior High School</b>	:	Gonzaga National High School Smart, Gonzaga, Cagayan 2019-2021
<b>Junior Hight School</b>	:	CFPJ National High School Sta. Clara, Gonzaga, Cagayan 2015-2019
<b>Elementary</b>	:	Sta. Clara Elementary School 2009-2015



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### CURRICULUM VITAE



**JAIMAICA GLORIA V. ROSARIO**

Remebella, Buguey, Cagayan, 3511

[rjaimaica@gmail.com](mailto:rjaimaica@gmail.com)

09157786442

#### PERSONAL INFORMATION

---

<b>Date of Birth:</b>	16 February 2003	<b>Height:</b>	5'5
<b>Age:</b>	21	<b>Weight:</b>	50 kg
<b>Civil Status:</b>	Single		
<b>Place of Birth:</b>	Manila, Philippines	<b>Father's Name:</b>	Jaime T. Rosario Jr.
<b>Citizenship:</b>	Filipino	<b>Mother's Name:</b>	Ma. Vetty V. Rosario
<b>Religion:</b>	Born Again Christian		

#### EDUCATIONAL BACKGROUND

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**College:** : Cagayan State University -Gonzaga Campus  
B.S. Information Technology  
Gonzaga, Cagayan  
2021 up to present

**Secondary and Tertiary** : Licerio Antiporda Sr. National High  
School- Dalaya Annex  
Dalaya, Buguey, Cagayan  
2015-2021

**Elementary** : Remebella Elementary School  
2009-2015



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

### CURRICULUM VITAE



**ROBERT T. RIVERA**

Cabanbanan Norte, Gonzaga, Cagayan, 3513

[rr5917951@gmail.com](mailto:rr5917951@gmail.com)

09068424437

#### **PERSONAL INFORMATION:**

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<b>Date of Birth:</b>	03 September 2002	<b>Height:</b>	1.62 m
<b>Age:</b>	21	<b>Weight:</b>	55 kg
<b>Civil Status:</b>	Single		
<b>Place of Birth:</b>	Aparri, Cagayan	<b>Father's Name:</b>	Juanito Rivera
<b>Citizenship:</b>	Filipino	<b>Mother's Name:</b>	Mylyn Rivera
<b>Religion:</b>	Roman Catholic		

#### **EDUCATIONAL ATTAINMENT:**

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<b>College</b>	:	Cagayan State University Gonzaga Campus BS in Information Technology Gonzaga, Cagayan 2021 up to present
<b>Secondary and Tertiary</b>	:	Rebecca National High School Rebecca, Gonzaga, Cagayan 2015-2020
<b>Primary</b>	:	Cabanbanan Norte Elementary School Cabanbanan Norte, Gonzaga, Cagayan



## CAGAYAN STATE UNIVERSITY, GONZAGA CAGAYAN

2010-2015

### CURRICULUM VITAE



**JOURNEY T. SEGUIRRE**

Flourishing, Gonzaga, Cagayan, 3513

[journeyseguirre@gmail.com](mailto:journeyseguirre@gmail.com)

09272817294

#### **PERSONAL INFORMATION**

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<b>Date of Birth:</b>	February 25, 2000	<b>Height:</b> 5'5
<b>Age:</b>	24	<b>Weight:</b> 52
<b>Civil Status:</b>	Single	
<b>Place of Birth:</b>	Gonzaga, Cagayan	<b>Father's Name:</b> Jimmy L. Seguirre Jr.
<b>Citizenship:</b>	Filipino	<b>Mother's Name:</b> Geraldine T. Seguirre
<b>Religion:</b>	Latter Day Saint's	

#### **EDUCATIONAL BACKGROUND**

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<b>College</b>	:	Bachelor of Science in Information Technology Cagayan State University – Gonzaga Campus 2021 up to present
<b>Secondary and Tertiary</b>	:	Gonzaga National High School Smart, Gonzaga, Cagayan 2013 – 2020
<b>Elementary</b>	:	Gonzaga South Central School Smart, Gonzaga, Cagayan 2007 – 2017