**INNOVATE AND PROJECT**

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**CHOSEN PROBLEM**

The Technical Vocational Education and Training (TVET) office at Cagayan State University – Gonzaga encounters significant challenges due to its reliance on traditional manual processes in managing documents. TVET employees depend heavily on paper-based filing systems, with most records stored in folders, drawers, and cabinets. Retrieving a single document often requires sorting through stacks of files, making the process difficult and time-consuming. Furthermore, since they often prepare daily reports such as assessments and trainings, employees must frequently add, edit, and update records tasks that the manual system cannot efficiently support.

**PROPOSED IT-BASED SOLUTION**

A system called (TRACK) TVET Record and Archival Control Kiosk that helps the TVET office to minimize the works of each users. The designed and development of the system will simply help TVET office to work faster without digging through files and folders.

**Key Features:**

* Secure login and access control.
* Upload, search, categorize, and update documents easily.
* Trash bin and recovery module for mistakenly deleted files.
* Activity logs and user management for accountability.
* Backup and restore functions to ensure data safety.

**TESTING THE MVP (survey, simulation, feedback)**

* **Survey:** Distribute evaluation questionnaires (ISO 25010-based) to TVET staff and IT experts.
* **Simulation:** Run the system in a small pilot test within the TVET office for a limited period.
* **Feedback:** Gather responses regarding system usability, performance, and security.

**DECISION BASED ON POTENTIAL FEEDBACK**

* If their potential feedback is positive, particularly if clients find the system easy to use and effective in addressing their needs, we therefore continued implementation and roll out TRACK for full deployment in the office.
* If users experience finds it difficulties, we therefor revise and improve the system by enhancing usability and addressing technical issues before a full rollout.

**TYPES OF INTELLECTUAL PROPERTY RIGTHS TO PROTECT OUR INNOVATION**

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| **Type of Intellectual Property Right** | **What It Protects in TRACK** |
| **Copyright** | Source code, database structure, and user interface (UI) design. |
| **Patent** | |  | | --- | |  |  |  | | --- | | Unique processes or algorithms used for document retrieval, categorization, or backup. | |
| **Trademark** | The name “TRACK” and its logo for brand identity. |
| **Trade Secret** | Confidential coding techniques, security methods, or database optimization strategies. |
| **Industrial Design** | |  | | --- | |  |  |  | | --- | | Unique physical kiosk design (if customized hardware or terminal is developed). | |