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Chapter 1

THE PROJECT AND ITS BACKGROUND

Introduction

In today's digital age, organizations highly depend on effective data management systems to achieve smooth and reliable operations. Following the ever-increasing file volumes, the necessity of a secure, accessible, and organized storage solution becomes more critical. Digital archiving is crucial in maintaining necessary records, lowering the risk of data loss, and speeding up file retrieval. Unlike traditional paper-based methods which are vulnerable to misfiling, damage, or loss, digital systems offer improved workflow, disaster recovery capabilities, and long-term accessibility to institutional documents (Mazhar, 2023).

2 The Department of Education (DepEd), more specifically its Administrative Unit, handles large important records and documents. Meanwhile, the DepEd Ozamiz City Division, a large portion of these records within the Administrative Section is manually processed and kept. This antiquated system usually gives rise to issues like loss, sluggish access, paper deterioration of records, and wasteful allocation of personnel time.

In resolving these issues, 5 this research aims to suggest the creation of a Web-Based Archiving System targeting solely the Record Section of the Administrative Unit of DepEd Ozamiz City. The system will be designed to emulate the existing archiving process but in the online system, improving storage, retrieval, categorization, and document handling processes. It will enable users to upload, classify, and search files in a secure, central internal platform. Moreover, the system will only be for internal use, with external access not allowed, guaranteeing confidentiality and controlled data handling.

3 Objectives of the Study

This research aims to create and implement a secure, web-based archiving system that will improve the storage, organization, and retrieval of file records of the Administrative Section of DepEd Ozamiz City Division.

Particularly, the study aims to:

1. determine the particular needs and challenges that the Administrative Section has in

storing, retrieving, and securing its records;

2. to identify the challenges and limitations of the current paper-based archiving method and how a web-based system can address them;

3. convert the present manual or locally maintained archiving process into a web-based platform integrated into the internal network of DepEd Ozamiz City Division;

4. define and control system roles, i.e., User, Admin, and Super Admin, with particular access levels and functionality to facilitate document control and administrative hierarchy;

5. create and deploy a web-based archiving system specifically designed to meet these challenges, with basic features like uploading, viewing, archiving, retrieving, and searching;

6. create an easy-to-use web interface for seamless interaction and usability among staff members;

7. incorporate strong security mechanisms to provide protection and confidentiality for administrative records;

8. ensure system compatibility with different file types and operating systems employed by the Administrative Section;

9. perform extensive testing on the performance, security, and reliability of the system to ensure it is within the expected standards; and

10. Assess usability and user satisfaction using user acceptance testing and gathering feedback.

Scope and Delimitations

This research will develop a Web-Based Archiving System for the Record Section of the Administrative Unit of 2 Department of Education (DepEd) Ozamiz City Division. The system will digitize and automate the processing of official papers, such as the annual promotional reports of schools which validate if the students are qualified to proceed to the next level and teacher performance ratings. These records will be automatically archived within a specific year depending on what type of record to preserve perpetual documents. Additionaly, the system will offer a centralized, organized, secure, and easy to use platform for uploading, storing, retrieving, archiving, and managing digital files. They will have

features such as role-based user access, search and retrieval, categorizing documents, and an automatic archiving option based on age of the document.

Accordingly, the system will be accessed by authorized DepEd Ozamiz City personnel. It will also be installed in the local DepEd Ozamiz intranet network to guarantee data protection and restrict access only to the in-house division, not on the internet or outside. Since it is web-based, users may accomplish their tasks inside the office network without physically going to the Records Section, thus making the system more efficient and less dependent on paper transactions.

The coverage of the system will be confined to administrative documents within custody of the Records Section of the Administrative Unit. 12 These include but are not limited to official memos and administrative orders, annual promotional reports of students and teacher performance ratings.

Finally, The system will be coded using PHP as the main scripting language, 6 MySQL for database management, JavaScript for interactivity, and XAMPP as the local environment for development during deployment and testing.

14 Significance of the Study

The results of this study will yield benefits to the following:

Super Administrators. They will oversee system administration, including user management, data integrity, and security protocols.

Admin Staff. The system will streamline the record management process for admin staff by simplifying tasks such as storing, retrieving, and organizing employee records. This will reduce manual workload, minimize paperwork, and improve overall operational efficiency

Teachers. The system will provide teachers with convenient and easy access to their personal records without the need to physically visit the DepEd office. It will help reduce paperworks and save time, and supports better record transparency. by allowing them to open their files anytime and anywhere making it easier to find and manage records without going to the division office.

Future Researchers. This study will serve as a valuable reference for future researchers who aim to develop similar systems. It may guide improvements or extensions to the current system and inspire innovations in digital record management.

Definition of Terms

The following terms are 10 defined according to how they are used in this study.

Technical Terms

Archiving. systematic storage of documents, records, or data for long-term preservation and easy retrieval, as exemplified by the DepEd Archiving System, which digitizes paper-based records.

DepEd. It is the government office in the Philippines that handles the education system for elementary and high school students.

Operational Terms

MySql. It is used as the backend database in the DepEd Archiving System for robust and scalable data management.

PHP. It is an open-source scripting language, and will be utilized in the DepEd Archiving System to develop a web-based interface and server-side logic for efficient database management.

XAMPP. It 4 is a free and open-source cross-platform web server solution stack package developed by Apache Friends. It includes X (cross-platform), Apache (web server), MySQL (database), PHP (server-side scripting), and Perl. XAMPP provides an easy-to-use environment 11 for developing and testing web applications locally before deployment.

13 Chapter 2

REVIEW OF RELATED LITERATURE AND STUDIES

Digital archiving has revolutionized the record management process in government offices from paper-based, traditional systems to safe, effective, and accessible electronic systems. In the DepEd, particularly at the division level such as in Ozamiz City, proper disposition of administrative records is important to assist operating continuity, compliance with regulations, and efficient provision of public services. Hence, this section consolidates

literature and research that underscore the need, plans for adoption, issues, and benefits of web-based archiving systems tailored to government use, specifically in managing educational administrative records.

Computerized Archiving in Government Records Management

Argana et al. (2020) developed a computerized archiving function within a government information system to address general problems in the management of office records. The system enhanced file management in a way that made data more manageable and secure from sensitive data. With their study, they were able to demonstrate how electronic archiving reduced the risk of physical storage malfunction, deleted data, and loss or destruction by environmental or human means. Consequently, the transition to electronic records significantly boosted consistency and availability of data and disaster preparedness.

Applying the same procedures to DepEd's administrative records, particularly in the Records Section, would reduce some of the frequent issues such as slow retrieval time, lost documents, and inefficiency in physical storage. Thus, their findings support the utilization of a web-based archiving system that centralizes recordkeeping, improves data integrity, and retrieves key administrative documents instantly.

Preservation of Digital Archives: Systematic Review

Salim and Zahara (2022) emphasized that manual recordkeeping in the form of traditional archiving leaves files susceptible to damage by humidity, insect infestation, fire, and accidental human mistake. Their systematic review emphasized the role of digital archiving in ensuring long-term protection and security for important documents. Among the best practices determined from their review are the application of backup storage, role-based access control, and metadata tagging. Such processes guarantee data archived reliability, usability, and confidentiality.

Their experience is particularly relevant to DepEd's administrative offices, where a weighty cache of critical documents—e.g., memos, official letters, compliance reports, and administrative issues must be securely kept. Conversion into electronic forms using a well-

designed web-based system ensures these documents are protected from physical threats as well as nosy eyes, and enable fast retrieval and better organization.

Problems in Government Archiving and the Requirement for Web-Based Solutions

The Department of Education, as one of the largest government agencies in the Philippines, is also handling large volumes of records at both the division and national levels. Administrative documents in divisions such as Ozamiz City are still manually processed and stored. This leads to common problems like lost files, degradation of documents, and delays in retrieval—problems that have a direct effect on office efficiency. Even though efforts at digitization in the form of scanning core files have been made, there is no single web-based archiving system designed to address the needs of administrative offices. Salim and Zahara (2022) further noted that challenges in implementation normally come from a lack of adequate technical expertise, poor planning in managing metadata, and incompatibility with existing legal regimes for record keeping and data privacy.

These loopholes present the necessity for a user-focused endowed solution that is Republic Act No. 10173 (Data Privacy Act of 2012) compliant and can guarantee the long-term sustainability of government records management. Thus, a specially designed web-based archiving system for DepEd Ozamiz City's Records Section addresses these loopholes by providing secure storage, access control, and efficient search and retrieval systems.

The reviewed literature emphasizes both the potentiality and the necessity of digital archiving systems in public establishments. While different researchers have examined the benefits of digitizing documents e.g., improved access, improved security, and saving space there still lacks a special solution specifically dealing with administrative records within educational establishments. The proposed Web-Based Archiving System of the Record Section of DepEd Ozamiz City Administrative Unit aims to bridge such gaps by providing a central, secure, and compliant-to-law platform where important administrative documents can be managed. This evaluation gives impetus for the project and rationalizes

the originality and relevance of its purpose.

Conceptual Framework

This conceptual framework shows the plan for creating the Web-Based Archiving System for the Record Section of the Administrative Unit, DepEd Ozamiz City. It starts with the current problems of manual processes in the record section, such as risk of losing files during disasters, misplaced documents, and slow searching of records. These problems were identified through related studies. To solve them, the system will use digital archiving tools like online storage, backup and recovery, file tracking, secure access, and file retention features. These will help build the system and are expected to improve data safety, faster access to records, better file organization, and full support for legal requirements.

Figure 1

Conceptual Framework

This Figure illustrates the transition from manual paper-based processes of record section to a web-based digital archiving system specifically designed for the Web-Based Archiving System for the Record Section of the Administrative Unit, DepEd Ozamiz City

It begins by identifying the limitations of traditional methods. These problems, supported by findings from related literature, highlight the need for an improved system. In response, the framework introduces digital archiving interventions including database storage, backup and recovery systems, metadata indexing, secure user access, and file retention management. These features are based on best practices from reviewed studies and are integrated into the proposed archiving system for the record section of the administrative unit in DepEd Ozamiz. As a result, the system is expected to bring significant improvements, such as compliance with data protection laws, faster and more reliable file retrieval, enhanced protection from disasters, and better-organized file management.

Chapter 3

METHODOLOGY

15 This chapter presents the research methodology, detailing the approach, design, and procedures used to achieve the study's objectives.

Research Design

This research will utilize a qualitative study design since it supports the collection of in-depth, descriptive data that allows participants' views, experiences, and organizational practices to be explored further. The design is particularly appropriate since it supports the collection of detailed information through open-ended questions, interviews, and observations, which assist in revealing patterns and themes around the archiving issues experienced by staff. It is concerned with comprehending intricate human experience, behavior, and organizational processes through non-numeric data. Qualitative research was suitable for this research because it enabled a close understanding of the existing problems encountered by the administrative staff of 2 the Department of Education (DepEd) Ozamiz City Division in document archiving.

Research Environment

This study will be at the record section of the Administrative Unit of DepEd Ozamiz City Division, where employee records are mainly processed. This working environment will allow the researchers to have an actual setting to observe actual practices and see how admin staff engage with hard copies and available digital tools. By situating the study within the real workplace, the study will manage to correctly determine the constraints of existing manual recordkeeping practices. Understand the technical context (e.g., available hardware, internet access, local systems), and ensure that the web-based solution would mesh with actual user preferences and workflows.

Moreover, this context will provide access to critical stakeholders like document custodians and Admin officers, each contributing significantly toward defining the features and functionality 1 of the proposed system.

Research Respondents

The respondents in this study will be selected through purposive sampling from the records section of the Administrative Unit in 2 Department of Education (DepEd) Ozamiz City

Division. Two major groups will be specifically targeted: the Information Technology (IT) staff and the Administrator personnel. These groups will be considered the most relevant stakeholders, as they are the end-users and caretakers of the document archiving system Meanwhile, the IT Department will be chosen based on their technical knowledge and ownership in maintaining and resolving the system infrastructure. Their opinions will give critical feedback on the functioning of the system, security, and network constraints. Simultaneously, the admin staff will be selected since they are the prime users of the archiving system for filing, retrieving, and processing personnel records, school records and other critical papers. Their feedback provides crucial insights regarding system usability, performance, and optimisation of document handling procedures.

A purposive sampling method will be employed to recruit the respondents, with only those directly engaged with document administration and system upkeep in consideration. There will be a total of one respondents who took part in this study, consisting of two admin personnel and one IT personnel.

The information gathered from such respondents formed a very essential foundation for assessing the success of the current system, the potential areas for improvement, and whether or not the new archiving system addresses the needs of its end users.

Treatment of Data

The information gathered using semi-structured interviews, observations, and document analysis were coded through thematic analysis. Through this approach, researchers are able to interpret qualitative data into meaningful patterns or themes that are directly related to the goals of the project.

This data treatment steps involved:

- Interview and observation note transcription,
- Coding responses to capture repetitive ideas (e.g., retrieval difficulty, insecurity, redundancy),
- Theme building to collate similar problems and map them onto system needs,

● Translation of these themes to inform design of major system functions like searching for files, classification, 1 user roles, and permissions.

To promote understanding and communication with stakeholders:

● Flowcharts and workflow diagrams were employed to contrast the paper-based and electronic procedures,

● Narrative summaries documented exact quotes from users to underpin significant findings,

● Visual matrices assisted in the structuring of challenges and aligning them with suggested system functionalities.

These tools ensured that system development was based on actual user experience and tackled the individual objectives of enhancing efficiency, data security, usability, and accessibility through an entirely.

Chapter 4

TECHNICAL REQUIREMENTS

This chapter documents the technical specifications of the Web-Based Archiving System for the Record Section of the Administrative Unit in DepEd Ozamiz City. It contains the chosen software development model, UML diagrams, system features, external dependencies, and the test plan that 1 will be used to guarantee system functionality and reliability.

System Features

Administrators

To support the goals and objectives of the project, the system offers the following administrator level functionalities:

Administration Dashboard.

Admin Functions:

1. Secure login/logout

2. Upload/edit/archive/delete records

3. View, Print, and manage document logs

4. Categorize and tag files for easy retrieval

5. Manage 1 user roles and permissions

Landing Page. Menu.

1. Displays the navigation menu, logout DepEd Ozamiz City Division logo

2. Features a document archive search bar and recent uploads.

Document Menu:

● View categorized documents (e.g., Saln, Reports, Letters, Forms).

● Metadata contains: Title, Description, Upload Date, Tags, and Access Level

● Search and filter by document type, date, and uploader.

User Characteristics

Superadmin. It is responsible for the overall management and maintenance of the archiving system. This user creates and manages Admin and Uploader accounts and performs system backups. With full access to all system features, the Superadmin oversees technical operations and resolves system-related issues.

Admin. It handles the review, approval, and organization of documents submitted by Uploaders. They track the status of files, manage archival records, and ensure that files are properly categorized. Admins also generate reports and assist in 6 maintaining the integrity of the document archive.

Uploader. They are responsible for submitting digital documents to the system for archiving. They can view the status of their uploaded files and request file retrieval when needed. Their access is limited to uploading and tracking documents related to their respective schools.

Constraints

The Web-Based Archiving System is developed specifically to be used within the internal network of the DepEd Ozamiz City Division and can possibly not be accessed externally or through public internet connections. This is a security measure to maintain everything within the controlled environment of the institution. The system is likewise coded for use on optimized desktops only, but it can possibly not be fully compatible with mobile or tablet devices. Though the platform supports uploading, searching, and retrieving documents, it does not support scanning and document conversion of physical documents. Only pre-digitized files are supported for uploading. Role-based access to the system is provided with users having restricted permissions, managers having more permissions, and administrators having full permissions to maintain document security and integrity.

Assumptions

It is assumed that all of the system's users, including administrative staff and IT personnel, possess a minimum level of computer and internet literacy needed to operate and manage the web-based archiving system. The system is programmed to execute within the internal network of DepEd Ozamiz City Division, thus it is assumed that users possess an available and secure internet connection within the office building. In addition, it is expected that the DepEd IT unit will manage regular server upgrades, system upkeep, and technical support to ensure seamless operation. Lastly, the system assumes that all documents intended to be stored for archival purposes are already in electronic form which is PDF form.

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