

The Title Page

Title: Addressing BAC Challenges: Implementing a Digital Repository System for Streamlined Document Management

Author(s): Semilla, Leodyver S., Lanot, Louvee Jane S., Pelayo, Trisha Nicole, Mangrain, Raesell Ann A., Consumo, Micaela Rose G.

Keywords: Document Management, Digital Repository, Procurement, Bids and Awards Committee, Local Government Units, Efficiency, Automation

Abstract

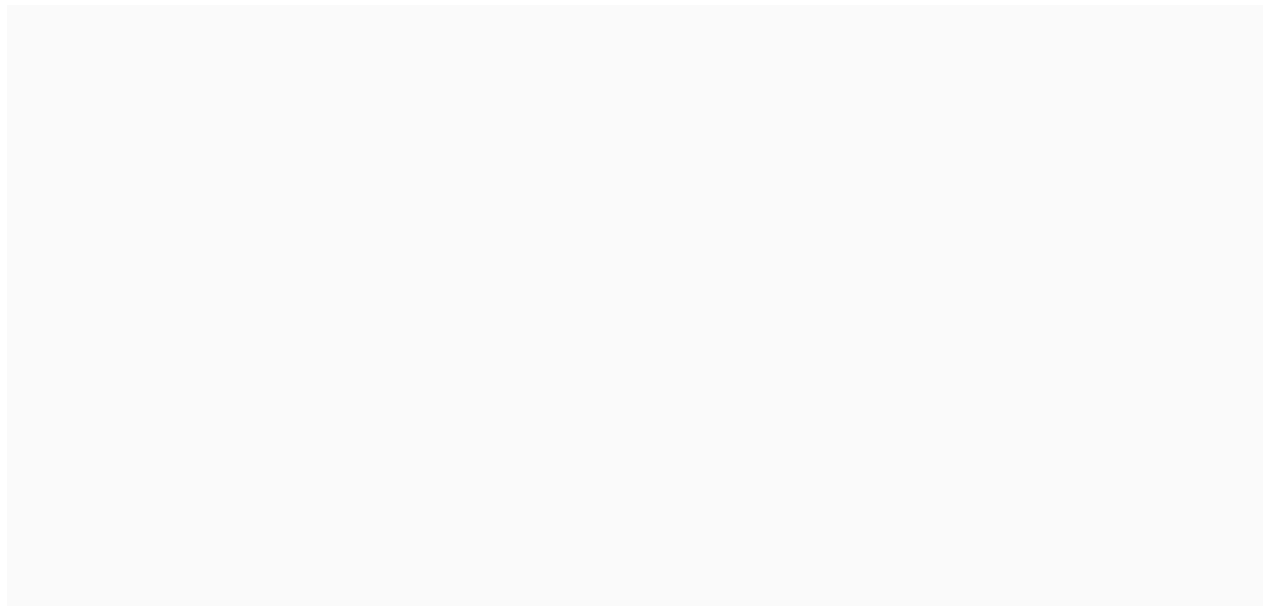
Outdated manual document management practices impede the procurement processes of Bids and Awards Committee (BAC) offices within Local Government Units (LGUs). These processes lead to longer procurement lead times, more administrative work, and more chances of mistakes and poor management. This study aims to evaluate the BAC offices' present document management system and suggest implementing a customized digital repository solution to improve workflow. Thirteen employees of the BAC offices were given a structured questionnaire addressing a range of document management topics. The results highlight important areas for improvement, particularly in digital tools, training, and security measures, but also show a modest level of satisfaction with current methods. There was considerable support for the suggested Digital Repository System. If such a system is implemented, the procurement procedures used by BAC offices could benefit from increased efficiency, accuracy, compliance, and stakeholder confidence.

Introduction

Effective and transparent procurement is critical for good governance in Local Government Units (LGUs). However, many Bids and Awards Committee (BAC) offices rely on outdated, paper-based document management systems. These manual processes lead to a multitude of issues, including inefficiencies, errors, and difficulties ensuring compliance with procurement regulations. This research focuses on the challenges associated with manual document management in BAC offices. Potential drawbacks of this practice include prolonged procurement cycles, increased administrative workload, and heightened vulnerability to errors and mismanagement. Observations of current LGU practices, along with discussions with BAC personnel and procurement specialists, underscore the need for reform.

Current document management in Bids and Awards Committees (BAC) offices of Local Government Units (LGUs) is hampered by manual processes, leading to errors, inefficiencies, and potential compliance issues. This study proposes a unique solution: a digital repository system specifically designed for BAC offices. This system offers advanced search functionalities, robust document categorization, and stringent access controls, automating document management and streamlining procurement workflows.

This BAC-tailored system goes beyond generic document management solutions. Its unique features, including audit trails, real-time collaboration, and access controls, address the complexities of LGU procurement procedures. The benefits are significant for both LGUs and stakeholders. By reducing time spent on document management, the system can accelerate procurement cycles and potentially lead to cost savings. Additionally, enhanced accountability and transparency will boost stakeholder confidence and mitigate the risk of fraud or mismanagement.



Methods

This study utilized a survey design, employing Likert scale questionnaires as the primary data collection instrument. Survey Design is a method in which a survey serves as a tool for data collection (Tessler et al., 2019). The Likert scale, a commonly used psychometric tool, allows respondents to express their level of agreement or disagreement with statements related to the variables of interest (Likert, 1932). Surveys typically rely on self-reporting, meaning participants complete the questionnaire independently. Researchers then analyze the collected data using appropriate statistical methods.

Population and Sample of the Study

The respondents of this study were staff and members of the Bids and Awards Committee in the Municipality of Gloria, Oriental Mindoro. The total number of respondents was 13.

Sample Size and Selection of Sample

Staff and members of the BAC office are directly involved in the bidding and awards processes. They possess first-hand knowledge and experience with the operations, challenges, and procedures of the BAC Office. Therefore, respondents of this study were selected because they understand the context and intricacies of the office's work, ensuring that the collected data is accurate and nuanced.

Sources of Data

The collected data were from chosen individuals or those who volunteered to answer the Likert scale survey provided by the researchers.

Collection of Data

The researchers sought permission from the Acting Mayor of the Municipality of Gloria to survey the Municipality, specifically in the BAC Office. Respondents of this study were provided with Likert scale questionnaires printed on a piece of paper, requiring their honesty and willingness to answer.

Data Management

The result of the collected data serves as the basis for analysis, interpretation, findings, conclusion, and recommendation of the study. The researcher also adhered to the Data Privacy Act 2012, protecting the respondents' data.

Ethics and Human Subjects Issues

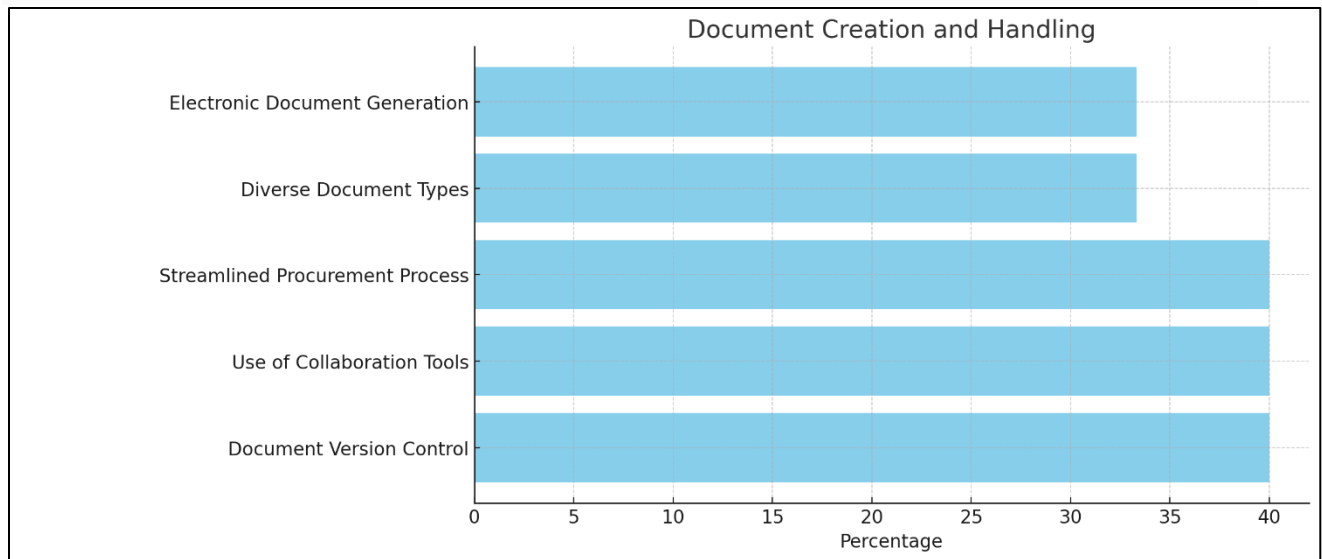
The respondents' personal information is strictly confidential, following the basic principles of ethical research practice.

Results

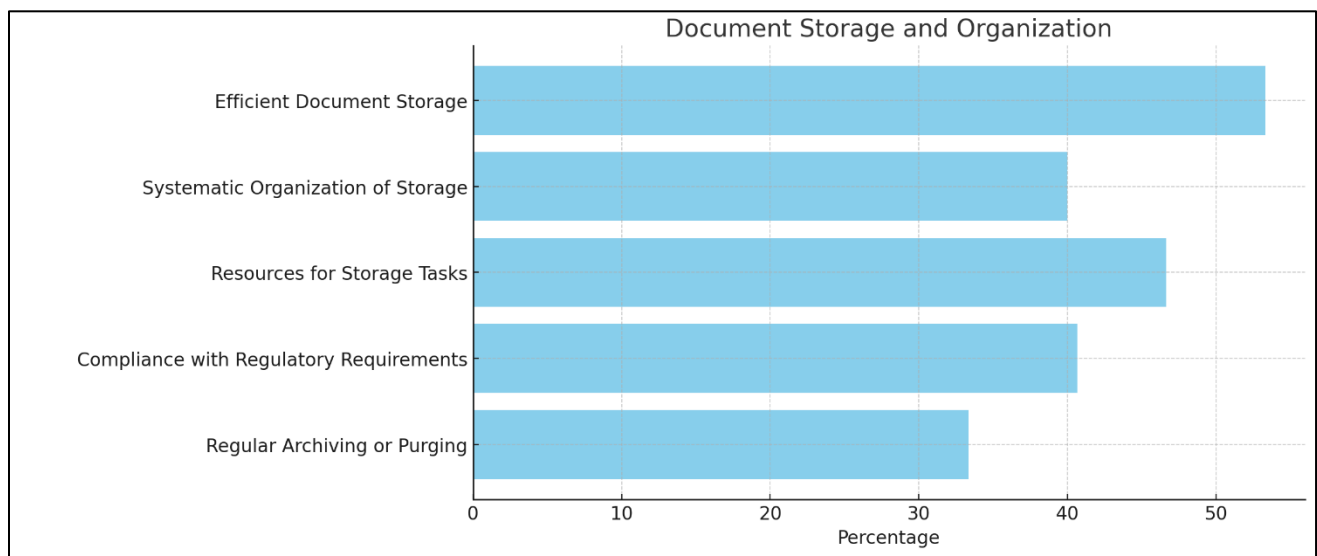
Response Rate and Demographics

A total of 13 responses were collected from the BAC office staff, including 6 males, and 7 females. The age range of the respondents varied from 25 to 60 years, with an average age of 42 years. The roles of the respondents included Staff (54%), Heads (31%), and Members (15%).

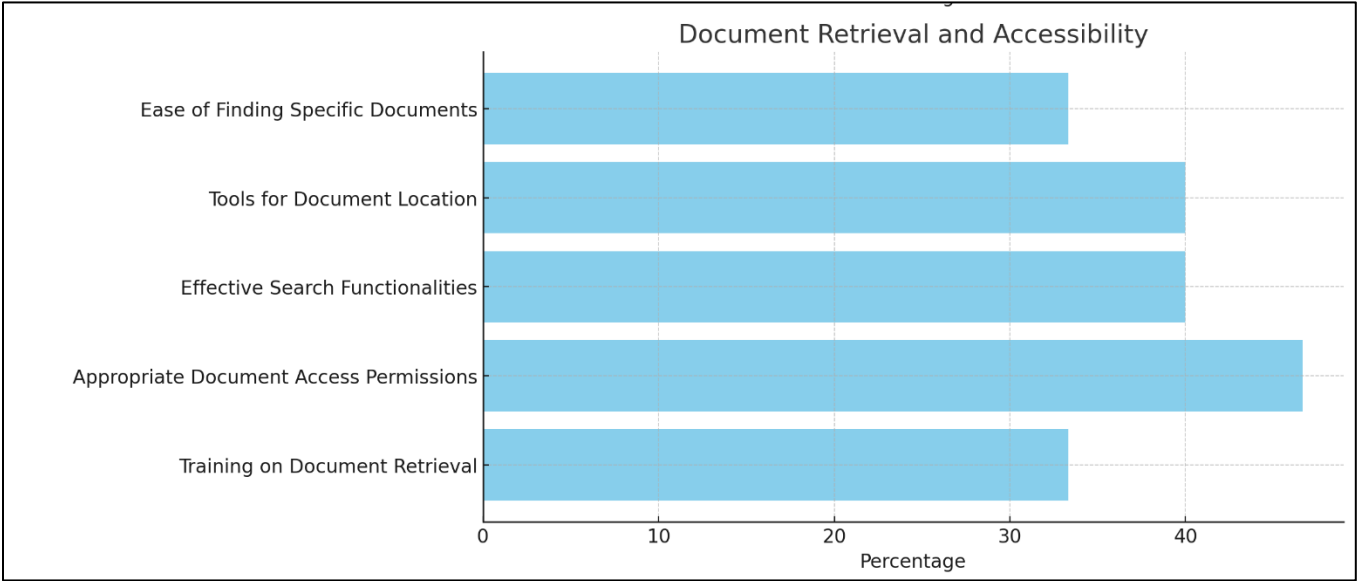
Document Creation and Handling



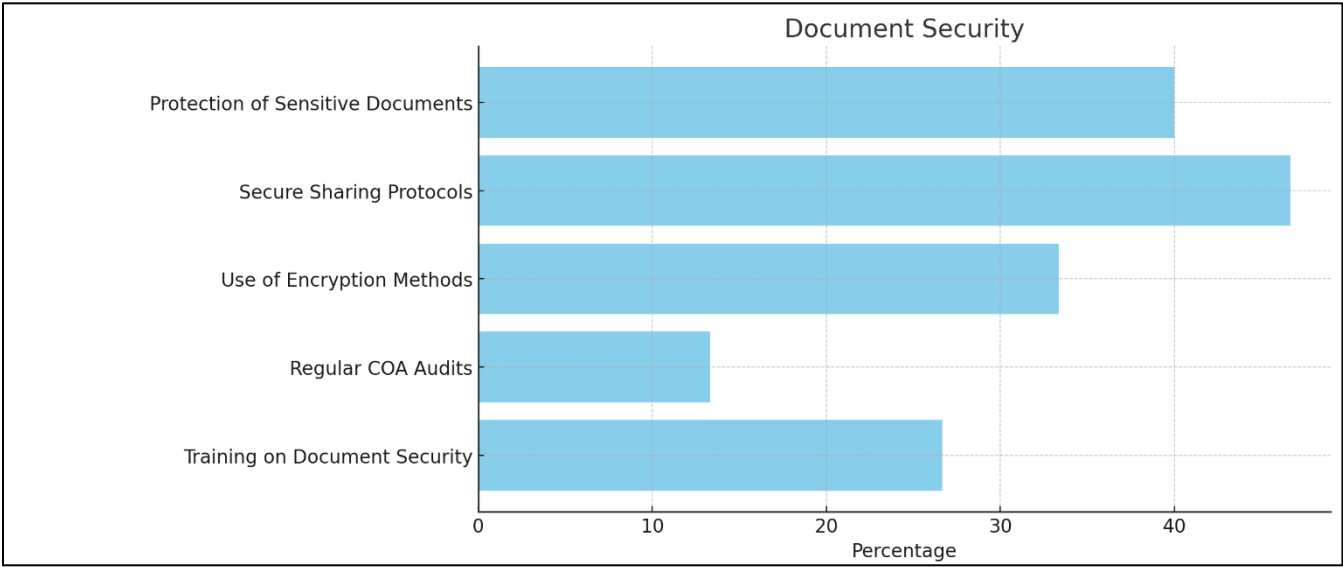
Document Storage and Organization



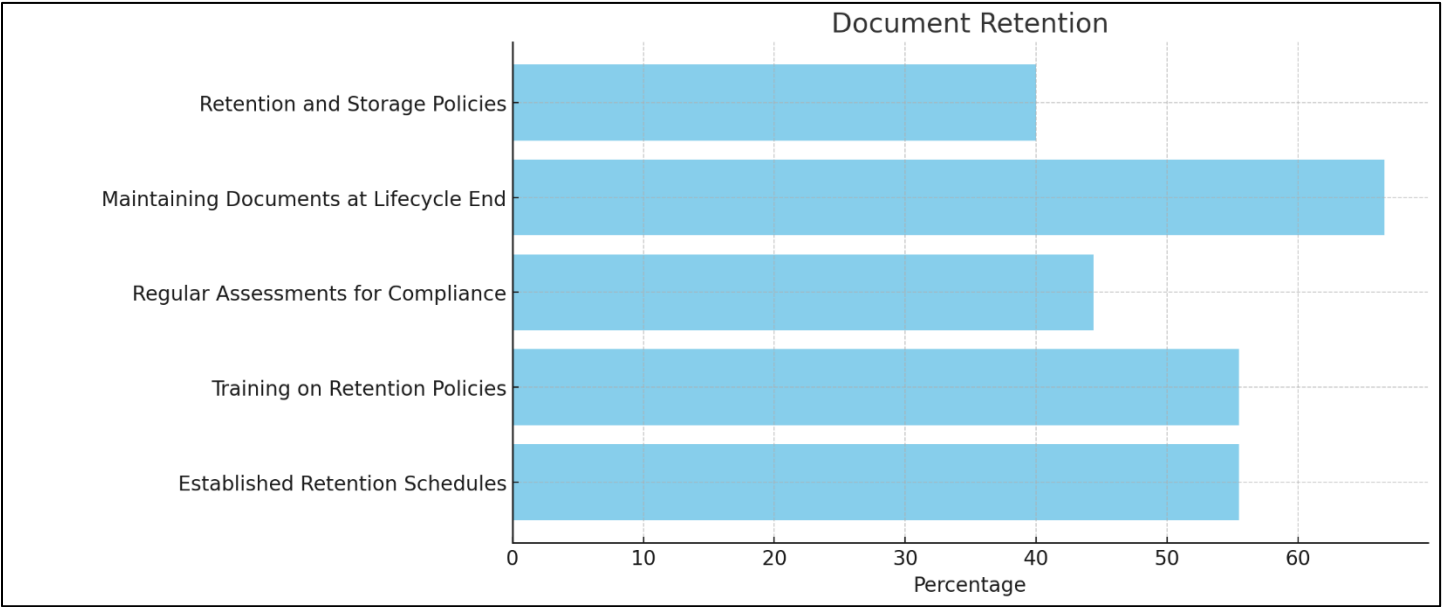
Document Retrieval and Accessibility



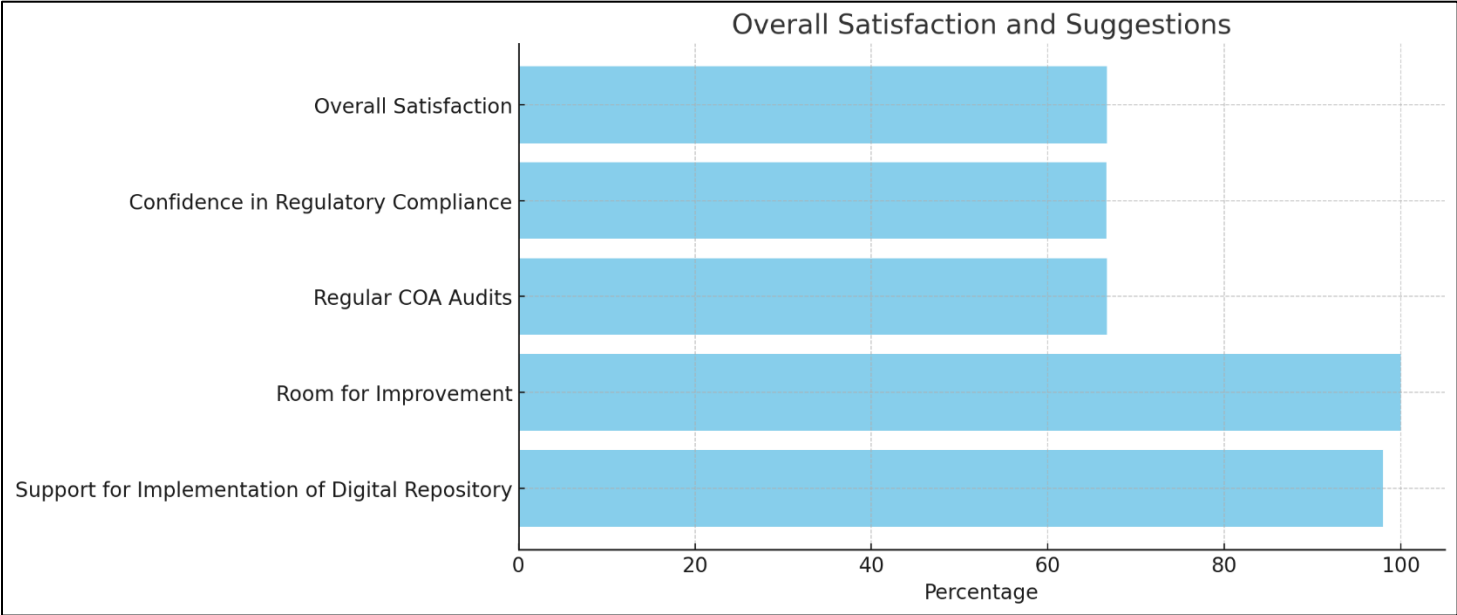
Document Security



Document Retention



Overall Satisfaction and Support for Digital Repository System



Discussion

The report provides numerous significant insights into document management processes at the Bids and Awards Committee (BAC) offices in the Municipality of Gloria, Oriental Mindoro. The findings show reasonable satisfaction with present procedures, but considerable room for improvement, particularly in document generation, handling, storage, retrieval, and security.

Document Creation and Handling

The findings indicate that, while electronic document generation is prevalent, inconsistencies continue in how documents are created and handled. A sizable proportion of respondents stated that the procurement process is not as efficient as it could be, and collaborative technologies are only used to a limited extent. Furthermore, document version control methods are only partially implemented, leading to confusion and errors.

Document Storage and Organization

The efficiency and accessibility of document storage garnered mixed evaluations. Although a slim majority of respondents said that documents were stored efficiently and easily accessible, there were clear gaps in systematic structure and resources for storage responsibilities. Furthermore, compliance with regulatory obligations and frequent record archiving or purging are areas that require major improvement.

Document Retrieval and Accessibility

Another area that might be improved is the simplicity of retrieving documents. While several employees thought that their tools and resources were appropriate, the need for improved search functionality and more complete training on document retrieval procedures was emphasized. Inconsistent document access permissions are also a security issue and can impede the retrieval process.

Document Security

Document security practices are moderately evaluated, with only 40% of respondents considering that sensitive papers are appropriately protected. The adoption of encryption technologies and frequent security audits is noticeably low, pointing to flaws in existing security processes. Limited document security training exacerbates these challenges, stressing the necessity for stronger security measures.

Document Retention

Responses to document retention practices show that, while certain policies are in place, their implementation and compliance vary. Regular assessments for compliance and adequate training on retention rules are inadequate. Critical areas for improvement include ensuring that documents are retained in accordance with defined procedures and retention periods.

Overall Satisfaction and Support for Digital Repository System

Despite the reasonable satisfaction with current methods, there is a uniform acceptance of the need for reform. The overwhelming support for the planned Digital Repository System demonstrates a clear understanding of its potential benefits. The solution promises to improve productivity, accuracy, and compliance while addressing the significant issues raised in the study.



Conclusions

The study underscores the urgent need for modernizing document management practices within the BAC offices. Implementing a tailored Digital Repository System can address the current inefficiencies and vulnerabilities, leading to improved procurement processes. This system will provide robust functionalities, enhance security measures, and ensure better compliance with regulatory requirements. The strong support for this transition among BAC staff indicates readiness for change and a shared commitment to improving document management practices.

Recommendation

Acknowledgments

This study owes its success to the invaluable support and guidance provided by numerous individuals who played significant roles in its completion. Our utmost gratitude is given to the following individuals who contributed to broadening our perspective as we went through this study:

To our esteemed research adviser, Mr. Nicko Magnaye, whose unwavering guidance and encouragement greatly facilitated the development of our ideas and skills in conceptualizing this study;

To our research question validators, Instructor 1, Mark Joshua O. Quiambao; Assistant Prof. Mr. Uriel M. Melendez; and Administrative Aide VI, Mrs. Lina B. Javier, for their invaluable insights, constructive feedback, and suggestions, which greatly contributed to the refinement of this research paper;

To Vice Mayor Romeo Edward P. Alvarez, the Acting Mayor of the Municipality of Gloria, for giving us the chance to carry out our study inside the Municipality of Gloria's Bid's and Award's Committee;

To the MCRO/BAC Chairperson, Mr. Manulito S. Rodriguez, for his willingness to let us conduct our study at their department, which has been crucial to the accomplishment of our research project.

To the members of the Bids and Awards Committee who generously participated in and provided responses to our research questionnaire, enabling us to gather essential information.

Lastly, we offer our gratitude to the Almighty for the guidance and strength bestowed upon us as we successfully completed this research project.

References

- Bhandari, P. & Nikolopoulou, K. (2023, June 22). *What Is a Likert Scale? | Guide & Examples*. Scribbr. Retrieved May 30, 2024, from <https://www.scribbr.com/methodology/likert-scale/>