

PAMANTASAN NG LUNGSOD NG SAN PABLO

LEGISLATIVE RECORDS MANAGEMENT AND DOCUMENT TRACKING SYSTEM FOR SANGGUNIANG PANLUNGSOD NG SAN PABLO

A Capstone Project

Presented to

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Pamantasan ng Lungsod ng San Pablo

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of the Requirements for the Degree of
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CHAPTER I

THE PROBLEM AND ITS BACKGROUND

This chapter contains the discussion about the Introduction, Background of the Study, Objectives of the Study, Purpose and Description, Scope and Limitation, Theoretical and Conceptual Framework, Significance of the Project, and Definition of Terms of the proposed study of Technotubbies entitled “Legislative Records Management and Document Tracking System for Sangguniang Panlungsod ng San Pablo”.

Introduction

Philippines is known as a government with democracy policy that was implement in the whole country. The branches of democracy are legislative, executive and judicial. The legislative branch of government is responsible for making laws within a country. The program helps Filipino citizens to enact other human rights.

According to officialgazette.gov.ph, The Legislative branch is authorized to make laws, alter, and repeal them through the power vested in the Philippine Congress. This institution is divided into the Senate and the House of Representatives.

The ordinances and resolution process manually in the Sangguniang Panlungsod ng San Pablo at the Office of the Secretary that makes the process slower and sometimes misplaced the original files of the ordinances.

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CHAPTER II

REVIEW OF RELATED LITERATURES AND SYSTEMS

This chapter contains the discussion about the Technical Background, Related Literature, Related System and Project Synthesis of the proposed Study of Technotubbies entitled “Legislative Records Management and Document Tracking System for Sangguniang Panlungsod ng San Pablo”

Technical Background

The technologies used in developing the Legislative Records Management and Document Tracking System for Sangguniang Panlungsod ng San Pablo includes:

Records Management System

The Records Management System or RMS aids in the control, retrieval, distribution, compliance, and preservation of legislative records in the Office of the Secretary to the Sangguniang Panlungsod. This is done through gathering and tagging legislative records and converting them into digital format that would be used in the Document Tracking System for efficient tracking of documents or records. The system also provides an integrated calendar and notifications system with employees' work performance and activity logs for efficient and streamlined processes in the said office.

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CHAPTER III

DESIGN AND METHODOLOGY

This chapter explains the studies' Requirement Analysis, Requirement Documentation, Design of Software, Systems, Product and/or Process, Development and Testing, and Implementation Plan that will support the researchers' study

Requirement Analysis

In the complex and highly regulated world of legislative processes, the efficient tracking and management of legislative documents are of paramount importance. Legislative bodies, government agencies, legal professionals, and the public rely on accurate and accessible information to ensure the proper functioning of the democratic process and the rule of law. To meet these demands, legislative document tracking systems have become indispensable tools.

It is the systematic process of understanding, documenting, and prioritizing the needs and expectations of stakeholders to create a comprehensive and effective system. This process ensures that the resulting solution aligns with the intricate workflows, compliance requirements, and usability demands inherent in legislative document management.

In this context, requirements analysis serves as the foundation upon which the entire system is built. It involves engaging with a diverse group of

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	<p>stakeholders, ranging from lawmakers and government officials to legal experts and citizens, to gather insights into their specific requirements. These requirements encompass both functional aspects, such as document submission and tracking, as well as non-functional considerations like security, performance, and accessibility.</p>	

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CHAPTER IV

RESULT AND DISCUSSION

This Chapter discusses the results of the study and the recommendations which are useful for the improvement of Legislative Records Management and Document Tracking System for Sangguniang Panlungsod ng San Pablo.

Results

The main objective of the project is to assist the staff of Sangguniang Panlungsod ng San Pablo in managing and tracking legislative records.

The study specifically aims to:

Design and developed a system called Legislative Records Management and Document Tracking System for Sangguniang Panlungsod ng San Pablo, and a Public Website for approved city ordinances and resolutions which will be capable of: