

# **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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of the Requirements for the Degree of  
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# **PAMANTASAN NG LUNGSOD NG SAN PABLO**

## **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](http://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.

# **PAMANTASAN NG LUNGSOD NG SAN PABLO**

## **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.

## **PAMANTASAN NG LUNGSOD NG SAN PABLO**

### **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: