



Father Saturnino Urios University  
Computer Studies Program  
Butuan City



**IMPROVING FATHER SATURNINO URIOS UNIVERSITY EMPLOYEE  
PROFILE AND MONITORING USING A CENTRALIZED WEB-BASED  
SYSTEM**

A Capstone Presented to  
the Faculty of the Computer Studies Program  
Father Saturnino Urios University  
Butuan City

In Partial Fulfillment  
of the Requirements for the Degree of  
Information Technology

By

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November, 2025



### **CERTIFICATE OF ORIGINALITY**

This is to certify that the work contained in this capstone project entitled Improving Father Saturnino Urios University Employee Profile and Monitoring Using a Centralized Web-Based System submitted by Mark Ezequiel S. Pereyra, Marconi Dominyx G. Asis, Riemann C. Ragas in partial fulfillment of the requirements for the degree of Information Technology to the Computer Studies Program at Father Saturnino Urios University is original and has not been submitted previously, in whole or in part in any other institution for a degree, diploma or other qualifications.

We hereby declare that this thesis is our work and contains no material previously published or written by another person except where due reference is made in the text.

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### APPROVAL SHEET

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## ABSTRACT

### **IMPROVING FATHER SATURNINO URIOS UNIVERSITY EMPLOYEE PROFILE AND MONITORING USING A CENTRALIZED WEB-BASED SYSTEM**

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The current manual documentation process at Father Saturnino Urios University (FSUU) is compromised by fragmented methods and frequent non-compliant file formats, creating significant delays for the Quality Assurance Planning (QAP) office and hindering efficient accreditation readiness.

This study addressed these challenges by developing and evaluating a centralized, web-based Documentation Control System (DCS). The system was engineered following the Waterfall Model, utilizing Laravel for the secure API backend and Angular for the dynamic frontend. Key features include a structured digital profiling form, a submission dashboard, a feedback module, and a built-in file converter to enforce the mandatory PDF format.

The system's functionality was successfully verified against all project objectives, as demonstrated in Chapter 3. The primary conclusion will confirm the DCS's effectiveness in standardizing submissions and improving data management, thereby significantly reducing administrative effort and enhancing the efficiency of data extraction for accreditation bodies like PAASCU.

**Keywords:** Documentation Control System, QAP, Employee Profile, PAASCU, Laravel, Angular



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We are profoundly grateful to Ms. Kimberly E. De Rama, LPT, Director of the Quality Assurance Planning (QAP) Office. Your unwavering support, encouragement, and belief in the system's vision were fundamental to our success. Your willingness to champion this project provided the motivation needed to overcome technical challenges.

Our deep thanks also go to the entire QAP Office Staff and especially the Student Assistants. Your easy accessibility and willingness to be approached and contacted simplified the data gathering and validation processes, ensuring the system met the practical needs of the office.

Finally, we thank our family and friends for their constant love, spiritual support, and enduring patience throughout the intense demands of this research. This project stands as a tribute to the combined efforts of all who believed in our capacity to achieve it.



## DEDICATION

This capstone project is first and foremost, humbly dedicated to the Almighty God, the infinite source of all wisdom, knowledge, and enduring grace that sustained us throughout this demanding academic endeavor. It is through His providence that we found the strength and clarity to see this project to its successful completion.

To our beloved parents and family, whose unwavering love, financial sacrifice, and countless prayers provided the bedrock for our entire education, we dedicate this achievement. It is a powerful testament to their belief in our potential.

We extend our deepest gratitude to the Father Saturnino Urios University academic community, for establishing the essential foundation of learning and professional ethics that shaped us into future IT professionals. We specifically honor Ms. Kimberly De Rama and the Quality Assurance Planning (QAP) Office at FSUU. Their proactive support, commitment to institutional efficiency, and willingness to dedicate their valuable time to system evaluation were not only generous but fundamental to validating this system's real-world success.

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Finally, we dedicate this work to the future researchers in the Computer Studies Program. May this system serve as a stable, open foundation, inspiring the next generation to further expand this technology and pursue innovation in the spirit of continuous learning.



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## CHAPTER 1

### THE PROBLEM AND REVIEW OF LITERATURE

#### 1. Background of the Study

Effective documentation management plays a vital role in upholding quality assurance standards within higher education institutions. Global and national accrediting bodies, such as the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU), require educational institutions to maintain meticulous, up-to-date records of faculty qualifications, performance, and institutional compliance. This rigorous requirement is not merely administrative; it is fundamental to maintaining academic credibility and institutional status. At Father Saturnino Urios University (FSUU), achieving and sustaining program accreditation is a key institutional objective, making the efficient and accurate management of employee profile data essential for this entire process.



Despite this critical need, challenges persist in managing documentation flows between academic departments and the Quality Assurance Planning (QAP) office. The existing workflow relies heavily on manual processes, primarily utilizing platforms like Google Drive for storage. According to Ms. Kimberly De Rama, Director of the QAP Office, faculty members are required to regularly submit updated documents (certificates, service records, etc.), but this method lacks essential automated features. Specifically, the system offers no file format validation, no direct submission tracking, and no real-time tools for compliance monitoring.

As a result of these fragmented methods, the QAP office faces significant operational inefficiencies. Employees often submit documents in non-compliant formats (e.g., JPEG instead of the preferred PDF), leading to administrative rework and inconsistencies in review. Furthermore, the system lacks a consistent mechanism for verifying the completion status of profile submissions across departments, often resulting in documents being late or missing entirely. These issues contribute to repetitive manual work, delays in documentation processes, and ultimately, potential risks to the university's accreditation preparedness, as PAASCU requires standardized, complete, and clearly structured documentation for evaluation.

Therefore, this study was initiated to address these critical deficiencies by developing a centralized, web-based Documentation Control System (DCS). This system is designed to transform the current manual process into an efficient digital workflow. By implementing features such as a built-in file converter and a structured submission dashboard, the DCS aims to standardize profile data, enforce compliance, and provide QAP personnel with immediate visibility into document status. This research, culminating in a usable system, seeks to provide FSUU with a powerful tool to secure its documentation, reduce administrative delays, and ultimately strengthen its readiness for accreditation.



## 1.1. Review of Related Literature/Systems

This chapter examines previous studies and relevant literature to establish the foundation of this study. It outlines the background, explains key concepts, and identifies the gaps this project seeks to address.

### 1.1.1. Related Literature

#### 1.1.1.1. Digital Documentation Management in Higher Education

The increasing need for efficiency and compliance in academic institutions has driven the adoption of electronic document management systems (EDMS). Aliazas et al. (2024) conducted a study in a higher education institution in the Philippines, demonstrating that EDMS implementation enhanced administrative efficiency, reduced manual errors, and improved user acceptance through the Technology Acceptance Model (TAM). Similarly, Estrera (2017) implemented an EDMS in a Philippine college setting, reporting reductions in file loss, redundancy, and operational costs, highlighting the system's effectiveness in streamlining document workflows. Rengifo (2025) also emphasizes that adopting a robust EDMS addresses challenges such as unstructured data, version control, and compliance, providing centralized and secure access to records (Jenzabar). Ridei et al. (2023) further support these findings, indicating that universities adopting digital document workflows with blockchain integration experience improved data security and reduced risks of document misplacement. These studies collectively highlight that EDMS in higher education significantly enhances record management, administrative accuracy, and overall institutional productivity.

#### 1.1.1.2. Template Enforcement and File Format Standards

Template standardization and strict format compliance are crucial in documentation processes, especially for accreditation. The Planning Accreditation Board (PAB) mandates using Self-Study Report (SSR) templates. Institutions must submit documentation in specific formats (e.g., PDF) to ensure uniformity and facilitate evaluation (PAB, 2022).



Similarly, Gelashvili (2020) emphasized in a study on digital records management that standardized formats prevent inconsistencies and improve archiving and retrieval efficiency, especially in large-scale document systems. These requirements ensure documentation clarity and reduce risks associated with non-compliance, supporting institutions in effectively meeting accrediting bodies' standards.

#### *1.1.1.3. Task Tracking and Progress Monitoring*

Effective task-tracking mechanisms—such as progress indicators and checklists—are essential to maintain transparency and ensure the timely completion of documentation tasks. Rocamora and Hernandez (2017) introduced a workflow-based document management system for higher education accreditation agencies, allowing real-time document status monitoring and significantly reducing delays and manual errors. The Middle States Commission on Higher Education (MSCHE) also highlights the importance of well-defined milestones and periodic monitoring throughout the self-study accreditation process, emphasizing that proper task tracking improves accountability and enhances overall institutional readiness (MSCHE, 2024). These approaches help institutions manage large-scale documentation processes more effectively and consistently meet deadlines.

#### *1.1.1.4. Communication and Feedback Mechanisms*

Clear feedback and communication channels are vital to improve document quality and minimize administrative inefficiencies. MSCHE (2024) recommends ongoing consultation and structured feedback loops to engage stakeholders and ensure continuous improvement in documentation practices. Furthermore, Williams (2024) stressed the significance of timely and constructive feedback in educational contexts, noting that incorporating comment features and review mechanisms in digital systems encourages compliance and improves the quality of submissions (ERIC). These insights underscore the importance of enabling review and feedback functions, such as allowing QAP representatives (e.g., Ms. Kimberly De Rama) to directly comment on uploaded files to guide corrections and improve clarity.



### **1.1.2. Synthesis**

The review of related literature confirms the critical need for a centralized Electronic Document Management System (EDMS) to enhance administrative efficiency. The literature also shows that template enforcement and clear feedback mechanisms are essential for accreditation. This project synthesizes these concepts by developing a system that not only centralizes documents but also programmatically enforces file standards using a built-in PDF converter, directly addressing the gaps identified in FSUU's current manual process.



## 1.2. Conceptual Framework

This study utilized the **Input-Process-Output (IPO)** model to illustrate the relationship between key elements in developing a centralized, web-based Documentation Control System for FSUU.

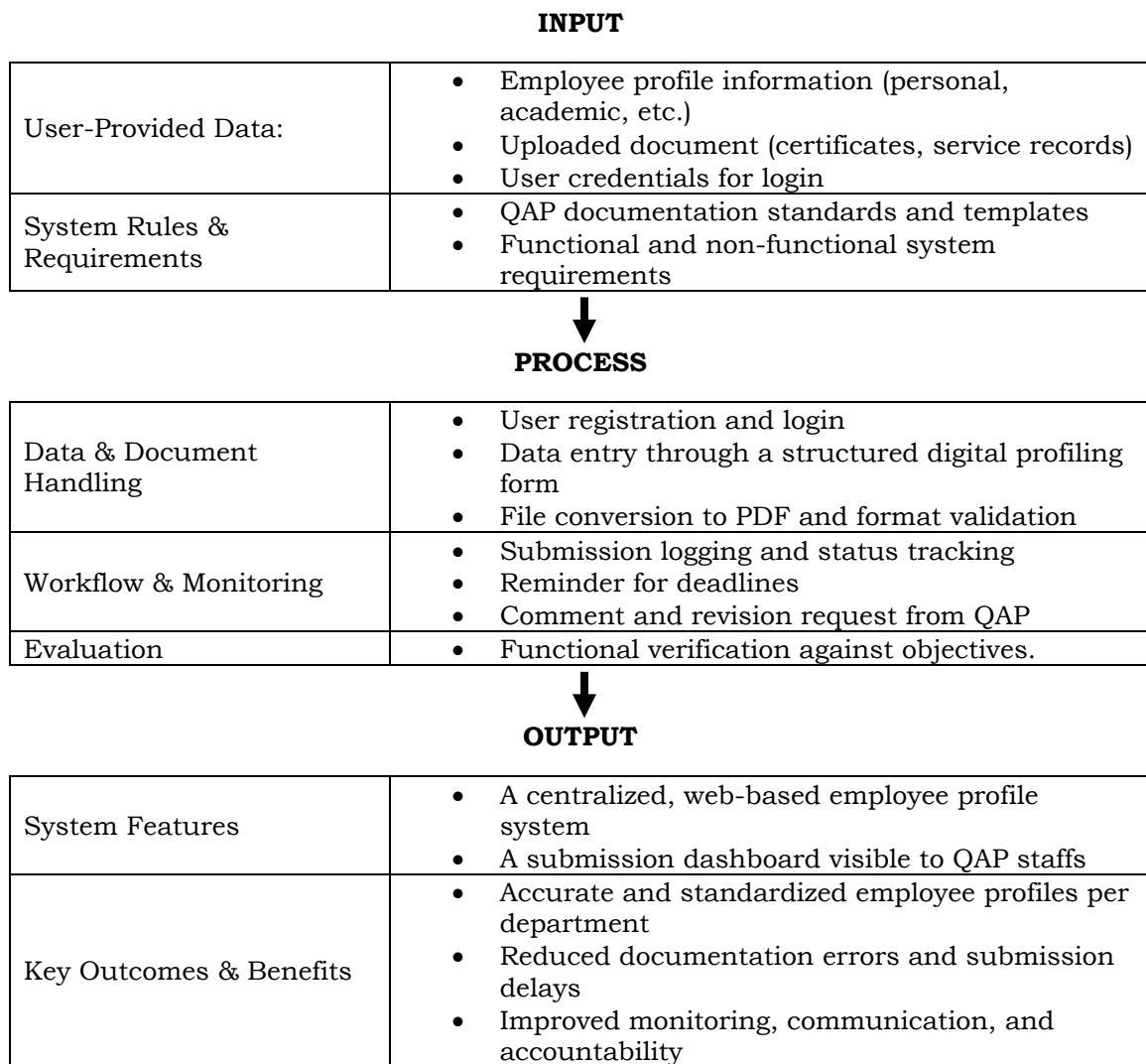


Table 0.1 Input-Process-Output Diagram



### 1.3. Objectives of the Study

The general objective of this study was to develop a centralized, web-based documentation control system designed for managing the submission and monitoring of employee profile documents required by the Quality Assurance Planning (QAP) office at Father Saturnino Urios University (FSUU). The system aims to reduce formatting errors, enforce documentation standards, and provide tools for efficient tracking and feedback.

#### 1.3.1. Specific Objectives:

- To design and develop a user interface that allows university employees to build their profile and upload supporting documents—such as Terms of Reference (TORs), individual certificates, and curriculum vitae (CVs)—in the preferred file format by implementing a built-in file converter that enables users or employees to convert their documents to PDF before submission.
- To integrate a feedback module where QAP employees can leave comments and request document revisions directly through the system.
- To include an automated reminder feature that notifies users of upcoming deadlines related to employee profile and document submissions.
- To enable filtering and export functions by department to support faster document pullout/retrieval for printing by the QAP Office.
- To ensure monitoring and file authenticity through restricted access and proper logging of uploaded documents.
- To limit system access exclusively to users with verified FSUU G-Suite accounts to maintain institutional data integrity and user accountability.



#### **1.4. The Significance of the Study and the Purpose and Description**

This study was significant in addressing the ongoing challenges related to the documentation, organization, and monitoring of employee profiles at Father Saturnino Urios University (FSUU). The developed system aims to support the institution's quality assurance initiatives by introducing a structured and centralized platform specifically tailored for profiling requirements. The relevance of this study extends to several key stakeholders:

##### **1.4.1. For Father Saturnino Urios University (FSUU):**

- The system contributes to the university's quality assurance efforts by improving the accuracy, accessibility, and standardization of employee profile submissions. It directly supports accreditation readiness by ensuring complete and compliant documentation.

##### **1.4.2. For the Quality Assurance Planning (QAP) Office:**

- The system minimizes manual processing by automating upload validation, submission logging, and compliance monitoring. It enables QAP employees to easily track which programs and offices have submitted required documents and respond with feedback where needed.

##### **1.4.3. For Academic Programs:**

- The platform simplifies the profiling process for faculty and employees by replacing manual uploads with guided digital forms. This promotes accurate, consistent submissions and encourages departmental accountability.

##### **1.4.4. For Future Researchers and System Developers**

- This project serves as a practical reference for system developers and scholars aiming to digitize internal documentation processes in higher education. It demonstrates the implementation of a secure documentation portal using tools such as Laravel and



Angular. It may inspire future studies that explore AI integration, document classification, or multi-campus deployment.

### 1.5. Purpose and Description

The current manual documentation process at FSUU requires significant improvement in its structure, standardization, and monitoring mechanisms. Faculty members frequently submit required employee profile documents in non-preferred formats, often fail to adhere to QAP-recommended templates, and sometimes submit incomplete or late records. The QAP office currently faces challenges in efficiently tracking these submissions and providing timely feedback on necessary revisions. These issues contribute directly to repetitive manual work, delays in critical documentation processes, and potential negative impacts on accreditation preparedness.

This study was thus undertaken with the purpose of developing a centralized, web-based Documentation Control System (DCS) to directly address these documented gaps. The system was designed to transform the fragmented workflow into a seamless digital process by enforcing file standards through a built-in PDF converter, providing a central dashboard for efficient monitoring, and enabling direct two-way communication via a feedback module.

This project holds significant value as it directly supports FSUU's quality assurance efforts, making document extraction for accreditation bodies like PAASCU efficient and reliable. By minimizing the manual processing required by the QAP Office and simplifying the submission process for all academic personnel, the developed system serves as a powerful solution to standardize profile data, reduce administrative burden, and strengthen the institutional foundation for compliance.



### **1.6. Scope and Limitation of the Study**

This study was limited to the development and short-term evaluation of a centralized web-based documentation control system for employee profile submissions at Father Saturnino Urios University (FSUU). The system focuses on documents submitted to the Quality Assurance Planning (QAP) office, such as Terms of Reference (TORS), certificates, Certificates of Employment (COES), and curriculum vitae.

The system includes a digital profiling form, a file upload feature, a submission tracking dashboard, and a feedback module for QAP employees. It is intended for all FSUU employees responsible for submitting profile-related documents and for QAP personnel overseeing compliance.

The system incorporates standard web security features, including route protection, form validation, hashed passwords, two-factor authentication, and access control. However, the project did not implement advanced or customized security layers such as intrusion detection systems or blockchain technology. The security is limited to the default tools and practices provided by the chosen web framework.

Additionally, the system does not support offline access, integration with other university platforms, or features unrelated to QAP documentation. Furthermore, the system does not support the bulk uploading of multiple documents simultaneously. This limitation is intentional; users are required to upload documents individually to allow for the input of specific metadata—such as "Host/Organizer," "Venue," and "Inclusive Dates"—for each file. This granular input is necessary for the system to automatically and accurately link each uploaded document to the corresponding entry in the faculty member's profile.

Finally, this study does not evaluate the system's long-term institutional impact or its broader influence on university-wide documentation policy.



## 1.7. Definition of Terms

### 1.7.1. Technical Terms

- Angular - The TypeScript-based web application framework used for building the dynamic, single-page application interface.
- G-Suite - A suite of cloud-based productivity and collaboration tools developed by Google, including Gmail, Google Drive, Docs, and Sheets. In this study, user access to the system is limited to authenticated FSUU G-Suite accounts for data security and user verification.
- Laravel - The free, open-source PHP framework used for building the secure back-end API of the system.
- Multipurpose Internet Mail Extension (MIME) - A standard used to define file formats and content types (e.g., text/plain, application/pdf) when uploading and transferring files over the internet. The system uses MIME types to validate file format compliance during uploads.

### 1.7.2. Operational Terms

- Documentation Control System – In the context of this study, this refers to the web-based system developed to facilitate the submission, organization, and monitoring of employee profile documents by university employees. It includes modules for data entry, file uploads, submission tracking, and feedback management.
- Father Saturnino Urios University (FSUU) - A private Catholic university located in Butuan City, Philippines. The institution promotes academic excellence and quality assurance through departments such as the Quality Assurance Planning (QAP) office.



- Feedback Module – A feature of the system that allows QAP employees to provide annotations, comments, or requests for revision on submitted documents. This facilitates a two-way communication process that supports continuous improvement and compliance before final approval.
- Profiling Form – A structured digital form embedded within the system that allows employee members to enter employee profile data such as name, academic rank, service years, and professional credentials. The system automatically formats the data into a QAP-compliant output.
- Quality Assurance Planning (QAP) - The institutional office at Father Saturnino Urios University (FSUU) responsible for collecting, reviewing, and evaluating documentation related to academic quality standards and faculty profiling for accreditation and internal compliance.
- Submission Log - A system-generated record that tracks all employee profile submissions, including timestamps, file versions, and submission statuses. It serves as a monitoring tool for both the submitting employees and the QAP office.
- Template Compliance - The process by which submitted employee profile documents conform to the required file formats, content structure, and layout as mandated by the QAP office. This ensures that documentation is accreditation-ready. standardized, readable, and



## Chapter 2

### METHODOLOGY

This chapter details the structured process the researchers followed to build the Documentation Control System. The methodology is presented as a narrative of the project's lifecycle, strictly following the Waterfall Model. This chapter explains *why* this model was chosen and then walks through each sequential phase: 1) System Design and Architecture (the blueprint), 2) Project Management (the timeline), 3) Development and Implementation (the tools), and 4) System Testing (the verification). This approach ensured that every requirement from Chapter 1 was systematically designed, built, and verified.



## 2. Software Development Model

This capstone project was formally structured using the Waterfall Model, as illustrated in **Error! Reference source not found.**. This model is a traditional, linear approach where each phase of the project—from requirements to deployment—must be fully completed and "signed off" before the next one can begin.

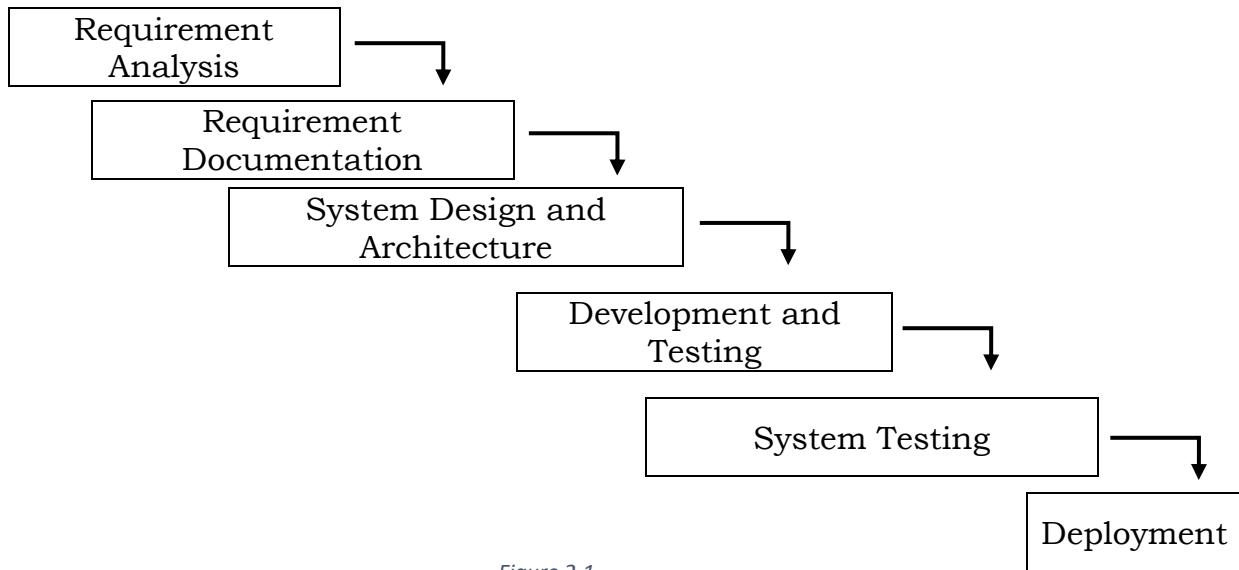


Figure 2.1

The selection of the Waterfall model was a deliberate and critical strategic decision. This project's goals were not experimental or vague; they were clear, fixed, and defined from the very beginning. Based on the initial consultations with the QAP office, the core requirements were non-negotiable: the system must enforce PDF file formats, it must have a feedback loop for revisions, and it must provide a "pullout" export feature for accreditation.

Because these requirements were so clearly defined, an "agile" or "iterative" model would have been inefficient. The Waterfall model was the most logical and low-risk choice. It forced the team to complete a thorough



design phase before writing any code, which is essential for a system built around compliance and accountability. This step-by-step process allowed for detailed documentation and clear deliverables at each phase, perfectly supporting the formal standards of an academic and accreditation-focused project.

### **2.1. System Design and Architecture**

This section describes the "Design" phase of the Waterfall model. Before any development began, the researchers created a complete blueprint of the system. This blueprint consisted of several diagrams, each answering a different critical question about the system's design.



## Role-Based Operational Workflow of the System

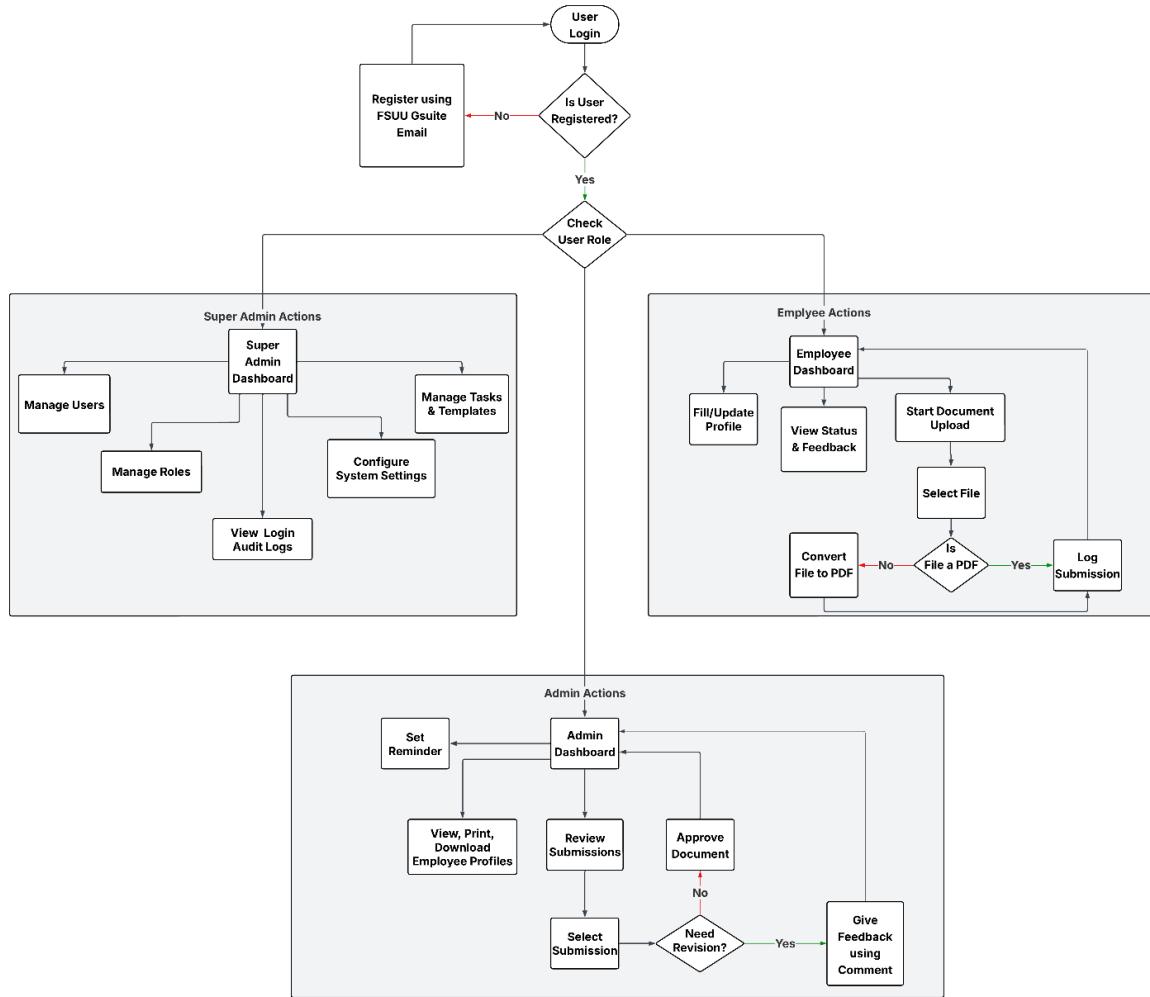


Figure 2.2 Role-Based Operational Workflow of the System

The first step in the design was to map the user's journey. The Overall Flowchart of the System (Figure 2.2) was created to visualize the complete, role-based workflow from start to finish. It answers the question, "What path does the user take?"

The flow begins at the "User Login" process. The first decision point, "Is User Registered?", immediately forced the team to design the "Register using FSUU Gsuite Email" process as a prerequisite. The most critical



decision point is "Check User Role." This branching logic was the foundation for the system's security and architecture, as it splits the user's path into one of three distinct dashboards: the Employee Dashboard (for profile and document submission), the Admin Dashboard (for review and feedback), and the Super Admin Dashboard (for user and system management).

### Level 1 Data Flow for Profiling, Submission, and Review

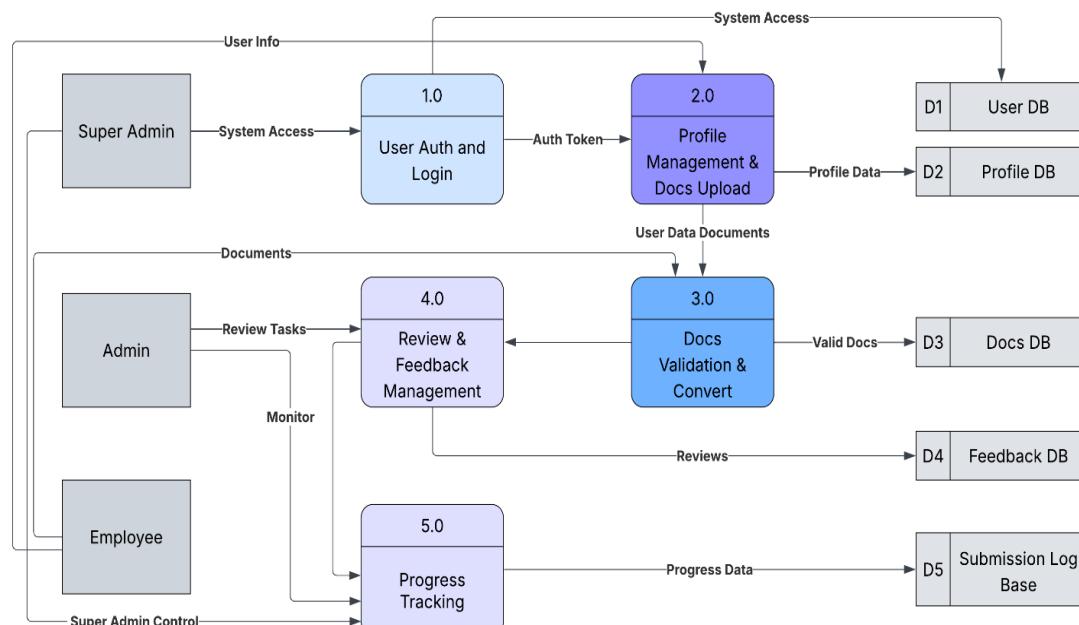


Figure 2.3 Level 1 Data Flow for Profiling, Submission, and Review

While the flowchart showed the user's path, the Data Flow Diagram (Figure 2.3) was created to map the data's path. It answers the question, "Where does information come from, and where does it go?"

This diagram was the primary tool for designing the backend logic. It forced the researchers to identify the three external entities that would add or retrieve data (Employee, Admin, Super Admin) and the five core processes that would transform that data (e.g., 3.0 Docs Validation & Convert). Most importantly, it defined the five essential data stores (databases) required, such as D3 Docs DB and D4 Feedback DB. This diagram was the bridge between the user's actions and the database design.



## Use Case Diagram of System Functions and Roles



Figure 2.4 Use Case Diagram of System Functions and Roles

After mapping the high-level flow, the team needed to define the *specific functions* for each actor. The Use Case Diagram (Figure 2.4) was created to serve as the definitive functional requirements checklist. It answers the question, "What can each user *do*?"

The diagram visually defines the project's scope. The Employee actor is linked to use cases like "Upload Document," "View Feedback," and "Register Account." The Admin actor is linked to "Review All Submissions"



and "Send Feedback/Comment." The Super Admin holds the highest-level privileges, such as "Manage Users" and "Manage Roles." This diagram was essential for preventing "scope creep" (adding unneeded features) and ensuring that every feature promised in Chapter 1 was mapped to a specific user.

### Entity Relationship Diagram of the Database Schema

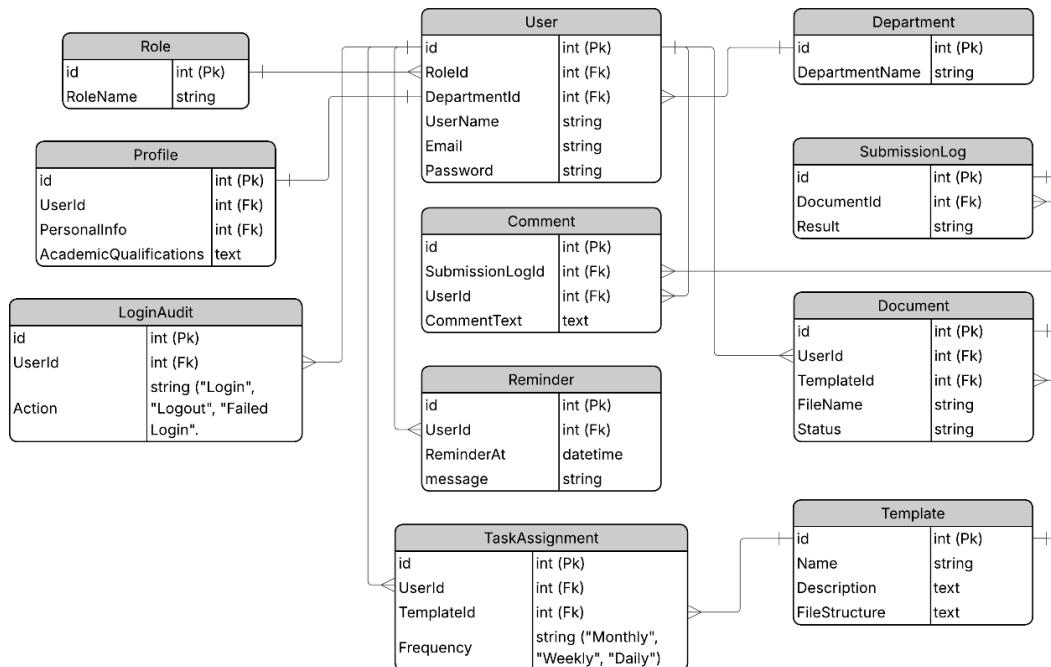


Figure 2.5 Entity Relationship Diagram of the Database Schema

With all the processes and functions defined, the final design step was to create the technical blueprint for the database itself. The Entity Relationship Diagram (Figure 2.5) is the most technical diagram in this chapter. It answers the question, "How must the data be structured?"

This ERD defines the database *schema*—the actual tables (like User, Profile, Document, Comment), the columns in those tables (like RoleId, DepartmentId), and the relationships (the connecting lines) that ensure data integrity. For example, it visualizes the one-to-one relationship between a User and a Profile, and the one-to-many relationship between a User and their Documents. This diagram was not just a plan; it was



*directly used by the developers to build the database models in Laravel, ensuring the system's data is normalized and traceable from the start.*

## 2.2. Project Management

### 2.2.1. Gantt Chart

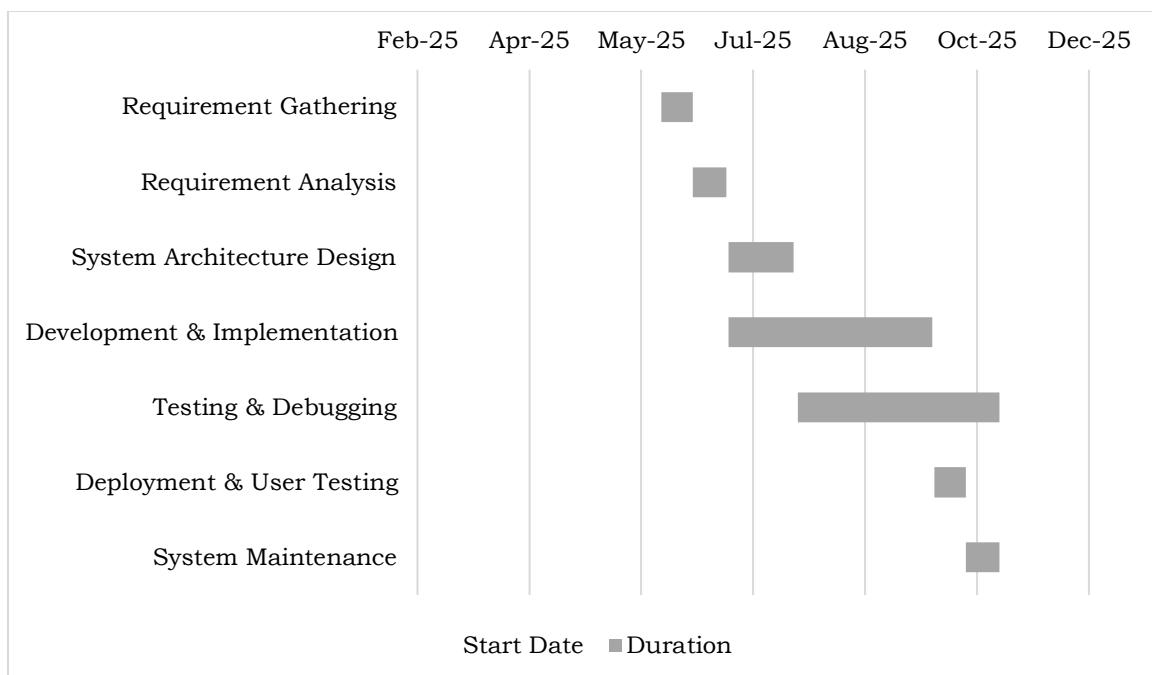


Figure 2.6 Implementation Plan: Gantt Chart

The Gantt Chart (**Figure 2.6**) was the primary project management tool that visualized the timeline for each phase of the Waterfall model. It broke down the entire project—from "Requirements Gathering" to "System Design" and "Development & Testing"—into specific tasks mapped against a five-month timeline from June to October. This chart was essential for managing deadlines, tracking progress, and ensuring the team remained on schedule.



### 2.3. Development and Testing

This phase of the Waterfall model involved the selection of tools and the actual coding of the system based on the blueprints created during the System Design phase.

#### 2.3.1. Software Tools

The following tools and frameworks were selected to build the FSUU Documentation Control System:

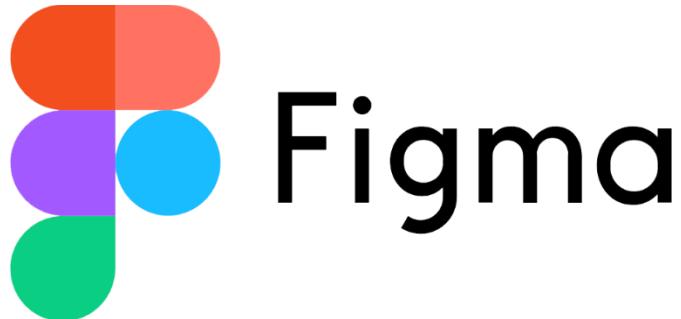


Figure 2.7 Figma

Figma (Figure 2.7) A collaborative, web-based design tool used for creating the system's user interfaces, wireframes, and prototypes.



Figure 2.8 Canva



Canva (Figure 2.8) An online graphic design platform used for creating diagrams and graphics for the project documentation.

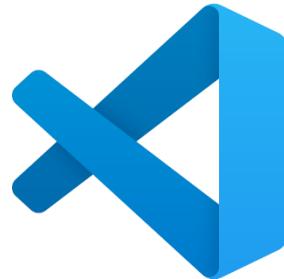


Figure 2.9 Virtual Studio Code

Visual Studio Code (Figure 2.9) the primary open-source code editor used for writing and debugging the system's code.



Figure 2.10 Laravel Framework

Laravel (Figure 2.10) the free, open-source PHP web framework used to build the system's secure backend API, handling routing, authentication, and database interaction.



Figure 2.11 Angular Framework

Angular (Figure 2.11) the TypeScript-based web application framework used to build the dynamic, responsive single-page application and user interface.



Figure 2.12 Navicat

Navicat (Figure 2.12) A comprehensive database management tool used by the developers to design, query, and manage the system's database structure efficiently.



Figure 2.13 node.js & npm

Node.js (Figure 2.13) Node.js is the JavaScript runtime environment, and npm is its package manager, used to manage project dependencies and build the application assets.

### 2.3.2 Hardware Specifications

The system was developed on the hardware listed in Table 3. The minimum and recommended hardware for end-users is listed in Table 4.

Operating System (OS)	Windows 11 64-bit operating system
Memory (RAM)	8.00 GB



Web Server	Laravel PHP built-in dev server (php artisan serve) for API at <a href="http://localhost:8000">http://localhost:8000</a> , Angular CLI dev server (ng serve) for UI at <a href="http://localhost:4200">http://localhost:4200</a>
Processor	AMD Ryzen 5 5500U with Radeon Graphics

Table 0.1 Hardware Used

### 2.3.3 Hardware Requirements

Specifications	Minimum Requirements	Recommended Requirements
Processor	4-core CPU, 2.4 GHz+ (Intel Core i3 8th-gen / AMD Ryzen 3 3100)	6-core CPU, 3.0 GHz+ (Intel Core i5 10th-gen+ / AMD Ryzen 5 5500+)
Memory	8 GB	16 GB
Monitor Resolution	1920x1080 px	1920x1080 px or higher

Table 0.2 Hardware Requirement



### 2.3.4 Testing

#### 2.3.4.1 Registration and Email Verification

This set validates the domain allow-list and OTP flow. Users from allowed domains request verification, receive a 6-digit OTP, and become verified after successful code entry. Pre-conditions guarantee correct domain settings; post-conditions confirm user status transitions (pending → verified).

<b>Pre-Conditions</b>	The system only accepts “urios.edu.ph” for registration.
Input	First/last name, email “user@urios.edu.ph”, password+confirm, department, agreed to terms.
Process	User requests verification email from the registration screen.
Output	Success; a 6-digit OTP is emailed; user is created in “pending” status if the user didn’t verify the 6-digit OTP in the “Verify Email” modal.
<b>Post-Condition</b>	Pending user exists with a 5-minute expiration OTP.

Table 0.3 R-01 Registration (official domain) → OTP sent

<b>Pre-Conditions</b>	The system rejects non-institutional domains.
Input	Email “user@gmail.com” + valid fields.
Process	Request verification email.
Output	Error stating only official FSUU domains are allowed.
<b>Post-Condition</b>	No account created

Table 0.4 R-02 Registration (non-FSUU domain)

<b>Pre-Conditions</b>	User is pending; a verification email was just sent.
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<b>Input</b>	Email of pending user.
<b>Process</b>	Request another OTP immediately.
<b>Output</b>	Error indicating you must wait before requesting a new code.
<b>Post-Condition</b>	Original send time unchanged.

Table 0.5 R-03 Resend OTP (cooldown)

<b>Pre-Conditions</b>	User is pending with a valid (5-minute) OTP.
<b>Input</b>	User ID and correct OTP.
<b>Process</b>	Submit verification.
<b>Output</b>	Success; user becomes verified; email is marked confirmed.
<b>Post-Condition</b>	OTP cleared; status is “verified”.

Table 0.6 R-04 Verify OTP (success)

<b>Pre-Conditions</b>	Pending user; wrong or expired code.
<b>Input</b>	User ID + wrong/expired OTP.
<b>Process</b>	Submit verification.
<b>Output</b>	Error (invalid or expired code).
<b>Post-Condition</b>	Wrong code increments attempts; may force expiry when attempts exceed the limit.

Table 0.7 R-05 Verify OTP (wrong or expired)

<b>Pre-Conditions</b>	Email already verified.
<b>Input</b>	Same email tries verification flow.
<b>Process</b>	Request verification email.
<b>Output</b>	Error indicating the email address is already registered.
<b>Post-Condition</b>	No change.

Table 0.8 R-06 Duplicate registration (already verified)



### 2.3.4.2 Login and session control

Confirms correct handling of successful and failed logins, lockout after too many failures, blocking unverified users, and revoking older sessions when the same user logs in again.

<b>Pre-Conditions</b>	Verified account; correct password; 2FA disabled.
Input	Email and password.
Process	Submit Login.
Output	Success; token issued; user is redirected/landed on dashboard.
<b>Post-Condition</b>	A “Success” login audit entry is recorded.

Table 0.9 L-01 Login (success)

<b>Pre-Conditions</b>	No account for that email.
Input	Email and password.
Process	Submit Login.
Output	Error (“Unauthorized”).
<b>Post-Condition</b>	An “Error” login audit entry is recorded.

Table 0.10 L-02 Login (fake user)

<b>Pre-Conditions</b>	Verified account.
Input	Email + wrong password.
Process	Submit Login.
Output	Error (“Unauthorized”).
<b>Post-Condition</b>	Failed attempt counter increments; audit “Error”.

Table 0.11 L-03 Login (wrong password)



<b>Pre-Conditions</b>	Lockout policy enabled (e.g., 5 failed attempts, 15-minute lock).
Input	Wrong password repeatedly until threshold.
Process	Submit login N times.
Output	Lockout error indicating when you can try again.
<b>Post-Condition</b>	Account is locked until the lockout window ends; audit “Locked”.

Table 0.12 L-04 Account lockout

<b>Pre-Conditions</b>	Account is not yet verified.
Input	Correct password.
Process	Submit login.
Output	Error requiring email verification first.
<b>Post-Condition</b>	Audit “Unverified”.

Table 0.13 L-05 Unverified user blocked

<b>Pre-Conditions</b>	User is logged in on device A.
Input	Log in on device B with same account.
Process	B logs in, then A calls any protected API.
Output	A receives “session revoked”; B works normally.
<b>Post-Condition</b>	Only the newest session remains valid.

Table 0.14 L-06 Single active session enforced

### 2.3.4.3 Two-factor authentication (TOTP)

Covers the lifecycle: provisioning a secret and QR URI, enabling with a correct one-time code, enforcing the extra factor on login, and secure disabling.



<b>Pre-Conditions</b>	User is logged in.
Input	None.
Process	Request a TOTP setup; scan the QR in an authenticator app.
Output	Request a TOTP setup; scan the QR in an authenticator app.
<b>Post-Condition</b>	2FA is configured but not yet enabled.

Table 0.15 T-01 Setup 2FA

<b>Pre-Conditions</b>	Setup done; authenticator shows current 6-digit code.
Input	6-digit code.
Process	Submit enable.
Output	Success; 2FA enabled; confirmation time recorded.
<b>Post-Condition</b>	Logins now require the code.

Table 0.16 T-02 Enable 2FA (valid code)

<b>Pre-Conditions</b>	Setup done.
Input	Wrong 6-digit code.
Process	Submit enable.
Output	Error (invalid verification code).
<b>Post-Condition</b>	2FA remains disabled.

Table 0.17 T-03 Enable 2FA (invalid code)

<b>Pre-Conditions</b>	2FA enabled.
Input	Email + password (no code).
Process	Submit login.
Output	Error stating the 2FA code is required.



<b>Post-Condition</b>	No token issued.
-----------------------	------------------

Table 0.18 T-04 Login requires 2FA code

<b>Pre-Conditions</b>	2FA enabled.
Input	Email + password + wrong code → error; correct code → success.
Process	Submit login with code.
Output	Wrong code: “Invalid two-factor code”; Correct code: token issued.

Table 0.19 T-05 Login with 2FA code (wrong vs correct)

<b>Pre-Conditions</b>	2FA enabled.
Input	Current password (wrong vs correct).
Process	Submit disable.
Output	Wrong password → error; Correct password → success, 2FA disabled.
<b>Post-Condition</b>	Secret cleared; 2FA off.

Table 0.20 T-06 Disable 2FA (secured by password)

#### 2.3.4.4 Document upload with auto-PDF conversion

Ensures non-PDF uploads are converted to standard PDF server-side; PDFs pass through unchanged; errors expose the list of supported types to guide users.

<b>Pre-Conditions</b>	Logged in; target document exists.
Input	Upload an image (e.g., JPG).
Process	System wraps the image into HTML and renders to PDF.



Output	Success; metadata shows “converted” with type “image to PDF”.
<b>Post-Condition</b>	PDF stored and visible in “view submissions”.

Table 0.21 U-01 Own version: image → PDF

<b>Pre-Conditions</b>	Logged in; target document exists.
Input	Upload a TXT file.
Process	Text wrapped into HTML and rendered to PDF.
Output	Success; type “text to PDF”.
<b>Post-Condition</b>	PDF stored.

Table 0.22 U-02 Own version: text → PDF

<b>Pre-Conditions</b>	Logged in; target document exists.
Input	Upload a PDF file.
Process	Stored without conversion.
Output	Success; message “File is already in PDF format”.
<b>Post-Condition</b>	Original PDF stored.

Table 0.23 U-03 Own version: native PDF passthrough

<b>Pre-Conditions</b>	Admin privileges; document exists.
Input	Upload Office or image/text file.
Process	Converts/stores new version.
Output	Success; conversion info included if conversion occurred.
<b>Post-Condition</b>	New version appears as new template

Table 0.24 U-05 New version (admin only)

<b>Pre-Conditions</b>	Simulated storage failure.
Input	Any file.



Process	Store operation fails.
Output	Error indicating storage issue.
<b>Post-Condition</b>	No version created.

Table 0.25 U-06 Storage failure

#### 2.3.4.5 Linking uploaded versions in My Profile

Validates that profiles can link to uploaded document versions and persist scalar, image, and list-type fields, enabling exports and previews to reference the correct files.

<b>Pre-Conditions</b>	A version ID exists for the user's upload.
Input	Update profile with that version ID.
Process	Save profile.
Output	Success; link persists.
<b>Post-Condition</b>	GET profile shows the linked version ID.

Table 0.26 P-01 Link a version to "Undergraduate Degree"

<b>Pre-Conditions</b>	Logged in.
Input	Image file.
Process	Store under public profile pictures; save URL.
Output	Success; URL returned.
<b>Post-Condition</b>	Image renders on the profile page.

Table 0.27 P-02 Profile picture upload"

<b>Pre-Conditions</b>	Logged in.
Input	e.g., "qualifications" provided either as a JSON string or as an array.
Process	Server parses and saves.



Output	Success; the list is stored consistently.
<b>Post-Condition</b>	Lists round-trip on subsequent GET.

Table 0.28 P-04 Invalid JSON recovered

#### 2.3.4.6 Profile export (My Profile)

These cases verify that a user can export their profile to a formatted Word document, and that linked document versions appear as secure hyperlinks in the export.

<b>Pre-Conditions</b>	User is logged in; profile has core fields filled.
Input	Click “Export to Word” on My Profile.
Process	System assembles profile data into a DOCX.
Output	Download starts; file name reflects profile; document contains sections and values.
<b>Post-Condition</b>	User has a local DOCX copy of their profile.

Table 0.29 PX-01 Export My Profile (success)

<b>Pre-Conditions</b>	Profile has linked document version IDs (e.g., for degrees).
Input	Click “Export to Word”.
Process	System embeds secure hyperlinks to version previews.
Output	DOCX contains clickable links that open the document viewer.
<b>Post-Condition</b>	Opening a link shows the document preview (if the link token is valid).

Table 0.30 PX-02 Export with linked versions (hyperlinks)

<b>Pre-Conditions</b>	Profile has minimal/no fields filled
-----------------------	--------------------------------------



Input	Click “Export to Word”.
Process	System validates content.
Output	Either a notice (“No data to export”) or a DOCX with empty/default sections.
<b>Post-Condition</b>	No crash; user remains on profile page.

Table 0.31 PX-03 Export without data (graceful notice)

<b>Pre-Conditions</b>	Profile fields present (name, position, program office).
Input	Click “Export to Word”.
Process	System applies headings, fonts, and layout.
Output	DOCX shows section headers and consistent typography (e.g., Arial).
<b>Post-Condition</b>	Document meets template standards.

Table 0.32 PX-04 Export formatting and header

#### 2.3.4.7 Admin Preview and Pullout (All Documents)

These cases validate that an administrator (or authorized staff) can preview documents inline, filter by department, and export department pullouts for printing. They also check secure public preview links and audit logging.

<b>Pre-Conditions</b>	Admin is logged in; documents exist across multiple departments.
Input	Open “All Documents”.
Process	System loads paged list.
Output	Admin sees documents from all departments.
<b>Post-Condition</b>	List shows correct totals and categories.

Table 0.33 AD-01 All Documents visibility (admin)



<b>Pre-Conditions</b>	Admin is logged in; documents exist across multiple departments.
Input	Select a specific department filter.
Process	Server filters documents by creator's department or version submitter's department.
Output	List displays only documents relevant to the selected department.
<b>Post-Condition</b>	Totals and counts reflect filtered scope.

Table 0.34 AD-02 Department filter

<b>Pre-Conditions</b>	Department selected; category name known.
Input	Export submissions list.
Process	System constructs filename "<DEPTCODE>-LIST-OF-<CATEGORY>.DOCX".
Output	File name matches pattern; header lines show institution, department, and city.
<b>Post-Condition</b>	Naming/branding matches institutional format.

Table 0.35 AD-08 Export filename and header verification

#### 2.3.4.8 Reminder module

These validate creating one-time and repeating reminders, due-time processing by the background scheduler, in-app notifications and optional email, and read/unread management. Pre-conditions ensure the reminder belongs to a valid user (and document when applicable); post-conditions confirm that reminders are processed once and visible in the user's notification list.

<b>Pre-Conditions</b>	Logged-in user; target document exists.
-----------------------	---



Input	Subject, message, due date/time, notify-by-email on/off, document reference.
Process	Submit “Add Reminder” for the document.
Output	Success message; reminder appears in user’s reminders list with the correct due time.
<b>Post-Condition</b>	Reminder is active and awaiting the scheduler.

Table 0.36 RM-01 Create one-time reminder for a document

<b>Pre-Conditions</b>	Logged-in user; target document exists.
Input	Subject, message, first due date/time; choose repeat frequency.
Process	Save the repeating reminder.
Output	Success; reminder shows its repeat setting.
<b>Post-Condition</b>	Future occurrences are generated/handled according to the frequency.

Table 0.37 RM-02 Create repeating reminder (daily/weekly/monthly)

<b>Pre-Conditions</b>	Reminder has email enabled; associated document exists and is accessible.
Input	None (background).
Process	Scheduler sends an email; attaches the document if stored and readable.
Output	Email received; attachment present when expected.
<b>Post-Condition</b>	Reminder is marked processed; user notification also logged.

Table 0.38 RM-04 Email notification with document attachment (when available)



### 2.3.5 System Testing

As the final phase of the Waterfall Model, the system was verified to ensure all objectives were met. This was not a user-based usability study; instead, it was a functional verification process. The researchers, in consultation with the QAP office, created a series of test cases for every feature (e.g., "Test PDF conversion," "Test feedback notification," "Test export function"). The system was only approved after it successfully passed all functional tests. The results of this verification are presented visually in Chapter 3.

#### Alpha Testing

Internal testing was conducted by the development team to identify bugs and usability issues. This phase aimed to validate the application's core functionality before its release to external users.

#### Beta Testing

Following initial functional verification, the system was evaluated in consultation with its target end-users. This user acceptance testing phase involved key stakeholders from the Quality Assurance Planning (QAP) office and faculty from the Computer Studies Program (CSP). Feedback from this process was crucial for fine-tuning the system, validating its functionality, and ensuring it met all project objectives.

### 2.3.5 Deployment

Following successful testing, the system was deployed to a production environment hosted on the DigitalOcean cloud platform, with the database running on DigitalOcean's Managed MySQL service. The system was made accessible through remote access at the official domain, fsuu-dms.xyz.



## Chapter 3

### RESULTS AND ANALYSES

The findings are structured sequentially to provide direct evidentiary proof for each of the Specific Objectives established in Chapter 1. Through a systematic presentation of the system's core modules- supported by actual interface screenshots and functional descriptions- this chapter validates the system's capability to resolve the critical issues of file format inconsistency, lack of submission tracking, and inefficient feedback loops, thereby confirming the successful digitization of the QAP office's workflow.



### 3.1 System Features and Analysis

This section presents the functional results of the study, demonstrating how the final system's features meet each of the six specific objectives.

#### 3.1.1 Objective 1: User Interface for Profile and PDF-Enforced Document Upload.

This objective was to design a user interface that allows employees to build their profiles and upload documents in a preferred format. This was achieved by developing a comprehensive ecosystem that includes (A) an Admin Configuration Module to define requirements, (B) an Employee Submission Portal with built-in conversion, and (C) a Dashboard Overview for monitoring.

##### A. Admin Configuration and Structuring

Before employees can upload documents, the system requires a structured setup to define the university's needs. The "Document Categories" module, shown in **Figure 3.1**, serves as the foundation for this structure. This interface allows QAP Admins to create and manage the specific types of documents required from the faculty, ensuring the system is always up-to-date with current requirements.



# Father Saturnino Urios University

## Computer Studies Program

### Butuan City



The screenshot shows the 'Document Categories' section of the admin interface. On the left is a sidebar with various management options like Dashboard, Faculty & Staff Profiles, Assigned Documents, All Documents, Document Categories, Documents Audit Trail, Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile, Login Audits, and Settings. The main area displays a table of document categories. The first category listed is 'Community involvement (5 sub)', which has three child categories: 'Community involvement (On Campus)', 'Community involvement (Off Campus)', and 'Creative Efforts (5 sub)'. Other categories listed include 'Other Credentials and Qualifications', 'Professional Experience', 'Research (5 sub)', 'Seminars and Trainings (5 sub)', 'test12', 'Testing Testing 123', and 'TOR'. Each category row includes edit and delete buttons.

Figure 2.3.1 Admin Document Categories Management

Figure 3.2 demonstrates the granular control admins have. They can define specific input fields for each category (such as "Original Name" or "Date"), ensuring that the system collects structured metadata alongside the file upload.

The screenshot shows the 'Document Categories' section with a modal dialog for configuring requirements. The dialog is divided into two main sections: 'BASIC INFORMATION' and 'INPUT FIELDS FOR FILE UPLOAD'. In 'BASIC INFORMATION', the 'Category Name' is set to 'TOR' and there is a 'Description' field with placeholder text 'Enter category description'. In 'INPUT FIELDS FOR FILE UPLOAD', there are two sets of fields: one for 'Degree' (Label: Degree, Type: Text, Required Field: checked) and another for 'Major/Minor' (Label: Major/Minor, Type: Text, Required Field: checked). Both sets include a 'Placeholder (Optional)' field with 'Optional placeholder text'. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Figure 2.3.2 Configuring Document Requirements



## B. Employee Profiling and PDF Conversion

The system solves this by guiding the user at the point of submission. As displayed in **Figure 3.3**, the file upload window clearly informs the user that non-PDF files will be converted automatically. This immediate visual cue removes the technical burden from the employee, as they do not need to use third-party tools to convert their files.

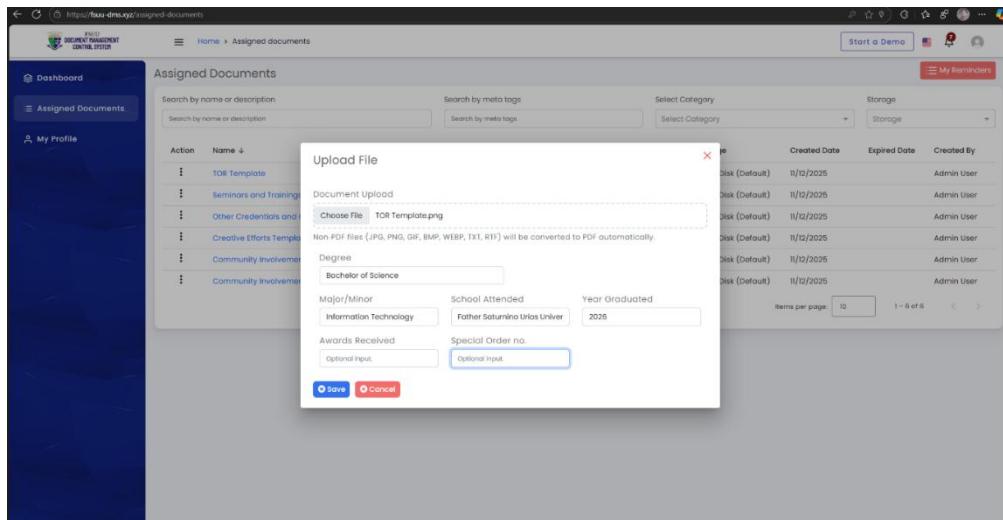


Figure 2.3.3 File Upload Window with PDF Conversion Note



Once a file is selected, the system takes over the technical processing. **Figure 3.4** illustrates the built-in converter in action. The progress bar indicates that the system is actively transforming the uploaded image or text file into the mandatory PDF format.

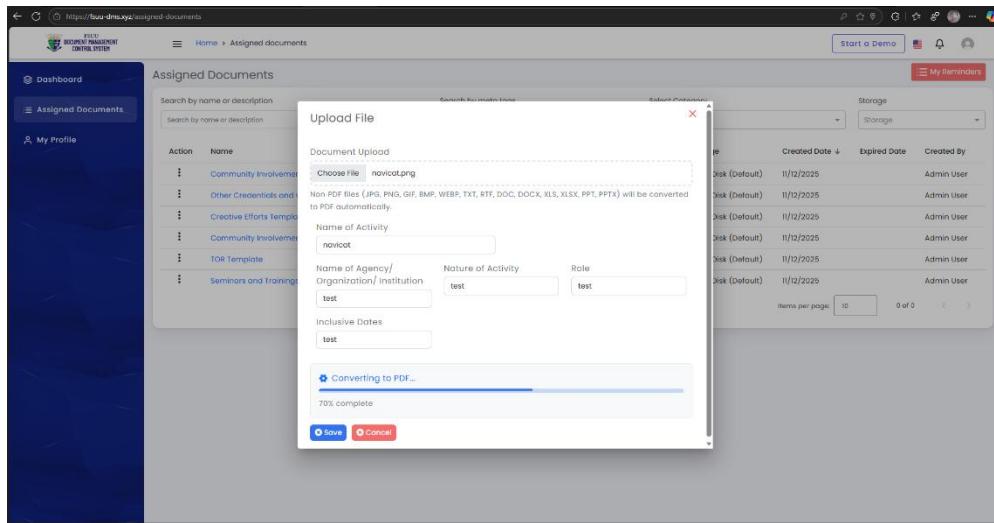


Figure 2.3.4 Automatic Conversion to PDF in Progress



**Figure 3.5** shows the structured "My Profile" page. This interface standardizes data collection by providing all employees with a single, consistent digital form for their personal and academic data, replacing previous varied submission formats.

The screenshot shows a web-based profile management system. On the left, there's a sidebar with 'Dashboard', 'Assigned Documents', and 'My Profile' selected. The main area is titled 'Profile' and has a sub-section 'A. Personal Data'. It includes fields for Name (Mark Ezequiel S. Pereyra), Rank (4th Year), Position (Student), Program/Office (Computer Studies Program), Photo (a small placeholder image of a man), Place of Birth (Cabadbaron City), Date of Birth (01/18/2002), Home Address (P-9, Brgy. Tolosa, Cabadbaron City, ADN, 8500), Telephone # (Landline number: 0985537241, Cellphone #: 0985537241), Email Address (mark.pereyra@urios.edu.ph), and Civil Status (Single). Below this is a section 'B. Academic Degrees' with a sub-section 'a. Undergraduate'.

Figure 2.3.5 Employee Profile Page (Personal Data Section)



**Figure 3.6** shows the feature that connects the two components. Employees can link their uploaded supporting documents (like a TOR) directly to the corresponding data field in their profile. This provides QAP personnel with a direct link between the claimed data and its supporting evidence, making verification more efficient.

The screenshot shows a software interface for managing academic degrees. On the left, there are three sections: 'a. Undergraduate', 'b. Graduate Studies', and 'c. Post Graduate Studies'. The 'a. Undergraduate' section is active. In the center, there is a modal dialog titled 'Select uploaded document versions to link'. The dialog contains a list of uploaded files:

Name	Uploaded
Bachelor of Science	11/16/25, 2:08 AM
Bachelor of Science	11/16/25, 153 AM
sample	11/16/25, 154 AM

At the bottom right of the dialog, there is a blue button labeled 'Add Selected (1)'.

Figure 2.3.6 Linking an Uploaded Supporting Document to Profile Data

Once the data entry and linking are complete, the profile becomes a comprehensive digital record. **Figure 3.7** displays the populated profile form, specifically the Academic Degrees section. This view confirms that the user's input has been successfully captured and formatted according to institutional standards.

The screenshot shows the 'B. Academic Degrees' section of a profile form. The 'a. Undergraduate' section is populated with the following data:

i. Degree	iv. Year Graduated
Bachelor of Science	2026
ii. Major/minor	v. Awards Received
Information Technology	Awards or honors
iii. School Attended	vi. Special Order no
Father Saturnino Urios University	SO number

Figure 2.3.7 Profile Form (Academic Degrees Section Populated)



### C. Dashboard Monitoring and Visualization

The system aggregates all this data into a visual Dashboard (**Figure 3.8**). This allows the QAP office to see a real-time breakdown of submissions by category (e.g., TOR vs. Seminars), providing an instant view of the university's documentation completeness without needing to open individual folders.

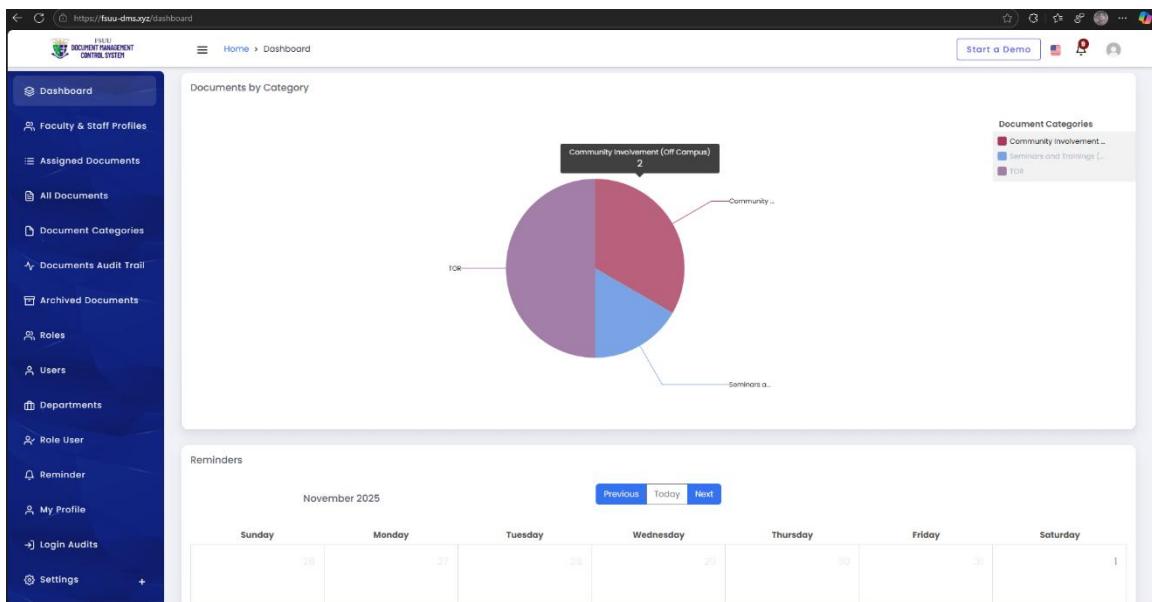


Figure 2.3.8 Admin Dashboard Overview



For detailed management, admins have access to a comprehensive directory. **Figure 3.9** illustrates the "Faculty & Staff Profiles" view, which organizes all employees into a card-based layout. This allows admins to quickly locate specific personnel and access their individual records.

Name	Email Address	Action
Marconi Dominyx Gayo Asis	marconi.asis@uriuos.edu.ph	<a href="#">View Profile</a>
dan enciso	danville.enciso@uriuos.edu.ph	<a href="#">View Profile</a>
john paul	john.lingao@uriuos.edu.ph	<a href="#">View Profile</a>
Mark Ezequiel S. Pereyra	mark.pereyra@uriuos.edu.ph	<a href="#">View Profile</a>
Riemann Ragas	riemann.ragas@uriuos.edu.ph	<a href="#">View Profile</a>
Admin User	admin@example.com	<a href="#">View Profile</a>

Figure 2.3.9 Admin View of Faculty & Staff Profiles



Clicking on a specific employee card enables a deeper audit. **Figure 3.10** shows the "View User Profile" page from the admin's perspective. This interface allows the admin to review the exact data the employee entered, ensuring accuracy and completeness.

The screenshot shows a web-based administrative interface for managing user profiles. On the left is a sidebar with various menu items: Dashboard, Faculty & Staff Profiles, Assigned Documents, All Documents, Document Categories, Documents Audit Trail, Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile, Login Audits, and Settings. The main content area is titled 'View User Profile' and contains two sections: 'A. Personal Data' and 'B. Academic Degrees'. Under 'A. Personal Data', there are fields for Name (Mark Ezequiel S. Pereyo), Rank (4th Year), Position (Student), Program/Office (Computer Studies Program), Place of Birth (Cabadbaran City), Date of Birth (2002-01-18), Home Address (P-9, Brgy. Tolosa, Cabadbaran City, ADN, 8500), Telephone # (N/A), Cellphone # (0985537124), Email Address (mark.pereyo@urios.edu.ph), and Civil Status (Single). A photo of the user is displayed on the right. Under 'B. Academic Degrees', it shows 'a. Undergraduate'. At the top right of the main content area, there are buttons for 'Start a Demo', 'Export FSUU Profile', and file download icons.

Figure 2.3.10 Admin Reviewing a Specific User Profile



A critical validation feature is shown in **Figure 3.11**. Admins can click on the linked documents within the profile to instantly preview the file (e.g., a TOR or Certificate), verifying its authenticity without leaving the page.

Figure 2.3.11 Verifying Linked Documents

To maintain a clean system, an "Archived Documents" module (**Figure 3.12**) allows admins to store and retrieve older submissions that are no longer active but must be retained for records.

Figure 2.3.12 Archived Documents Management



### 3.1.2 Objective 2: QAP Feedback and Revision Module

The system transforms the review process from a passive storage task to an active communication loop. **Figure 3.13** shows the "Assigned Documents" module, highlighting the Action Menu. This menu provides admins with immediate options to view, edit, or interact with a specific document submission.

The screenshot shows a web-based document management system interface. On the left is a dark sidebar with various navigation links such as Dashboard, Faculty & Staff Profiles, Assigned Documents, Document Categories, Documents Audit Trail, Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile, Login Audits, and Settings. The main content area has a header "Assigned Documents" with search and filter fields. Below this is a table listing documents with columns for Action, Name, Category Name, Documents Submitted, Storage, Created Date, Expired Date, and Created By. The table lists five documents: "Community Involvement (Off Campus) Template", "Other Credentials and Qualifications Template", "Creative Efforts Template", "Community Involvement (On Campus) Template", and "Seminars and Trainings (5 Sys)". An "Action" column for the first document (Community Involvement (Off Campus) Template) is expanded, showing a list of actions: View, Edit, Share, Download, Upload New Version file, Upload file, View Submissions, Add Reminder, Send Email, Archive, and Delete. The "Edit" option is highlighted with a blue background.

Action	Name	Category Name	Documents Submitted	Storage	Created Date	Expired Date	Created By
⋮	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	0	Local Disk (Default)	11/12/2025		Admin User
⋮	Other Credentials and Qualifications Template	Other Credentials and Qualifications	0	Local Disk (Default)	11/12/2025		Admin User
⋮	Creative Efforts Template	Creative Efforts (5 Sys)	0	Local Disk (Default)	11/12/2025		Admin User
⋮	Community Involvement (On Campus) Template	Community Involvement (On Campus)	0	Local Disk (Default)	11/12/2025		Admin User
⋮	TOR	TOR	3	Local Disk (Default)	11/12/2025		Admin User
⋮	Seminars and Trainings (5 Sys)	Seminars and Trainings (5 Sys)	1	Local Disk (Default)	11/12/2025		Admin User

Figure 2.3.13 Assigned Documents Module with Action Menu



When reviewing compliance, it is often necessary to see the history of submissions. **Figure 3.14** displays the "View Submissions" modal. This interface lists all versions of a document submitted by an employee, allowing the admin to track progress or compare current submissions against previous attempts.

Degree	Major/Minor	School Attended	Year Graduated	Awards Received	Special Order no.	Added By	Actions
Bachelor of Science	Information Technology	Father Saturnino Urios University	2026	-	-	Added By mark pereyra	
sample	-	-	-	-	-	Added By mark pereyra	
Bachelor of Science	Information Technology	Father Saturnino Urios University	2026	-	-	Added By mark pereyra	

Figure 2.3.14 Admin Viewing All Submissions for a Document



If a document is incorrect or unclear, the admin can provide immediate instruction. **Figure 3.15** illustrates the commenting interface. Here, the admin is writing a specific comment to request a revision, creating a direct and documented channel of communication regarding the file.

The screenshot shows a web-based document management system interface. On the left, a sidebar lists various administrative functions: Dashboard, Faculty & Staff Profile, Assigned Documents, All Documents, Document Categories, Documents Audit, Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile, Login Audits, and Settings. The main content area is titled "TOR Template's Submissions" and displays a table of document entries. One entry for "sample" has a comment box open over it. The comment box contains the text: "Please review the name of the uploaded file including the additional fields". At the bottom of the comment box are two buttons: "Add Comment" (in blue) and "Cancel" (in red). The URL in the browser bar is https://fsau-dmc.xyz/assigned-documents.

Figure 2.3.15 Admin Writing a Comment



To ensure the employee is aware of the feedback, the system employs external notifications. **Figure 3.16** shows the email notification sent to the employee's FSUU G-Suite account. This ensures that even if the user is not logged into the system, they are alerted to the new comment.

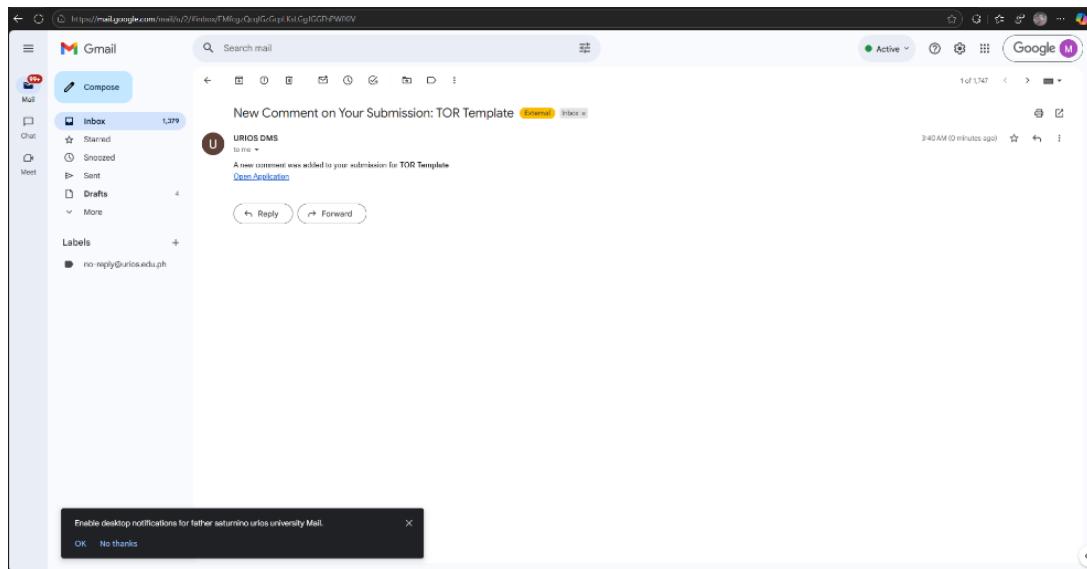


Figure 2.3.16 Email Notification for a New Comment



Simultaneously, the system alerts the user within the application. **Figure 3.17** displays the in-system notification dropdown. This list aggregates all recent activities, ensuring the user has a central place to check for updates upon logging in.

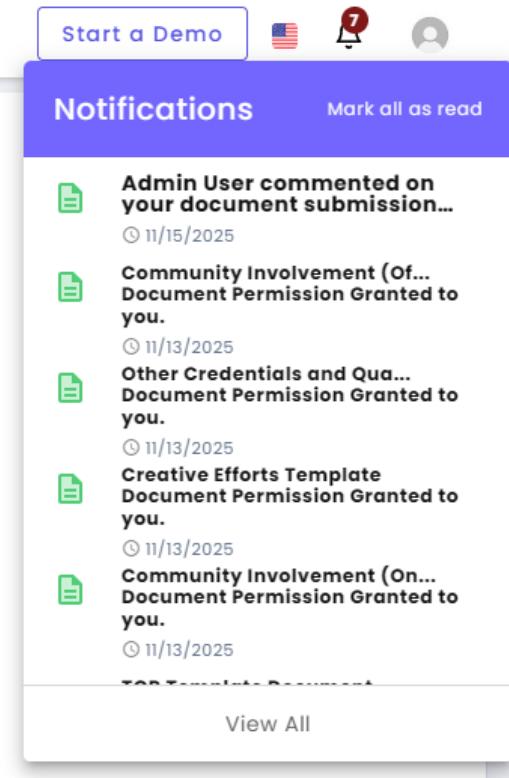


Figure 2.3.17 In-System Notification Dropdown



For immediate visual attention, the system uses UI cues. **Figure 3.18** shows the tooltip notification. When a user hovers over the notification icon, a brief summary appears, giving context without requiring a click.

The screenshot shows a web-based document management system interface. The left sidebar has a dark blue background with white text: 'DOCUMENT MANAGEMENT CONTROL SYSTEM' at the top, followed by 'Dashboard' and 'Assigned Documents'. Below that is a 'My Profile' section with a small user icon. The main content area has a light gray background. At the top, there are search bars for 'Search by name or description' and 'Search by meta tags', and dropdown menus for 'Select Category' and 'Storage'. A red rectangular button on the right says 'Start a Demo' with a small American flag icon. Below these are two more search fields. The main table has columns: Action, Name, Category Name, Documents Submitted, Storage, Created Date, Expired Date, and Created By. There are eight rows of data. The fourth row from the top has a tooltip notification: 'You have 1 unread comment in this document' with a small red dot icon. The bottom right of the table shows 'Items per page: 10' and '1 - 6 of 8'. The status bar at the bottom right shows the date '11/15/2023' and time '3:27 AM'.

Figure 2.3.18 Unread Comment Notification (Tooltip)



To further emphasize urgency, **Figure 3.19** highlights the red notification badge. This standard visual indicator informs the user at a glance that there are unread items requiring their attention.

The screenshot shows a web browser window with a dark blue header bar. The main content area displays a table titled "TOR Template's Submissions". The table has columns for Degree, Major/Minor, School Attended, Year Graduated, Awards Received, Special Order no., Added By, and Actions. A single row is visible with the values: "hello", "test", "test", "test", "test", "test", "Added By mark pereyra", and a set of small icons for edit, delete, and other actions. To the right of the table, a sidebar titled "My Reminders" lists several entries under "Created By Admin User". At the bottom of the sidebar, a red badge with the text "Comment - 1 unread" indicates an unread comment. The URL in the address bar is "http://fusu-dmxyz/assigned-documents".

Figure 2.3.19 Unread Comment Notification (Red Badge)



The communication loop is bidirectional. **Figure 3.20** depicts the employee's view where they can read the admin's feedback and type a reply. This allows for clarification or confirmation that the revision is underway.

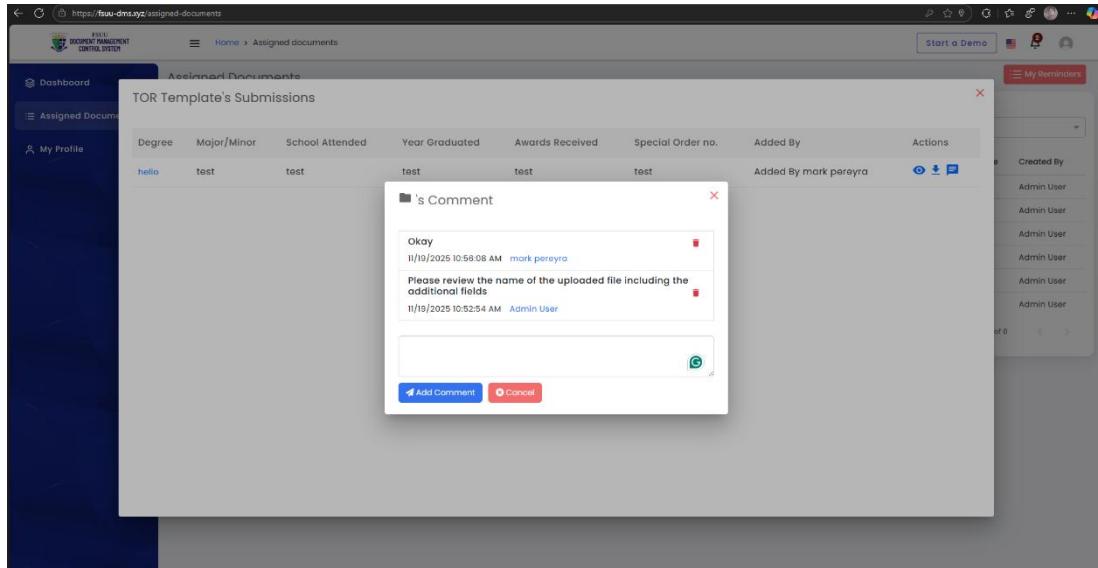


Figure 2.3.20 Employee Viewing and Replying to a Comment



**Figure 3.21** confirms that the cycle is complete. It shows the admin viewing the employee's reply, ensuring that the instructions were understood and acted upon.

The screenshot shows a web-based document management system interface. On the left is a sidebar with various navigation links: Dashboard, Faculty & Staff Profile, Assigned Documents, All Documents, Document Categories, Documents Audit, Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile, Login Audits, and Settings. The main area is titled "Assigned Documents" and shows a table for "TOR Template's Submissions". The table has columns for Degree, Major/Minor, School Attended, Year Graduated, Awards Received, Special Order no., Added By, and Actions. There are four rows of data. A modal window is open over the table, titled "Comment". It contains a message from "mark pereyra" saying "Okay" and "Please review the name of the uploaded file including the additional fields". Below the message is a timestamp "11/9/2025 10:58:08 AM" and the name "mark pereyra". At the bottom of the modal are two buttons: "Add Comment" (blue) and "Cancel" (red).

Figure 2.3.21 Admin Viewing the Employee's Reply



### 3.1.3 Objective 3: Automated Deadline Reminder Feature

This objective was to include an automated reminder feature for deadlines. This was successfully met by developing an admin-controlled module backed by a robust email infrastructure.

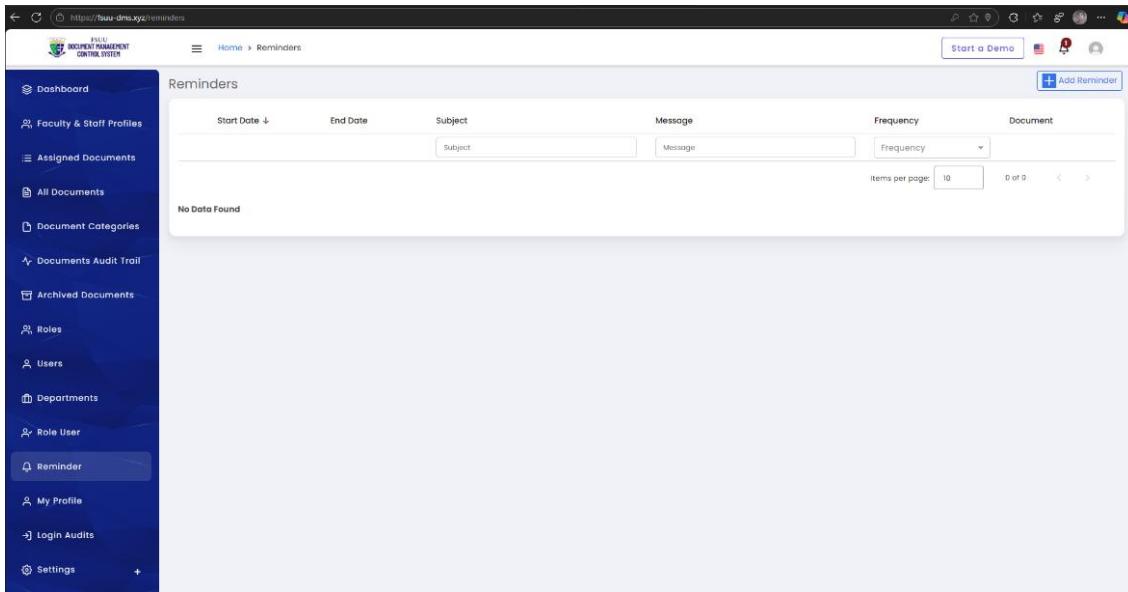
The foundation of this feature is the SMTP Settings module (**Figure 3.22**), which allows admins to configure the official email gateway (e.g., fsuudms@gmail.com) used to send all system notifications.

Action	User Name	Host	Port	Is Default
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	fsuudms@gmail.com	smtp.gmail.com	587	Yes

Figure 2.3.22 Email SMTP Configuration



Admins manage the schedule of notifications through a dedicated interface. **Figure 3.23** shows the main "Reminder Module" page. This dashboard provides an overview of all active reminders, their schedules, and their target audiences.



The screenshot shows a web-based application interface for managing reminders. The left sidebar contains a navigation menu with the following items: Dashboard, Faculty & Staff Profiles, Assigned Documents, All Documents, Document Categories, Documents Audit Trail, Archived Documents, Roles, Users, Departments, Role User, Reminder (which is highlighted in blue), My Profile, Login Audits, and Settings. The main content area is titled 'Reminders' and includes a search/filter section with fields for Start Date, End Date, Subject, Message, Frequency, and Document. Below this is a table header with columns for Start Date, End Date, Subject, Message, Frequency, and Document. A message 'No Data Found' is displayed below the table. At the bottom right of the main area, there are buttons for 'Items per page' (set to 10) and '0 of 0'.

Figure 2.3.23 Main Reminder Module Page for Admins



The system allows for broad, department-level communication. **Figure 3.24** demonstrates the creation of a repeating, department-wide reminder. In this example, the "Send Email" option is checked, ensuring the reminder is pushed to both the dashboard and the users' inboxes.

The screenshot shows the 'Manage Reminder' page of the university's document management system. The left sidebar contains navigation links such as Dashboard, Faculty & Staff Profiles, Assigned Documents, All Documents, Document Categories, Documents Audit Trail, Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile, Login Audits, and Settings. The main content area is titled 'Manage Reminder' and includes fields for 'Subject' (Employee Profile), 'Message' (Please review and update your profile details before the end of November 2025), and 'Frequency' (Daily). There are checkboxes for 'Repeat Reminder' and 'Send Email'. A 'Select Users' dropdown menu is open, showing 'Computer Studies Program'. Below these are sections for 'Week Days' (Sunday through Saturday) and 'Reminder Start Date' (11/15/2025, 4:16 AM) and 'Reminder End Date' (11/30/2025, 4:16 AM). At the bottom are 'Save' and 'Cancel' buttons.

Figure 2.3.24 Creating a Repeating, Department-Wide Reminder with "Send Email"



Reminders can also be targeted to specific compliance requirements. **Figure 3.25** illustrates the process of adding a reminder directly to a specific document category. This context-aware reminder helps users understand exactly which document is due.

Action	Name	Category Name	Documents Submitted	Storage	Created Date	Expired Date	Created By
View	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	0	Local Disk (Default)	10/2/2025		Admin User
Edit	Previous Template	Other Creditors and Qualifications	0	Local Disk (Default)	10/2/2025		Admin User
Share	On Campus] Template	Community Involvement (On Campus)	0	Local Disk (Default)	10/2/2025		Admin User
Download	TOR	TOR	3	Local Disk (Default)	10/2/2025		Admin User
Upload New Version File	Impair	Services and Trainings (5.5%)	1	Local Disk (Default)	10/2/2025		Admin User

Figure 2.3.25 Adding a Reminder to a Specific Document



**Figure 3.26** shows the final configuration of a document-specific reminder. The admin can set the frequency and message, ensuring that faculty members receive consistent nudges to complete their specific pending submissions.

The screenshot displays the 'Assigned Documents' section of the FSRMCS (Faculty & Staff Record Management Control System). A modal window titled 'Add Reminder :: Community Involvement (Off Campus) Template' is open. The 'Subject' field contains 'Community Involvement (Off Campus)'. The 'Message' field contains the text 'Please do submit a certificate for Community Involvement (Off Campus) this week.' Below these fields are two checkboxes: 'Repeat Reminder' (checked) and 'Send Email' (checked). Under 'Frequency', 'Daily' is selected. Under 'Week Days', all days from Sunday to Saturday are checked. The 'Reminder Start Date' is set to '11/16/2025, 5:18 AM' and the 'Reminder End Date' is set to '11/22/2025, 5:15 AM'. At the bottom of the modal are 'Save' and 'Cancel' buttons. To the right of the modal, a sidebar titled 'My Reminders' lists six entries, all created by 'Admin User' on different dates.

Figure 2.3.26 Creating a Document-Specific Reminder with "Send Email"



Employees receive these nudges through multiple channels. **Figure 3.27** displays the in-system notification for a new reminder. This appears in the user's activity feed, providing a direct link to the task at hand.

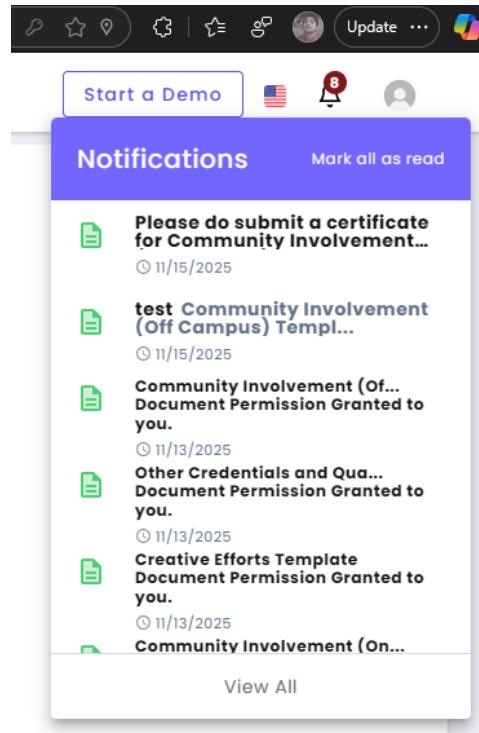


Figure 2.3.27 Employee Notification for a New Reminder (In-System)



To help employees plan their submissions, the dashboard includes a visual schedule. **Figure 3.28** shows the Employee Dashboard Calendar. The visual "dots" on specific dates indicate pending deadlines or reminders, allowing users to visualize their compliance timeline.

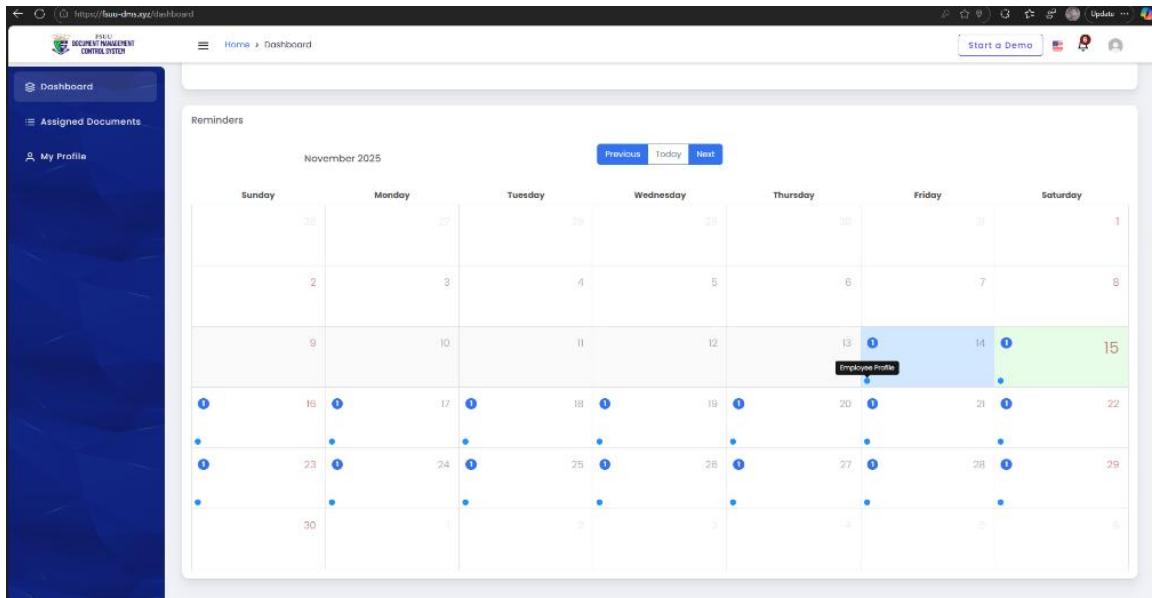


Figure 2.3.28 Employee Dashboard Calendar with Reminder Dots



For users away from the dashboard, email remains the primary alert method. **Figure 3.29** captures the email notification received by the employee. This ensures the reminder is delivered even if the user does not log in to the system that day.

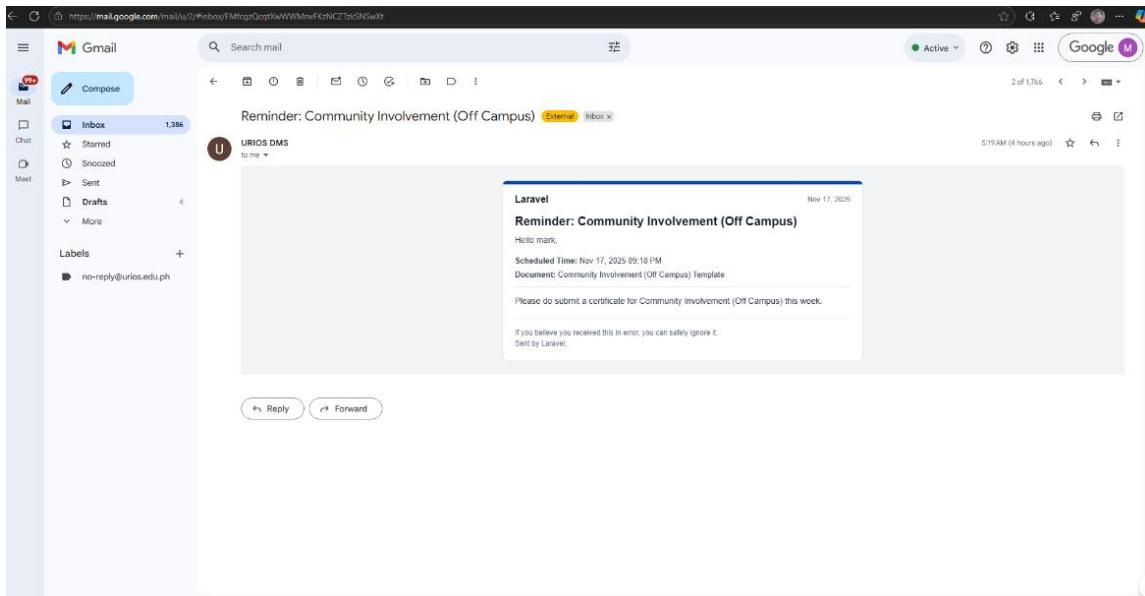


Figure 2.3.29 Email Notification for a Document-Specific Reminder



To accommodate mobile-first users, the system extends its reach to smartphones. **Figure 3.30** displays a Mobile Push Notification on a user's device, ensuring that critical deadlines are hard to miss regardless of the device being used.

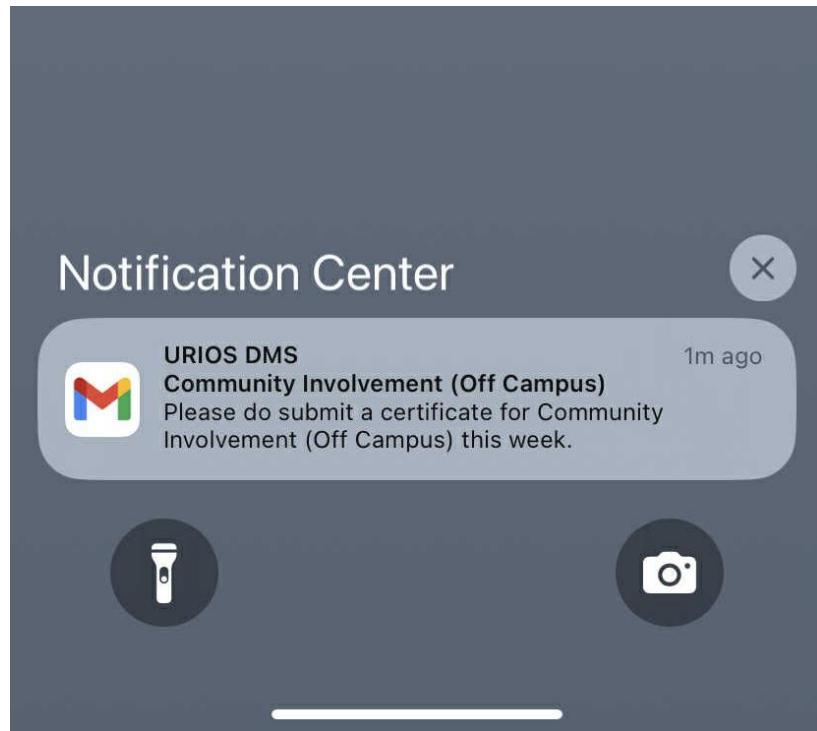


Figure 2.3.30 Mobile Push Notification (Document Reminder)



### 3.1.4 Objective 4: Filtering and Export Functions by Department

This objective was to enable a "pullout" feature for QAP to export documents by department. This was achieved by first defining the university structure and then implementing a filter-export logic.

The system is designed to mirror the university's organizational structure. **Figure 3.31** shows the "Departments" module configuration. This interface is where the admin defines all academic units, which subsequently populates the filter options throughout the system.

Action	Name	Code	Description	Users
⋮	Nursing Program	NP	Department for Nursing and Healthcare programs	0
⋮	Computer Studies Program	CSP	Department for Game Development, Computer Science, and Information Technology programs	4
⋮	Accountancy Program	AP	Department for Accountancy programs	0
⋮	Engineering and Technology Program	ETP	Department for Engineering and Technology programs	1
⋮	Business Administration Program	BAP	Department for Business and Management programs	0
⋮	Tourism and Hospitality Management Program	THMP	Department for Tourism and Hospitality programs	0
⋮	Teachers Education Program	TEP	Department for Education and Teaching programs	0
⋮	Arts and Sciences Program	ASP	Department for Arts and Sciences programs	0
⋮	Criminal Justice Education Program	CJEP	Department for Criminal Justice Education programs	0

Figure 2.3.31 Department Configuration



These definitions enable powerful sorting capabilities. **Figure 3.32** demonstrates the "All Documents" module with a filter applied. The admin has selected "Computer Studies Program," and the list immediately updates to show only documents relevant to that specific department.

The screenshot shows the 'All Documents' page of the FSU Document Management System. On the left is a sidebar with various navigation links: Dashboard, Faculty & Staff Profiles, Assigned Documents, All Documents (which is selected), Document Categories, Documents Audit Trail, Archived Documents, Roles, Users, Departments (selected), Role User, Reminder, My Profile, Login Audits, and Settings. At the top right are buttons for Start a Demo, Add Document, and user profile. The main area has four search/filter boxes: Search by name or description, Search by meta tags, Select Category (set to Seminars and Trainings (5 Sys)), and Search by Department (set to Computer Studies Program). Below these are dropdowns for Storage (set to Local Disk (Default)) and Created Date. A table lists one document: Name: Seminars and Trainings Template, Document Category: Seminars and Trainings (5 Sys), Documents Submitted: 1, Storage: Local Disk (Default), Created Date: 11/12/2026, and Created By: Admin User. The table includes columns for Action, Name, Document Category, Documents Submitted, Storage, Created Date, and Created By. At the bottom are pagination controls for Items per page (10) and page number (1 - 6 of 6).

Figure 2.3.32 Filtering Documents by Department (e.g., "Computer Studies Program")



Once filtered, the admin can select specific files for extraction. **Figure 3.33** shows the selection checkboxes being used to choose specific document types. This allows the admin to curate exactly which files are needed for a report or accreditation visit.

Figure 2.3.33 Selecting Document Types for Preview



Before exporting, the system allows for a final review. **Figure 3.34** displays the Consolidated Preview Page. This view aggregates the selected data, giving the admin a chance to verify that the correct information is being pulled out.

The screenshot shows a web-based document management system interface. On the left is a sidebar with various navigation options: Dashboard, Faculty & Staff Profiles, Assigned Documents, All Documents, Document Categories, Documents Audit Trail, Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile, Login Audits, and Settings. The main content area has a header for 'Father Saturnino Urios University Computer Studies Program Butuan City' and a sub-header 'LIST OF SEMINARS AND TRAININGS (5 SYs) ATTENDED BY THE FACULTY (2019-2024)'. Below this is a table with columns: Title of Seminar/Training/Workshop, Host/Organizer, Date/s, and Venue. The table lists five entries:

Title of Seminar/Training/Workshop	Host/Organizer	Date/s	Venue
CEAP Mindanao Games	Catholic Educational Association of the Philippines - Region XI	April 17-21, 2023	Davao City
Webinar on Strategic & Education (D)	Mindanao State University - Iligan Institute of Technology	April 15, 2021	Online
3rd Family Welfare Committee (FWC) Mindanao Summit	MPG/SOCSARGEN Peace Network, INC.	June 2019	Ramon Magsaysay Memorial Colleges and Holy Trinity College
Mindanao Peace Games - Discovery Leadership Program	Department of Labor and Employment	Sept. 2019	KCC Convention Center, General Santos City
Webinar Student teachers' congress	MPG	June 2018	Discovery Suites, Ortigas Center, Pasig Metro Manila
Workshop Butuanon Sayaw	FSUU Teacher Education program in partnership of PAFTE	March 16, 2022	Online
	Office of the Indigenous Peoples, Culture, Heritage, and the Arts City Administrator's Office, City Government of Butuan	October 29-31, 2022 & November 27, 2022	Bodong Promontory, Barangay Poblacion, City of Butuan

Figure 2.3.34 Consolidated Preview Page for Document Pullout



The final output is a formatted, accreditation-ready file. **Figure 3.35** shows the exported Microsoft Word (.docx) document. The system automatically formats the data into a table with headers, ready for printing or digital submission to PAASCU.

SEMINARS AND TRAININGS (S.Y.S)			
Title of Seminar/Training/Workshop	Host/Organizer	Date/s	Venue
<b>Marconi Domingo Asis</b>			
CEAF Mindanao Campus	Catholic Educational Association of the Philippines - Region XI	April 17-21, 2023	Davao City
Webinar on Physical Education Curriculum Standards, Design & Strategies for Higher Education Curriculum (DHEC) and Department of Education (DepEd)	Mindanao State University - Iligan Institute of Technology	April 15, 2021	Online
<b>Riemann Ragas</b>			
Mindanao Peace Games Leaders Training	MPO/ SOCSARGEN Peace Network, INC.	June 2019	Ramon Mapasay, Marcial Colleges and Holy Trinity College
2nd Family Welfare Seminar (2020)	Department of Labor and Employment	Sept. 2019	KCC Convention Center, General Santos City

Figure 2.3.35 The Final Exported Word Document



The export maintains connectivity to the source files. **Figure 3.36** demonstrates that the exported Word document contains active hyperlinks. Clicking these links opens the original, verified file in the secure web viewer, ensuring the evidence is always accessible.



Figure 2.3.36 View File Hyperlink



### 3.1.5 Objective 5: Monitoring and File Authenticity through logging

This objective was met by implementing a comprehensive security framework that includes (A) Role-Based Access Control (RBAC) for prevention, (B) Audit Trails for monitoring, and (C) Two-Factor Authentication for user authenticity.

#### A. Role-Based Access Control (RBAC)

Security begins with defining user roles (**Figure 3.37**). Admins can create distinct roles such as "Admin," "User," and "Super Admin."

The screenshot shows the 'Roles' management page of the university's document management system. The left sidebar contains navigation links for Dashboard, Faculty & Staff Profiles, Assigned Documents, All Documents, Document Categories, Documents Audit Trail, Archived Documents, Roles (which is currently selected), Users, Departments, Role User, Reminder, My Profile, Login Audits, and Settings. The main content area is titled 'Roles' and displays a table with three rows:

Action	Name
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Admin
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	User
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Super Admin

At the top right of the main area, there are buttons for 'Start a Demo', a flag icon, a notification bell, and a user profile icon. A blue 'Add Role' button is located at the top right of the table header.

Figure 2.3.37 Roles Management



Access control is highly specific. **Figure 3.38** demonstrates the configuration of granular permissions. Admins can toggle broad categories of access, defining what modules a role can see.

The screenshot shows the 'Manage Role' interface of the FSAU Document Management System. On the left, a sidebar lists various administrative functions: Dashboard, Faculty & Staff Profiles, Assigned Documents, All Documents, Document Categories, Documents Audit Trail, Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile, Login Audits, and Settings. The main area is titled 'Manage Role' and shows a table for the 'Admin' role. The 'Role Name' is set to 'Admin'. The 'Permission' section contains several groups of checkboxes, each with a 'Select All' checkbox at the top. The groups include 'Dashboard', 'All Documents', 'Assigned Documents', 'Archived Documents', 'Document Category', and 'Document Audit'. Under each group, there are multiple specific permissions listed with checkboxes, such as 'View Dashboard', 'Create Document', 'Edit Document', etc. Some checkboxes are checked, while others are empty.

Figure 2.3.38 Configuring Granular Permissions



**Figure 3.39** shows the detailed permission settings. Here, specific actions—such as the ability to "Delete Document" or "Manage SMTP"—can be granted or revoked, ensuring users only have the privileges necessary for their job function.

The screenshot displays a web-based application interface for managing user roles and permissions. The URL in the address bar is <https://fsuu-dms.xyz/roles/manage/a2a7a1c1-1f3c-4c3a-9d2a-6b2d97e9a10>. The page title is "Home > Roles > Manage". The left sidebar contains a navigation menu with various options like Dashboard, Faculty & Staff Profiles, Assigned Documents, All Documents, Document Categories, Documents Audit Trail, Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile, Login Audits, and Settings. The main content area is titled "Manage" and lists several sections with checkboxes for granting or revoking permissions:

- Role**: View Roles, Create Role, Edit Role, Delete Role.
- Email**: Manage SMTP Settings.
- Settings**: Manage Languages, Manage Company Profile, Storage Settings, Manage Terms and Conditions.
- Reminder**: View Reminders, Create Reminder, Edit Reminder, Delete Reminder.
- Login Audit**: View Login Audit Logs.
- Faculty & Staff Profiles**: View Profiles, View My Profile, Export Profile.
- Department**: Add Department, Edit Department, View Users.
- View Submissions**: View Submissions, Comment on Submissions, Download Submission File, Archive Submission Document.
- All Submitted Documents**: View all submitted documents.

At the bottom of the form are two buttons: "Save" and "Cancel".

Figure 2.3.39 Detailed Permission Settings



Once roles are defined, users are mapped to them. **Figure 3.40** illustrates the "Assign Users to Roles" interface. This ensures that every account in the system operates within its strictly defined security boundaries.

The screenshot shows a web-based application interface for managing user roles. On the left is a vertical sidebar menu with various options like Dashboard, Faculty & Staff Profiles, Assigned Documents, etc. The main content area has a header 'Manage Users in Roles' and a sub-header 'Assign or remove users from roles. Drag users between lists or use the action buttons. Changes are saved automatically.' A dropdown menu 'Select Role:' is set to 'Super Admin'. Below it, two panels are shown: 'Available Users' on the left and 'Users in Super Admin' on the right. The 'Available Users' panel contains a list of users: don enciso (darville.enciso@uriost.edu.ph), Riemann Ragos (riemann.ragos@uriost.edu.ph), Marconi Dominyx Asis (marconi.asis@uriost.edu.ph), john paul (john.lingao@uriost.edu.ph), and mark pereyra (mark.pereyra@uriost.edu.ph). The 'Users in Super Admin' panel contains a single user: Admin User (admin). At the bottom, a message says 'Currently managing role: Super Admin – 1 user(s) assigned.'

Figure 2.3.40 Assigning Users to Roles



## B. Monitoring and Audit Trail

To monitor system access and security, a Login Audit Trail (**Figure 3.41**) was developed. It logs every login attempt (both "Success" and "Error") and records the user's email, IP address, and timestamp, allowing admins to watch for suspicious activity.

The screenshot shows a web-based application interface for a Document Management System (DMS). The left sidebar contains a navigation menu with items like Dashboard, Faculty & Staff Profiles, Assigned Documents, and Login Audits. The main content area is titled 'Login Audit Logs' and displays a table of log entries. The table columns are Date & Time, Email, IP Address, Status, Latitude, and Longitude. There are 141 entries listed, all marked as 'Success'. The status column includes small green icons next to each entry. At the bottom right of the table, there are pagination controls for 'Items per page' (set to 10), '1 - 10 of 141', and arrows for navigating through the pages.

Date & Time	Email	IP Address	Status	Latitude	Longitude
11/19/2025 10:27:22 AM	admin@example.com	124.217.124.4	Success		
11/19/2025 11:26:01 AM	marconialis@uriost.edu.ph	124.217.124.4	Success		
11/19/2025 11:26:27 AM	admin@example.com	124.217.124.4	Success		
11/19/2025 11:23:44 AM	riemann.rogas@uriost.edu.ph	124.217.124.4	Success		
11/19/2025 11:18:54 AM	mork.pereyra@uriost.edu.ph	124.217.124.4	Success		
11/19/2025 11:14:22 AM	admin@example.com	124.217.124.4	Success		
11/19/2025 10:58:53 AM	admin@example.com	124.217.124.4	Success		
11/19/2025 10:53:10 AM	mork.pereyra@uriost.edu.ph	124.217.124.4	Success		
11/19/2025 10:52:09 AM	admin@example.com	124.217.124.4	Success		
11/19/2025 10:52:05 AM	admin@example.com	124.217.124.4	Error		

Figure 2.3.41 The Login Audit Logs Page



Beyond login, the system tracks the movement of every file. **Figure 3.42** shows the "Documents Audit Trail" from the admin view. This log provides a chronological history of all file interactions across the system.

The screenshot shows the 'Document audit trails' page of the FSAU DMS system. The left sidebar contains navigation links for Dashboard, Faculty & Staff Profiles, Assigned Documents, All Documents, Document Categories, Documents Audit Trail (which is selected and highlighted in blue), Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile, Login Audits, and Settings. The main content area is titled 'Documents Audit Trail' and includes search filters for 'Search by name', 'Select Category', and 'Select User'. A table lists audit entries with columns for Action Date, Name, Category Name, Operation, By Whom, To Whom User, and To Whom Role. The table shows multiple entries for different documents like 'Seminars and Trainings Template' and 'Community Involvement (Off Campus) Template' across various users and dates between November 19, 2025, and November 20, 2025. At the bottom right of the table, there are buttons for 'Items per page' (set to 10), '1 - 10 of 142', and navigation arrows.

Action Date	Name	Category Name	Operation	By Whom	To Whom User	To Whom Role
11/19/2025 11:28:20 AM	Seminars and Trainings Template	Seminars and Trainings (5 SyS)	Read	Admin User		
11/19/2025 11:18:16 AM	Seminars and Trainings Template	Seminars and Trainings (5 SyS)	Read	Admin User		
11/19/2025 11:17:32 AM	TOR Template	TOR	Read	Admin User		
11/19/2025 10:56:08 AM	TOR Template	TOR	COMMENTADDED	mark pereyra	Admin User	
11/19/2025 10:52:54 AM	TOR Template	TOR	COMMENTADDED	Admin User	mark pereyra	
11/19/2025 10:49:52 AM	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	COMMENTADDED	Admin User	mark pereyra	
11/19/2025 10:33:12 AM	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	Read	mark pereyra		
11/19/2025 10:33:04 AM	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	Send Email	mark pereyra		
11/19/2025 12:27:52 AM	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	Read	Admin User		
11/19/2025 12:25:52 AM	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	Send Email	Marconi Dominyx Asis		

Figure 2.3.42 The Documents Audit Trail Page (Admin View)



The audit trail provides deep visibility into file lifecycle events. **Figure 3.43** highlights specific operations, showing entries for "Created" and "Add Permission." This allows admins to see exactly when a file was introduced and who was granted access to it.

Action Date	Name	Category Name	Operation	By Whom	To Whom User	To Whom Role
11/16/2026 15:42:20 AM	TOR Template	TOR	Download	mark pereyra		
11/15/2026 15:41:10 AM	TOR Template	TOR	Read	mark pereyra		
11/13/2025 0:07:55 AM	3p4fd0vfl.png	Testing Testing I23	Created	Admin User		
11/13/2025 0:07:54 AM	3p4fd0vfl.png	Testing Testing I23	Add Permission	Admin User	Riemann Rogas	
11/13/2025 0:07:54 AM	3p4fd0vfl.png	Testing Testing I23	Add Permission	Admin User	mark pereyra	
11/13/2025 0:07:37 AM	m12hzc3h.png	Testing Testing I23	Created	Admin User		
11/13/2025 0:07:37 AM	m12hzc3h.png	Testing Testing I23	Add Permission	Admin User	Riemann Rogas	
11/13/2025 0:06:14 AM	cd6394ea-6b9b-4751-ba04-362a9ef83bf6.jpg	Testing Testing I23	Created	Admin User		
11/13/2025 0:06:13 AM	cd6394ea-6b9b-4751-ba04-362a9ef83bf6.jpg	Testing Testing I23	Add Permission	Admin User	mark pereyra	
11/13/2025 0:06:13 AM	cd6394ea-6b9b-4751-ba04-362a9ef83bf6.jpg	Testing Testing I23	Add Permission	Admin User	Riemann Rogas	

Figure 2.3.43 Document Trail Showing "Created" and "Add Permission" Operations



### C. User Authenticity via Two-Factor Authentication (TOTP)

To provide the highest level of user authenticity, a secure TOTP 2FA system was implemented, matching the security standards of modern web applications. The user's "My Account" page (**Figure 3.44**) provides a clear interface for managing this optional security layer.

The screenshot shows the 'My Account' page of the university's system. On the left sidebar, there are links for 'Dashboard', 'Assigned Documents', and 'My Profile'. The main content area displays personal information: First Name (mark), Last Name (pereyo), Mobile Number (0995537041), and Email (mark.pereyo@urios.edu.ph). Below this, a section titled 'Two-Factor Authentication (TOTP)' is present, with a note about adding an extra layer of security. It shows the status as 'Disabled' and features a blue 'Set up 2FA' button. At the top right of the page, there are 'Start a Demo', 'Change Password', and other navigation links.

Figure 2.3.44 User Account Security Page

The setup process (**Figure 3.45**) utilizes a standard, time-based (TOTP) QR code and secret key, ensuring compatibility with common authenticator apps like Google Authenticator.

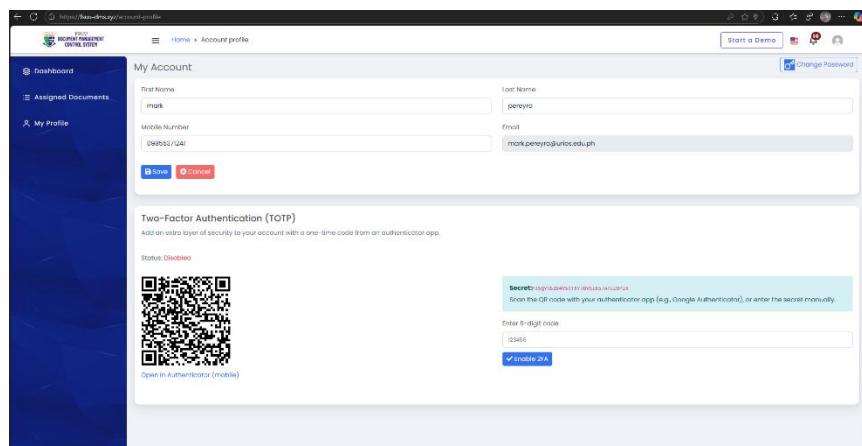


Figure 2.3.45 TOTP 2FA Setup Interface



Once 2FA is enabled, the system's login process is enhanced. After a user successfully authenticates with their password, the system requires a second factor—a valid 6-digit code from their authenticator app—before granting access (**Figure 3.46**).

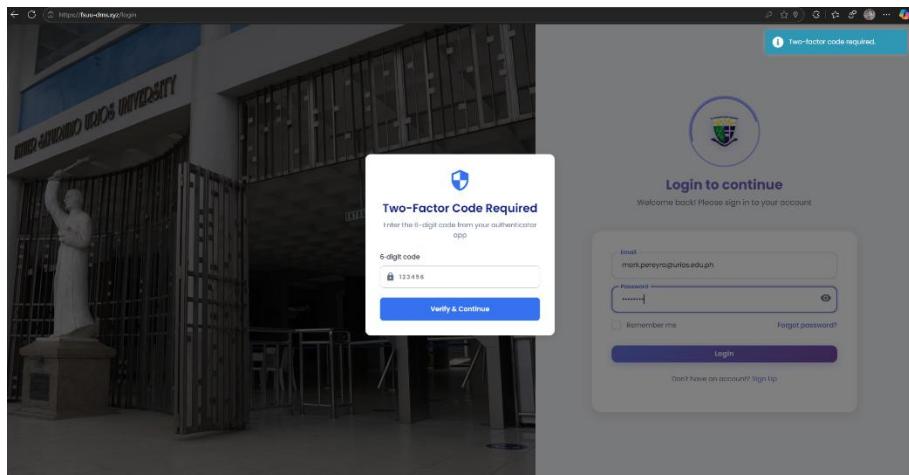


Figure 2.3.46 Login with 2FA Enabled

The "My Account" page reflects the "Enabled" status and provides a secure, password-protected method to disable the feature (**Figure 3.47**). This comprehensive 2FA implementation fully satisfies the "authenticity" part of the objective by ensuring user identities are rigorously verified.

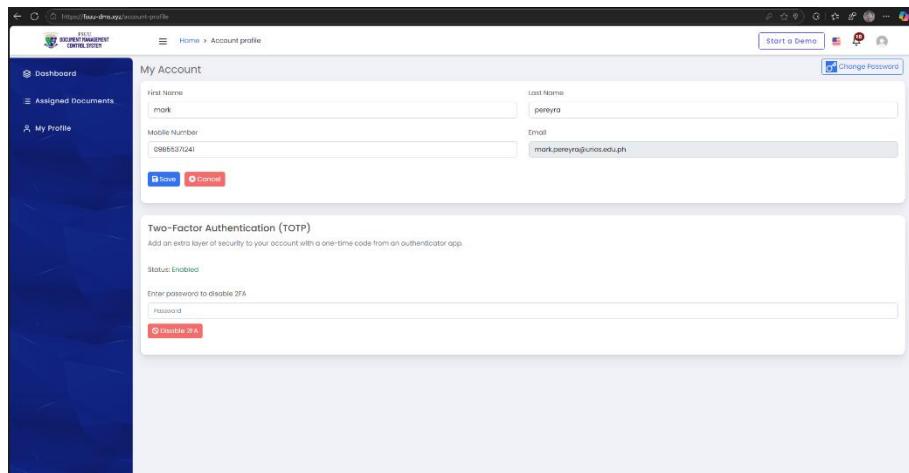


Figure 2.3.47 2FA Enabled Status



### 3.1.6 Objective 6: Limit System Access to FSUU G-suite Accounts

This objective was successfully met by implementing a strict domain-based registration rule and a mandatory verification process, ensuring access is limited exclusively to verified FSUU personnel.

The entire access control sequence begins at the main system entry point, the System Login Portal (**Figure 3.48**). This FSUU-branded page serves as the secure gateway for all users.

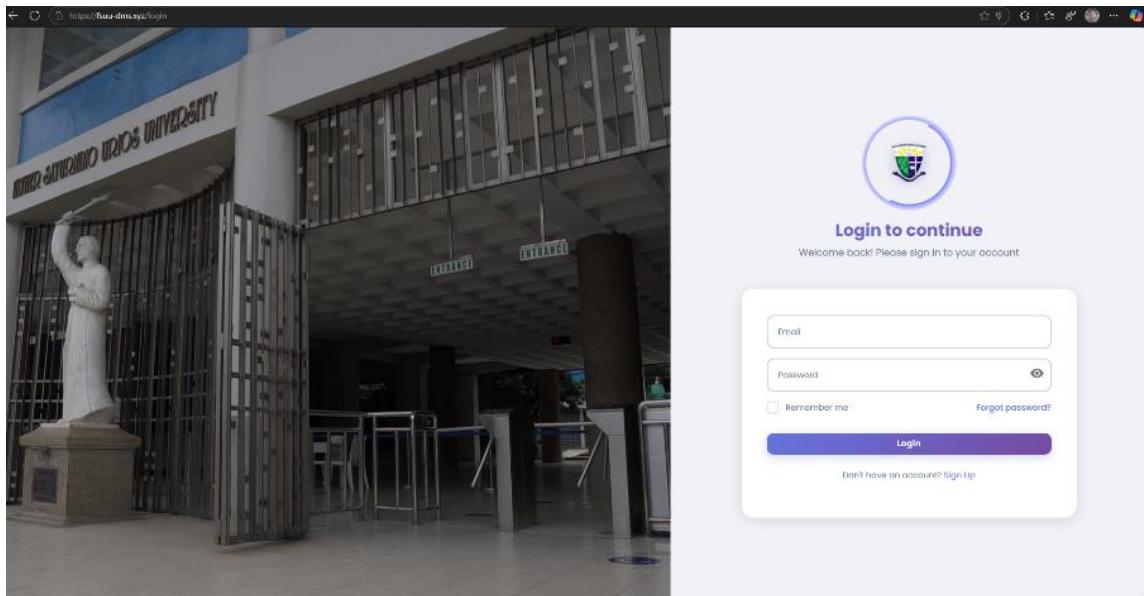


Figure 2.3.48 System Login Page



The first layer of defense is the registration form itself. Figure 3.49 displays the User Registration Interface. While it looks like a standard sign-up form, it is governed by strict backend validation rules.

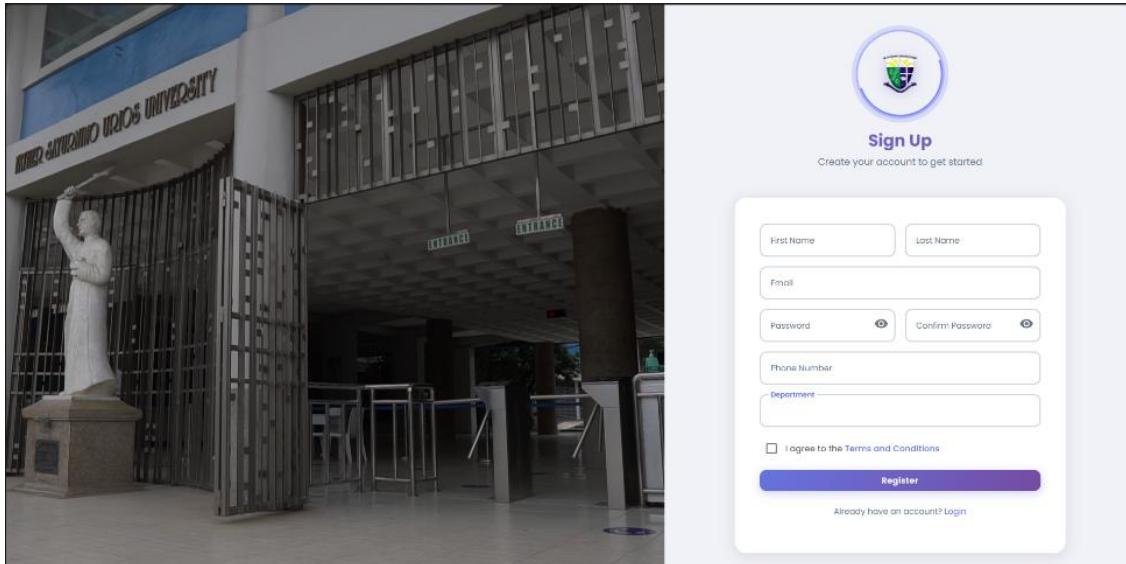


Figure 2.3.49 User Registration Interface

This validation is enforced by server-side logic. **Figure 3.50** shows the backend configuration code, specifically the ALLOWED\_REG\_EMAIL\_DOMAINS setting. By setting this to "uriost.edu.ph," the developers ensure that the system physically rejects any email address that does not belong to the institution.

```
ALLOWED_REG_EMAIL_DOMAINS=uriost.edu.ph
OTP_EXPIRES_SECONDS=300
OTP_RESEND_COOLDOWN_SECONDS=30
OTP_MAX_ATTEMPTS=5
ALLOW_DIRECT_REGISTER=false
```

Figure 2.3.50 Backend Configuration Limiting Email Domains



If a user attempts to bypass this rule, the system blocks them immediately. **Figure 3.51** illustrates the frontend error message triggered when a user attempts to sign up with a non-FSUU account (e.g., Gmail). The registration is halted before an account can be created.

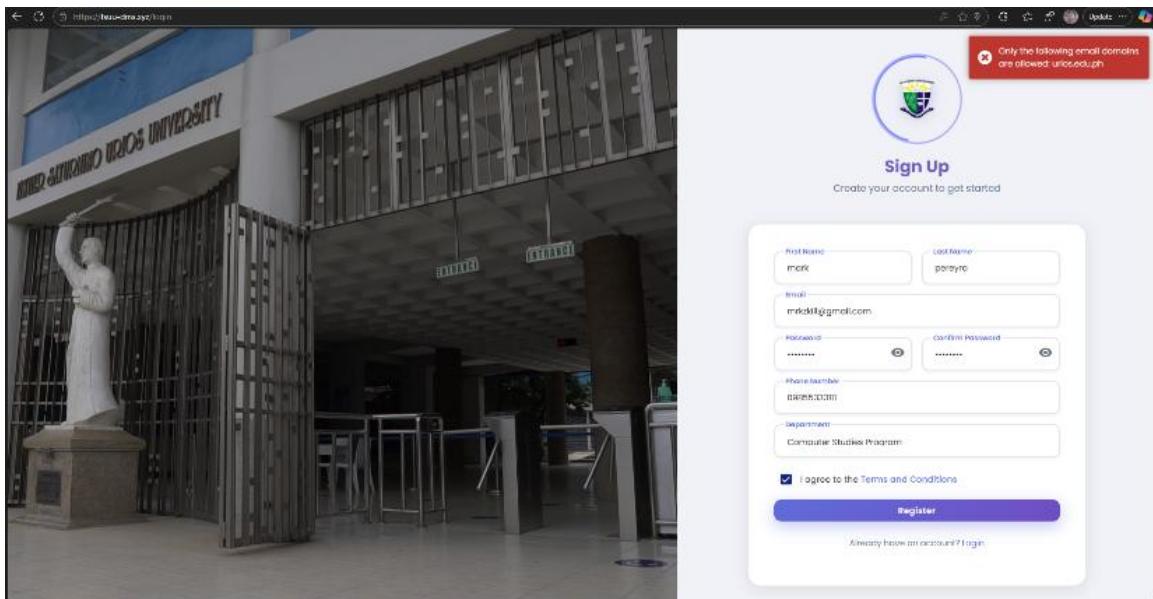


Figure 2.3.51 Frontend Error Message When Using a Non-FSUU



Validating the domain is not enough; the system must also verify ownership of the email. **Figure 3.52** displays the system-generated verification email containing a unique One-Time Password (OTP). This proves that the user has active access to the provided institutional account.

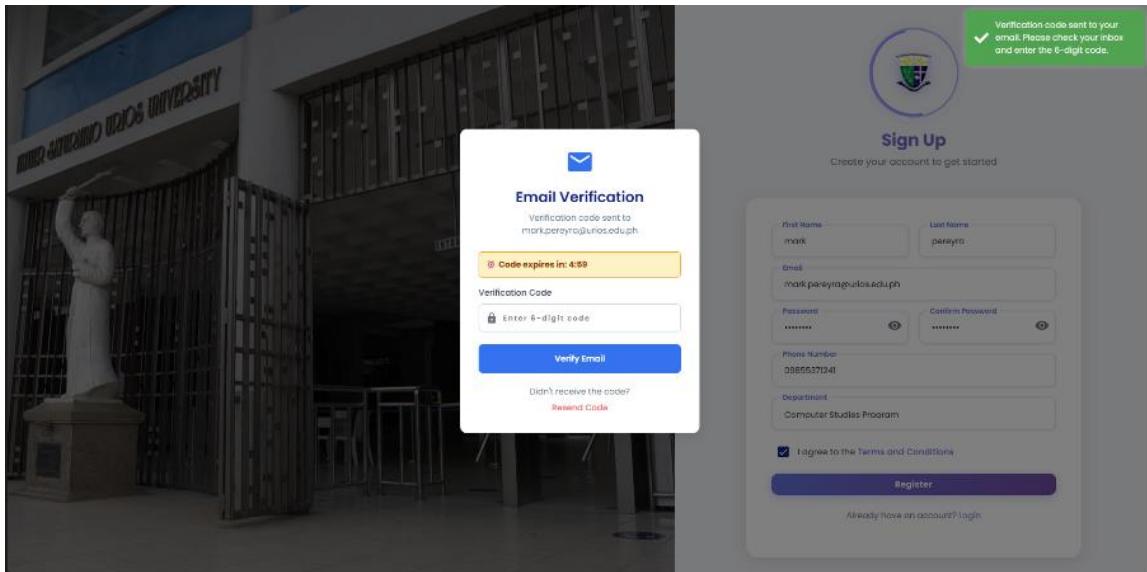


Figure 2.3.52 System-Generated Verification Email



The user must complete the loop to activate their account. **Figure 3.53** shows the OTP entry prompt. The user must enter the code sent to their email within a short time window to finalize the registration process.

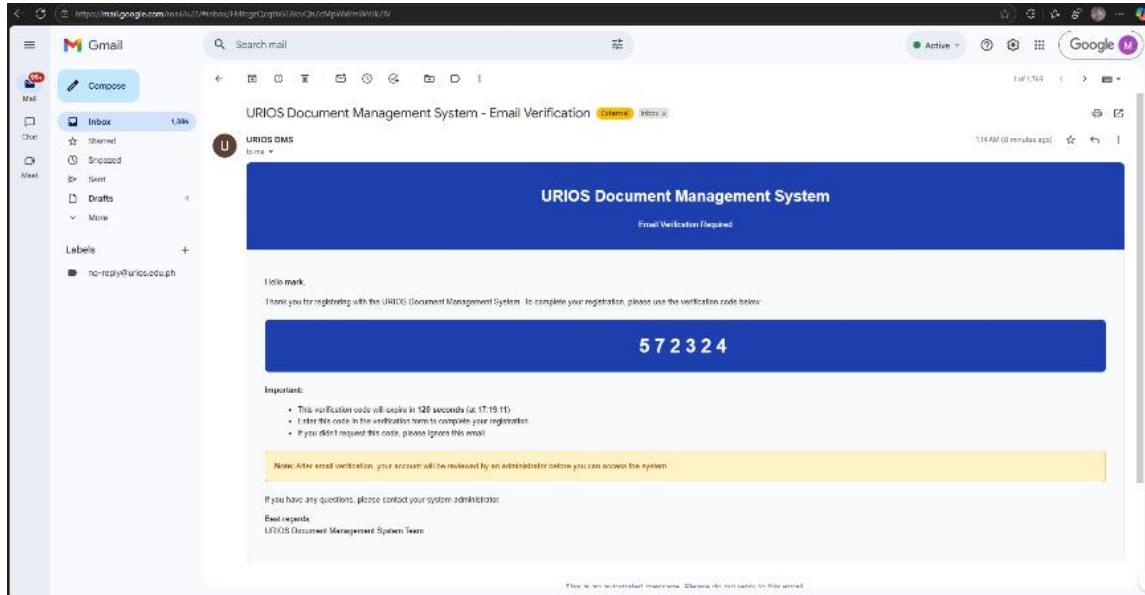


Figure 2.3.53 Email Verification OTP Prompt



The result of these strict protocols is a clean, verified user base. **Figure 3.54** displays the "Verified Users Registry." Every account listed here is guaranteed to be a verified member of the FSUU community, ensuring the integrity of the document control system.

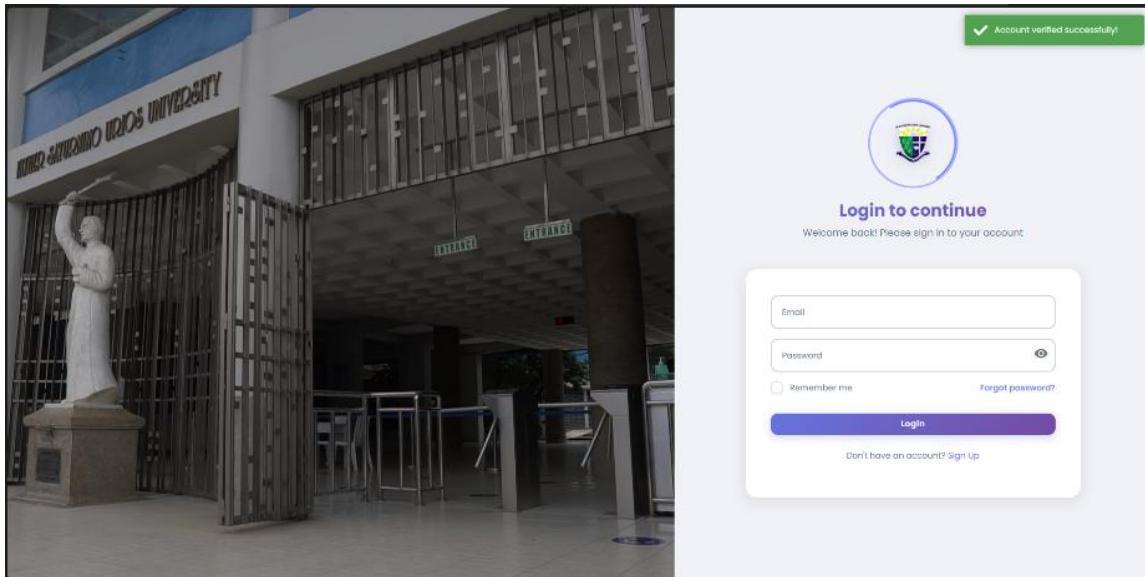


Figure 2.3.54 Verified Users Registry



## Chapter 4

### SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

#### Summary

This capstone project, "Improving Father Saturnino Urios University Employee Profile and Monitoring Using a Centralized Web-Based System," was undertaken to solve the critical inefficiencies within the Quality Assurance Planning (QAP) office's manual documentation process. The existing reliance on Google Drive lacked essential features for file validation, submission tracking, and feedback, leading to administrative delays and risking the university's accreditation preparedness for bodies like PAASCU.

Following the Waterfall Model, the researchers successfully designed, developed, and deployed a centralized, web-based Document Control System (DCS) using a modern Laravel and Angular architecture. The developed system directly addresses the identified problems by introducing a powerful, targeted features. These include a structured employee profiling form, a built-in file converter to enforce PDF standards, a real-time feedback and comment module, automated email and mobile reminders, and a secure G-Suite-only registration process. The system's effectiveness was validated through functional testing and usability evaluations with the target users.



## Conclusions

Based on the summary of findings, the following conclusions are drawn:

1. UI and PDF Converter: This was successfully met. As demonstrated in Figures 3.1 through 3.7, the system provides a user-friendly interface for employees to build their profiles and upload documents. The built-in file converter (Figure 3.4) automatically enforces the QAP's PDF file standard, eliminating format inconsistencies.
2. Feedback Module: This was successfully met. As shown in Figures 3.8 through 3.16, a complete feedback module was integrated. It allows QAP personnel to leave comments on specific submissions (Figure 3.10), creating a centralized, logged conversation history for all document revisions.
3. Automated Reminders: This was successfully met. As detailed in Figures 3.17 through 3.26, the system includes a robust reminder module. QAP Admins can create reminders, which are automatically sent to employees via in-system notifications (Figure 3.21), email (Figures 3.23, 3.24), and mobile push notifications (Figures 3.25, 3.26).
4. Filter and Export Functions: This was successfully met. As shown in Figures 3.27 through 3.31, a "pullout" feature was developed. This allows the QAP office to filter all submissions by department (Figure 3.27) and export the collated data as a single .docx file (Figure 3.30), drastically reducing the time required for accreditation data extraction.
5. Monitoring and Authenticity: This was successfully met. As proven in Figures 3.32 through 3.35, two separate audit trails were developed: a Login Audit Trail (Figure 3.32) to monitor access and a Documents Audit Trail (Figure 3.33) to log every action on a file, ensuring full system monitoring and file authenticity.
6. Limit Access to G-Suite: This was successfully met. As shown in Figures 3.36 and 3.37, the system's registration is restricted at the backend to only allow users with a verified @urios.edu.ph email address, ensuring data integrity.



## Recommendations

For Father Saturnino Urios University (FSUU) and the QAP Office:

1. Full-Scale Adoption and Deployment: The researchers strongly recommend that the university formally adopt this Documentation Control System as the single, official platform for managing all QAP-related faculty documents, replacing the previous manual and Google Drive-based methods.
2. Mandatory, Phased Training: To ensure a smooth transition, the researchers recommend that the QAP office coordinate with the Computer Studies Program (CSP). The CSP faculty are not only adept with new technology but were integral to the testing phase. They are the ideal partners to help lead formal training sessions for all deans, program heads, and faculty members, department by department.

For Future Researchers:

1. Integrate with FSUU Single Sign-On (SSO): Instead of integrating with a vague Human Resource Information System (HRIS), a more practical next step is to integrate the system with the main FSUU portal. This would allow faculty to log in using the same G-Suite credentials they already use for other university services. This would also automatically pull their existing profile data (like name, employee ID, and department) into the system, eliminating the need for them to type it in manually.
2. Implement a Background Processing Queue: The current PDF converter works well, but to make the system faster and more stable, future researchers should move file processing to a background queue. This means when a user uploads a large file, the system instantly says "Got it, thank you," and then processes the conversion and virus-scanning in the background. This prevents server timeouts and makes the user experience feel instant, even during peak submission times.
3. Develop "Intelligent" Batch Uploading via AI/OCR: As noted in the scope of this study, the current system restricts users to single-file uploads to ensure they manually input critical metadata (e.g.,



"Venue," "Host," "Inclusive Dates") for profile linking. Future researchers should address this trade-off by integrating Optical Character Recognition (OCR) with AI. By automatically scanning and extracting these specific text fields from uploaded certificates, a future version of the system could allow faculty to bulk-upload multiple files while still automatically populating the necessary "Venue" and "Date" fields without manual typing.



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## APPENDICES

### Letter and communications

<p> Father Saturnino Urios University Computer Studies Program Butuan City</p> <p>October 29, 2025</p> <p><b>KIMBERLY E. DE RAMA</b> Director Quality Assurance Planning Father Saturnino Urios University Butuan City, Philippines</p> <p>Dear Ms. De Rama,</p> <p>We are fourth-year Bachelor of Science in Information Technology (BSIT) students and the researchers for the capstone project titled, <a href="#"><u>Improving Father Saturnino Urios University Employee Profile and Monitoring Using a Centralized Web-Based System</u></a>.</p> <p>As our system is now in its final development phase, we would like to respectfully request your time and expertise, along with that of your staff, to participate in the <b>User Acceptance Testing (UAT)</b> of our system. Your feedback as the primary end-users is essential for us to validate the system's functionality, usability, and effectiveness in meeting the specific needs of your office.</p> <p>We would like to propose conducting the testing session at your most convenient time. We are available on <b>November 4 – 8, 2025</b> and are flexible to a schedule that works for you. The testing will take approximately <b>30 minutes max</b> and will involve a brief orientation followed by hands-on testing of the system's core features.</p> <p>Thank you very much for your time and consideration.</p> <p>Respectfully yours,</p> <p><b>Researchers</b> PEREYRA, MARK EZQUEL S. ASIS, MARCONI DOMINYX G. RAGAS, RIEMANN C.</p>	<p><b>Noted by:</b></p> <p><b>MR. REJEENALD M. FLORES</b> Capstone Adviser</p> <p><b>MR. MELQUIZEDEK G. BORBON</b> Capstone Instructor</p> <p><b>Endorsed by:</b></p> <p><b>MR. LAMBERTO C. BOLIGOR</b> Computer Studies Program Dean</p> <p><b>MS. KIMBERLY E. DE RAMA</b> Quality Assurance Director</p> <p><b>MRS. ARIYN M. FLORETA</b> Vice President for Academic Affairs and Research</p>
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### Photo Documentations





Father Saturnino Urios University  
Computer Studies Program  
Butuan City



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**System Usability Scale (SUS) – Post-Test Survey**  
Thank you for testing our system. This survey is confidential and takes ~3-5 minutes.

**Consent:**  
I consent to participate in this usability survey.

Yes       No

**Demographics (optional):**

**Age:**

17 or younger       35-44       65+

18-24       45-54       Prefer not to say

25-34       55-64

**Gender:**

Woman       Prefer to self-describe

Man       Prefer not to say

non-binary

**Highest education level:**

High school or equivalent       Bachelor's       Other

Some college       Master's       Prefer not to say

Doctorate



## Screenshots of the System

### Admin Side

Login:

The image is a composite of two screenshots. The left side shows the exterior of Father Saturnino Urios University. A white statue of a person stands on a pedestal to the left of a large metal security gate. Above the gate, a sign reads 'SATURNINO URIO'S UNIVERSITY'. To the right, a modern building with a glass facade and multiple 'ENTRANCE' signs is visible. The right side of the image shows a digital login interface. At the top is a circular logo containing the university's crest. Below it, the text 'Login to continue' and 'Welcome back! Please sign in to your account.' are displayed. The main area contains input fields for 'Email' and 'Password', a 'Remember me' checkbox, a 'Forgot password?' link, and a prominent blue 'Login' button. At the bottom of the form, there is a link 'Don't have an account? Sign up'.

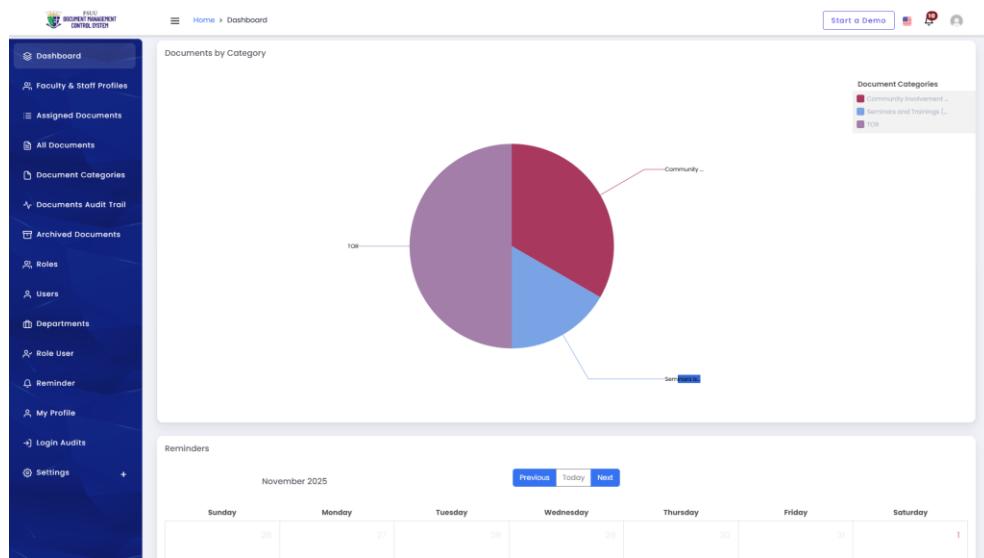


Father Saturnino Urios University  
Computer Studies Program  
Butuan City



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Dashboard:





# Father Saturnino Urios University

## Computer Studies Program

### Butuan City



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## Faculty and Staff Profiles

Home > Profiles

Start a Demo

### Faculty & Staff Profiles

Search by name  Search by email  Search by department

<b>Marconi Dominyx Gayo Asis</b> marconi.as@uriuos.edu.ph <a href="#">View Profile</a>	<b>dan enciso</b> danville.enciso@uriuos.edu.ph <a href="#">View Profile</a>	<b>john paul</b> john.lilogsa@uriuos.edu.ph <a href="#">View Profile</a>
<b>Mark Ezequiel S. Pereyra</b> Student mark.pereyra@uriuos.edu.ph <a href="#">View Profile</a>	<b>Riemann Ragas</b> riemann.ragas@uriuos.edu.ph <a href="#">View Profile</a>	<b>Admin User</b> odrmine@example.com <a href="#">View Profile</a>

Items per page: 12 | 1 - 6 of 6 | < >

Dashboard Faculty & Staff Profiles Assigned Documents All Documents Document Categories Documents Audit Trail Archived Documents Roles Users Departments Role User Reminder My Profile Login Audits Settings

## Assigned Document

Home > Assigned documents

Start a Demo [+ Add Document](#) [My Reminders](#)

### Assigned Documents

Search by name or description  Search by meta tags  Select Category  Storage

Action	Name	Category Name	Documents Submitted	Storage	Created Date	Expired Date	Created By
⋮	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	2	Local Disk (default)	12/11/2025		Admin User
⋮	Other Credentials and Qualifications Template	Other Credentials and Qualifications	0	Local Disk (default)	12/11/2025		Admin User
⋮	Creative Efforts Template	Creative Efforts (5 SYs)	0	Local Disk (default)	12/11/2025		Admin User
⋮	Community Involvement (On Campus) Template	Community Involvement (On Campus)	0	Local Disk (Default)	12/11/2025		Admin User
⋮	TOR Template	TOR	3	Local Disk (default)	12/11/2025		Admin User
⋮	Seminars and Trainings Template	Seminars and Trainings (5 SYs)	1	Local Disk (Default)	12/11/2025		Admin User

Items per page: 10 | 1 - 6 of 6 | < >

Dashboard Faculty & Staff Profiles Assigned Documents All Documents Document Categories Documents Audit Trail Archived Documents Roles Users Departments Role User Reminder My Profile Login Audits Settings



## All Document

The screenshot shows the 'All Documents' page of the FSDMS. The left sidebar includes links for Dashboard, Faculty & Staff Profiles, Assigned Documents (highlighted), All Documents (selected), Document Categories, Documents Audit Trail, Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile, Login Audits, and Settings. The main content area displays a table titled 'All Documents' with columns for Action, Name, Document Category, Documents Submitted, Storage, Created Date, and Created By. The table lists six documents: 'Community Involvement (Off Campus) Template', 'Other Credentials and Qualifications Template', 'Creative Efforts Template', 'Community Involvement (On Campus) Template', 'TOR Template', and 'Seminars and Trainings Template'. The 'Storage' column shows 'Local Disk (Default)' for all documents, and the 'Created Date' column shows '12/11/2025' for all entries. The 'Created By' column shows 'Admin User' for all entries.

Action	Name	Document Category	Documents Submitted	Storage	Created Date	Created By
<input type="checkbox"/>	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	2	Local Disk (Default)	12/11/2025	Admin User
<input type="checkbox"/>	Other Credentials and Qualifications Template	Other Credentials and Qualifications	0	Local Disk (Default)	12/11/2025	Admin User
<input type="checkbox"/>	Creative Efforts Template	Creative Efforts (5 SYs)	0	Local Disk (Default)	12/11/2025	Admin User
<input type="checkbox"/>	Community Involvement (On Campus) Template	Community Involvement (On Campus)	0	Local Disk (Default)	12/11/2025	Admin User
<input type="checkbox"/>	TOR Template	TOR	3	Local Disk (Default)	12/11/2025	Admin User
<input type="checkbox"/>	Seminars and Trainings Template	Seminars and Trainings (5 SYs)	1	Local Disk (Default)	12/11/2025	Admin User

## All Document Filtered Documents, ready for exportation

The screenshot shows the 'Submissions' page of the FSDMS, filtered for 'Community Involvement (Off Campus) Attended by the Faculty (2019-2024)'. The left sidebar is identical to the previous screenshot. The main content area displays a table with columns for Name of Activity, Name of Agency/ Organization/ Institution, Nature of Activity, Role, and Inclusive Dates. The table lists two entries under 'Marconi Dominyx Asis': 'algoritmic\_trading.pdf' and 'Marconi Dominyx-Gayo-Asis-Copywriting-Coffee-Copywriting-Kursus.pdf'. There is also one entry under 'mark poreyra': 'Thesis\_Capstone\_GradingSheet.xlsx' and 'Copy of Thesis\_Capstone\_GradingSheet.xlsx'. The 'Name of Activity' column shows file names, and the 'Nature of Activity' column shows '-' for all entries.

Name of Activity	Name of Agency/ Organization/ Institution	Nature of Activity	Role	Inclusive Dates
algoritmic_trading.pdf	-	-	-	-
Marconi Dominyx-Gayo-Asis-Copywriting-Coffee-Copywriting-Kursus.pdf	-	-	-	-
Marconi Dominyx G Asis(signed).signed.pdf	-	-	-	-
Digital Career Expo.pdf	-	-	-	-
mark poreyra				
Thesis_Capstone_GradingSheet.xlsx	-	-	-	-
Copy of Thesis_Capstone_GradingSheet.xlsx	-	-	-	-



Father Saturnino Urios University  
Computer Studies Program  
Butuan City



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Filtered Document Exported

Father Saturnino Urios University  
FACULTY  
Butuan City

LIST OF COMMUNITY INVOLVEMENT (OFF CAMPUS) ATTENDED BY THE FACULTY  
(2019-2024)

COMMUNITY INVOLVEMENT (OFF CAMPUS)

Name of Activity	Name of Agency/ Organization/ Institution	Nature of Activity	Role	Inclusive Dates
<b>Marconi Dominyx Asis</b>				
<a href="#">algorithmic trading.jpg</a>				
<a href="#">Marconi-Dominyx-Gayo-Asis-Copywriting-Coffee-Copywriting-Kurso.ph.pdf</a>				
<a href="#">Marconi Dominyx G. Asis(signed)_signed.pdf</a>				
<a href="#">Digital Career Expo.pdf</a>				
<b>mark pereyra</b>				
<a href="#">Thesis_Capstone_GradingSheet.xlsx</a>				
<a href="#">Copy of Thesis_Capstone_GradingSheet.xlsx</a>				



## All Document Actions

All Documents

Search by name or description      Search by meta tags      Select Category

Storage      Created Date

Storage      Created Date

Action	Name	Document Category	Documents
<input type="checkbox"/>	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	5
<input type="checkbox"/>	View	Other Credentials and Qualifications	0
<input type="checkbox"/>	Edit	Creative Efforts (5 SYs)	0
<input type="checkbox"/>	Share	Community Involvement (On Campus)	0
<input type="checkbox"/>	Download	TOR	3
<input type="checkbox"/>	Upload New Version file	Seminars and Trainings (5 SYs)	1
<input type="checkbox"/>	View Submissions		
<input type="checkbox"/>	Add Reminder		
<input type="checkbox"/>	Send Email		
<input type="checkbox"/>	Archive		
<input type="checkbox"/>	Delete		



### All Document Reminder Modal

All Documents

#### Add Reminder :: Community Involvement (Off Campus) Template

Subject  
Need Document

Message  
Please pass your documents

Repeat Reminder  Send Email

Reminder Date  
11/19/2025, 8:00 AM

Save Cancel

### All Document Submission Viewer Modal

All Documents

#### Community Involvement (Off Campus) Template's Submissions

Name of Activity	Name of Agency/ Organization/ Institution	Nature of Activity	Role	Inclusive Dates	Added By	Actions
Marconi-Dominyx-Gayo-Asis-Copywriting-Coffee-Copywriting-Kurso.ph.pdf	-	-	-	-	Added By Marconi Dominyx Asis	
Marconi Dominyx G. Asis(signed)_signed.pdf	-	-	-	-	Added By Marconi Dominyx Asis	
Digital Career Expo.pdf	-	-	-	-	Added By Marconi Dominyx Asis	
Thesis_Capstone_GradingSheet.xlsx	-	-	-	-	Added By mark pereyra	
Copy of Thesis_Capstone_GradingSheet.xlsx	-	-	-	-	Added By mark pereyra	



## Document Category

Father Saturnino Urios University DOCUMENT MANAGEMENT CONTROL SYSTEM

Home > Documents

All Documents

Start a Demo | Add Document

Action	Name	Document Category	Documents Submitted	Storage	Created Date	Created By
⋮	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	2	Local Disk (Default)	12/II/2025	Admin User
⋮	Other Credentials and Qualifications Template	Other Credentials and Qualifications	0	Local Disk (Default)	12/II/2025	Admin User
⋮	Creative Efforts Template	Creative Efforts (S SYs)	0	Local Disk (Default)	12/II/2025	Admin User
⋮	Community Involvement (On Campus) Template	Community Involvement (On Campus)	0	Local Disk (Default)	12/II/2025	Admin User
⋮	TOR Template	TOR	3	Local Disk (Default)	12/II/2025	Admin User
⋮	Seminars and Trainings Template	Seminars and Trainings (S SYs)	1	Local Disk (Default)	12/II/2025	Admin User

Items per page: 10 | 1 - 6 of 6

## Document Audit Trail

Father Saturnino Urios University DOCUMENT MANAGEMENT CONTROL SYSTEM

Home > Document audit trails

Start a Demo | Add Document

Documents Audit Trail

Action Date	Name	Category Name	Operation	By Whom	To Whom User	To Whom Role
18/II/2025 06:55:29	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	Read	mark pereyra		
18/II/2025 06:44:28	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	Read	mark pereyra		
18/II/2025 06:43:51	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	Read	mark pereyra		
17/II/2025 17:42:05	TOR Template	TOR	Read	Admin User		
17/II/2025 17:41:34	TOR Template	TOR	Read	Admin User		
17/II/2025 05:45:48	TOR Template	TOR	Read	Admin User		
17/II/2025 05:45:48	Seminars and Trainings Template	Seminars and Trainings (S SYs)	Read	Admin User		
17/II/2025 05:45:12	TOR Template	TOR	Read	Admin User		
17/II/2025 05:44:19	Other Credentials and Qualifications Template	Other Credentials and Qualifications	Read	Admin User		
17/II/2025 05:44:19	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	Read	Admin User		

Items per page: 10 | 1 - 10 of 124



## Archived Document

Home > Archived documents

Start a Demo

Action	Name	Document Category	Storage	Archived Date	Archived By
	Testing Testing 123	Testing Testing 123	Local Disk (Default)	13/11/2025	Admin User
	test12	test12	Local Disk (Default)	13/11/2025	Admin User
	test	Testing Testing 123	Local Disk (Default)	13/11/2025	Admin User
	test 23	Testing Testing 123	Local Disk (Default)	13/11/2025	Admin User
	tset 1231	Testing Testing 123	Local Disk (Default)	13/11/2025	Admin User
	testsetes	Testing Testing 123	Local Disk (Default)	13/11/2025	Admin User
	hello riemann	Testing Testing 123	Local Disk (Default)	13/11/2025	Admin User
	3p4fd0v.png	Testing Testing 123	Local Disk (Default)	13/11/2025	Admin User
	HC02-PRESENTATION.pdf	Testing Testing 123	Local Disk (Default)	13/11/2025	Admin User
	tsettestestestest	Testing Testing 123	Local Disk (Default)	13/11/2025	Admin User

Items per page: 10 | 1 - 10 of 18

## Roles

Home > Roles

Start a Demo

Add Role

Action	Name
	Admin
	User
	Super Admin



# Father Saturnino Urios University

## Computer Studies Program

### Butuan City



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## Users

Father Saturnino Urios University Document Management Control System

Home > Users

Start a Demo

Add User

Users

Search by Name: admin@example.com

Select Department: All Departments

Action	Email	First Name	Last Name	Mobile Number	Department
⋮	admin@example.com	Admin	User		Not Assigned
⋮	riemann.rogas@uriost.edu.ph	Riemann	Rogas	09455377037	Computer Studies Program
⋮	marconi.osis@uriost.edu.ph	Marconi Dominyx	Asis	09770433448	Computer Studies Program
⋮	mark.pereyro@uriost.edu.ph	mark	pereyro	09855371241	Computer Studies Program

## Department

Father Saturnino Urios University Document Management Control System

Home > Departments

Start a Demo

Add Department

Departments

Action	Name	Code	Description	Users
⋮	Nursing Program	NP	Department for Nursing and Healthcare programs	0
⋮	Computer Studies Program	CSP	Department for Game Development, Computer Science, and Information Technology programs	4
⋮	Accountancy Program	AP	Department for Accountancy programs	0
⋮	Engineering and Technology Program	ETP	Department for Engineering and Technology programs	1
⋮	Business Administration Program	BAP	Department for Business and Management programs	0
⋮	Tourism and Hospitality Management Program	THMP	Department for Tourism and Hospitality programs	0
⋮	Teachers Education Program	TEP	Department for Education and Teaching programs	0
⋮	Arts and Sciences Program	ASP	Department for Arts and Sciences programs	0
⋮	Criminal Justice Education Program	CJEP	Department for Criminal Justice Education programs	0



# Father Saturnino Urios University

## Computer Studies Program

### Butuan City



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## Role User

Father Saturnino Urios University DOCUMENT MANAGEMENT CONTROL SYSTEM

Home > Roles > Users

Start a Demo

Manage Users in Roles

Assign or remove users from roles. Drag users between lists or use the action buttons. Changes are saved automatically.

Select Role:

Admin

• Drag users between lists or use the buttons to add/remove all users.  
Left: Available users not in the selected role.  
Right: Users currently assigned to the selected role.

Available Users

Add All

Admin User (admin)  
dan enciso (danville.enciso@uriuos.edu.ph)  
Riemann Ragas (riemann.ragas@uriuos.edu.ph)  
Marconi Dominyx Asis (marconi.asis@uriuos.edu.ph)  
john paul (johnlinago@uriuos.edu.ph)  
mark pereyro (mark.pereyro@uriuos.edu.ph)

Users in Admin

Remove All

No users in this role

Currently managing role: Admin — No users assigned.

## Reminder

Father Saturnino Urios University DOCUMENT MANAGEMENT CONTROL SYSTEM

Home > Reminders

Start a Demo

Reminders

Add Reminder

Start Date	End Date	Subject	Message	Frequency	Document
17/11/2025 21:20:00	28/11/2025 21:18:13	haha	haha	Daily	TOR Template
17/11/2025 21:19:27	27/11/2025 21:05:57	yoo	test	Daily	Seminars and Trainings Template
15/11/2025 05:18:57	22/11/2025 05:15:56	Community Involvement (Off Campus)	Please do submit a certificate for Community involvement (Off Campus) this week.	Daily	Community Involvement (Off Campus) Template
18/11/2025 08:07:57	22/11/2025 08:05:46	Community Involvement (Off Campus)	Please Upload your Certificates within this week!	Daily	Community Involvement (Off Campus) Template
15/11/2025 04:16:23	30/11/2025 04:13:48	Employee Profile	Please review and update your profile details before the end of November 2025.	Daily	

Items per page: 10 1 - 5 of 5



Father Saturnino Urios University  
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## My Profile

The screenshot shows the 'My Profile' section of the FSU Document Management Control System. The left sidebar includes links for Dashboard, Faculty & Staff Profiles, Assigned Documents, All Documents, Document Categories, Documents Audit Trail, Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile (which is selected), Login Audits, and Settings.

The main content area has a blue header 'Profile'. Below it is a section titled 'A. Personal Data' containing fields for Name, Rank, Position, Program/Office, Place of Birth, Date of Birth, Home Address, Telephone #, Cellphone #, Email Address, and Civil Status. There is also a placeholder for a Photo and a 'Choose File' button.

Below this is another section titled 'B. Academic Degrees' with a sub-section 'a. Undergraduate'. It includes fields for Degree (e.g., Bachelor of Arts), Year Graduated (e.g., 2003), Major/minor, and Awards Received.

## Login Audit

The screenshot shows the 'Login Audit' section of the FSU Document Management Control System. The left sidebar includes links for Dashboard, Faculty & Staff Profiles, Assigned Documents, All Documents, Document Categories, Documents Audit Trail, Archived Documents, Roles, Users, Departments, Role User, Reminder, My Profile, Login Audits (which is selected), and Settings.

The main content area has a blue header 'Login Audit Logs'. It features a search bar for 'Search By Username' and a table with columns: Date & Time, Email, IP Address, Status, Latitude, and Longitude. The table lists several log entries, all marked as 'Success'. At the bottom right, there are pagination controls for items per page (10) and page number (1 - 10 of 98).



# Father Saturnino Urios University

## Computer Studies Program

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## SMTP Settings

Father Saturnino Urios University DOCUMENT MANAGEMENT CONTROL SYSTEM

Email Smtp Settings

Action	User Name	Host	Port	Is Default
<a href="#">Edit</a> <a href="#">Delete</a>	fsuuds@gmail.com	smtp.gmail.com	587	Yes

Start a Demo [English](#) [Filipino](#) [Logout](#)

## Company Profile

Father Saturnino Urios University DOCUMENT MANAGEMENT CONTROL SYSTEM

Company Profile

General Storage

Title: FSUU Employee Document Management System

Banner Image:

Change Banner

Save Cancel

Start a Demo [English](#) [Filipino](#) [Logout](#)



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## Languages

PULL DOCUMENT MANAGEMENT CONTROL SYSTEM

Home > Languages

Start a Demo

Add Language

Action	Image	Name	Code	Order	Is RTL
		English	en	1	No
		Chinese	cn	2	No
		Spanish	es	3	No
		Arabic	ar	4	Yes
		Russian	ru	5	No
		Japanese	ja	6	No
		French	fr	7	No
		Korean	ko	8	No



## User Side

### Login Page



**Login to continue**  
Welcome back! Please sign in to your account

Email: marconi.csis@uriostu.edu.ph

Password:

Remember me [Forgot password?](#)

**Login**

[Don't have an account? Sign Up](#)



# Father Saturnino Urios University

## Computer Studies Program

### Butuan City



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## Dashboard

The dashboard features a sidebar on the left with links for Dashboard, Assigned Documents, and My Profile. The main area has a "Documents by Category" section with a "Document Categories" dropdown. Below it is a "Reminders" section showing a calendar for November 2025.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8

## Assigned Document

The page shows a search bar and filters for "Search by name or description", "Search by meta tags", "Select Category", and "Storage". A table lists assigned documents with columns for Action, Name, Category Name, Documents Submitted, Storage, Created Date, Expired Date, and Created By. The table includes entries for various templates like "Community Involvement (Off Campus) Template" and "Other Credentials and Qualifications Template".

Action	Name	Category Name	Documents Submitted	Storage	Created Date	Expired Date	Created By
⋮	Community Involvement (Off Campus) Template	Community Involvement (Off Campus)	0	Local Disk (Default)	12/11/2025		Admin User
⋮	Other Credentials and Qualifications Template	Other Credentials and Qualifications	0	Local Disk (Default)	12/11/2025		Admin User
⋮	Creative Efforts Template	Creative Efforts (5 Sys)	0	Local Disk (Default)	12/11/2025		Admin User
⋮	Community Involvement (On Campus) Template	Community Involvement (On Campus)	0	Local Disk (Default)	12/11/2025		Admin User
⋮	TOR Template	TOR	0	Local Disk (Default)	12/11/2025		Admin User
⋮	Seminars and Trainings Template	Seminars and Trainings (5 Sys)	0	Local Disk (Default)	12/11/2025		Admin User



Assigned Document Action Button Pop-up



UNIVERSITY CONTROL SYSTEM



Assigned Documents

Search by name or description

Search by name or description

Se

S

Action	Name	Category
⋮	Community Involvement (Off Campus) Template	Community
👁	and Qualifications Template	Other Creative
⬇	Download	Creative
📄	ment (On Campus) Template	Community
📝	Upload File	TOR
⌚	View Submissions	Seminars
✉️	Send Email	



### View Submissions Modal

Assigned Documents

Community Involvement (Off Campus) Template's Submissions

Name of Activity	Name of Agency/ Organization/ Institution	Nature of Activity	Role	Inclusive Dates	Added By	Actions
Marconi-Dominyx-Gayo-Asis-Copywriting-Coffee-Copywriting-Kurso.ph.pdf		-	-	-	Added By Marconi Dominyx Asis	
Marconi Dominyx G. Asis(signed)		-	-	-	Added By Marconi Dominyx Asis	
Digital Career Expo.pdf		-	-	-	Added By Marconi Dominyx Asis	

### Document Web Viewer Page

Community Involvement (Off Campus) Template

←

1 of 1

- + Automatic Zoom

CERTIFICATE  
of Completion

THIS IS TO CERTIFY THAT

Marconi Dominyx Asis

SUCCESSFULLY COMPLETED AND WAS AWARDED A CERTIFICATE IN

**Coffee Copywriting Course**

An online course offered by Kurso.ph which equips students to write advertising copies, sales letters, and other marketing materials that resonates with readers.

Rene Paolo R. Isyasa  
Instructor  
Kurso.ph

ISSUED: December 28, 2023

KURSO PH  
WWW.KURSO.PH



## Send Email Modal

Assigned Documents

Send Email

To mark.pereyra@urios.edu.ph

Subject Document need ASAP

Body

Paragraph **I**

PLEASE PASS YOUR REQUIREMENT

Attachment Document :: Community Involvement (Off Campus) Template

## My Profile

FSU DOCUMENT MANAGEMENT SYSTEM

Home > My profile

Start a Demo

Export FSU Profile

Profile

A. Personal Data

Name: Marconi Dominyx Goyo Asis

Rank: e.g. Staff 2

Position: e.g. Director

Program/Office: Enter program or office

Place of Birth: City, Province: mm/dd/yyyy

Date of Birth: mm/dd/yyyy

Home Address: 210 Purok Magdamanoy Aguson Pequeno

Telephone #: 09770433448

Cellphone #: 09770433448

Email Address: marconidominyx@gmail.com

Civil Status: e.g. Single, Married

Photo:

Choose File

202 picture (max 2MB)

B. Academic Degrees

a. Undergraduate

i. Degree: e.g. Bachelor of Arts

iv. Year Graduated: e.g. 2003

Link uploaded versions

ii. Major/minor

v. Awards Received



## Document Certificate Profile Link

The screenshot shows a modal window titled "Select uploaded document versions to link". It contains a list of three documents:

Name	Uploaded
Digital Career Expo.pdf	11/18/25, 11:45 PM
Marconi Dominyx G. Asis(signed)_signed.pdf	11/18/25, 11:48 PM
Marconi-Dominyx-Gayo-Asis-Copywriting-Coffee-Copywriting-Kurso.ph.pdf	11/18/25, 11:48 PM

Buttons at the bottom of the modal include "Cancel" and "Add Selected (1)".

## My Account

The screenshot shows the "My Account" profile page. It displays the following information:

First Name	Last Name
Marconi Dominyx	Asis

Mobile Number: 09770433448  
Email: marconi.asis@uriuos.edu.ph

Buttons: Save, Cancel, Change Password.

**Two-Factor Authentication (TOTP)**  
Status: Disabled

Secret: Scan the QR code with your authenticator app (e.g., Google Authenticator), or enter the secret manually.  
Enter 6-digit code: 123456  
Enable 2FA:



Father Saturnino Urios University  
Computer Studies Program  
Butuan City





## CURRICULUM VITAE

### MARCONI DOMINYX G. ASIS

Purok Magdamayan, Agusan Pequeno, Butuan City  
[marconidominyx@gmail.com](mailto:marconidominyx@gmail.com)



#### Personal Information

Sex : Male  
Date of Birth : October 10, 1999  
Height : 168 cm, 5'5 ft  
Weight : 68 kg  
Civil Status : Single  
Mother's name : Pinky G. Asis  
Father's name : Marconi Dominyx G. Asis

#### Educational Attainment

Elementary : Father Saturnino Urios University  
Libertad, Butuan City  
May, 2012

Secondary : Agusan Pequeno National High School  
Agusan Pequeno, Butuan City  
May, 2017

Tertiary : Bachelor of Science in Information Technology  
Father Saturnino Urios University  
San Francisco St, Butuan City  
May, 2026



## CURRICULUM VITAE

**MARK EZEQUIEL S. PEREYRA**  
P-9, Brgy. Tolosa, Cabadbaran City, ADN.  
[mrkzkill@gmail.com](mailto:mrkzkill@gmail.com)



### Personal Information

Sex : Male  
Date of Birth : January 18, 2002  
Height : 168 cm, 5'5 ft  
Weight : 72 kg  
Civil Status : Single  
Mother's name : Mary Jean Gladys S. Pereyra  
Father's name : David V. Pereyra

### Educational Attainment

Elementary : Cabadbaran South Central Elementary School  
Brgy. 12, Cabadbaran City  
March, 2014

Secondary : Northern Mindanao Colleges  
Brgy. 10 Mayor B. Atega St., Cabadbaran City  
May, 2020

Tertiary : Bachelor of Science in Information Technology  
Father Saturnino Urios University  
San Francisco St, Butuan City  
May, 2026



## CURRICULUM VITAE

### RIEMANN C. RAGAS

P-1, Asis Street, Brgy. 1, Cabadbaran City  
Ragasriemann17@gmail.com



#### Personal Information

Sex : Male  
Date of Birth : May, 2002  
Height : 170 cm, 5'6 ft  
Weight : 92 kg  
Civil Status : Single  
Mother's name : Carlota C. Ragas  
Father's name : Angelo A. Ragas

#### Educational Attainment

Elementary : Northern Mindanao Colleges, INC.  
Brgy. 10 Mayor B. Atega St., Cabadbaran City  
March, 2014

Secondary : Northern Mindanao Colleges  
Brgy. 10 Mayor B. Atega St., Cabadbaran City  
May, 2020

Tertiary : Bachelor of Science in Information Technology  
Father Saturnino Urios University  
San Francisco St, Butuan City  
May, 2026