The document management system finds their origin in the early 1970s when the first application of computers by businesses was to record and archive paper documents. This was the base application of technology for document storage, marking the beginning of a transformation journey. It was in the 1980s, with the availability of computer technology to the end-user, that the sea change came about and changed the face of document management altogether. However, in today's educational environment, record keeping in its academic setting remains a challenge to many of these universities. Conventionally, manual logbooks have been relied upon by many schools. There are problems associated with these logbooks: human error, slow data retrieval, maintaining accurate records, and security measures. With universities seeking better ways to manage their records, document tracking systems have emerged. This thesis considers how these digital systems can establish considerable advantages over manually operated logbooks. It shall be established how document tracking systems can bring efficiency, accuracy, and decision-making to universities, and make a change from outdated manual methods to modern digital solution. Document Management System (DMS) is described as the use of computer systems or software to store, manage and track documents and electronic images of paper-based information. Furthermore, it can be defined as a quick and easy-to-use system that managers and other employees can utilize to save time and effort while processing, storing, finding, coordinating updates, and retrieving documents between them. In view of the fact that document management systems increase operational effectiveness and productivity, the Electronic Document Management System (EDMS) has been embraced by numerous companies and sectors to improve work productivity and efficiency of the transactions. Universities can arrange all of their information, in all of its forms, with the help of a document management system. Streamlining the processes and boosting the efficiency are key concerns for all organizations.

The manual process of tracking records by the used of physical logbook has resulted to several issues such as; document loss when the files and papers are misplaced this can led to

missing documents and incomplete records. The Lack of accountability commonly resulting to difficulty to identify who handled a document at any given time, inefficiency, and lack of automation which the manual nature of physical logbooks does not support automated notifications or reminders that my result to delays in document processing and follow-up (Piloton 2023). The lack of an effective tracking documents often results in time consuming and decreased the quality of productivity of man power in terms of the long process of tracking documents (Castro et al., 2022). Many organizations including the educational institutions like Tarlac Agricultural University, seek to improve the effectiveness of tracking systems and reduce reliance on source document. This enables real-time tracking and monitoring files, as well as improving follow-up and decision-making processes by that it enhances the institutions and colleges to maintain efficiency and transparency effectively (Lingaya, 2019). Document tracking software ensures that every status and progress of the document, up until it achieves approval from the agency head or another officer, are properly communicated to the user. The study primary objective is to develop and create a system that allow for the attainment of specific needs and standards by the users and also to see how it fared using established metrics in software quality. The performance of the system scored evidence of meeting specified needs, based on well-accepted software quality tools (Jordan et al., 2022). To resolve the problems and challenges in tracking a document, the development of a Record Tracking Management System (RTMS) was encouraged to use the Rapid Application Development (RAD) model, which helps and allowed for feedbacks and adjustments (Piloton, 2023). It further automates reminders for ensuring that documents are shared securely and provides details of every last action that users do to enhance accountability and efficiency in document handling.

The evolving landscape of university administration, document management is an important aspect in keeping operations seamless and communication effective. This applies to CvSU-CCAT Campus, which does not lag behind in developing a simplified, strong document

management system—the primary essence of this study: designing and developing a computerized document management system tailored toward improving specific needs and enhancing document-handling processes within the campus. Among others, it is expected that the proposed system will achieve the following key functionalities: real-time document storage, QR code scanning for tracking, provision of an audit trail of entries to users, and internal document workflow, which enables the transfer of documents within the workforce of a department. In this aspect, the system will be front-end developed using HTML, CSS, and JavaScript, with MySQL as the database management system. The combination will help in creating a user-friendly and efficient platform to manage documents. Unit, integration, functional, and system testing will help test the effectiveness of the system for its reliability and performance. More importantly, the standard quality evaluation will be assessed using ISO-IEC 25010 software quality standards in order to ensure that it is aligned to the set standards. This thesis will advocate the design and development process of the document management system, describe the implementation of the features outlined above, and present the results of thorough testing and evaluation phases. Through an in-depth analysis of the performance and quality of the developed system, the study aspires to make useful contributions to the construction of effective document management solutions within the education environment.