Capstone Project Title Defense Script:

“Good afternoon! My name is (name) and this is (name) , (name) , (name) , and (name) . (name) , (name) , (name) , (name) , (name) , (name) , (name) , (name) , (name) , (name) , (name) , (name) , (name) , (name) , (name) We are the CERBERUS .”

“We’re here this afternoon to present our title defense about Records Management Information System”

“We would like to present to the panel our Capstone Project Called: Records Management Information System.”

“We want to take this opportunity to thank you for allowing us to come before the CERBERUS for this Topic.

(The opening remarks may be made by the leader of the group making the presentation.)

From this point, you’ll want to begin introducing the background of the study and Introduction. From a verbal analysis,

| **CHAPTER I** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Contents/Topics** | | **Time** | | **Active Presenter** | | |
| (**Discussing about Background of the Study and Introduction)** | | no more than 30 minutes | | Name of Presenter | | |
|
| CONTENT | | | | | | |
| **Project Context and its Background** | | As time needed | | Name of Presenter | | |
| Upon observation of the processes in the Record Services office of the DCS – Manila, it is clear that manual processing is prevalent in several transactions running at the said office. As can be seen, workers at the aforementioned institution manage some of their records in a traditional manner. As a result, it is considered that they have difficulties managing them. Furthermore, in the traditional record keeping, application forms, requirements, and other documents such as leave requests, petitions, legal concerns, payrolls, monthly abstract, daily time records, applications, and request letters and so on might be misplaced. Finding records is also a time-consuming task when employing manual filing specially when there is a bulk of compilations.  Due to these difficulties and problems, the developers designed a system called “Division of City Schools – Manila Records Management and Information System,” abbreviated as “DCSM – RMIS”  The main focus of the system is to innovate the office's management from its traditional and centrally reliant unit towards a more inclusive and staff-oriented scheme. It essentially aims to streamline existing administrative processes in terms of requesting documents and/or to eliminate the paperwork or the manual method of processing used by the Record Services office of the Division of City Schools – Manila. Thus, the result will be a rapid processing of transactions. Furthermore, having a records management system may lessen manpower and will result in more secured, reliable, and more organized storage of data. It has features that suit the needs of the Records Services office in managing and profiling their clients’ information.  It has functions that can filter records using the search options and manage the documents that are scheduled to be received and distributed. | | | | | | |
| **Purpose and Description** | | | Time as needed | | | Name of Presenter: |
| The Division of City Schools – Manila Records Management and Information System (DCSM - RMIS) is a free web service developed by a group of IT students from Quezon City University (QCU). The primary purpose of DCSM – RMIS is to simplify organizing, distributing, and receiving documents of the Records Services office of DCS - Manila. | | | | | | |
| **Objectives Of the Study** | | | Time as needed | | | Name of Presenter: |
| It would be impossible to establish a web-based system without goals, which will determine the importance to the system and to its users. The major and specific aims for constructing the web-based system are listed below, along with the objectives that the proponents have established. | | | | | | |
| **Main Objective.**  The researchers of this study generally aim to design and develop a web-based management and information system to support the functionality and operations of the Records Services office of the DCS — Manila. It specifically aims to accomplish the following objectives: | | | | | | |
| **Specific Objectives.**   1. Design and develop a management and information system with the following features;    1. Create a registration module that keeps records of the profile of each staff;   1.2. Create a web platform that will assist staff in entering records in the archives of all the records that are scheduled to be received and distributed;  1.3. Create a web platform that allows staffs to quickly access and retrieve all of the data stored in the system;  1.4. Create a web platform that allows staffs to readily track recorded documents in the workplace;  1.5. Create a web platform that can easily identify who logged the contents of the received and released documents;  2. Provides a secure way of transacting with the client’s documents through its login function;and  3. Two-factor identificications. | | | | | | |
| **Scope and Limitations/Deliminations** | | | Time as needed | | | Name of Presenter |
| **Scope.**  The DCS Records Management and Information System will automate the current manual process in the Record Services office of the DCS – Manila. The scope of our project is the following   1. Effective recording and monitoring of data; 2. The system is capable of generating transaction numbers for each document that is submitted; 3. For login alerts, SMS and/or e-mail technologies may be used, depending on the user's preference; 4. The system is open to all users authorized by the system administrator.   **Delimitation.**  The DCSM - RMIS has five (5) system users namely the Receiving, Releasing, Numerical, and 201-Files. The system is limited to the following   1. If the document is forwarded to another department, the system is unable to provide a status update; 2. The system is only applicable within the Record Services office and has no direct contact with other offices of DCS - Manila; 3. he system is unable to provide numerical queueing for clients as they already have an existing system for it; 4. In response to the request of the DCS – Manila, the system will store files on their local server rather than using a cloud-based database; 5. The system has no ability to process online transactions; 6. The system can only be accessed by system users as authorized by the system administrator; 7. As the system is in its development stage, highly technical statistics may not be provided, this would be proposed in the recommendation of future research. | | | | | | |
| **Conceptual Framework of the study** | As time needed | | | | Name of Presenter | |
| The Related Literatures and Studies found to develop the system has been a big contribution for the proponents of the study.  The below image is the conceptual framework that shows the Input, Process and Output of the study.  IMG_256 | | | | | | |
| **Conceptual Framework Diagram(Pending)** | As time needed | | | | Name of Presenter | |
| **PENDING** | | | | | | |
| **Definition of Terms** | As time needed | | | | Name of Presenter | |
| **Technical Definition.** The proponents specified various technical terms that may be encountered during the research of the study.     1. **Standard Query Language (SQL) - a** programming language used by the developers to design the data storage of the proposed system and to communicate with it 2. **Database** – collection of data stored or the data storage of the system. 3. **Web-based System –** is a program that can be accessed over a network connection using HTTP, rather than existing within a device’s memory. Web-based applications often run inside a web browser. However, web-based applications also may be client-based, where a small part of the program is downloaded to a user’s desktop, but processing is done over the internet on an external server, also known as web apps.   **Operational Definition.** The researchers identified various operational terms that may be encountered over the course of the study's investigation.   1. **Division of City Schools – Manila –** a division under the supervision of the Department of Education (DepEd). 2. **Record Services Office –** is a department of DCS – Manila that is in charge of keeping the company’s records. 3. **Department of Education (DepEd) -** is the Philippine government's executive branch in charge of providing access to, promoting equity in, and enhancing the quality of basic education. It is the primary agency in charge of managing and governing the Philippine basic education system. 4. **Receiving/Releasing –** a department of Record Services office that is responsible for receiving and distributing documents. 5. **Numerical** – a department of the Record Services office in charge of affixing the release number to files from Receiving/Releasing department. 6. **201-Files –** a department of the Record Services office in charge of affixing the release number then forward it to Releasing department. This department is the one to forward the files that requires other government office’s attention. | | | | | | |
| **CHAPTER II** | | | | | | |
| **Review of Related Literature and Studies** | As time needed | | | | **Name of Presenter:** | |
| This chapter presents the related literature and studies after the thorough and in-depth search done by the proponents. This chapter will also provide necessary data and information to fully understand the research study and embodies the cited theories, principles, concepts, facts, ideas and views published in the journal or on the internet.  **LITERATURE**  **Related Foreign Literatures:**  **Using Healthcare Authority and Patient Block chains to develop a Tamper-Proof Record Tracking System (Uttkarsh Goel et. al, 2019)**  According toUttkarsh Goel, Ron Ruhl, Pavol Zavarsky the Block chain can be used to track healthcare transactions and can ensure authorized access to patient records. In this paper, a dual block chain model for the healthcare sector is proposed. The model combines healthcare authority block chains and private patient block chains for a tamper proof permission tracking system. The proposed model and its possible implementation are discussed in the context of Canadian healthcare privacy legislation in Alberta.  **Users' acceptance of an electronic record management system in the context of the oil and gas sector in Yemen: an application of ISSM-TAM (Burkan Hawash et. al, 2021)**  This study utilizes a survey of employees in the O&G sector in Yemen, with a total 415 survey questionnaires collected. Data analysis was performed by deploying structural equation modelling (SEM) using Smart-PLS ( The results reveal that users are influenced by six factors [system quality (SQ), information quality (IQ), service quality (SRQ), perceived ease of use (PEOU), and trust (TRU) in their acceptance of an ERMS.  **The Need for Efficient Record Management System in Pakistan (Qurat ul Ain, 2019)**  Records Management provides institutional accountability and timely access to information. Proper record management systems allow for accurate, and transparent zakat management systems and taxation systems. Pakistan is a developing country graveling with poverty. An Expository Theoretical Research is used to postulate the problem of record management.  **Improving accessibility and security on document management system: A Malaysian case study (Siti Salbiah Zainal Abidin | Mohd Heikal Husin, 2018)**  Document management system is an essential approach that should be managed well. Our proposed framework integrates the implementation of an NFC system in this research. This technology is cost effective due to its availability on existing mobile devices on most Android based devices. Besides that, most existing government organizations within Malaysia could easily implement such technology.  **The effects of introducing the Electronic Document and Record Management Information System “Irida” in the public sector of Greece. (Lales | Efstratios, 2021)**  This master thesis focuses on employees' perception of the newly introduced Electronic Document and Record Management System (EDRMS) "Irida". The data collection was conducted among employees that work in the Finance and Procurement Unit of the Municipality of Drama in Northern Greece. Emphasis was given on evaluating the factors affecting the successful introduction and implementation of the EDRMS. Data gathered during the qualitative and quantitative phase were analyzed and discussed, and the research findings were produced.  **Building an Automated Student Record System. (Beth Young | Barbara Clements, 2000)**  The purpose of this document is to provide a stand-alone for local and state education agencies faced with the task of designing a new or upgrading an existing automated student information system. While based on a chapter from the Student data Handbook for Elementary, Secondary and Early Childhood Education, this guide contains additional information from a variety of resources, most of which are cited in the text. This booklet can lead education organization decision-makers through the process of making the best and most cost-effective decisions about information management systems devoted to individual student records.  **Electronic health record system in the public health care sector of South Africa: A systematic literature review. (Munyaradzi C. Katurura | Liezel Cilliers, 2017)**  South Africa is planning to implement the National Health Insurance (NHI) scheme in the near future. The NHI is intended to improve the accessibility of quality health care services for all South African citizens. For the NHI to achieve this objective, an electronic health record (EHR) system to register and track patients who visit different health care providers will have to be developed. To identify critical success factors for the implementation of EHRs in South Africa's public health care sector. **The Usability of Electronic Medical Record Systems Implemented in Sub-Saharan Africa: A Literature Review of the Evidence (Michael Kavuma, BSc, MMedSci, 2019)** Electronic medical record (EMR) systems hold the exciting promise of accurate, real-time access to patient health care data and great potential to improve the quality of patient care through decision support to clinicians. This review evaluated the usability of EMR systems implemented in sub-Saharan Africa based on a usability evaluation criterion developed by the Healthcare Information and Management Systems Society (HIMSS).  **Electronic Health Record System - Benefits and challenges: A literature review (Sheetal Johar, 2018)**  According to the Ministry of Health and Family Welfare's Electronic Health Record Circular, electronic health records can improve care by enabling functions  that paper medical records are unable to provide:   * Why EHRs can make a patient's health information available when and where it's needed - too often, care is delayed because the chart is stored in one location and is needed elsewhere. In a different EHRs provide doctors with secure access to the data they need to provide high-quality, efficient treatment. * Electronic health records (EHRs) can bring a patient's entire health record together to help with better health care decisions and more coordinated care. * EHRs can help patients get better follow-up information, such as instructions and information after a clinical appointment or a hospital stay. * Can be easily delivered, and reminders for necessary follow-up treatment can be sent to the patient easily or even automatically. * EHRs can make it easier for patients and providers to communicate.   **Amalgamation of Block chain Technology and Knowledge Management System to fetch an enhanced system in Library (Manish Verma, 2021)**  A Library board framework is a product that utilizes to keep up the record of the book. It contains work like the quantity of accessible books in the library, the quantities of books given or returning or reestablishing a book or late fine charge record, and so forth. In this paper, Blockchain technology utilization for library stock that is book and other material identification, and record keeping has been discussed | | | | | | |
| **Review of Related Local Studies** | **As time needed** | | | | **Name of Presenter:** | |
| **DOTS (Document Tracking System): It’s Effects in the Inter-Offices in the Schools Division of Parañaque City (Emralino, Joanna B., 2019)**    This research goal was to create a tracking system in the Schools Division Office (SDO) of Parañaque City to help inter-offices effectively manage documents, as document management tracking systems has become a visible solution in any organization. As part of the technological rise in the 21st century, the researchers were motivated to pay attention in building a type of document management system. The paper involves the creation of a web-based system named Document Tracking System (DoTS). It's ultimate aim is to produce a ticket which can be used to tag individuals, as well as an online monitoring system that allows the tagged user to view the ticket for faster compliance.  After introducing the system to the users, the result of the questionnaire that was given stated that there were negative effects since most of the people were not yet ready to this kind of changes however, According to certain findings, the use of DoTS in the SDO – Parañaque City  inter-offices has enhanced document management operations. As an outcome, the majority of users were persuaded that there was a noticeable improvement, as DoTS' analytics are regarded as one of its key benefits. As evidenced by the data extracted from the responses, the study's expected results were met. After introducing the said system in a trial phase, it was suggested that DoTS can be more usable in the 42 public schools under the authority of the SDO – Parañaque, for both at elementary and secondary levels, in order to make the document management system more effective and efficient. **Web-Based Document Tracking and Management System of  the Department Of  Public Works and Highways (DPWH), Laguna II District Engineering Office, Los Baños, Laguna (San Pascual, Daniel et. al. 2016)** The study aimed to create a web-based document and tracking management system that would make it easier to handle, secure, and track documents in the Department of Public Works and Highways (DPWH) Laguna II District Engineering Office. It’s mentioned on the paper that the said office frequently faces a lot of struggles when it comes to tracking and recording their datas, information and records. Therefore, the said management system would assist the said department in keeping track of their records, saving data, and enabling quick access to such documents. **Department Of Science and Technology (DOST) Attendance Monitoring and Tracking System with Task Accomplishment Reporting for Provincial Offices Employees Using GPS Technology (Balahadia, Russel M. et. al, 2016)** The research focuses on the Department of Science and Technology's (DOST) Attendance Monitoring and Tracking System with Task Accomplishment Reporting for Provincial Offices Employees Using GPS Technology (ATrics) which is a system designed to keep track and monitor of DOST's daily attendance. ATrics offers a verifiable report of attendance with the aid of the usage of an inbound-most effective time-in and time-out for every office's territorial limit, in addition to a Biometrics Fingerprint Reader/Scanner to guarantee security. The system is divided into two parts: 1) the Android Device, which acts as an input device for NFC Card registration and time-in and out; and 2) the Website, which serves as the server for processing all of the data thrown by the front-end. Furthermore, ATrics has a feature that can file demands such as compensatory time off, travel orders, and accomplishments reports. It can also generate reports for administrator approval. **Document Tracking System (Marylene Saldon- Eder, 2016)** This paper is about the  Document Tracking System (DTS) which is a system for storing, locating, updating, and transmitting data for the aim of the workflow, and the end result of the transaction. The DTS is primarily for the Department of Science and Technology(DOST) – Region X to hasten the gathering and processing of the data that  matters pertaining to the agency's procurement, as well as improving surveillance of creating documents and reports. It was mentioned in the paper that the said department is indeed really having difficulty documenting and archiving its work and each request or transaction is being tracked. And because of this, the said system was designed to have a centralized feature in sharing and data storage within specific servers, enabling organizations to access information efficiently and effectively while also securing protected information; the above said tool is used to monitor records at any given time and generate informative reports. This web-based program eliminates the need for faxing documents and gives you more benefits such as flexibility in work times for staff (clients can access from anywhere)anytime) and ensures complete accountability in terms of tracking their progress for documents/reports. Boyd (2010) supported this idea that indeed DTS is a low-cost web-based application, a program that ensures you will save money on a regular basis.  **Monitoring and Evaluation of Student Performance: Enhancement of the TIP Records Management System (Morco, Roselia C. | Valdez, Jhoan S., 2008)**  This research entitled ”Monitoring and Evaluating Students' Performance: Enhancement of TIP Records Management System" was planned, constructed, and analyzed with the aim of making the students' record management system more user-friendly. The developed system helps the user to track students’ academic disciplinary probation with ease of use through the graphical user interface employed as one of its features. The prototype method was used in the system to determine the essential and important requirements of the current system (NARRA), enabling it to place a strong emphasis on accessibility and outputs during the system's development.  The method allows the researchers to analyze the current system's history, restructure the system for ease of access and usage, and create and improve additional features needed  from a record management system.To enable the records management system easy to maintain, portable, and efficient, the system was designed with Visual Basic 6.0 as the front end and MSSQL server as the back end. The constructed system was assessed using ISO 9126, which specifies quality software criteria such as functionality, dependability, efficiency, usability, maintainability, and portability.    The usability of software products is significant. Usability, in addition to functionality and reliability, has been demonstrated in several studies to be a critical success component. A product's usability can be evaluated from two perspectives: "ease-of-use" and "quality-in-use." The user-interface of a software product, for example, defines how accessible or comfortable it is to use. It was mentioned in the paper that usability is an element of the product attributes in this type of scenario. When software is utilized, usability refers to the user's ability to understand, learn, use, and enjoy it. The extent to which a product can be utilized by specific users to achieve specific goals in a specific setting with effectiveness, efficiency, and satisfaction. The system's usability was prioritized in order to allow users to explore and use the system with ease. IT professionals and the system's intended users, the Guidance and Counseling staff, both reviewed the system and as a result the system is usable, according to their findings. **Implementing Document Management System (DMS) Technology in Barangay Paligui, Apalit, Pampanga (Requinto, Angela Mikaela R., et. al, 2019)** A barangay is the smallest unit of administration in Philippine society but has the most important governance divisions. The government distributes its services via its workforce. However, as the population grows, service quality, particularly in the management of records and documents, degrades. Following a thorough site investigation and a series of surveys, an integrated "Document Management System" (DMS) is proposed as a solution to these difficulties, with Barangay Paligui in Apalit, Pampanga as the template. The DMS, an open source system, was conceptualized utilizing Kanban Agile Methodology and comprehensive literature research with the primary goal of providing a centralized document management system that can be accessed by any barangay official using their office desktop computers and mobile phones. It makes use of OwnCloud as the infrastructure for securing, storing, and sharing data, as well as a customized user interface developed in HTML, CSS, JavaScript, and PHP. The system was reviewed and deemed to be useful and acceptable for usage by the users. **A Web and Mobile-Based Faculty Performance Evaluation System (Salas, Leah T., 2015)**The study's major aim is to create, implement, and evaluate a Web and mobile-based faculty evaluation system for higher education institutions in order to improve faculty evaluation procedures. Miller (1987) mentioned that it's a significant component of faculty development, academic growth and personnel decisions including reappointment, promotion, and tenure, as well as salary and rank. According to Anido (2009), paper-based teaching performance evaluation necessitates a significant amount of administrative effort for data collection, analysis, archiving, and timely presentation of results to academic management and teachers.With the use of information technology, educational institutions may be able to respond more promptly to the information needs of administrators, employees, students, and other stakeholders. This faculty evaluation system sought to quantify the criteria and policies of different higher education institutions' traditional assessment methods, design and develop the proposed evaluation system based on the identified system requirements, and evaluate the acceptability and utility of the customized system using ISO 9126 standards. During the RAD's construction phase, the system was developed using data from various educational institutions' faculty evaluation procedures and processes. PHP was utilized as the programming language, with JavaScript and Cascading Style Sheets supporting it (CSS). The WAMP package was used to run Apache as the web server, MySQL as the database, and phpMyAdmin as the database. The respondents gave excellent ratings in six parameters, including functionality, reliability, usability, efficiency, maintainability, and portability, indicating that they approve of the web and mobile-based teacher performance review system | | | | | | |
| **Technical Background** | **As time needed** | | | | **Name of Presenter:** | |
| **PENDING** | | | | | | |
| **CHAPTER III** | | | | | | |
| **Design and Methodology** | Time as needed | | | | Name of Presenter: | |
| This chapter will exhibit the research methodology that the proponents used to appertain the descriptive and quantitative research study. The Constructivism and Connectivism approach were used to execute the hypothesis in order to get an extensive understanding about the operations of the DCS-Manila Office of the Records Services.  **Methodology**  The proponents used a descriptive and quantitative research methodology in conducting the study. The proponents will perform the system using a variety of data collection strategies as well as a selection of analytical tools to aid and justify the study's conduct. Researchers will be able to discover the difficulties that users are having with the current system using data collection approaches. Surveys, observations, and brainstorming are examples of analytical tools. The information obtained will be examined and utilized as a foundation for the system's design and development. The purpose of the survey questionnaire is to collect information and insight from the respondents. An interview is a procedure for gathering information from respondents, as well as any data gathered throughout the procedure. Brainstorming is a technique for gathering as many ideas from a group of people as feasible. Typically used to identify potential answers to problems, clarify specifics of possibilities, and find remedies to current system difficulties. | | | | | | |
| **Requirement Analysis** | Time as needed | | | | Name of Presenter: | |
| **PENDING** | | | | | | |
| **Sampling Technique** | Time as needed | | | | Name of Presenter: | |
| The proponents would like to further investigate the impact of the proposed system whenever the study was already implemented and being used by the employees of the DCS-Manila Records Services Office. Despite the fact that we do not have the capability to pursue a survey that includes all of the office's employees and clients, we came up with the idea of selecting a sample of people from each respondent. We decided to use cluster sampling to randomly choose a number of respondents from employees and purposive sampling to select our chosen respondents from employees. We provided a set of questions about how our system will improve their manual record-processing system. The goal of our research is to improve staff's productivity by streamlining the workflow process. | | | | | | |
| Current Technical Situation | As time needed | | | | Name of Presenter: | |
| PENDING | | | | | | |
| Requirement Documentation | As time needed | | | | Name of Presenter: | |
| The Record Management and Information System ensures data accuracy and reliability of the Record Services office of the DCS—Manila. It has features that suit the needs of the Records Services office in managing and profiling their clients’ information.  It has functions that can filter records using the search options and manage the documents that are scheduled to be received and distributed.  **In-Scope**  Register Module – in order to proceed with login, the user must first register by entering vital information about himself, such as first name, middle name, last name, date of birth, age, gender, email address, and password.  Login & Logout Module – to get access to the web-based system, the user will enter the username and password he created. During this procedure, the user has the option to log out at any point. The system will be able to determine the access level.  Dashboard for Admin Account – The dashboard for the admin account's function is to display account data from a database that is linked to it. The administrator may also add, remove, search, and edit account information from this page.  Dashboard for “Receiving” Staff Account – The dashboard for "receiving" staff accounts displays data from a database that is linked to it, such as client name, source, received date, document type, and lastly, which department they forwarded the client document. The staff may also add, edit, search, and remove records from this page.  Dashboard for “Releasing” Staff Account – The dashboard for "releasing" staff accounts displays data from a database that is linked to it, such as recipient name, released date, document type, received by, and lastly, the photo of the client. The staff may also add, search, edit, and remove records from this page.  Dashboard for “201-File” Staff Account – The dashboard for "201-file" staff accounts displays data from a database that is linked to it, such as recipient name, document type, date returned, and lastly, which department they forwarded the client document. The staff may also search and affix release numbers from this page.  Dashboard for “Numerical” Staff Account – The dashboard for "Numerical" staff accounts displays data from a database that is linked to it, such as recipient name, document type, and lastly, the received date. The staff may also search and affix release numbers from this page.  **Out-Scope**  Scanner – the purpose of the scanner is to scan or take a picture of the document, digitize the information and present it on the computer screen.  Email Verification Technology – email authentication is a technical solution to proving that an email is not forged. In other words, it provides a way to verify that an email comes from who it claims to be from. | | | | | | |
| **Design of Software, Systems, Product and/or Processes** | As time needed | | | | Name of Presenter: | |
| **PENDING** | | | | | | |
| **Developent and Testing** | As time needed | | | | Name of Presenter: | |
| **PENDING** | | | | | | |
| **Data Analysis Plan** | As time needed | | | | Name of presenter: | |
| **PENDING** | | | | | | |
| Implementation Plan | **As time needed** | | | | Name of presenter: | |
| **PENDING** | | | | | | |

“Thank you all for your patience, We wish you all a very good evening.

It’s been a pleasure being with all of you today, thank you”