

I. Project Goals

The *Faculty Records Management System* is a web-based system which aims to make the tasks of the PAG-ASA National High School (PNHS) faculty achievable without facing any difficulties. It also targets the trimming of "paper" transactions throughout their day-to-day activities by automating the generation of necessary documents.

II. Project Description

The system is designed to store and retrieve documents with ease and with security - avoiding the worry wherein paper transactions can be easily damaged. With this system, we will be able to store information virtually as well as it being accessed easily through the web; even producing a copy of it with just one click. This system presents a feature that can help a personnel request certain documents such as, service records, personal data sheet, grading sheets, and school files. These documents can be easily generated and downloaded with the consent from the authorized personnel if and only if the faculty is currently working at PAG-ASA National High School. If in case a certain faculty is not working anymore in the said institution, the administrator of the system can archive the documents at will. Including the said documents, the system can also generate a list of the members of the faculty working in the current school year.

III. Objectives

- General Objectives
 - To provide a virtual hub for the management of the records needed by the faculty.
 - To ensure security and availability of certain documents to the faculty of the institution.
 - To provide an easier way of requesting a document.
 - To provide a report about the transactions made.

- **Specific Objectives**
 - To generate and display certain documents such as service records, personal data sheet, school files and grading sheets to the faculty upon request.
 - To make a copy of a certain document in Portable Document Form be available for download.
 - To generate a list of faculty members, depending on the current or needed school year and department.

IV. Scope and Delimitation

This web-based Faculty Records Management System for PAG-ASA National High School aims to generate the documents needed in the institution namely, service records, school forms, and grading sheets. Generation and approval of documents can only be done by the administrator of the system. The system provides the faculty an interface that makes requests to view and download a copy of a particular document. Once approved by the administrator, the requesting faculty can download the document in a Portable Document Format (PDF) only. The system keeps track of the requests done by the faculty, and the approvals done by the administrator. Aside from generating necessary documents, the system may list active faculty members depending on the school year and department, which the administrator has the only privilege.

The system shall restrict the requesting faculty the actions done to the said document after download, unless he/she requests for it again. Non-Teaching Faculties other than their personal data sheet cannot view and/or download other document stated beforehand. Data that shall be fetched are solely dependent to two other modules namely, PIMS (Personnel Information Management System) and SIS (Student Information System). The system does not cover the signature/s of the signatories included in the document.