

LEGAL DOCUMENT MANAGEMENT SYSTEM FOR  
PUBLIC ATTORNEY'S OFFICE OF TRECE  
MARTIRES CITY, CAVITE

THESIS

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**LEGAL DOCUMENT MANAGEMENT SYSTEM FOR PUBLIC ATTORNEY'S  
OFFICE OF TRECE MARTIRES CITY, CAVITE**

An Undergraduate Thesis  
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## ABSTRACT

**BAUTISTA, CIARA GALE C. and MAMOLO, SHERMIN JOY C. Legal Document Management System for Public Attorney's Office of Trece Martires City, Cavite.** An Undergraduate Thesis. Bachelor of Science in Information Technology, Cavite State University, Indang, Cavite April 2017. Adviser: Ms. Vanessa G. Coronado

The legal document management system for Public Attorney's Office (PAO) in Trece Martires City, Cavite serves as a repository of all the documents administered in the PAO for an easier way of access. The system provides an aid for the rapid creation, searching, storage and retrieval of legal documents. The developed system provided an opportunity for PAO to eliminate unnecessary processes and human effort as it solves some of the difficulties on manual processes.

The methodology that was used and followed in the study was Feature Driven Development (FDD). The five (5) processes included within FDD are: develop an overall model, build a features list, plan by feature, design by feature, and build by feature. 50 technical and non-technical participants evaluate the developed system's accuracy.

The system was evaluated by the participants based on functionality, reliability, usability, efficiency, maintainability, portability, and user-friendliness. The results of the evaluation, overall mean of 4.36, showed that the system was functioning well and was able to meet the business requirements of the intended users.

## TABLE OF CONTENTS

	Page
APPROVAL SHEET .....	ii
BIOGRAPHICAL DATA .....	iii
ACKNOWLEDGEMENT .....	v
ABSTRACT .....	viii
LIST OF FIGURES .....	xi
LIST OF TABLES .....	xiii
LIST OF APPENDIX FIGURES .....	xiv
LIST OF APPENDIX TABLES .....	xvi
LIST OF APPENDICES .....	xvi
INTRODUCTION .....	1
Statement of the Problem .....	2
Theoretical Framework .....	3
Objectives of the Study .....	6
Significance of the Study .....	7
Time and Place of the Study .....	8
Scope and Limitations of the Study .....	8
Definition of Terms .....	10
REVIEW OF RELATED LITERATURE .....	12
Related Studies .....	21
METHODOLOGY .....	25

Materials .....	25
Methods .....	25
<b>RESULTS AND DISCUSSION .....</b>	<b>30</b>
System Overview .....	31
Software Testing .....	48
Software Evaluation .....	48
<b>SUMMARY, CONCLUSION, AND RECOMMENDATIONS .....</b>	<b>57</b>
Summary .....	57
Conclusion .....	58
Recommendations .....	59
<b>REFERENCES .....</b>	<b>60</b>
<b>APPENDICES .....</b>	<b>63</b>

## LIST OF FIGURES

Figure	Page
1 Theoretical framework of the study .....	5
2 Feature-driven design (Holcombe, 2008) .....	26
3 Screenshot of paoDocs homepage. ....	33
4 Screenshot of client reference number verification. ....	34
5 Screenshot of client case information .....	34
6 Screenshot of answering security question .....	35
7 Screenshot of password reset. ....	35
8 Screenshot of user account management. ....	36
9 Screen layout for assigned area settings. ....	37
10 Screenshot of user account profile. ....	38
11 Screenshot of agenda creation. ....	39
12 Screenshot of sample file upload. ....	39
13 Screenshot of list of uploaded document templates .....	40
14 Screenshot of list of uploaded files. ....	40
15 Screenshot of document sharing .....	41
16 Screenshot of file deletion .....	42
17 Screenshot of document tag adding .....	42
18 Screenshot of document activity details. ....	43
19 Screenshot of system provided templates .....	44
20 Screenshot of client logbook registration .....	44

21	Screenshot of case matter creation. ....	45
22	Screenshot of client list ....	46
23	Screenshot of quick search of matters ....	47
24	Screenshot of sample client report ....	48

## LIST OF TABLES

Table		Page
1	Comparison of the related studies with the features of the study . . . . .	24
2	Breakdown of participants . . . . .	49
3	Mean scores for the functionality of the software . . . . .	51
4	Mean scores for the reliability of the software . . . . .	52
5	Mean scores for the usability of the software . . . . .	52
6	Mean scores for the efficiency of the software . . . . .	53
7	Mean scores for the maintainability of the software . . . . .	54
8	Mean score for the portability of the software . . . . .	55
9	Mean score for the user-friendliness of the software . . . . .	56

## LIST OF APPENDIX FIGURES

Appendix Figure	Page
1 Fishbone diagram for time consuming legal document creation . . . . .	64
2 Fishbone diagram for tedious checking and updating of case file status . .	64
3 Fishbone diagram for unrecoverable old case files . . . . .	65
4 Use case diagram of account management module . . . . .	65
5 Use case diagram of document management module . . . . .	66
6 Use case diagram for case information module . . . . .	67
7 Use case diagram for report generation module . . . . .	68
8 Sequence diagram of logging in . . . . .	69
9 Sequence diagram of creating an account . . . . .	70
10 Sequence diagram of editing profile . . . . .	70
11 Sequence diagram of creating document. . . . .	71
12 Sequence diagram of modifying document. . . . .	71
13 Sequence diagram of document search . . . . .	72
14 Sequence diagram of document upload. . . . .	72
15 Sequence diagram of document download. . . . .	73
16 Sequence diagram of document access restrict . . . . .	73
17 Sequence diagram of creating case matter . . . . .	74
18 Sequence diagram of creating client . . . . .	74
19 Sequence diagram of generating report . . . . .	75

20	Class diagram for legal document management system for PAO . . . . .	76
21	Gantt chart . . . . .	77

## LIST OF APPENDIX TABLES

Appendix Table		Page
1	Overall evaluation of the developed system by the participants . . . . .	79
2	Overall frequency distribution of the participants . . . . .	79

## LIST OF APPENDICES

Appendix		Page
1	Interview report . . . . .	80
2	Sample documents . . . . .	83
3	List of legal documents . . . . .	98
4	Unit testing . . . . .	104
5	Integration testing . . . . .	120
6	System testing . . . . .	122
7	Software evaluation form . . . . .	135
8	Sample source code. . . . .	139
9	Letters, forms, certificates, etc. . . . .	146

# **LEGAL DOCUMENT MANAGEMENT SYSTEM FOR PUBLIC ATTORNEY'S OFFICE OF TRECE MARTIRES CITY, CAVITE**

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## **INTRODUCTION**

According to Minnesota Historical Society (2012), an electronic document management system (DMS) is a software program that manages the creation, storage and control of documents electronically. The primary function of a DMS is to manage electronic information within an organization's workflow. A basic DMS should include document management, workflow, text retrieval, and imaging. DMS functionality is often integrated into Content Management Systems (CMS). These systems combine additional functionality such as website management with workflow tools, standard templates and access rights. In addition, an electronic DMS takes advantage of advanced document analysis techniques. The electronic document management system provides automatic archiving of documents and retrieval without the need to navigate through a directory structure or specify a filename. Document comparison is facilitated by automatic retrieval of a previous version of a document (Cullen & Peairs, 1999).