DEVELOPMENT OF RECORD MANAGEMENT SYSTEM FOR ACADEMIC AND NON-ACADEMIC ORGANIZATION IN CAVITE STATE UNIVERSITY

THESIS

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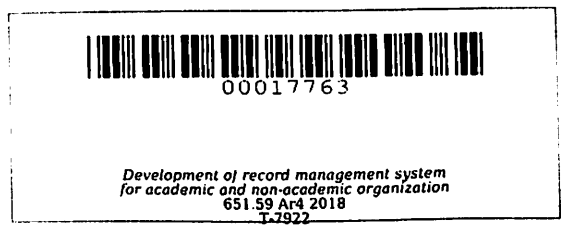
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Development of record management system
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ABSTRACT

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The study was conducted to develop a record management system for academic and non-academic organization in Cavite State University. The main purpose of the system is to record all the information about the academic and non-academic organization, fasten the process of recording and checking of each organization, and to track the previous records of the organization.

The student development services coordinator experienced problems such as difficulty in monitoring the status of organization applications, no secured storage of files, and slow process of releasing of the results of the evaluation of the organization's recognition.

Iterative development methodology was used for the development of the system. It consists planning/requirement phase, analysis and design phase, implementation phase, testing phase, and evaluation phase.

In the development of the system, Windows 7 was used as the development platform, hypertext processor (PHP) as its primary development language, JavaScript for an interactive webpages, Bootstrap and cascading style sheets (CSS) for the design and my standard query language (MySQL) for database.

The system comprised of five modules: account management module, record management module, report module, collaborative module, and notification module.

The system underwent software evaluation and series of tests, and all criteria and objectives were met.

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INTRODUCTION

The trustees of Indiana University (2013) defined that each student has the right to form, join, and participate in groups or organizations that promote the common interests of students. Student organizations are groups whose regular membership is comprised of students enrolled at the university. As a condition for establishment of the affiliation relationship, the named student organization agrees to abide by all University regulations. Organizations establish their affiliation with the campus through the office of student involvement and must renew that affiliation each year.

Student organization can be classified as academic and non-academic. Academic organization pertains to those organized by students of a college in relation to their fields of specialization and extensions of classroom. Non-academic pertains to organization that