RECORD MANAGEMENT SYSTEM FOR SPECIAL PROJECTS OFFICE IN CAVITE STATE UNIVERSITY

THESIS

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ABSTRACT

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The study was conducted to develop a record management system for special projects office (SPO) of CvSU and address the problems faced by the organization such as: difficulty in storing and retrieving of specific document, difficulty in monitoring the progress of a project and difficulty in consolidating data and generating of required reports. The system was developed to have an efficient record management and generate reports which is necessary for its operations.

The Prototyping Methodology was used for the development of the software. It has six phases namely: requirements gathering and analysis, quick design, build prototype, user evaluation, refining prototype and engineer product.

The system was developed using VB.Net as the programming language, Adobe Photoshop for the interface design, and MS SQL for the database. Microsoft Word 2013 was used for documentation and Windows 10 as the Operating System.

The software evaluation used the following criteria: functionality, reliability, usability, efficiency, maintainability, and portability. Information Technology experts from DIT, SPO personnel and 4th year BSIT students of the Cavite State University Main Campus served as the evaluators of the system. The software passed all the criteria for the evaluation and had met all the needed requirements for the software.

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INTRODUCTION

The Cavite State University formerly known as Don Severino Agricultural College is 60 km southwest of Manila. Currently, it has ten (10) satellite campuses spread in the entire province of Cavite. The Don Severino Delas Alas Campus situated in Indang, Cavite, serves as the main campus with ten (10) colleges and approximately thirteen thousand (13,000) students population as of second semester of school year 2014-2015. As a higher educational institution, the University mandated to perform three important functions, the instruction, research and extension.

The university is mandated to give equal importance in performing their function. Effective extension services can only be achieved through extensive linkages with national and international partnership. To realize its objective, the Office of the President created the Special Project Office (SPO) to spearhead the linkages of the university. It was established as per Board of Regent Resolution (BOR) Number 12 series of 2005. The