

CENTRALIZED DOCUMENTS REPOSITORY

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Abstract

The paper entitled Centralized E-document Repository System (CERS) is developed and designed to manage documents and records repositories in an organization to provide better office productivity in both file management, sharing, and distribution that does not compromise the security of the document. An organization that provides efficient and effective file management will result in a better and more productive person who will only search, access, read, modify and store documents and records within their workplace instead of consuming and burning their time roaming around and consolidating one's documents and records. The system will not only provide a time-efficient for personnel in each office but also minimize a space-consuming file cabinet and storage that sometimes provides a difficult time accessing and retrieving files in a well-mannered process. With the integration of a database provided by the system, users can assure a better storage space for their files with enhanced security and a better backup and disaster recovery for both documents and records.

Keywords: Storing, Retrieving, Access, DMS, EDRMS, File Sharing, Repository, Office Productivity.

Introduction

The system will function in terms of: (a) Document and File profiling; (b) File and records security; (c) File access and retrieval; and (d) File sharing and distribution.

Objectives of The Study**Materials and Methods**

In this section, we will take a look at the systematic and theoretical analysis of the study. Methods and approach of the study.

Research Environment

The setting the locale of the study is in Central Philippines State University Hinigaran Campus. An extension campus was selected to provide concrete data to the study administer. Offices of the university such as the Human Resource Management Office, Office of the Students Services Affairs, Records Office, Registrar Office, Clinic, Assessment and Cashier Office were conducted where the functionality of the system focuses.

Research Instrument

Questionnaires were utilized as the research instrument in gathering and collecting data from the respondents of the study. The questionnaire is comprised of two major parts. The first part deals with the current process of every office in terms of record and document management where the process is asking if the activities in each office were either manual, semi-automated, partially automated or in an automated manner. While the second part dealt with the difficulties encountered by the head of personnel of each office of the Central Philippines State University Hinigaran Campus in terms of document and record management.

Data Gathering Procedure

Below are the listed procedures utilized in gathering and collecting data for the study:

a. Direct/ Interview Method

To gather data and answers in a precise and accurate manner, the researchers conduct an interview to each and every respondent regarding from the overview of the difficulties met by the respondents up to how the automated system copes up in regards to the daily process of their office.

Clarifications and explanations can be made if ever there is a possibility that the respondents cannot understand the given instrument or are not familiar with the system itself.

b. Test

This study used the most important instrument in gathering and collecting data which is by a test. The segment of a test is comprised by:

b1. Pre-test

In order to get the functionality of the automated system, the researchers conduct a pre-test in order to find out what are some difficulties met by each and every respondent and will be interpreted by a Likert-scale method.

b2. Post-test

In the prototype testing phase, this test will provide the interpretation on how does the developed system will impact the respondents in terms of its effectiveness and efficiency in terms of its productivity.

c. Questionnaires

Questionnaires were used to collect specific data that could not be done by interviewing all respondents. The questionnaire undergone a validity test to some research and IT experts to ensure that each statement and content valid and measurable.

Results and Discussion

The responses of the respondent and as well as the IT Experts in terms of how they find their difficulties in a manual set-up of their document and record management and also how they are convinced in using the prototype system developed for the study. The weighted mean of each table symbolizes how the system will adapt to the needs of the end-users in terms of its effectiveness, efficiency, and usability in their organization. The data were collected and gathered a grand mean of 4.826, where all the end-users evaluated the automated system. This signifies that the Centralized E-Documents Repository System will surely fit and suits the daily process and activities of every person in terms of their document and record management that will also provide convenience to their personnel and easy access when the time is needed

Table 1: Summary of End-Users and IT Expert's Responses on PIECES Software Evaluation for WEHRMS Effectiveness, Efficiency, and Usability

Indicators	CERS End-User	Total Mean	Interpretation
1. Performance	4.84	4.84	Strongly Disagree
2. Information	4.82	4.82	Strongly Disagree
3. Economics	4.83	4.83	Strongly Disagree
4. Control	4.79	4.79	Strongly Disagree
5. Efficiency	4.84	4.84	Strongly Disagree
6. Services	4.83	4.83	Strongly Disagree
Overall Weighted Mean	4.83	4.83	Strongly Disagree

Based on table 1 shown above, the automated system of CERS complies to the needs and impact of an automated system to the existing system in terms of process in file and record management of each office in Central Philippines State University Hinigaran Campus. This signifies that the system must be immediate to implement in the organization to provide convenience and ease to increase productivity and quality services to the end-users.

Conclusion and Recommendation

The study collected a Grand Mean of 1.64 where the personnel on each office find it difficult to store and retrieve their file and documents in the current document and record management they perform on their organization. This data leads the researcher to pursue this study and come up an idea to create and develop an automated repository system that will address the difficulty experienced by each office personnel.

The result showed that all the End-Users and IT Experts evaluated the areas in PIECES Software Evaluation Framework of Centralized E-document Repository System for Central Philippine State University and gave a Very Satisfactory in the system's effectiveness and efficiency. This confirmed that all the areas in the PIECES Software Evaluation Framework were effective, efficient, and usable, assuring the system performance, accuracy of information input, output, and stored data input, cost economical, and provides control and services to the end-user. This means that the Centralized E-document Repository System should eradicate the current process of the organization in terms of their document and record management.

Conflict of Interest

There is no conflict of interest between the authors in this manuscript.

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