



**COLLEGE OF COMMUNICATION AND INFORMATION TECHNOLOGY**

**ONLINE RECORDS AND DOCUMENTS MANAGEMENT SYSTEM FOR  
PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE  
(PDRRMO) IBA, ZAMBALES**

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**A Thesis**

**In partial Fulfillment of the Requirements**

**for the degree of Bachelor of Science in Information Technology**

**College of Communication and Information Technology**

**President Ramon Magsaysay Technological University**

**Masinloc, Zambales**

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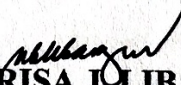
Republic of the Philippines  
**PRESIDENT RAMON MAGSAYSAY TECHNOLOGICAL UNIVERSITY**  
College of Communication and Information Technology  
Masinloc, Zambales

**APPROVAL SHEET**

This, study entitled **"ONLINE RECORDS AND DOCUMENTS MANAGEMENT SYSTEM FOR PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (PDRMO) IBA, ZAMBALES"** prepared and submitted by **Afable, Kristyl E., Asia, Mary M., Balonso, John Hollan P., Sangalang, Reggie Jr. D.**, in partial fulfillment of the requirements for the degree of **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY** are hereby recommended for oral examination.

**MR. KENNEDY P. KABILING**  
Adviser

Approved by the Panel of the Oral Examiners on February 2, 2022 with a grade of \_\_\_\_\_

  
**NERRISA J. LIBAN, MSCS**  
Chairman

**FIEL DULLAS JR.**  
Member

**WALTER G. LARA, MSCS**  
Member

Accepted and approved in partial fulfillment of the requirements for the degree of **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**.

\_\_\_\_\_  
Date Signed

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**MYRA LIZA O. VIZCARRA, Ed. D.**  
Campus Director



### EXECUTIVE SUMMARY

This study aimed to develop a system entitled Online Records and Documents Management System for Provincial Disaster Risk Reduction and Management Office (PDRRMO) – Iba, Zambales which was evaluated by the respondents in terms of acceptability and software quality. The researcher uses ISO 25010: 2011 metrics to evaluate the Systems Quality. Evaluation for the Software Quality utilized eight (8) criteria: (1) Level of Functional Suitability, (2) Performance Efficiency, (3) Compatibility, (4) Usability, (5) Reliability, (6) Security, (7) Maintainability, and (8) Portability. Evaluation for the Level of Acceptability utilized five (5) criteria: (1) Content, (2) Accuracy, (3) Ease of Use, (4) Timeliness, (5) Security. The researchers made use of descriptive research and utilized questionnaire to gather the necessary information. The statistical analysis tools like Percentage, Weighted Mean and Likert Scale were the means to arrive at the summary, conclusion, and recommendations of this study. The study had a total number of 32 respondents; 26 or 81.25 % were the Employees of MDRRMO-Respondents and 6 Employees of PDRRMO - Respondents cover the 18.75 % of the sample.

The researchers conclude that the employees of PDRRMO evaluation on the Level of System Quality of the Online Records and Documents Management System is interpreted as Quality. The MDRRMO's evaluation on the Level of System Quality of the Online Records and Documents Management System is interpreted as Quality. The employees of PDRRMO perception on the Level of Acceptability of the Online Records and Documents Management System is interpreted as Very Acceptable. The employees of



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MDRRMO's perception on the Level of Acceptability of the Online Records and Documents Management System is interpreted as Very Acceptable.

In the light of the findings and conclusion of this study, the researchers would like to offer the following recommendation: The study may be improved by the future researchers to widen its scope, The Online Records and Documents Management System should be implemented to the Provincial Disaster Risk Reduction and Management Office (PDRRMO) – Iba, Zambales, May conduct orientation to both PDRRMO and MDRRMO before the implementation and Based on the evaluation of the clientele on the proposed Online Records and Documents Management System, it appears that the computerization of the online records and documents management system is already long overdue and should immediately be implemented for the benefits of both PDRRMO and MDRRMO's employees.