CHAPTER I

INTRODUCTION

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1.1 Project Context

In many public educational institutions across the Philippines, including state colleges and universities, the employment of non-permanent personnel under Job Order (JO) and Contract of Service (COS) arrangements remains a common practice. These types of engagements allow institutions to respond quickly to staffing needs without the long and formal hiring process required for permanent appointments. At Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT), the Human Resource Management Office (HRMO) manages a significant volume of JO and COS employees every academic year. These personnel are hired to assist in a variety of roles, including clerical work, janitorial services, technical assistance, and teaching responsibilities, depending on the institution's needs and available budget.

However, the current system of managing these temporary employment records at DEBESMSCAT is largely manual and paper-based. HR personnel store essential employee documents such as personal data sheets, contracts, medical certificates, clearances, and credentials in physical folders kept inside filing cabinets. These folders are labeled and sorted by department or date, but as the volume of JO and COS workers increases over time, the process of retrieving a single document becomes more tedious and inefficient. According to HR staff, their biggest problem arises when they are required to locate a specific record for an employee, especially during audits, contract renewals, payroll preparation, or verification requests. They must sift through multiple folders or drawers just to locate one file, which wastes valuable time and creates bottlenecks in service delivery.

This problem is compounded when multiple records are missing, misfiled, or damaged. Paper-based systems are vulnerable to common risks such as accidental loss, fire, water damage, and unauthorized access. Furthermore, updating or correcting information in a physical file often means reprinting entire documents, making the process both costly and time-consuming. These challenges become more evident during semester transitions when large volumes of JO and COS contracts need to be renewed or reviewed.

In response to these growing challenges, there is a clear need for a digital transformation of the records management process. Introducing a centralized digital system that can store, organize, and retrieve employee records quickly and securely is not just a technological upgrade—it is a solution that aligns with modern institutional goals of efficiency, transparency, and data accuracy. It will significantly reduce the workload of HR personnel, eliminate the dependency on physical filing systems, and ensure that the institution can respond promptly to document requests and audits.

The proposed Job Order Contract of Service Records System aims to address this critical operational gap. By moving away from manual processes, the system will empower the HR Office with a powerful tool to efficiently encode, store, monitor, and access employment-related data for JO and COS personnel. Most importantly, it will reduce the frustration and stress caused by the current system’s inefficiencies and create a more responsive, organized, and professional HR workflow. This transformation will not only improve internal service delivery but also contribute to better compliance with institutional and government auditing standards.

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1.2 Purpose and Description

The main purpose of the Job Order Contract of Service Records System is to design, develop, and implement a digital solution that replaces the existing manual recordkeeping process currently used by the HR Office of DEBESMSCAT. The system is intended to streamline the entire documentation process for Job Order and Contract of Service employees—from encoding basic information to uploading mandatory employment documents, retrieving files, and updating records when needed.

At present, HR staff manually encode employee names and data into spreadsheets, print and sort documents, and store physical copies in labeled folders inside cabinets. When they need to locate a particular employee’s information, they are forced to browse each folder one by one. In cases where documents are misfiled, the process may take even longer or end without success. This inefficient system creates unnecessary delays and increases the possibility of human error.

To address these issues, the proposed system will feature a user-friendly digital form where HR staff can input key details such as:

Employee Name

College/Office assigned

Job Position or Title

Type of employment (JO or COS)

Alongside this data input, the system allows uploading of various required documents such as:

Medical Certificates (including urinalysis, chest X-ray, blood test, drug test, and neuro-psychiatric evaluation)

NBI/Police Clearance

PRC License or Rating (if applicable)

Transcript of Records (TOR)

PSA Birth Certificate

Certificate of Employment (COE)

Publication records (for teaching staff)

After filling out the form and uploading the files, HR personnel simply click the “Submit” button, and all the information is stored securely in the system’s database. These entries are then automatically listed in the “Records” page, which acts as a centralized digital archive. The Records page is alphabetically organized by default, allowing HR staff to scan records easily if needed. A search bar located at the top of the page allows instant access to specific files by typing in the employee's name or keyword. This eliminates the need to manually browse through physical documents or long spreadsheets.

In addition, the system includes an Edit function, allowing HR personnel to correct or update existing employee records in case of changes or new submissions. This adds flexibility and keeps the database accurate over time. All files are stored in a centralized cloud or local storage system, accessible only to authorized users within the HR Office. This ensures data security, privacy, and compliance with data protection regulations.

The system also supports record tracking, making it easy to monitor contract status (active, expired, or due for renewal), and includes the capability to generate summarized lists for internal reporting or auditing purposes. The simple, clean interface is designed with non-technical users in mind, so HR staff can operate the system with minimal training.

Ultimately, the Job Order Contract of Service Records System is more than just a database—it is a transformative tool that empowers the HR department to manage their responsibilities more effectively. It brings order to document management, ensures fast retrieval of information, reduces the risk of lost or misplaced files, and promotes a modern, digital-first approach to public service administration. By implementing this system, DEBESMSCAT can improve HR workflow, boost institutional efficiency, and enhance overall organizational performance.

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1.3 Objectives of the Study

General Objective:

To develop a digital records system that allows DEBESMSCAT’s HR Office to efficiently manage, store, and retrieve documents of Job Order and Contract of Service employees through a centralized, secure, and searchable platform.

Specific Objectives:

1. To replace the manual cabinet-based file search with an automated, searchable digital records page.

2. To provide an input form for uploading employee data and supporting documents.

3. To sort submitted records alphabetically for easy manual browsing.

4. To integrate a search bar that filters employee records by name.

5. To ensure data privacy by restricting system access to HR staff only.

6. To allow editing of submitted records in case of updates or corrections.

7. To support document uploads such as medical certificates, police clearances, and credentials.

8. To improve HR productivity by reducing time spent retrieving files.

9. To ensure readiness during audits by keeping all employee files organized.

10. To support long-term digital transformation efforts in DEBESMSCAT’s personnel management.

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1.4 Scope and Limitations

This study is focused on the development and implementation of a digital records system intended solely for the Human Resource Management Office of DEBESMSCAT. The system covers data encoding, uploading of documents, and automated archiving of Job Order and Contract of Service employee records. The system enables quick retrieval of information through a search bar and arranges employee files alphabetically for easier navigation. However, it is limited only to the HR department; access will not be granted to other offices or departments. It is also restricted to desktop or laptop use and is not optimized for mobile or offline access. Furthermore, the system excludes functions like payroll processing, biometric attendance, and document auto-scanning. Despite these limitations, the system offers an efficient and reliable solution for organizing and maintaining personnel records.

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1.5 Definition of Terms

1. Job Order (JO) – A short-term employment engagement used for hiring temporary workers to fulfill specific tasks.

2. Contract of Service (COS) – A contractual arrangement where an individual provides services for a government agency without being part of the regular plantilla.

3. Human Resource Management Office (HRMO) – The institutional office responsible for personnel recruitment, documentation, and recordkeeping.

4. Records Page – The central archive within the system where all employee profiles and files are stored.

5. Search Bar – A built-in tool that allows users to type keywords and quickly locate specific records.

6. Alphabetical Listing – An automatic sorting method in which records are arranged from A to Z by last name.

7. Medical Certificate – A document proving that an individual is physically and mentally fit for employment, usually with multiple required tests.

8. Clearance – Legal documents such as Police or NBI Clearance ensuring that the employee has no criminal record.

9. PRC License – A certificate issued by the Professional Regulation Commission required for licensed professions such as teachers or engineers.

10. Transcript of Records (TOR) – An academic document showing grades and school history.

11. Certificate of Employment (COE) – A document verifying a person’s previous employment status and work experience.

12. Publication – Any academic or research output used to support teaching qualifications.

13. Edit Button – A system feature allowing HR to change or update saved records.

14. Submit Button – A feature used to confirm and save entered employee information into the system.

15. Digital Form – The interface where HR inputs employee details and uploads documents.

16. File Upload – The process of adding a digital file (e.g., PDF or image) into the system.

17. Database – A structured digital repository where all employee information and documents are saved.

18. Data Privacy – The protection of sensitive personal information from unauthorized access.

19. System Access Control – A restriction mechanism that allows only authorized HR staff to use the system.

20. Audit Report – A summary of stored employee data used for compliance, inspection, and verification purposes.