



**DIGITALIZATION IN RECORDS MANAGEMENT: LEVERAGING
NON-TEACHING PERSONNEL IN PUBLIC
SECONDARY SCHOOLS**

THERESEE V. CERILLO
Administrative Assistant III
DepEd SDO Albay
thereseecerillo629@gmail.com

ABSTRACT

This study evaluated the extent of digitalization in records management and the digital proficiency of the 109 non-teaching personnel in public secondary schools as a basis for a proposed Learning and Development design. Particularly, it sought to answer the following questions: What is the extent of digitalization in records management along: Communication Handling, Filing and Storage, Data Maintenance, Records Disposition, and Appraisal and Archiving; Is there a significant difference in the extent of digitalization among the variables; What is the level of digitalization skills of the personnel along: Hardware, Basic Operations, Information Management, Problem Solving, and Digital Communication; Is there a significant difference in the level of skills among the variables; and What Learning and Development design can be proposed based on the findings.

Findings revealed that the overall extent of digitalization in records management was Moderately Digitalized with a weighted mean of 2.95. Among the records management functions, Communication Handling registered the highest weighted mean of 3.24, while Appraisal and Archiving obtained the lowest weighted mean which is 2.81, indicating limited emphasis on long-term records preservation. ANOVA results confirmed a significant difference

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan
Managing Editor: Raymart O. Basco

Associate Editor: Andro M. Bautista
Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



in the extent of digitalization among the variables ($F = 18.00 > 2.78$, $p < 0.05$), leading to the rejection of the null hypothesis.

In conclusion, while public secondary schools have successfully integrated digital tools to support routine coordination and administrative tasks, a Readiness-Implementation gap persists. Non-teaching personnel possess the technical competence required for advanced digital systems; however, institutional practices remain focused on front-end operations, with limited attention to the full records management lifecycle.

Based on these results, the Digital Transformation and Records Management Program was developed. This proposed intervention focuses on digital archiving, cloud integration, and data privacy to align personnel competencies with institutional needs. It is recommended that school administrators institutionalize this program to maximize the existing digital leverage of the non-teaching workforce.

INTRODUCTION

In the current educational setting, non-teaching personnel in public secondary schools play a crucial role in supporting administrative and academic operations. Many schools continue to use traditional, paper-based record-keeping methods, which often lead to document loss, slow information retrieval, data inaccuracies, and inefficient workflows.

To address these concerns, the Philippine government has introduced policies that encourage the adoption of digital systems in public offices. Republic Act No. 11032, also known as the Ease of Doing Business and Efficient Delivery of Government Service Act of 2018,

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



promotes the use of technology to simplify processes and improve the delivery of government services. Similarly, the Republic Act No. 10844 established the Department of Information and Communications Technology (DICT), which promotes the integration of ICT in government offices, including schools.

Within this context, digitalization in records management has become a significant strategy for advancing administrative efficiency. By shifting from manual systems to digital platforms, schools can enhance the accuracy, accessibility, and security of institutional records. Therefore, this study aims to explore how digitalization serves as leverage for non-teaching personnel in managing school records more effectively. It aims to identify the extent to which digital systems improve efficiency, accuracy, and accessibility of records in public secondary schools while aligning with existing legal frameworks. In addition, this study aims to evaluate the readiness, capability, and challenges faced by non-teaching personnel in adapting to digitalization in records management, to recommend strategies to improve the administrative operations and promote sustainable digital transformation in the education sector, specifically the records management sector.

RESEARCH METHODOLOGY

This chapter presents the research design, sources of data, respondents of the study, research instruments, validation of the research instruments, ethical considerations, data-gathering procedure, and the statistical tools used.

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



Research Design

The selection of an appropriate research framework is fundamental to ensure that the research into digital records management results into objective, structured, and actionable data. This section outlines the systematic approach utilized to check the current state of digitalization and readiness of non-teaching personnel within the public secondary schools of Albay.

In this study, descriptive research methods and survey techniques were utilized. Using this approach, the study provided a clear and accurate overview of the organization's record-creation, storage, retrieval, and disposal processes, providing a basis for identifying gaps and proposing improvements.

Heath (2023) defines descriptive research as a systematic approach that enables researchers to thoroughly examine and accurately describe a specific population, situation, and phenomenon. The findings are typically presented in a detailed, objective manner, offering a comprehensive view of the research context and valuable insights into the phenomenon under investigation. In this study, the design is used to determine the current extent of digitalization in records management functions and the level of digital skills of non-teaching personnel in public secondary schools.

The quantitative approach supports measuring variables related to digitalization, including communication handling, filing and storage, data and document maintenance, records disposition, and appraisal and archiving. It also enables statistical comparison of digitalization practices across respondents grouped by their digital skills. Through numerical

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



data and statistical analysis, the study objectively evaluates how non-teaching personnel use digital tools and how these practices influence records management processes.

Sources of Data

In the research conducted, the data were acquired from two sources, the primary and secondary sources. Primary data were obtained through a structured survey questionnaire administered to non-teaching personnel in selected public secondary schools in the 2nd district of Albay. The survey collected information on the extent of digitalization in records management functions, respondents' digital skills, and the challenges they may have encountered in implementing data management systems. These data directly addressed the research questions and served as the basis for statistical analysis.

The secondary sources of data were drawn from printed (journals or books), and online references (online articles, websites, online journal articles, and any website the writer could find online), which have significance to this study. These sources contributed to identifying the research gap and ensured the relevance and originality of the variables used in the study.

Respondents of the Study

The study is composed of non-teaching personnel from selected public secondary schools in the Municipalities of second district of Albay. They include school principals/assistant principals, head teachers/department heads, registrars, administrative officers, administrative assistants/aides, and casual staff who are directly involved in the creation, filing, storage, maintenance, and disposition of school records ensuring the proper documentation and accountability throughout processes.

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



Table 1

Respondents of the Study

Public Secondary Schools	Number of Respondents						
	School Principals/ Assistant School Principals	Head Teachers	Registrars	Administrative Officers	Administrative Assistant/ Aides	Casuals	Total
District A	7	10	1	4	17	12	51
District B	4	1	1	5	11	3	25
District C	2	1		1	5	3	12
District D	6	0	1	4	9	1	21
Total	19	12	3	14	42	19	109

Table 1 shows the distribution of the respondents of this study by district. The respondents were the 109 non-teaching personnel, distributed across four districts in the Municipality of Albay. This study assessed the extent of digitalization in records management practices and the challenges among non-teaching personnel in public secondary schools.

The respondents were non-teaching personnel currently working in a public secondary schools in second district of Albay. The school have implemented or initiated digitalization procedures in records management.

These criteria ensure that participants have direct experience with digital records systems, enabling an accurate assessment of the level of digitalization, the digital skills of non-teaching personnel, and the challenges encountered in implementation.

Non-teaching personnel were chosen as respondents because they are primarily responsible for creating, storing, retrieving, and disposing of school records. Their direct involvement in administrative and documentation processes makes them the most appropriate

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



and reliable source for evaluating the role of non-teaching personnel in the digitalization of records.

Research Instrument

The research instrument employed for assessing was meticulously designed. To gather data for this study, a structured questionnaire was used as the primary research instrument. These were designed to assess both the extent of digitalization in records management and the level of digital skills of non-teaching personnel in public secondary schools. The questionnaire was divided into two main parts:

The first part focused on the Extent of Digitalization in Records Management. This section aimed to evaluate the extent to which digital practices are implemented in the school's daily records management activities. There were six variables in this study: Communication Handling, Filing and Storage, Data and Document Maintenance, Records Disposition, Appraisal, and Archiving. A four-point scale was employed to measure respondents' perceptions of digitalization: 4 as Highly Digitalized; 3 as Moderately Digitalized; 2 as Fairly Digitalized; and 1 as Poorly Digitalized.

The second part focused on the Level of Digitalization Skills of Non-Teaching Personnel. This section assessed the respondents' competence in digital skills necessary for records management. It was divided into five skill areas such as: Hardware, Basic Operation, Information Management, Problem Solving, and Digital Communication. A four-point scale was also used to measure digital competence: 4 as Advanced; 3 as Proficient; 2 as Developing; and 1 as Basic. This assessment was conducted based on indicators aligned with the

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



preparation and administrative resources needed to support the operation of non-teaching personnel.

Validation of Research Instrument

To ensure the validity of the survey questionnaire, the researcher consulted the research adviser and other expert panels to assess its acceptance and effectiveness level in gathering primary data from respondents. This expert review helped refine the survey questions and ensure they were relevant and well-formulated. A dry run or pilot test of the questionnaire was not conducted because of limited time and resources. However, the instrument was adapted from validated tools and reviewed by expert panels to ensure it was clear, relevant, and capable of assessing the digital preparedness of non-teaching personnel. These validation processes will help ensure the quality of the survey is reliable and effective in collecting data from participants in the same population.

Ethical Considerations

The researcher ensured the highest level of confidentiality throughout the study to ensure the anonymity of the respondents. Ethical standards were strictly observed throughout the conduct of the study. Permission was obtained from school administrators before data collection. Participation was voluntary, and informed consent was obtained from all respondents. The confidentiality and anonymity of participants were guaranteed, and no personal identifiers were included in the analysis. Respondents were informed of their right to withdraw from the study at any stage without any consequences. All data gathered were used

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



solely for academic purposes, and results were reported honestly and objectively. No fabrication, falsification, or manipulation of data occurred during the research process.

Due respect to the authorship of references used in this study was carefully observed and followed. These were duly acknowledged by citing the authors and including references in the notes and bibliography.

Data Gathering Procedures

A written request letter duly recommended by the Dean of the Republic Colleges of Guinobatan, Inc. The approved letter was submitted to the Schools Division Superintendent of Schools Division Office for approval on the conduct of this study. The approved letter was forwarded to the Public Schools District Supervisor of the second district of Albay. The researcher provided clear instructions to ensure that responses were accurate and complete. Respondents were given adequate time to answer the survey questionnaire.

Throughout the process, the researcher strictly ensured confidentiality of the information provided by the respondents, maintained it exclusively for the study, and used it only for the study. As summarized in Table 2, a total of 109 questionnaires were distributed and successfully retrieved across the four districts, yielding a 100% retrieval rate. This perfect response rate indicates the high level of cooperation among the non-teaching personnel and ensures a comprehensive data set for statistical analysis. According to Statistics Canada (2015), such a high return rate minimizes non-response bias and strengthens the reliability of the findings.

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



Table 2

Distribution and Retrieval of Questionnaires

Public Secondary Schools	Number of Questionnaires		Percentage
	Distributed	Retrieved	
District A			100
	51	51	
District B			100
	25	25	
District C			100
	12	12	
District D			100
	21	21	
Total			100
	109	109	

This table reflects the response rate of the respondents from each municipality and ensures that sufficient data were collected for statistical analysis using percentage, weighted mean, and multiple regression techniques. The table ensures that the dataset is comprehensive enough to yield meaningful interpretations and support the objectives of the study.

Statistical Tools

The statistical tools that were used in this study are the frequency count, percentage technique, weighted mean, and F-test analysis of Variance (ANOVA). These tools are used to analyze data gathered from respondents and address the study's specific research problems.

Frequency Count. It tallied respondents' answers and determined the percentages for each response (Korb, 2013). This was simply counting the number of times that each variable occurs. This was used in counting the number of non-teaching personnel.

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



Percentage Technique. This was used to determine the respondents' nominal data, which consisted of the raw counts of the frequencies of occurrence of the characteristics under consideration. As defined by Pardiñan et al. (2025), the percentage technique is a descriptive measure used to show the relationship of a part to the whole, allowing for a clear and proportional distribution of responses. This is utilized to compute the proportion of retrieved questionnaires relative to the number distributed and to describe the distribution of responses. Percent simply means per hundred, and the symbol used to express a percentage is % (Statistics Canada, 2015).

The formula used was:

$$P = \frac{f}{N} \times 100\%$$

Where:

P = Percentage

f = Frequency

n = Total number

100 = Constant

Weighted Mean. This was the measure of central tendency used to summarize respondents' ratings on the extent of digitalization in records management, the level of digital skills of non-teaching personnel, and the challenges encountered. As noted by Wagan et al. (2025), the weighted mean is an effective tool for quantifying perceptions and levels of implementation in digital transformation studies. In this study, the weighted mean was used to interpret survey results and identify patterns and trends necessary for proposing improved digitized features in records management. The weighted mean was utilized to summarize

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



respondents' ratings regarding the extent of digitalization in records management, the level of digital skills of non-teaching personnel, and the challenges they encountered Furthermore, the use of weighted mean made it easier to interpret the data and draw conclusions about the variables being examined.

The formula is:

Where:
$$Mw = \frac{\sum fw}{N}$$

Mw = weighted Mean

f = Frequency

w = Weight

N = Total number

F-test or analysis of Variance (ANOVA). This is a test used to compare the means of two or more groups of independent samples. It is also known as Analysis of Variance (ANOVA) (Broto, 2007). These are used to determine whether there are significant differences in the extent of digitalization in records management when respondents are grouped by relevant variables, such as records management functions and levels of digital skills. ANOVA tests the null hypothesis that there is no significant difference among group means, while the F-value serves as the basis for deciding whether the observed differences are statistically significant.

The computed data are presented in the ANOVA Table as follows:

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



Sources of Variation	Degrees of Freedom (df)	Sum of Squares (SS)	Mean Squares (MS)	F-Value	
				Computed	Tabular
Between Groups	K-1	BSS	$\frac{BSS}{df}$	$\frac{MSB}{MSW} = F$	See the table of F Distribution at 0.05 α
Within Groups	(N-1)(K-1)	WSS	$\frac{WSS}{df}$		
TOTAL	(N-1)	TSS			

Where:

F = F-Value (MSB divided by MSW)

K = number of groups

N = number of samples

CF = correction factor

TSS = total sum of squares minus the CF

BSS = between sum of squares minus CF

WSS = difference between the TSS minus BSS

MSB = mean squares between (BSS/df)

MSW = mean squares within (WSS/df)

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
 Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
 Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



The table presented shows the components used in the Analysis of Variance (ANOVA), particularly in determining whether there are significant differences among groups. Each part of the table represents an important element in the computation of the F-value.

Finally, the **F-value** is calculated as the ratio of the mean square between groups to the mean square within groups. A higher F-value suggests that the variation among group means is greater than what would be expected by chance alone. This value is then compared to a critical value or evaluated using a p-value to determine statistical significance. Through these components, the ANOVA table provides a systematic and reliable framework for analyzing group differences and drawing meaningful conclusions from the data.

SUMMARY, FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

This chapter presents the summary findings, and the recommendations of this study.

Summary

The study titled Digitalization in Records Management Systems: Readiness, Practices, and Challenges of Non-Teaching Personnel aimed to identify the current extent of digitalization and the level of digitalization skills among non-teaching personnel in public secondary schools.

Specifically, it sought to determine the extent of digitalization along communication handling, filing and storage, data maintenance, records disposition, and appraisal and archiving. It also assessed the digitalization skills of personnel across hardware, basic operations, information management, problem-solving, and digital communication. the study assessed the digitalization skills of personnel across several competency areas, namely

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



hardware operation, basic digital operations, information management, problem-solving, and digital communication. These skill domains are essential in enabling teaching personnel to effectively perform their tasks using modern technologies. Finally, it proposed a Training Design based on the results.

The study employed the Descriptive-Survey method. The respondents were 109 non-teaching personnel from various public secondary schools. A self-structured survey questionnaire was used as the primary research instrument. Data were analyzed using a weighted mean to determine the extent and level of skills, while ANOVA (F-test) was utilized to test the significant differences among variables.

Findings

The following are the significant findings of the study:

1. Extent of Digitalization in Records Management. The overall extent of digitalization is Moderately Digitalized, with a weighted mean of 2.95 based on findings overall. The highest mean was recorded in Communication Handling, with a weighted mean of 3.24, while the lowest was in Appraisal and Archiving, with a weighted mean equal to 2.81.
2. Difference in the Extent of Digitalization. The statistical analysis yielded an F-value of 18.00, which exceeds the tabular F-value of 2.78. This implies a significant difference in the implementation across the identified records management functions.
3. Level of Digitalization Skills. The non-teaching personnel are regarded as Proficient in digital skills. The highest skill was Digital Communication, with a weighted mean of 3.49, while the lowest, though still proficient, was Hardware, with a weighted mean of 3.36.

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



- *****
4. Difference in the level Digitalization. The analysis showed an F-value of 0.93, which is lower than the tabular F-value of 2.78. This indicates that non-teaching personnel possess a uniform level of digital competence despite their specific administrative roles.
 5. A proposed Digital Transformation and Records Management Program was developed, which comprised specialized modules in digital archiving, cloud integration, and data privacy compliance.

Conclusions

Based on the findings, the following conclusions were drawn:

1. Public secondary schools have already initiated digital transitions in daily operations, specifically in the communication procedures, but continue to rely on traditional manual methods for the long-term preservation and archiving of records.
2. The digitalization of records management is unevenly implemented, with institutional focus leaning more toward active communication tasks rather than back-end cycle management particularly in several operational administrative areas.
3. Non-teaching personnel have a strong foundation of digital literacy, making them highly capable of adopting more advanced automated systems.
4. The digital competency of the non-teaching personnel is uniform and consistent, signifying that there is no specialized skills gap between personnel, regardless of their specific administrative roles.

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



- *****
5. A targeted, specialized training program focusing on archiving and cloud security is a practical solution to bridge the gap between personnel readiness and the current implementation of digital systems within school institutions effectively.

Recommendations

In light of the findings and conclusions, the following are recommended:

1. School administrators are recommended to incorporate the proposed Digital Transformation and Records Management Program to provide non-teaching personnel with specialized training beyond basic computer use.
2. DepEd policy makers should develop standardized and localized guidelines and User Manuals for digital archiving and disposal to ensure that all schools follow a uniform legal protocol for record preservation. Conducting a few seminars and tutorials on the use of digital devices may also work for visual representation and learning.
3. Government institutions and funding agencies supporting educational development are encouraged to prioritize investments in school technology and digital infrastructure. Financial assistance may be directed toward upgrading computers, providing licensed software, improving cybersecurity systems, subscribing to cloud storage services, and strengthening internet connectivity. Grants allotted to digital transformation projects in public schools especially those located in far-flung areas can significantly accelerate modernization efforts, especially in under-resourced institutions.

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza

INSTABRIGHT e-GAZETTE

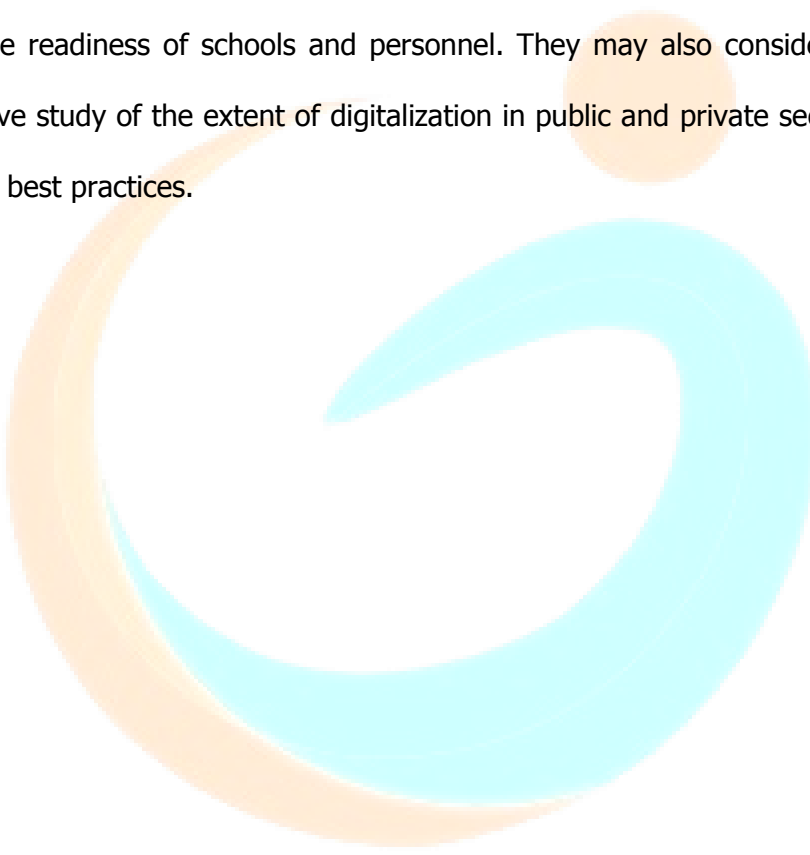
ISSN: 2704-3010

Volume VII, Issue III

March 2026

Available online at <https://www.instabrightgazette.com>



- *****
4. Non-teaching personnel should maintain a sufficient level of digital proficiency through continuous self-learning and proactive engagement with emerging cloud-based management tools.
 5. For future researchers, conduct a follow-up study focusing on the challenges and barriers experienced, like internet stability and budget constraints that hinder full digitalization despite the readiness of schools and personnel. They may also consider conducting a comparative study of the extent of digitalization in public and private secondary schools to identify best practices.
- 

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza



References

Heath, A. (2023). Descriptive research: A systematic approach to studying populations and phenomena.

Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service

Republic of the Philippines. (2018). Republic Act No. 11032: Ease of Doing Business and Efficient Government Service Delivery Act of 2018. Official Gazette of the Republic of the Philippines.

Republic Act No. 10844 (Department of Information and Communications Technology Act).

Republic of the Philippines. (2016). Republic Act No. 10844: An Act Establishing the Department of Information and Communications Technology. Official Gazette of the Republic of the Philippines.

Korb, K. (2013). Frequency count and descriptive statistics in educational research

Statistics Canada. (2015). Response rates and non-response bias in survey research. Government of Canada. Retrieved from <https://www.statcan.gc.ca>

Pardiñan, A., [other authors if known], & [Last name]. (2025). The percentage technique in descriptive analysis.

Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez, Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas, Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza

INSTABRIGHT e-GAZETTE

ISSN: 2704-3010

Volume VII, Issue III

March 2026

Available online at <https://www.instabrightgazette.com>



Wagan, A., [other authors if known], & [Last name]. (2025).

Weighted mean in digital transformation studies.

Broto, J. (2007). F-test and analysis of variance (ANOVA) in

educational research. [Publisher or publication details to be supplied].



Editorial Team

Editor-in-Chief: Alvin B. Punongbayan

Associate Editor: Andro M. Bautista

Managing Editor: Raymart O. Basco

Web Editor: Nikko C. Panotes

Manuscript Editors / Reviewers:

Chin Wen Cong, Christopher DC. Francisco, Camille P. Alicaway, Pinky Jane A. Perez,
Mary Jane B. Custodio, Irene H. Andino, Mark-Jhon R. Prestoza, Ma. Rhoda E. Panganiban, Rjay C. Calaguas,
Mario A. Cudiamat, Jesson L. Hero, Albert Bulawat, Cris T. Zita, Allan M. Manaloto, Jerico N. Mendoza
