



PROJECT ETRACK: EASY TRACKING AND RELEASING OF ALUMNI CREDENTIALS THROUGH UTILIZATION OF DATABANK: BASIS FOR DOCUMENT FILLING MECHANISM

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ABSTRACT

All educational institutions have responsibilities when it comes to managing records. The school keeps records of the students to monitor their progress and achievement. Badly managed records pose security risks, leading to the loss or theft of documents. Hence, this study aims to evaluate the existing requesting, tracking, and releasing mechanisms utilized to manage pertinent documents.

The research employed quantitative method. Two sets of questionnaires were provided, one for the alumni and the other for grade 12 class advisers. The data are harvested using Google form where link was sent to the respondents. The data gathered is treated utilizing appropriate statistical tools.

The result of the research determined that the alumni were satisfied with the requesting mechanism in place. Although it can be improved by using mainstream technology

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QR codes and Google Forms. It was also found out it was a challenge to update the exit status of the alumni according to advisers. The result determined challenges that needed to be addressed to improve the requesting, tracking and releasing of pertinent documents. Some of which are using mainstream technology to innovate document management. Hence, the Project eTrack reforms the mechanisms and tools to have more efficient and effective document management.

Keywords: *document management, mainstream technology, innovation*



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