Employing Electronic File Organizer System (EFOS) Through Google Sites in Banking the School Data of Tagabaca Integrated School

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Abstract: Records Management in schools is necessary to preserve relevant school data. With the current technological advancement, schools may integrate records management with technology. The application of electronic management systems in schools is one way to make data banking more efficient. This study was conducted with the aim of determining the level of satisfaction among the staff in using the Electronic File Organizer System (EFOS) through Google Sites in banking the school data of Tagabaca Integrated School. It used a survey questionnaire to determine the level of satisfaction in using the previous and current mechanisms in school data management. Findings revealed that the school has a well-defined records management system based on their responses. However, they were "unsatisfied" with the previous mechanism (paper-based management system) in terms of the following parameters: easy access of documents; easy storage of documents; easy transfer of records; keeps all documents in one place; reduces the loss or damage of documents and easy integration of documents with any other software. Meanwhile, the respondents were "neither satisfied nor unsatisfied" in securing backup. On the contrary, the respondents were "very satisfied" with all the parameters with the current mechanism used (EFOS). A significant difference was also observed between the participants' level of satisfaction towards the previous and current record management mechanisms.

Key Words: E-File Organizer System, Data Banking, Satisfaction, School Records Management.

1. INTRODUCTION:

Computers have entered people's lives and created their distinct mark. Computers are now considered a must by many people from all walks of life. A computer is an electronic system that receives, manages, saves, and outputs data at high speed based on programmed instructions. It is a machine that executes tasks such as calculations or electronic correspondence under the supervision of a series of instructions known as a program. Computers can perform a wide range of functions consistently, precisely, and timely manner (Danlog et al., 2017).

Computer Information Technology is concerned with the application, administration, and application of computer-based information systems. That is the management of data using computers and applications. It is in charge of storing information, processing data, distributing data, and extracting data as required (Antonio & Tuffley, 2014; Sabherwal et al., 2006).

According to Quimbo (2014), an excellent example of a computer-generated mechanism is the Computerized Record Management System. This will reduce workload while still providing correct and precise information to the school. As a result, not only can it support students, but also the organization. The computerization of school information documents and databases connects disparate yet interdependent transactions systematically and practically (Boddy et al., 2009).

Electronic Record Management is beneficial to the administration of the school's accounts and delivering resources to users. As stated by the school head and teachers, the current problem in record storage and retrieval at Tagabaca Integrated School requires immediate resolution. This study attempts to explain why it would be helpful and worthwhile to review its records strategy implementation. The study aims to determine the level of satisfaction among the staff in using the Electronic File Organizer System (EFOS) through Google Sites in banking the school data of Tagabaca Integrated School.

2. METHODS

a. Sampling

The study utilized complete enumeration since the participants' population size is just small. A total of 14 participants from Tagabaca Integrated School were identified. They were composed of 13 teachers and one (1) school head.

b. Data Collection

Letter of request to conduct a study was sent to the school head. The researcher identified the participants and conducted an orientation regarding the purpose of the study and the mechanisms in the use of the Electronic File Organizer (EFOS). They were allowed to use the EFOS for a month. They were asked to complete the survey questionnaire to determine the level of satisfaction in using the previous and current mechanisms in school data management. The data obtained were tabulated and analyzed.

c. Ethical Issues

Permission was obtained from the school head to allow the teachers to participate in this study. Their names and their responses were remained confidential and accessible only by the researcher.

d. Data Analysis

Data analysis was conducted after collecting data in a Survey Questionnaire. Microsoft Excel and Statistical Package for the Social Sciences (SPSS) were used in interpreting the data.

To determine the level of satisfaction among the staff, the mean of their responses for each parameter was computed. The verbal interpretation was then identified based on the 5-point Likert Scale Mean Interval presented below.

Mean Interval	Verbal Interpretation
4.20 – 5.00	Very Satisfied
3.50 – 4.19	Satisfied
2.60 – 3.49	Neither satisfied nor unsatisfied
1.80 – 2.59	Unsatisfied
1.00 – 1.79	Very unsatisfied

Paired t-test was also used to determine if there is a significant difference between the level of satisfaction with and without EFOS.

3. RESULTS AND DISCUSSION

Table 1. *Previous mechanism in data management of Tagabaca Integrated School*

Questions	Responses	Frequency	percentage
Is there a well-defined records management system in your school?	YES	14	100%
	NO	0	0
Who is in charge of the records management in your school?	School Head	14	100%
	Planning Officer	14	100%
	Program Coordinators	0	0
	Teachers	0	0
Do you have a filing system of consolidated school records?	YES	14	100%
	NO	0	0
If yes, what type?	Soft copy	0	0
	Hard copy	14	100%
Where are your school records located (soft copies)?	School's computer	14	100%
	Planning officer	14	100%
	School Head	14	100%
	Program coordinators	14	100%
	Teachers	14	100%

Table 1 presents the previous mechanism in data management of Tagabaca Integrated School. The table shows that the school has a well-defined records management system. However, the school only consolidates hard copies of

the data, making it inefficient and unsafe if natural calamities occur (e.g., floods and the like). Both the school head and planning officer are the in-charge in managing data as needed. The table also shows that the school's records in soft copies are found in the school's common computer, planning officer, school head, program coordinators, and teachers, which means that the school does not have consolidated soft copies of school records.

According to Osakwe (2011), school records are official documents, books, and files that include essential and significant information about actions and events. They are saved and preserved in the school office for use and retrieval when needed. According to Amanchukwu and Ololube (2015),school records are books, documents, diskettes, and files containing information about what happens in school as well as other essential material pertaining to the school's growth and development .

According to Allahmagani (2015), records management is a branch of administrative management concerned with improving the economy and efficiency in record generation, maintenance, usage, and disposal throughout its life cycle. Implementing good records management practices in schools would provide information for educational planners and administrators, as well as serve as a historical source for documenting the school's history, a means of demonstrating transparency and accountability in the handling of school finances, evaluation tools for accessing school progress, and evidence of compliance with legislative laws.

As stated by Ololube (2013), the storage, retrieval, and use of information are all part of school records management. It is the application of systematic and scientific control to all the recorded information that schools need for school administration. Poor records management makes it difficult to run, develop, and monitor educational systems globally.

Table 2. *Level of satisfaction of the staff of Tagabaca Integrated School towards the previous records management mechanism*

Parameters	Mean	Verbal Description
Easy access of the documents	2.43	unsatisfied
Easy storage of documents	2.57	unsatisfied
Easy transfer of documents	2.43	unsatisfied
Keeps all documents in one place	2.43	unsatisfied
Reduces the loss or damage of documents	2.36	unsatisfied
Easier to integrate your documents with any other software that you might use	2.43	unsatisfied
Secure backup	2.64	neither satisfied nor unsatisfied
Overall	2.47	unsatisfied

Legend: 4.20-5.00 very satisfied, 3.50-4.19 satisfied, 2.60-3.49 neither satisfied nor unsatisfied, 1.80-2.59 unsatisfied, 1.00-1.79 very unsatisfied

Table 2 presents the level of satisfaction of the staff of Tagabaca Integrated School towards the previous records management mechanism. The results show that the team of Tagabaca Integrated School are "unsatisfied" with the following parameters of the previous records management mechanism: easy access of documents (2.43); easy storage of documents (2.57); easy transfer of records (2.43); keeps all documents in one place (2.43); reduces the loss or damage of documents (2.36) and easier to integrate your documents with any other software (2.43). Meanwhile, the respondents are "neither satisfied nor unsatisfied" when securing backup (2.64). The overall mean is 2.47, which means that the staff of Tagabaca Integrated School are "unsatisfied" with their previous mechanism of school data management.

As stated in Danlog et al.'s (2017) study, school problems are encountered when using a hardcopy mechanism (paper-based) in filing school records. Difficulty in the retrieval and update is one of these problems. It is hard for the staff to look for the specific record if urgently needed. This could result in a delayed process, and there could be no assurance that these records would be maintained or updated for future use. Their study further stated that paper-based filing could result in unsecured files. The use of filing cabinets is prone to unauthorized searching of pertinent documents. Also, the relevant records are at risk of being damaged or lost by human errors.

In the case study conducted by Caluza (2017), he identified the issues and coping strategies experienced by the staff of Leyte Normal University's Office of the registrar in the use of a traditional method of data storage (paper-based) using thematic analysis. The findings highlighted various challenges and coping techniques raised by the participants, ranging from a lack of storage space to difficulty retrieving and monitoring documents and from using a logbook to

record misclassification. The findings served as the foundation for creating an electronic document archive and management system (EDAMS).

As D'Arcy (2016) stated in his article entitled "The Challenges of Document in a Paper-Based Office", there are many challenges in maintaining paper-based filing in an office. According to him, paper-based documents could waste time due to the manual routing of the physical document. He further stated that manually moving documents can cause significant office distress due to the loss of documents, delayed processing of the documents, and errors caused by the manual entry of data from paper documents.

Table 3. *Level of satisfaction of the staff of Tagabaca Integrated School towards the current records management mechanism (EFOS)*

Parameters	Mean	Verbal Description
Easy access of the documents	4.71	Very Satisfied
Easy storage of documents	4.57	Very Satisfied
Easy transfer of documents	4.64	Very Satisfied
Keeps all documents in one place	4.71	Very Satisfied
Reduces the loss or damage of documents	4.43	Very Satisfied
Easier to integrate your documents with any other software that you might use	4.79	Very Satisfied
Secure back-up	4.79	Very Satisfied
Overall	4.66	Very Satisfied

Legend: 4.20-5.00 very satisfied, 3.50-4.19 satisfied, 2.60-3.49 neither satisfied nor unsatisfied, 1.80-2.59 unsatisfied, 1.00-1.79 very unsatisfied

Table 3 presents the level of satisfaction of the staff of Tagabaca Integrated School towards the current records management mechanism (EFOS). The results show that the team of Tagabaca Integrated School are "very satisfied" with the following parameters of the existing records management mechanism: easy access of documents (4.71); easy storage of documents (4.57); easy transfer of records (4.64); keeps all documents in one place (4.71); reduces the loss or damage of documents (4.43), easier to integrate your documents with any other software (4.79) and secure backup (4.79). The overall mean is 4.66, which means that the staff of Tagabaca Integrated School are "very satisfied" with their school's current mechanism (EFOS) of data management.

In the study of Oko et al. (2016), they investigated the impact of electronic record management on data handling in the tertiary institutions in the Ebonyi State of Nigeria. The goal was to see how electronic record management affected data storage, information distribution, and data security. According to the findings, electronic record management positively impacts data storage and retrieval, distribution, and security in higher education institutions, and data backup and protection have been ensured through electronic record management. The study also revealed that the better the institutional data is secured, the easier it is to retrieve it from its storage location. The enrichment of data storage and retrieval operations and data security, indeed, boosted the process of data dissemination.

According to the article of Taylor (2020), an electronic document management system is primarily used by organizations to make it easier to locate documents and records, document control, and enhance record management. He also stated the benefits of using an electronic document management system, including better security, more organized operations, increased accessibility, and improved efficiency.

Table 4. *Significant difference between the level of satisfaction of the staff towards the previous and current record management mechanism*

	Mean	Std. Deviation	T	Sig. (2-tailed)
Pair 1- Before-After	-2.19286	.12750	-45.503	.000

Paired t-test was done to determine if there is a significant difference between the level of satisfaction with and without EFOS. Results show a significant difference in their level of satisfaction with and without EFOS (Table 4) as characterized by its p-value of 0.000. This implies that Electronic File Organizer System is more efficient than the previous mechanism.

According to Magno-Tan et al. (2014), colleges within universities are evaluated for funding and program accreditation primarily based on their curriculum, faculty, physical facilities, research, and extension work. Documents

and records related to these areas must be managed effectively from creation to storage, update, communication, and dissemination. Thus, they created a cloud-based, customized system that delivers detailed and summarized data to assist college administrators in planning and decision-making. It was tested by the College of Computers and Information Science (CCIS) of the Polytechnic University of the Philippines (PUP). The study used a questionnaire checklist completed by system users to evaluate the produced system. The system's functionality, user-friendliness, usability, security, performance, and robustness were evaluated. The results revealed a satisfactory system rating in terms of functionality, user-friendliness, usability, performance, safety, and robustness. This suggests that other colleges may use this system for better data management and management decisions.

In the study of Manduku et al. (2012), they surveyed the adoption and use of ICT in enhancing the management of public secondary schools, particularly in Kesses Zone Secondary Schools in Wareng District of Uasin Gishu County, Kenya. According to the findings, ICT adoption and utilization could help secondary schools fulfill management functions more effectively (ICT enhances efficiency and effectiveness for 95.2 percent of respondents, accountability for 90.5 percent, communication for 88.1 percent, and data management for 83.3 percent). Other advantages derived from the study's findings were lower labor expenses, more accessible work, and better decision-making.

As stated by Platinum Copier Solution (2020) in their article entitled "Paper vs. Digital Documents: Comparing Key Factors," electronic documents are flexible, efficient, and cost-effective. The staff may make better use of workplace space, increase productivity with remote capabilities, and demonstrate environmental awareness. Another advantage of keeping electronic documents and data is that hard copies can be printed as needed.

4. CONCLUSION:

School records are vital in the decision-making process at the school level. That is why it is crucial to keep track of all the pertinent data related to school, whether it is for administration or instruction. For keeping school records, there is no set procedure or structure. It can be held in any way feasible. Accurate record-keeping allows the school to keep track of the school's progress in general.

Based on the findings of the study, the following conclusions are drawn:

- A well-defined record management system is essential in keeping essential documents of the school. Well-defined record management will guide the staff with systematic processes related to storage and access of the school records.
- Electronic data management in consolidating the school records is immensely more efficient than the traditional method (paper-based). It is more advantageous than the paper-based mechanism regarding access, storage, transfer, integration to other software, risk of loss and damage, security, and backup.

5. RECOMMENDATIONS:

After thoroughly analyzing the concluded research, the following recommendations are drawn:

- Schools and other institutions may consider using electronic data management to manage their data more efficiently.
- Schools may consider using Electronic File Organizer System through google sites in banking their school data.
- Future researchers may consider utilizing the result of this study and improving its outcome and broadening the number of participants involved. Thus, interested researchers are encouraged to conduct extensive studies to examine the effectiveness of using electronic data management in banking data in schools.

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