

DATA MANAGEMENT PRACTICES AND CHALLENGES IN GENERAL EMILIO AGUINALDO NATIONAL HIGH SCHOOL: BASIS FOR AN ONLINE SCHOOL DATA STORAGE AND MANAGEMENT SYSTEM

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Abstract

This research examined the inadequacies involved in the manual method of filing documents in Gen. Emilio Aguinaldo national High School, in order to develop a school-based online data storage and management system. Focus group discussions about the current document management practices were conducted with school personnel who are in-charge of submitting, storing, and managing school data. The existing data management practices in the school involves: 1) data gathering and receiving of reports, 2) filing and storage, and 3) retrieval of data. Upon identifying time and organization as major challenges in the existing process, project GEARS (GEANHS' Electronic Archiving & Retrieval System) was developed and introduced. Implications on the new system were positive and was observed as efficient, accessible, organized, and secure. The research was conducted within school year 2017-2018, and is limited only with the findings of the researcher within the specific setting where the study was conducted. Nevertheless, the new system can be modified to electronic document management needs in both secondary and elementary schools.

Keywords: *Data Management, Challenges, Storage, Management System, Electronic Documents*