



ABSTRACT

¹ The proposed system, "DLSU-D Retreat and Recollection Office Information System", will cater monitoring and keeping of Retreat and Recollection records of the students' at DLSU-D, where the users at the RRO can do easy, accurate and fast file manipulation and retrieval. Through a database the records of the students' will be stored and can be easily retrieved anytime the personnel in the RRO want to. The proposed system will also include handling of files for the schedules of recollection and retreats, class lists, facilitator's personal information and retreat/recollection schedule, Theology class schedules, module and venue information.

² The system also provides a password module for the security and protection of the RRO file system. Through this password module, only those authorized people can have the full access in the file manipulation and retrieval of the system, while other users can only do simple file searching and viewing. This simply means that access to specific information can be limited to selected users. In addition, through the users information table, the RRO can monitor who uses the system and to which Department or Offices he/she belongs to.

³ The proposed system, is also capable of generating different types of reports that the RRO needs to better support them in their work. One important report that the system will produce is a summary report of the students' records with regards to the recollection and retreat that they've already attended. This report will notify the students' which module they still need to complete. Other reports that the system can generate are Class Lists, Facilitator Lists, Retreat and Recollection Schedule, Theology Class schedule, Facilitator Retreat and Recollection schedule and Certification of the students' completion of the module.

The system will serve as a basis of the completion of one of the students' requirement with regards to attending recollection and retreats. The system will prove to be beneficial to Retreat and Recollection Office strict implementation of the monitoring of the students' retreat and recollection records which would really aid the RRO for better management of their files and records.