



De La Salle University - Dasmariñas

**SAN MIGUEL CAMPOFRIO AUTOMATED FILING SYSTEM**

2000

**A Special Problem  
Presented to  
The Computer Studies Department  
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TABLE OF CONTENTS

<b>1.0 Introduction</b>	
1.1 Background of the Study	1-1
1.2 Statement of the Research Problem	1-4
1.3 Statement of Objectives	1-5
1.3.1 General Objectives	1-5
1.3.2 Specific Objectives	1-5
1.4 Significance of the Study	1-6
1.5 Scope and Limitations of the Study	1-6
1.6 Methodology of the Study	1-7
1.7 Other Methodologies Used	1-8
<b>2.0 Review Related Literature</b>	2-1
2.1 Conceptual Literature	2-1
2.2 Research Literature	2-3
<b>3.0 Theoretical Framework</b>	3-1
3.1 Statement of Assumption	3-1
3.2 Operational Definition	3-1
3.2.1 Definition of Terms	3-1
3.2.2 Definition of Processes	3-3
3.3 Theories Used in the Study	3-3
<b>4.0 The Existing System</b>	4-1
4.1 Description of the System	4-1
4.2 Definition of Data Capture	4-2
4.3 Inputs	4-4
4.4 Process	4-6
4.5 Files	4-8
4.6 Outputs	4-11
4.7 Data Flow Diagram	4-12
4.8 Problem Areas	4-12
<b>5.0 The Proposed System</b>	5-1
5.1 System Overview	5-1
5.2 System Objectives	5-1
5.3 Scope	5-2
5.4 System Justification	5-3
<b>6.0 Design</b>	6-1
6.1 Inputs	6-1
6.2 Processes	6-2
6.3 Files	6-7
6.4 Outputs	6-11
<b>7.0 Implementation</b>	7-1
7.1 Resource Requirement	7-1
7.1.1 Software Requirements	7-1
7.1.2 Hardware Requirements	7-1
7.1.3 Human Resource Requirements	7-1
7.2 Installation Plans	7-2
7.2.1 System Installation	7-2
7.2.2 Training Plans	7-2
7.2.3 Conversion Plans	7-2



7.2.4	Testing Plans	72
8.0	Cost Benefit Analysis	81
8.1	Resource Requirements	81
8.1.1	Development Cost	81
8.1.2	Implementation Cost	81
8.1.3	Other Cost	81
8.2	Operational Setup	82
8.3	Benefits	82
8.4	Payback Analysis	83
9.0	Conclusions and Recommendations	91





## ABSTRACT

The existing system of Human Resources and Administrative Department (HRAD) of San Miguel Campofrio Corporation contains different information of gathered data that serve as basic references of the personnel employed at this company. These files are acquired upon hiring of an employee because it is a requirement to submit an application that contains their personal data. These compiled records are used as a reference for issuing certificate of employment and evaluation of implementation for promotion purposes. Reports such as the number of current employees or status reports are generated to check all employee's records. These reports serves as a reference for merit or promotions.

Essentially, the purpose of these documentation is to provide precise information. San Miguel Campofrio maintains a files / records of an employee which is called The San Miguel Campofrio Filing System, this provides complete data of the employee.

The computerized system created its replacement of the existing employee file handling system of the above mentioned department of San Miguel Campofrio Corporation. Employee records have evolved from manual, paper based methods to computerized, paperless method of record keeping. The system includes information of the employee such as educational background, employee background, HRAD-sponsored activities attended, offenses and sanctions, employment history and other important information that could be used to know the identity of an individual. The system allows file access and manipulation of records, such as adding, deleting, editing of employee files with convenience and accuracy. Report generation are also provided in the system



**LIST OF APPENDICES**

- Appendix A Panel's Certification
- Appendix B Special Problem Clearance
- Appendix C CRC Representative Certification
- Appendix D Adviser's Certification
- Appendix E Data Flow Diagram (Proposed System)
- Appendix F Entity List
- Appendix G Program Flowchart
- Appendix H User's Manual
- Appendix I Sample Output
- Appendix J Screen Design