

De La Salle University - Dasmariñas

SAN MIGUEL CAMPOFRIO AUTOMATED FILING SYSTEM

A Special Problem Presented to The Computer Studies Department College of Science De La Salle University-Dasmariñas

In Partial Fulfillment Of the Requirements for the Degree of Bachelor of Science in Computer Science

By

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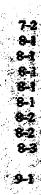
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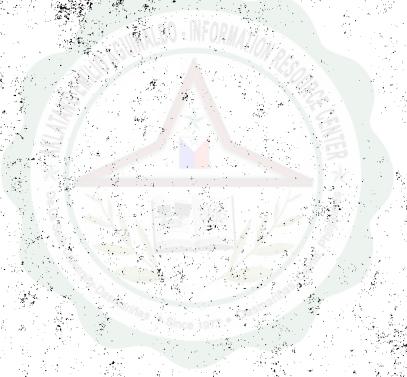
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ABSTRACT

The existing system of Human Resources and Administrative Department (HRAD) of San Miguel Compositio 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

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