



**ABSTRACT**

The File Management System of Mary Help of Christian Parish serves as a tool and provides solutions to satisfy the information needs of the personnel, and the parishioners, including the whole parish administration. It is designed to widen the capabilities and provide maximum access to data or information acquired through collection and maintenance by the system is limited to users depending on the level of security.

The system is designed to perform and operate in a networking environment with data or information stored centrally and is maintained and managed by all authorized personnel. Backup and recovery procedures were addressed, and other enhanced features that make the system highly accessible and maintainable. Other features include shortcuts and controls to access the desired information from the system easily, providing a user-friendly environment. The system is also designed to cope up with future demands.