



## ABSTRACT

St. Gregory Academy is a Catholic institution located in Indang, Cavite. It was established in 1965 by a group of lay persons to provide a quality education in the said town. It was 60% owned by the bishop of the Diocese of Imus and 40% by private persons.

Due to the increasing population of students, the enrollment period has become a heavy burden for the school staff, students and parents. Recording students' data is done manually which causes tedious work. There is data inaccuracy in reports like typographical errors. Inaccurate computations of student tuition fees and account balances happen because the records are done manually. There is also poor records control in retrieving information and in other file management since student files are just stored in filing cabinets.

The computerized enrollment system will help the institution to have a better file management and billing system. The school staff can perform their work in a lighter, faster and more effective way.