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Assessment of the Extent of Records Management in the City Schools Division of Tanauan: Input for a Proposed Training Matrix

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***Abstract*: This paper presents an assessment of the extent of records management in the city schools division of Tanauan.**

***Keywords*: Matrix, Records management.**

1. Context and Rationale

No office whether public or private could operate without making records on all its activities. The Department of Education, as the premier public institution with a pronounced mission, vision and core values that are learners-centered, is the custodian of all the academic school records as well as the important records of all teaching and non-teaching personnel. The measure of success is defined by how the department safeguard and keep track necessary information imbedded in a specific transaction. Records, particularly the vital information they contain are valuable and can serve as evidence to identify the efficiency of the Office.

Republic Act 9470 otherwise known as the "National Archives of the Philippines Act of 2007" underscores that public records are essential to the administration and operation of all government offices, whether national or local, including government owned and controlled corporations (GOCCs) and government financial institutions (GFIs). Public records contain information which allows government programs to function, provide officials with a basis for making decisions and ensure continuity with past operations.

As defined, Records Management is a "field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing, maintaining evidence of an information about activities and transactions in the form of records" (ISO 15489-1,2001. p.7).

According to (Yusof 2008), In the past, records are considered as unwanted piles of papers. It's lost or destruction is not alarming. But now, the inability to trace or access accurate, timely, reliable information contained in records leave severe implication to organization. Records has now regarded as assets that is capable of:

i. Improve recognition by the public on the value of information as resource.
ii. Improved awareness on accountability, resulted in organization becomes more sensitive on the requirement that every organization ought to have the ability to produce accurate records as evidence to the policy and activities.
iii. The increasing interest in storing information in both electronic and paper format impose pressure to records manager in determining the future direction of records management.

However, despite the importance and the power that the record management possessed, only few organizations give high priority in the administration and supervision of proper records management on various reasons mainly because of lack of awareness, better understanding, and perception that records management is an easy task and can be set aside as there are many other task and function that need priority.

2. Action Research Questions

This study will aim to determine the extent Records Management of the City Schools Division of Tanauan as Basis for a Proposed Training Matrix.

Specifically, it will seek to answer the following research questions:

1. What is the extent of Records Management in the City Schools Division of Tanauan as assessed by the school heads?
2. What are the issues encountered by the school heads in managing documents?
3. What training matrix maybe proposed to enhance the school heads with regards to Records Management in compliance with the RA 9470 and Department of Education Records Management Operations Manual?

3. Proposed Innovation, Intervention and Strategy

This action research will provide training matrix that will suit to the capacity needed by the school heads schools of the City Schools Division of Tanauan.

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4. Action Research Methods

A. Participants and/or other Sources of Data and Information

The population sample of this study will be the fifty – nine (59) school heads of the City Schools Division of Tanauan.

B. Data Gathering Methods

The researcher will use self – made questionnaire in gathering the essential date needed by using the scale shown below:

To measure the Extent of Records Management

Range	Verbal Interpretation
4	Very Great Extent
3	Great Extent
2	Moderate Extent
1	Least Extent

To measure the issues encountered by the School Head in Records Management.

Range	Verbal Interpretation
4	Strongly Agree
3	Agree
2	Disagree
1	Strongly Disagree

The self – made questionnaire will validated by the SEPS Planning and Research and once validated and, the respondents will be provided by a copy using the Google form.

C. Data Analysis Plan

To achieve the objectives of this research, the concept of descriptive survey method will be used through a questionnaire to gather data. The results will be carefully analyzed and interpreted to have a concrete result and to come up with better recommendations.

D. Ethical Issues

The researcher will abide and follow RA 10173 also known as the "Data Privacy Act of 2012". The data collected will be used for the purpose of capacitating City Schools Division of Tanauan School Heads for their continuous improvement.

5. Results

The researcher collected data using google form. From 59 schools of City Schools Division of Tanauan only 49 School Head responded to the google link sent to their personnel FB Messenger and chat groups responded, the number of respondents were acceptable using the Raosoft Sample Size Calculator with a confidence level set to 90%.

Based on the data collected in extent of records management in the City Schools Division, the variables Facilitate receiving of pertinent documents, engage on releasing of documents and Highlight Records Management System obtained a high weighted mean of 3.88, 3.86 and 3.73 with the verbal interpretation of "Great Extent". On the other hand, Emphasis proper disposal of documents and Implement Certification, Authentication and Verification of Academic School Records obtained a low weighted of 2.98 and 2.94 with the verbal interpretation "Moderate Extent". The respondents' over-all summative mean on the extent of records management is 3.38 with verbal interpretation of "Great Extent".

With regards to the issues encountered by the school heads, the Table 2 shows that they all "Agree" with all the variables enumerated above, although its shows that the Conduct of Proper Disposal of Records as well as Interpretation of the Procedural Guideline of Certification, Authentication and Verification of Academic School Records ranks 1st and 2nd. The respondents' over-all summative mean on the issues encountered by the school heads is 3.58 with verbal interpretation "Agree".

6. Discussions

Findings revealed that the school that school heads of City School Division of Tanauan have "Great Extent" as to the total summative mean when it comes to the variables of Extent of Records Management, however, on the enumerated variables it appears that the Implementation of Certification, Authentication and Verification of Academic School Records and Emphasizing on the Proper Disposal of Records needs to have an additional importance and provide clear matrix on the level awareness. This is for them to full the impact of proper

Table 1
Table title comes here

Extent of Records Management	Verbal Interpretation	Mean	Rank
1. Facilitate receiving of pertinent documents.	Great Extent	3.88	1
2. Engage on releasing of records.	Great Extent	3.86	2
3. Implement Certification, Authentication and Verification of Academic school records.	Moderate Extent	2.98	5
4. Emphasize proper disposal of documents.	Moderate Extent	2.94	4
5. Highlight Records Management System.	Great Extent	3.73	3
Summative Mean	Great Extent	3.48	

Table 2

Issues encountered by the school heads in managing documents	Verbal Interpretation	Mean	Rank
1. Proper receiving of documents.	Agree	3.17	5
2. Issue on tracking of released records	Agree	3.43	4
3. Interpretation on the Procedural Guidelines of Certification, Authentication and Verification of Academic School Records.	Agree	3.76	2
4. Assessment of documents based on its classification	Agree	3.71	3
5. Conduct of proper Disposal of Records	Agree	3.82	1
Summative Mean	Agree	3.58	

Table 3

Topic	Topic Inclusions
Overview of Records Management	What is Records Management? Functions, Purpose of Records Management Problems Encountered in Managing Records Salient Features of RA 9184 Phases of Records Management • Creation • Maintenance and Use • Disposition
Procedural Guidelines of Certification, Authentication and Verification of Records	DepEd Order no. 48, s 2017 • Standardized processes and procedures • Provisions for uniform step by step guidelines ▪ Complete Academic School records ▪ Discrepancies in Academic School records (School Level) ▪ No Academic School Records in School but there is available ASR in the Division ▪ No available Academic School Records in School and in the Division Office ▪ Schools that cease operation • Identified levels of responsibility and accountability across all units and personnel • Installed security measures to eliminate incidence of fraudulent transactions • Required forms are standardized for use by all units and personnel • Identified measures to monitor and evaluate efficiency and effectivity of the processes and procedures
Records Disposal	Methods of Disposal ▪ Records Disposal Procedure ▪ Request to Authority to Dispose ▪ Authority to Dispose ▪ Notification of Actual Disposal ▪ Certificate of Disposal ▪ Disposal of Damage/ Valueless Records Proceeds of Sale

Table 4
Action research work plan and timelines

Activities	Timeline					
Devising research topic	Jun-Jul					
	Wk. 1-4					
Gathering related materials						
Action Research (AR) proposal writing						
Research instrument completion	Wk. 5-8					
Research instrument verification & validation		Aug-Sept				
		Wk. 1-2				
Distribution of questionnaire to NTP via online		Wk. 3-4				
Harvesting the results						
Analysis and interpretation of data harvested		Wk. 5-8				
Writing the full paper			Oct-Nov			
			Wk. 1-2			
Editing the full paper			Wk. 3-4			
Submission of full paper				November		

Table 5
Cost estimates

Activity	Expenditures	Quantity	Cost
Preparation Proposal/reproduction of manuscript	Bond paper	1 ream	250.00
	Printer's ink	1 set	300.00
Preparation of reproduction of survey questionnaires	Online	0	0
Communication and transportation	Cellphone load/fare		1000
Completing the research paper	Bond paper	2 reams	500.00
	Printer's ink	1 set	300.00
Preparation and dissemination of research results	Bond paper	1 ream	250.00
	Printer's ink	1 set	300.00

records management in their respective schools.

As to the Issues encountered by the school heads, they all "Agree" on variables listed, yet, what transpired on the result is that the Conduct of Proper Disposal and Interpretation of the Procedural Guidelines of Certification, Authentication and Verification of Academic School Records incurred the top 2 highest mean. As cited in the Netshakhuma, N.S. (2019) The key findings revealed that rangers' diaries contain historical, scientific, and cultural information. However, such information is not disseminated to society. Lack of systematic appraisal, arrangement of records led to a loss of institutional memories. This only indicates that their knowledge about these activities

were insufficient for them to comply appropriately with these functions.

Based on the discoveries laid out, the researcher will construct a recommended training matrix following future directions are hereby offered.

Acknowledging the result of the action research conducted. The researcher is urged to conduct a Training on the Extent of Records Management in Schools to be attended by the school head next Fiscal Year (2023) as this will be the attachment to the Activity Proposal to be prepared by the researcher and with the management support such fund be provided and be included in Program management Information System through either GASS/HRTD Fund.

7. Plan for Dissemination and Utilization

Once the research action is complete, the researcher will discuss the result to the Top Management and proposed an activity proposal on the Extent of Records Management. Copy of the manuscript will be given to the Head of Agency as this will be the basis of the importance Action Research in determining the training needs of its constituents.

References

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Appendix

QUESTIONNAIRE

ASSESSMENT OF THE EXTENT OF RECORDS MANAGEMENT IN THE CITY SCHOOLS DIVISION OF TANAUAN: INPUT FOR A PROPOSED TRAINING MATRIX

Range	Verbal Interpretation
4	Very Great Extent
3	Great Extent
2	Moderate Extent
1	Least Extent

1. Facilitate receiving of pertinent documents.
2. Engage on releasing of records.
3. Implement Certification, Authentication and Verification of Academic school records.
4. Emphasize proper disposal of documents.
5. Highlight Records Management System.

Range	Verbal Interpretation
4	Strongly Agree
3	Agree
2	Disagree
1	Strongly Disagree

1. Proper receiving of documents.
2. Issue on tracking of released records
3. Interpretation on the Procedural Guidelines of Certification, Authentication and Verification of Academic School Records.
4. Assessment of documents based on its classification
5. Proper Disposal of Records