

ABSTRACT

Filing of documents are the process of transaction that may take time consuming in filing and retrieving the file of the faculty and students. Information Systems allow for greater efficiency in performing specific tasks both more accurately and more rapidly than finding the documents manually. In addition, Information Systems are secure. It requires username and password to make sure that the data is not accessible of other users. It is also sealable and reliable. Information systems involve in making use of computer program and software to store instruction record, extension record, research record and generate report in terms of graphical and reports on instructions, extensions and research. The system is mostly highly accepted by the faculty and students in terms of functional suitability, performance efficiency, compatibility, usability, reliability, security, maintainability, portability, effectiveness, efficiency, satisfaction, freedom from risk, context coverage.