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### **ABSTRACT**

In 2018, Clark Development Corporation (CDC) Records Management Division (RMD) implemented the Clark Development Corporation Electronic Records Management System (CDC-eRMS). The CDC-eRMS's objective was to automate some of the processes of RMD. For over 2 years of the system being implemented, RMD received some feedback and suggestions from the management and end-users. To address these, an upgrade to the existing system is needed.

This project is going to bring new features to the existing system such as customized GUI, streamlined workflow, notification through multiple communication channels, monitoring/tracking module and reporting dashboard. With these new features, CDCeRMS effectiveness is going to improve. The development of this project is done using a rapid development style of methodology which focuses on rapidly developing high quality software that meets the requirements of the users. One of the limitations of the system is that the system is dependent on the old system, so customization and adding of new features may become impossible or hard to implement in the future, especially if the current administrator of the system would leave without proper documentation of the system.

After the implementation of the proposed system, the feedback from the users has been good, especially the usability and simplicity of the system. With this feedback, the objective of the proposed system was met with satisfaction