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## ABSTRACT

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*Key words: cooperative, website, multimedia, content management system (CMS), Internet, digital domain, e-Commerce, cyberspace, world-wide-web, domain name, hosting services, website/online publishing*

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A website is a very powerful and efficient content management system (CMS) platform for storing, updating, and distributing information over the Network. It is a very ideal system that primarily focuses on automating the process of information dissemination, retrieval, and querying. Through a website, data and information that were previously written on manual files are already being encoded and stored in electronic format. These electronic files, which are patterned after the convention of a content management system, are now made more flexible compared to their manual counterparts. In view of this, a website therefore is very applicable in managing and disseminating information that are often subject to repetitive updates and queries such as those of a cooperative.

Providing a website for the TRC employees' cooperative however entails a sizable amount of investment that may go against the basic principle of frugality or financial conservation on their part. Moreover, it is also possible that not every officer and member of the cooperative are aware of the advantages of a website for their organization; considering the organization's long time practice of disseminating data and information among its members in the traditional manner.

Being mindful of these, it is therefore proposed through this project that a cost-free beta version CMS website be constructed and implemented for the TRC employees' cooperative. This beta version is envisioned to serve as an initial platform for future improvements by the time when the cooperative has already enough awareness and capacity to adapt and implement a full-scale CMS website in its operation.

Providing a cost-free CMS website for the TRC employees' cooperative therefore will not only enhance the management and dissemination of information among its members, but will also enhance the image of the cooperative itself; translating into a sense of pride among its members. These enhancements will later become part of the cooperative's intangible asset that increases members' confidence and patronage towards their organization. Moreover, this cost-free website project will not compromise the cooperative into any financial and miscellaneous obligations.

This manuscript includes all the details in creating and implementing a completely free solution for hosting the TRC employees' cooperative CMS website. This manuscript also contains a brief summary of the cooperative member's feedback regarding the website when it is already published online.