

DIGITAL TRANSFORMATION OF PERSONNEL RECORDS: MODERNIZING HR PROCESSES IN SCHOOLS

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Human resource management in government is changing rapidly as technology continues to advance. For schools under the Department of Education, the move from traditional paper-based records to digital personnel files is no longer just an option. It has become a necessary step toward modern and efficient public service. For Administrative Officers who handle personnel documents daily, adopting digital systems can dramatically improve accuracy, accessibility, transparency, and overall workflow.

Manual record keeping requires filing, retrieving, photocopying, and organizing numerous physical folders. These tasks are repetitive and time consuming. A digital records system simplifies this work by allowing quick retrieval of documents, easier tracking, and more organized storage. It eliminates the need for multiple copies and helps reduce delays in processing personnel related transactions. Digitization also improves the security of records. Electronic files are not easily damaged by disasters such as flooding, strong winds, or accidental fires, which makes digital storage more reliable than physical archives. Digitized records also support compliance with audit requirements through proper indexing, time stamping, and controlled access.

Policies that support digital transformation already exist in DepEd and in the Civil Service Commission. One important issuance is DepEd Order 8 series of 1994 which establishes the guidelines on how schools should manage records. It covers both physical

and electronic documents and requires the systematic safekeeping, preservation, and disposal of official files which include service records, appointments, personnel data, and similar documents. Several DepEd divisions have revived their Records Management Improvement Committees to supervise these responsibilities. Some divisions have also introduced a Less Paper System that encourages reduced reliance on physical documents and promotes the use of digital filing. On the part of the Civil Service Commission, its records management standards guide how personnel documents must be kept secure, organized, and properly handled.

Digital transformation at the school level can begin with the reactivation or creation of a Records Management Committee. This group will oversee the classification, organization, and protection of all school documents. Schools may then create a digital filing structure using clear folder arrangements and consistent naming formats for documents. Sensitive personnel files must be stored securely with restricted access.

Essential records such as service records, appointment papers, daily time records, leave forms, and performance reviews can be scanned and organized into digital folders. A practical approach is to maintain physical copies of important original documents while using digital versions for everyday reference. Regular staff training is important so that all personnel understand the procedures for digital filing and the importance of maintaining confidentiality. Periodic checks and updates also help keep digital records accurate and complete.

The benefits of adopting digital records in schools are extensive. Human resource transactions become faster because documents are easier to locate and process. This leads to quicker actions on leave requests, promotions, and performance evaluations. Digital files also strengthen transparency since electronic documents reduce the risk of

misplacement or unauthorized alterations. Schools become more resilient during calamities because digital backups protect valuable personnel information. Space is saved since fewer filing cabinets and storage rooms are needed. Digital records also allow for better decision making because data on attendance, staffing, and performance can be consolidated and analyzed more easily. Since many government offices now allow flexible work arrangements, digital accessibility supports more efficient and modern workflows.

Despite the advantages, some challenges must be addressed. Protecting personal information is essential because personnel records contain sensitive data. Schools may also face limitations such as inadequate computers, slow internet connection, or lack of secure storage systems. Some personnel may resist change and feel more comfortable with traditional paper-based methods. In addition, original documents especially those authenticated by the Civil Service Commission must continue to be preserved physically. For digital transformation to succeed, schools must follow clear policies, ensure consistent implementation, and seek support from DepEd and CSC offices when needed.

The digital transformation of personnel records in DepEd schools is a strategic response to the growing demands of modern public service. Supported by current initiatives that encourage reduced paper use and improved records administration, digitization strengthens transparency, accountability, and service delivery. As schools continue to take on greater responsibilities, an organized and secure digital record system becomes an essential foundation for effective human resource management.

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