The study focused mainly on the records management system of the Guidance Center of Northwestern University. Development of a Database Management System was identified to upgrade the existing system of the center to provide a more convenient, more reliable, more secured, more accurate and faster way of maintaining student’s records.

The study utilized the research-based development method which encompasses 3 major phases.

The first phase was covered by a preliminary investigation and an analysis to access the existing records management system and the level of interest among the Guidance Center staff in using a database management system which will be a new method of maintaining pertinent records in the Guidance center. The highlights of the development phase is the design and testing of the technical modules designed for the database system to which all objectives may rely. Validation questionnaires were distributed to determine the effectiveness of the database management system that was developed.

In the needs-requirements analysis phase, it was found out that the manual records management system has negative factors that make the overall operation of the office not competent enough to provide a better and faster way of maintaining data or records of students. Requirements were gathered to provide a better system.

In the development phase, the design and testing of the technical modules were made to realize the development of the proposed system. The design which includes their database structure, interfaces and physical set-up of the system were planned based from the requirements set by the users and n conformance with hardware and software that are attainable to complement its implementation after it was fully developed. Thorough testing of the technical modules was conducted to
have a better system that will answer the needs of the guidance center.

In the evaluation phase, validation questionnaires were given to respondents. The respondents include twelve end users of the overall staff of the guidance center and two experts who validated the technical set-up. The results of the validation paves way to a more effective system as to completeness, accuracy, reliability, timeliness and security. On the other hand, experts also gave a very effective result on the system’s maintainability, upgradeability and technical security. The overall result conveys that a Database Management system is more effectively than a manual system.

It is then concluded that a database management system is a better way of maintaining records of students at the guidance center. It gives a validation result that significantly supports the effectiveness of the system that is why it is recommended that implementation would take place to further realize its importance, and a continuous evaluation and testing must be made in the implementation to improve its supportability factors.