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Records Management Practices of Barangay STO. Domingo, Nabua, Camarines Sur, Philippines

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ABSTRACT

This study aimed to evaluate the current status and identify the challenges faced in the records management practices of a barangay in Nabua, Camarines Sur, focusing on four key areas: records creation, maintenance, retention, and disposition. It also examined the significant relationship between existing records management practices and the problems encountered by respondents, and proposed recommendations to enhance current practices. A descriptive-correlational survey method was employed to collect, analyze, and interpret data, utilizing physical questionnaires. The data were analyzed using methods such as the Likert scale, weighted mean, and Kendall's Tau correlation. Of the 27 distributed questionnaires, 22 were retrieved and included in the analysis. Findings indicated that while Barangay Sto. Domingo in Nabua, Camarines Sur had established basic records management practices, respondents frequently encountered issues across all four areas of records management: creation, maintenance, retention, and disposition.

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Introduction

The administrative and operational functions of an organization rely heavily on records, which are essential tools. As an organization grows, it produces a large amount of

documentation, and preserving these valuable historical records is critical for future generations. To ensure smooth operations, records management must be both efficient and effective. Institutions must implement proper storage, processing, and disposal procedures to achieve their goals and objectives [1], [2]. Of all the services provided by an organization, the creation and maintenance of business records require the most resources in terms of equipment, personnel, and space [3].

Records possess unique characteristics that distinguish them from other types of information, ensuring their reliability and authenticity [4]. Proper records management supports administrative continuity, legal compliance, and institutional memory [5]. Local government, also known as grassroots government, represents the level of governance closest to the people and operates under legal recognition. Maddick defines local government as a subsidiary unit controlled by a local council, empowered by the central government to enact local laws, impose taxes or labor requirements, and adapt centrally decided policies to suit local circumstances [6].

According to Republic Act No. 9470, or the National Archives of the Philippines Act of 2007, the safeguarding and preservation of public documents and records are of utmost importance [7]. These records facilitate efficient governance and also serve as valuable tools for preserving a nation's history and cultural heritage. They also ensure public accountability among elected officials who manage public resources and make critical decisions [8]. Dawha and Biu note that records management can shape policy direction and program priorities, fostering unity and coherence within administrative functions [9].

The key goals of records management are to generate essential records, ensure availability when needed, preserve those crucial for operations, and avoid unnecessary duplication [10]. Inadequate records systems can hinder decision-making, reduce transparency, and increase risks related to data loss [11].

In the Philippines, the barangay is the most basic unit of government and is responsible for maintaining operational records. Efficient records management in barangays supports good governance, transparency, accountability, and improved service delivery [12]. A barangay is a small administrative division similar to a village or district and includes officials like the *Punong Barangay*, *Kagawad*, health workers, and secretaries.

Barangay Sto. Domingo in Nabua, Camarines Sur, was the focus of this study. Records management practices at its barangay hall rely heavily on manual methods, such as using logbooks for blotter reports and meeting minutes. For certifications, clearances, and permits, computers are used for encoding and filing. Although staff members are generally aware of the importance of recordkeeping, not all have a comprehensive understanding of records

management [13]. There are also infrastructure limitations—such as a lack of filing cabinets and computer issues—that hinder efficient retrieval and storage.

The Philippine Constitution grants local governments fiscal autonomy to support full development and independent operation [14]. However, without strong records management systems, this autonomy may be compromised by administrative inefficiencies. Digital transformation and capacity-building efforts are essential to improving local government recordkeeping [15].

The researchers conducted this study to assess the current records management status in Barangay Sto. Domingo and the challenges faced by staff. The goal was to understand existing practices and suggest improvements that can enhance organizational performance and service delivery [16].

Materials and Methods

A. Research Design

This study aimed to evaluate the effectiveness of current records management practices and identify the challenges faced by barangay officials in Barangay Sto. Domingo, Nabua, Camarines Sur. To achieve this objective, a descriptive research design was employed, with a structured questionnaire serving as the primary data collection tool. In this study, a quantitative research approach was adopted due to its suitability for collecting measurable data relevant to records management. A content analysis technique was used in conjunction with the questionnaire to organize and interpret the information. The quantitative method was chosen for its ability to provide objective, numerical data that align with the study's goals.

B. Respondents

The study involved a total of 22 respondents, comprising 10 barangay officials and employees—including the secretary, treasurer, and seven barangay health workers—as well as five Sangguniang Kabataan (SK) officials from Barangay Sto. Domingo, Nabua, Camarines Sur. Data collection took place during the academic year 2022–2023 through the distribution of questionnaires. To uphold ethical research standards, all respondents remained anonymous, and their personal information was kept confidential.

C. Research Instrument

To measure the effectiveness of records management practices and uncover related challenges, the researchers developed a structured survey questionnaire as the main research instrument. The questionnaire was designed to gather comprehensive insights into existing records management systems and the issues encountered by barangay personnel responsible for managing records.

Developing the questionnaire involved a collaborative process to ensure its relevance and clarity for the target respondents. Hard copies of the survey were distributed to participants,

who were given sufficient time to complete them thoughtfully. Once completed, the questionnaires were personally retrieved by the researchers to maintain data integrity. The accuracy of the responses was crucial in achieving the study's objectives. After collection, the responses were compiled, organized, and analyzed to form the basis for the study's conclusions and recommendations.

D. Statistical Treatment of Data

The collected data was organized and analyzed using various statistical tools. The responses were systematically classified and tabulated based on the different variables that were considered in the study.

- Percentage Technique: This method was used to describe and analyze the number of responses retrieved in this study.
- Likert Scale: A commonly used tool to assess attitudes and opinions was used in this study.
- Order Ranking Method: Was used to determine the order of the given indicators, which are based on current status, challenges faced, effectiveness in filing, skills and knowledge, and resources.
- Weighted Mean: To evaluate the respondents' perceptions of employability factors.
- Kendall's Tau Correlation: Was used in this study to determine the significance of the relationship between respondents' current status and the problem they were facing.

Results and Discussion

A. Personal Profile of the Respondents

Fig. 1 shows the demographic and professional profiles of Barangay and SK officials in Sto. Domingo, Nabua, Camarines Sur. In terms of age distribution, a significant proportion of officials (54.55%) are aged 36 years and above, indicating a predominance of mature individuals in leadership roles, while only a minimal share (4.55%) falls within the youngest age bracket of 18–21 years. Gender representation is relatively balanced, with females comprising a slightly higher percentage (54.55%) compared to males (45.45%). With regard to civil status, the majority of officials are married (68.18%), followed by those who are single (27.27%), and a minor percentage (4.55%) who are widowed. Educational attainment data show that most officials possess a baccalaureate degree (36.36%), while others have completed vocational (27.27%) or high school education (22.73%); notably, no officials reported holding postgraduate degrees or terminating formal education at the elementary level.

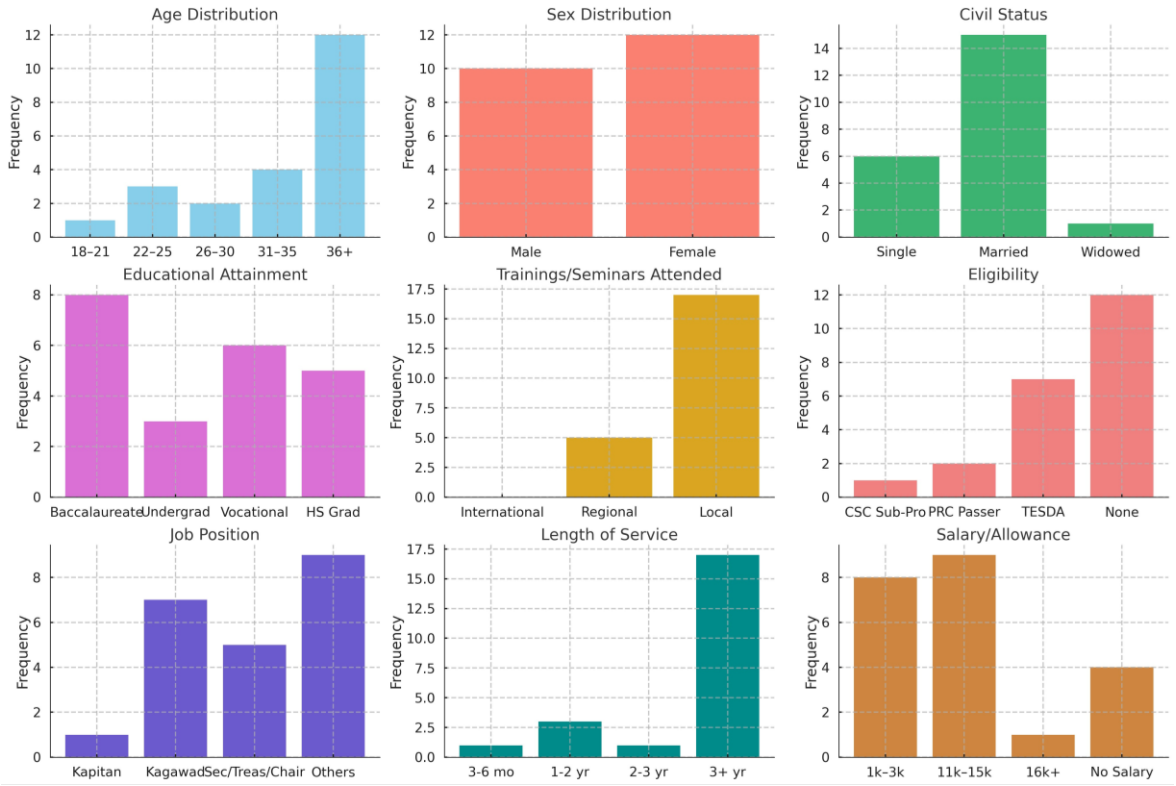


Fig. 1. Profile of the Respondents

In terms of professional development, the majority of officials (77.27%) have participated in local trainings or seminars, whereas only 22.73% have attended regional events, and none have received international-level training. Regarding eligibility, over half (54.55%) of the respondents reported having no formal eligibility credentials, while 31.82% hold TESDA certifications, and a smaller proportion possess PRC or CSC sub-professional qualifications. The distribution of job positions indicates that Barangay Kagawads and Barangay Health Workers are the most represented roles, each comprising 31.82% of the total. The data on tenure in public service reveal that most officials (77.27%) have served for more than three years, suggesting a relatively experienced cohort. Finally, salary data indicate that a plurality (40.91%) of officials receive monthly compensation ranging from ₱11,000 to ₱15,000, followed by those earning between ₱1,000 and ₱3,000 (36.36%), while a notable 18.18% report receiving no salary or allowance at all.

B. The Current Status of the Records Management Practices of Barangay Sto. Domingo, Nabua, Camarines Sur

Table 1 presents the current status of records management practices in Barangay Sto. Domingo, Nabua, and Camarines Sur, based on record creation.

Table 1. The Record Management Practices in terms of Records Creation

Indicators	Weighted Mean	Verbal Interpretation	Rank
1. Create records that are required for the positions they hold and keep track of the activities for which they are accountable.	3.50	Highly Practiced	5
2. Keep records up to date so that information can be promptly and precisely located when needed.	3.55	Highly Practiced	4
3. Organize records according to the purpose for which they were created.	3.32	Practiced	8.5
4. Store digital documents in “read – only” files.	3.23	Practiced	10
5. Categorize non – record material and separate it from record material when filing.	3.41	Practiced	7
6. Follow the filing practices used by the barangay.	3.73	Highly Practiced	2
7. Sort and manage all the incoming and outgoing records.	3.45	Practiced	6
8. Fill out the records with correct and complete information.	3.77	Highly Practiced	1
9. Access to records is highly restricted for non – authorized individuals.	3.32	Practiced	8.5
10. Sort the records into classifications based on their functions.	3.68	Highly Practiced	3
Average Weighted Mean	**3.50**	**Highly Practiced**	

It can be noted that filling out records with correct and complete information with a weighted mean of 3.77 and following the filing practices used by the barangay weighted mean of 3.73 are the top 2 highest indicators, while the following indicators are the top 2 lowest indicators: access to records is highly restricted for non-authorized individuals; organizing records according to the purpose for which they were created with a weighted mean of 3.32; and storing digital documents in a "read-only" file with a weighted mean of 3.23.

The findings indicate that the procedures for generating and managing records are already highly practiced, especially when barangay officials diligently and comprehensively complete the records. This suggests that filling out records is not a significant challenge for barangay authorities. It is crucial for barangay officials to have excellent skills in accurately and completely filling out documents to ensure reliable data and effective governance.

Records management, supported by de Mello et al. [17], is the systematic control applied throughout the whole life cycle of recorded information, from its production to its ultimate disposal or long-term storage. Additionally, Otobo [18] will guarantee that litigants and applicants receive prompt responses in addition to sufficient documentation proof regarding the judiciary's operations, in accordance with appropriate records management techniques.

Table 2 presents the current status of records management practices in barangay Sto. Domingo, Nabua, and Camarines Sur based on record maintenance. As reflected to Table 2, the indicator “Ensures that confidential data are well kept and managed (3.82), and followed Records are adequately safeguarded against fortuitous events rank second (3.77) are the top two (2) highest indicators while discuss with records management to ensure that all material is handled correctly (3.18), Provide technique to determine and display records in response to search queries (3.14) are the top two lowest indicators.

Table 2. The Record Management Practices in terms of Records Maintenance

Indicators		Weighted Mean	Verbal Interpretation	Rank
1.	Keeping the records organized to find it quickly when needed.	3.73	Highly Practiced	3.5
2.	Only those with authority are able to move important documents from an inactive storage to archives, and examine all of the filed data.	3.45	Practiced	7
3.	Follow specific procedures when it comes to naming files and folders.	3.73	Highly Practiced	3.5
4.	Provide directions and assistance to all in any record – related matters.	3.59	Highly Practiced	6
5.	Discuss with records management to ensure that all material is handled correctly.	3.18	Practiced	9
6.	Proper preservation of records after using.	3.27	Practiced	8
7.	Procure the appropriate office equipment and supplies in records management.	3.68	Highly Practiced	5
8.	Records are adequately safeguarded against fortuitous events.	3.77	Highly Practiced	2
9.	Provide technique to determine and display records in response to search queries.	3.14	Practiced	10
10.	Ensures that confidential data are well kept and managed.	3.82	Highly Practiced	1
Average Weighted Mean		**3.54**	**Highly Practiced**	

This implies that the current status of records management practices in terms of maintenance is highly practiced. Barangay officials make sure that private information is handled and stored properly. Barangay officials make sure that private information is handled and stored properly. The barangay processing personal data established policies, safeguarded confidential information, and put in place measures and procedures to properly ensure and guarantee the safety and security of personal data under their control or custody because the documents they managed contained the personal information of the barangay respondents. This results support by the Republic Act No. 10173 [19], also known as the Data Privacy Act of 2012 (DPA), aims to protect personal data in information and communications systems both in the government and the private sector.

Table 3 shows the current status of records management practices in barangay Sto. Domingo, Nabua, and Camarines, based on record retention. As reflected on Table 3, findings revealed that providing lists of records every after-retention schedule with a weighted mean of 3.73, followed by ensuring that records are organized for easy retrieval and completing a thorough records inventory are tied rank with a weighted mean of 3.59 are the top 2 highest indicators, while planning and organizing a preliminary file purge and developing a control procedure for storage of inactive records with a weighted mean of 3.27 are tied rank, and personnel assigned are equipped on their tasks regarding record keeping with a weighted mean of 2.95 are the top 2 lowest indicators.

It implies that the barangay officials of Barangay Sto. Domingo had practiced record retention. It indicates that the barangay provides a list of records after the retention schedule to ensure transparency and proper documentation.

Table 3. The Record Management Practices in terms of Records Retention

Indicators	Weighted Mean	Verbal Interpretation	Rank
1. Safeguard important records and maintain them for the required period of time.	3.55	Highly Practiced	4
2. Personnel assigned are equipped on their tasks regarding record keeping.	2.95	Practiced	10
3. Establishing & maintaining an active, continuing program for the economical and efficient management of record of the barangay.	3.50	Highly Practiced	5
4. Plan and organize a preliminary file purge.	3.27	Practiced	8.5
5. Developing a control procedure for storage of inactive records.	3.27	Practiced	8.5
6. Preserve records that are important for future, historical, and research purposes.	3.45	Practiced	6.5
7. Complete a thorough records inventory.	3.59	Highly Practiced	2.5
8. Ensures that records are organized for easy retrieval.	3.59	Highly Practiced	2.5
9. Provide lists of records every after-retention schedule.	3.73	Highly Practiced	1
10. Identify records that can be transferred to low-cost value that should be placed in archives.	3.45	Practiced	6.5
Average Weighted Mean	**3.44**	**Practiced**	

This facilitates the keeping of current, well-organized records for compliance and reference. Records retention schedules assist barangay officials in lowering records management and storage expenses when data or file volumes at the barangay continue to increase.

This study, which is sponsored by JK Moving Services [20], demonstrates that upper management commitment and committed staff members are necessary for the implementation and upkeep of a thorough records preservation schedule. A retention schedule can save expenses, reduce liability, and improve the overall effectiveness of your records management program. It may also provide a significant return on investment.

Table 4 shows the current status of records management practices in barangay Sto. Domingo, Nabua, and Camarines Sur based on record disposal. As reflected on Table 4, it shows that personnel assigned are equipped for their tasks regarding record disposal and safeguard the barangay and its divisions by ensuring that all legal, historical, fiscal, and administrative criteria are met prior to the destruction of records with a weighted mean of 3.55 tied rank, provides lists of disposed and terminated records every after the disposition schedule with a weighted mean of 3.36, are the top 2 highest indicators, while establishing a repository for semi-active records, helping in setting disposition policies with a weighted mean of 3.09, and ensuring that all the records are checked before disposing them with a weighted mean of 2.91 are the top 2 lowest indicators.

Table 4. The Record Management Practices in terms of Records Disposition

Indicators	Weighted Mean	Verbal Interpretation	Rank
1. Ensures that all the records are being checked before disposing them.	2.91	Practiced	10
2. Provides lists of disposed and terminated records every after the disposition schedule.	3.36	Practiced	3.5
3. Help determine disposition policies.	3.36	Practiced	3.5
4. Developing a control method for eventual destruction of records.	3.32	Practiced	5.5
5. Move essential documents from inactive storage to archives.	3.23	Practiced	7.5
6. Establishing a repository for semi – active records, help in setting disposition policies.	3.09	Practiced	9
7. Personnel assigned are equipped on their tasks regarding records disposal.	3.55	Highly Practiced	1.5
8. Stabilize growth of records in office by systematically disposing unnecessary records.	3.23	Highly Practiced	7.5
9. Conserve valuable personnel by deleting inactive or obsolete material from office files to save time managing records.	3.32	Practiced	5.5
10. Safeguard the barangay and its divisions by ensuring that all legal, historical, fiscal, and administrative criteria are met prior to the destruction of records.	3.55	Highly Practiced	1.5
Average Weighted Mean	**3.29**	**Practiced**	

This implies that the personnel assigned in the Barangay are equipped on their tasks regarding records disposal and Safeguard of barangay and its divisions by ensuring that all legal, historical, fiscal, and administrative criteria are met prior to the destruction of records disposition of the Barangay had met practiced. It also means that all public records that are held by the barangay and have lasting value are properly managed, controlled, and regulated. This keeps the barangay and its subdivisions secure while upholding adherence to pertinent standards.

According to Ysasi [21], communicate and coordinate with the stakeholders who are affected by or involved in the disposition process. These may include the records owners, the users, the legal counsel, the auditors, the IT staff, and the external service providers. You should inform them of the objectives, scope, and schedule of the disposition process, as well as the benefits and risks involved. You should also solicit their feedback, input, and approval on the disposition decisions and actions. By communicating and coordinating with stakeholders, you can foster collaboration, trust, and accountability in the disposition process. Also, according to National Archives of the Philippines [7], no government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the Executive Director of the National Archives of the Philippines.

Table 5 shows the summary of average weighted mean of current status along records creation, records maintenance, records retention, and records disposition.

Table 5. Summary of Average Weighted Mean of Records Management System

Indicators	Weighted Mean	Verbal Interpretation	Rank
Records Creation	3.50	Highly Practiced	2
Records Maintenance	3.54	Highly Practiced	1
Records Retention	3.44	Practiced	3
Records Disposition	3.29	Practiced	4
Total	**3.44**	**Practiced**	

It can be noted that indicator records maintenance with 3.54 average weighted mean, followed by records creation with 3.50 average weighted mean, followed by records retention with 3.44 average weighted mean and records disposition ranked forth with an average weighted mean of 3.29.

It can be inferred that the current status of records management practices in Barangay Sto. Domingo, Nabua, Camarines Sur indicates that both barangay officials and SK officials, as well as employees, have a high level of proficiency in records creation and maintenance. The manual approach to creating and managing records in a barangay is relatively straightforward due to factors such as filling out records with correct and complete information, following the filing practices used by the barangay, ensures that confidential data are well kept and managed, and Records are adequately safeguarded against fortuitous events.

C. Existing Challenges Encountered of Records Management Practices of Barangay Sto. Domingo, Nabua, Camarines Sur

The existing challenges encountered of barangay Sto. Domingo, Nabua, Camarines Sur gathered along records creation, records maintenance, records retention, and records disposition. Table 6 shows the existing challenges encountered of records management practices in terms of records creation.

Table 6. Existing Challenges Encountered in terms of Records Creation

Indicators	Weighted Mean	Verbal Interpretation	Rank
1. Inadequate office equipment for operations.	3.05	Often Encountered	8
2. Duplicate copies of records filed.	3.32	Often Encountered	3.5
3. Incomplete information stored.	3.32	Often Encountered	3.5
4. Unorganized documents filed.	3.18	Often Encountered	6.5
5. Massive counts of inputs of data filed.	3.45	Often Encountered	2
6. Documentation of information linked to the same topic or issue is filed in several locations.	2.18	Often Encountered	10
7. Inconsistency and absence of uniformity.	3.55	Always Encountered	1
8. Individual barangay officials insufficient to properly maintain files.	3.27	Often Encountered	5
9. Outdated application and software use for inputting data.	3.00	Often Encountered	9
10. Information request and replies requiring no administrative actions.	3.18	Often Encountered	6.5
Average Weighted Mean	**3.15**	**Often Encountered**	

As reflected in Table 6, it can be noted that the indicators of inconsistency and absence of uniformity with a weighted mean of 3.55, followed by massive counts of inputs of data files with a weighted mean of 3.45, are the top two (2), while outdated applications and software used for inputting data with a weighted mean of 3.00 and documentation of information linked to the same topic or issue is filed in several locations with a weighted mean of 2.18 are the two (2) lowest indicators.

It implies that the major problem that the respondents encountered is the Inconsistency and absence of uniformity. The results show that the respondents are highly encountered from their records management in terms of records creation. Organizations suffer from misunderstanding and data loss when documented records management is incomplete, inconsistent, or lacking in conformity. Decisions can be made incorrectly if the data is inconsistent or inaccurate. Cube Records Management [22] states that in the absence of accurate data, firms may encounter challenges in making well-informed decisions or even in effectively leveraging and exploiting the information.

Table 7 shows the existing challenges encountered by records management practices in terms of records maintenance.

Table 7. Existing Challenges Encountered in terms of Records Maintenance

Indicators	Weighted Mean	Verbal Interpretation	Rank
1. Unorganized and not updated files.	3.00	Often Encountered	7.5
2. Misplaced records and loss of files.	3.09	Often Encountered	3.33
3. Inconsistency in the designation of file categorization.	3.14	Often Encountered	1
4. Failure to perform preventive maintenance.	3.05	Often Encountered	5.5
5. The records are not restored to the storage area promptly.	3.09	Often Encountered	3.33
6. Failure to continuously monitor equipment.	3.05	Often Encountered	5.5
7. Lack of cooperation among co – workers.	3.00	Often Encountered	7.5
8. Records may be too distant from staff for adequate service.	3.09	Often Encountered	3.33
9. Inadequate office equipment and supplies to the work/job handled.	2.91	Often Encountered	9
10. Lack of space in storing the records.	2.86	Often Encountered	10
Average Weighted Mean	**3.03**	**Often Encountered**	

Provided the indicators ranked based on their weighted mean: inconsistency in the designation of file categorization 3.14, followed by misplaced records and loss of files; the records are not restored to the storage area promptly; records may be too distant from staff for adequate service with a weighted mean of 3.33 tied rank are the top two highest indicators; inadequate office equipment and supplies to the work or job handled 2.91; and lack of space in storing the records 2.86 are the lowest indicators.

This implies that Barangay officials often encountered inconsistency in the designation of file categorization in terms of Records Maintenance. A barangay's ability to complete tasks can

be severely impacted by disorganized and difficult-to-find files. Inconsistencies in file categorization can lead to time inefficiencies and the potential loss of productivity as barangay officials search for the information they require. The time and effort invested result in real costs that have an impact on the bottom line. Their inability to obtain and communicate knowledge becomes unduly difficult, which raises stress levels. The study by Seniwoliba [23] highlighted challenges faced by barangay officials in managing their records. These challenges include inadequate filing systems, a lack of systematic record-keeping, time-consuming report preparation, difficulties in managing documents, and challenges in classifying and searching resident data. Ineffective record and document management can negatively impact the overall effectiveness of an organization. To address these challenges, it is suggested that barangay profiling staff members receive refresher training in file management and adopt an effective record-keeping system.

Table 8 shows the existing challenges encountered of records management practices in terms of records retention. Provided the indicators ranked based on their weighted mean: the indicator Poor records retrieval had a weighted mean of 3.32, followed by no constant inventory records had a weighted mean of 3.23; these are the top two highest indicators. While there is no design repository for semi-active records, a weighted mean of 2.59, followed by non-availability of the retention schedule. a weighted mean of 2.55, these are the top two lowest indicators.

This implies that the poor retrieval records of the barangay officials in terms of record retention have often encountered challenges in retrieving records, including challenges in sorting the records because of a lack of knowledge about this type of management and difficulties in examining the returnees' records. Ineffective retrieval management on the part of barangay officials would lead to the loss of important papers and the utilization of costly office space for unimportant data.

Table 8. Existing Challenges Encountered in terms of Records Retention

Indicators	Weighted Mean	Verbal Interpretation	Rank
1. Non availability of Retention Schedule.	2.55	Often Encountered	9
2. Absence of guidelines for retention of records.	3.05	Often Encountered	5
3. Lack of familiarity of permanent assigned in records retention.	2.95	Often Encountered	6
4. Poor records retrieval.	3.32	Often Encountered	1
5. High volume of documents.	3.09	Often Encountered	3.5
6. No constant inventory records.	3.23	Often Encountered	2
7. Improper indexes of records.	2.68	Often Encountered	7.5
8. Lack of skills in record keeping.	3.09	Often Encountered	3.5
9. No design repository for semi–active records.	2.59	Seldom Encountered	10
10. No vital records center to protect duplicate of copies.	2.68	Often Encountered	7.5
Average Weighted Mean	**2.92**	**Often Encountered**	

According to Malak [24], information overload, data accuracy and integrity, regulatory compliance, managing documents across many locations, poor record retrieval, and a missing retention plan are common records management difficulties, Furthermore, as stated by Dox & Box [25], "we all know that practically all organizations struggle when it comes to the retrieval of their records." But we shouldn't ignore the reality that this is a result of a poorly planned and organized records management approach. In the end, organizations that encounter difficulties locating documents come to feel as though their customers are not receiving enough attention. Customers are unable to locate the necessary document in a timely manner, which leads to this problem.

Table 9 provides the indicators ranked based on their weighted mean. The following are the top 2 highest indicators: no safeguard against the catastrophic destruction of records; there is no facility for safeguarding and duplicating copies of critical records, with a weighted mean of 1.5 tied rank; no availability of records disposition program schedule with a weighted mean of 2.23; and no backup filing system of 2.50 are the top two lowest indicators. This implies that there is no facility for safeguarding and duplicating copies of critical records in terms in records disposition is often encountered. In the case where a barangay.

Table 9. Existing Challenges Encountered in terms of Records Disposition

Indicators	Weighted Mean	Verbal Interpretation	Rank
1. No safeguard against the catastrophic destruction of records.	2.95	Often Encountered	1.5
2. Lack of familiarity of personnel assigned to record disposal.	2.55	Often Encountered	8
3. The absence of records is due to faulty checkout methods.	2.73	Often Encountered	4
4. Lack of cooperation among colleagues.	2.86	Often Encountered	3
5. No backup filing system.	2.50	Often Encountered	9
6. No regular schedule for the disposition of records.	2.59	Often Encountered	7
7. Access of unauthorized individuals while confidential records are being disposed	2.73	Often Encountered	4
8. There is no facility for safeguarding and duplicating copies of critical records.	2.8	Often Encountered	1.5
9. Absence of guidelines for the disposal of records.	2.68	Often Encountered	6
10. No availability of Records Disposition Program Schedule.	2.23	Seldom Encountered	10
Average Weighted Mean	**2.68**	**Often Encountered**	

Adequate storage facilities for protecting data and papers, there may be a number of negative outcomes. There is a chance that sensitive data will be lost, damaged, or accessed without authorization. This can make it more difficult to keep the community's governance effective, accountable, and transparent. It could also make it more difficult to obtain crucial data when needed for different administrative tasks. As per Intallio [26], inappropriate handling of documents resulting from insufficient storage space, facilities, time constraints, or other

circumstances can lead to the misplacement of confidential data that holds significance for your staff and clients.

Table 10 shows the summary of average weighted mean of existing challenges encountered by the respondents in records management practices along records creation, records, maintenance, records retention, and records disposition. It can be noted that indicator records creation ranked first with an average weighted mean of 3.15, followed by records maintenance with 3.03 as an average weighted mean, followed by records retention with an average weighted mean of 2.92, and records disposition ranked forth with an average weighted mean of 2.68.

Table 10. Summary of Average Weighted Mean of Existing Challenges

Indicators	Weighted Mean	Verbal Interpretation	Rank
Records Creation	3.15	Often Encountered	1
Records Maintenance	3.03	Often Encountered	2
Records Retention	2.92	Often Encountered	3
Records Disposition	2.68	Often Encountered	4
Total	**2.92**	**Often Encountered**	

It implies that the majority of the problem encountered in records management practices along records creation, records maintenance, records retention, and records disposition appeared to be often encountered by the respondents. This indicates that manual retention and disposition of records are relatively straightforward, as organizations can follow established guidelines and procedures. This process is typically more structured and governed by policies, reducing complexities related to ongoing record creation and maintenance. However, manually created and maintained records may have limited accessibility, hindering collaboration and information sharing within an organization.

D. Significant Relationship between Current Status of Records Management Practices and Existing Challenges Encountered by the Respondents

Table 11 shows the significant relationship of the current status of records management system and the existing challenges encountered by the respondents in terms of records creation, records maintenance, records retention and records disposition.

Table 11. Significant Relationship between Current Status of Records Management Practices and Existing Challenges

Indicators	Coefficient (T)	Z - Value	P – Value	Decision	Inference
Records Creation	0.022	0.089	0.4645	Accept	Not Significant
Records Maintenance	0.156	0.628	0.2650	Accept	Not Significant
Records Retention	-0.111	-1.342	0.0898	Accept	Not Significant
Records Disposition	0.067	0.270	0.3936	Accept	Not Significant

The computed value of records creation (0.4645), records maintenance (0.2650), records retention (0.0898), and records disposition (0.3936) were greater than the level of significance of 0.05, therefore the null hypothesis is accepted which means that there is no significant relationship between current status and existing challenges encountered by the respondents. It implies that all the indicators under current status of records management practices from records creation up until records disposition has no significance relationship with the existing challenges encountered by the barangay and SK officials and employees.

Conclusion

The findings of this study highlight the prevailing demographic and professional characteristics of Barangay and SK officials in Sto. Domingo, Nabua, Camarines Sur, as well as the status of their records management practices. The majority of officials are mature, female, and married, with most possessing undergraduate degrees, limited formal eligibility credentials, and substantial experience in service. Their participation in local-level training further underscores the localized nature of their professional development. Records management practices—including creation, maintenance, retention, and disposition—are generally implemented, as reflected in consistent ratings across these areas. However, the persistence of challenges, particularly in records creation and maintenance, suggests the need for capacity building and systemic support. Addressing these issues through targeted training, improved infrastructure, and formalization of records protocols may enhance the efficiency and reliability of local governance documentation processes.

Conflict of Interest

The authors declare that there is no conflict of interest.

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