

# **Records Management Strategies and Professional Performance of Administrative Staff at Laguna State Polytechnic University**

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## **ABSTRACT**

This study was undertaken to determine the records management strategies and professional performance of administrative staff at Laguna State Polytechnic University. The descriptive research involved the participation of 59 administrative staff at Laguna State Polytechnic University. This study used a quantitative descriptive research design as a method to draw out data. The research tool used in the study was a researcher-made questionnaire in the form of a Google forms survey to gather the needed data. The collected data was tailed, tabulated, and treated statistically to establish the records management strategies and their effects on the professional performance of the administrative staff at Laguna State Polytechnic University. The results of the study proved that there is a significant difference in the records management strategies when grouped according to age, gender, job tenure, and position in the department. It is also shown that there is no significant difference among the professional performance when grouped according to age, gender, job tenure, and position in the department. The study also confirmed that records management strategies have a positive significant relation to professional performance. Furthermore, the results of the study can help to improve the university policies, procedures, and strategies in managing records. It is also recommended to provide ongoing training programs and improving implementation of evaluation and assessment to the administrative staff to expand their professional proficiencies in the institution.

*Keywords: records management, strategies, professional performance, administrative staff*