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1.0 GENERAL INFORMATION

1.1 PINES CITY NATIONAL HIGH SCHOOL

Pines City National High School (PCNHS) is a public school in Baguio City located at Palma Street and has been operating since 1973. PCNHS established eight annexes to accommodate the increasing number of students. The student records of the annexes are given to the main campus (PCNHS) before becoming independent academic institutions. As of 2016, the approximated number of 200 000 student records of the former annexes and the main campus are handled by the registrar's office of PCNHS.

1.2 PCNHS REGISTRAR'S OFFICE

Pines City National High School Registrar's Office, manned by a clerk called the registrar, oversees the operations about the management of the permanent academic records of students, the preparation and issuance of student credentials and the generation of cumulative reports. Student credentials such as the Transcript of Records or the Form 137-A, Second Copy of Diploma, certain Certificates, and the Report Card or Form 138 are being stored in the registrar's office for filing, before it will be issued and generated for the students.

2.0 SYSTEM SUMMARY

2.1 System Overview

Pines City National High School – Academic Records Management System (PCNHS-ARMS) is a web-based application which allows the registrar to store student academic records into a database which can be automatically retrieve by the registrar to generate a student credential such as Form 137-A and Second Copy of Diploma. The application saves the data of the generated student credentials to be used for the monthly reports to be submitted by the registrar to the principal and the superintendent.

2.2 System Configuration

You must have the latest version of the Wamp Server, as well as the PHP and Apache because there might be functions that are not already supported by lower versions. Be sure also that your browser is on its latest version to prevent errors in accessing the system. To prevent crashing of database, you also have to upgrade your computer's storage, RAM, and processor. The higher the storage, the faster the system will retrieve and output data from the database.

3.0 GETTING STARTED

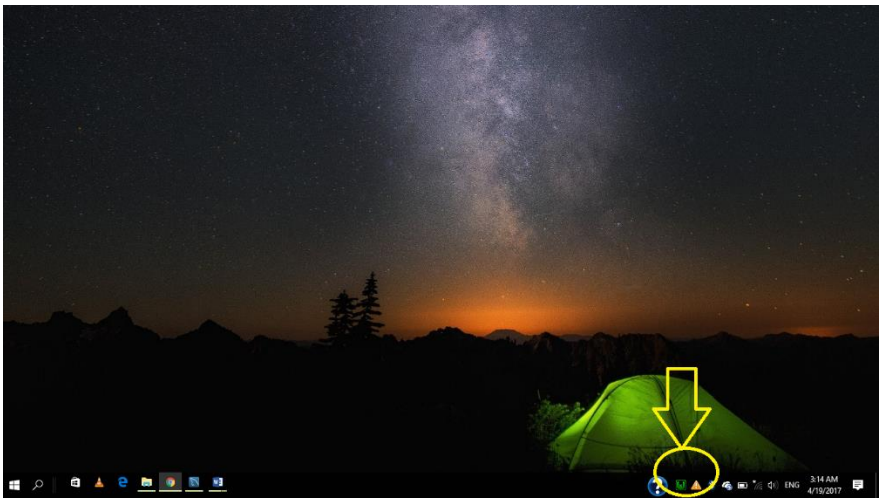
3.1 Installation and Logging in

Steps:

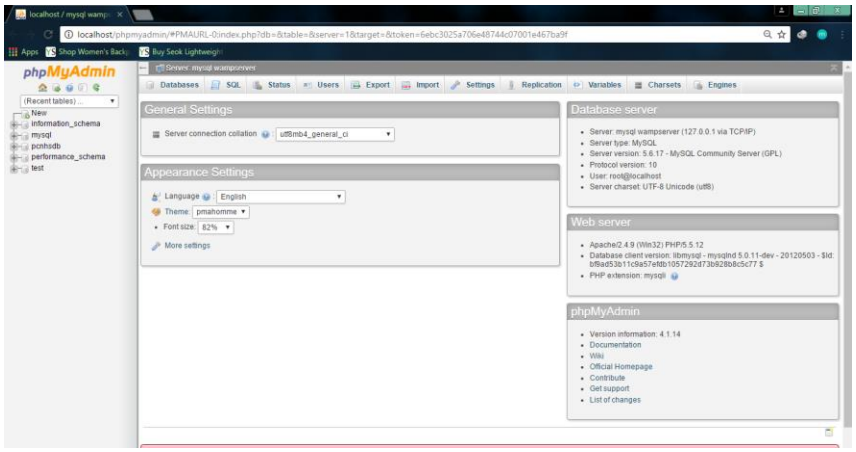
1. Start Wamp Server

   Start > Wamp Server > Click “Yes”

2. Click the Wamp Server Icon on the tool bar located at the lower right of your screen.



3. Click phpmyadmin. It will automatically redirect you to its browser shown below.



4. Add a new database.

Databases > Create database (database name: “pcnhsdb”) > Go

5. After creating the database schema, it will be shown on the list of schemas in the upper left corner of your screen. Go to the pcnhsdb and click the import button on the toolbar above. Import the pcnhsdb.sql file then click Go.
6. Click on the wamp server icon again and locate the www directory. After clicking it, it will automatically redirect you to the www folder on your C: > wamp > www
7. Copy the pcnhs-arms folder.

   Note: If you have a password for your phpmyadmin, change the configuration in the resources>config.php.

8. Open your browser and type: localhost/pcnhs-arms
9. Finally, you are now connected with the system.

To Log in:

- There are two default accounts. Use this accounts to log-in on the system.
  - For the registrar module:
    - Username: registrar
    - Password: registrar
  - For the admin module:
    - Username: admin
    - Password: admin
- To create your own account, you must first log-in on the system administrator module using the admin module default account and add your own personnel account.

4.0 USING THE SYSTEM

4.1 Overview of the System Modules

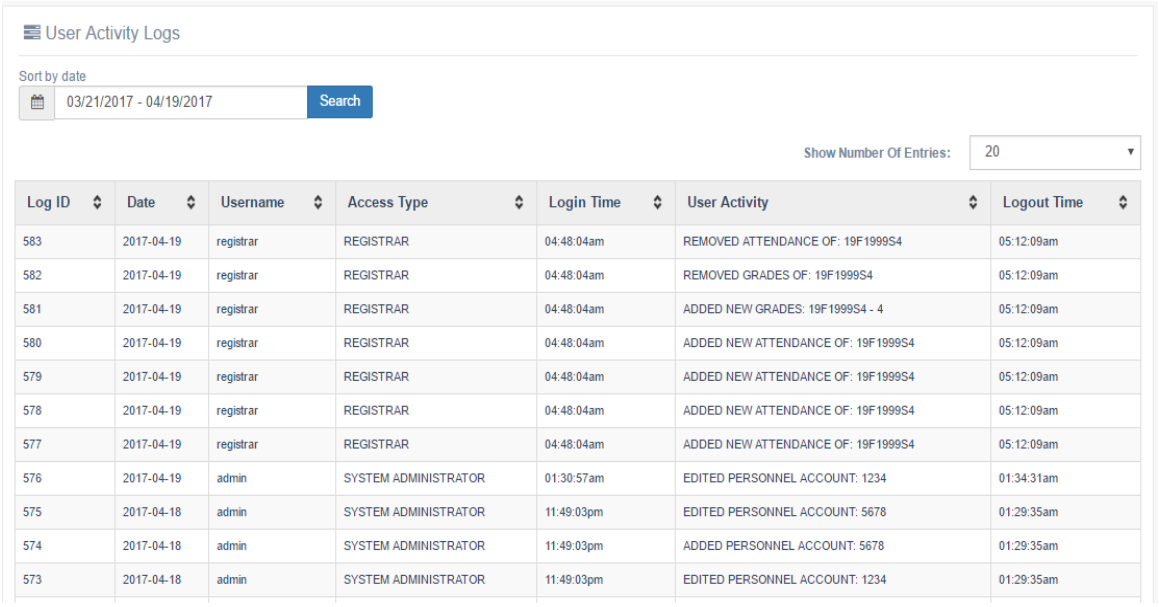
4.1.1 System Administrator Module

The system administrator module is composed of features for managing personnel accounts and signatories. A functionality to record all the activities performed on the system by users either with a system administrator or registrar access types.

4.2 System Administrator Module

4.2.1 System Logs

The system logs component records the activities performed by the users within the system either with a registrar or system administrator access types. The list of activities is represented through a table with seven column headers. The list of activities can be sorted using the column headers. All activities are recorded after the user logs out in the system.



Log ID	Date	Username	Access Type	Login Time	User Activity	Logout Time
583	2017-04-19	registrar	REGISTRAR	04:48:04am	REMOVED ATTENDANCE OF: 19F1999S4	05:12:09am
582	2017-04-19	registrar	REGISTRAR	04:48:04am	REMOVED GRADES OF: 19F1999S4	05:12:09am
581	2017-04-19	registrar	REGISTRAR	04:48:04am	ADDED NEW GRADES: 19F1999S4 - 4	05:12:09am
580	2017-04-19	registrar	REGISTRAR	04:48:04am	ADDED NEW ATTENDANCE OF: 19F1999S4	05:12:09am
579	2017-04-19	registrar	REGISTRAR	04:48:04am	ADDED NEW ATTENDANCE OF: 19F1999S4	05:12:09am
578	2017-04-19	registrar	REGISTRAR	04:48:04am	ADDED NEW ATTENDANCE OF: 19F1999S4	05:12:09am
577	2017-04-19	registrar	REGISTRAR	04:48:04am	ADDED NEW ATTENDANCE OF: 19F1999S4	05:12:09am
576	2017-04-19	admin	SYSTEM ADMINISTRATOR	01:30:57am	EDITED PERSONNEL ACCOUNT: 1234	01:34:31am
575	2017-04-18	admin	SYSTEM ADMINISTRATOR	11:49:03pm	EDITED PERSONNEL ACCOUNT: 5678	01:29:35am
574	2017-04-18	admin	SYSTEM ADMINISTRATOR	11:49:03pm	ADDED PERSONNEL ACCOUNT: 5678	01:29:35am
573	2017-04-18	admin	SYSTEM ADMINISTRATOR	11:49:03pm	EDITED PERSONNEL ACCOUNT: 1234	01:29:35am

Figure 1. Overview of System Logs

User activity logs table column headers:

- Log ID – Every activity performed by users has a corresponding log id. The log id also represents the total number of activities performed by the users.
- Date – The date on which the activity was performed. The format of the date is in year-month-day.

- Access Type – Shows the access type of the user. Access Types can only be registrar or system administrator.
- Login Time – Displays the time on which the user logged in the system.
- User Activity – Provides a description on the activities performed by the user.
- Logout Time – Displays the time on which the user logged out from the system.

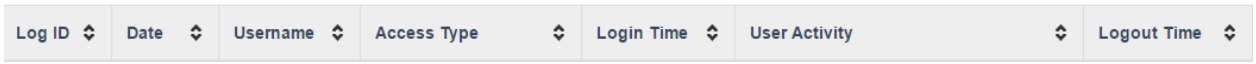


Figure 2. System Logs Column Headers

The user activity logs table can be searched using the search bar provided on the upper right corner of the activity logs page. A date picker is also provided to sort the activities by date.

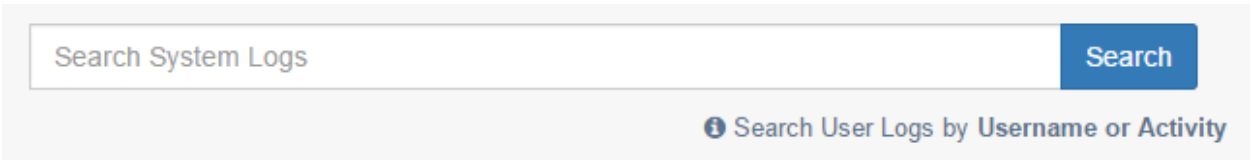


Figure 3. System Logs Search Bar

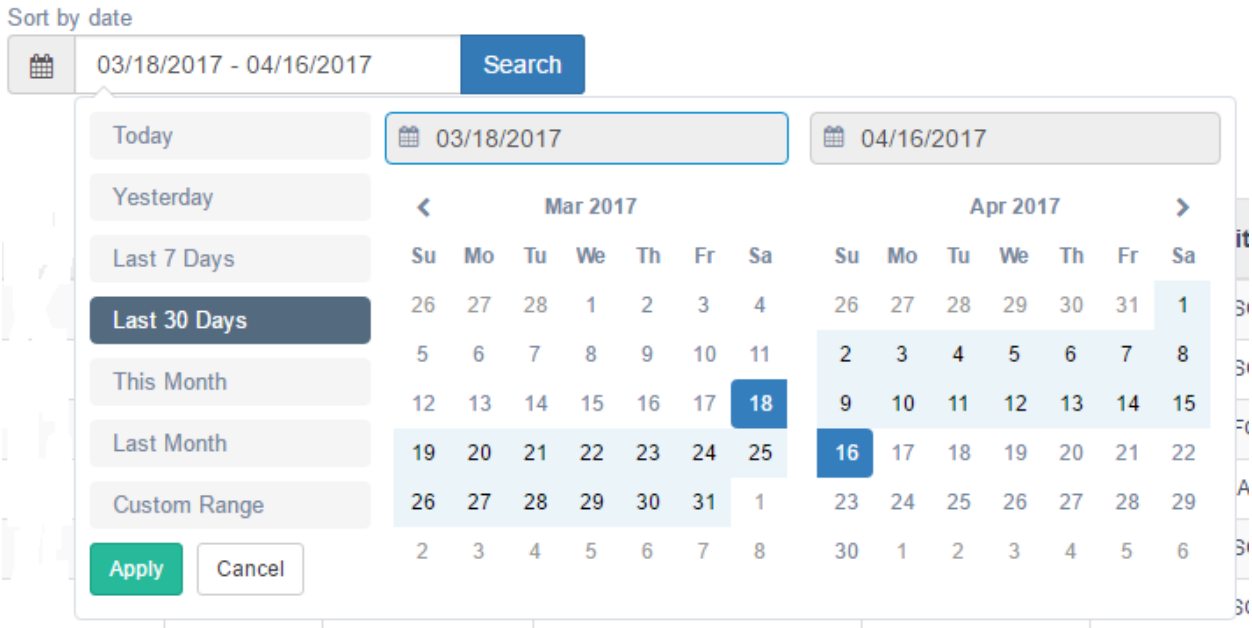


Figure 4. System Logs Date Picker

4.2.2 Personnel Management

The personnel management component of the system administrator module can be used to add, modify, view or remove personnel accounts of PCNHS-ARMS. Accounts with access types of system administrator can only login in the system administrator module of PCNHS-ARMS. The same is applicable to accounts with registrar access types. The five column headers of the table can be sorted.

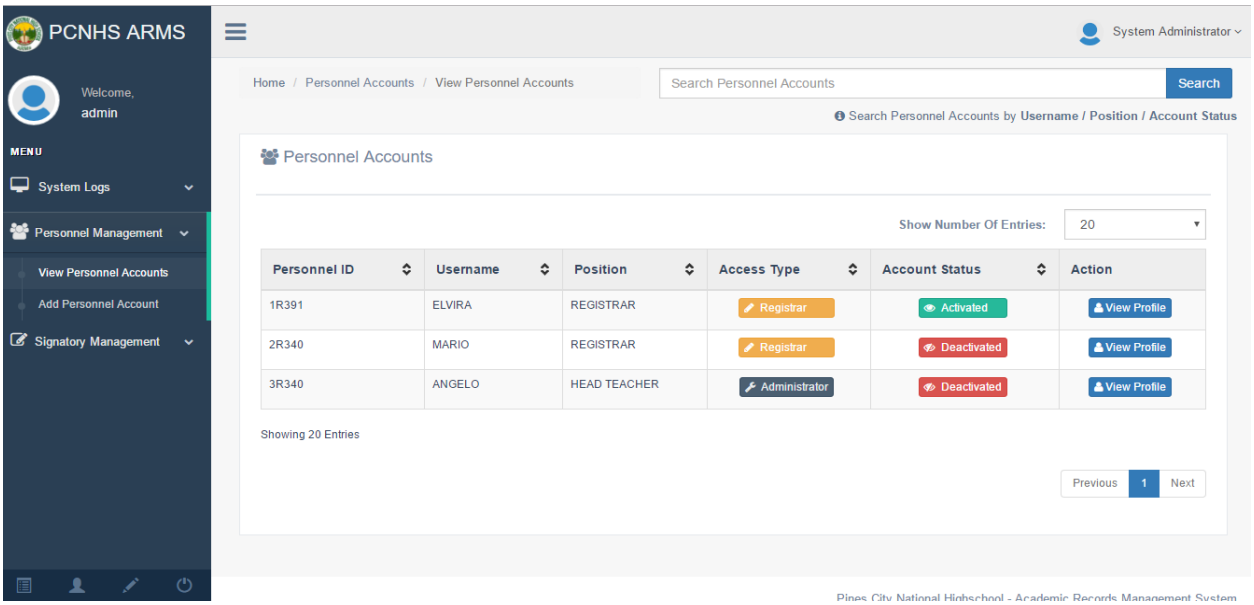


Figure 5. Overview of list of Personnel Accounts

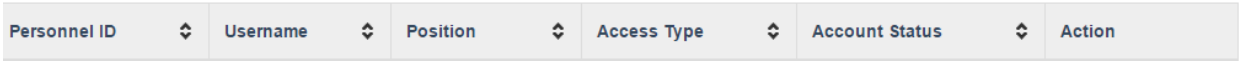


Figure 6. List of Personnel Accounts Column Headers

Adding personnel accounts

To add a personnel account, click the "Add Personnel Account" located at the sidebar menu. A form is provided in which personnel details can be entered. User will be notified if entered personnel id or username already exists.

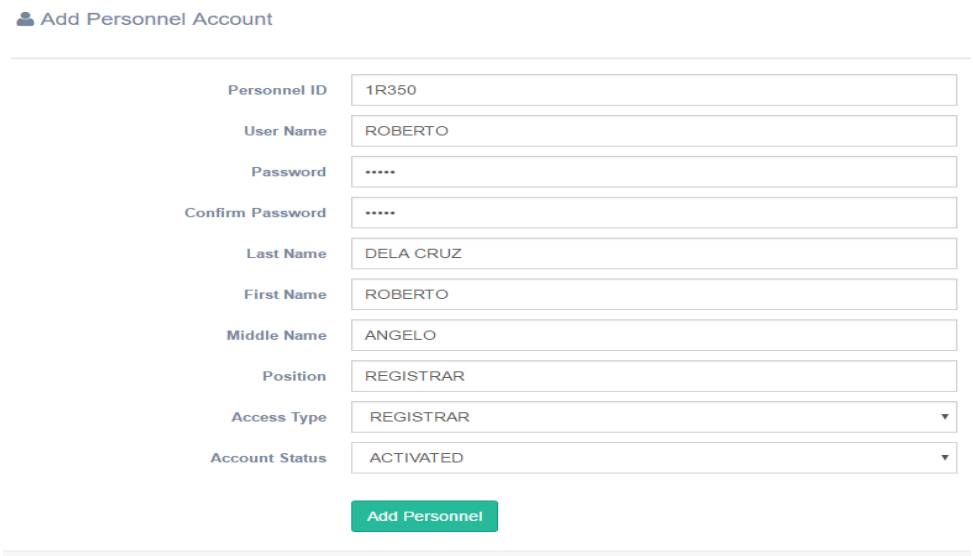


Figure 7. Add Personnel Account

Viewing a personnel account

To view a personnel account, simply click the view profile on the list of personnel accounts as show in figure 4. All the fields of the form are on read-only values.

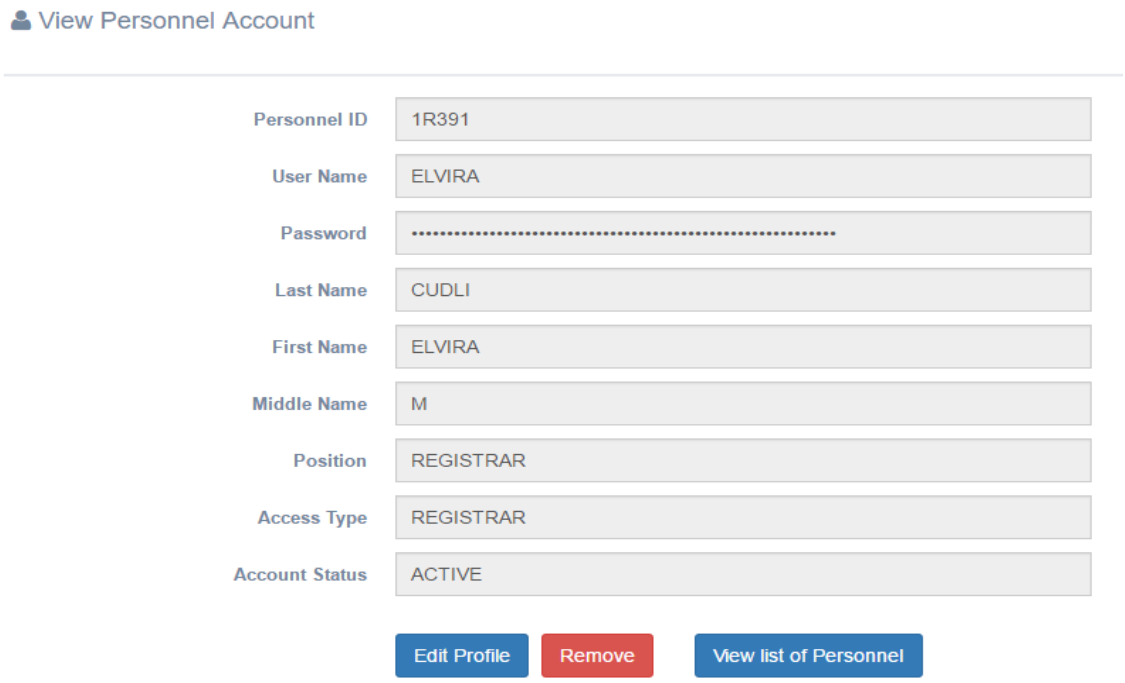


Figure 8. View Personnel Account

Removing a personnel account

To remove a personnel account, simply click the remove button located at the bottom of the form. In removing account, the password of the personnel account that is to be deleted is required.

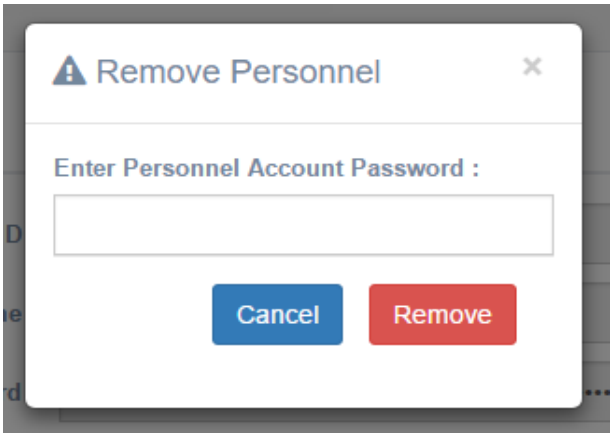


Figure 9. Remove Personnel Account

When viewing the list of personnel accounts, an option to view the list of personnel accounts is provided by clicking the view list of personnel button besides the remove button.

Editing a personnel account

In order to save the changes made on the profile of a personnel account, entering the password is required at the confirm password field. Also, the personnel id cannot be modified and the user will be notified as well if existing username already exists.

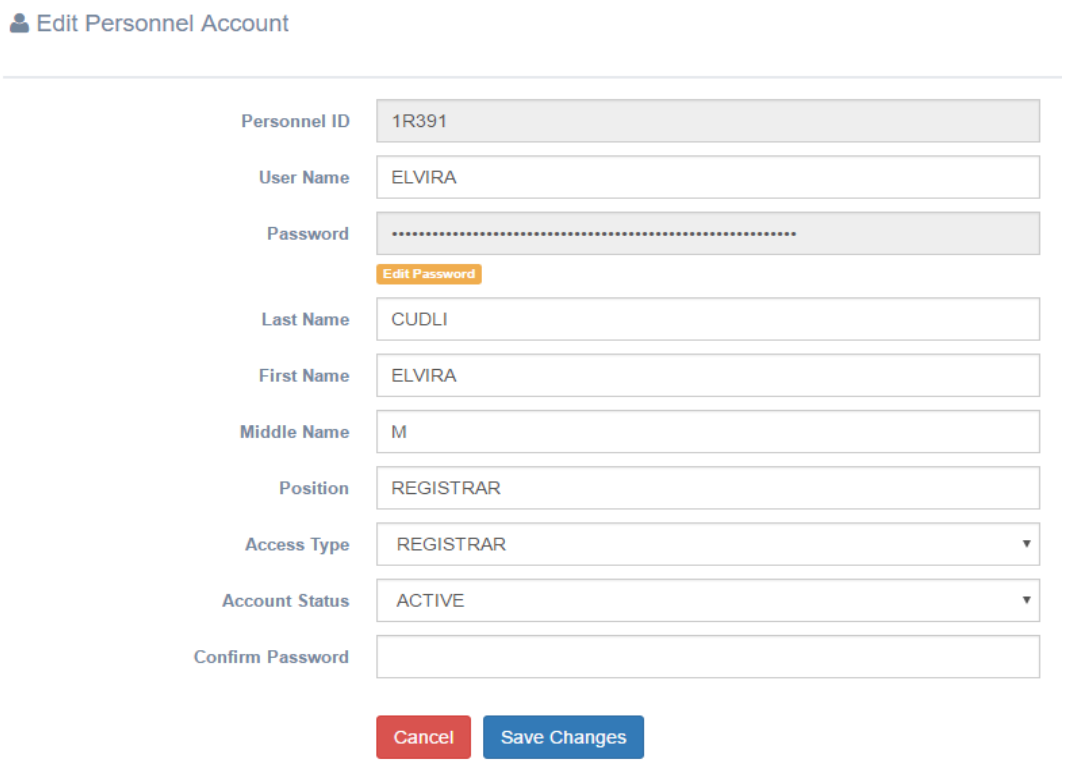


Figure 10. Edit Personnel Account

Changing the password of a personnel account

To change the password of a personnel account, entering the current password is required in order to save the changes.

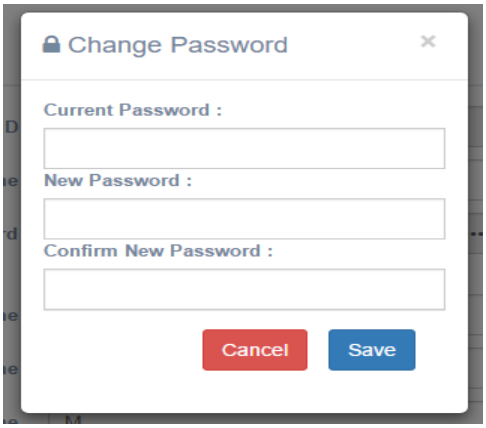


Figure 11. Change Password of Personnel Account

4.2.3 Signatory Management

Viewing list of signatories

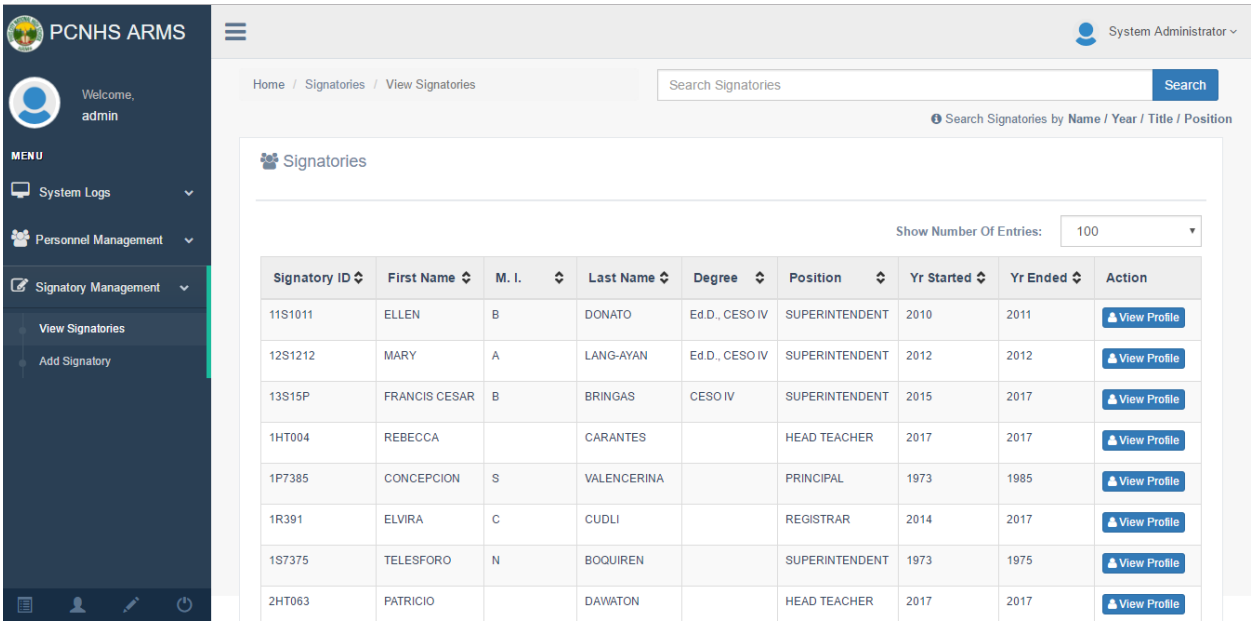


Figure 12. Overview of List of Signatories

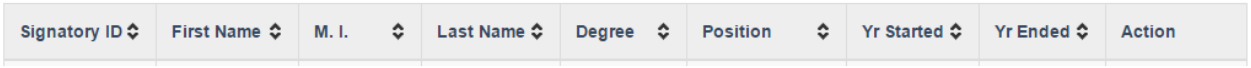


Figure 13. List of Signatories Column Headers

Adding a signatory

To add a signatory, click the "Add Signatory" under Signatory Management. All fields in the form are required except for the middle name and academic degree which are optional. The user will be notified if the entered signatory ID already exists.

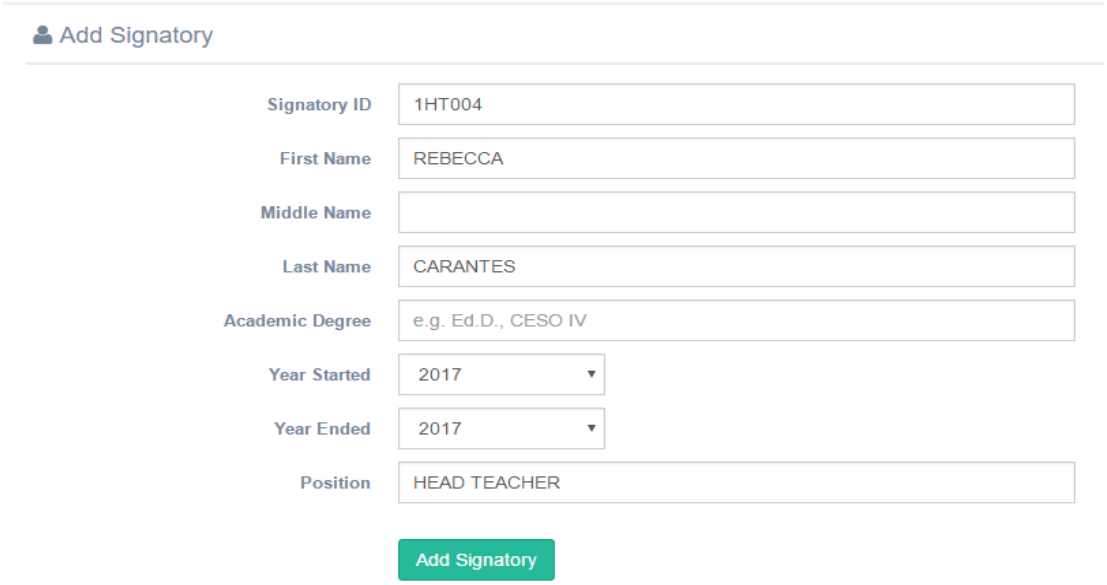


Figure 14. Add Signatory

Viewing a signatory

To view the profile of a signatory, simply click the view profile button under the action column from the list of signatories.

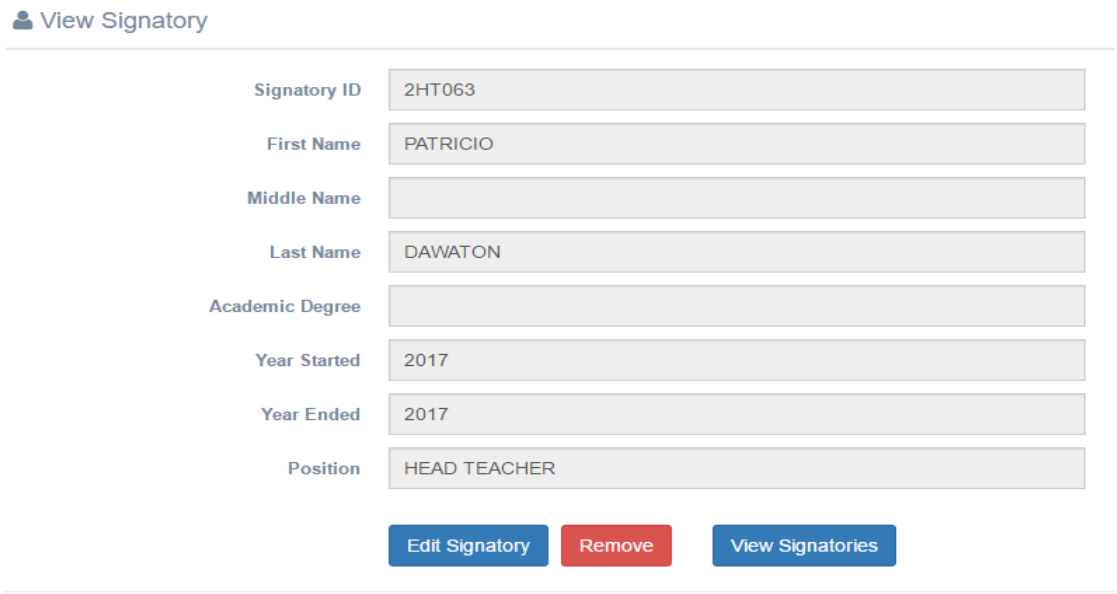


Figure 15. View Signatory

Edit a signatory

To edit a signatory, click the edit signatory button at the bottom of the form when viewing a signatory profile.

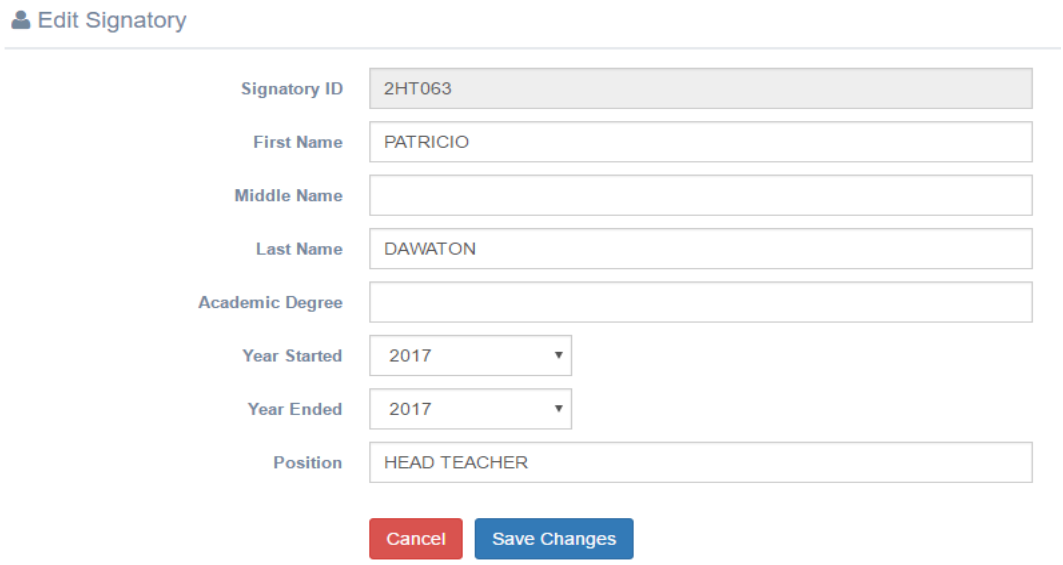


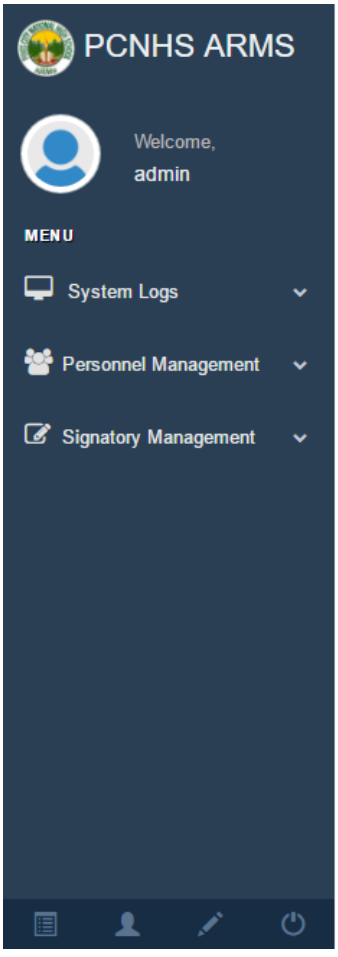
Figure 16. Edit Signatory

Removing a signatory

To remove a signatory, simply click the remove button at the bottom of the form when viewing a signatory profile.

Figure 17. Overview of List of Signatories

System Administrator Sidebar menu



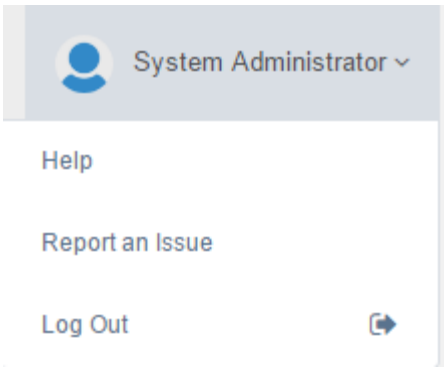
The system administrator has three main menus with corresponding sub menus

1. System Logs
    a. View Activity Logs
2. Personnel Management
    a. View Personnel Accounts
    b. Add Personnel Account
3. Signatory Management
    a. View Signatories
    b. Add Signatory

Below, there are four icons that can be used as shortcuts

- View Activity Logs Shortcut
- Add Personnel Account Shortcut
- Add Signatory Shortcut
- Logout Shortcut

Figure 18. System Administrator Sidebar menu



On the upper right of the top navigation, there are three options:

1. Help – Redirects to the user manual of PCNHS-ARMS
2. Report an Issue – Redirected to google forms to report errors encountered in the system
3. Log Out – Logs out the user to the system

Figure 19. Top navigation options

4.3 Registrar Module

The main processes of the registrar can be accomplished in the Registrar module. It allows the registrar to handle the student data. This is also the module wherein the registrar can generate students' credentials which are Form 137-A and Diploma. Other than credentials, reports such as Accomplishment and Payment Reports can also be generated in this module.

4.3.1 Home

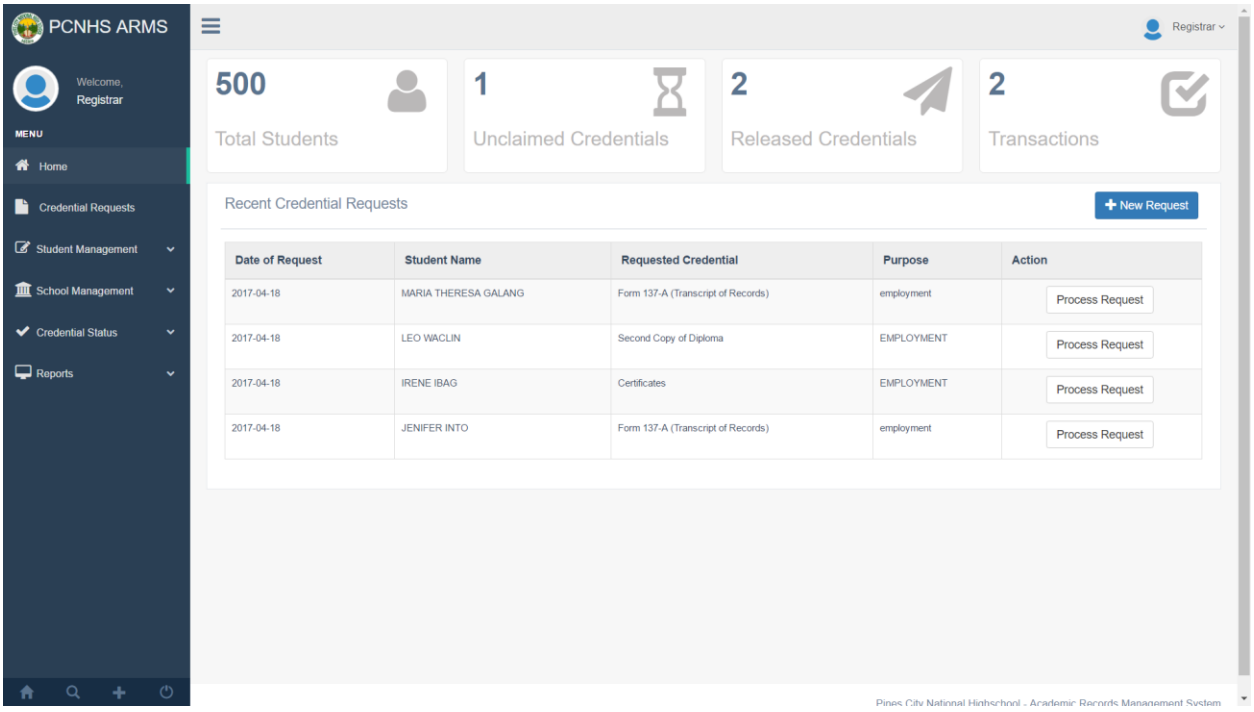


Figure 20. Home Page

The Home Page shows the:

- Dashboard as shown in Figure 20. It shows the number of total student data in the system, the current number of unclaimed credentials or processed credentials, released credentials and transactions.

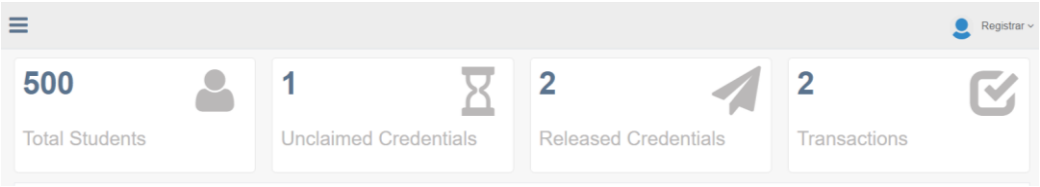


Figure 21. Dashboard

- A table showing the Recent Credential Requests showing the columns:
    - Date of Request
    - Student Name
    - Requested Credential
    - Purpose
    - Action Column wherein the "Process Request" button is placed. Once the "Process Request" button is pressed, the user is redirected to the page for the generation of the credentials.

- The Sidebar Menu as shown in Figure 21. The Sidebar Menu shows the menus directing to:
    - Home
    - Credential Requests
    - Student Management
        - Add Student Record
        - Student List
    - School Management
        - Curriculum
        - Student Subjects
        - Student Programs
        - Credentials
    - Credential Status
        - Unclaimed Credentials
        - Released Credentials
    - Reports
        - Transaction Reports
        - Payment Remittance
        - Accomplishment Reports

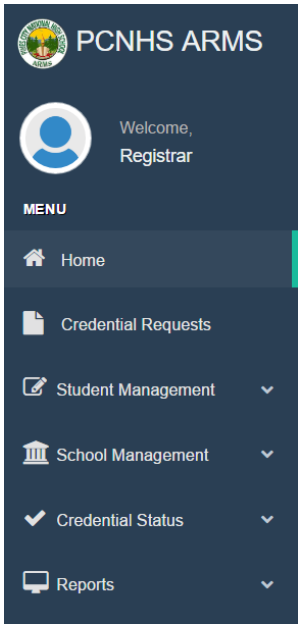


Figure 22. Sidebar Menu

- Other shortcut buttons like home, search which leads to the Student List, add button for adding requests, and the logout button. The buttons are shown in Figure 22.

Figure 23. Shortcut buttons

4.3.2 Credential Requests

The Credential Requests page shows a table containing the credential requests. Below is a screenshot of the Credential Requests in Figure 23.

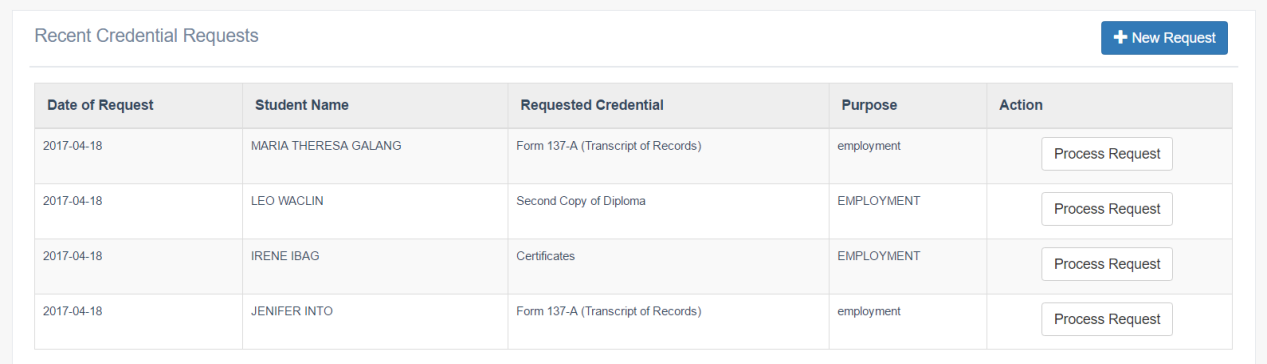


Figure 24. Recent Credential Requests

The table has columns:

- Date of Request
- Student Name

- Requested Credential
- Purpose
- Action – Contains the “Process Request” button which redirects the user to the page where the generation of the credential will take place. The user can be directed in the pages:
    - Form 137-A Generation Page
        - Directs to the template of the Form 137-A for printing

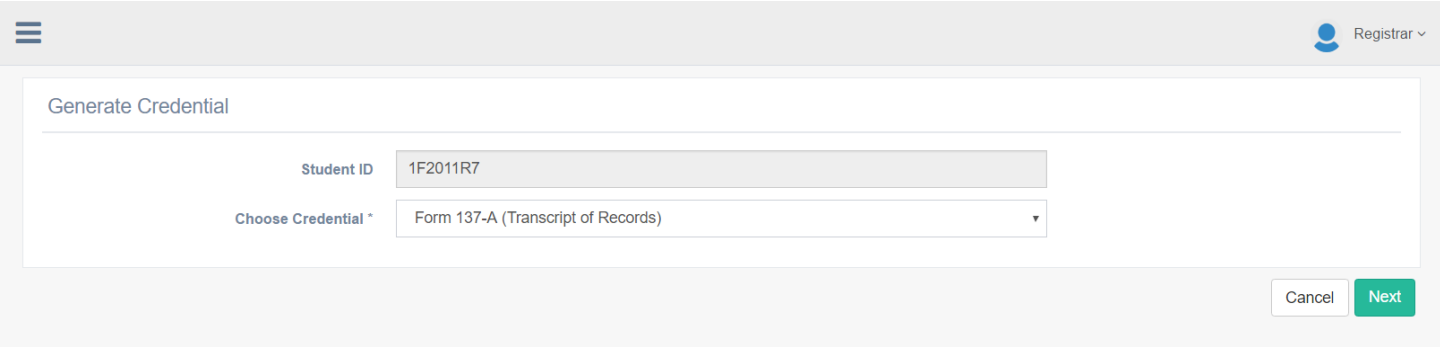


Figure 25. Generate Form 137-A

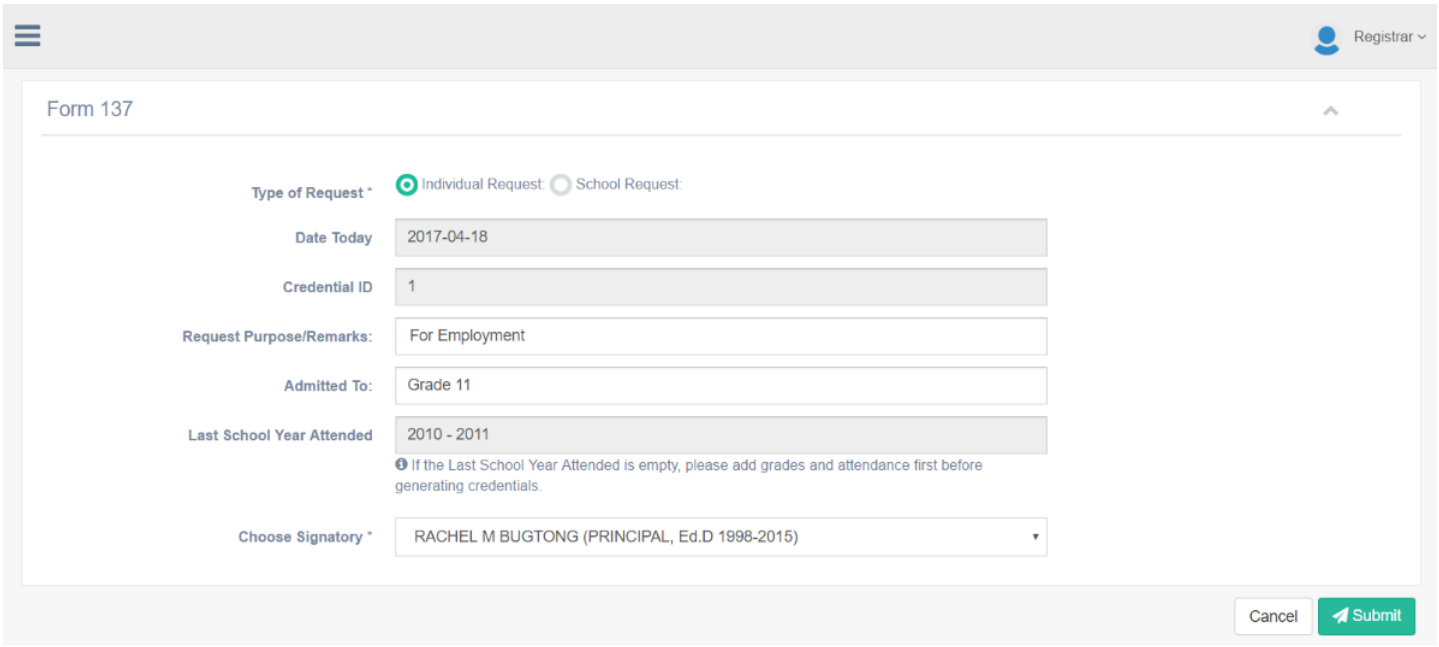
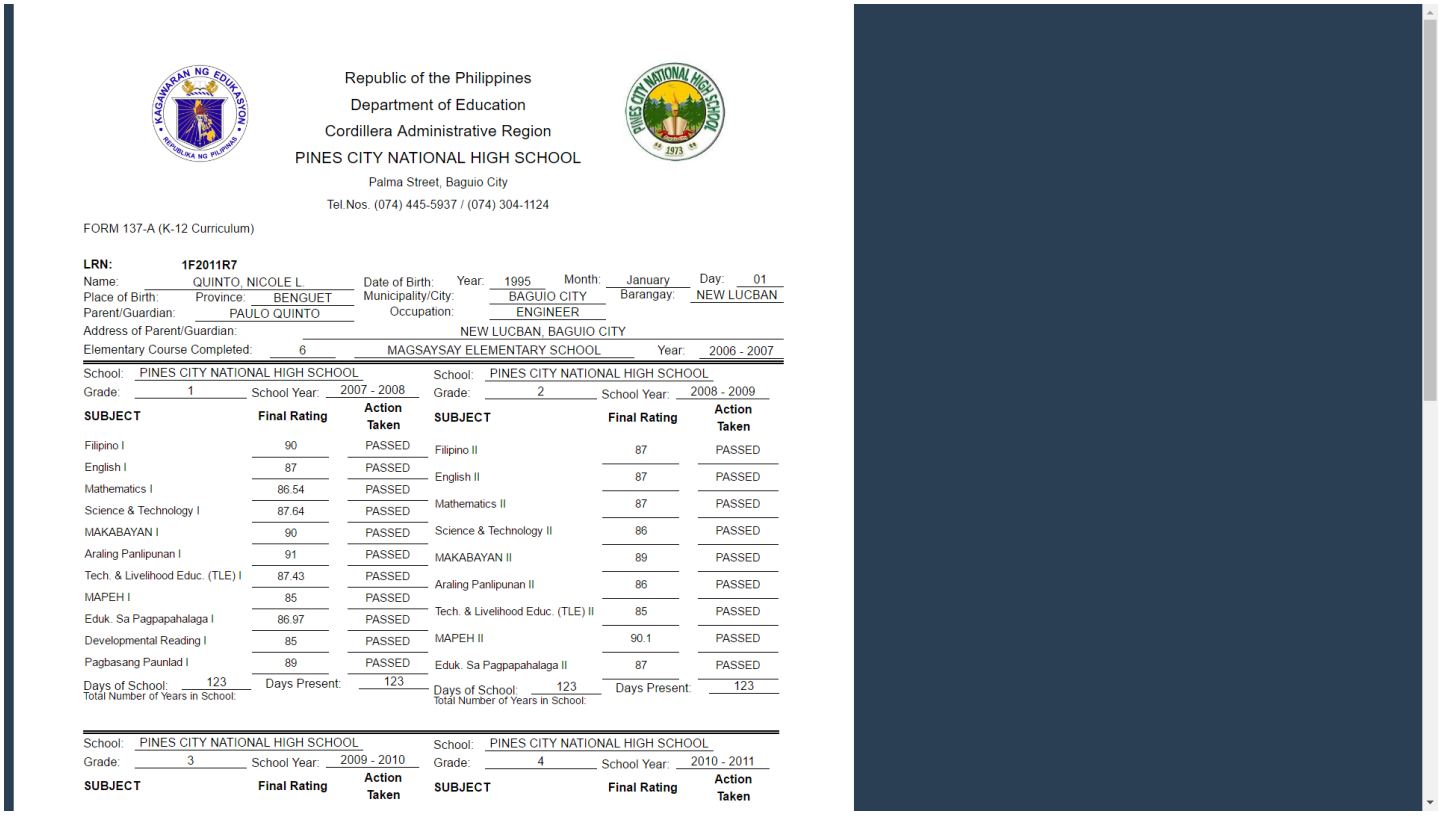


Figure 26. Generate Form 137-A



Republic of the Philippines
Department of Education
Cordillera Administrative Region
PINES CITY NATIONAL HIGH SCHOOL
Palma Street, Baguio City
Tel.Nos. (074) 445-5937 / (074) 304-1124

FORM 137-A (K-12 Curriculum)

LRN: 1F2011R7
Name: QUINTO, NICOLE L. Date of Birth: Year: 1995 Month: January Day: 01
Place of Birth: Province: BENGUET Municipality/City: BAGUIO CITY Barangay: NEW LUCBAN
Parent/Guardian: PAULO QUINTO Occupation: ENGINEER
Address of Parent/Guardian: NEW LUCBAN, BAGUIO CITY
Elementary Course Completed: 6 MAGSAYSAY ELEMENTARY SCHOOL Year: 2006 - 2007

School: PINES CITY NATIONAL HIGH SCHOOL
Grade: 1 School Year: 2007 - 2008

SUBJECT	Final Rating	Action Taken
Filipino I	90	PASSED
English I	87	PASSED
Mathematics I	86.54	PASSED
Science & Technology I	87.64	PASSED
MAKABAYAN I	90	PASSED
Araling Panlipunan I	91	PASSED
Tech. & Livelihood Educ. (TLE) I	87.43	PASSED
MAPEH I	85	PASSED
Eduk. Sa Pagpapahalaga I	86.97	PASSED
Developmental Reading I	85	PASSED
Pagbasang Paunlad I	89	PASSED

Days of School: 123 Days Present: 123
Total Number of Years in School:

School: PINES CITY NATIONAL HIGH SCHOOL
Grade: 2 School Year: 2008 - 2009

SUBJECT	Final Rating	Action Taken
Filipino II	87	PASSED
English II	87	PASSED
Mathematics II	87	PASSED
Science & Technology II	86	PASSED
MAKABAYAN II	89	PASSED
Araling Panlipunan II	86	PASSED
Tech. & Livelihood Educ. (TLE) II	85	PASSED
MAPEH II	90.1	PASSED
Eduk. Sa Pagpapahalaga II	87	PASSED

Days of School: 123 Days Present: 123
Total Number of Years in School:

School: PINES CITY NATIONAL HIGH SCHOOL
Grade: 3 School Year: 2009 - 2010

SUBJECT	Final Rating	Action Taken

School: PINES CITY NATIONAL HIGH SCHOOL
Grade: 4 School Year: 2010 - 2011

SUBJECT	Final Rating	Action Taken

Figure 27. Print Form 137-A

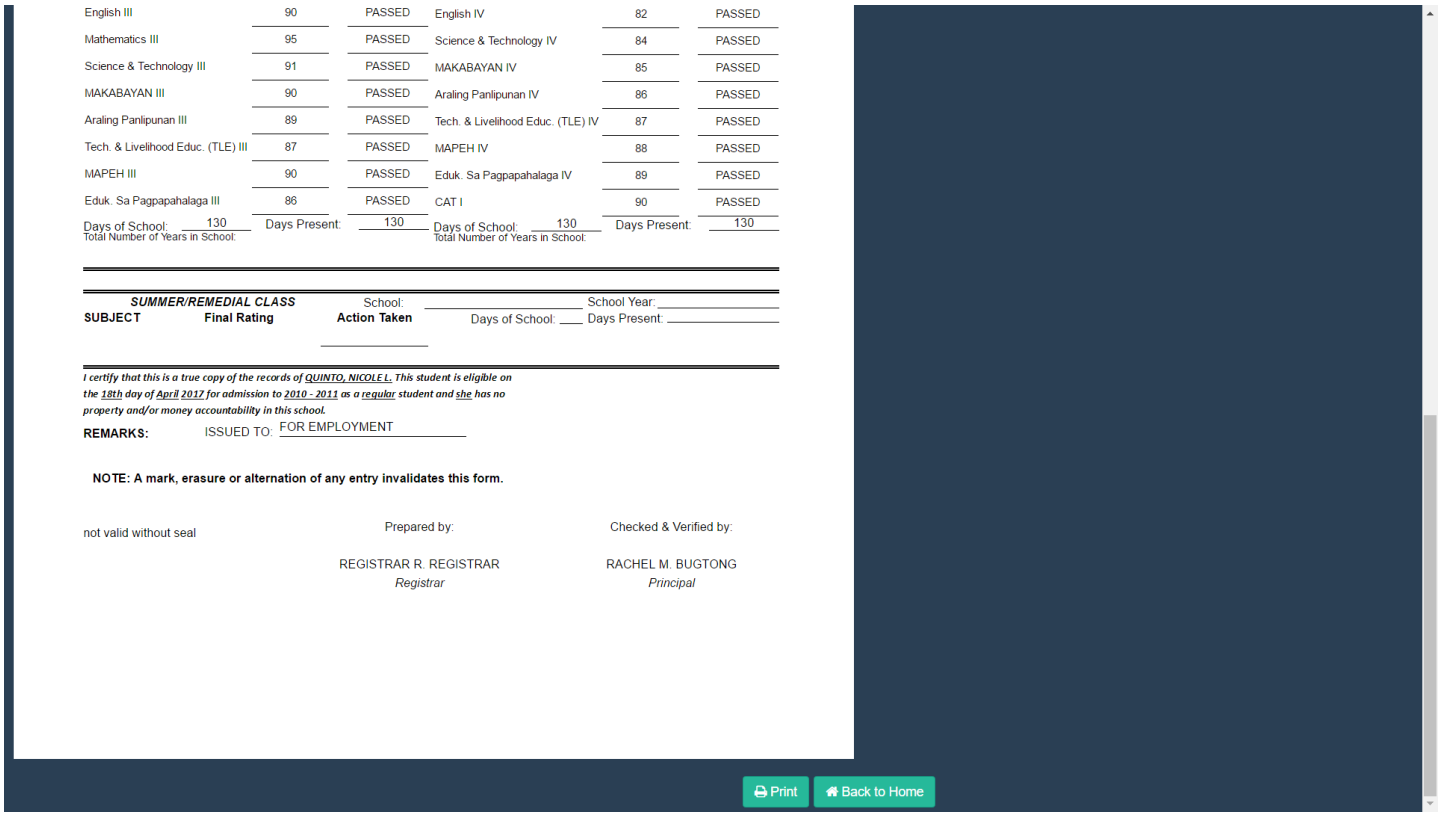


Figure 28. Print Form 137-A

- Diploma Generation Page
  - Directs to the template of the Diploma for printing

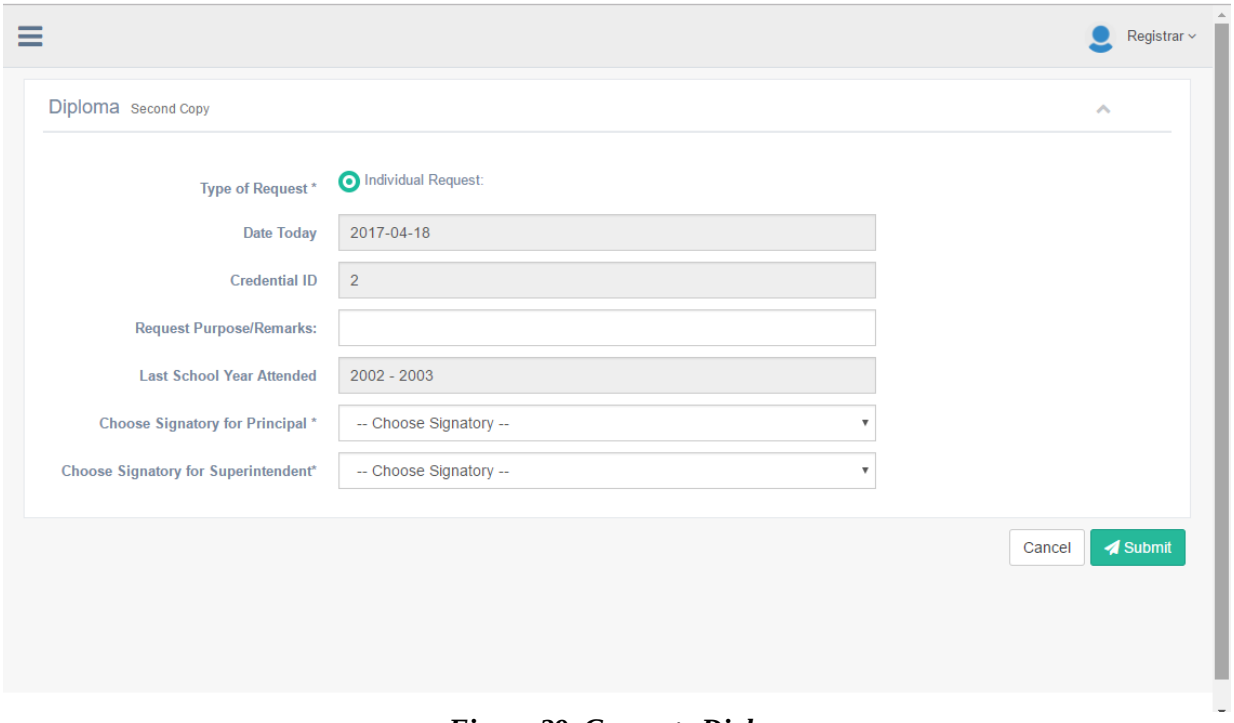


Figure 29. Generate Diploma

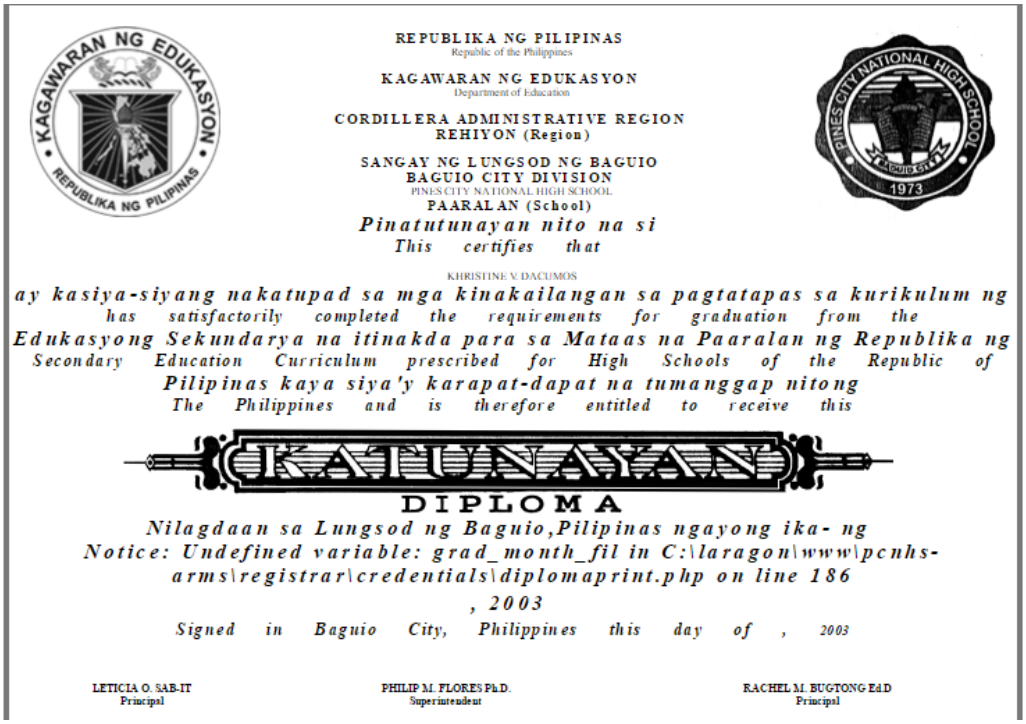


Figure 30. Print Diploma

- Other Credential Generation page
  - Redirects to Unclaimed Credentials
  - Other credentials follow the process as shown in the Figures 30 to 35 until it is considered as a Released Credential

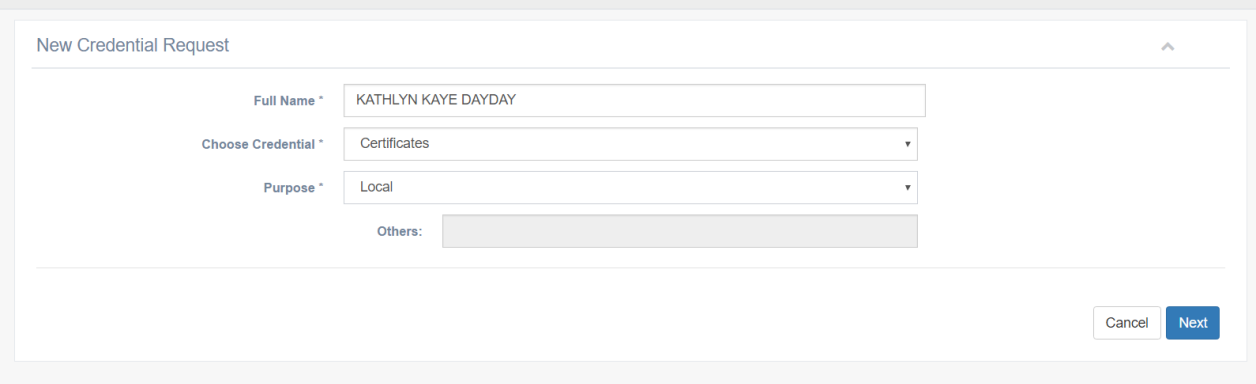


Figure 31. Generate Other Credential

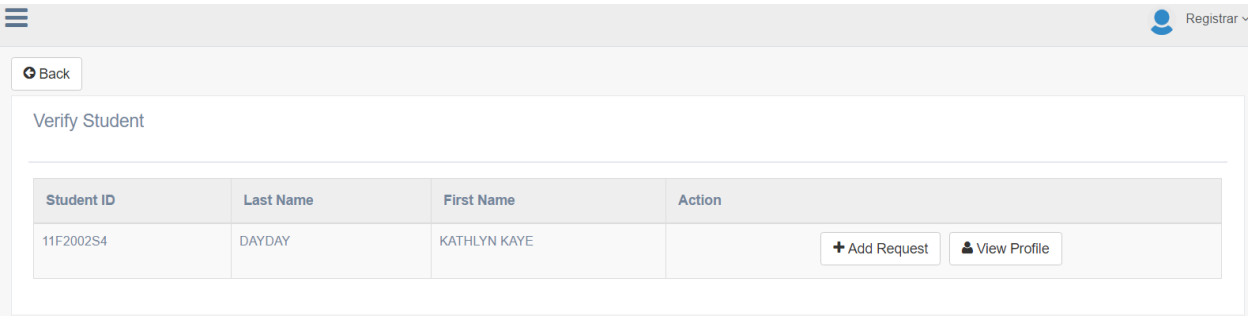


Figure 32. Verify Request

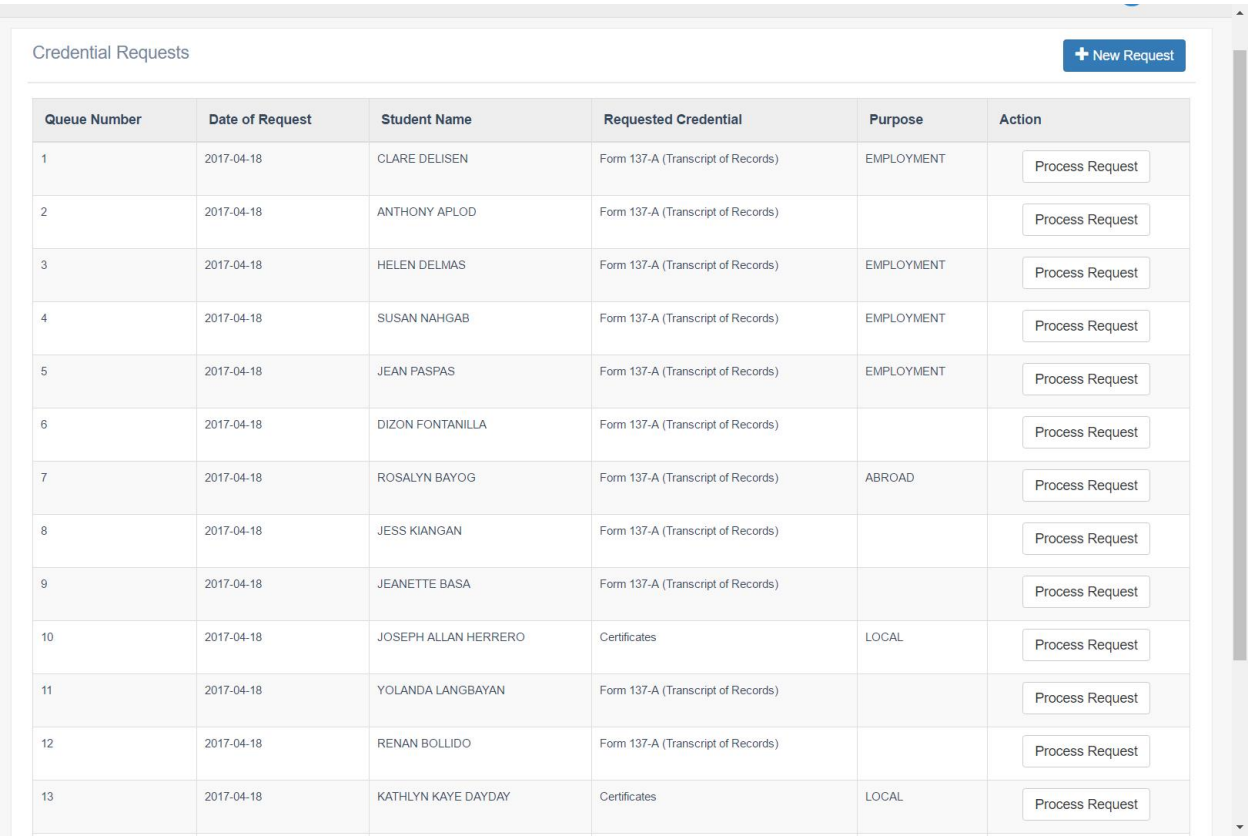


Figure 33. Process Request

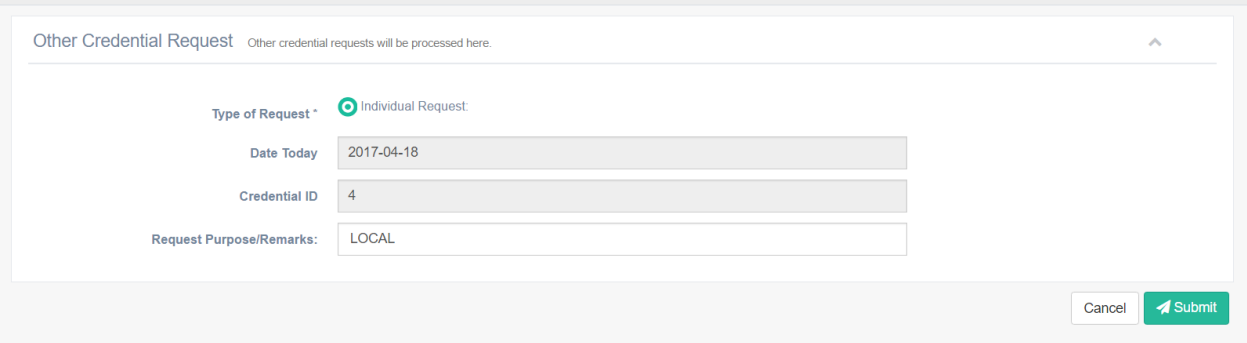


Figure 34. Submit Request

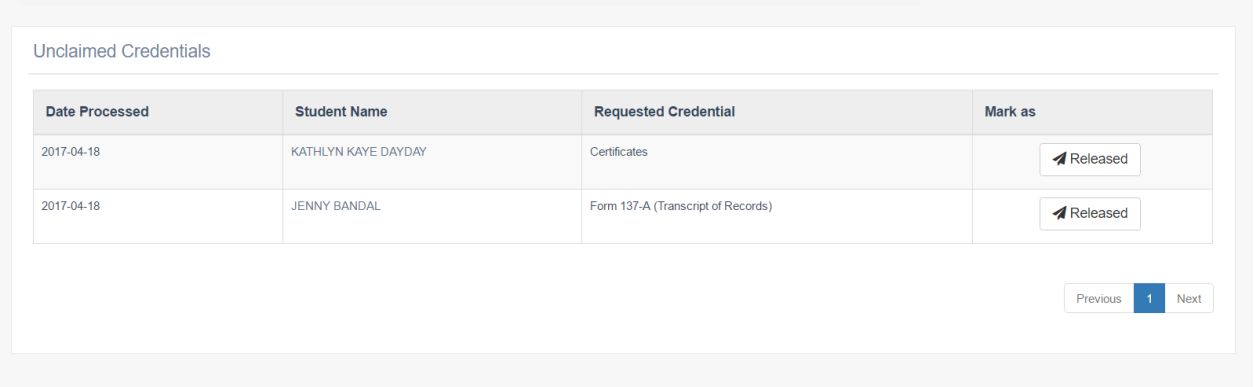


Figure 35. Other Credential as Unclaimed

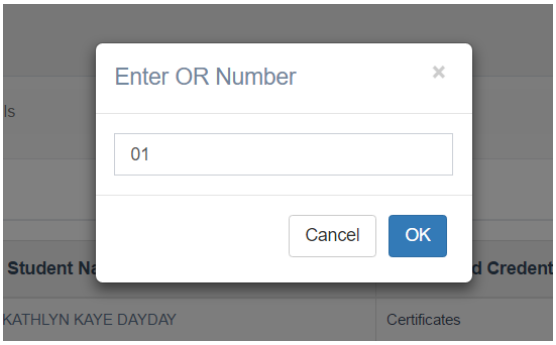


Figure 36. OR Number Input

4.3.3 Student Management

The Student Management Menu contains the links Add Student Record and Student List.

4.3.3.1 Add Student Record

Figure 36 and Figure 37 shows the page where a student record is added. In the lower part of the page, Buttons such as:

- Generate Credential – enables the registrar to generate a credential

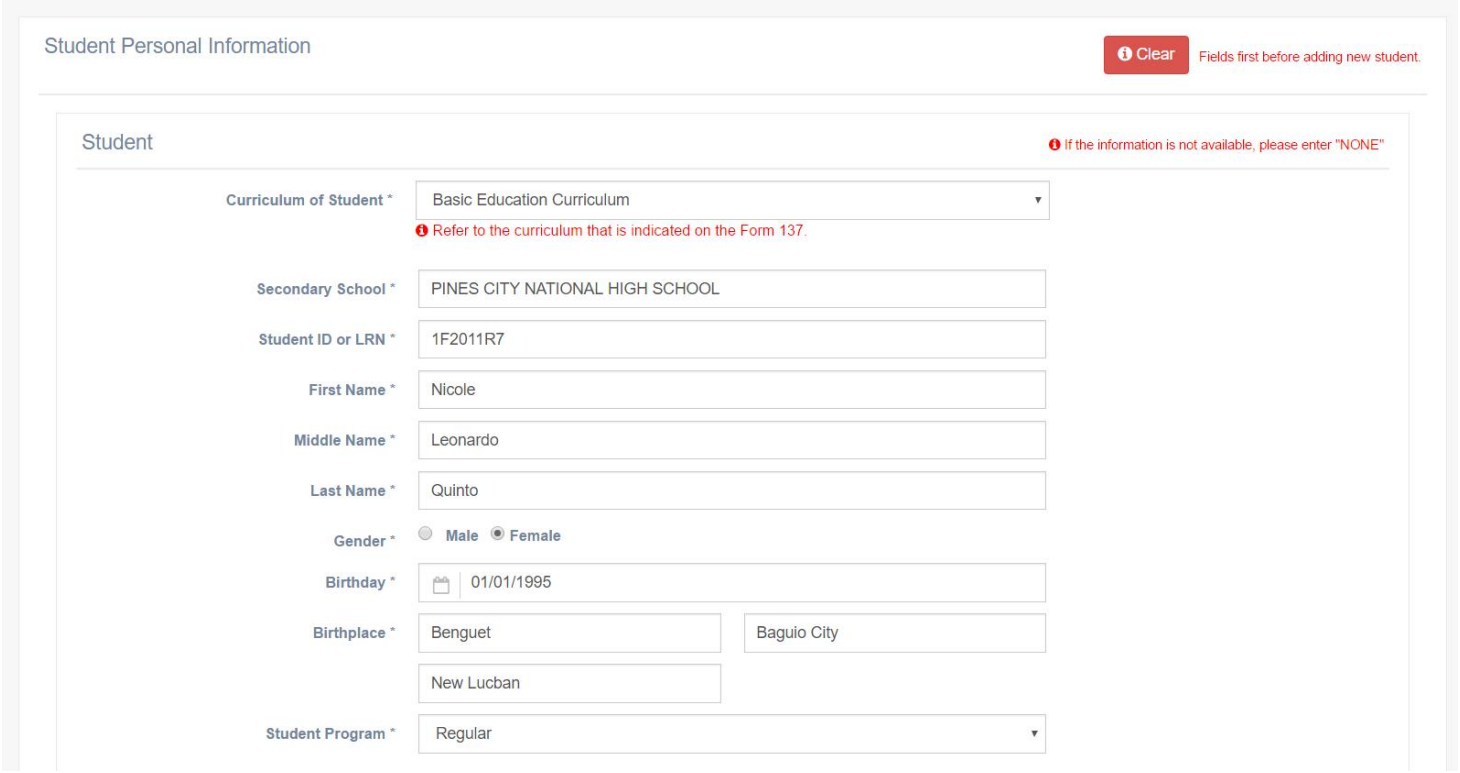


Figure 37. Add Student

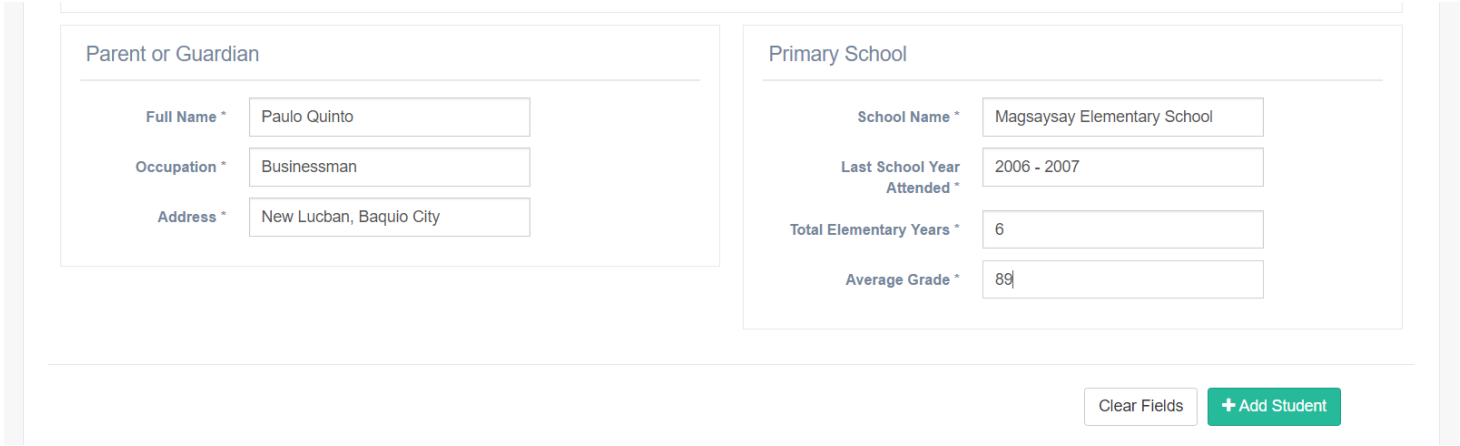


Figure 38. Add Student

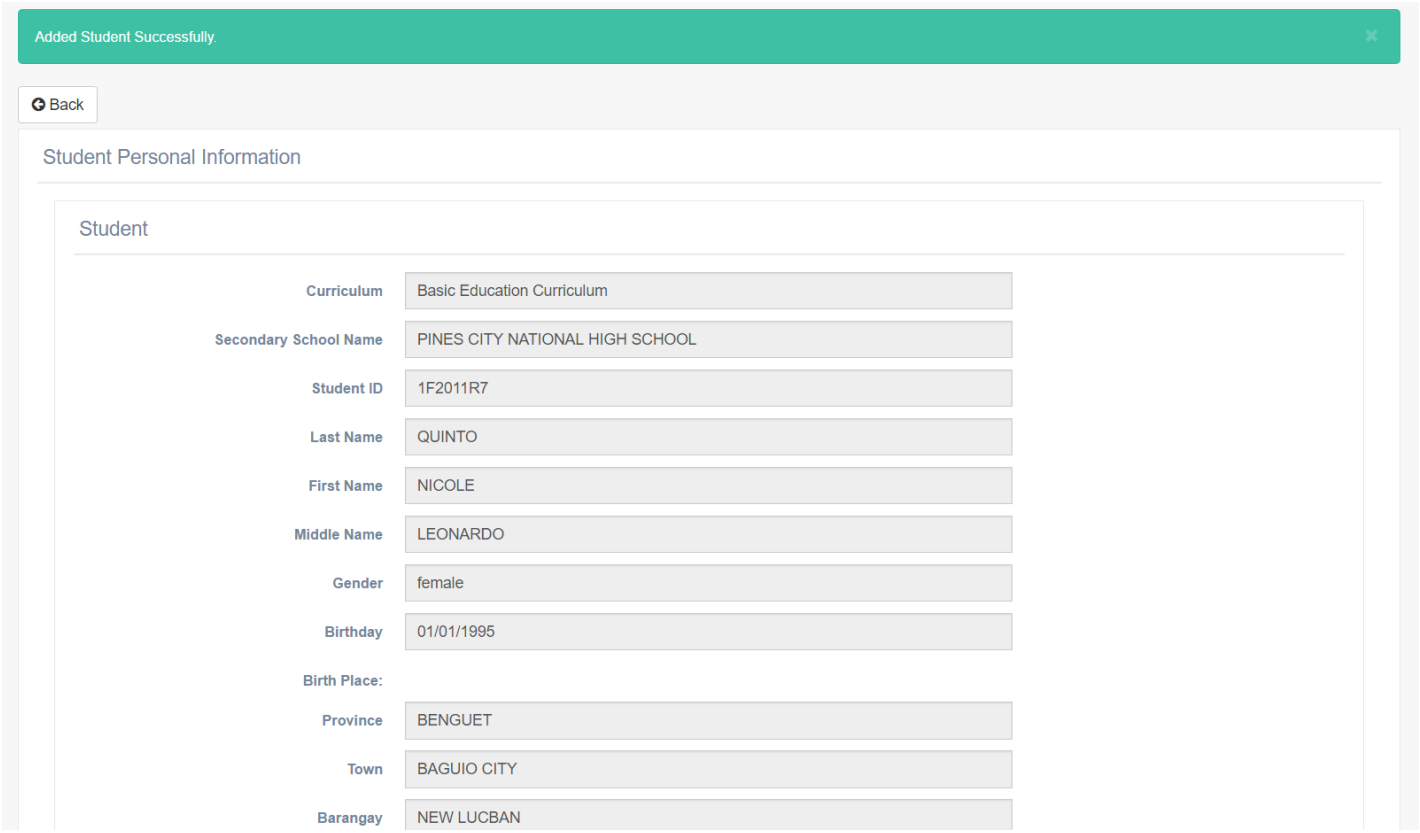


Figure 39. Added Student Successfully

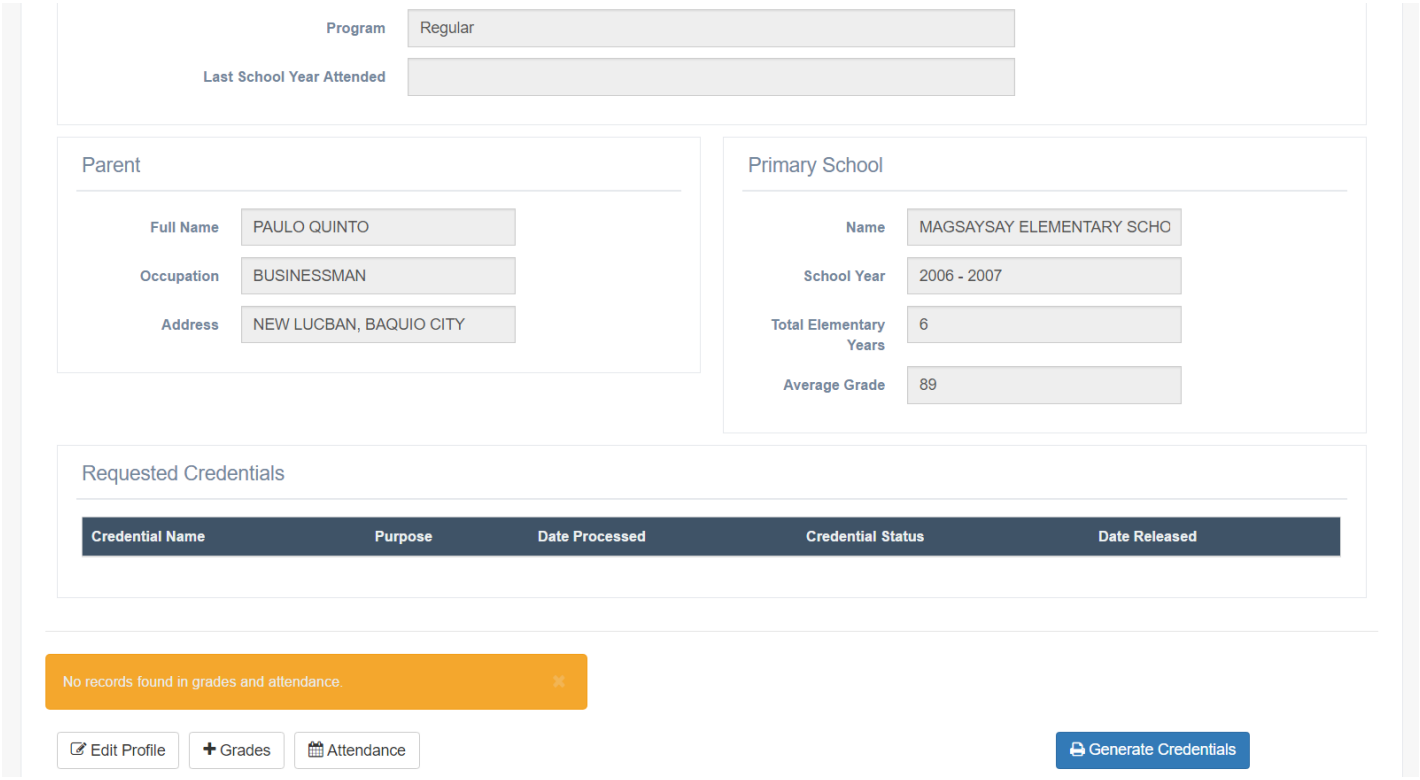


Figure 40. Added Student Successfully

- Edit – enables the registrar to edit the student's data

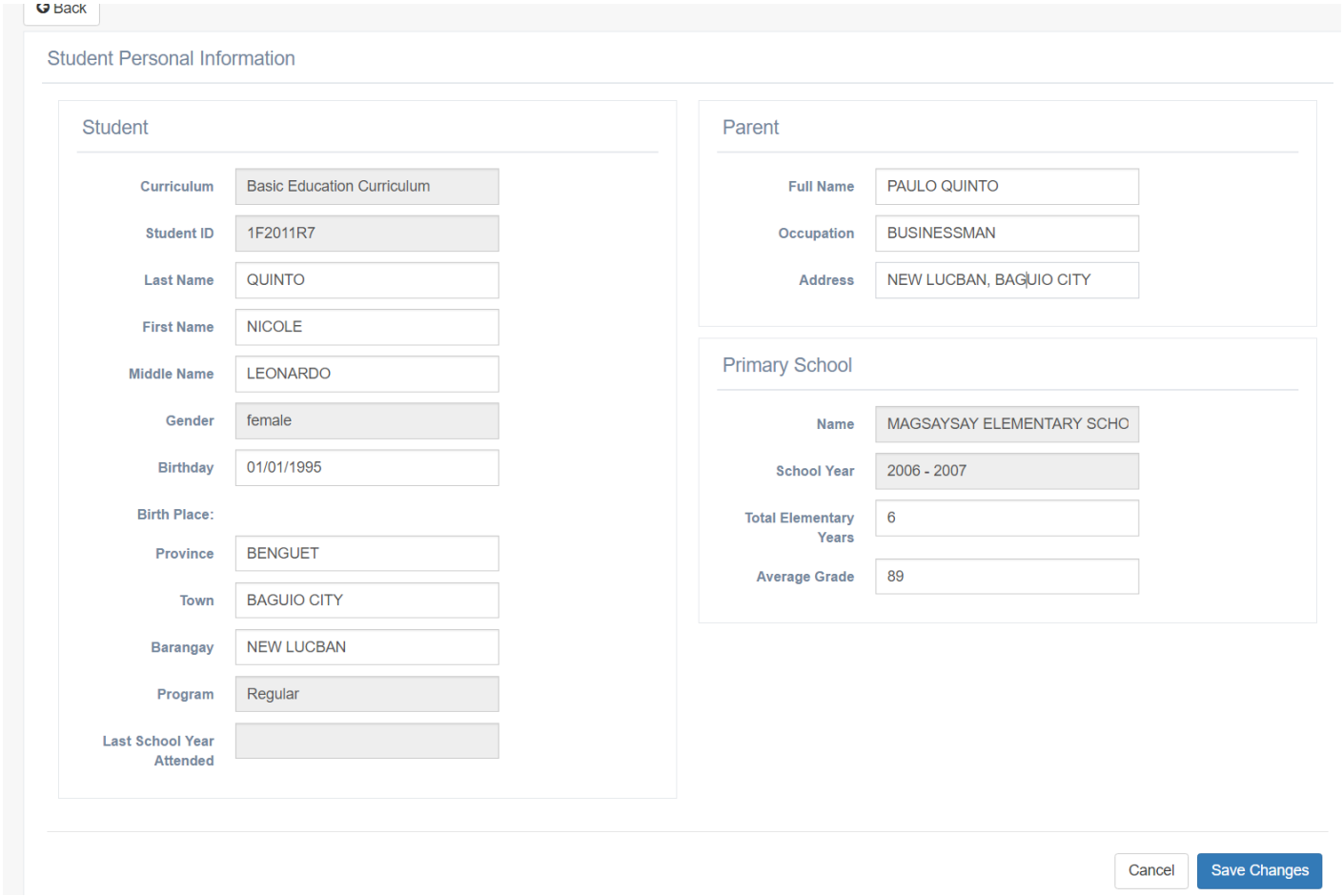


Figure 41. Edit Student Record

- Add (+) Grades – a facility for the registrar to add grades of a student (includes other subjects)

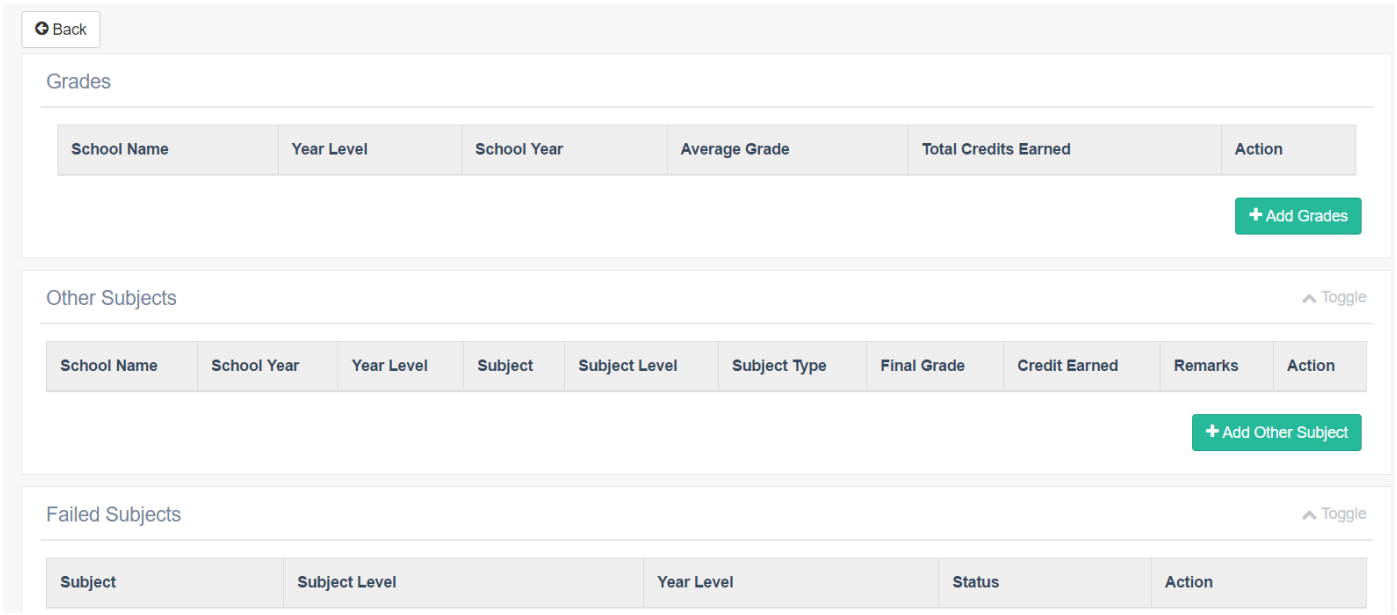


Figure 42. Add Grades

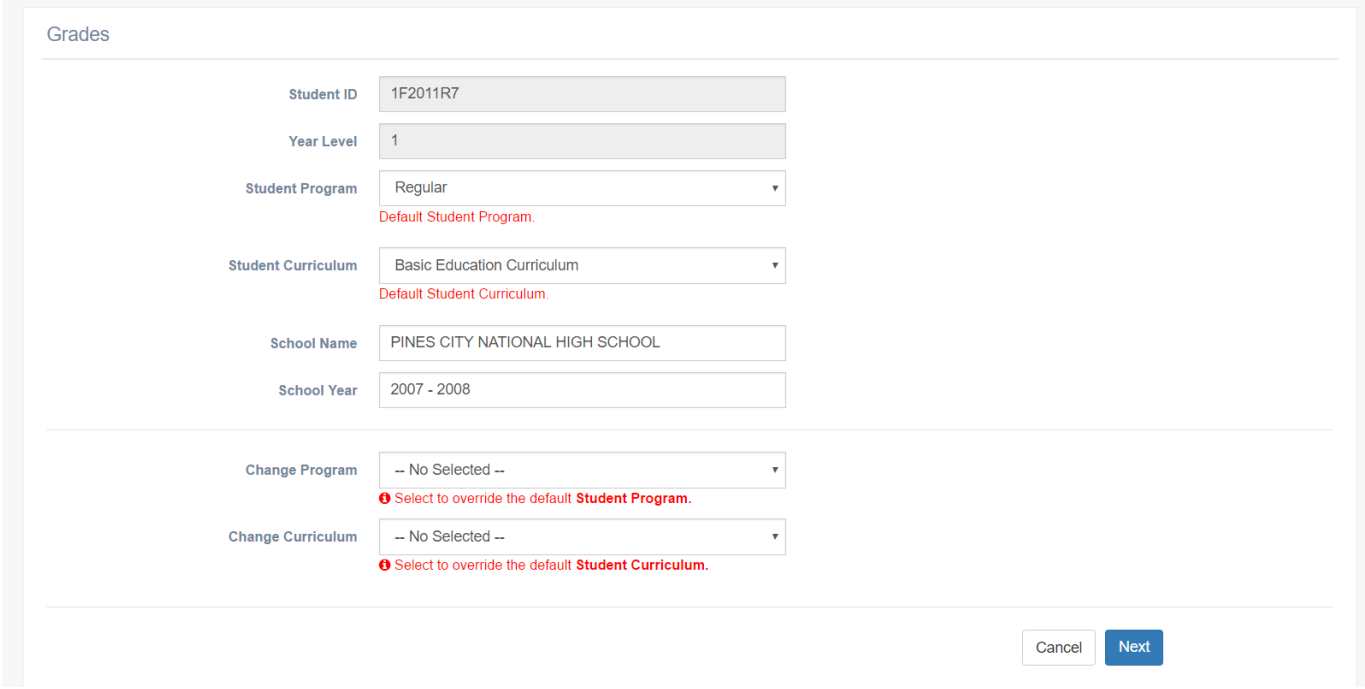


Figure 43. Add Grades

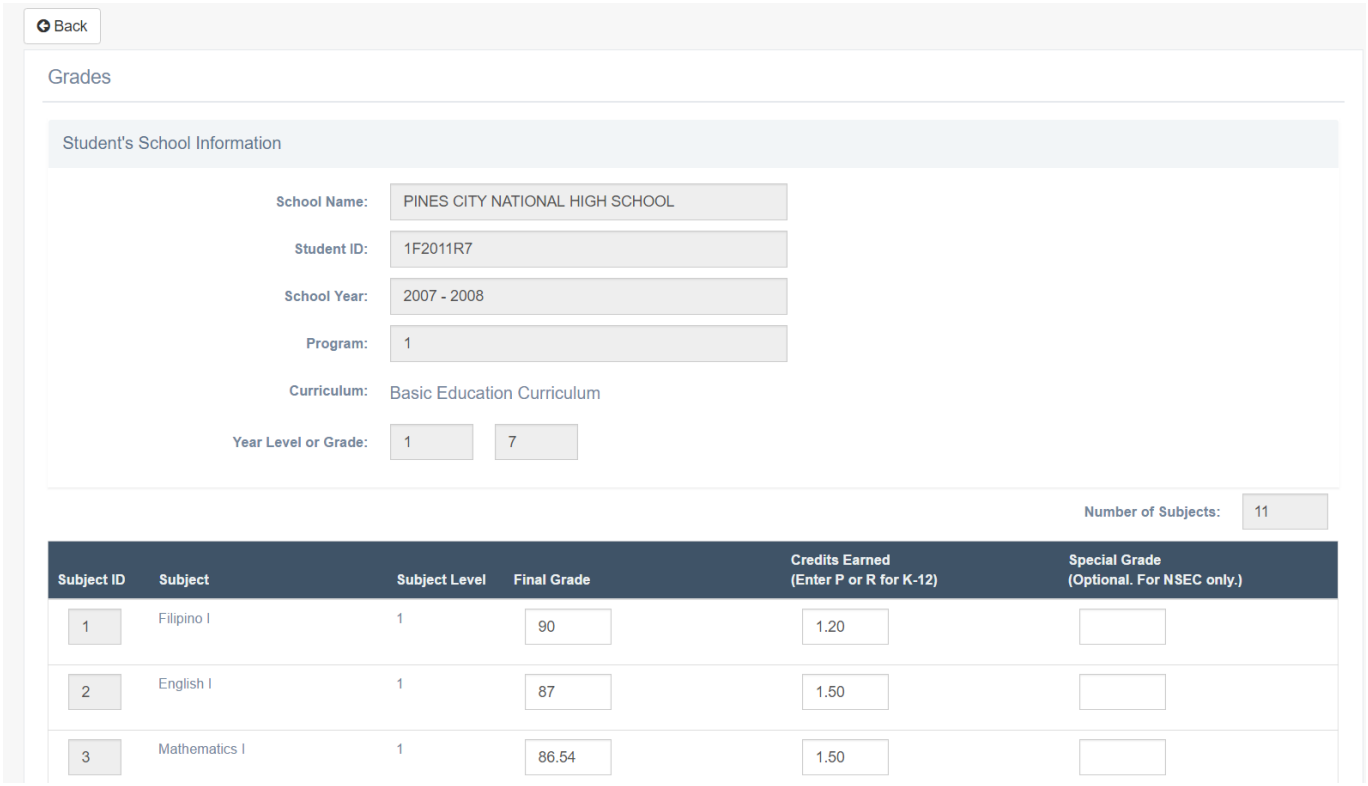


Figure 44. Add Grades

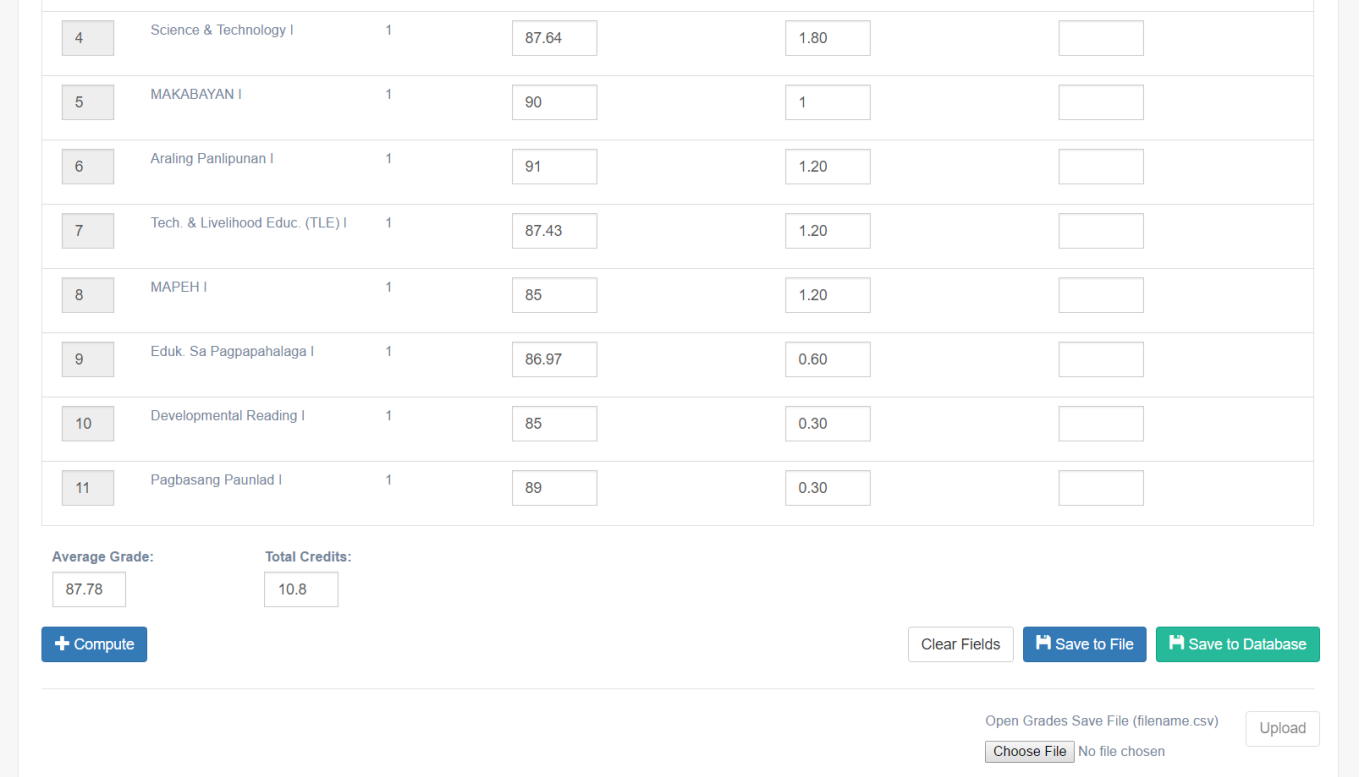


Figure 45. Add Grades

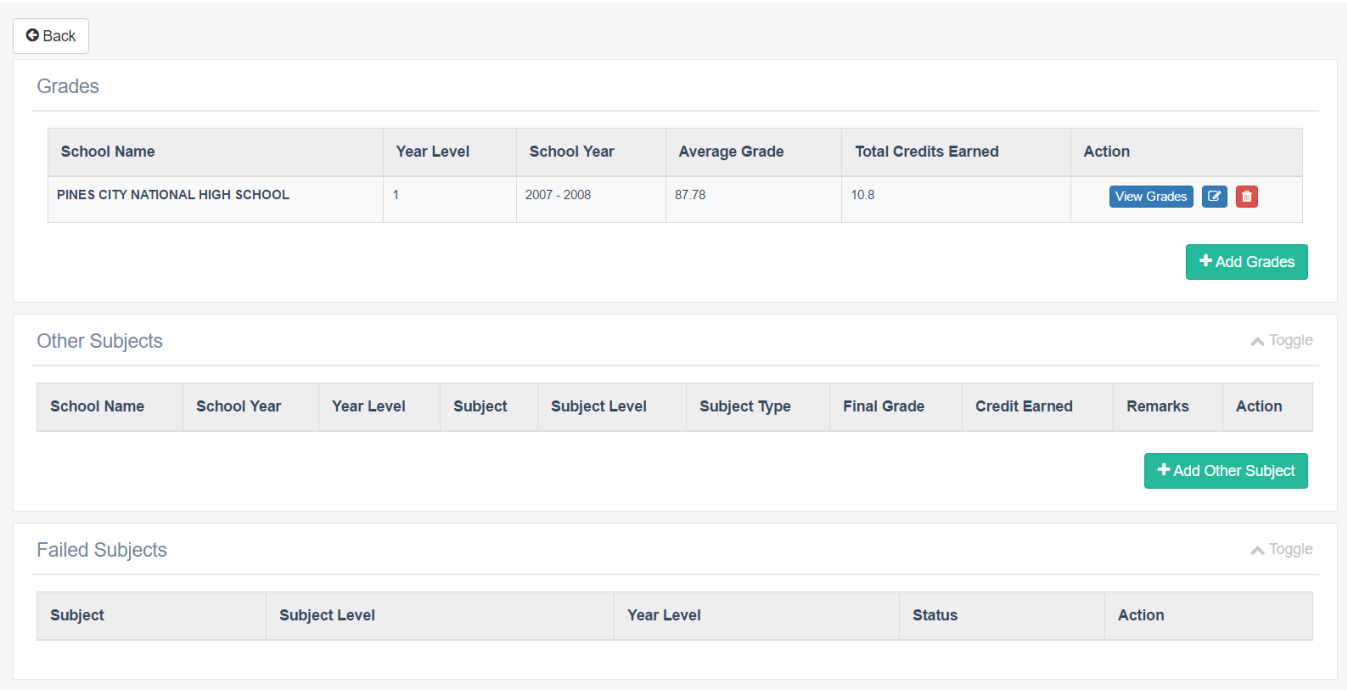


Figure 46. Grades added for a Year Level

Figure 47. Grades added for all Year Levels

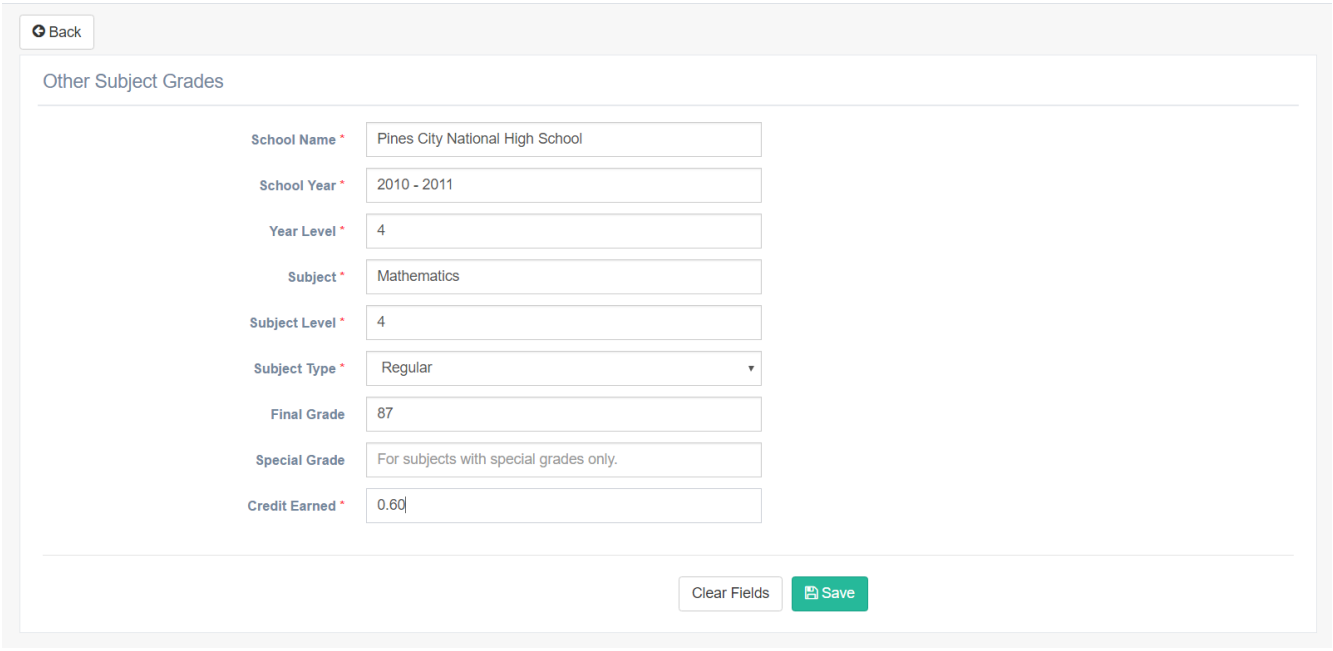


Figure 48. Add other subject grades

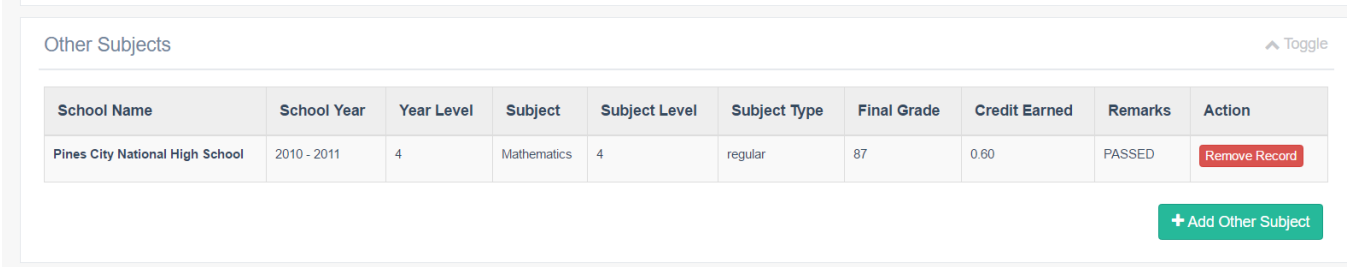


Figure 49. Added other subject grades

- Add (+) Attendance – a facility for the registrar to add attendance data of the student

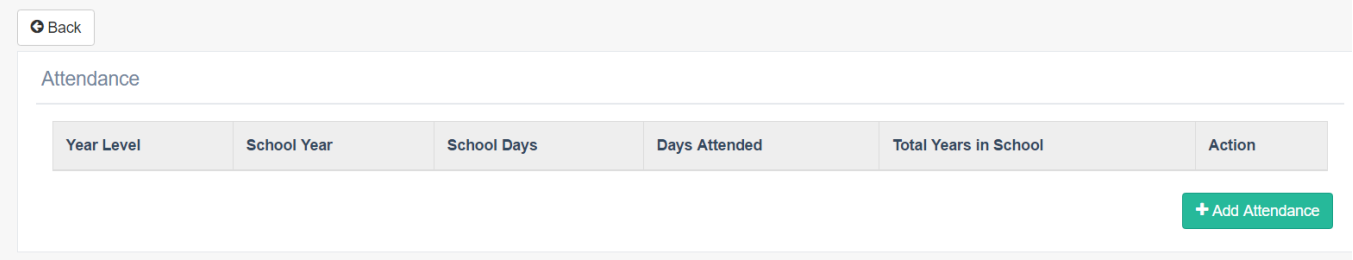


Figure 50. Attendance Table

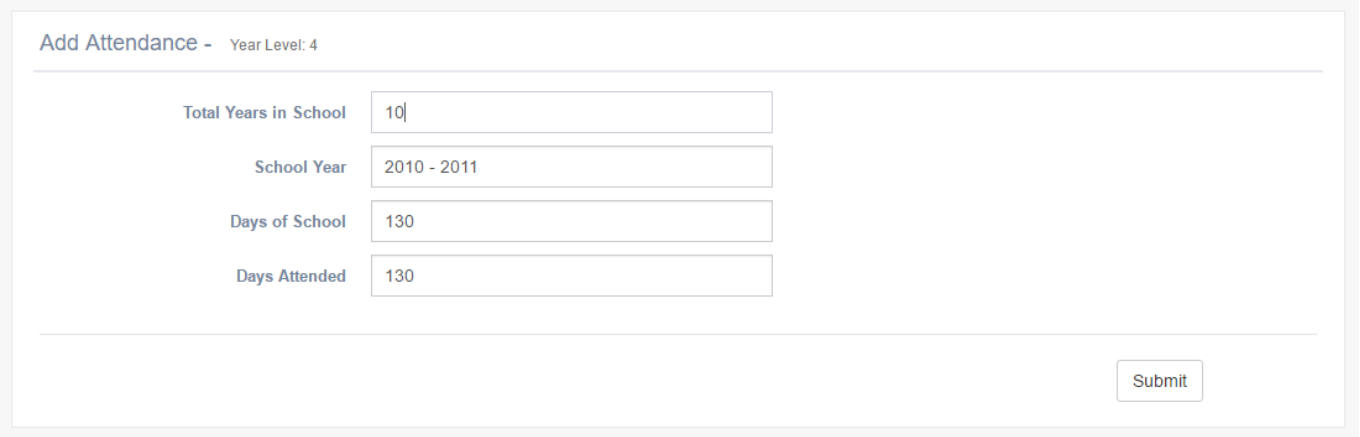


Figure 51. Added Attendance

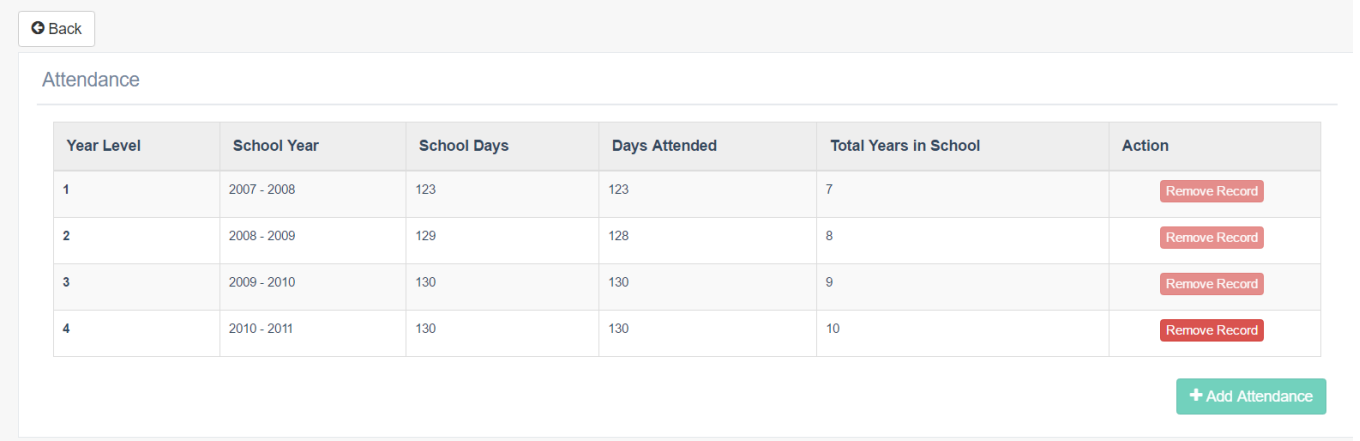


Figure 52. Added Attendance for all Year Levels

4.3.3.2 Student List

This page shows the list of the students in a form of a table which has the columns:

- Student ID
- Last Name
- First Name
- Middle Name

- Curriculum
- Date Modified
- Action – contains the button "View" which redirects the user to that student's record/information (Figure 52)

This page also has the search facility for the student's last name, first name or curriculum. And the search number of entries facility to limit the number of rows shown in the table.

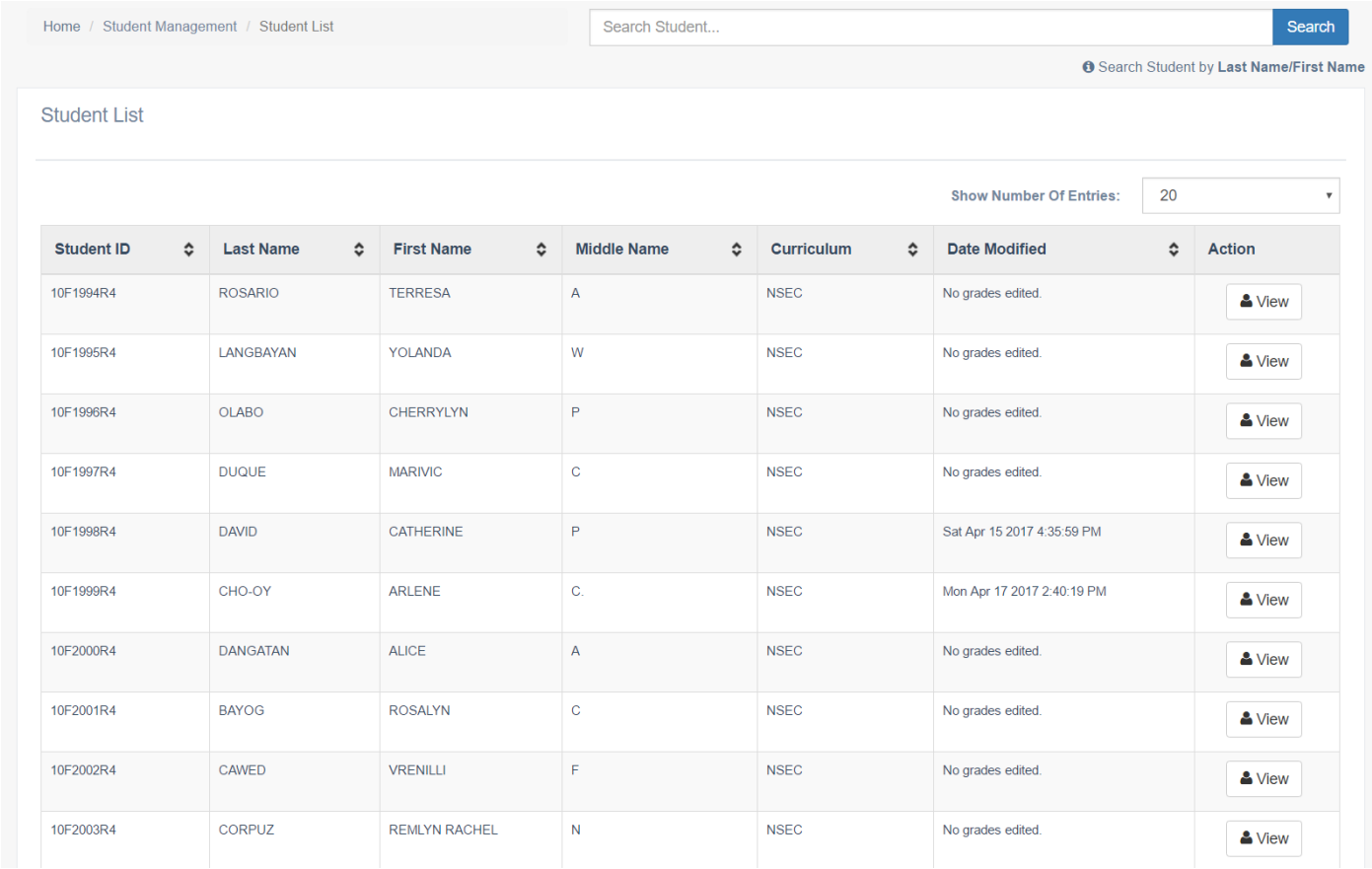


Figure 53. Student List

4.3.4 School Management

This menu shows the submenus Curriculum, Student Subjects, Student Programs, and Credentials.

4.3.4.1 Curriculum

This page provides the table containing the columns:

- Curriculum ID
- Curriculum Code
- Curriculum Name
- Year Started
- Year Ended
- Action – where the "Edit" button is placed.

- The “Edit” button directs to the editing page of the credential information. Below is the Editing page for the credential.

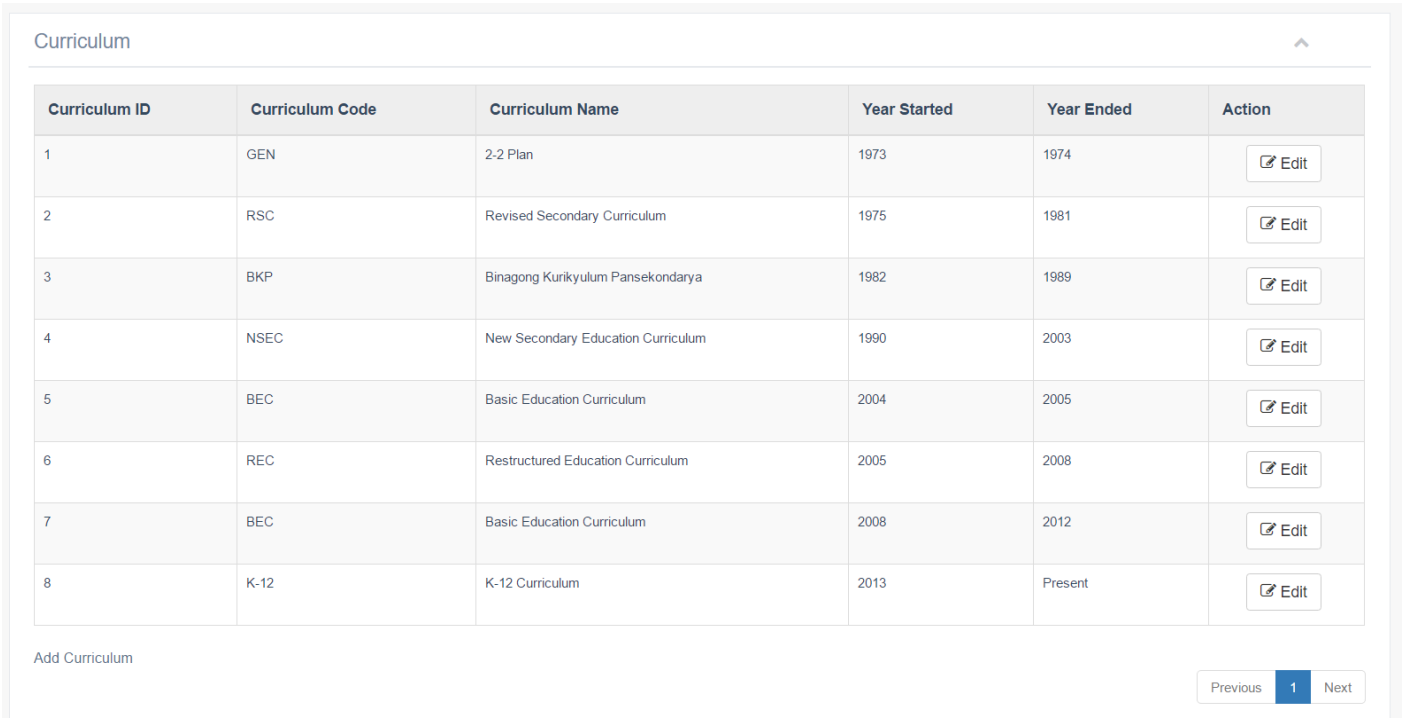


Figure 54. Curriculum

The Curriculum page also has an Add Curriculum which directs to the page shown in Figure 54.

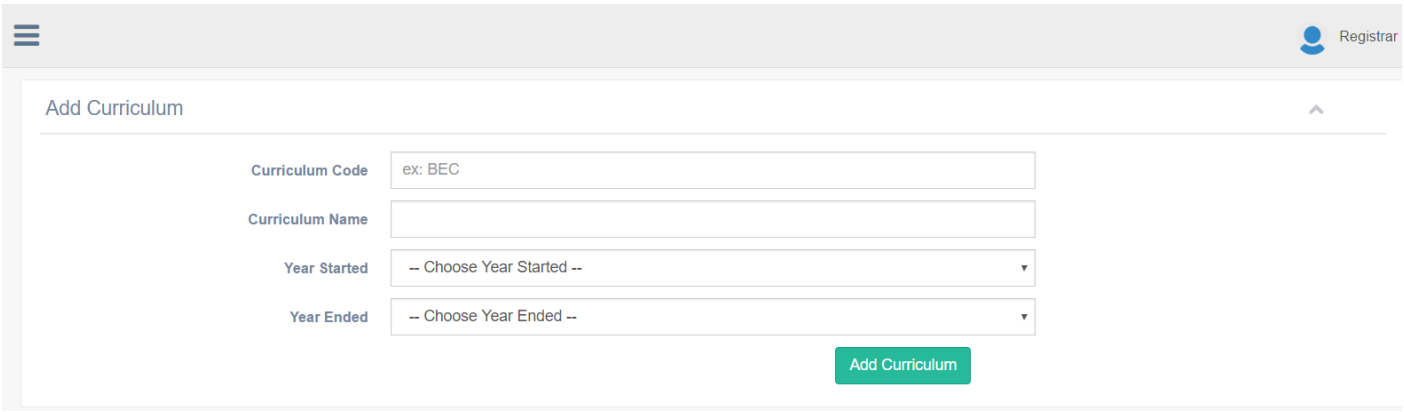


Figure 55 Add Curriculum

4.3.4.2 Student Subjects

This page shows the list of past subjects that were offered in the school and the present subjects that are currently offered. The subjects are listed in a table with the following columns:

- Subject Name
- Subject Level
- Curriculum
- Program

Each Subject is categorized by which subject level, curriculum, and program it belongs to. This page also has filtering by curriculum and/or program facilities.

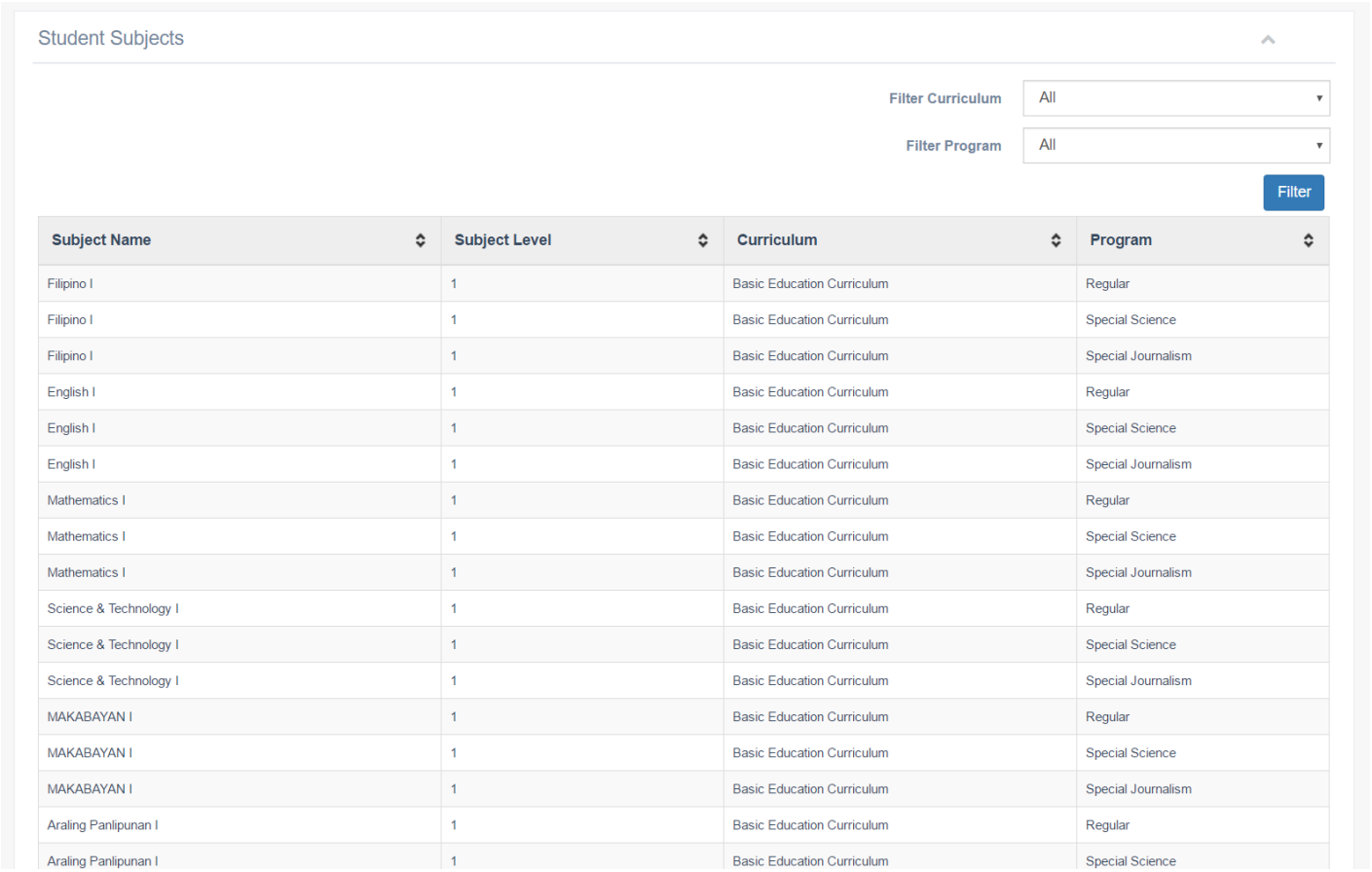


Figure 56. Student Subjects

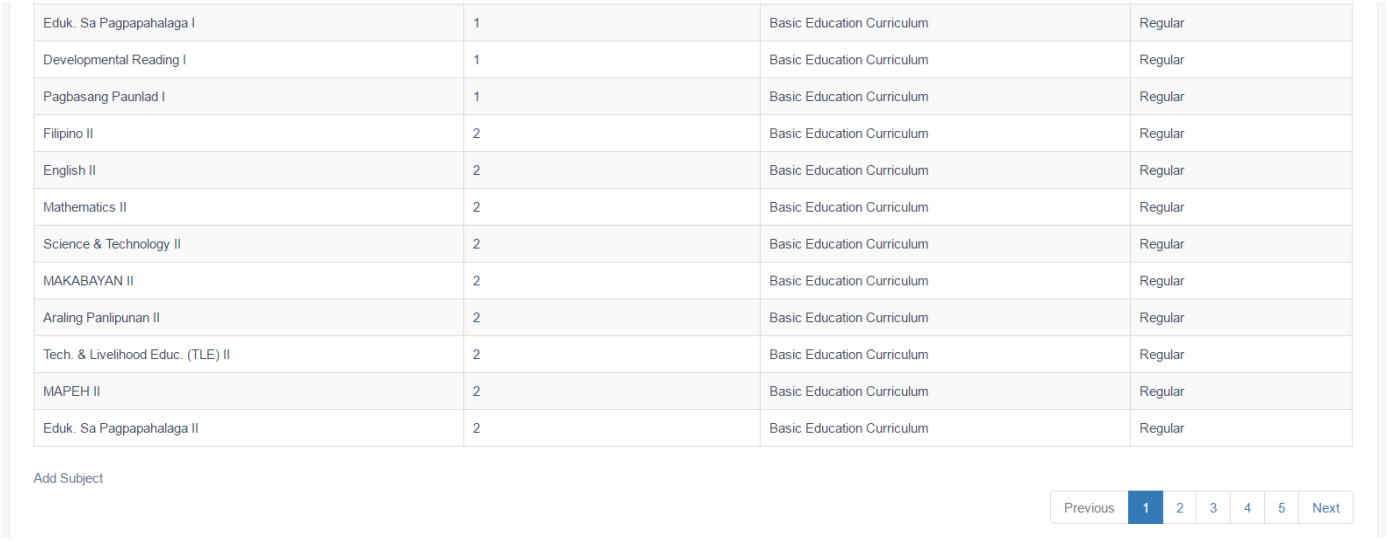


Figure 57. Student Subject List

The adding of subjects can also be done through the "Add Subject" in the lower part of the page. This goes to the adding page shown at Figure 57.

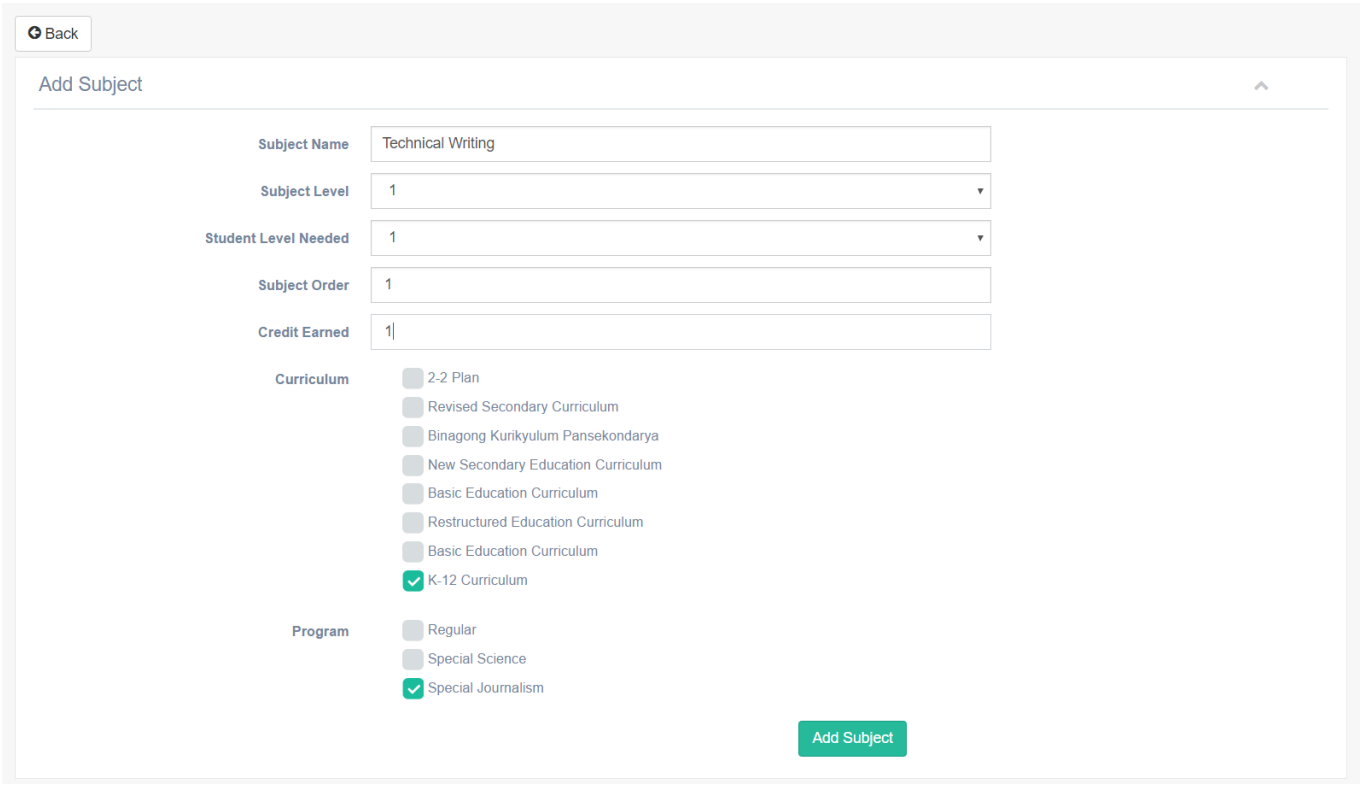


Figure 58. Add Student Subject

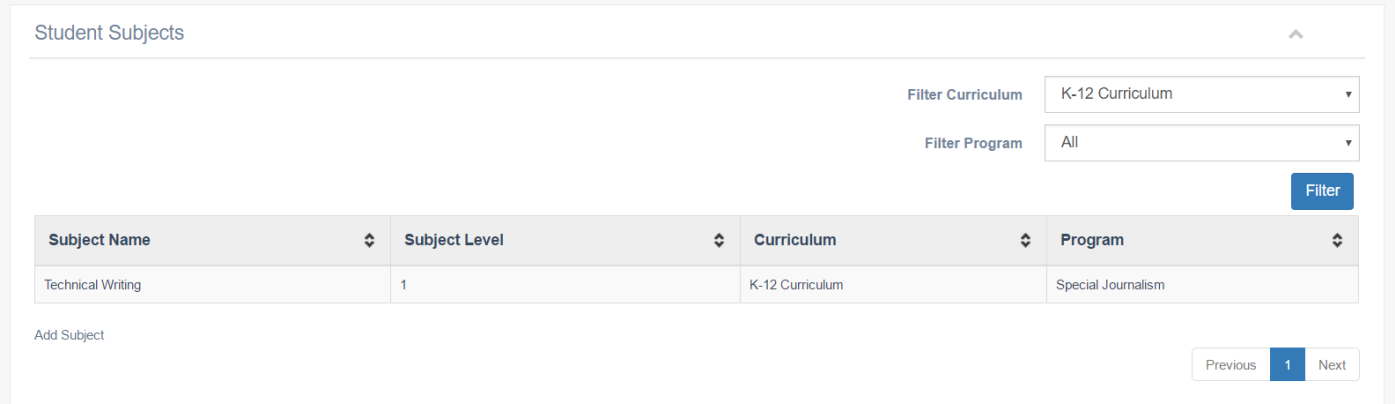


Figure 59. Added Subject

4.3.4.3 Student Programs

The Student Programs page provides the table of Student Programs that has columns:

- Program ID
- Program Name

Addition of new programs can also be done through the "Add Program" as shown in Figure 60.

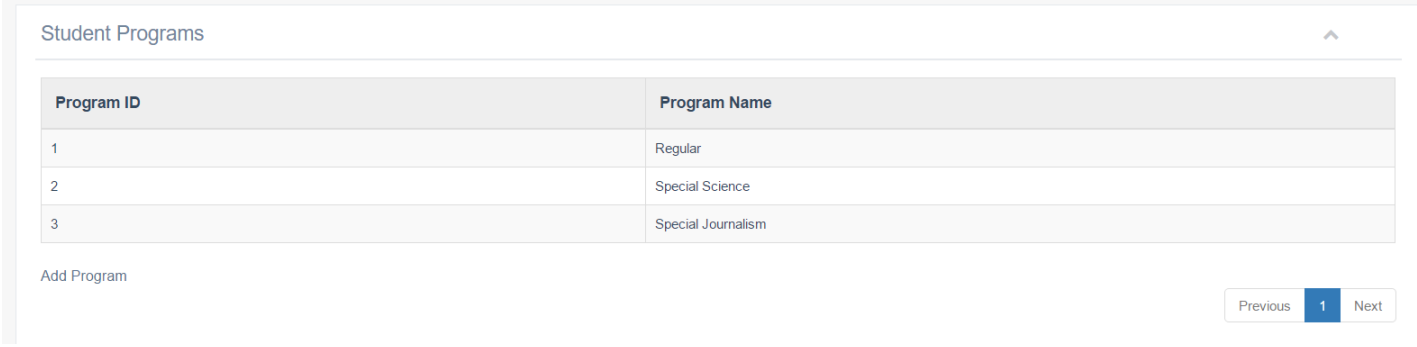


Figure 60. Student Programs

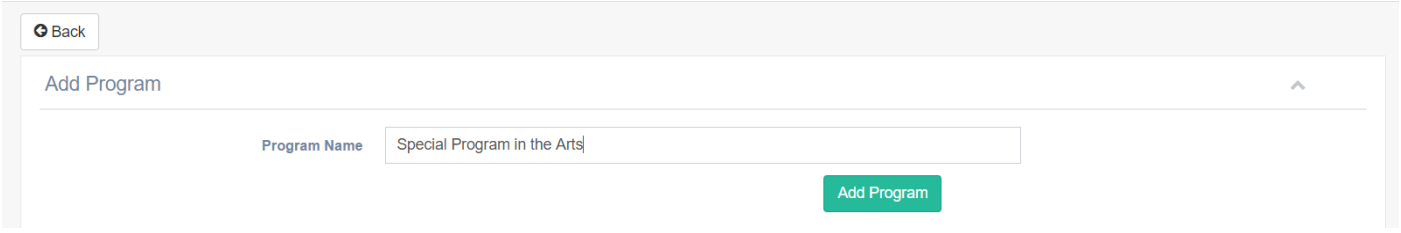


Figure 61. Add Student Program

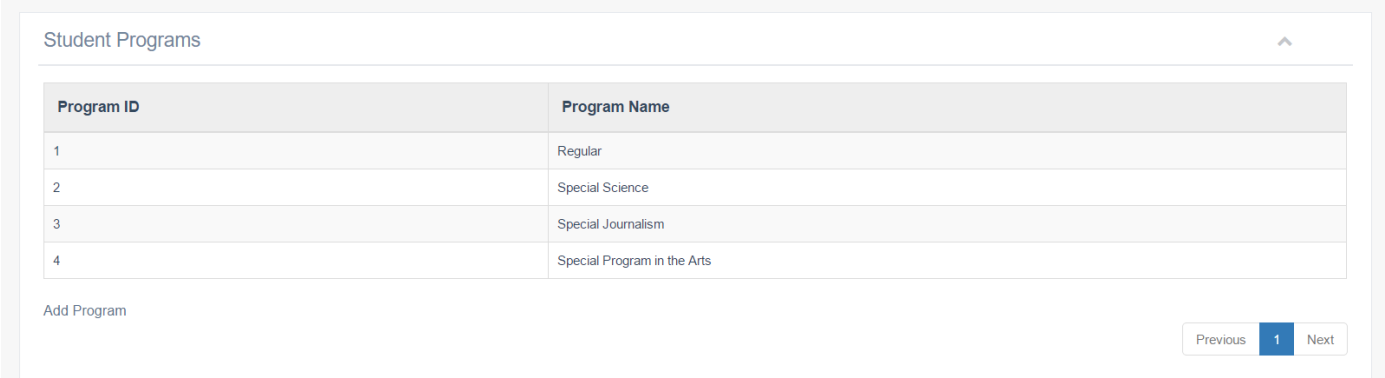


Figure 62. Added Student Program

4.3.4.4 Credentials

The Credentials page lists the Credentials that can be requested. In the table of credentials, the following columns are indicated:

- Credential ID
- Credential Name
- Price
- Action – has the button "Edit" for editing the credential information and will be redirected to the page for editing of the credential. Below is the editing page for the credential as shown in Figure 63. A new credential can also be added by clicking the "Add Credential" in the lower part of the page and as shown in the Figure 64.

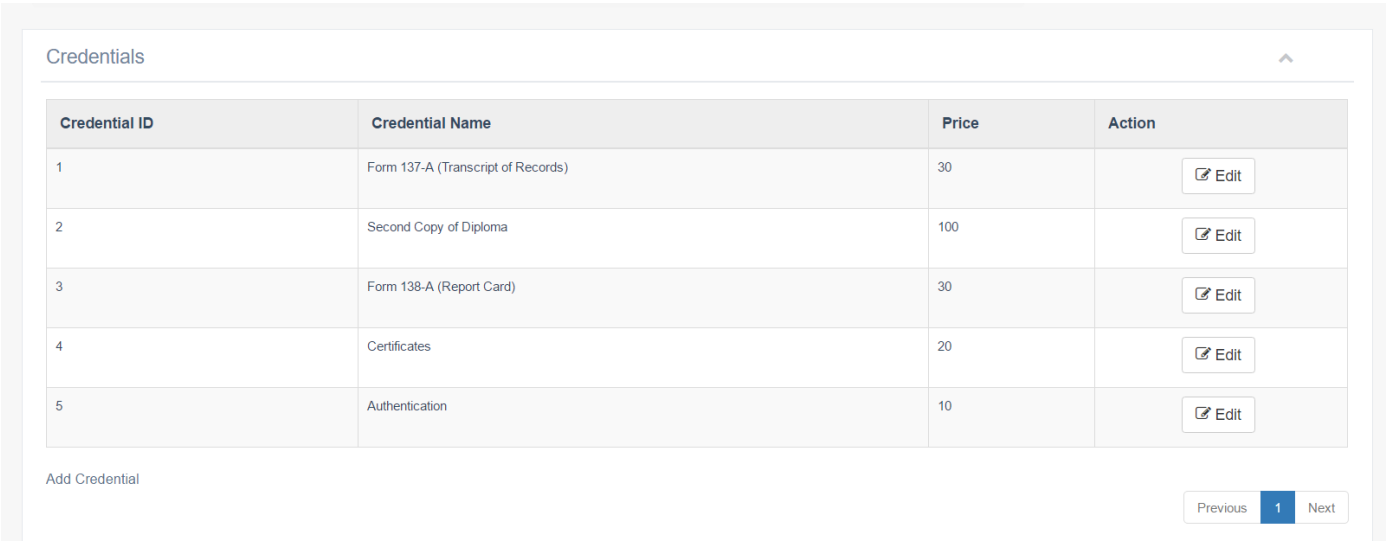


Figure 63. Credentials

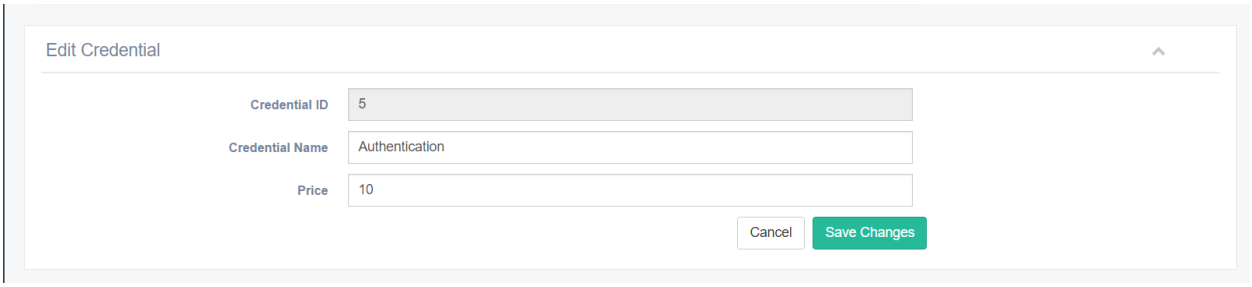


Figure 64. Edit Credentials

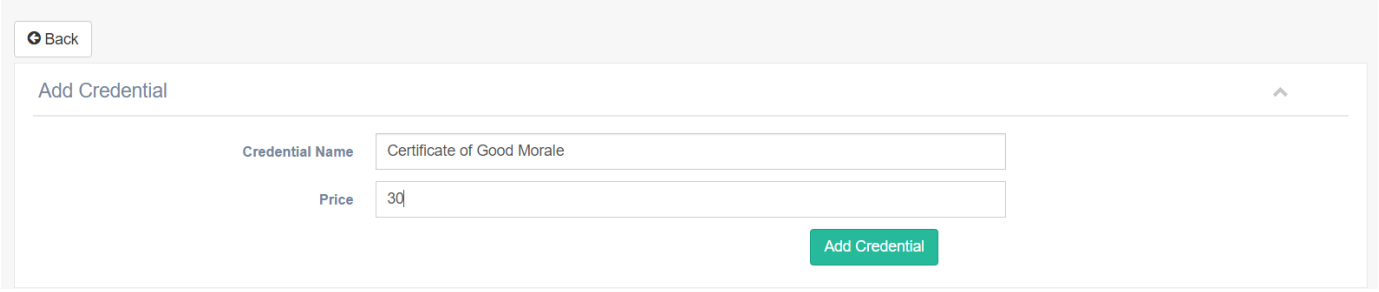


Figure 65. Add Credential

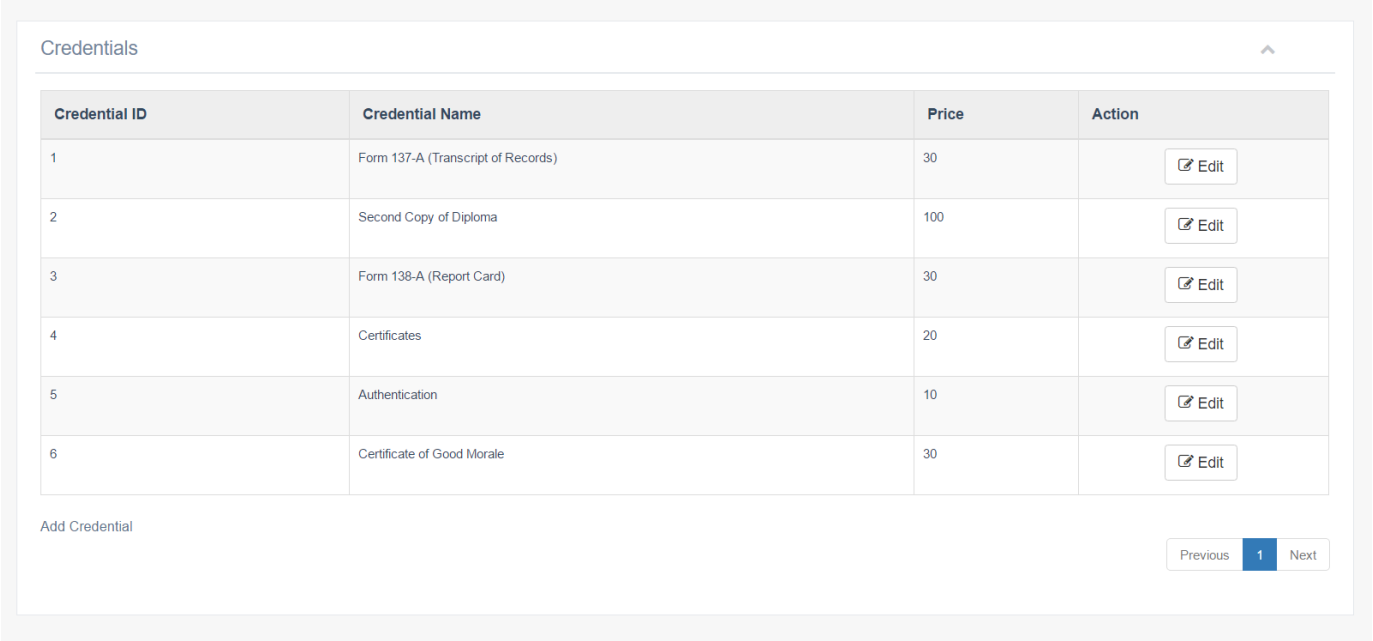


Figure 66. Added Credential

4.3.5 Credential Status

This menu contains the submenus Unclaimed Credentials and Released Credentials.

4.3.5.1 Unclaimed Credentials

This page shows the table of unclaimed credentials. The table has columns:

- Date Processed
- Student Name
- Requested Credential
- Mark as – where the "Released" button is placed to make the credential a released credential.

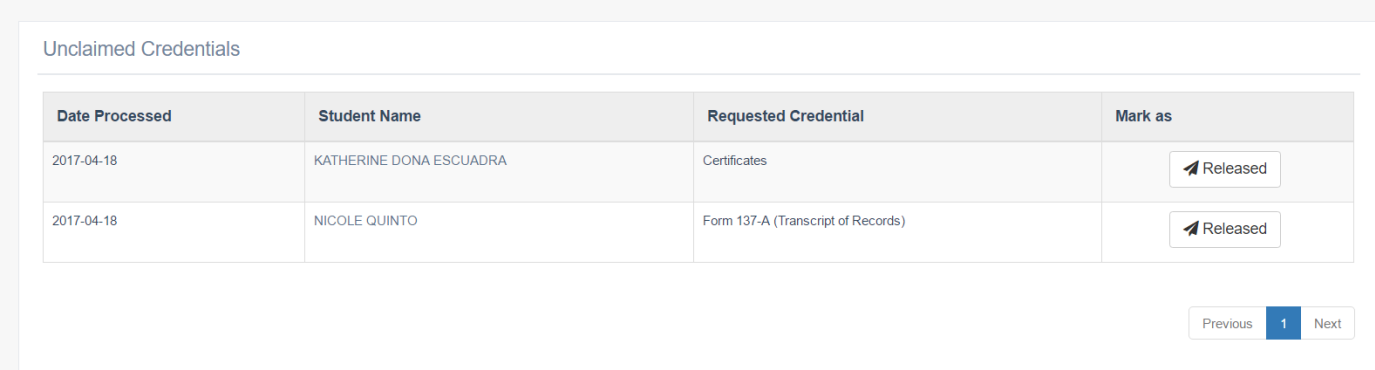


Figure 67. Unclaimed Credentials

4.3.5.2 Released Credentials

From the unclaimed credentials, once marked as released, the credentials are shown in the table of released credentials. The table has columns:

- Date Released
- Student Name
- Requested Credential/s

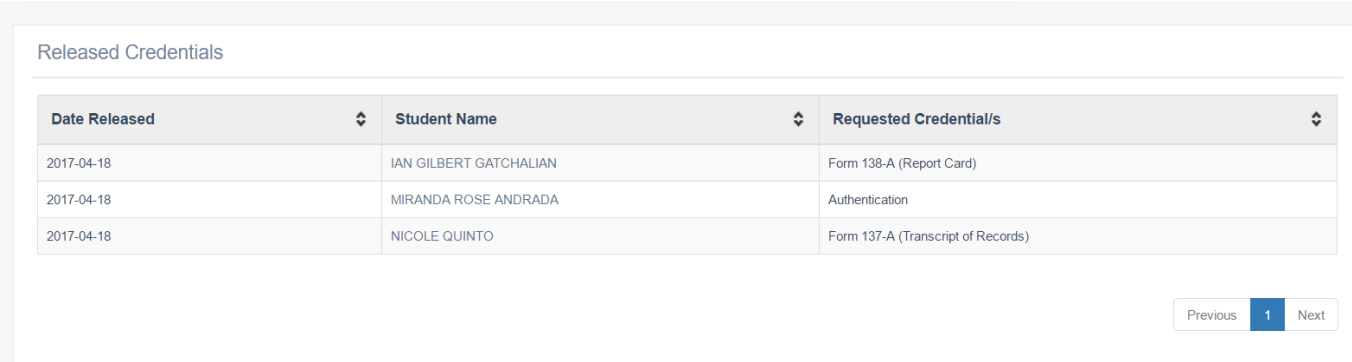


Figure 68. Released Credentials

4.3.6 Reports

This menu shows the submenus Transaction Reports, Payment Remittance Reports, and Accomplishment Reports.

4.3.6.1 Transaction Reports

The transactions that involve credentials which are the processed and released credentials are shown in the table in this page. The table has the following information:

- Transaction Date
- Student Name
- Date Processed
- Date Released
- Total Amount

The page also has a date picker for selecting the transaction date.

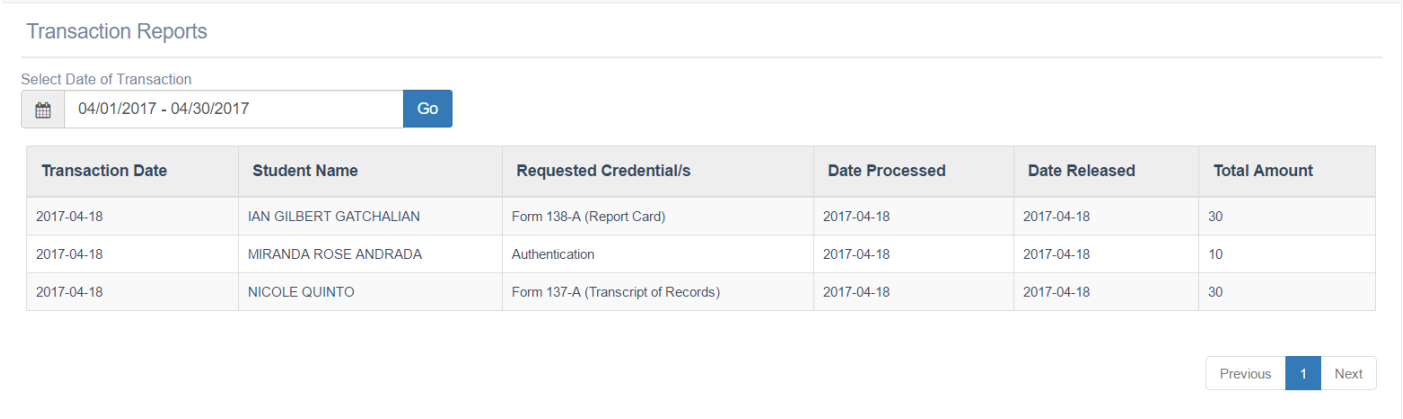


Figure 69. Transaction Reports

4.3.6.2 Payment Remittance

The payment details for the credentials that were released are shown in this page. The table contains the columns:

- Payment Date
- OR Number
- Name
- Item
- Amount
- No. of Copies
- Remarks

A date picker is provided for selecting the date of payment and to select the date range the user wishes to generate a payment remittance report for. The “Generate Report” redirects to the page where the signatory is chosen and the “Generate” button is located. The “Generate” button produces the report which is available for printing.

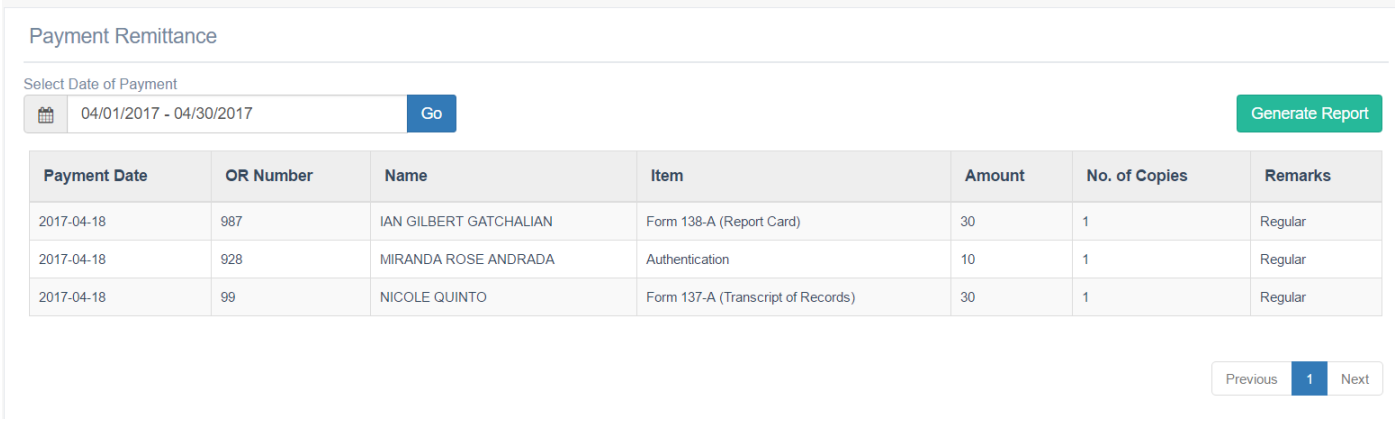


Figure 70. Payment Remittance Reports

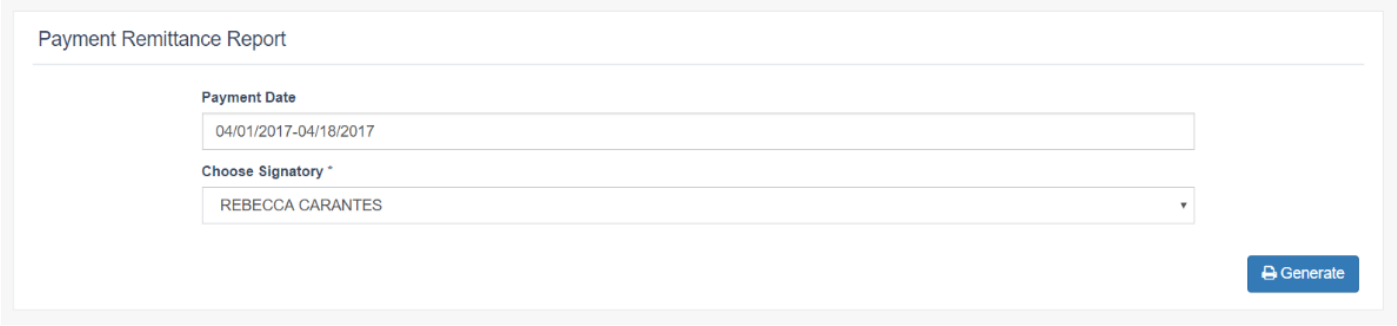


Figure 71. Generate Payment Remittance Report

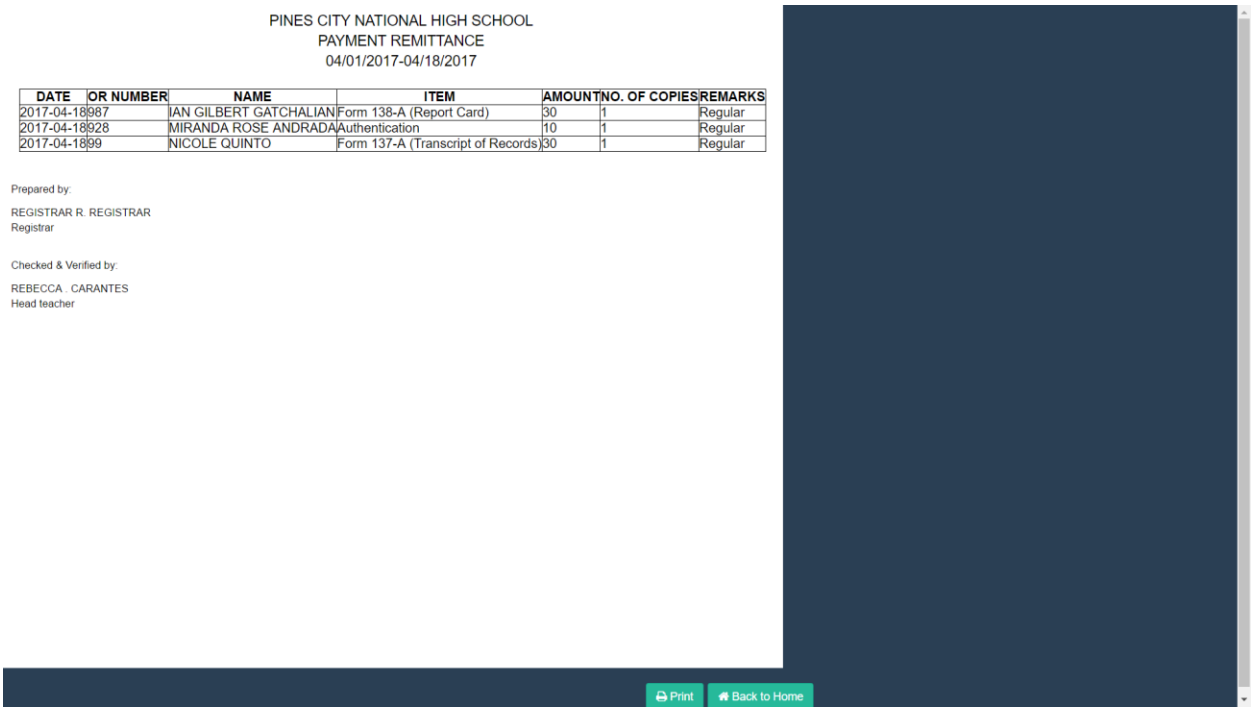


Figure 72. Payment Remittance Report Template

4.3.6.3 Accomplishment Reports

Figure 72 shows the table of the accomplishment reports with columns:

- Item
- Processed
- Released

This page shows the count of the processed and released credentials. A date picker is also provided for easier filtering and getting of the date range for the generation of Accomplishment Report. The “Generate Report” redirects to the page shown in Figure 74 where the accomplishments are indicated and the signatory

is chosen. In the lower part of the page, the “Generate” button is placed which redirects to the template of the accomplishment report and is ready for printing.

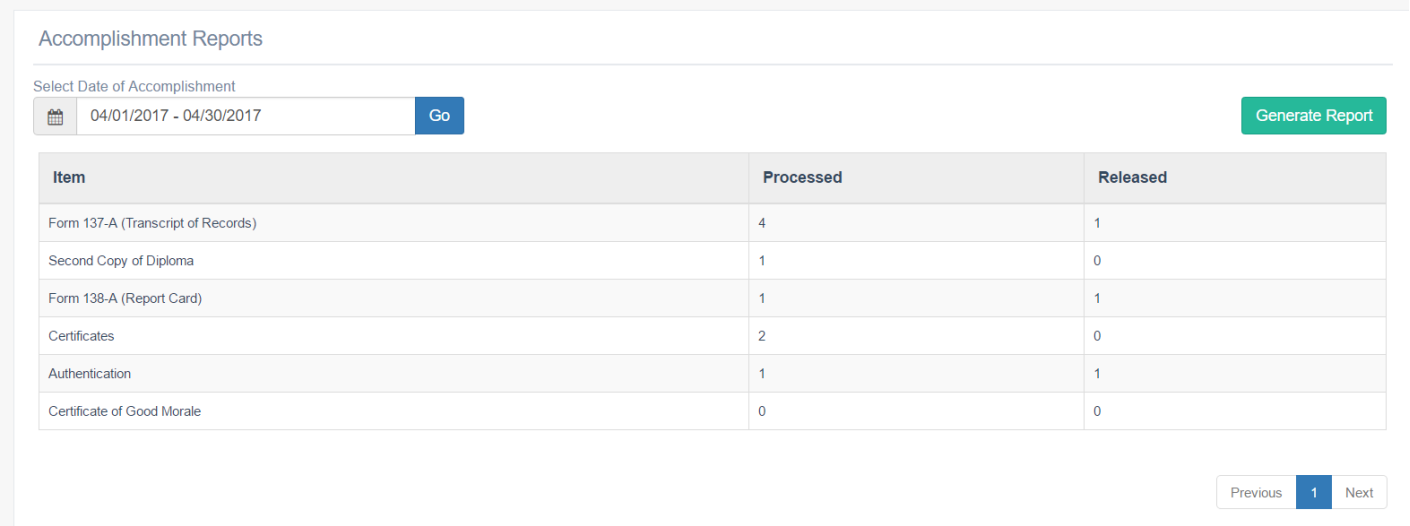


Figure 73. Accomplishment Reports

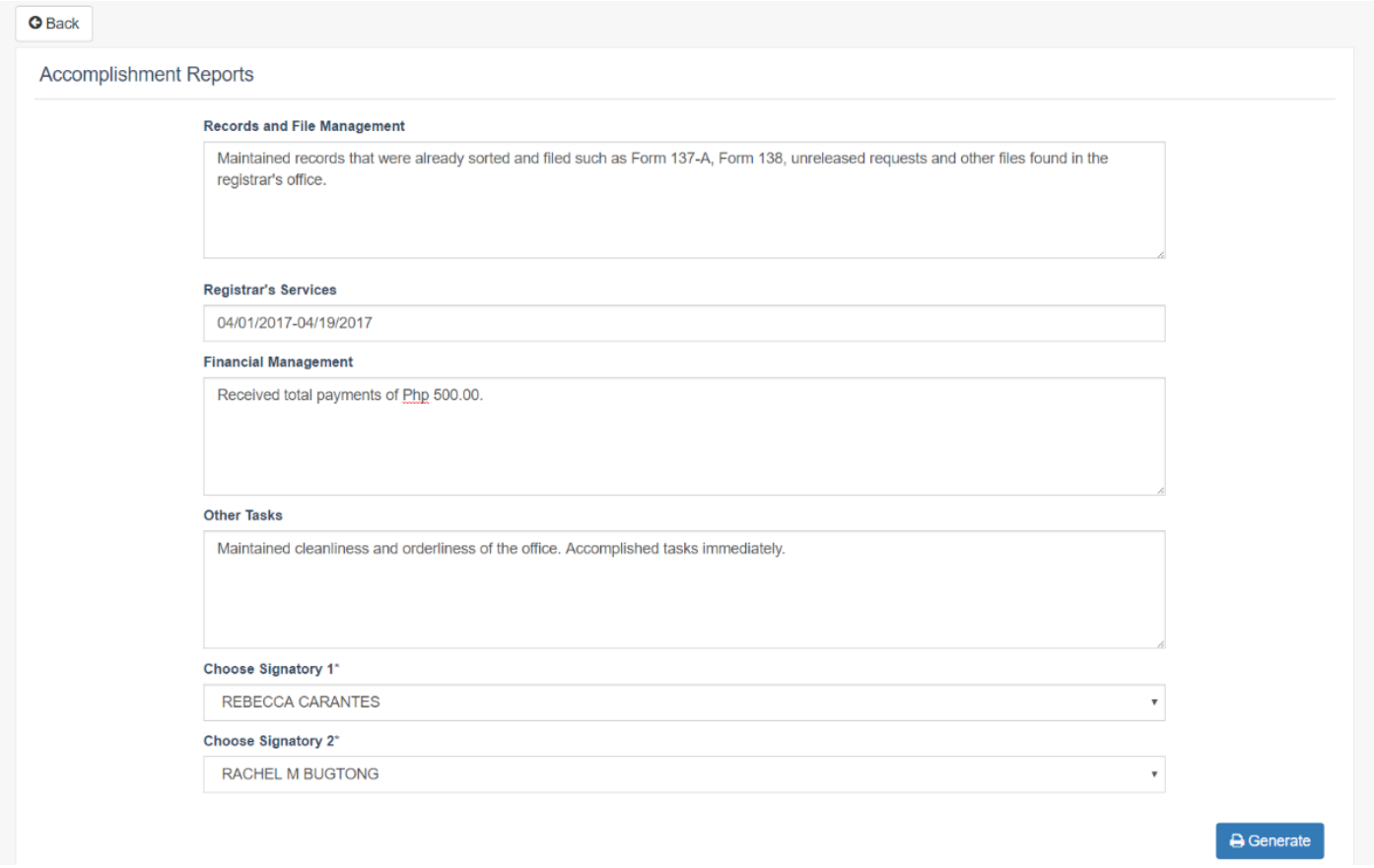
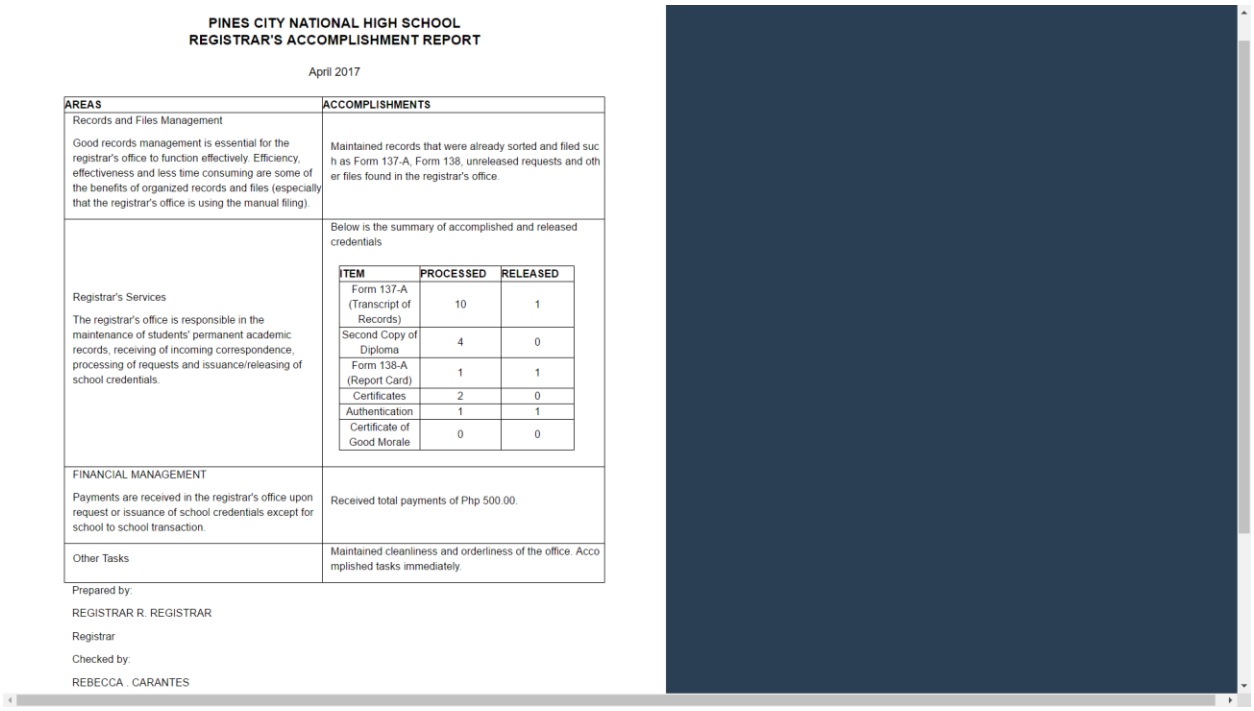


Figure 74. Generate Accomplishment Report



PINES CITY NATIONAL HIGH SCHOOL
REGISTRAR'S ACCOMPLISHMENT REPORT

April 2017

AREAS	ACCOMPLISHMENTS
Records and Files Management Good records management is essential for the registrar's office to function effectively. Efficiency, effectiveness and less time consuming are some of the benefits of organized records and files (especially that the registrar's office is using the manual filing).	Maintained records that were already sorted and filed such as Form 137-A, Form 138, unreleased requests and other files found in the registrar's office.
Registrar's Services The registrar's office is responsible in the maintenance of students' permanent academic records, receiving of incoming correspondence, processing of requests and issuance/releasing of school credentials.	Below is the summary of accomplished and released credentials ITEM / PROCESSED / RELEASED Form 137-A (Transcript of Records) — 10 — 1 Second Copy of Diploma — 4 — 0 Form 138-A (Report Card) — 1 — 1 Certificates — 2 — 0 Authentication — 1 — 1 Certificate of Good Morale — 0 — 0
FINANCIAL MANAGEMENT Payments are received in the registrar's office upon request or issuance of school credentials except for school to school transaction.	Received total payments of Php 500.00.
Other Tasks	Maintained cleanliness and orderliness of the office. Accomplished tasks immediately.

Prepared by:

REGISTRAR R. REGISTRAR

Registrar

Checked by:

REBECCA . CARANTES

Figure 75. Print Accomplishment Report

4.3 Registrar Module

The main processes of the registrar can be accomplished in the Registrar module. It allows the registrar to handle the student data. This is also the module wherein the registrar can generate students' credentials which are Form 137-A and Diploma. Other than credentials, reports such as Accomplishment and Payment Reports can also be generated in this module.

4.3.1 Home

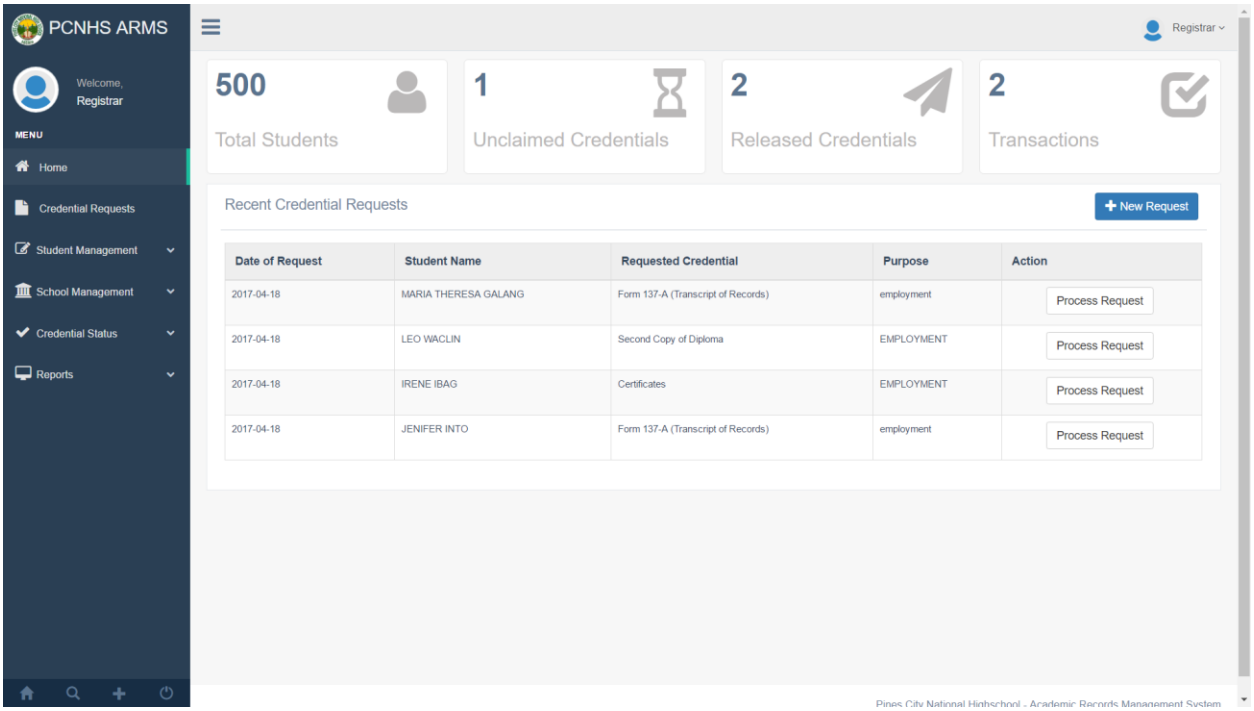


Figure 1. Home Page

The Home Page shows the:

- Dashboard as shown in Figure 2. It shows the number of total student data in the system, the current number of unclaimed credentials or processed credentials, released credentials and transactions.

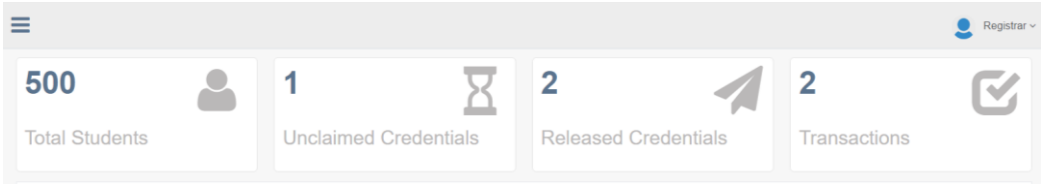


Figure 2. Dashboard

- A table showing the Recent Credential Requests showing the columns:
  - Date of Request
  - Student Name
  - Requested Credential
  - Purpose

- Action Column wherein the “Process Request” button is placed (Figure 3). Once the “Process Request” button is pressed, the user is redirected to the page for the generation of the credentials.

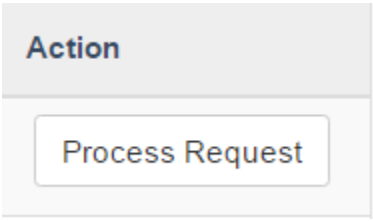


Figure 3. Process Request Button

- The Sidebar Menu as shown in Figure 4. The Sidebar Menu shows the menus directing to:
  - Home
  - Credential Requests
  - Student Management
    - Add Student Record
    - Student List
  - School Management
    - Curriculum
    - Student Subjects
    - Student Programs
    - Credentials
  - Credential Status
    - Unclaimed Credentials
    - Released Credentials
  - Reports
    - Transaction Reports
    - Payment Remittance
    - Accomplishment Reports

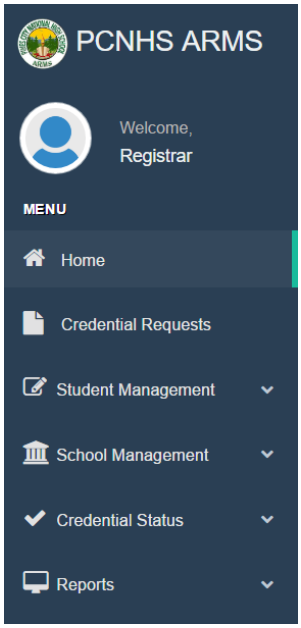


Figure 4. Sidebar Menu

- Other shortcut buttons like home, search which leads to the Student List, add button for adding requests, and the logout button. The buttons are shown in Figure 5.

Figure 5. Shortcut buttons

4.3.2 Credential Requests

The Credential Requests page shows a table containing the credential requests. This page will only show a maximum of the first five (5) requests. Below is a screenshot of the Credential Requests in Figure 6. Other requests will be shown in the Credential Request tab on the sidebar (Figure 7).

Recent Credential Requests

+ New Request

Queue Number	Date of Request	Student Name	Requested Credential	Purpose	Action
1	2017-04-18	DIZON FONTANILLA	Form 137-A (Transcript of Records)		Process Request
2	2017-04-18	ROSALYN BAYOG	Form 137-A (Transcript of Records)	ABROAD	Process Request
3	2017-04-18	JESS KIANGAN	Form 137-A (Transcript of Records)		Process Request
4	2017-04-18	JEANETTE BASA	Form 137-A (Transcript of Records)		Process Request
5	2017-04-18	YOLANDA LANGBAYAN	Form 137-A (Transcript of Records)		Process Request

Figure 6. Recent Credential Requests

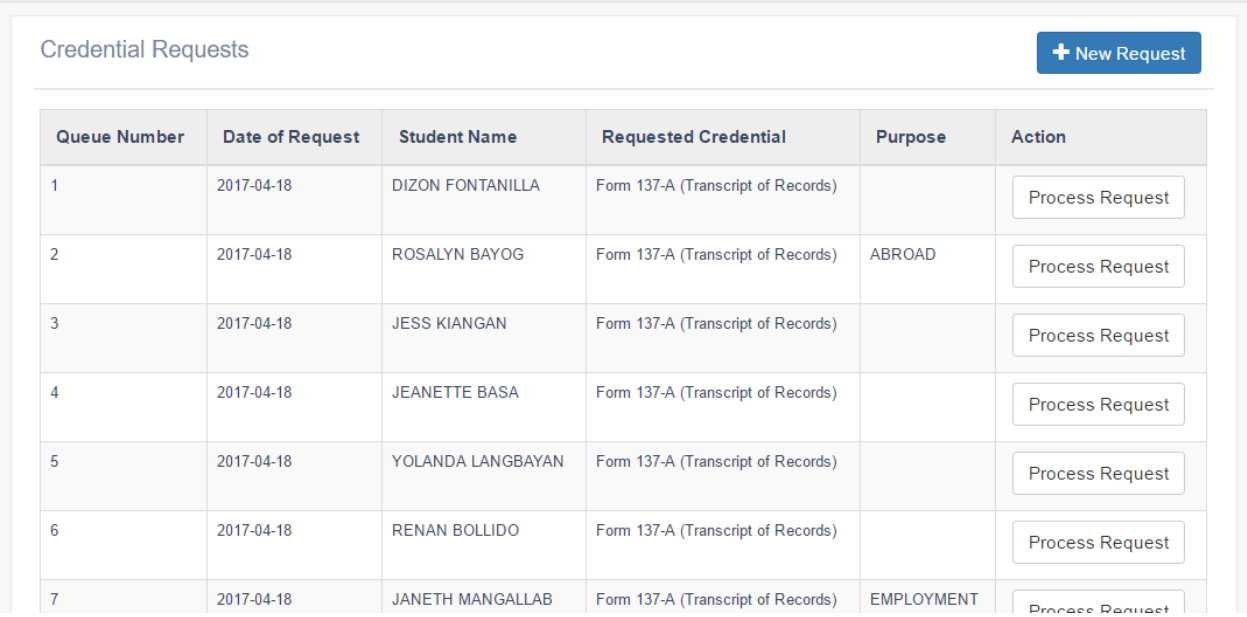


Figure 7. Credential Requests

The table has columns:

- Date of Request
- Student Name
- Requested Credential
- Purpose
- Action – Contains the "Process Request" button which redirects the user to the page where the generation of the credential will take place. The user can be directed in the pages:
    - Form 137-A Generation Page
        - Directs to the template of the Form 137-A for printing

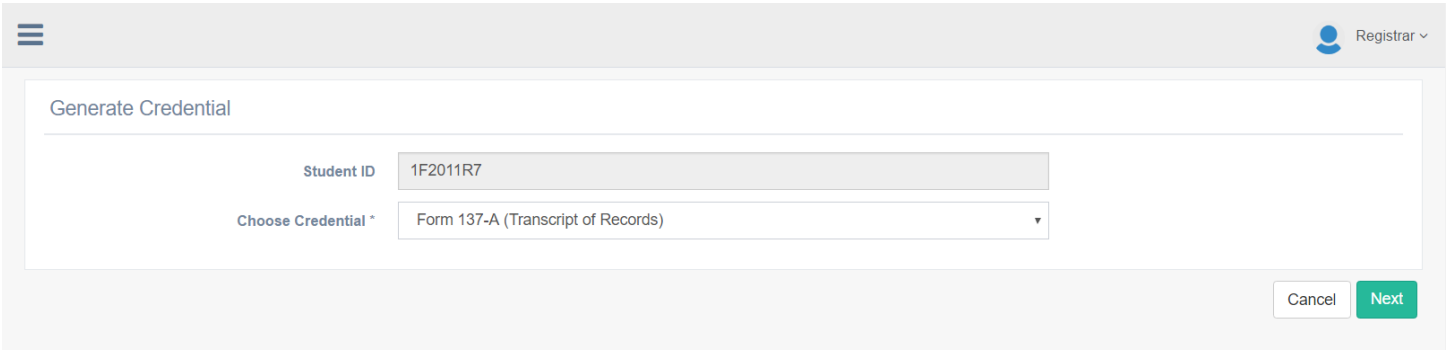


Figure 6. Generate Form 137-A

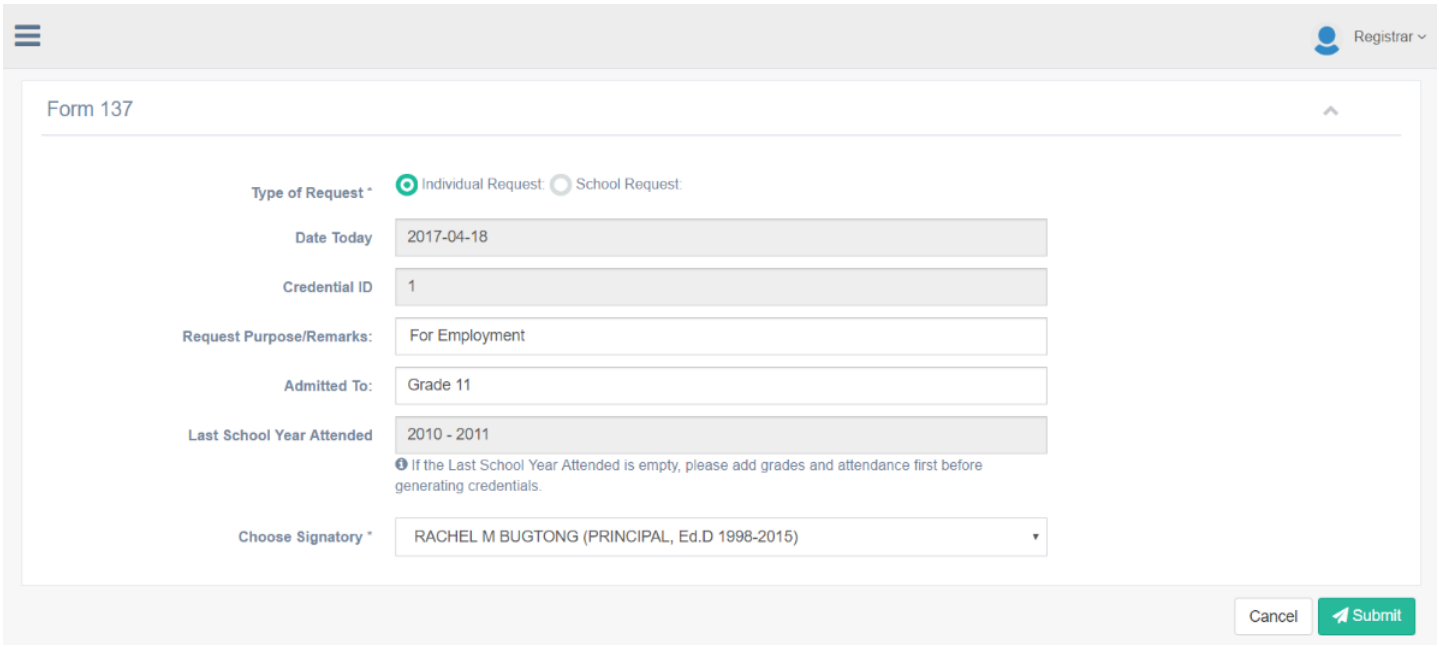
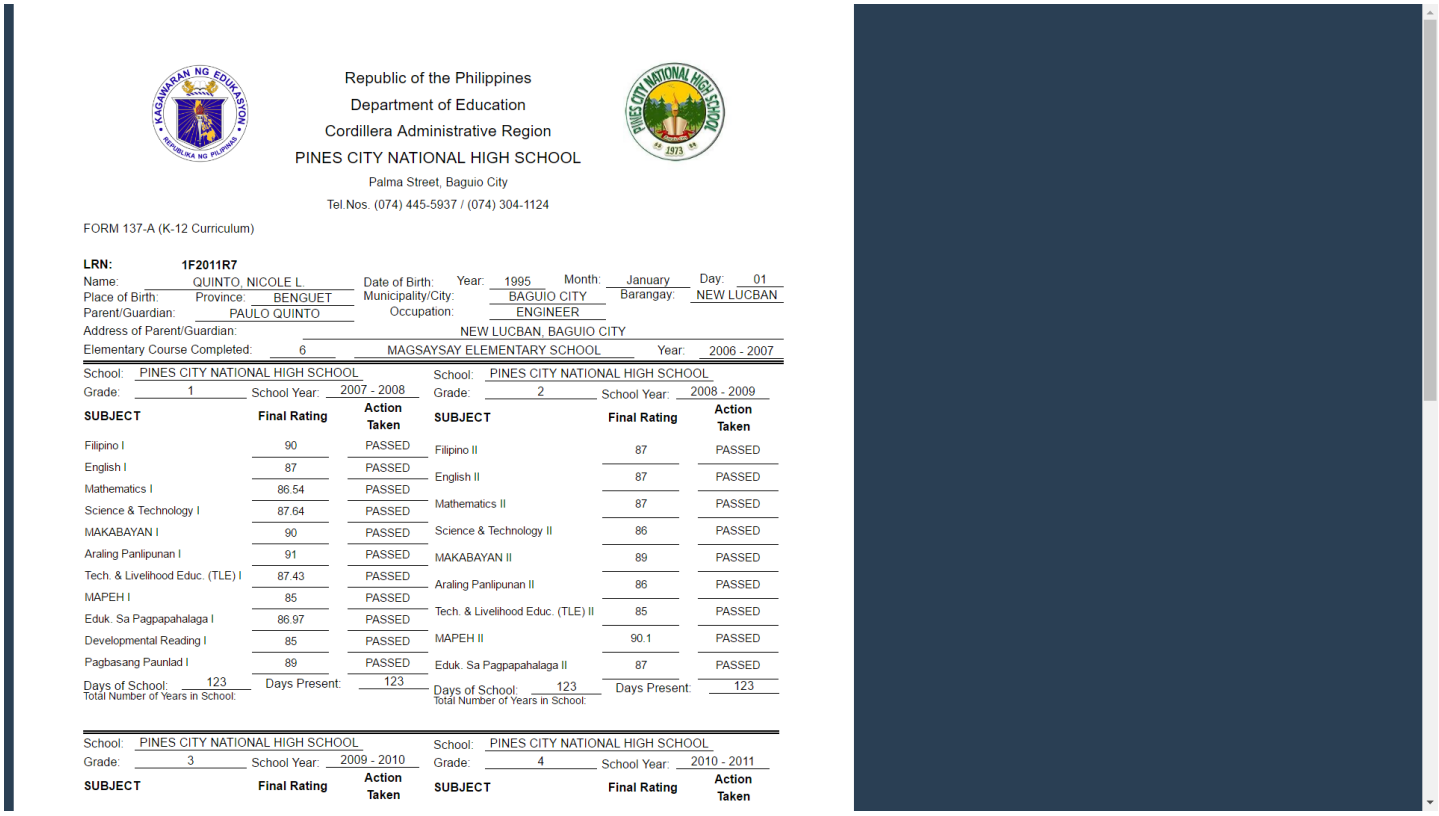


Figure 7. Generate Form 137-A



Republic of the Philippines
Department of Education
Cordillera Administrative Region
PINES CITY NATIONAL HIGH SCHOOL
Palma Street, Baguio City
Tel.Nos. (074) 445-5937 / (074) 304-1124

FORM 137-A (K-12 Curriculum)

LRN: 1F2011R7
Name: QUINTO, NICOLE L. Date of Birth: Year: 1995 Month: January Day: 01
Place of Birth: Province: BENGUET Municipality/City: BAGUIO CITY Barangay: NEW LUCBAN
Parent/Guardian: PAULO QUINTO Occupation: ENGINEER
Address of Parent/Guardian: NEW LUCBAN, BAGUIO CITY
Elementary Course Completed: 6 MAGSAYSAY ELEMENTARY SCHOOL Year: 2006 - 2007

School: PINES CITY NATIONAL HIGH SCHOOL
Grade: 1 School Year: 2007 - 2008

SUBJECT	Final Rating	Action Taken
Filipino I	90	PASSED
English I	87	PASSED
Mathematics I	86.54	PASSED
Science & Technology I	87.64	PASSED
MAKABAYAN I	90	PASSED
Araling Panlipunan I	91	PASSED
Tech. & Livelihood Educ. (TLE) I	87.43	PASSED
MAPEH I	85	PASSED
Eduk. Sa Pagpapahalaga I	86.97	PASSED
Developmental Reading I	85	PASSED
Pagbasang Paunlad I	89	PASSED

Days of School: 123 Days Present: 123
Total Number of Years in School:

School: PINES CITY NATIONAL HIGH SCHOOL
Grade: 2 School Year: 2008 - 2009

SUBJECT	Final Rating	Action Taken
Filipino II	87	PASSED
English II	87	PASSED
Mathematics II	87	PASSED
Science & Technology II	86	PASSED
MAKABAYAN II	89	PASSED
Araling Panlipunan II	86	PASSED
Tech. & Livelihood Educ. (TLE) II	85	PASSED
MAPEH II	90.1	PASSED
Eduk. Sa Pagpapahalaga II	87	PASSED

Days of School: 123 Days Present: 123
Total Number of Years in School:

School: PINES CITY NATIONAL HIGH SCHOOL
Grade: 3 School Year: 2009 - 2010

SUBJECT	Final Rating	Action Taken

School: PINES CITY NATIONAL HIGH SCHOOL
Grade: 4 School Year: 2010 - 2011

SUBJECT	Final Rating	Action Taken

Figure 8. Print Form 137-A

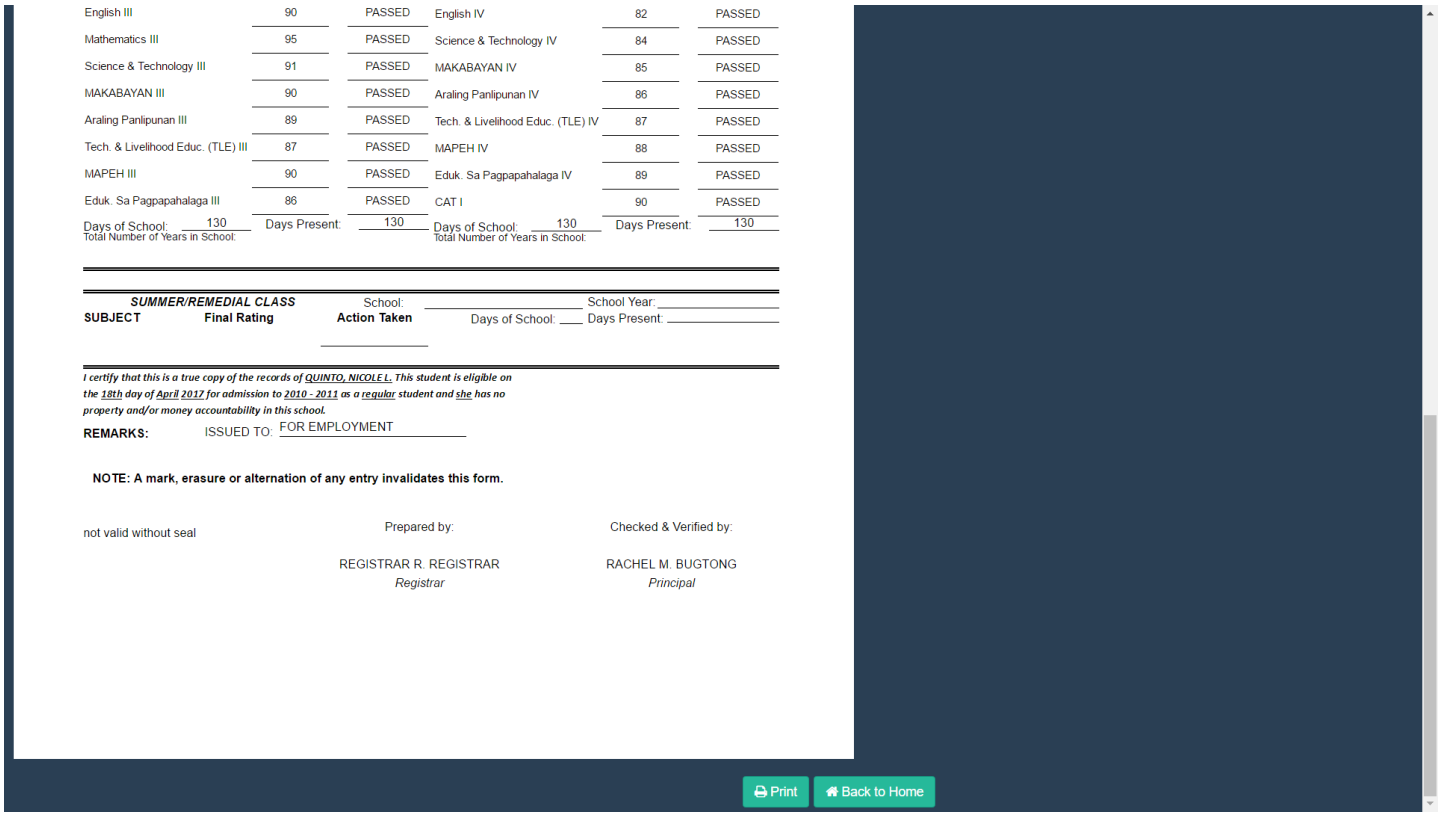


Figure 9. Print Form 137-A

- Diploma Generation Page
  - Directs to the template of the Diploma for printing
- Other Credential Generation page
  - Directs to Unclaimed Credentials

4.3.3 Student Management

The Student Management Menu contains the links Add Student Record and Student List.

4.3.3.1 Add Student Record

Figure # and Figure # shows the page where a student record is added. In the lower part of the page, Buttons such as:

- Edit – enables the registrar to edit the student's data
- Add (+) Grades – a facility for the registrar to add grades of a student (includes other subjects)
- Generate Credential – enables the registrar to generate a credential

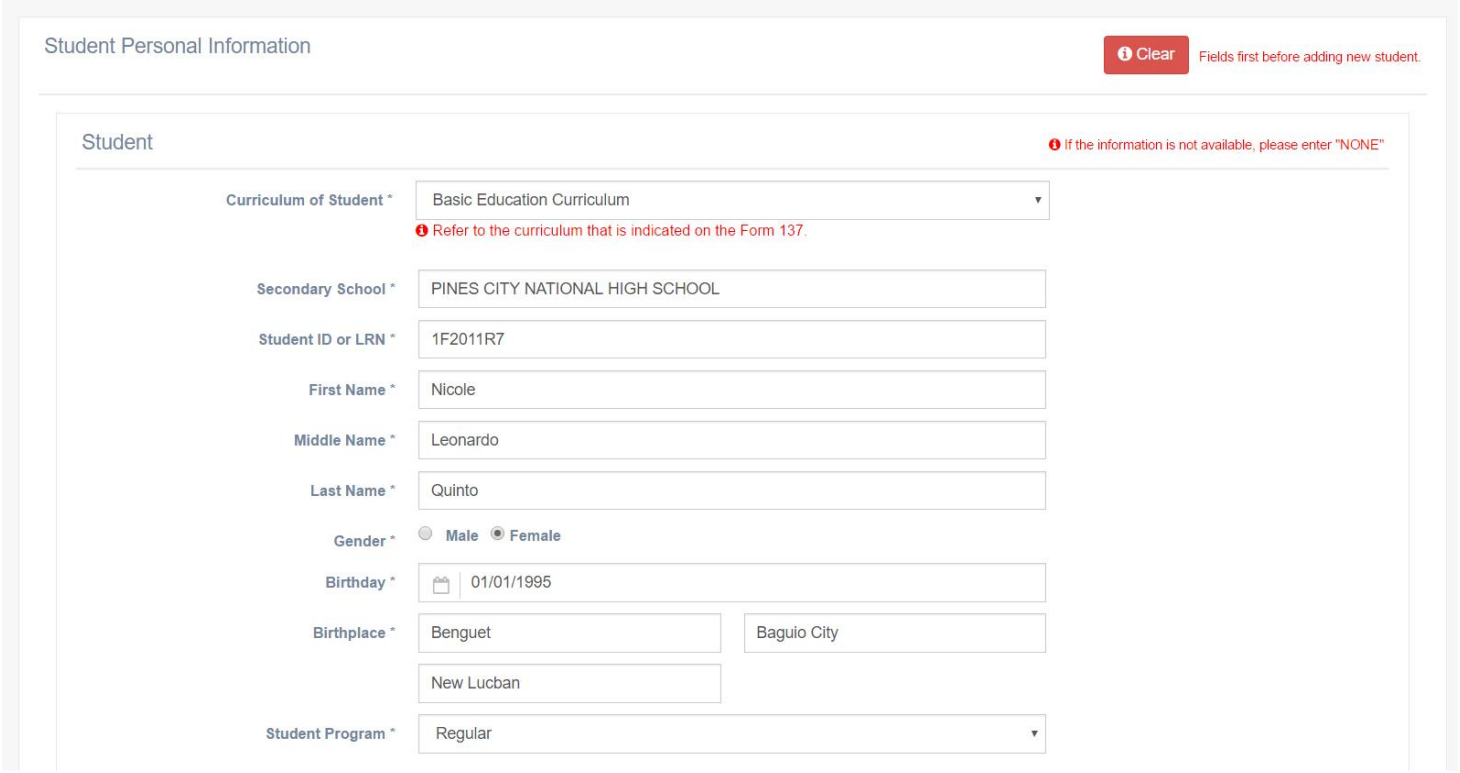


Figure #. Add Student

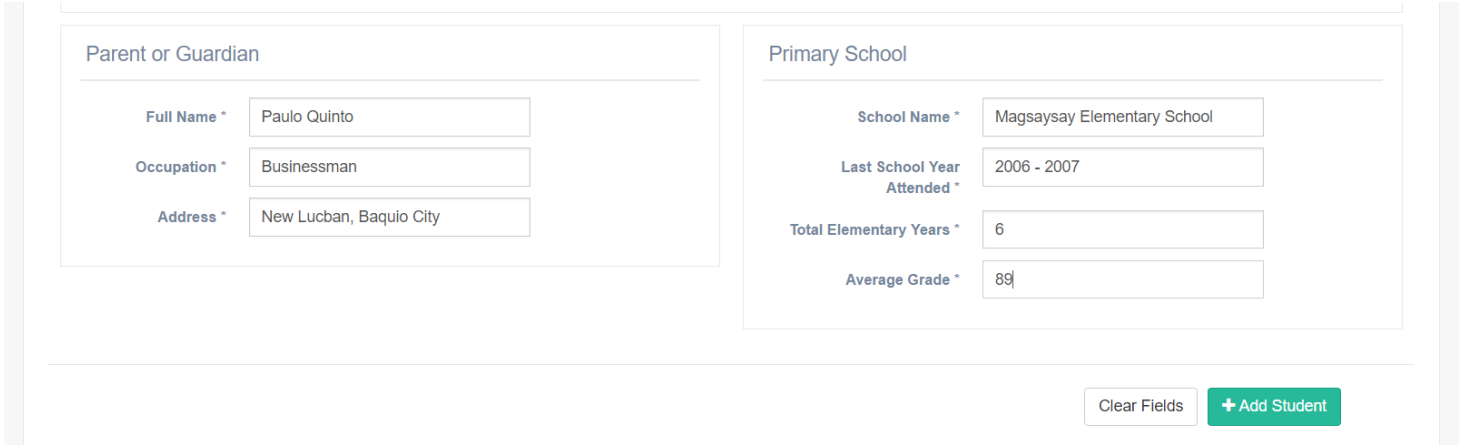


Figure #. Add Student

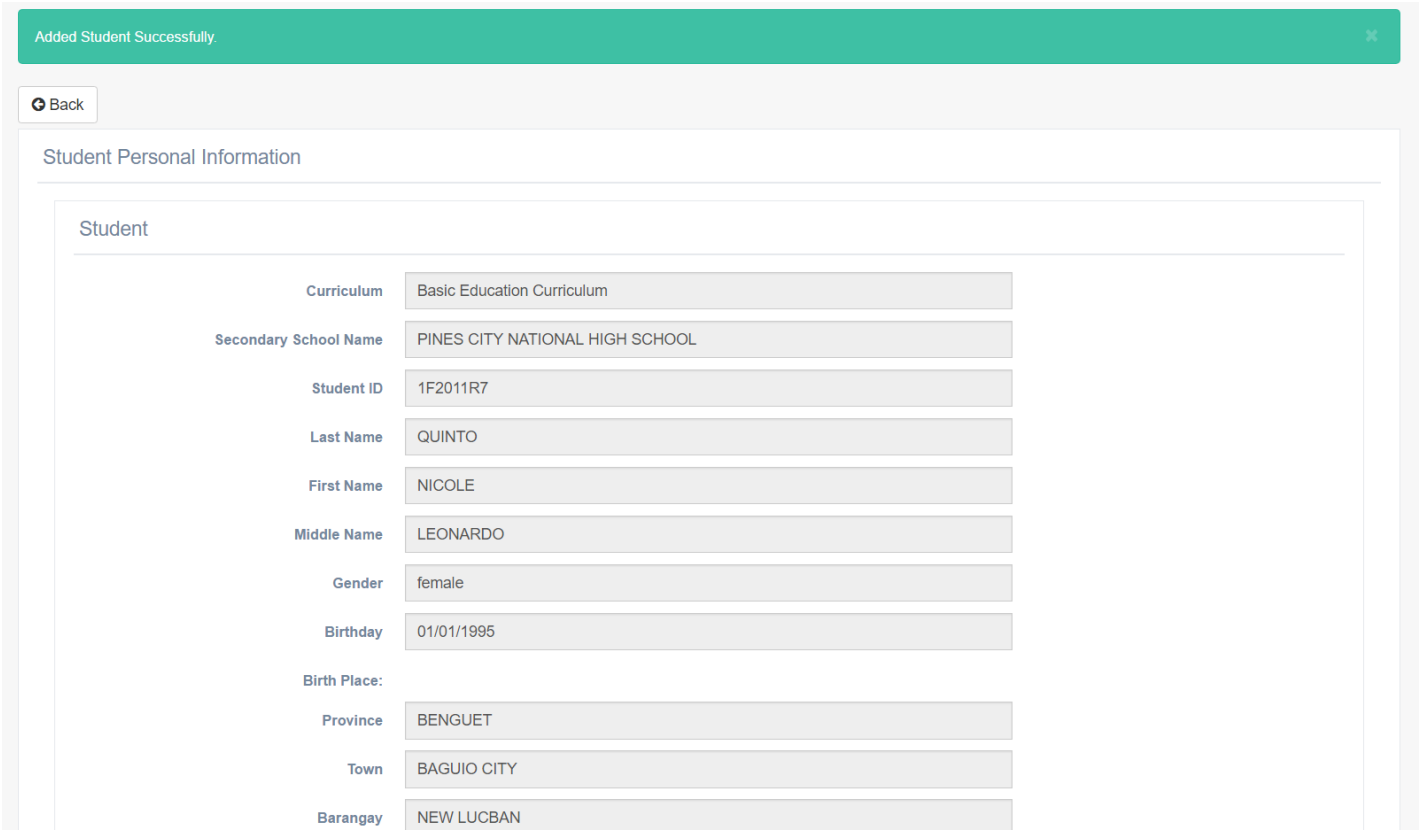


Figure #. Added Student Successfully

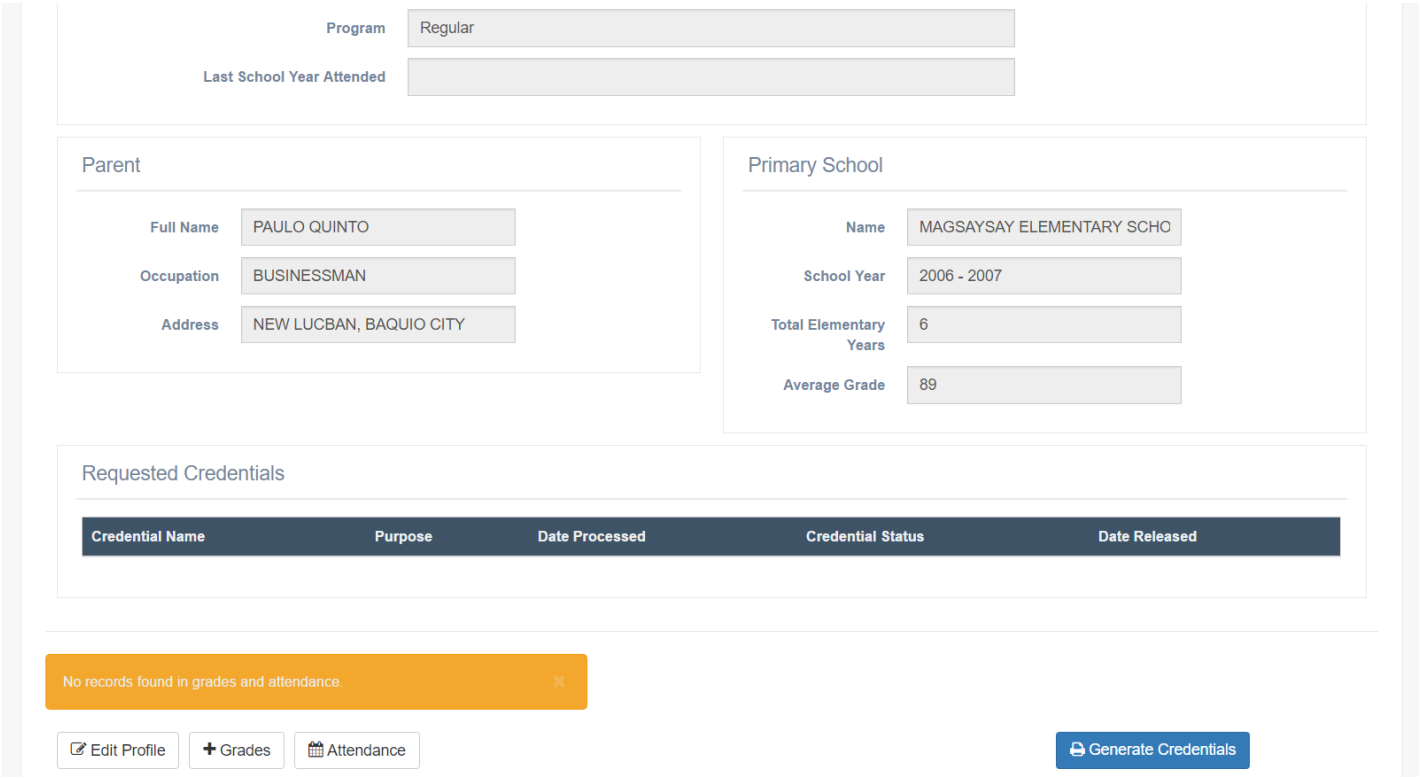


Figure #. Added Student Successfully

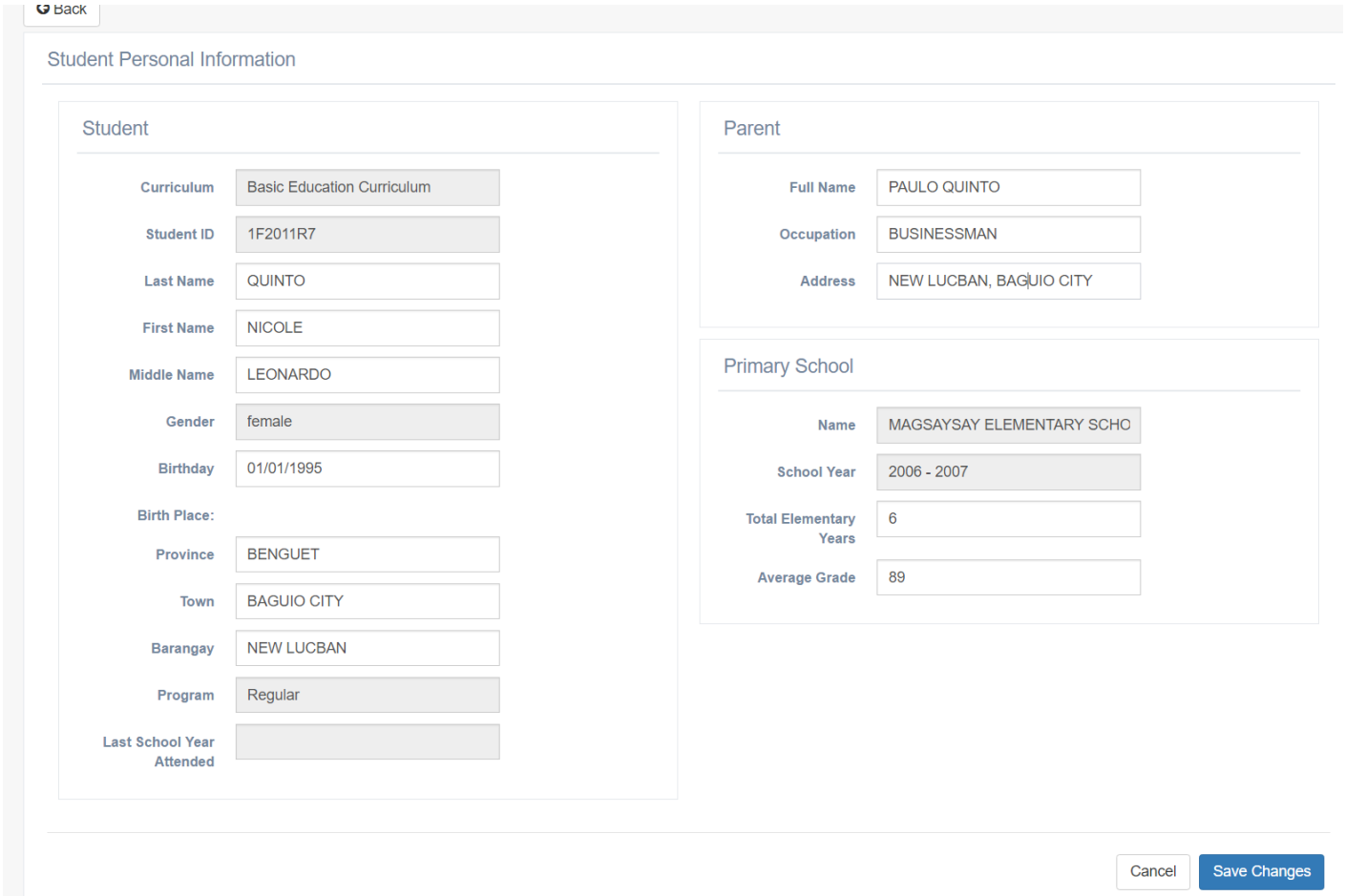


Figure #. Edit Student Record

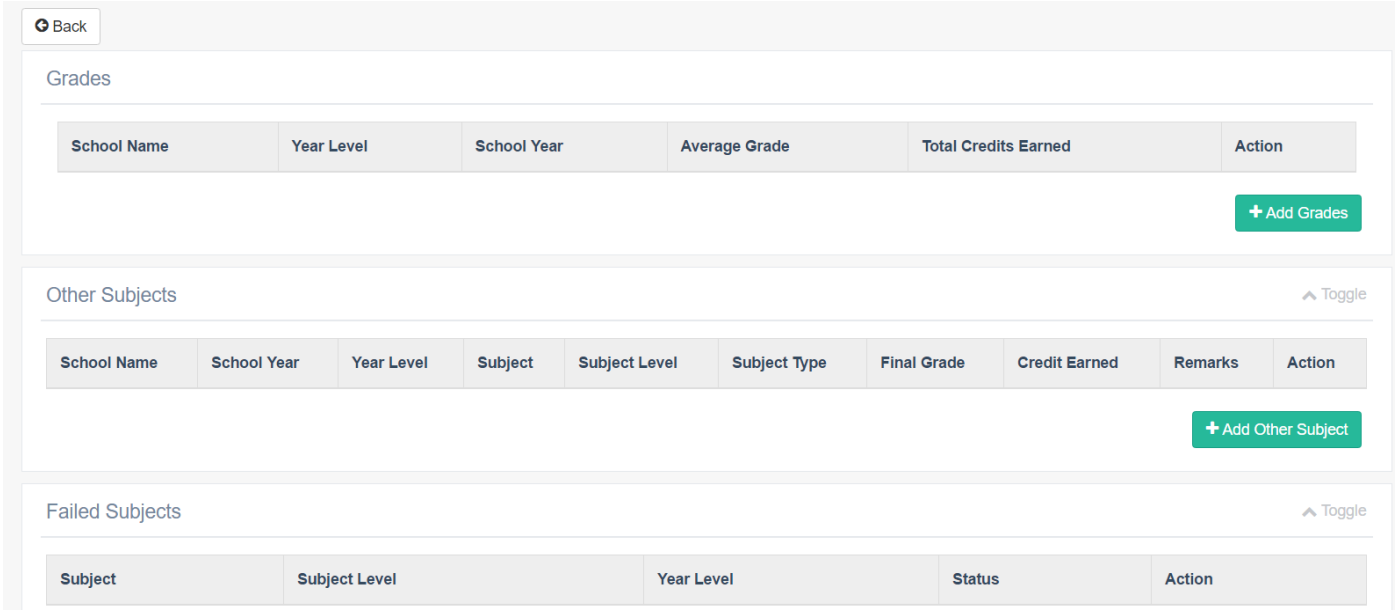


Figure #. Add Grades

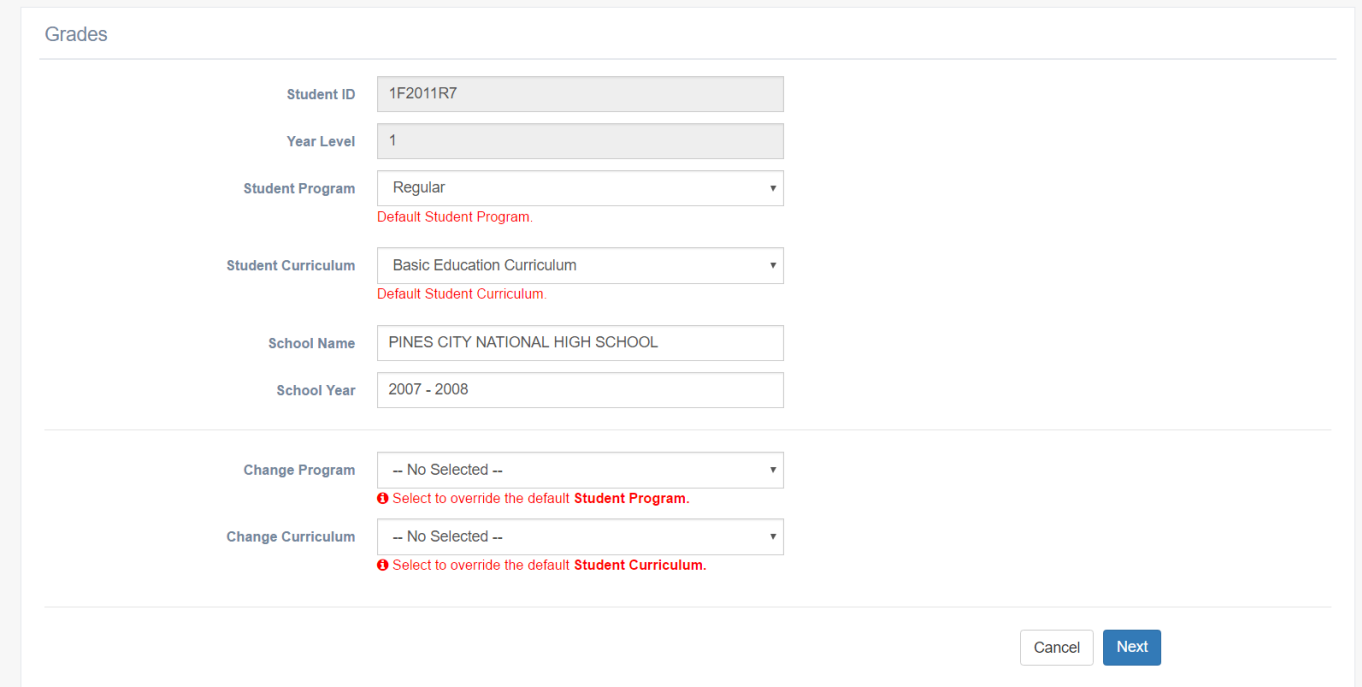


Figure #. Add Grades

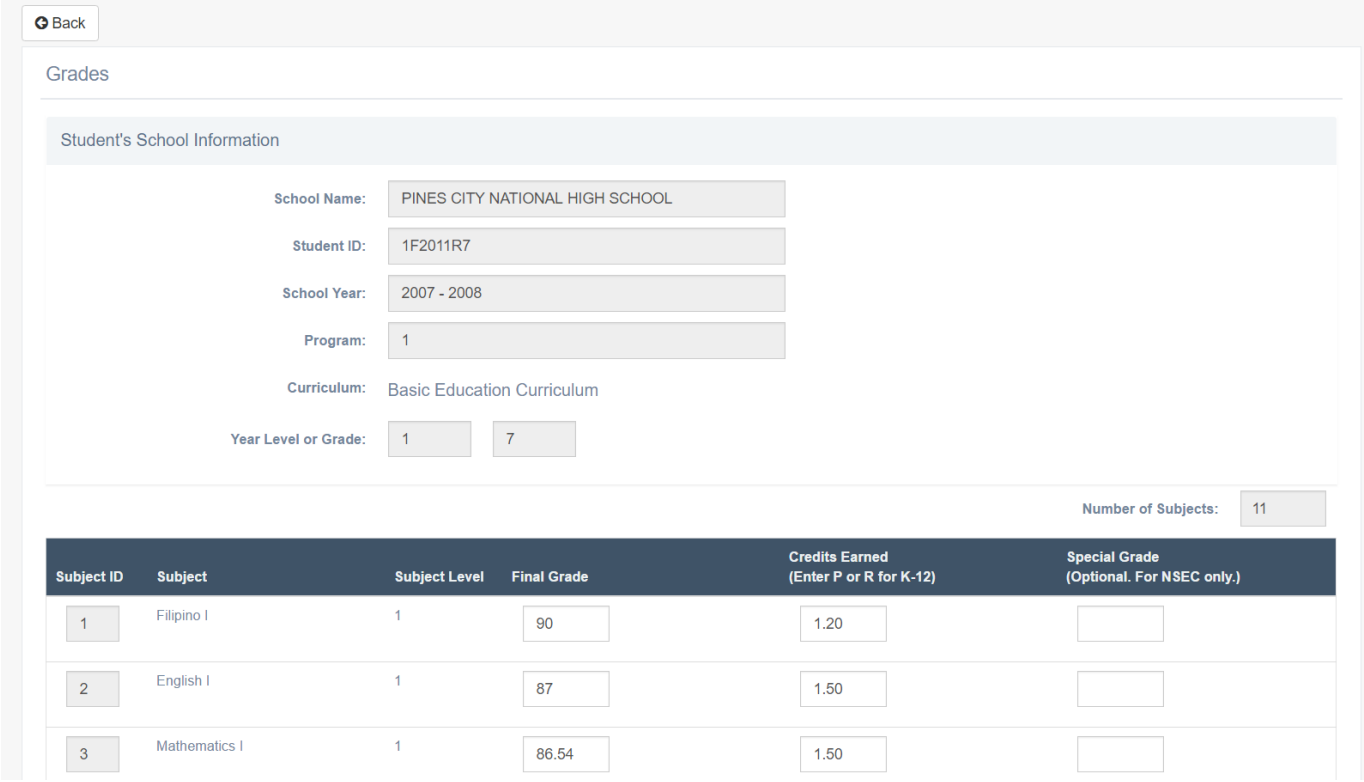


Figure #. Add Grades

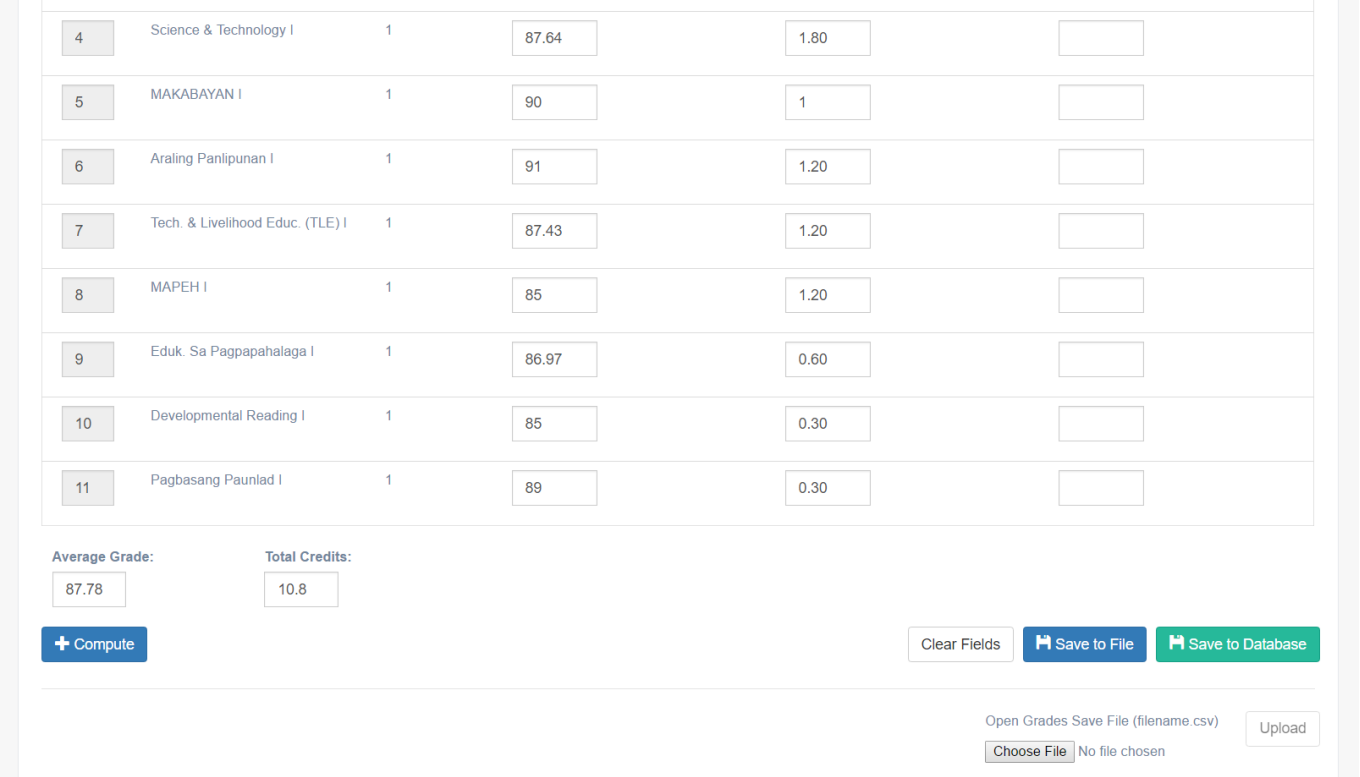


Figure #. Add Grades

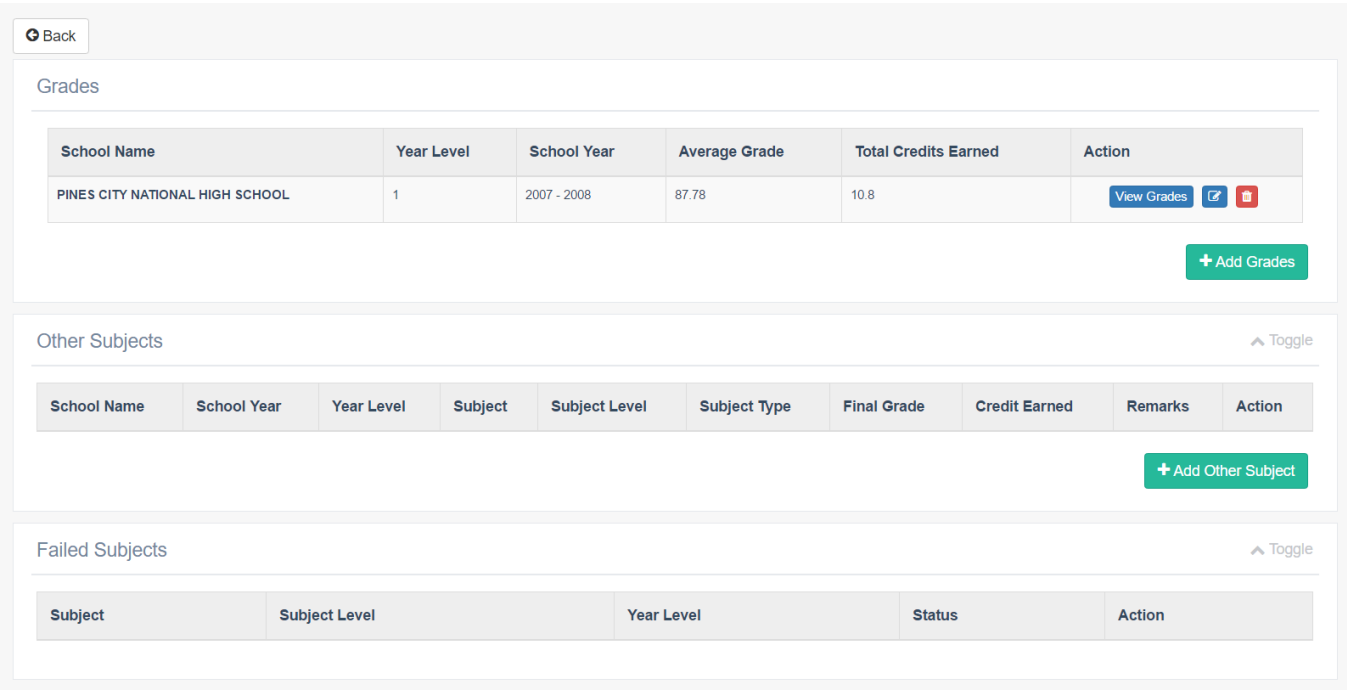


Figure #. Grades added for a Year Level

Figure #. Grades added for all Year Levels

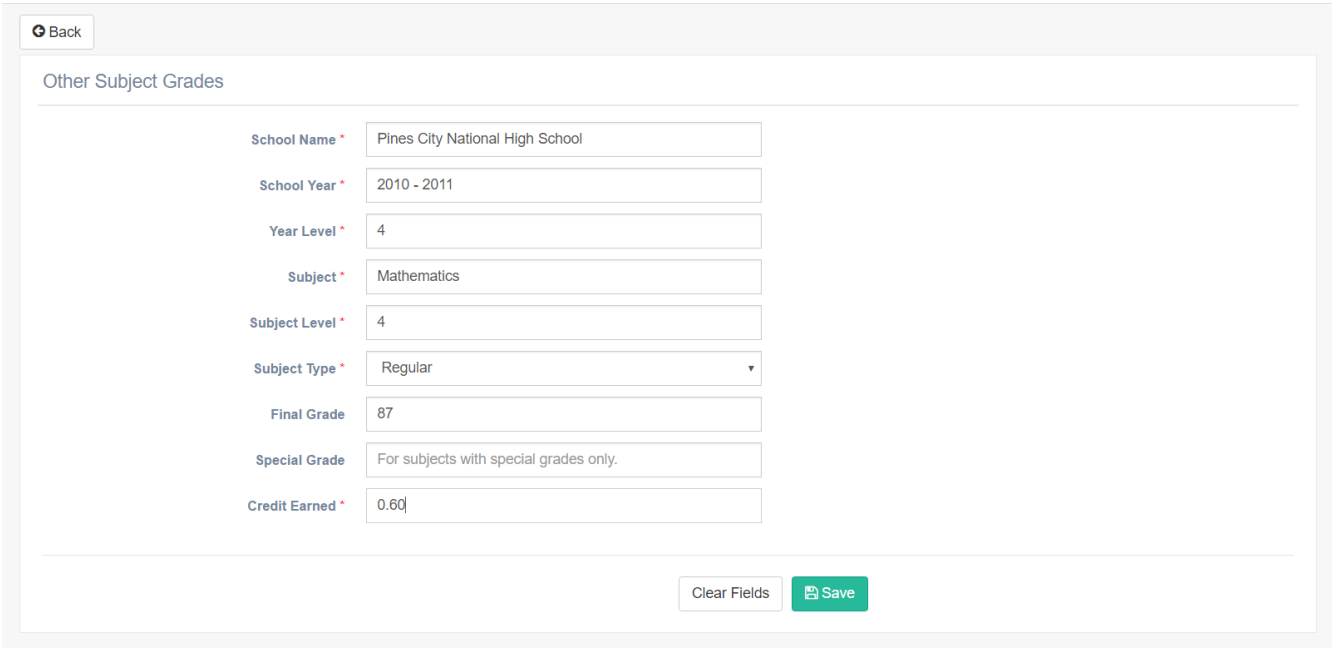


Figure #. Add other subject grades

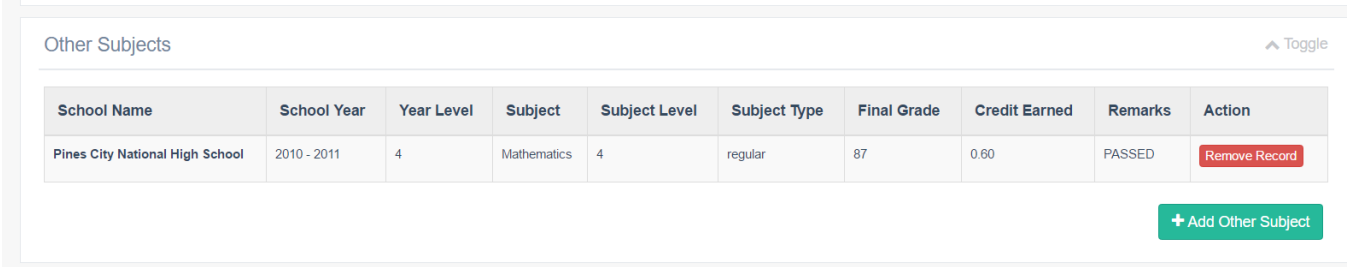


Figure #. Added other subject grades

- Add (+) Attendance – a facility for the registrar to add attendance data of the student

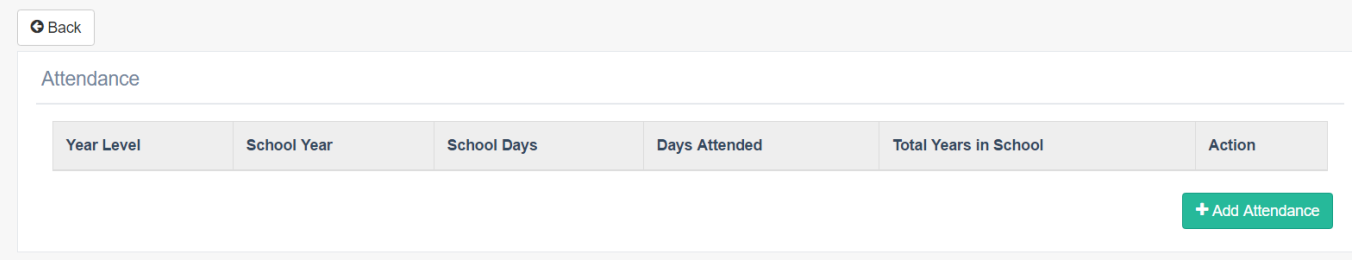


Figure #. Attendance Table

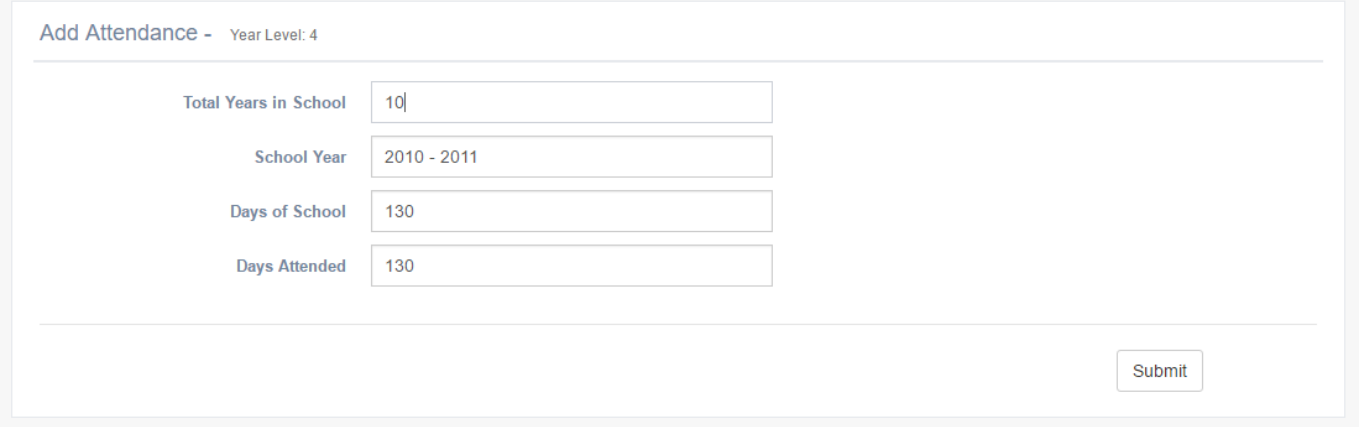


Figure #. Added Attendance

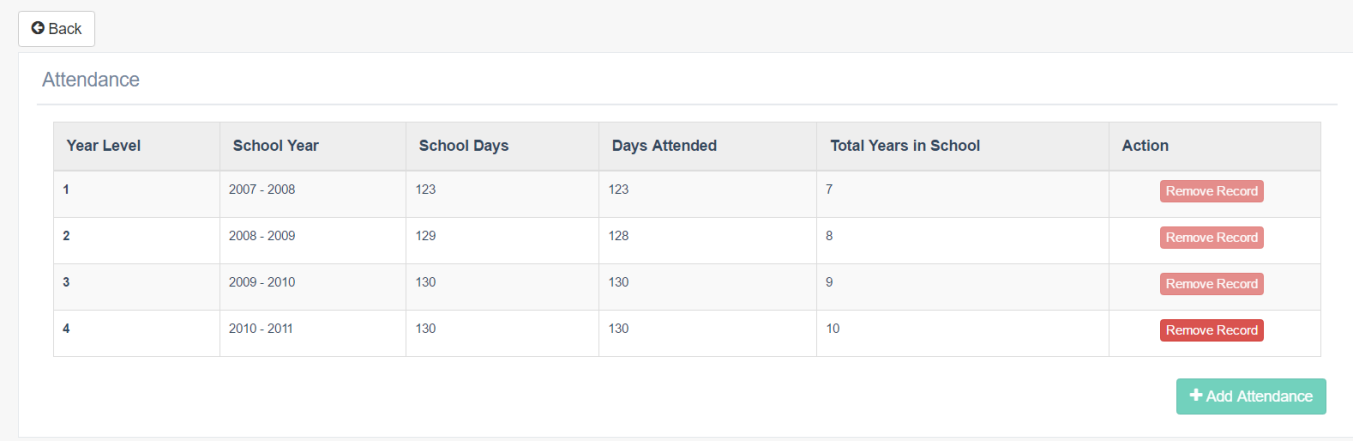


Figure #. Added Attendance for all Year Levels

4.3.3.2 Student List

This page shows the list of the students in a form of a table which has the columns:

- Student ID
- Last Name
- First Name
- Middle Name

- Curriculum
- Date Modified
- Action – contains the button "View" which redirects the user to that student's record/information (Figure #)

This page also has the search facility for the student's last name, first name or curriculum. And the search number of entries facility to limit the number of rows shown in the table.

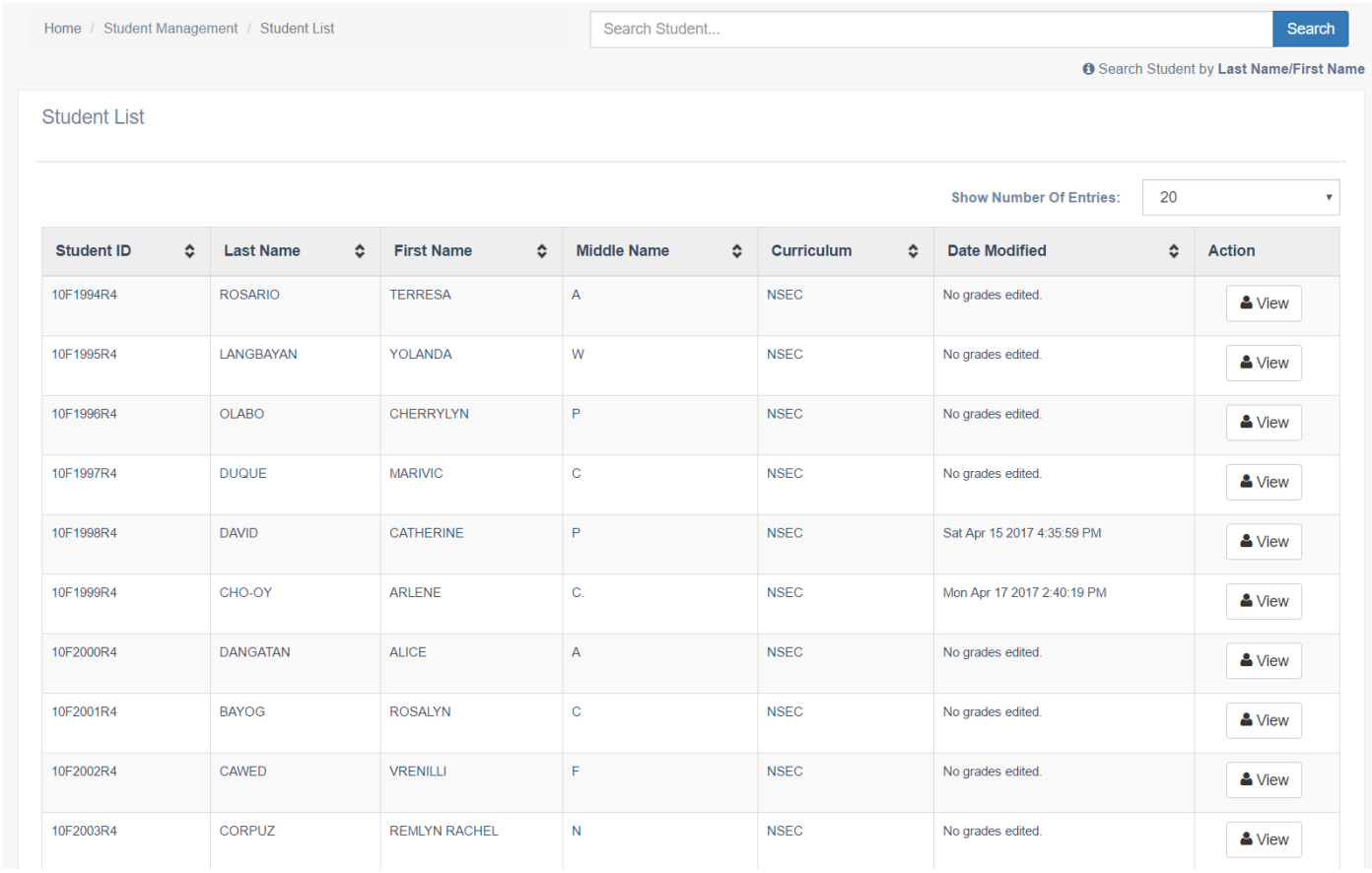


Figure #. Student List

4.3.4 School Management

This menu shows the submenus Curriculum, Student Subjects, Student Programs, and Credentials.

4.3.4.1 Curriculum

This page provides the table containing the columns:

- Curriculum ID
- Curriculum Code
- Curriculum Name
- Year Started
- Year Ended
- Action – where the "Edit" button is placed.

- The “Edit” button directs to the editing page of the credential information. Below is the Editing page for the credential. Figure #

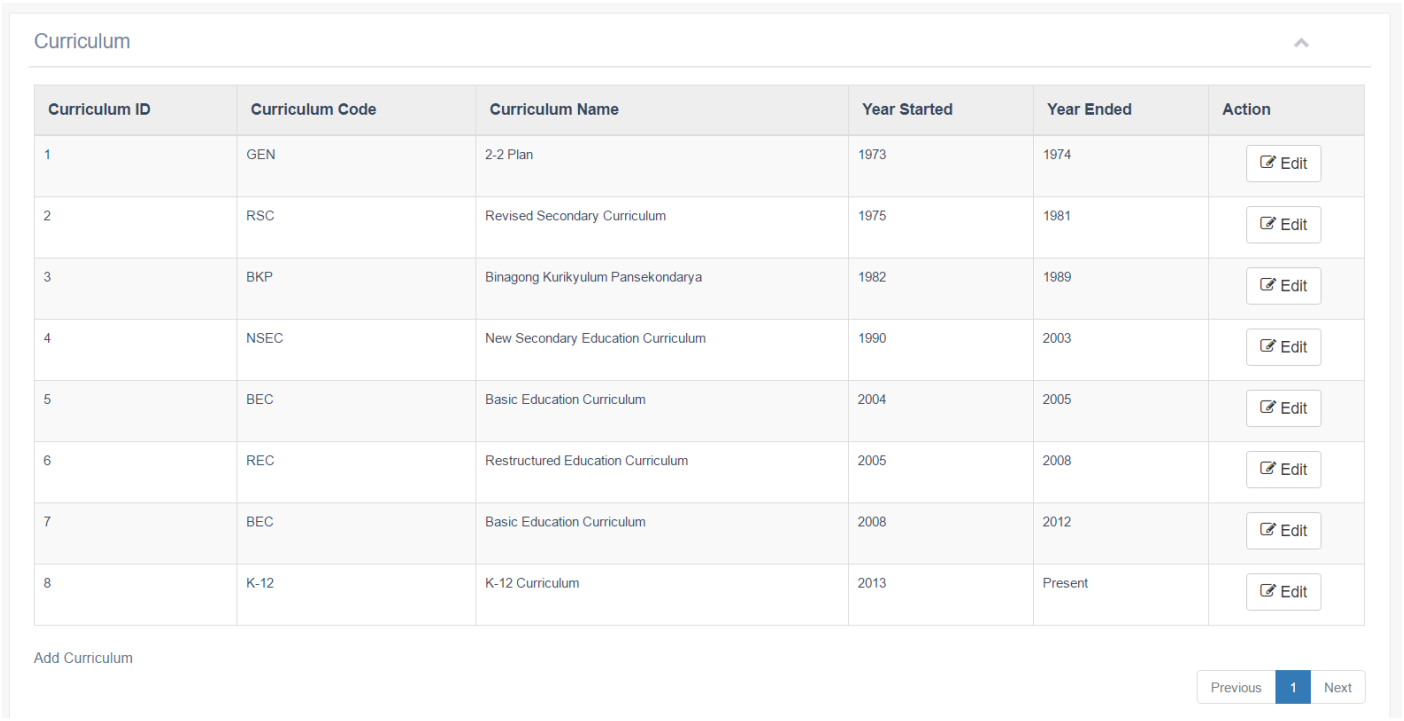


Figure #. Curriculum

The Curriculum page also has an Add Curriculum which directs to the page shown in Figure #.

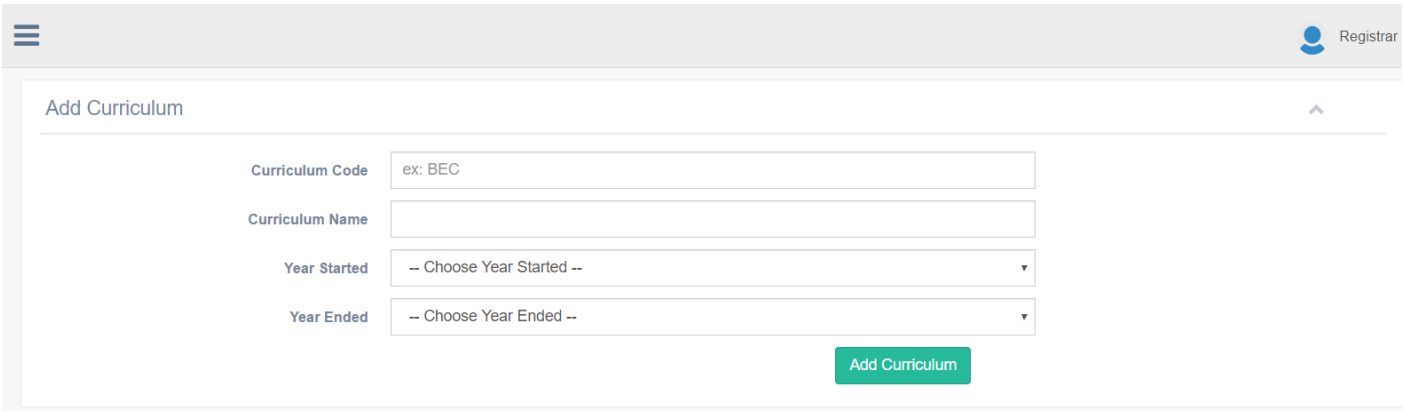


Figure #. Add Curriculum

4.3.4.2 Student Subjects

This page shows the list of past subjects that were offered in the school and the present subjects that are currently offered. The subjects are listed in a table with the following columns:

- Subject Name
- Subject Level
- Curriculum
- Program

Each Subject is categorized by which subject level, curriculum, and program it belongs to. This page also has filtering by curriculum and/or program facilities.

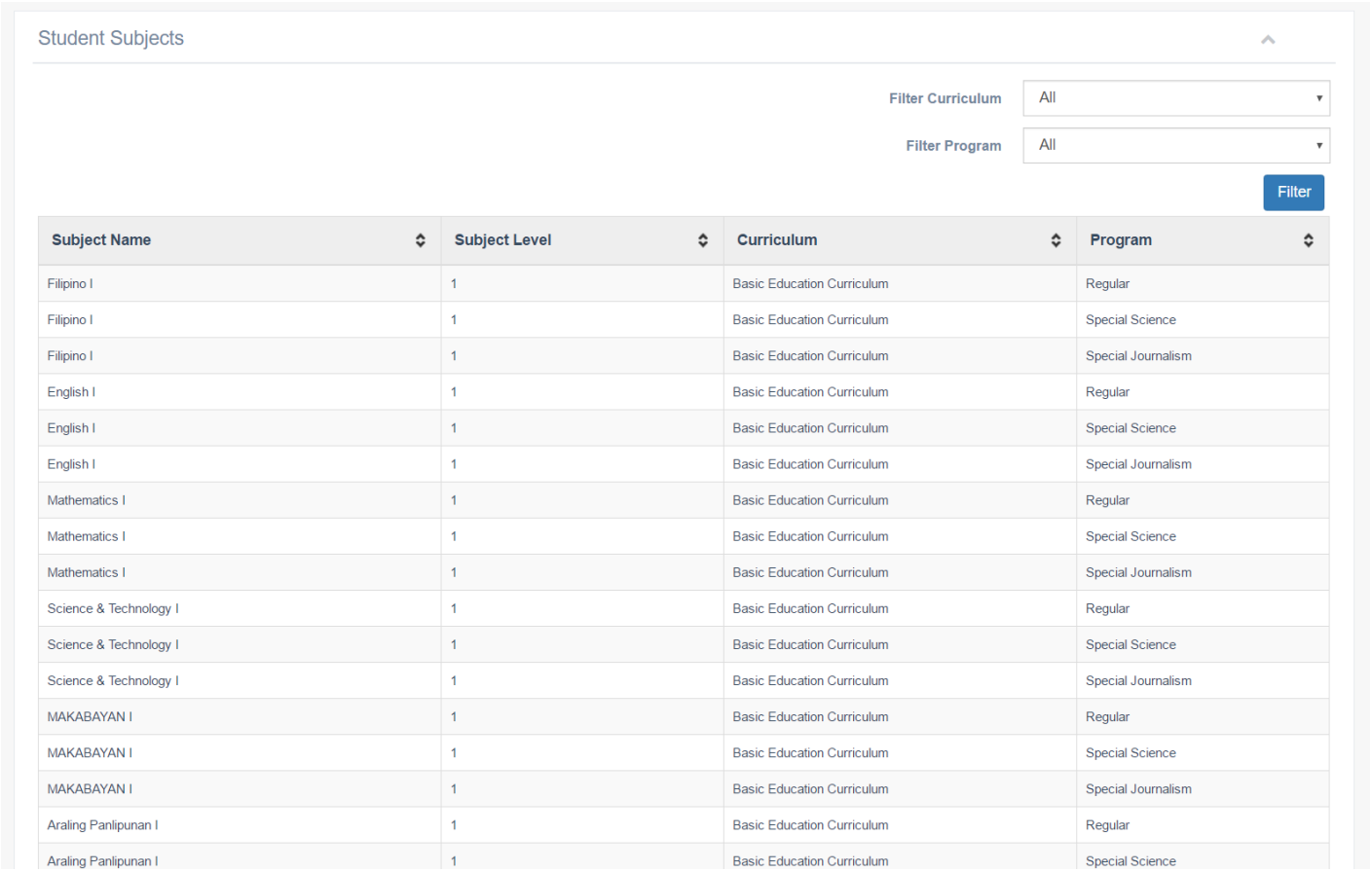


Figure #. Student Subjects

Eduk. Sa Pagpapahalaga I	1	Basic Education Curriculum	Regular
Developmental Reading I	1	Basic Education Curriculum	Regular
Pagbasang Paunlad I	1	Basic Education Curriculum	Regular
Filipino II	2	Basic Education Curriculum	Regular
English II	2	Basic Education Curriculum	Regular
Mathematics II	2	Basic Education Curriculum	Regular
Science & Technology II	2	Basic Education Curriculum	Regular
MAKABAYAN II	2	Basic Education Curriculum	Regular
Araling Panlipunan II	2	Basic Education Curriculum	Regular
Tech. & Livelihood Educ. (TLE) II	2	Basic Education Curriculum	Regular
MAPEH II	2	Basic Education Curriculum	Regular
Eduk. Sa Pagpapahalaga II	2	Basic Education Curriculum	Regular

Add Subject

Previous 1 2 3 4 5 Next

Figure #. Student Subject List

The adding of subjects can also be done through the “Add Subject” in the lower part of the page. This goes to the adding page shown at Figure #.

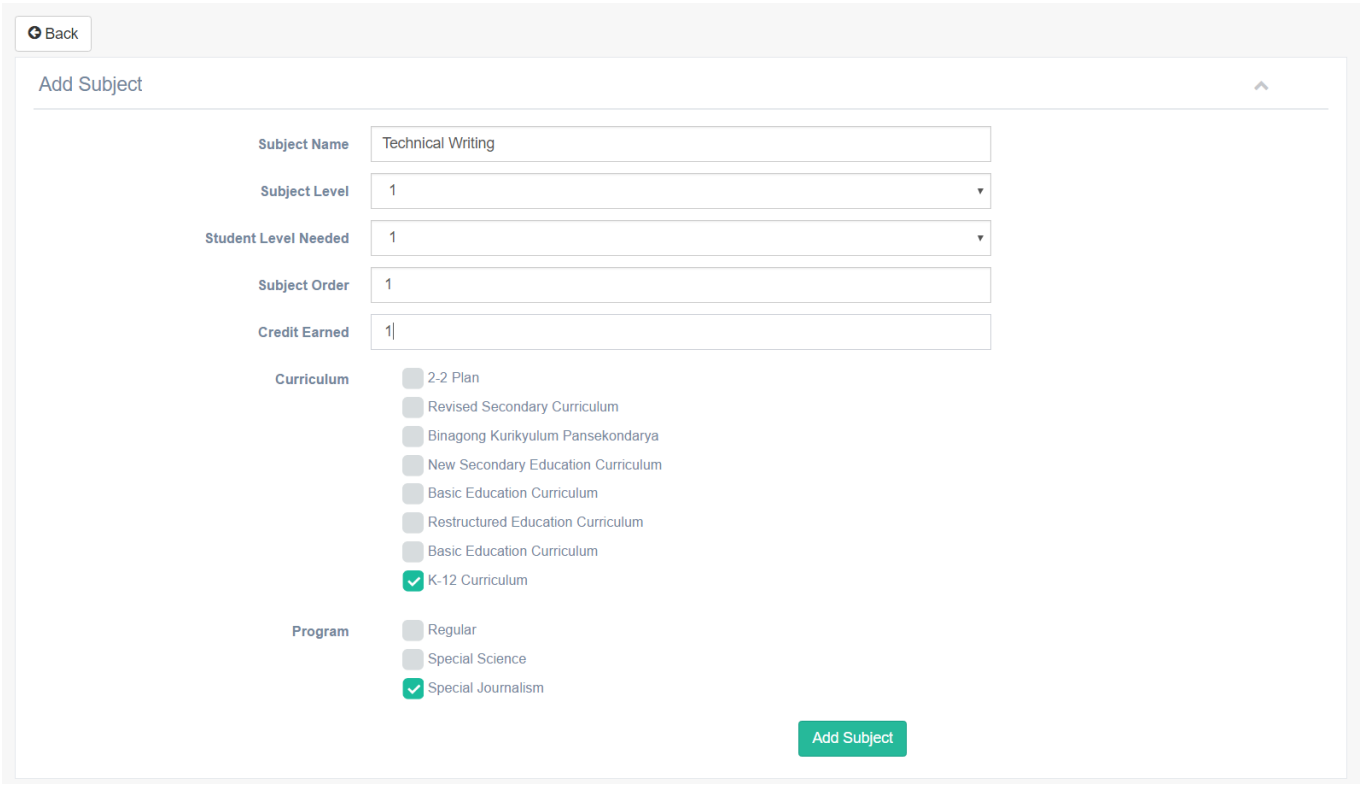


Figure #. Add Student Subject

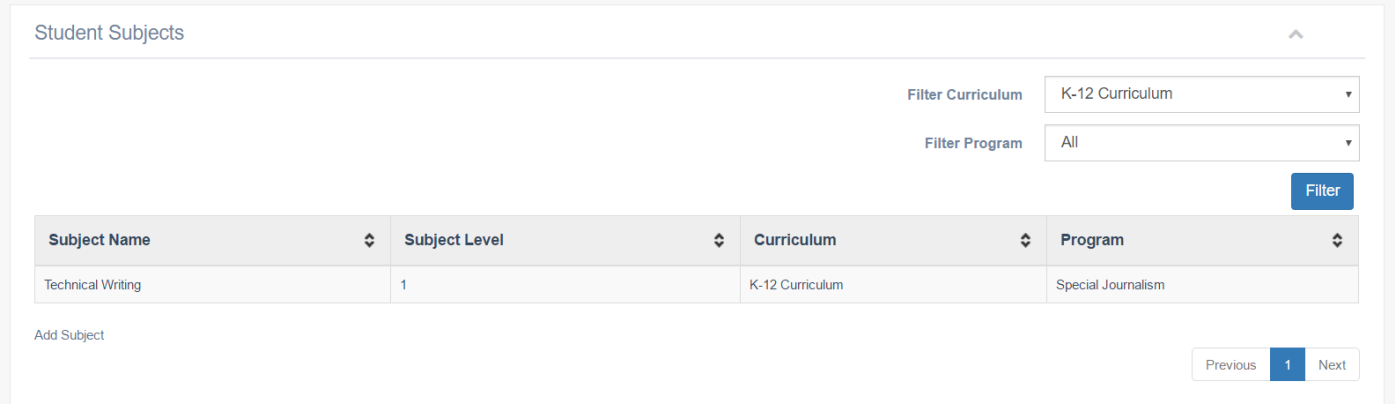


Figure #. Added Subject

4.3.4.3 Student Programs

The Student Programs page provides the table of Student Programs that has columns:

- Program ID
- Program Name

Addition of new programs can also be done through the "Add Program" as shown in Figure #.

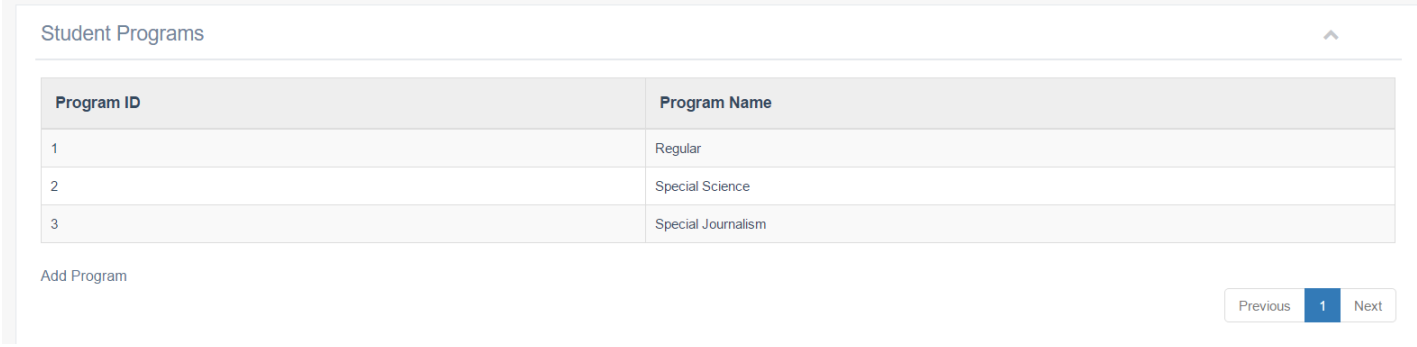


Figure #. Student Programs

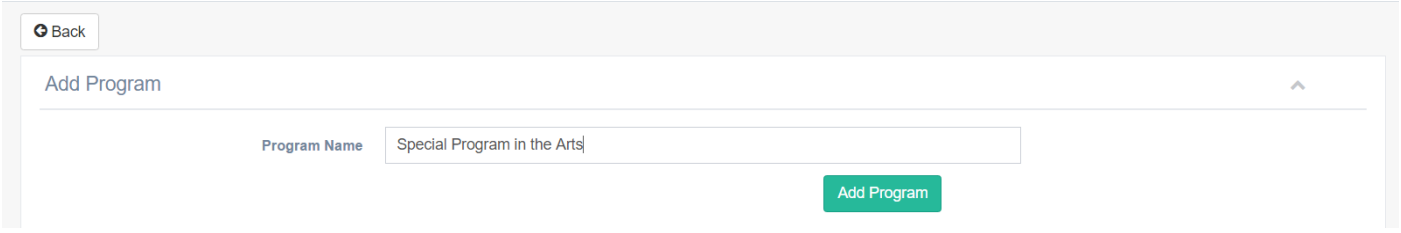


Figure #. Add Student Program

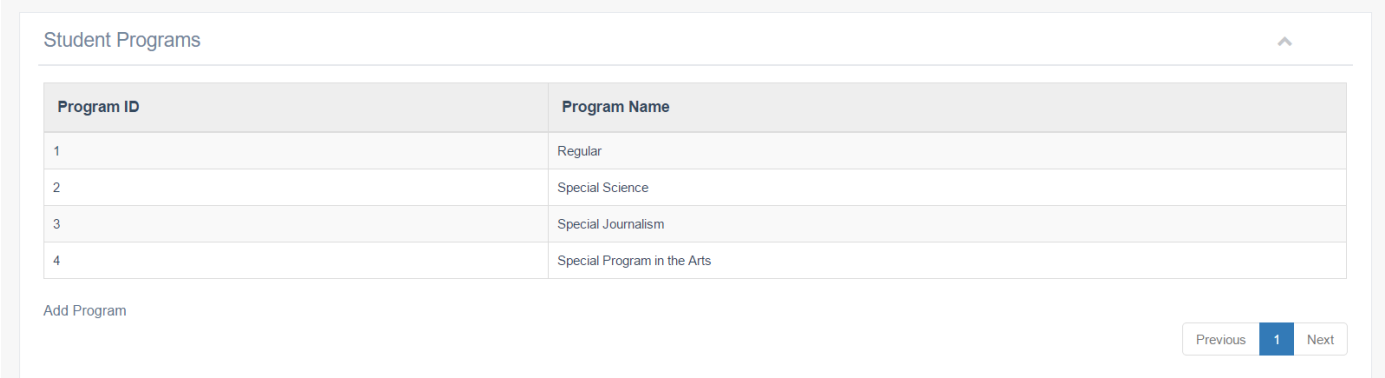


Figure #. Added Student Program

4.3.4.4 Credentials

The Credentials page lists the Credentials that can be requested. In the table of credentials, the following columns are indicated:

- Credential ID
- Credential Name
- Price
- Action – has the button "Edit" for editing the credential information and will be redirected to the page for editing of the credential. Below is the editing page for the credential as shown in Figure #. A new credential can also be added by clicking the "Add Credential" in the lower part of the page and as shown in the Figure #.

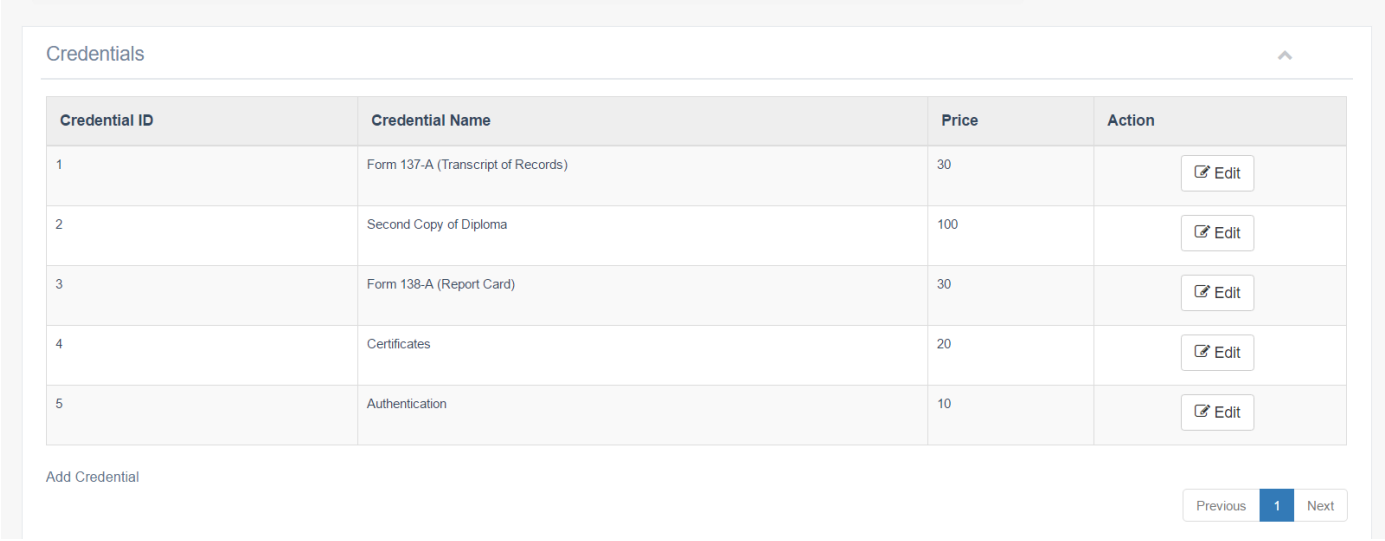


Figure #. Credentials

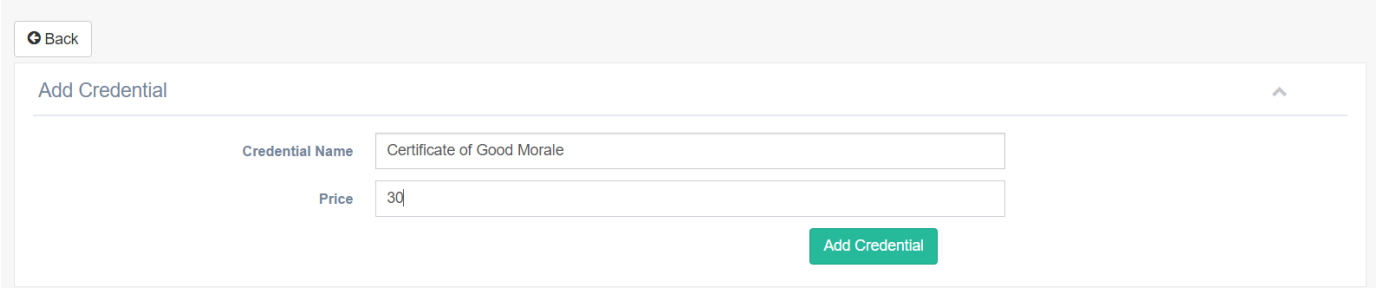


Figure #. Add Credential

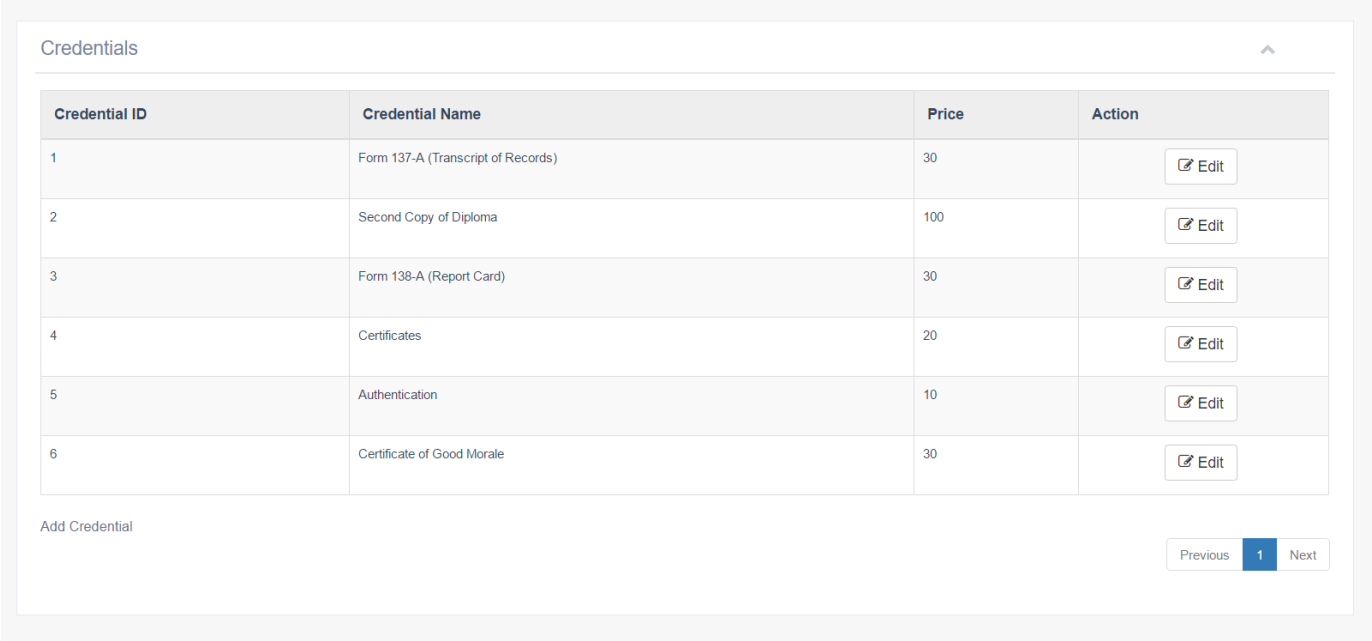


Figure #. Added Credential

4.3.5 Credential Status

This menu contains the submenus Unclaimed Credentials and Released Credentials.

4.3.5.1 Unclaimed Credentials

This page shows the table of unclaimed credentials. The table has columns:

- Date Processed
- Student Name
- Requested Credential
- Mark as – where the “Released” button is placed to make the credential a released credential.

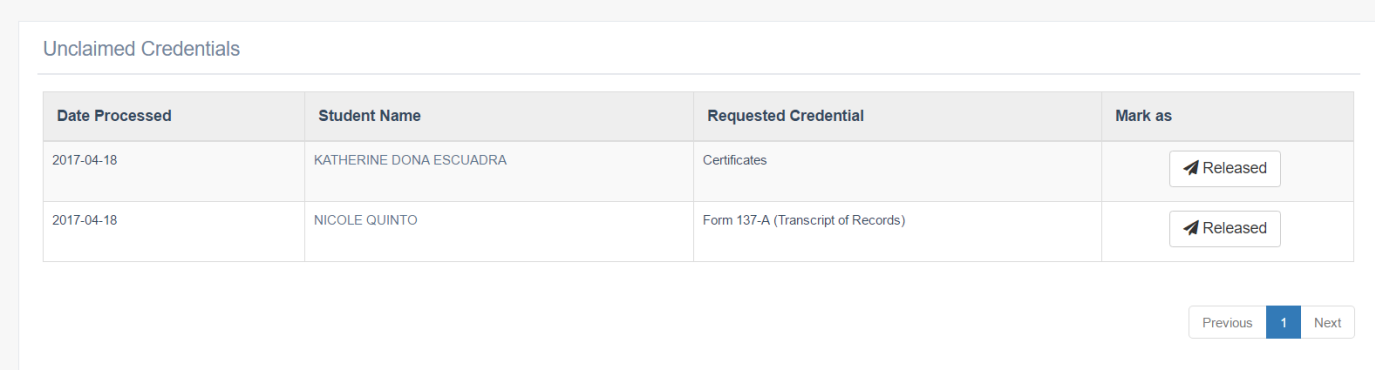


Figure #. Unclaimed Credentials

4.3.5.2 Released Credentials

From the unclaimed credentials, once marked as released, the credentials are shown in the table of released credentials. The table has columns:

- Date Released
- Student Name
- Requested Credential/s

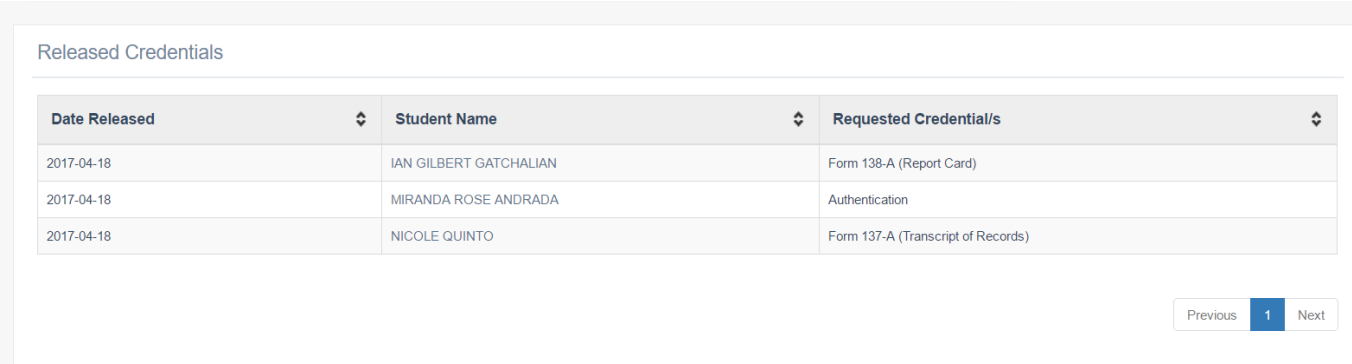


Figure #. Requested Credentials

4.3.6 Reports

This menu shows the submenus Transaction Reports, Payment Remittance Reports, and Accomplishment Reports.

4.3.6.1 Transaction Reports

The transactions that involve credentials which are the processed and released credentials are shown in the table in this page. The table has the following information:

- Transaction Date
- Student Name
- Date Processed
- Date Released

- Total Amount

The page also has a date picker for selecting the transaction date.

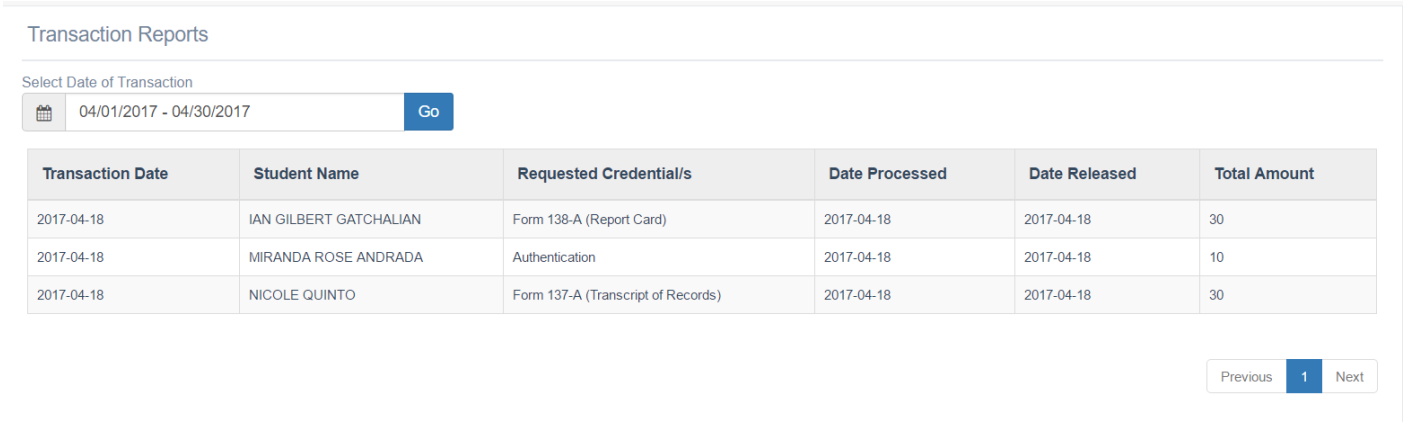


Figure #. Transaction Reports

4.3.6.2 Payment Remittance

The payment details for the credentials that were released are shown in this page. The table contains the columns:

- Payment Date
- OR Number
- Name
- Item
- Amount
- No. of Copies
- Remarks

A date picker is provided for selecting the date of payment and to select the date range the user wishes to generate a payment remittance report for. The “Generate Report” redirects to the page where the signatory is chosen and the “Generate” button is located. The “Generate” button produces the report which is available for printing.

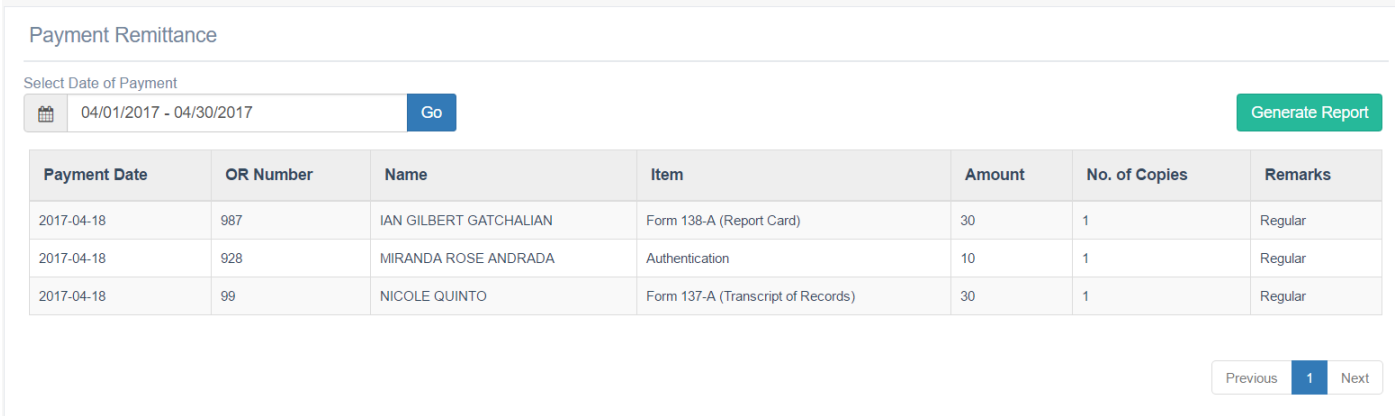


Figure #. Payment Remittance Reports

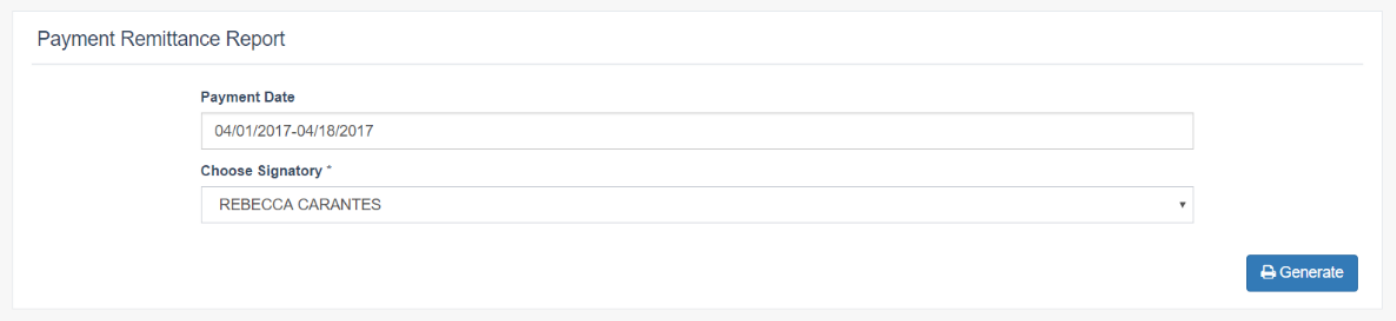


Figure #. Generate Payment Remittance Report

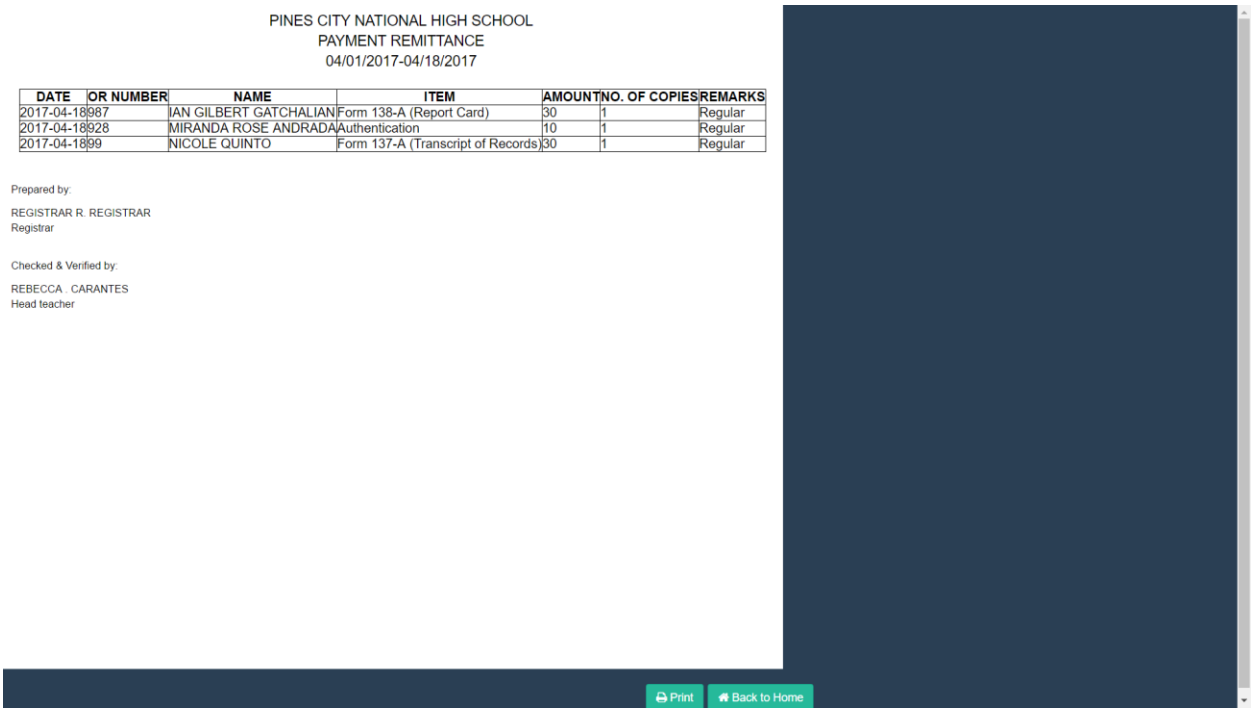


Figure #. Payment Remittance Report Template

4.3.6.3 Accomplishment Reports

Figure # shows the table of the accomplishment reports with columns:

- Item
- Processed
- Released

This page shows the count of the processed and released credentials. A date picker is also provided for easier filtering and getting of the date range for the generation of Accomplishment Report. The "Generate Report" redirects to the page shown in Figure # where the accomplishments are indicated and the signatory is chosen. In the lower part of the page, the "Generate" button is placed which redirects to the template of the accomplishment report and is ready for printing.

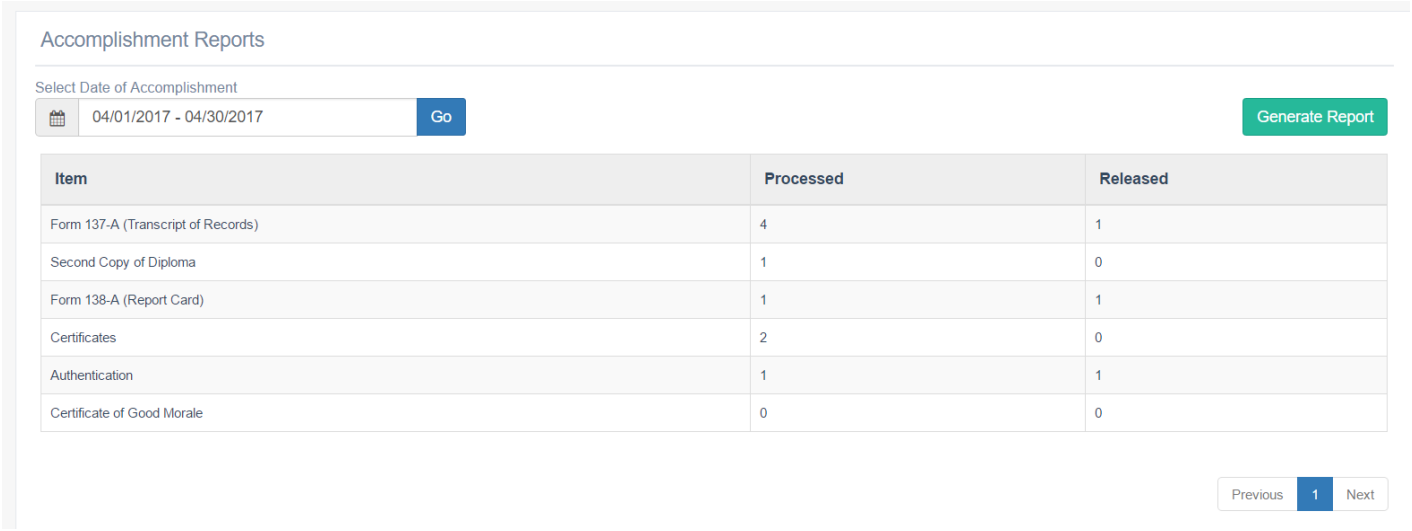


Figure #. Accomplishment Reports

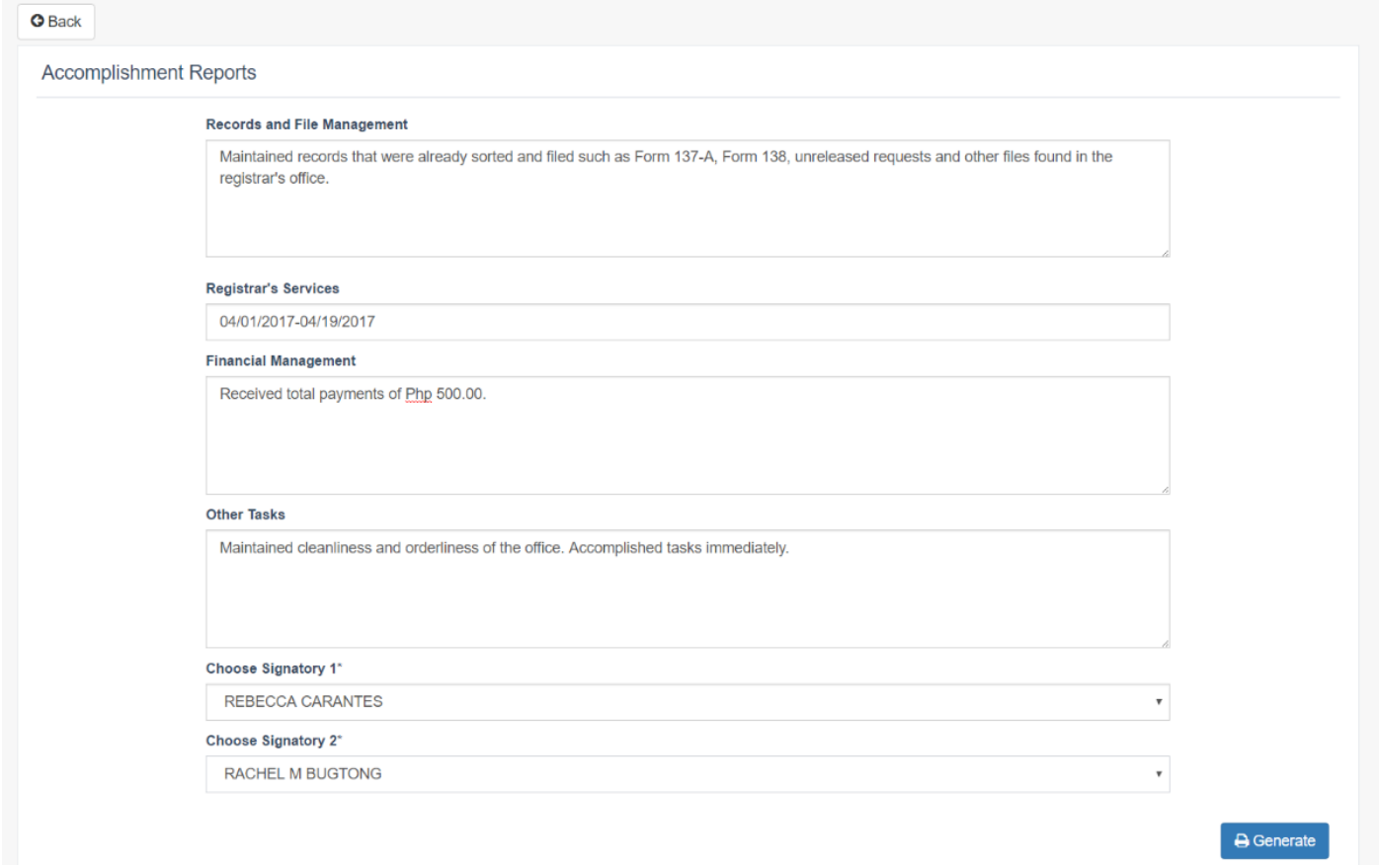
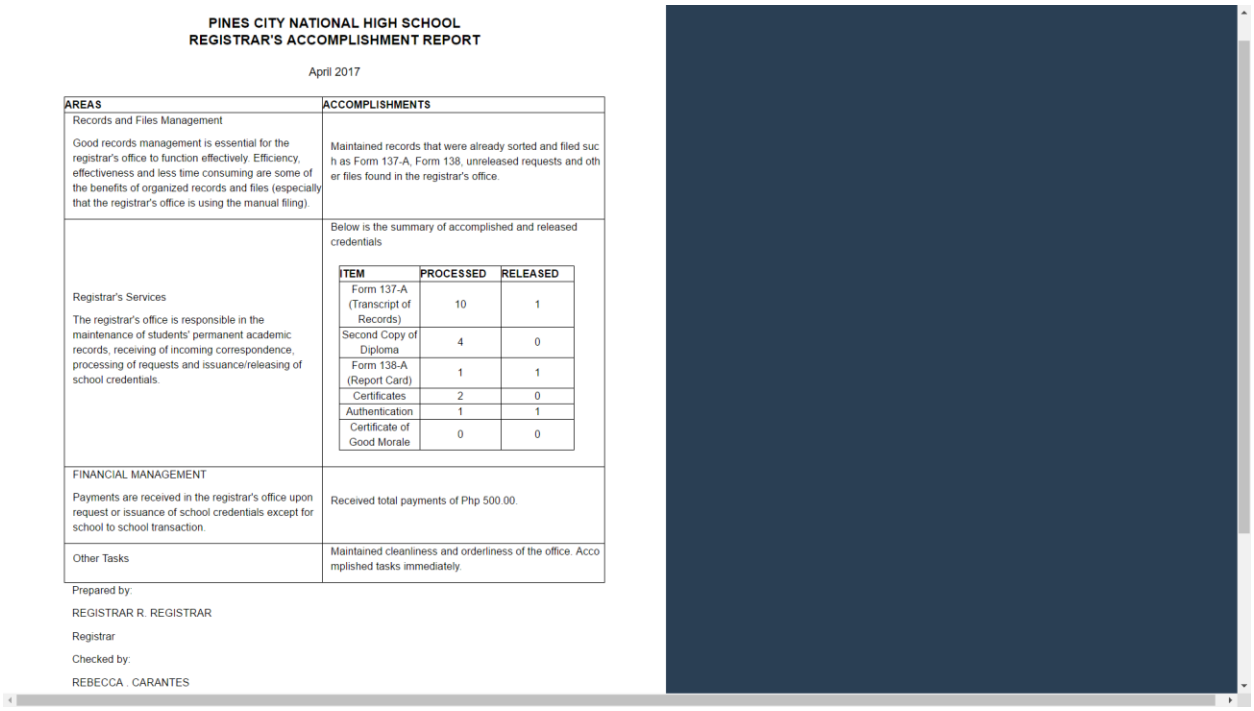


Figure #. Generate Accomplishment Report



PINES CITY NATIONAL HIGH SCHOOL
REGISTRAR'S ACCOMPLISHMENT REPORT

April 2017

AREAS	ACCOMPLISHMENTS
Records and Files Management Good records management is essential for the registrar's office to function effectively. Efficiency, effectiveness and less time consuming are some of the benefits of organized records and files (especially that the registrar's office is using the manual filing).	Maintained records that were already sorted and filed such as Form 137-A, Form 138, unreleased requests and other files found in the registrar's office.
Registrar's Services The registrar's office is responsible in the maintenance of students' permanent academic records, receiving of incoming correspondence, processing of requests and issuance/releasing of school credentials.	Below is the summary of accomplished and released credentials
FINANCIAL MANAGEMENT Payments are received in the registrar's office upon request or issuance of school credentials except for school to school transaction.	Received total payments of Php 500.00.
Other Tasks	Maintained cleanliness and orderliness of the office. Accomplished tasks immediately.

ITEM	PROCESSED	RELEASED
Form 137-A (Transcript of Records)	10	1
Second Copy of Diploma	4	0
Form 138-A (Report Card)	1	1
Certificates	2	0
Authentication	1	1
Certificate of Good Morale	0	0

Prepared by:

REGISTRAR R. REGISTRAR

Registrar

Checked by:

REBECCA . CARANTES

Figure #. Print Accomplishment Report