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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

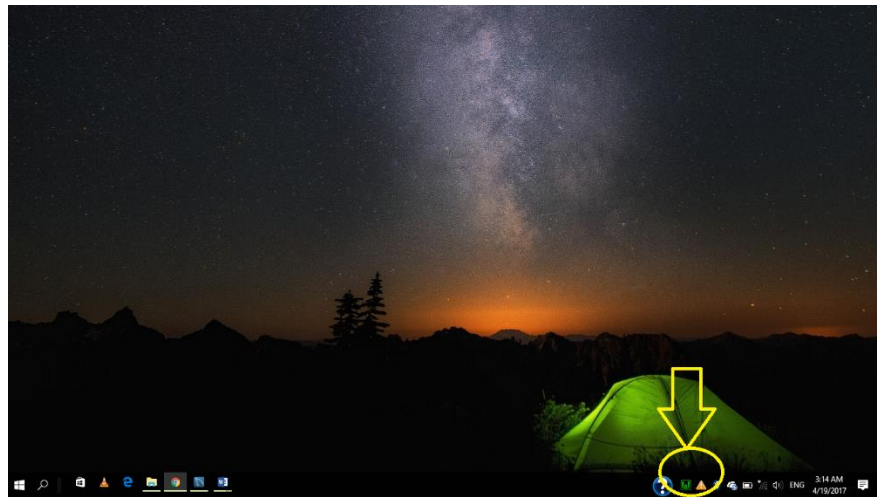
### 3.1 Installation and Logging in

Steps:

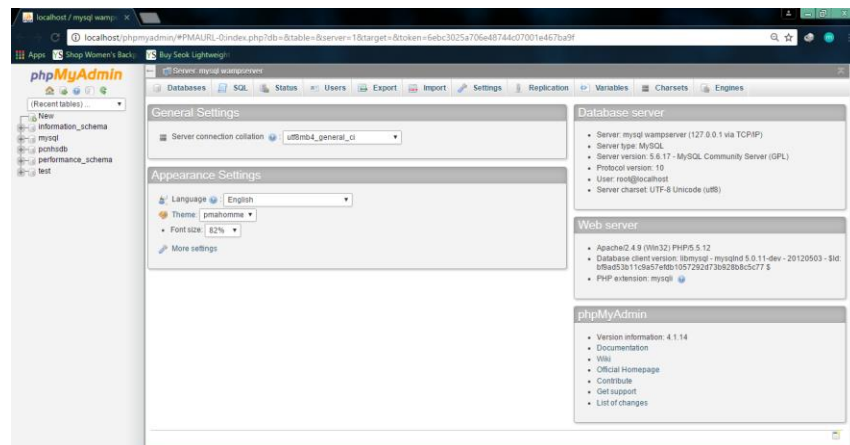
1. Start Wamp Server

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

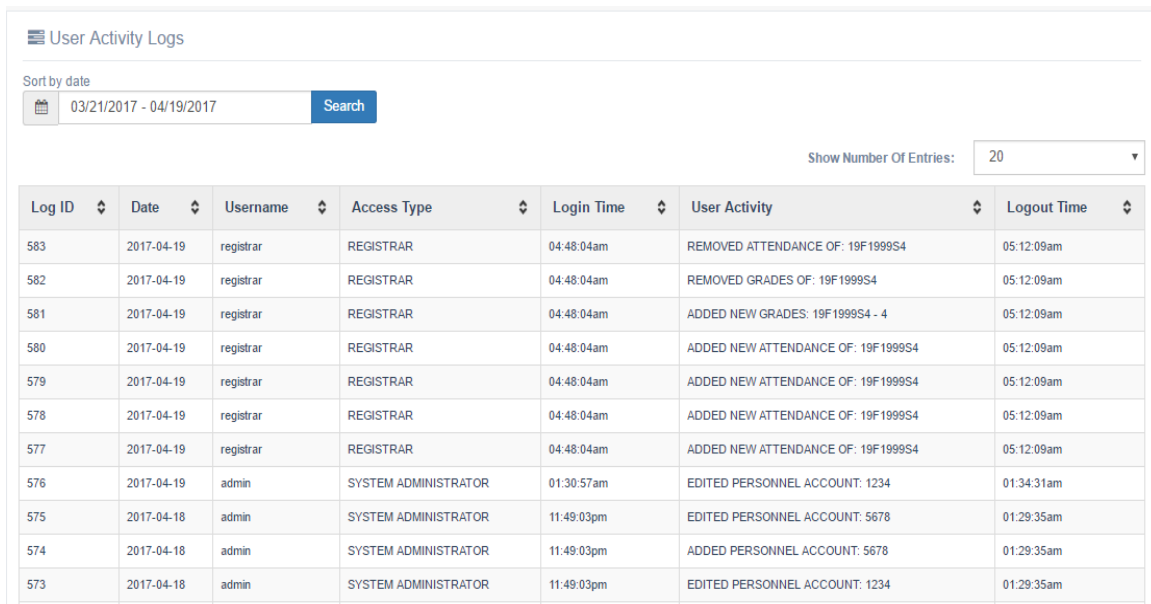
#### 4.1.1 System Administrator Module

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.



The screenshot displays the 'User Activity Logs' interface. At the top, there is a title 'User Activity Logs' and a 'Sort by date' dropdown menu. Below this is a date range selector showing '03/21/2017 - 04/19/2017' and a 'Search' button. To the right, there is a 'Show Number Of Entries:' dropdown menu set to '20'. The main part of the interface is a table with the following columns: Log ID, Date, Username, Access Type, Login Time, User Activity, and Logout Time. The table contains 13 rows of data, showing activities performed by registrars and administrators.

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.

Log ID	Date	Username	Access Type	Login Time	User Activity	Logout Time
--------	------	----------	-------------	------------	---------------	-------------

**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.

Search User Logs by Username or Activity

**Figure 3. System Logs Search Bar**

Sort by date

Today

Yesterday

Last 7 Days

Last 30 Days

This Month

Last Month

Custom Range

Apply

Cancel

Mar 2017

Apr 2017

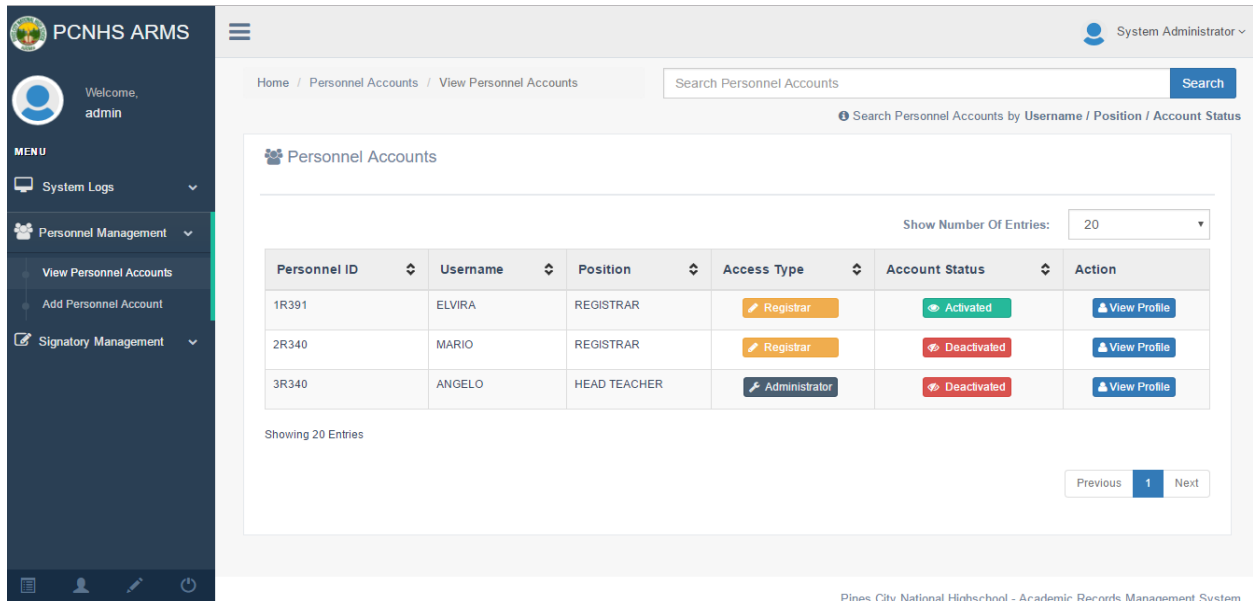
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	1	2	3	4	5	6

**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**

Personnel ID	Username	Position	Access Type	Account Status	Action
--------------	----------	----------	-------------	----------------	--------

**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.

**Add Personnel Account**


Personnel ID	1R350
User Name	ROBERTO
Password	*****
Confirm Password	*****
Last Name	DELA CRUZ
First Name	ROBERTO
Middle Name	ANGELO
Position	REGISTRAR
Access Type	REGISTRAR
Account Status	ACTIVATED

**Add Personnel**

**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.

 [View Personnel Account](#)

---

Personnel ID	1R391
User Name	ELVIRA
Password	.....
Last Name	CUDLI
First Name	ELVIRA
Middle Name	M
Position	REGISTRAR
Access Type	REGISTRAR
Account Status	ACTIVE


[Edit Profile](#) [Remove](#) [View list of Personnel](#)

---

**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.

 **Remove Personnel** ×

Enter Personnel Account Password :


[Cancel](#) [Remove](#)

**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.

 Edit Personnel Account

---


Personnel ID	1R391
User Name	ELVIRA
Password	.....
	<a href="#">Edit Password</a>
Last Name	CUDLI
First Name	ELVIRA
Middle Name	M
Position	REGISTRAR
Access Type	REGISTRAR ▼
Account Status	ACTIVE ▼
Confirm Password	

[Cancel](#) [Save Changes](#)

*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.

 Change Password ×

Current Password :

New Password :

Confirm New Password :

[Cancel](#) [Save](#)

*Figure 11. Change Password of Personnel Account*

## 4.2.3 Signatory Management

### Viewing list of signatories

The screenshot shows the PCNHS ARMS Signatory Management interface. On the left is a dark sidebar with a logo, a welcome message for 'admin', and a menu with options: System Logs, Personnel Management, Signatory Management (selected), View Signatories, and Add Signatory. The main content area has a breadcrumb trail 'Home / Signatories / View Signatories', a search bar, and a 'Search' button. Below the search bar is a table of signatories. The table has columns: Signatory ID, First Name, M. I., Last Name, Degree, Position, Yr Started, Yr Ended, and Action. There are 10 entries in the table. A 'Show Number Of Entries' dropdown is set to 100. The 'Action' column contains 'View Profile' buttons for each entry.

Signatory ID	First Name	M. I.	Last Name	Degree	Position	Yr Started	Yr Ended	Action
11S1011	ELLEN	B	DONATO	Ed.D., CESO IV	SUPERINTENDENT	2010	2011	<a href="#">View Profile</a>
12S1212	MARY	A	LANG-AYAN	Ed.D., CESO IV	SUPERINTENDENT	2012	2012	<a href="#">View Profile</a>
13S15P	FRANCIS CESAR	B	BRINGAS	CESO IV	SUPERINTENDENT	2015	2017	<a href="#">View Profile</a>
1HT004	REBECCA		CARANTES		HEAD TEACHER	2017	2017	<a href="#">View Profile</a>
1P7385	CONCEPCION	S	VALENCERINA		PRINCIPAL	1973	1985	<a href="#">View Profile</a>
1R391	ELVIRA	C	CUDLI		REGISTRAR	2014	2017	<a href="#">View Profile</a>
1S7375	TELESFORO	N	BOQUIREN		SUPERINTENDENT	1973	1975	<a href="#">View Profile</a>
2HT063	PATRICIO		DAWATON		HEAD TEACHER	2017	2017	<a href="#">View Profile</a>

*Figure 12. Overview of List of Signatories*

Signatory ID	First Name	M. I.	Last Name	Degree	Position	Yr Started	Yr Ended	Action
--------------	------------	-------	-----------	--------	----------	------------	----------	--------

*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.

The screenshot shows the 'Add Signatory' form. It has a title 'Add Signatory' with a person icon. The form contains the following fields: Signatory ID (1HT004), First Name (REBECCA), Middle Name (empty), Last Name (CARANTES), Academic Degree (e.g. Ed.D., CESO IV), Year Started (2017), Year Ended (2017), and Position (HEAD TEACHER). There is a green 'Add Signatory' button at the bottom.


Signatory ID	1HT004
First Name	REBECCA
Middle Name	
Last Name	CARANTES
Academic Degree	e.g. Ed.D., CESO IV
Year Started	2017
Year Ended	2017
Position	HEAD TEACHER

Add Signatory

**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.

 View Signatory

---

Signatory ID	2HT063
First Name	PATRICIO
Middle Name	
Last Name	DAWATON
Academic Degree	
Year Started	2017
Year Ended	2017
Position	HEAD TEACHER


[Edit Signatory](#) [Remove](#) [View 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.

 Edit Signatory

---

Signatory ID	2HT063
First Name	PATRICIO
Middle Name	
Last Name	DAWATON
Academic Degree	
Year Started	2017 ▼
Year Ended	2017 ▼
Position	HEAD TEACHER

[Cancel](#) [Save Changes](#)

**Figure 16. Edit Signatory**

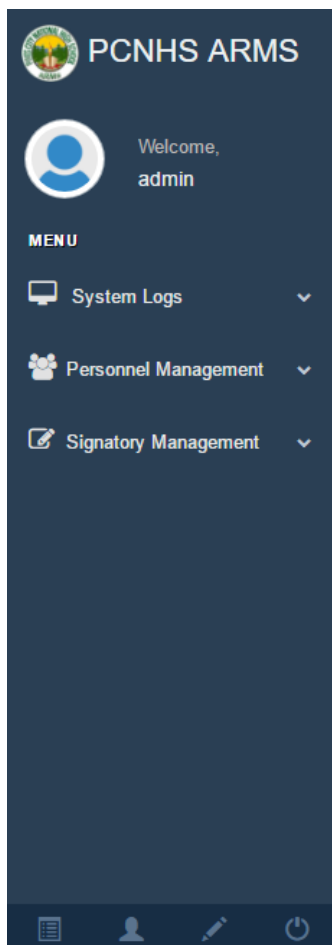
## Removing a signatory

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



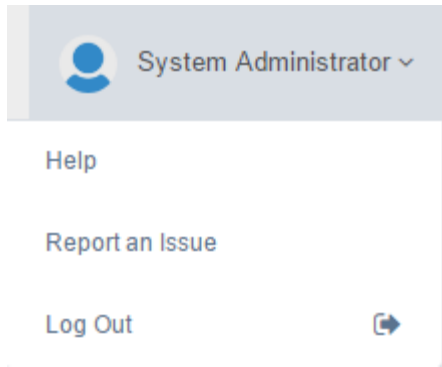
The system administrator has three main menus with corresponding sub menus

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.

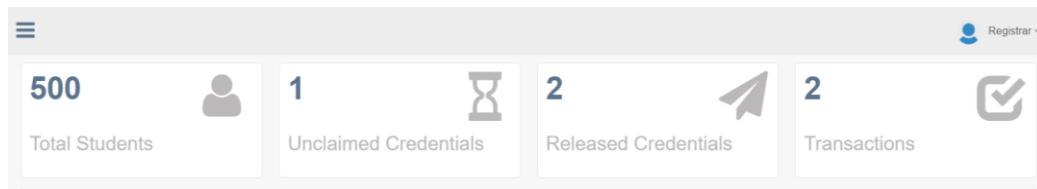
### 4.3.1 Home

Date of Request	Student Name	Requested Credential	Purpose	Action
2017-04-18	MARIA THERESA GALANG	Form 137-A (Transcript of Records)	employment	Process Request
2017-04-18	LEO WACLIN	Second Copy of Diploma	EMPLOYMENT	Process Request
2017-04-18	IRENE IBAG	Certificates	EMPLOYMENT	Process Request
2017-04-18	JENIFER INTO	Form 137-A (Transcript of Records)	employment	Process Request

**Figure 20. Home Page**

The Home Page shows the:

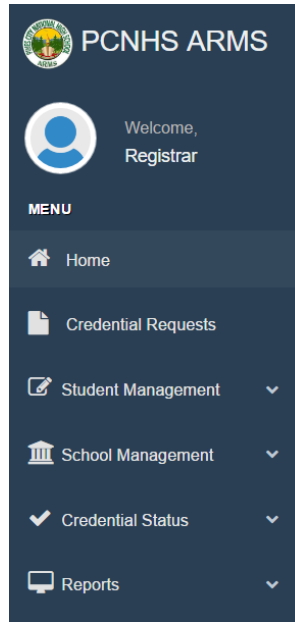
- Dashboard as shown in Figure 20. It shows the number of total student data in the system, the current number of unclaimed credentials or processed credentials, released credentials and transactions.



**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.

Recent Credential Requests

+ New Request

Date of Request	Student Name	Requested Credential	Purpose	Action
2017-04-18	MARIA THERESA GALANG	Form 137-A (Transcript of Records)	employment	<div>Process Request</div>
2017-04-18	LEO WACLIN	Second Copy of Diploma	EMPLOYMENT	<div>Process Request</div>
2017-04-18	IRENE IBAG	Certificates	EMPLOYMENT	<div>Process Request</div>
2017-04-18	JENIFER INTO	Form 137-A (Transcript of Records)	employment	<div>Process Request</div>

**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

Generate Credential

Student ID 1F2011R7

Choose Credential \* Form 137-A (Transcript of Records)

Cancel Next

***Figure 25. Generate Form 137-A***

Registrar

---

Form 137
^

Type of Request \* ☒ Individual Request ☐ School Request

Date Today

Credential ID

Request Purpose/Remarks:

Admitted To:

Last School Year Attended

ⓘ If the Last School Year Attended is empty, please add grades and attendance first before generating credentials.

Choose Signatory \*

Cancel
Submit

**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	Grade	School Year	SUBJECT	Final Rating	Action Taken
PINES CITY NATIONAL HIGH SCHOOL	1	2007 - 2008	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
	2	2008 - 2009	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: <u>123</u> Days Present: <u>123</u>		
PINES CITY NATIONAL HIGH SCHOOL	3	2009 - 2010	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
4	2010 - 2011	Tech. & Livelihood Educ. (TLE) II	85	PASSED	
		MAPEH II	90.1	PASSED	
		Eduk. Sa Pagpapahalaga II	87	PASSED	
		Days of School: <u>123</u> Days Present: <u>123</u>			

**Figure 27. Print Form 137-A**

English III	90	PASSED	English IV	82	PASSED
Mathematics III	95	PASSED	Science & Technology IV	84	PASSED
Science & Technology III	91	PASSED	MAKABAYAN IV	85	PASSED
MAKABAYAN III	90	PASSED	Araling Panlipunan IV	86	PASSED
Araling Panlipunan III	89	PASSED	Tech. & Livelihood Educ. (TLE) IV	87	PASSED
Tech. & Livelihood Educ. (TLE) III	87	PASSED	MAPEH IV	88	PASSED
MAPEH III	90	PASSED	Eduk. Sa Pagpapahalaga IV	89	PASSED
Eduk. Sa Pagpapahalaga III	86	PASSED	CAT I	90	PASSED
Days of School: 130	Days Present: 130		Days of School: 130	Days Present: 130	
Total Number of Years in School:		Total Number of Years in School:			

---

SUMMER/REMEDIAL CLASS		School:	School Year:
SUBJECT	Final Rating	Action Taken	Days of School: Days Present:

---

I certify that this is a true copy of the records of QUINTO, NICOLE L. This student is eligible on the 18th day of April 2017 for admission to 2010 - 2011 as a regular student and she has no property and/or money accountability in this school.

REMARKS: ISSUED TO FOR EMPLOYMENT

NOTE: A mark, erasure or alternation of any entry invalidates this form.

not valid without seal

Prepared by: REGISTRAR R. REGISTRAR  
Registrar

Checked & Verified by: RACHEL M. BUGTONG  
Principal

[Print](#) [Back to Home](#)

**Figure 28. Print Form 137-A**

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

Registrar

Diploma

Second Copy

Type of Request \*

☒ Individual Request:

Date Today

2017-04-18

Credential ID

2

Request Purpose/Remarks:

Last School Year Attended

2002 - 2003

Choose Signatory for Principal \*

-- Choose Signatory --

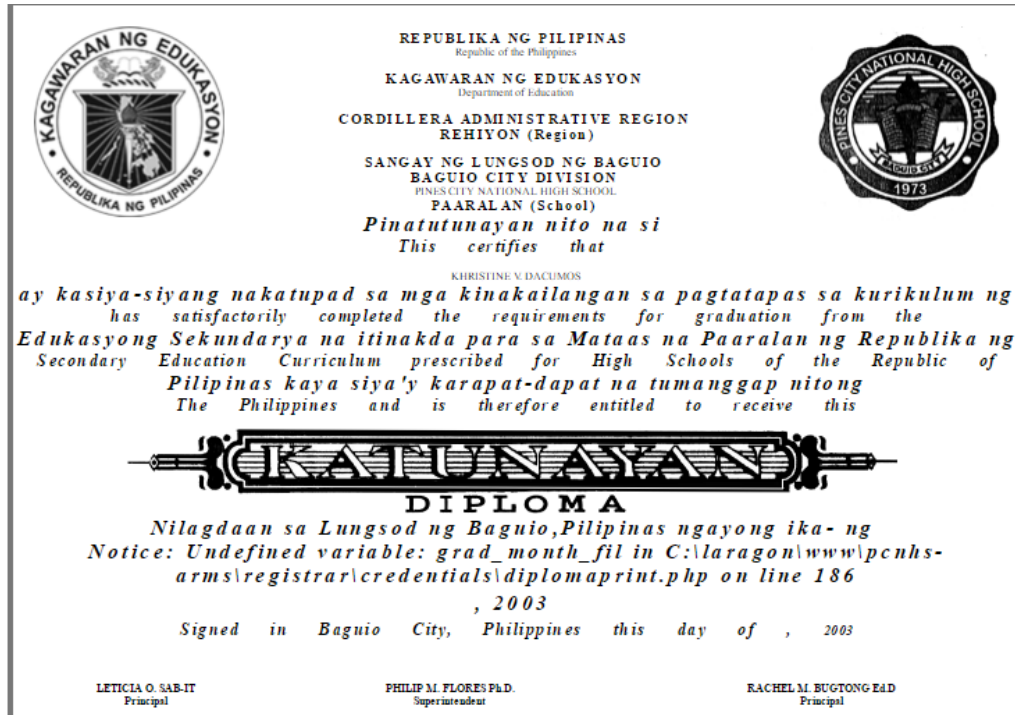
Choose Signatory for Superintendent\*

-- Choose Signatory --

Cancel

Submit

**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

New Credential Request

Full Name \*

KATHLYN KAYE DAYDAY

Choose Credential \*

Certificates

Purpose \*

Local

Others:

Cancel

Next

**Figure 31. Generate Other Credential**

Registrar

Back

Verify Student

Student ID	Last Name	First Name	Action
11F2002S4	DAYDAY	KATHLYN KAYE	Add Request                              View Profile

**Figure 32. Verify Request**

Credential Requests

Queue Number	Date of Request	Student Name	Requested Credential	Purpose	Action
1	2017-04-18	CLARE DELISEN	Form 137-A (Transcript of Records)	EMPLOYMENT	Process Request
2	2017-04-18	ANTHONY APLOD	Form 137-A (Transcript of Records)		Process Request
3	2017-04-18	HELEN DELMAS	Form 137-A (Transcript of Records)	EMPLOYMENT	Process Request
4	2017-04-18	SUSAN NAHGAB	Form 137-A (Transcript of Records)	EMPLOYMENT	Process Request
5	2017-04-18	JEAN PASPAS	Form 137-A (Transcript of Records)	EMPLOYMENT	Process Request
6	2017-04-18	DIZON FONTANILLA	Form 137-A (Transcript of Records)		Process Request
7	2017-04-18	ROSALYN BAYOG	Form 137-A (Transcript of Records)	ABROAD	Process Request
8	2017-04-18	JESS KIANGAN	Form 137-A (Transcript of Records)		Process Request
9	2017-04-18	JEANETTE BASA	Form 137-A (Transcript of Records)		Process Request
10	2017-04-18	JOSEPH ALLAN HERRERO	Certificates	LOCAL	Process Request
11	2017-04-18	YOLANDA LANGBAYAN	Form 137-A (Transcript of Records)		Process Request
12	2017-04-18	RENAN BOLLIDO	Form 137-A (Transcript of Records)		Process Request
13	2017-04-18	KATHLYN KAYE DAYDAY	Certificates	LOCAL	Process Request

**Figure 33. Process Request**

Other Credential Request Other credential requests will be processed here.



Type of Request \* Individual Request:

Date Today

Credential ID

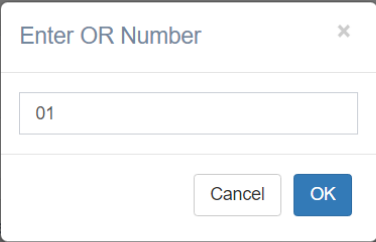
Request Purpose/Remarks:

**Figure 34. Submit Request**

Unclaimed Credentials			
Date Processed	Student Name	Requested Credential	Mark as
2017-04-18	KATHLYN KAYE DAYDAY	Certificates	 Released
2017-04-18	JENNY BANDAL	Form 137-A (Transcript of Records)	 Released

[Previous](#)
[1](#)
[Next](#)

*Figure 35. Other Credential as Unclaimed*



A modal dialog box titled "Enter OR Number" with a close button (X) in the top right corner. It contains a text input field with the value "01". Below the input field are two buttons: "Cancel" and "OK". The background shows a blurred view of the "Unclaimed Credentials" table from Figure 35.

*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

## Student Personal Information

**Clear**

Fields first before adding new student.

### Student

**!** If the information is not available, please enter "NONE"

Curriculum of Student *	Basic Education Curriculum	
	<b>!</b> Refer to the curriculum that is indicated on the Form 137.	
Secondary School *	PINES CITY NATIONAL HIGH SCHOOL	
Student ID or LRN *	1F2011R7	
First Name *	Nicole	
Middle Name *	Leonardo	
Last Name *	Quinto	
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female	
Birthday *	<input type="text"/> 01/01/1995	
Birthplace *	Benguet	Baguio City
	New Lucban	
Student Program *	Regular	

**Figure 37. Add Student**

### Parent or Guardian

Full Name *	Paulo Quinto
Occupation *	Businessman
Address *	New Lucban, Baquio City

### Primary School

School Name *	Magsaysay Elementary School
Last School Year Attended *	2006 - 2007
Total Elementary Years *	6
Average Grade *	89

Clear Fields

**+** Add Student

**Figure 38. Add Student**



Added Student Successfully.

Back

### Student Personal Information

#### Student

Curriculum	Basic Education Curriculum
Secondary School Name	PINES CITY NATIONAL HIGH SCHOOL
Student ID	1F2011R7
Last Name	QUINTO
First Name	NICOLE
Middle Name	LEONARDO
Gender	female
Birthday	01/01/1995
Birth Place:	
Province	BENGUET
Town	BAGUIO CITY
Barangay	NEW LUCBAN

Program

Regular

Last School Year Attended

#### Parent

Full Name	PAULO QUINTO
Occupation	BUSINESSMAN
Address	NEW LUCBAN, BAQUIO CITY

#### Primary School

Name	MAGSAYSAY ELEMENTARY SCHO
School Year	2006 - 2007
Total Elementary Years	6
Average Grade	89

### Requested Credentials

Credential Name	Purpose	Date Processed	Credential Status	Date Released
-----------------	---------	----------------	-------------------	---------------

No records found in grades and attendance.

Edit Profile

+ Grades

Attendance

Generate Credentials

**Figure 40. Added Student Successfully**

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

Back

Student Personal Information

Student

CurriculumBasic Education Curriculum
Student ID1F2011R7
Last NameQUINTO
First NameNICOLE
Middle NameLEONARDO
Genderfemale
Birthdays01/01/1995
Birth Place:
ProvinceBENGUET
TownBAGUIO CITY
BarangayNEW LUCBAN
ProgramRegular
Last School Year Attended

Parent

Full NamePAULO QUINTO
OccupationBUSINESSMAN
AddressNEW LUCBAN, BAGUIO CITY

Primary School

NameMAGSAYSAY ELEMENTARY SCHO
School Year2006 - 2007
Total Elementary Years6
Average Grade89

CancelSave Changes

**Figure 41. Edit Student Record**

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

Back

Grades

School Name	Year Level	School Year	Average Grade	Total Credits Earned	Action
<div>+ Add Grades</div>					

Other Subjects

Toggle

School Name	School Year	Year Level	Subject	Subject Level	Subject Type	Final Grade	Credit Earned	Remarks	Action
<div>+ Add Other Subject</div>									

Failed Subjects

Toggle

Subject	Subject Level	Year Level	Status	Action
---------	---------------	------------	--------	--------

**Figure 42. Add Grades**

Grades

Student ID

1F2011R7

Year Level

1

Student Program

Regular

Default Student Program.

Student Curriculum

Basic Education Curriculum

Default Student Curriculum.

School Name

PINES CITY NATIONAL HIGH SCHOOL

School Year

2007 - 2008

Change Program

-- No Selected --

Select to override the default Student Program.

Change Curriculum

-- No Selected --

Select to override the default Student Curriculum.

Cancel

Next

**Figure 43. Add Grades**

Back

Grades

Student's School Information

School Name: PINES CITY NATIONAL HIGH SCHOOL

Student ID: 1F2011R7

School Year: 2007 - 2008

Program: 1

Curriculum: Basic Education Curriculum

Year Level or Grade:

1

7

Number of Subjects: 11

Subject ID	Subject	Subject Level	Final Grade	Credits Earned (Enter P or R for K-12)	Special Grade (Optional. For NSEC only.)
1	Filipino I	1	90	1.20	
2	English I	1	87	1.50	
3	Mathematics I	1	86.54	1.50	

**Figure 44. Add Grades**

4	Science & Technology I	1	87.64	1.80	
5	MAKABAYAN I	1	90	1	
6	Araling Panlipunan I	1	91	1.20	
7	Tech. & Livelihood Educ. (TLE) I	1	87.43	1.20	
8	MAPEH I	1	85	1.20	
9	Eduk. Sa Pagpapahalaga I	1	86.97	0.60	
10	Developmental Reading I	1	85	0.30	
11	Pagbasang Paunlad I	1	89	0.30	

Average Grade:

Total Credits:

+ Compute

Clear Fields

Save to File

Save to Database

Open Grades Save File (filename.csv)

No file chosen

**Figure 45. Add Grades**

Grades

School Name	Year Level	School Year	Average Grade	Total Credits Earned	Action
PINES CITY NATIONAL HIGH SCHOOL	1	2007 - 2008	87.78	10.8	<input type="button" value="View Grades"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

+ Add Grades

Other Subjects

Toggle

School Name	School Year	Year Level	Subject	Subject Level	Subject Type	Final Grade	Credit Earned	Remarks	Action
-------------	-------------	------------	---------	---------------	--------------	-------------	---------------	---------	--------

+ Add Other Subject

Failed Subjects









Toggle

Subject	Subject Level	Year Level	Status	Action
---------	---------------	------------	--------	--------

**Figure 46. Grades added for a Year Level**

Back

Grades

School Name	Year Level	School Year	Average Grade	Total Credits Earned	Action
PINES CITY NATIONAL HIGH SCHOOL	1	2007 - 2008	87.78	10.8	View Grades  
PINES CITY NATIONAL HIGH SCHOOL	2	2008 - 2009	87.12	11.19	View Grades  
PINES CITY NATIONAL HIGH SCHOOL	3	2009 - 2010	89.88	11.19	View Grades  
PINES CITY NATIONAL HIGH SCHOOL	4	2010 - 2011	85.50	12.09	View Grades  

+ Add Grades

**Figure 47. Grades added for all Year Levels**

Back

Other Subject Grades

School Name \*

Pines City National High School

School Year \*

2010 - 2011

Year Level \*

4

Subject \*

Mathematics

Subject Level \*

4

Subject Type \*

Regular

Final Grade

87

Special Grade

For subjects with special grades only.

Credit Earned \*

0.60

Clear Fields

Save

**Figure 48. Add other subject grades**

Other Subjects

Toggle

School Name	School Year	Year Level	Subject	Subject Level	Subject Type	Final Grade	Credit Earned	Remarks	Action
Pines City National High School	2010 - 2011	4	Mathematics	4	regular	87	0.60	PASSED	Remove Record

+ Add Other Subject

**Figure 49. Added other subject grades**

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

Back

Attendance

Year Level	School Year	School Days	Days Attended	Total Years in School	Action
<div>+ Add Attendance</div>					

**Figure 50. Attendance Table**

Add Attendance - Year Level: 4

Total Years in School

School Year

Days of School

Days Attended

Submit

**Figure 51. Added Attendance**

Back

Attendance

Year Level	School Year	School Days	Days Attended	Total Years in School	Action
1	2007 - 2008	123	123	7	Remove Record
2	2008 - 2009	129	128	8	Remove Record
3	2009 - 2010	130	130	9	Remove Record
4	2010 - 2011	130	130	10	Remove Record

+ Add 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.

Home / Student Management / Student List

Search Student...
Search

Search Student by Last Name/First Name

Student List

Show Number Of Entries: 20

Student ID	Last Name	First Name	Middle Name	Curriculum	Date Modified	Action
10F1994R4	ROSARIO	TERRESA	A	NSEC	No grades edited.	View
10F1995R4	LANGBAYAN	YOLANDA	W	NSEC	No grades edited.	View
10F1996R4	OLABO	CHERRYLYN	P	NSEC	No grades edited.	View
10F1997R4	DUQUE	MARIVIC	C	NSEC	No grades edited.	View
10F1998R4	DAVID	CATHERINE	P	NSEC	Sat Apr 15 2017 4:35:59 PM	View
10F1999R4	CHO-OY	ARLENE	C.	NSEC	Mon Apr 17 2017 2:40:19 PM	View
10F2000R4	DANGATAN	ALICE	A	NSEC	No grades edited.	View
10F2001R4	BAYOG	ROSALYN	C	NSEC	No grades edited.	View
10F2002R4	CAWED	VRENILLI	F	NSEC	No grades edited.	View
10F2003R4	CORPUZ	REMLYN RACHEL	N	NSEC	No grades edited.	View

**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.

Curriculum					
Curriculum ID	Curriculum Code	Curriculum Name	Year Started	Year Ended	Action
1	GEN	2-2 Plan	1973	1974	<a href="#">Edit</a>
2	RSC	Revised Secondary Curriculum	1975	1981	<a href="#">Edit</a>
3	BKP	Binagong Kurikulum Pansekondarya	1982	1989	<a href="#">Edit</a>
4	NSEC	New Secondary Education Curriculum	1990	2003	<a href="#">Edit</a>
5	BEC	Basic Education Curriculum	2004	2005	<a href="#">Edit</a>
6	REC	Restructured Education Curriculum	2005	2008	<a href="#">Edit</a>
7	BEC	Basic Education Curriculum	2008	2012	<a href="#">Edit</a>
8	K-12	K-12 Curriculum	2013	Present	<a href="#">Edit</a>

Add Curriculum

Previous 1 Next

**Figure 54. Curriculum**

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

Registrar

Add Curriculum

Curriculum Code

ex: BEC

Curriculum Name

Year Started

-- Choose Year Started --

Year Ended

-- Choose Year Ended --

Add Curriculum

**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.

Student Subjects

Filter Curriculum

All

Filter Program

All

Filter

Subject Name	Subject Level	Curriculum	Program
Filipino I	1	Basic Education Curriculum	Regular
Filipino I	1	Basic Education Curriculum	Special Science
Filipino I	1	Basic Education Curriculum	Special Journalism
English I	1	Basic Education Curriculum	Regular
English I	1	Basic Education Curriculum	Special Science
English I	1	Basic Education Curriculum	Special Journalism
Mathematics I	1	Basic Education Curriculum	Regular
Mathematics I	1	Basic Education Curriculum	Special Science
Mathematics I	1	Basic Education Curriculum	Special Journalism
Science & Technology I	1	Basic Education Curriculum	Regular
Science & Technology I	1	Basic Education Curriculum	Special Science
Science & Technology I	1	Basic Education Curriculum	Special Journalism
MAKABAYAN I	1	Basic Education Curriculum	Regular
MAKABAYAN I	1	Basic Education Curriculum	Special Science
MAKABAYAN I	1	Basic Education Curriculum	Special Journalism
Araling Panlipunan I	1	Basic Education Curriculum	Regular
Araling Panlipunan I	1	Basic Education Curriculum	Special Science

**Figure 56. 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 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.

Back

Add Subject

Subject Name

Technical Writing

Subject Level

1

Student Level Needed

1

Subject Order

1

Credit Earned

1|

Curriculum

☐ 2-2 Plan
☐ Revised Secondary Curriculum
☐ Binagong Kurikulum Pansekondarya
☐ New Secondary Education Curriculum
☐ Basic Education Curriculum
☐ Restructured Education Curriculum
☐ Basic Education Curriculum
☒ K-12 Curriculum

Program

☐ Regular
☐ Special Science
☒ Special Journalism

Add Subject

**Figure 58. Add Student Subject**

Student Subjects

Filter Curriculum

K-12 Curriculum

Filter Program

All

Filter

Subject Name	Subject Level	Curriculum	Program
Technical Writing	1	K-12 Curriculum	Special Journalism

Add Subject

Previous

1

Next

**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.

Student Programs

Program ID	Program Name
1	Regular
2	Special Science
3	Special Journalism

Add Program

Previous

1

Next

**Figure 60. Student Programs**

Back

Add Program

Program Name

Special Program in the Arts

Add Program

**Figure 61. Add Student Program**

Student Programs	
Program ID	Program Name
1	Regular
2	Special Science
3	Special Journalism
4	Special Program in the Arts

Add Program

Previous 1 Next

**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.

Credentials			
Credential ID	Credential Name	Price	Action
1	Form 137-A (Transcript of Records)	30	<a href="#">Edit</a>
2	Second Copy of Diploma	100	<a href="#">Edit</a>
3	Form 138-A (Report Card)	30	<a href="#">Edit</a>
4	Certificates	20	<a href="#">Edit</a>
5	Authentication	10	<a href="#">Edit</a>

Add Credential

Previous 1 Next

**Figure 63. Credentials**

Edit Credential

Credential ID

5

Credential Name

Authentication

Price

10

Cancel

Save Changes

**Figure 64. Edit Credentials**

Back

Add Credential

Credential Name

Certificate of Good Morale

Price

30

Add Credential

**Figure 65. Add Credential**

Credentials			
Credential ID	Credential Name	Price	Action
1	Form 137-A (Transcript of Records)	30	<a href="#">Edit</a>
2	Second Copy of Diploma	100	<a href="#">Edit</a>
3	Form 138-A (Report Card)	30	<a href="#">Edit</a>
4	Certificates	20	<a href="#">Edit</a>
5	Authentication	10	<a href="#">Edit</a>
6	Certificate of Good Morale	30	<a href="#">Edit</a>

Add Credential

Previous
1
Next

**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.

Unclaimed Credentials			
Date Processed	Student Name	Requested Credential	Mark as
2017-04-18	KATHERINE DONA ESCUADRA	Certificates	 Released
2017-04-18	NICOLE QUINTO	Form 137-A (Transcript of Records)	 Released

Previous 1 Next

*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

Released Credentials		
Date Released	Student Name	Requested Credential/s
2017-04-18	IAN GILBERT GATCHALIAN	Form 138-A (Report Card)
2017-04-18	MIRANDA ROSE ANDRADA	Authentication
2017-04-18	NICOLE QUINTO	Form 137-A (Transcript of Records)

Previous 1 Next

*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.

### Transaction Reports

Select Date of Transaction

 04/01/2017 - 04/30/2017

Go

Transaction Date	Student Name	Requested Credential/s	Date Processed	Date Released	Total Amount
2017-04-18	IAN GILBERT GATCHALIAN	Form 138-A (Report Card)	2017-04-18	2017-04-18	30
2017-04-18	MIRANDA ROSE ANDRADA	Authentication	2017-04-18	2017-04-18	10
2017-04-18	NICOLE QUINTO	Form 137-A (Transcript of Records)	2017-04-18	2017-04-18	30

Previous 1 Next

*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.

Payment Remittance

Select Date of Payment

04/01/2017 - 04/30/2017

Go

Generate Report

Payment Date	OR Number	Name	Item	Amount	No. of Copies	Remarks
2017-04-18	987	IAN GILBERT GATCHALIAN	Form 138-A (Report Card)	30	1	Regular
2017-04-18	928	MIRANDA ROSE ANDRADA	Authentication	10	1	Regular
2017-04-18	99	NICOLE QUINTO	Form 137-A (Transcript of Records)	30	1	Regular

Previous

1

Next

**Figure 70. Payment Remittance Reports**

Payment Remittance Report

Payment Date

04/01/2017-04/18/2017

Choose Signatory \*

REBECCA CARANTES

Generate

**Figure 71. Generate Payment Remittance Report**

PINES CITY NATIONAL HIGH SCHOOL  
 PAYMENT REMITTANCE  
 04/01/2017-04/18/2017

DATE	OR NUMBER	NAME	ITEM	AMOUNT	NO. OF COPIES	REMARKS
2017-04-18	987	IAN GILBERT GATCHALIAN	Form 138-A (Report Card)	30	1	Regular
2017-04-18	928	MIRANDA ROSE ANDRADA	Authentication	10	1	Regular
2017-04-18	99	NICOLE QUINTO	Form 137-A (Transcript of Records)	30	1	Regular

Prepared by:  
 REGISTRAR R. REGISTRAR  
 Registrar

Checked & Verified by:  
 REBECCA CARANTES  
 Head teacher

[Print](#)
[Back to Home](#)

*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.

### Accomplishment Reports

Select Date of Accomplishment

04/01/2017 - 04/30/2017

Go

Generate Report

Item	Processed	Released
Form 137-A (Transcript of Records)	4	1
Second Copy of Diploma	1	0
Form 138-A (Report Card)	1	1
Certificates	2	0
Authentication	1	1
Certificate of Good Morale	0	0

Previous

1

Next

**Figure 73. Accomplishment Reports**

Back

### Accomplishment Reports

**Records and File Management**

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**

04/01/2017-04/19/2017

**Financial Management**

Received total payments of Php 500.00.

**Other Tasks**

Maintained cleanliness and orderliness of the office. Accomplished tasks immediately.

**Choose Signatory 1\***

REBECCA CARANTES

**Choose Signatory 2\***

RACHEL M BUGTONG

Generate

**Figure 74. Generate Accomplishment Report**

**PINES CITY NATIONAL HIGH SCHOOL  
REGISTRAR'S ACCOMPLISHMENT REPORT**

April 2017

AREAS	ACCOMPLISHMENTS																					
<p>Records and Files Management</p> <p>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).</p>	<p>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.</p>																					
<p>Registrar's Services</p> <p>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.</p>	<p>Below is the summary of accomplished and released credentials</p> <table><tr><th>ITEM</th><th>PROCESSED</th><th>RELEASED</th></tr><tr><td>Form 137-A (Transcript of Records)</td><td>10</td><td>1</td></tr><tr><td>Second Copy of Diploma</td><td>4</td><td>0</td></tr><tr><td>Form 138-A (Report Card)</td><td>1</td><td>1</td></tr><tr><td>Certificates</td><td>2</td><td>0</td></tr><tr><td>Authentication</td><td>1</td><td>1</td></tr><tr><td>Certificate of Good Morale</td><td>0</td><td>0</td></tr></table>	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
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																				
<p>FINANCIAL MANAGEMENT</p> <p>Payments are received in the registrar's office upon request or issuance of school credentials except for school to school transaction.</p>	<p>Received total payments of Php 500.00.</p>																					
<p>Other Tasks</p>	<p>Maintained cleanliness and orderliness of the office. Accomplished tasks immediately.</p>																					

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

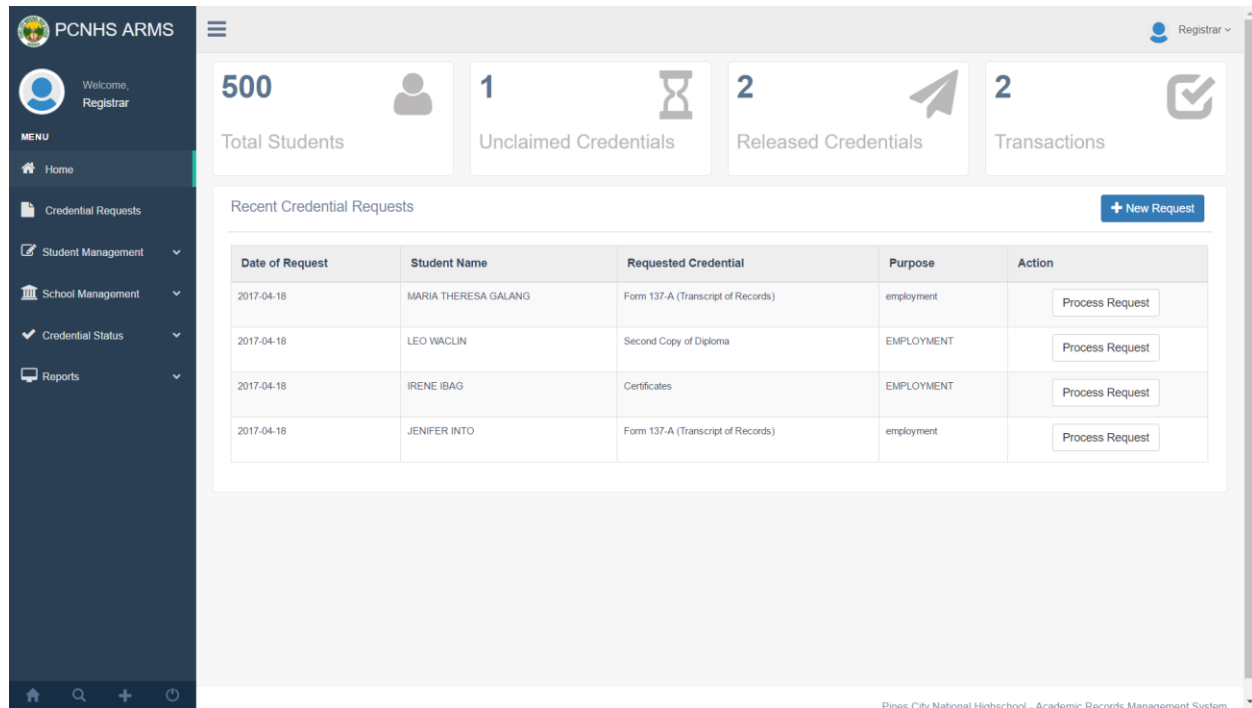


Figure 1. Home Page

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.

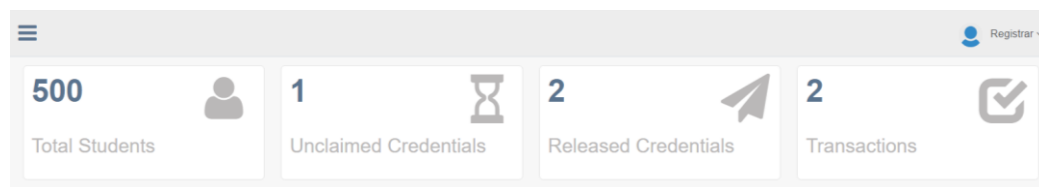
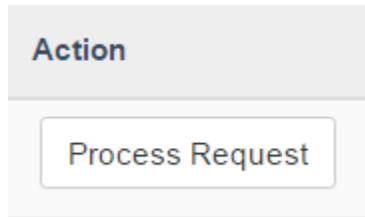


Figure 2. Dashboard

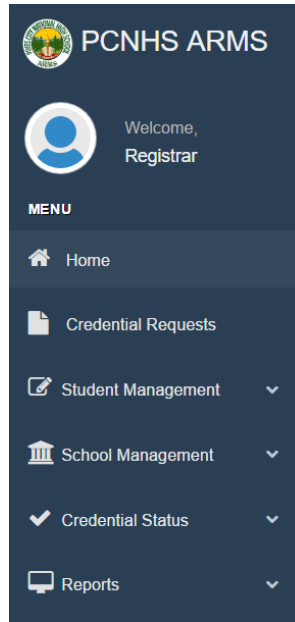
- A table showing the Recent Credential Requests showing the columns:
  - Date of Request
  - Student Name
  - Requested Credential
  - Purpose

- 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					
					<a href="#">+ New Request</a>
Queue Number	Date of Request	Student Name	Requested Credential	Purpose	Action
1	2017-04-18	DIZON FONTANILLA	Form 137-A (Transcript of Records)		<a href="#">Process Request</a>
2	2017-04-18	ROSALYN BAYOG	Form 137-A (Transcript of Records)	ABROAD	<a href="#">Process Request</a>
3	2017-04-18	JESS KIANGAN	Form 137-A (Transcript of Records)		<a href="#">Process Request</a>
4	2017-04-18	JEANETTE BASA	Form 137-A (Transcript of Records)		<a href="#">Process Request</a>
5	2017-04-18	YOLANDA LANGBAYAN	Form 137-A (Transcript of Records)		<a href="#">Process Request</a>

**Figure 6. Recent Credential Requests**



Credential Requests					<a href="#">+ New Request</a>
Queue Number	Date of Request	Student Name	Requested Credential	Purpose	Action
1	2017-04-18	DIZON FONTANILLA	Form 137-A (Transcript of Records)		<a href="#">Process Request</a>
2	2017-04-18	ROSALYN BAYOG	Form 137-A (Transcript of Records)	ABROAD	<a href="#">Process Request</a>
3	2017-04-18	JESS KIANGAN	Form 137-A (Transcript of Records)		<a href="#">Process Request</a>
4	2017-04-18	JEANETTE BASA	Form 137-A (Transcript of Records)		<a href="#">Process Request</a>
5	2017-04-18	YOLANDA LANGBAYAN	Form 137-A (Transcript of Records)		<a href="#">Process Request</a>
6	2017-04-18	RENAN BOLLIDO	Form 137-A (Transcript of Records)		<a href="#">Process Request</a>
7	2017-04-18	JANETH MANGALLAB	Form 137-A (Transcript of Records)	EMPLOYMENT	<a href="#">Process Request</a>

**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

Registrar ▼

Generate Credential

Student ID

1F2011R7

Choose Credential \*

Form 137-A (Transcript of Records) ▼

Cancel

Next

**Figure 6. Generate Form 137-A**

Registrar

---

Form 137
^

Type of Request \* ☒ Individual Request ☐ School Request

Date Today

Credential ID

Request Purpose/Remarks:

Admitted To:

Last School Year Attended

ⓘ If the Last School Year Attended is empty, please add grades and attendance first before generating credentials.

Choose Signatory \*

Cancel
Submit

**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

SUBJECT	Final Rating	Action Taken	SUBJECT	Final Rating	Action Taken
Filipino I	90	PASSED	Filipino II	87	PASSED
English I	87	PASSED	English II	87	PASSED
Mathematics I	86.54	PASSED	Mathematics II	87	PASSED
Science & Technology I	87.64	PASSED	Science & Technology II	86	PASSED
MAKABAYAN I	90	PASSED	MAKABAYAN II	89	PASSED
Araling Panlipunan I	91	PASSED	Araling Panlipunan II	86	PASSED
Tech. & Livelihood Educ. (TLE) I	87.43	PASSED	Tech. & Livelihood Educ. (TLE) II	85	PASSED
MAPEH I	85	PASSED	MAPEH II	90.1	PASSED
Eduk. Sa Pagpapahalaga I	86.97	PASSED	Eduk. Sa Pagpapahalaga II	87	PASSED
Developmental Reading I	85	PASSED			
Pagbasang Paunlad I	89	PASSED			
Days of School: <u>123</u>	Days Present: <u>123</u>		Days of School: <u>123</u>	Days Present: <u>123</u>	
Total Number of Years in School:			Total Number of Years in School:		

School: PINES CITY NATIONAL HIGH SCHOOL School: PINES CITY NATIONAL HIGH SCHOOL  
 Grade: 3 School Year: 2009 - 2010 Grade: 4 School Year: 2010 - 2011

SUBJECT	Final Rating	Action Taken	SUBJECT	Final Rating	Action Taken

**Figure 8. Print Form 137-A**

English III	90	PASSED	English IV	82	PASSED
Mathematics III	95	PASSED	Science & Technology IV	84	PASSED
Science & Technology III	91	PASSED	MAKABAYAN IV	85	PASSED
MAKABAYAN III	90	PASSED	Araling Panlipunan IV	86	PASSED
Araling Panlipunan III	89	PASSED	Tech. & Livelihood Educ. (TLE) IV	87	PASSED
Tech. & Livelihood Educ. (TLE) III	87	PASSED	MAPEH IV	88	PASSED
MAPEH III	90	PASSED	Eduk. Sa Pagpapahalaga IV	89	PASSED
Eduk. Sa Pagpapahalaga III	86	PASSED	CAT I	90	PASSED
Days of School: 130	Days Present: 130		Days of School: 130	Days Present: 130	
Total Number of Years in School:			Total Number of Years in School:		

SUMMER/REMEDIAL CLASS		School:	School Year:
SUBJECT	Final Rating	Action Taken	Days of School: Days Present:

I certify that this is a true copy of the records of QUINTO, NICOLE L. This student is eligible on the 18th day of April 2017 for admission to 2010 - 2011 as a regular student and she has no property and/or money accountability in this school.

REMARKS: ISSUED TO FOR EMPLOYMENT

NOTE: A mark, erasure or alternation of any entry invalidates this form.

not valid without seal

Prepared by:

REGISTRAR R. REGISTRAR  
Registrar

Checked & Verified by:

RACHEL M. BUGTONG  
Principal

Print

Back to Home

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

## Student Personal Information

**Clear**

Fields first before adding new student.

### Student

**!** If the information is not available, please enter "NONE"

Curriculum of Student *	Basic Education Curriculum	
	<b>!</b> Refer to the curriculum that is indicated on the Form 137.	
Secondary School *	PINES CITY NATIONAL HIGH SCHOOL	
Student ID or LRN *	1F2011R7	
First Name *	Nicole	
Middle Name *	Leonardo	
Last Name *	Quinto	
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female	
Birthday *	<input type="text"/> 01/01/1995	
Birthplace *	Benguet	Baguio City
	New Lucban	
Student Program *	Regular	

**Figure #. Add Student**

### Parent or Guardian

Full Name *	Paulo Quinto
Occupation *	Businessman
Address *	New Lucban, Baquio City

### Primary School

School Name *	Magsaysay Elementary School
Last School Year Attended *	2006 - 2007
Total Elementary Years *	6
Average Grade *	89

Clear Fields

**+ Add Student**

**Figure #. Add Student**

Added Student Successfully.

Back

### Student Personal Information

Student

Curriculum

Basic Education Curriculum

Secondary School Name

PINES CITY NATIONAL HIGH SCHOOL

Student ID

1F2011R7

Last Name

QUINTO

First Name

NICOLE

Middle Name

LEONARDO

Gender

female

Birthday

01/01/1995

Birth Place:

Province

BENGUET

Town

BAGUIO CITY

Barangay

NEW LUCBAN

Program

Regular

Last School Year Attended

Parent

Full Name

PAULO QUINTO

Occupation

BUSINESSMAN

Address

NEW LUCBAN, BAQUIO CITY

Primary School

Name

MAGSAYSAY ELEMENTARY SCHO

School Year

2006 - 2007

Total Elementary Years

6

Average Grade

89

Requested Credentials

Credential Name	Purpose	Date Processed	Credential Status	Date Released
-----------------	---------	----------------	-------------------	---------------

No records found in grades and attendance.

Edit Profile

+ Grades

Attendance

Generate Credentials

**Figure #. Added Student Successfully**

**Figure #. Added Student Successfully**

[Back](#)

### Student Personal Information

#### Student

Curriculum	Basic Education Curriculum
Student ID	1F2011R7
Last Name	QUINTO
First Name	NICOLE
Middle Name	LEONARDO
Gender	female
Birthday	01/01/1995
Birth Place:	
Province	BENGUET
Town	BAGUIO CITY
Barangay	NEW LUCBAN
Program	Regular
Last School Year Attended	

#### Parent

Full Name	PAULO QUINTO
Occupation	BUSINESSMAN
Address	NEW LUCBAN, BAGUIO CITY

#### Primary School

Name	MAGSAYSAY ELEMENTARY SCHO
School Year	2006 - 2007
Total Elementary Years	6
Average Grade	89

[Cancel](#)
[Save Changes](#)

**Figure #. Edit Student Record**

[Back](#)

### Grades

School Name	Year Level	School Year	Average Grade	Total Credits Earned	Action
<a href="#">+ Add Grades</a>					

### Other Subjects

[Toggle](#)

School Name	School Year	Year Level	Subject	Subject Level	Subject Type	Final Grade	Credit Earned	Remarks	Action
<a href="#">+ Add Other Subject</a>									

### Failed Subjects

[Toggle](#)

Subject	Subject Level	Year Level	Status	Action
---------	---------------	------------	--------	--------

**Figure #. Add Grades**

## Grades

Student ID

Year Level

Student Program  Default Student Program.

Student Curriculum  Default Student Curriculum.

School Name

School Year

Change Program  Select to override the default Student Program.

Change Curriculum  Select to override the default Student Curriculum.

Cancel Next

Figure #. Add Grades

Back

## Grades

### Student's School Information

School Name:

Student ID:

School Year:

Program:

Curriculum:

Year Level or Grade:

Number of Subjects:

Subject ID	Subject	Subject Level	Final Grade	Credits Earned (Enter P or R for K-12)	Special Grade (Optional. For NSEC only.)
1	Filipino I	1	<input type="text" value="90"/>	<input type="text" value="1.20"/>	<input type="text"/>
2	English I	1	<input type="text" value="87"/>	<input type="text" value="1.50"/>	<input type="text"/>
3	Mathematics I	1	<input type="text" value="86.54"/>	<input type="text" value="1.50"/>	<input type="text"/>

Figure #. Add Grades

4	Science & Technology I	1	87.64	1.80	
5	MAKABAYAN I	1	90	1	
6	Araling Panlipunan I	1	91	1.20	
7	Tech. & Livelihood Educ. (TLE) I	1	87.43	1.20	
8	MAPEH I	1	85	1.20	
9	Eduk. Sa Pagpapahalaga I	1	86.97	0.60	
10	Developmental Reading I	1	85	0.30	
11	Pagbasang Paunlad I	1	89	0.30	

Average Grade:

Total Credits:

+ Compute

Clear Fields

Save to File

Save to Database

Open Grades Save File (filename.csv)

No file chosen

Figure #. Add Grades

Grades

School Name	Year Level	School Year	Average Grade	Total Credits Earned	Action
PINES CITY NATIONAL HIGH SCHOOL	1	2007 - 2008	87.78	10.8	<input type="button" value="View Grades"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

+ Add Grades

Other Subjects

Toggle

School Name	School Year	Year Level	Subject	Subject Level	Subject Type	Final Grade	Credit Earned	Remarks	Action
-------------	-------------	------------	---------	---------------	--------------	-------------	---------------	---------	--------

+ Add Other Subject

Failed Subjects

Toggle









Subject	Subject Level	Year Level	Status	Action
---------	---------------	------------	--------	--------

Figure #. Grades added for a Year Level



Back

Grades

School Name	Year Level	School Year	Average Grade	Total Credits Earned	Action
PINES CITY NATIONAL HIGH SCHOOL	1	2007 - 2008	87.78	10.8	View Grades  
PINES CITY NATIONAL HIGH SCHOOL	2	2008 - 2009	87.12	11.19	View Grades  
PINES CITY NATIONAL HIGH SCHOOL	3	2009 - 2010	89.88	11.19	View Grades  
PINES CITY NATIONAL HIGH SCHOOL	4	2010 - 2011	85.50	12.09	View Grades  

+ Add Grades

**Figure #. Grades added for all Year Levels**

Back

Other Subject Grades

School Name \*

Pines City National High School

School Year \*

2010 - 2011

Year Level \*

4

Subject \*

Mathematics

Subject Level \*

4

Subject Type \*

Regular

Final Grade

87

Special Grade

For subjects with special grades only.

Credit Earned \*

0.60

Clear Fields

Save

**Figure #. Add other subject grades**

Other Subjects

Toggle

School Name	School Year	Year Level	Subject	Subject Level	Subject Type	Final Grade	Credit Earned	Remarks	Action
Pines City National High School	2010 - 2011	4	Mathematics	4	regular	87	0.60	PASSED	Remove Record

+ Add Other Subject

**Figure #. Added other subject grades**

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

Back

Attendance

Year Level	School Year	School Days	Days Attended	Total Years in School	Action
<div>+ Add Attendance</div>					

**Figure #. Attendance Table**

Add Attendance - Year Level: 4

Total Years in School

School Year

Days of School

Days Attended

Submit

**Figure #. Added Attendance**

Back

Attendance

Year Level	School Year	School Days	Days Attended	Total Years in School	Action
1	2007 - 2008	123	123	7	Remove Record
2	2008 - 2009	129	128	8	Remove Record
3	2009 - 2010	130	130	9	Remove Record
4	2010 - 2011	130	130	10	Remove Record

+ Add 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.

Home / Student Management / Student List

Search Student...

Search

Search Student by Last Name/First Name

Student List

Show Number Of Entries: 20

Student ID	Last Name	First Name	Middle Name	Curriculum	Date Modified	Action
10F1994R4	ROSARIO	TERRESA	A	NSEC	No grades edited.	View
10F1995R4	LANGBAYAN	YOLANDA	W	NSEC	No grades edited.	View
10F1996R4	OLABO	CHERRYLYN	P	NSEC	No grades edited.	View
10F1997R4	DUQUE	MARIVIC	C	NSEC	No grades edited.	View
10F1998R4	DAVID	CATHERINE	P	NSEC	Sat Apr 15 2017 4:35:59 PM	View
10F1999R4	CHO-OY	ARLENE	C.	NSEC	Mon Apr 17 2017 2:40:19 PM	View
10F2000R4	DANGATAN	ALICE	A	NSEC	No grades edited.	View
10F2001R4	BAYOG	ROSALYN	C	NSEC	No grades edited.	View
10F2002R4	CAWED	VRENILLI	F	NSEC	No grades edited.	View
10F2003R4	CORPUZ	REMLYN RACHEL	N	NSEC	No grades edited.	View

**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 #

Curriculum					
Curriculum ID	Curriculum Code	Curriculum Name	Year Started	Year Ended	Action
1	GEN	2-2 Plan	1973	1974	<a href="#">Edit</a>
2	RSC	Revised Secondary Curriculum	1975	1981	<a href="#">Edit</a>
3	BKP	Binagong Kurikulum Pansekondarya	1982	1989	<a href="#">Edit</a>
4	NSEC	New Secondary Education Curriculum	1990	2003	<a href="#">Edit</a>
5	BEC	Basic Education Curriculum	2004	2005	<a href="#">Edit</a>
6	REC	Restructured Education Curriculum	2005	2008	<a href="#">Edit</a>
7	BEC	Basic Education Curriculum	2008	2012	<a href="#">Edit</a>
8	K-12	K-12 Curriculum	2013	Present	<a href="#">Edit</a>

Add Curriculum

Previous 1 Next

**Figure #. Curriculum**

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

Registrar

Add Curriculum

Curriculum Code

ex: BEC

Curriculum Name

Year Started

-- Choose Year Started --

Year Ended

-- Choose Year Ended --

Add Curriculum

**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.

Student Subjects					
				Filter Curriculum	All
				Filter Program	All
				Filter	
Subject Name	Subject Level	Curriculum	Program		
Filipino I	1	Basic Education Curriculum	Regular		
Filipino I	1	Basic Education Curriculum	Special Science		
Filipino I	1	Basic Education Curriculum	Special Journalism		
English I	1	Basic Education Curriculum	Regular		
English I	1	Basic Education Curriculum	Special Science		
English I	1	Basic Education Curriculum	Special Journalism		
Mathematics I	1	Basic Education Curriculum	Regular		
Mathematics I	1	Basic Education Curriculum	Special Science		
Mathematics I	1	Basic Education Curriculum	Special Journalism		
Science & Technology I	1	Basic Education Curriculum	Regular		
Science & Technology I	1	Basic Education Curriculum	Special Science		
Science & Technology I	1	Basic Education Curriculum	Special Journalism		
MAKABAYAN I	1	Basic Education Curriculum	Regular		
MAKABAYAN I	1	Basic Education Curriculum	Special Science		
MAKABAYAN I	1	Basic Education Curriculum	Special Journalism		
Araling Panlipunan I	1	Basic Education Curriculum	Regular		
Araling Panlipunan I	1	Basic Education Curriculum	Special Science		

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 #.

Back

Add Subject

Subject Name

Technical Writing

Subject Level

1

Student Level Needed

1

Subject Order

1

Credit Earned

1|

Curriculum

☐ 2-2 Plan
☐ Revised Secondary Curriculum
☐ Binagong Kurikulum Pansekondarya
☐ New Secondary Education Curriculum
☐ Basic Education Curriculum
☐ Restructured Education Curriculum
☐ Basic Education Curriculum
☒ K-12 Curriculum

Program

☐ Regular
☐ Special Science
☒ Special Journalism

Add Subject

**Figure #. Add Student Subject**

Student Subjects

Filter Curriculum

K-12 Curriculum

Filter Program

All

Filter

Subject Name	Subject Level	Curriculum	Program
Technical Writing	1	K-12 Curriculum	Special Journalism

Add Subject

Previous

1

Next

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 #.

Student Programs

Program ID	Program Name
1	Regular
2	Special Science
3	Special Journalism

Add Program

Previous

1

Next

Figure #. Student Programs

Back

Add Program

Program Name

Special Program in the Arts

Add Program

Figure #. Add Student Program

Student Programs	
Program ID	Program Name
1	Regular
2	Special Science
3	Special Journalism
4	Special Program in the Arts

Add Program

Previous 1 Next

**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 #.

Credentials			
Credential ID	Credential Name	Price	Action
1	Form 137-A (Transcript of Records)	30	<a href="#">Edit</a>
2	Second Copy of Diploma	100	<a href="#">Edit</a>
3	Form 138-A (Report Card)	30	<a href="#">Edit</a>
4	Certificates	20	<a href="#">Edit</a>
5	Authentication	10	<a href="#">Edit</a>

Add Credential

Previous 1 Next

**Figure #. Credentials**



Back

Add Credential

Credential Name

Certificate of Good Morale

Price

30

Add Credential

**Figure #. Add Credential**

Credentials

Credential ID	Credential Name	Price	Action
1	Form 137-A (Transcript of Records)	30	<a href="#">Edit</a>
2	Second Copy of Diploma	100	<a href="#">Edit</a>
3	Form 138-A (Report Card)	30	<a href="#">Edit</a>
4	Certificates	20	<a href="#">Edit</a>
5	Authentication	10	<a href="#">Edit</a>
6	Certificate of Good Morale	30	<a href="#">Edit</a>

Add Credential

Previous

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Next

**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.

#### Unclaimed Credentials

Date Processed	Student Name	Requested Credential	Mark as
2017-04-18	KATHERINE DONA ESCUADRA	Certificates	 Released
2017-04-18	NICOLE QUINTO	Form 137-A (Transcript of Records)	 Released

Previous 1 Next

**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

#### Released Credentials

Date Released	Student Name	Requested Credential/s
2017-04-18	IAN GILBERT GATCHALIAN	Form 138-A (Report Card)
2017-04-18	MIRANDA ROSE ANDRADA	Authentication
2017-04-18	NICOLE QUINTO	Form 137-A (Transcript of Records)

Previous 1 Next

**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.

Transaction Reports

Select Date of Transaction

04/01/2017 - 04/30/2017

Go

Transaction Date	Student Name	Requested Credential/s	Date Processed	Date Released	Total Amount
2017-04-18	IAN GILBERT GATCHALIAN	Form 138-A (Report Card)	2017-04-18	2017-04-18	30
2017-04-18	MIRANDA ROSE ANDRADA	Authentication	2017-04-18	2017-04-18	10
2017-04-18	NICOLE QUINTO	Form 137-A (Transcript of Records)	2017-04-18	2017-04-18	30

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**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.

Payment Remittance

Select Date of Payment

04/01/2017 - 04/30/2017

Go

Generate Report

Payment Date	OR Number	Name	Item	Amount	No. of Copies	Remarks
2017-04-18	987	IAN GILBERT GATCHALIAN	Form 138-A (Report Card)	30	1	Regular
2017-04-18	928	MIRANDA ROSE ANDRADA	Authentication	10	1	Regular
2017-04-18	99	NICOLE QUINTO	Form 137-A (Transcript of Records)	30	1	Regular

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Next

**Figure #. Payment Remittance Reports**

Payment Remittance Report

Payment Date

04/01/2017-04/18/2017

Choose Signatory \*

REBECCA CARANTES

Generate

**Figure #. Generate Payment Remittance Report**

PINES CITY NATIONAL HIGH SCHOOL  
PAYMENT REMITTANCE  
04/01/2017-04/18/2017

DATE	OR NUMBER	NAME	ITEM	AMOUNT	NO. OF COPIES	REMARKS
2017-04-18	987	IAN GILBERT GATCHALIAN	Form 138-A (Report Card)	30	1	Regular
2017-04-18	928	MIRANDA ROSE ANDRADA	Authentication	10	1	Regular
2017-04-18	99	NICOLE QUINTO	Form 137-A (Transcript of Records)	30	1	Regular

Prepared by:

REGISTRAR R. REGISTRAR  
Registrar

Checked & Verified by:

REBECCA CARANTES  
Head teacher

Print
Back to Home

**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.

### Accomplishment Reports

Select Date of Accomplishment

04/01/2017 - 04/30/2017

Go

Generate Report

Item	Processed	Released
Form 137-A (Transcript of Records)	4	1
Second Copy of Diploma	1	0
Form 138-A (Report Card)	1	1
Certificates	2	0
Authentication	1	1
Certificate of Good Morale	0	0

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Next

Figure #. Accomplishment Reports

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### Accomplishment Reports

**Records and File Management**

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**

04/01/2017-04/19/2017

**Financial Management**

Received total payments of Php 500.00.

**Other Tasks**

Maintained cleanliness and orderliness of the office. Accomplished tasks immediately.

**Choose Signatory 1\***

REBECCA CARANTES

**Choose Signatory 2\***

RACHEL M BUGTONG

Generate

Figure #. Generate Accomplishment Report

**PINES CITY NATIONAL HIGH SCHOOL  
REGISTRAR'S ACCOMPLISHMENT REPORT**

April 2017

AREAS	ACCOMPLISHMENTS																					
<p>Records and Files Management</p> <p>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).</p>	<p>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.</p>																					
<p>Registrar's Services</p> <p>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.</p>	<p>Below is the summary of accomplished and released credentials</p> <table><tr><th>ITEM</th><th>PROCESSED</th><th>RELEASED</th></tr><tr><td>Form 137-A (Transcript of Records)</td><td>10</td><td>1</td></tr><tr><td>Second Copy of Diploma</td><td>4</td><td>0</td></tr><tr><td>Form 138-A (Report Card)</td><td>1</td><td>1</td></tr><tr><td>Certificates</td><td>2</td><td>0</td></tr><tr><td>Authentication</td><td>1</td><td>1</td></tr><tr><td>Certificate of Good Morale</td><td>0</td><td>0</td></tr></table>	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
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																				
<p>FINANCIAL MANAGEMENT</p> <p>Payments are received in the registrar's office upon request or issuance of school credentials except for school to school transaction.</p>	<p>Received total payments of Php 500.00.</p>																					
<p>Other Tasks</p>	<p>Maintained cleanliness and orderliness of the office. Accomplished tasks immediately.</p>																					

Prepared by:  
 REGISTRAR R. REGISTRAR  
 Registrar  
 Checked by:  
 REBECCA CARANTES

**Figure #. Print Accomplishment Report**