**COMPUTERIZED FORM 137 AND STUDENT PROMOTION SYSTEM FOR MANUEL S. ROJAS ELEMENTARY SCHOOL**

Undergraduate Thesis

Submitted to the Faculty of the

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Cavite City Campus

In partial fulfillment

Of the requirements for the degree

Bachelor of Science in Information Technology

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An undergraduate project design manuscript submitted to the faculty of the Department of Information and Communication Technology, Cavite State University, Cavite City in partial fulfillment of the requirements for the degree of Bachelor of Science in Information Technology. Prepared under the supervision of Prof. Terese Mae Baylon

**INTRODUCTION**

As technology continues to advance, computers are becoming more part of everyday life. Computers are everywhere at work, school, and at home. Many daily activities either involve the use of or depend on information from computer. This is because computers are used in almost every field and profession like education and office works to perform large number of computer applications. It is also the best solution for providing information and a way of communication for individual which can give better understanding of some events that can arouse the interest of some particular subject matter.

In Education, particularly some of the schools and institutions today need innovation since most of the schools are adopting the manual process. Because of the traditional method, Staff, Administrators, Faculty members still relying on the manual process in doing the assigned job and task without considering that there are more convenient, efficient and effective ways in making work done easier and faster.

Having difficulties on manual system, the developers decided to develop a Computerized Form 137 and Student Promotion System for Manuel S. Rojas Elementary School to minimize and lessen the traditional methods. Wherein, it will be easy to generate and print reports unlike the current system, registrar need to type everything in spreadsheet through typewriter and present in a printed Form 137 template. Form 137 is a vital document of students for it records the performances and class standings. Meanwhile, student promotion determines if a particular student will be promoted and will advance on the next school year. Student promotion will be based on different criterias such as student credentials and rules set by the government and institution. Computerized Form 137 and Student Promotion System for Manuel S. Rojas Elementary School will be a great help in the part of school administration as well as for the security of the student’s record. With this proposed system, requesting of Form 137 will be faster and easier, and accuracy and consistency of student record will become possible. It has the capability of storing and accessing record of student for the previous school years.

**Statement of the Problem**

The present Form 137 and Student Promotion in Manuel S. Rojas Elementary School is done manually. Manual system of Form 137 and Student Promotion caused a lot of inaccuracy and inefficiency in processing the record and data of the students.

Different Problems are as follows:

1. How to minimize and lessen the manual process?
2. Does the system capable of retrieving student final rating and can determine student promotion?
3. Does the system capable of calculating the student grade automatically?
4. Does the system capable of updating student’s age every school year?
5. How to prevent loss of data?

**Importance of the study**

Manuel S. Rojas Elementary School (MRES) still using a manual Form 137 and Student Promotion. In this kind of system the Guidance Councilor need to used a typewriter or write manually the information of the student on a form used and store it on a filing cabinet. Manual process has lack of security, in the event that all data is loss, finding it will take much time. Editing and erasing information can be difficult to manipulate, any errors on the students form, staff works can be prolonged. Difficulty in creating more records and backing up of files arise since process are done manually.

On the current system of MRES, administration staffs are manually inputting the information of the students; organizing student record in a filing cabinet by putting labels for searching and retrieving process; and checking record one by one in order to monitor student data.

The proposed Computerized Form 137 and Student Promotion System for Manuel S. Rojas Elementary School is an effective way to an efficient and convenient computer system with a user-friendly interface that is intentionally made to manage and monitor the student information needed for the Form 137 and student promotion.

**Objective of the study**

The general objective of the study is to develop a Computerized Form 137 and Student Promotion System for Manuel S. Rojas Elementary School.

Specifically, it aims:

1. to design a system that has the following features:

a. improve manual system into computerized system.

b. extract the data from form 137 to student promotion.

c. automatic calculation of grades.

d. automatic updating age of the students.

e. secure the system by means of log-ins.

f. backing up and restoring database of student record.

1. to create a system using Visual Basic and MySQL.
2. to test the functionality, reliability, usability, efficiency, maintainability and portability of the system using ISO 9126 evaluation.

**Time and Place of the study**

The study will be conducted at Cavite State University – Cavite City Campus and in the client’s place, Manuel S. Rojas Elementary School in Cavite City from October 2012 to March 2014.

**Scope and Limitation**

The study is all about Computerized Form 137 and Student Promotion System designed and developed for Manuel S. Rojas Elementary School wherein it covers the ability of the system to organize, add, edit, search, and save student’s record for form 137 and determine student promotion.

The system is beneficial to Manuel S. Rojas Elementary School; the Guidance Councilor and other administration staffs for they are allowed to access all the features of the system. It will provide security procedures by means of log-in form, back-up and restore database and different users’ level of accession to monitor and secure student’s record. The proposed system aims to make user’s work easier and faster. It will provide visual and printed reports and summary of records. Records in database can be imported to MS Excel for printing and resources.

For student promotion, there will be an automated calculation of student’s age. It is capable in checking and determining if students meet criterias in promotion for the upcoming school year. For the Form 137, the system generally accepts grades of students and compute it automatically as well as the final rating for student’s guidance and performance grading.

In addition, developers used flowcharting in the project design to have guidelines for the entire development procedures. Proponents illustrated the flow of the proposed system through flowchart and Input-Process-Output (IPO) diagram.

On the other hand, the system has limitations for it is intended to solve problems of current system and to meet requirements of the proposed system. The system is designed only for Manuel S. Rojas Elementary School and only accepts particular and related terms given by the said school. It only computes final grade per periodical term and school year average and will only determine the student’s promotion based on a given criteria. It can only be used inside the school premises. Aside from limitations, the proposed system is open for changes and upgrades in order to have a better system and to accommodate new requirements.