

COURSE COMPLETION FORM

IT CAPSTONE PROJECT

Control No. 2201 -

Research

Title of Project

Developers

Name (LN, FN MI)

PART I

PROGRAMMING TEST

The Capstone Project Coordinator will be evaluating the programming skills of each member of the group through a programming test. This is to ensure that every member of the group have been involved in the development of the software.

Developers

Name (LN, FN MI)

Remarks

Evaluated by

Evaluator's Name

Signature

Date

Attachment: Programming Test Evaluation Form

PART II

IT CAPSTONE PROJECT MANUSCRIPT CHECKLIST

The Capstone Project Manuscript must be checked and endorsed by the adviser.

Ensure that the Project Adviser have signed the Approval Sheet of the Capstone Project Manuscript.

Content	Remarks	Completed	Date
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Preliminary Pages

Title Page

Adviser's Recommendation Sheet (Endorsement form for Oral Defense)

Panel's Approval Sheet (Approval Sheet)

Acknowledgement

Abstract

Preface

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Review of Related Literature			
Review of Related Studies and/or Systems			
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Endorsed by			
Adviser	Signature	Date	

PART III
PROOFREADING
The Capstone Manuscript must be checked by a proofreader.
Ensure that the Proofreader have signed the Proofreader's Certification.
Proofreader's Name
Signature
Date

Attachments: Proofreader's Certification and Photocopy of any of the ID Cards of the Proofreader, Proofreader's CV

PART IV
PANEL'S APPROVAL
Ensure that the panelists have signed the Approval Sheet of the Project Manuscript.
Panelists
Signature
Date
Lead Panelist
Signature
Date
Mark Frederick V. Salonga

PART V**ELECTRONIC COPY CHECKLIST**

Submit Capstone Project Manuscript and Developed System to the Project Coordinator. (Link Provided in MS Teams)

	Remarks	Completed	Date
Uploaded Softcopy of Manuscript (MOST RECENT)			
Uploaded Developed System (Apk,Exe file)			
If Web App upload a word docs with updated link			

Recommending Approval

Project Coordinator	Signature	Date

PART VI**PROGRAM HEAD APPROVAL (Book Binding)**

Present the Project Manuscript to the Program Head before bookbinding.

Do not proceed to bookbinding without the signatures of the Panelists and the Project Coordinator.

Program Head	Signature	Date
Mark Frederick V. Salonga		

PART VII**HARDBOUND THESIS MANUSCRIPT PRESENTATION**

After bookbinding, present the hardbound project manuscript to the Program Head.

Ensure that the Advisers, Panels and Program Head have signed the Endorsement form for Oral Defense and Approval Sheet

Program Head	Signature	Date
Mark Frederick V. Salonga		

PART VIII**HARDBOUND THESIS MANUSCRIPT ENDORSEMENT**

Endorse the Hardbound Copy of the Thesis Manuscript to the School Librarian.

Ensure that the School Librarian have signed the Hardbound Project Manuscript Endorsement Form.

Librarian	Signature	Date

Attachment: Hardbound Thesis Manuscript Endorsement Form

PART IX**COURSE COMPLETION**

This is to certify that the group have complied with the course requirements and have submitted the deliverables for the IT Capstone Project courses.

Project Coordinator	Signature	Date