**ROUTING FORM 1**

*Capstone Project / Thesis Writing / Design Project Title Defense*

Name: Joshua Pilongco

Section: CS-401

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| **PROCESS** | **OFFICE/PERSON-IN-CHARGE** | **NAME AND SIGNATURE** |
| 1. Orientation for Capstone / Thesis Writing/ Design Project Title Defense | Subject Instructor |  |
| 1. Submission of manuscript to the Subject Instructor for evaluation and endorsement for Title Defense (Soft Copy) | Subject Instructor |  |
| 1. Submission of manuscript to Title Defense Panels (Hard Copy) | Head Panel |  |
|  | Panel 1 |  |
|  | Panel 2 |  |
| 1. Title Defense Fee payment | Cashier |  |
| 1. Endorsement for Title Defense | Registrar |  |
| After Title Defense | | |
| 1. Approved Title:      |  |  |  | | --- | --- | --- | | Panel | Head Panel | Panel | | | |
| 1. Submission of Revised Manuscript for Plagiarism Checking (10 %) | School Proofreader |  |
| 1. Submission of Revised Manuscript (Chapter 1-3) of the approved title. | Adviser |  |
| 1. Submission of 40% of the Project/Prototype | Adviser |  |
| 1. In-house colloquium participation | Subject Instructor |  |
| 1. Endorsement for Capstone 2/Thesis Writing 2/Design Project 2 Enrollment | Subject Instructor / Dean |  |

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_