



UP Engineering  
R&D Foundation

*Unified Information Platform*

# USER MANUAL

June 2025  
Version 1.0



# TABLE OF CONTENTS

<b>INTRODUCTION</b>	6
• Purpose of the CIS and the User Manual.....	6
• Overview.....	6
• Prerequisites.....	7
• System Requirements.....	7
<b>LOG IN PAGE</b>	8
• Logging In (For Existing Users).....	8
• Signing Up (For New Users).....	9
<b>SETTING CURRENT ACADEMIC PERIOD</b>	10
• Setting Up a New “Current Academic Period”.....	11
<b>HOMEPAGE</b>	12
• System Dashboard.....	12
• Dashboard Overview.....	13
• Filtering by Semester.....	16
• Viewing PCA Expiring Soon.....	20
<b>USERS</b>	21
• Users Page Overview.....	21
• Definition of Terms.....	21
• User Management.....	22
• User History.....	23
• Adding New User.....	24
• Editing User Profile.....	25
• Deleting User Profile.....	26
• Resetting User Password.....	27
• Deleting User History.....	28
<b>DONOR MODULE</b>	29
• Overview.....	29
• Definition of Terms.....	29
• Donor Directory Page.....	30
• Representatives Page.....	31
• Donor Profile.....	31
• Representatives Profile.....	33
• Adding or Importing New Donor.....	34
• Adding or Importing New Representative.....	36



# TABLE OF CONTENTS

• Editing Donor Details.....	38
• Editing Representative Details.....	39
• Deleting Donor Profiles.....	41
• Deleting Representative Profiles.....	41
• Exporting Donor Profiles.....	42
• Exporting Representative Profiles.....	43
<b><u>STUDENT SUPPORT MODULE.....</u></b>	<b><u>44</u></b>
• Overview.....	44
• Definition of Terms.....	44
• Student Programs Page.....	50
• Scholarship Tab.....	51
• Student Awards Tab.....	51
• Thesis Support Grants Tab.....	52
• Student Directory Page.....	52
• Scholars Tab.....	53
• Student Awardees Tab.....	53
• Thesis Support Recipients Tab.....	54
• Scholarship Profile.....	54
• Award Profile.....	55
• Thesis Support Grant Profile.....	56
• Student Profile.....	57
• Adding or Importing New Student Programs.....	59
◦ Scholarship.....	59
◦ Student Award.....	60
◦ Thesis Support Grant.....	61
◦ All Student Programs.....	62
• Adding or Importing New Student Profiles.....	63
◦ Scholars.....	63
◦ Student Awardees.....	65
◦ Thesis Support Grantees.....	67
• Editing Existing Student Programs.....	69
◦ Scholarships.....	69



# TABLE OF CONTENTS

○ Student Awards.....	69
○ Thesis Support Grants.....	70
● Editing Existing Student Profiles.....	71
○ Scholars.....	71
○ Student Awardees.....	72
○ Thesis Support Recipients.....	73
● Deleting Student Programs.....	74
○ Scholarships.....	74
○ Student Awards.....	74
○ Thesis Support Grants.....	75
● Deleting Student Profiles.....	76
○ Scholars.....	76
○ Student Awardees.....	77
○ Thesis Support Recipients.....	79
● Exporting Student Programs.....	81
○ Scholarships.....	81
○ Student Awards.....	83
○ Thesis Support Grants.....	85
● Exporting Student Profiles.....	87
○ Scholars.....	87
○ Student Awardees.....	89
○ Thesis Support Recipients.....	91
<b>FACULTY DEVELOPMENT MODULE.....</b>	93
● Overview.....	93
● Definition of Terms.....	93
● Faculty Programs Page.....	98
● Professional Chair Award Tab.....	98
● Teaching & Research Awards Tab.....	99
● Faculty Awards Tab.....	99
● Faculty Directory Page.....	100
● PCA Awardees Tab.....	100
● TRA Awardees Tab.....	101
● FA Awardees Tab.....	101
● PCA Profile.....	102
● TRA Profile.....	103



# TABLE OF CONTENTS

• FA Profile.....	104
• Faculty Profile.....	105
• Adding or Importing New Faculty Programs.....	106
◦ Professorial Chair Awards.....	106
◦ Teaching and Research Awards.....	107
◦ Faculty Awards.....	108
◦ All Faculty Programs.....	109
• Adding or Importing New Faculty Profiles.....	110
◦ PCA Awardees.....	110
◦ TRA Awardees.....	112
◦ FA Awardees.....	114
• Editing Existing Faculty Programs.....	116
◦ Professorial Chair Awards.....	116
◦ Teaching and Research Awards.....	116
◦ Faculty Awards.....	117
• Editing Existing Faculty Profiles.....	118
◦ PCA Awardees.....	118
◦ TRA Awardees.....	119
◦ FA Awardees.....	120
• Deleting Faculty Programs.....	121
◦ Professorial Chair Awards.....	121
◦ Teaching and Research Awards.....	121
◦ Faculty Awards.....	122
• Deleting Faculty Profiles.....	123
◦ PCA Awardees.....	123
◦ TRA Awardees.....	124
◦ FA Awardees.....	126
• Exporting Faculty Programs.....	128
◦ Professorial Chair Awards.....	128
◦ Teaching and Research Awards.....	130
◦ Faculty Awards.....	132
• Exporting Faculty Profiles.....	134
◦ PCA Awardees.....	134
◦ TRA Awardees.....	136
◦ FA Awardees.....	138
<b><u>FREQUENTLY ASKED QUESTIONS.....</u></b>	<b>140</b>



# INTRODUCTION

## Purpose of the Document

The UPERDFI Unified Information Platform (UIP) is designed to streamline the management of academic support programs, donor records, and user accounts within the UP Engineering R&D Foundation. By consolidating donor, student, and faculty-related data into a single system, it enables authorized users to efficiently track, update, and generate insights that inform program administration and decision-making.

This User Manual serves as a comprehensive guide to navigating the UIP platform. It provides clear step-by-step instructions, definitions of key terms, and detailed descriptions of each module's functionality. It is intended for administrators and authorized users who are responsible for maintaining accurate records and ensuring data integrity across the system.

Website can be accessed via this link: [Unified Information Platform](#)

## Overview

The UIP covers five major areas:

- **User Management** – For creating and managing system users and tracking user activity.
- **Dashboard and Reports** – For visualizing data trends and identifying expiring awards or funding.
- **Donor Module** – For managing donor profiles, representatives, and associated program funding.
- **Student Support Module** – For administering scholarships, student awards, and thesis grants.
- **Faculty Development Module** – For managing professorial chairs, teaching/research awards, and faculty achievements.

All features are built to ensure data consistency per academic period and to facilitate secure, role-based access to modules.



# INTRODUCTION

## Prerequisites

Before using the system, users must ensure the following:

- Their email is pre-registered by the system administrator.
- The current academic period has been set, as all data entered will be tagged under it.
- They are familiar with the structure of student programs and donor/faculty profiles, especially when uploading records via templates.

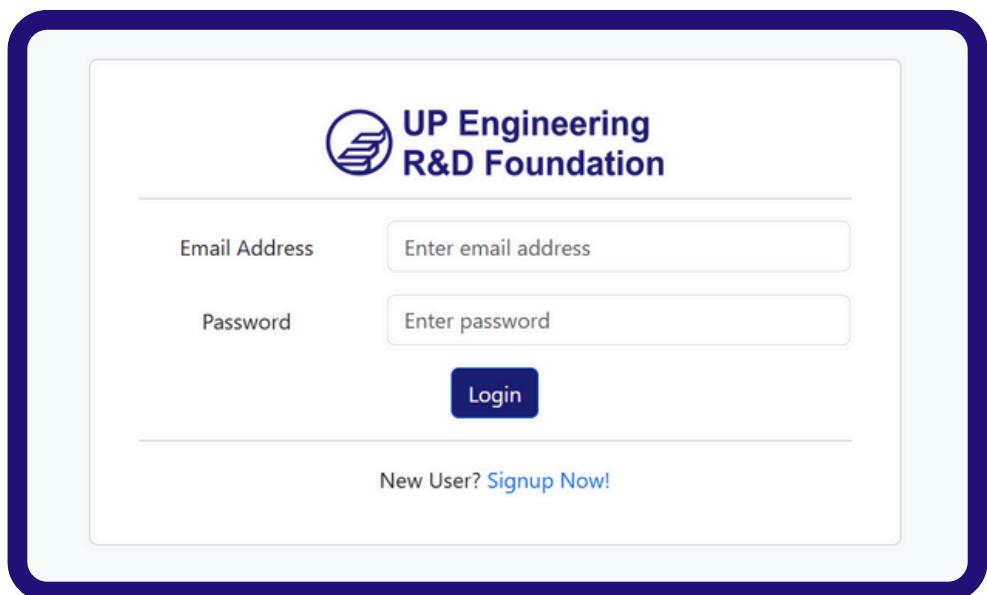
## System Requirements

To ensure optimal performance and compatibility, the following system specifications are recommended:

- **Browser:** Latest version of Google Chrome or Microsoft Edge
- **Device:** Desktop or laptop computer (minimum screen resolution: 1366 x 768)
- **Internet Connection:** Stable internet access for real-time updates and file uploads
- **File Format:** Upload templates must follow the prescribed Excel structure provided by the system



# LOG IN PAGE



The Login Page is the main access point for users of the UP Engineering R&D Foundation Centralized Information System. From this page, both existing and new users can securely access their accounts or initiate the sign-up process.

**Note:** Only users whose emails have been registered by the System Administrator can proceed with account creation via the Sign Up link.

## LOGGING IN (For existing users)

A screenshot of the login form showing the "Email Address" and "Password" fields. The "Email Address" field has the placeholder "Enter email address" and the "Password" field has the placeholder "Enter password".

1 On the Log In page, enter your registered **email address** and **password**.

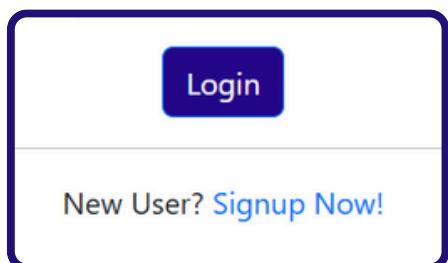
A screenshot of the login form showing the "Login" button highlighted in blue. Below the button is a link "New User? Signup Now!".

2 Click the "**Login**" button to access the system.



# SIGNING UP (For new users)

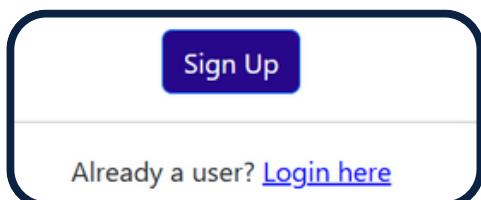
- 1 Ensure that your **email address is pre-registered** in the system. If not, please contact the System Administrator to complete your registration.



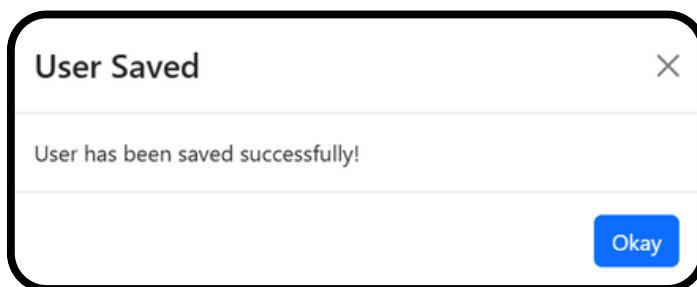
- 2 On the Log In page, click the **Sign Up Now!** button.

A screenshot of a sign-up form. It features a logo for "UP Engineering R&D Foundation". There are three input fields: "Email Address" with placeholder "Enter email address", "Password" with placeholder "Enter password", and "Confirm Password" with placeholder "Confirm password".

- 3 On the Sign Up page, enter your **email address** and your **desired password**.



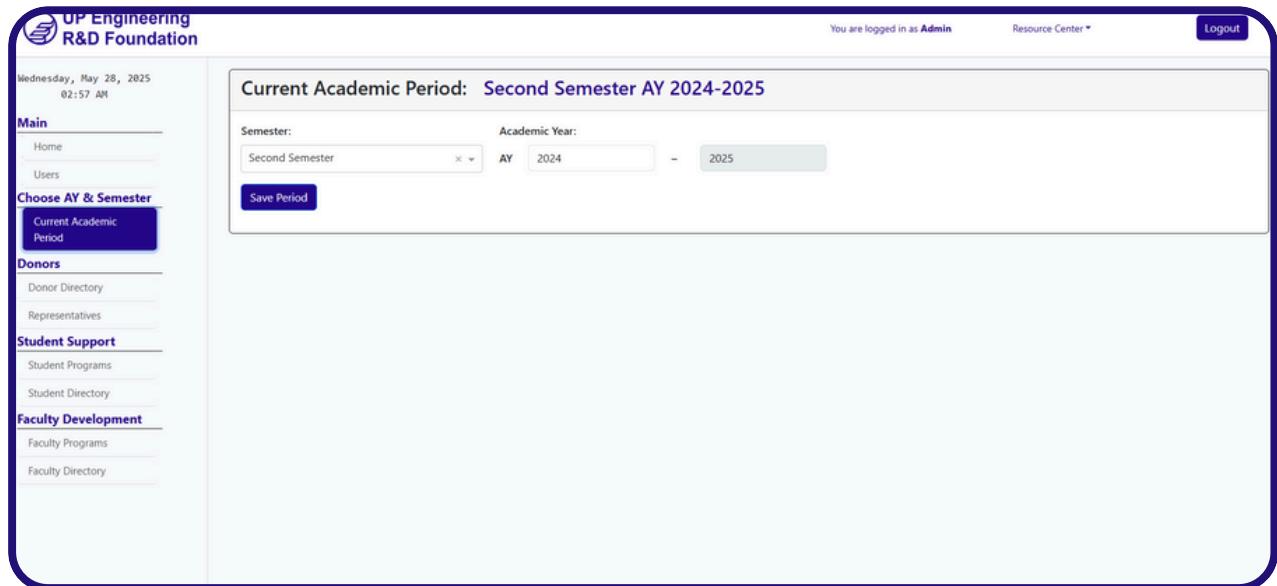
- 4 Click the **Sign Up** button.



- 5 In the success modal, click **Okay**. Your registration is now complete, and you may proceed to log in.



# SETTING CURRENT ACADEMIC PERIOD



The Current Academic Period Page allows users to **define the active semester and academic year**, which serves as the reference point for all data entries across the system. The current academic period at the moment is shown at the top of the page.

Setting the correct academic period is **essential BEFORE encoding any records**, as all program entries, scholarships, awards, and user interactions will be associated with the defined period. Users can select the semester (e.g., First or Second Semester) and specify the academic year range.

Once set, clicking the **Save Period button applies the selection across all modules**. This page ensures that all data encoded is properly tagged to the correct academic cycle, maintaining consistency and accuracy in reporting, tracking, and system functionality.



## SETTING UP A NEW “CURRENT ACADEMIC PERIOD”

Semester:

First Semester

1

Use the **dropdown menu** to choose from First Semester, Second Semester, or Midyear Semester.

Academic Year:

AY 2025 - 2026

2

Type the **starting year of the academic cycle**. The ending year will be automatically generated.

Save Period

3

Click the **Save Period** button to finalize your selection. A confirmation message will appear once the period has been successfully saved.



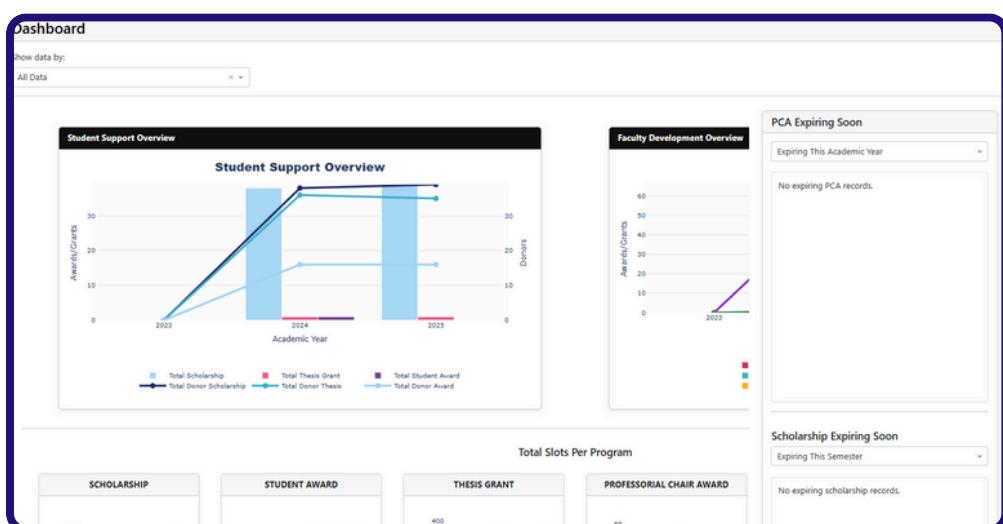
# Homepage

## System Dashboard

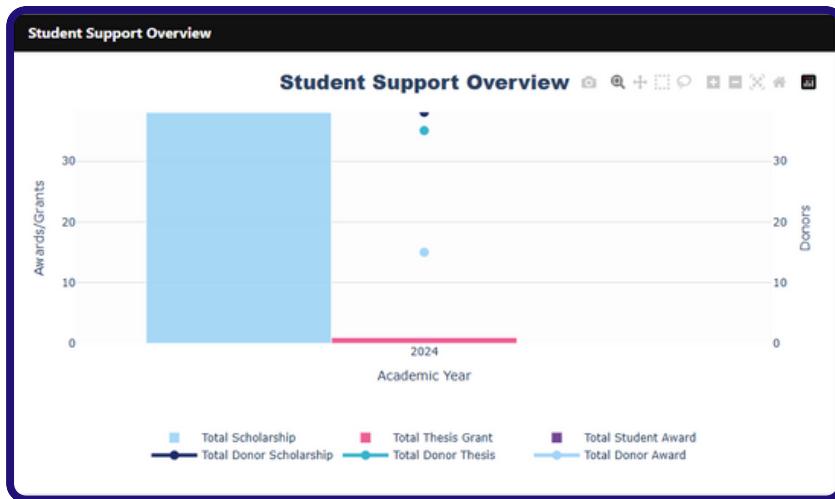
The **System Dashboard** is an interactive tool designed to provide a comprehensive overview of key academic and faculty-related data. The dashboard offers insightful visualizations through a **combination of bar and line graphs**, providing data on student support and faculty development over the past five years. Key metrics such as Scholarships, Thesis Grants, Student Awards, and their donors are **highlighted to track growth and trends**. Additionally, it includes faculty-related data such as Professorial Chair Awards, Teaching and Research Awards, and Faculty Awards.

The dashboard is equipped with flexible filtering options, allowing users to **view data per semester, academic year, and specific periods**, making it easier to analyze and compare historical data. Features like the Scholarship Count, Thesis Grant Graph, Student Award Graph, and Faculty Award Graph ensure that stakeholders can monitor the status of scholarships, awards, and faculty contributions across various timeframes.

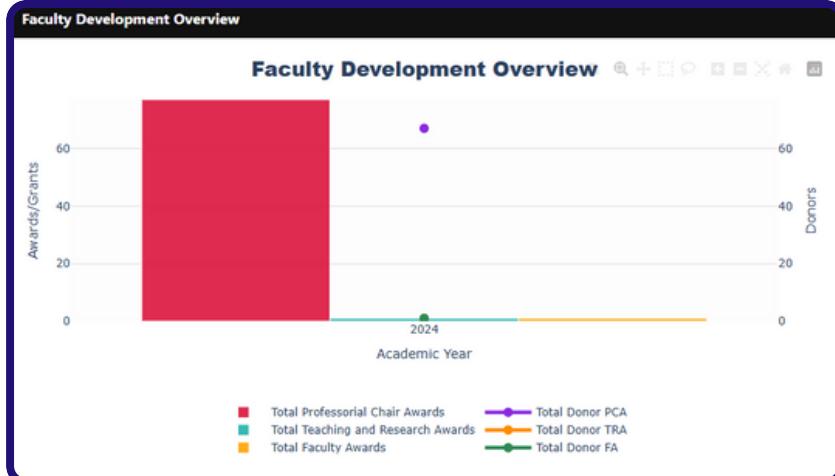
Furthermore, the **PCA Expiring Soon** and **Scholarship Expiring Soon** sections offer timely reminders of upcoming expirations for Professorial Chair Awards and Scholarships, respectively, helping users stay informed on crucial deadlines. With its easy-to-navigate interface and up-to-date information, the dashboard serves as a vital tool for managing academic and faculty-related activities, offering a clear and actionable view of key metrics.



# DASHBOARD OVERVIEW



**Student Support Overview** – A combination of a bar and line graph that displays the number and growth of Scholarships, Thesis Grants, Student Awards, and their respective donors over the past five years. Each scholarship, grant, or award is counted only if it has had at least one recipient during the given year.

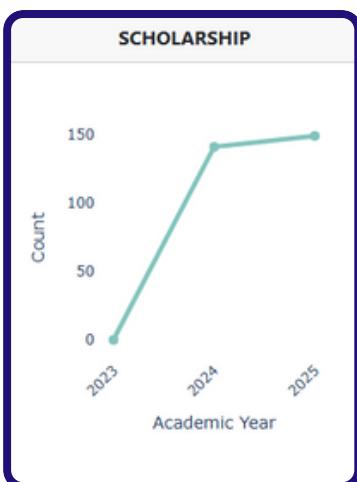


**Faculty Development Overview** – A combination of a bar and line graph that shows the number and growth of Professorial Chair Awards (PCA), Teaching and Research Awards (TRA), Faculty Awards (FA), and their respective donors over the past five years. Each PCA, FA, or TRA is counted only if it had at least one recipient during the given year.

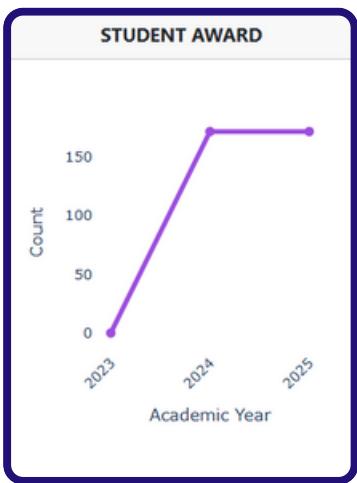


## DASHBOARD OVERVIEW

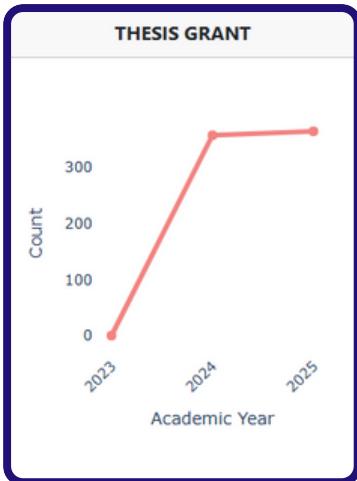
The count displayed on the graphs represents the total number of slots (both vacant and filled) for each type of student program per year. For example, if Scholarship A has 3 slots and Scholarship B has 7 slots in 2023, the graph under the “Scholarship” category will display a total count of 10 for that year.



**Scholarship Graph** – A line graph showing the count of Scholarships over the past five years.



**Student Award Graph** – A line graph showing the count of Student Awards over the past five years.

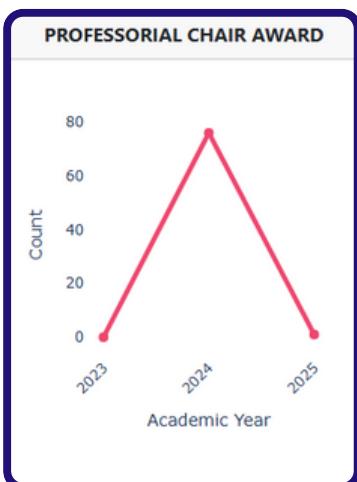


**Thesis Grant Graph** – A line graph showing the count of Thesis Grants over the past five years.



# DASHBOARD OVERVIEW

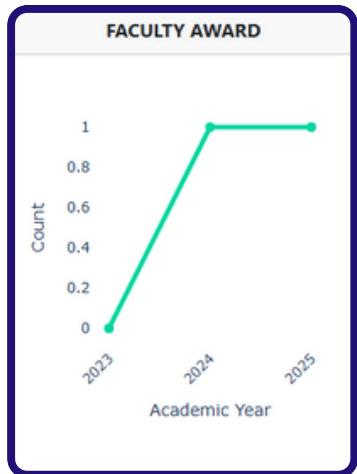
The count displayed on the graphs represents the total number of slots (both vacant and filled) for each type of faculty program per year. For example, if PCA A has 3 slots and PCA B has 7 slots in 2023, the graph under the "Professorial Chair Award" category will display a total count of 10 for that year.



**Professorial Chair Awards Graph** – A line graph showing the count of Professorial Chair Awards over the past five years.



**Teaching and Research Awards Graph** – A line graph showing the count of Teaching and Research Awards over the past five years.



**Faculty Awards Graph** – A line graph showing the count of Faculty Awards over the past five years.



## FILTERING BY SEMESTER

The screenshot shows the 'Dashboard' interface. At the top, there is a header with the title 'Dashboard'. Below the header, there are four input fields: 'Show data by:' (dropdown menu with options 'Per Sem', 'All Data', and 'Per Sem' highlighted), 'Search by Period' (dropdown menu with 'Select...'), 'A.Y. (Start Year)' (dropdown menu with 'Select...'), and 'A.Y. (End Year)' (dropdown menu with 'Select...'). A small button labeled 'PCA Expiring Soon' is located at the bottom right of the header area.

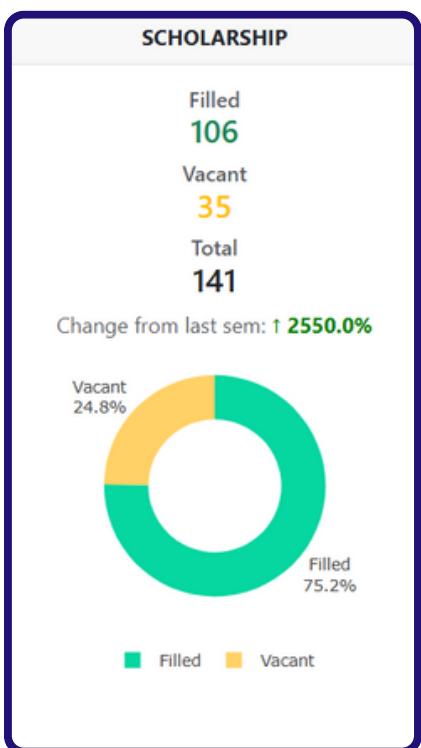
Data on the Dashboard can be viewed by semester by selecting '**Per Sem**' from the Show Data By dropdown. When this option is selected, the graphs will initially appear blank. Data will be displayed only after setting the Search by Period and Academic Year (Start) filters.

The screenshot shows the 'Dashboard' interface after applying filters. The 'Show data by:' dropdown now shows 'Per Sem'. The 'Search by Period' dropdown shows 'Select...', the 'A.Y. (Start Year)' dropdown shows '2024', and the 'A.Y. (End Year)' dropdown shows '2025'. The dashboard displays six data cards: 'SCHOLARSHIP' (Filled: 0, Vacant: 0, Total: 0), 'THESIS GRANT' (Vacant: 5, Filled: 0), 'STUDENT AWARD' (Recipients: 1, Donors: 0), 'DONOR' (New Donors: 0), and 'GRADUATED STUDENTS' (Total Graduates: 0). A sidebar on the right titled 'PCA Expiring Soon' shows a dropdown menu set to 'Next 30 Days'.

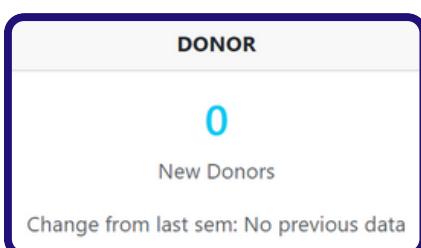


## FILTERING BY SEMESTER

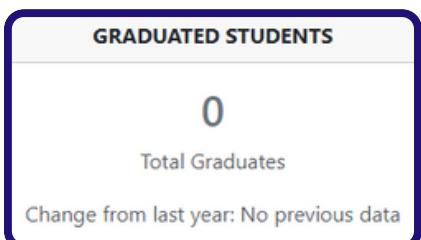
In the “Per Sem” view, all percentage changes are calculated based on the number of recipients (i.e., the percentage change in recipients between semesters).



**Scholarship Count** – Displays the number of filled, vacant, and total scholarship slots for the selected period, including the percentage change from the previous semester.



**Donor Count** – Indicates the number of new donors for the selected period and the percentage change from the previous semester.

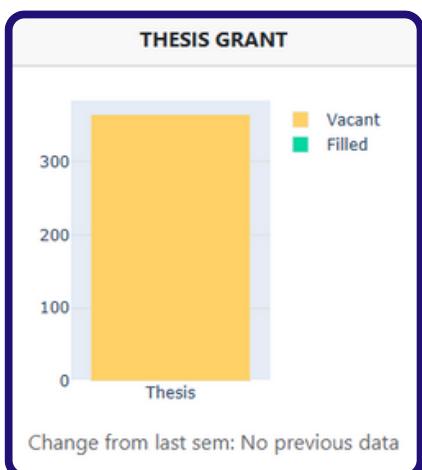


**Graduated Students Count** – Shows the number of graduates for the selected period and the percentage change from the previous year.

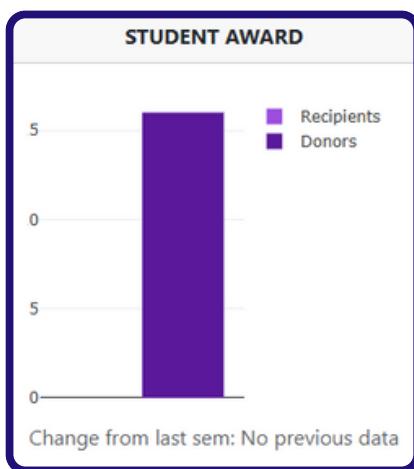


## FILTERING BY SEMESTER

In the “Per Sem” view, all percentage changes are calculated based on the number of recipients (i.e., the percentage change in recipients between semesters).



**Thesis Grant Graph** – Shows the count of filled and vacant thesis grants for the selected period, along with the percentage change from the previous semester.



**Student Award Graph** – Presents the number of award recipients and donors for the selected period, including the percentage change from the previous semester.

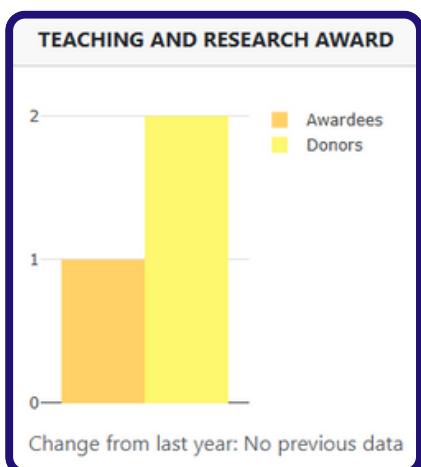


**Professorial Chair Award Graph** – Displays the number of PCA awardees and PCA donors for the selected period, including the percentage change from the previous year

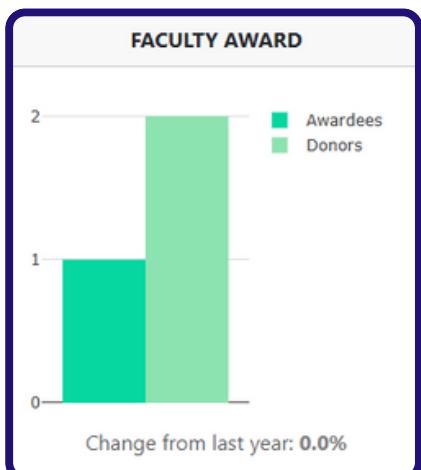


## FILTERING BY SEMESTER

In the “Per Sem” view, all percentage changes are calculated based on the number of recipients (i.e., the percentage change in recipients between semesters).



**Teaching and Research Award Graph** – Shows the number of TRA awardees and TRA donors for the selected period, with the percentage change from the previous year.

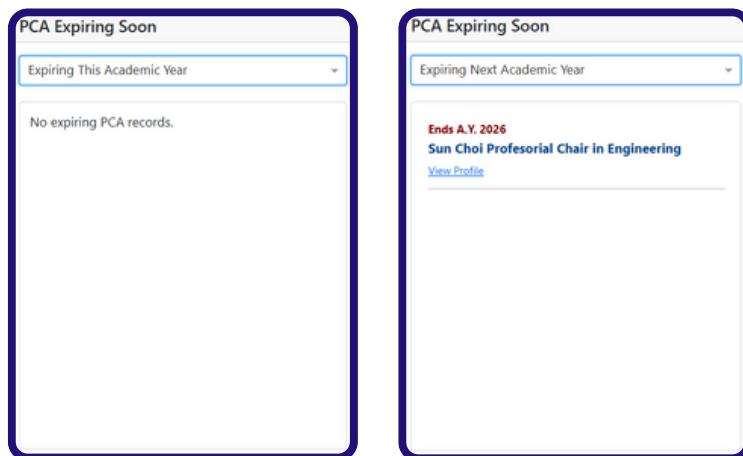


**Faculty Award Graph** – Presents the number of FA awardees and FA donors for the selected period, including the percentage change from the previous year.



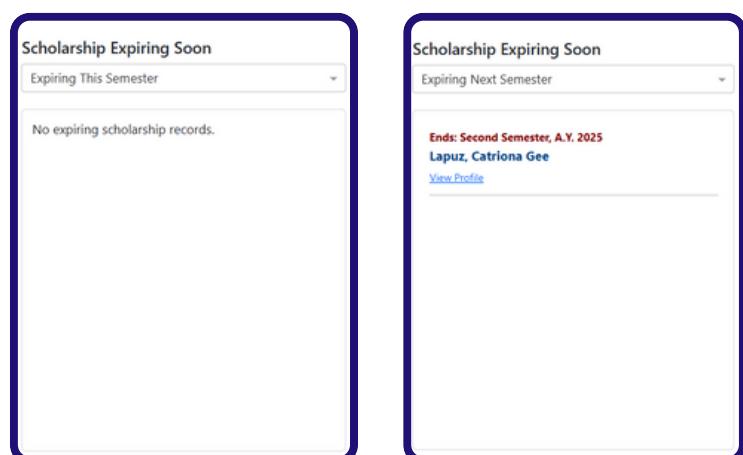
## VIEWING PCA EXPIRING SOON

Located at the upper-right side of the dashboard, the **PCA Expiring Soon** section displays a list of PCAs that are nearing expiration. You can **filter the list** by selecting Expiring This Academic Year, Expiring Next Academic Year, or All Upcoming Expirations. For each PCA listed, the section also indicates the academic year (A.Y.) in which it will expire. To view more details about a specific PCA, simply click the **View Profile** button.



## VIEWING SCHOLARSHIP EXPIRING SOON

Located at the lower-right side of the dashboard, the **Scholarship Expiring Soon** section displays a list of students whose scholarships are nearing expiration. You can **filter the list** by selecting Expiring This Semester, Expiring Next Semester, or All Upcoming Expirations. For each student listed, the section also indicates the semester and academic year (A.Y.) when their scholarship will expire. To view more details about a specific student, simply click the **View Profile** button.



# USERS

## USERS PAGE OVERVIEW

The Users Module is the **administrative section of the system dedicated to managing user access, roles, and activity logs**. It provides a complete list of all users registered in the system along with their assigned roles such as Admin, ADSA Staff, or UPERDFI Staff. In addition to user management, this module tracks and displays all user activity within the system—such as data exports, profile edits, and downloads—along with a timestamp and user role for accountability.

## DEFINITION OF TERMS

**User Management** – This tab allows system administrators to add, edit, and delete user accounts within the system. Each user record contains essential information that determines their access level and permissions.

- **Actual Name** – A required field that captures the full name of the user.
- **Email** – A required field used to store the user's email address.
- **Role** – A required field that assigns the user's system role, which dictates their level of access across modules.
  - **Admin** – Full system access, including all modules and administrative functions.
  - **ADSA Staff** – Users from the Office of the Associate Dean for Student Affairs; access is limited to the Student Support Module.
  - **UPERDFI Staff** – Users from UPERDFI; granted access to all modules except User Management.

**User History** – This tab functions as the system's audit log, capturing and displaying a chronological record of user activities within the UPERDFI CIS platform.

- **User** – The name of the user who performed an action.
- **Role** – The designated role of the user at the time of the action.
- **Activity** – A description of the specific action performed by the user (e.g., data export, profile update).
- **Timestamp** – The precise date and time the activity occurred, ensuring traceability.



# USER MANAGEMENT

User	Role	Action
Emicah Cammayo	Admin	See More
Nina Cebrano	UP ERDFI Staff	See More
Prince Erika Posadas	ADSA Staff	See More
Sample ADSA	ADSA Staff	See More
For Training	UP ERDFI Staff	See More
Ericson Martinez	Admin	See More
Prince Posadas	Admin	See More
Sample UP ERDFI	UP ERDFI Staff	See More
Arjie Ravert Martinez	ADSA Staff	See More

The User Management Tab provides **administrators with full control over the system's user accounts**. It displays a structured table listing all registered users along with their **assigned roles**, such as Admin, ADSA Staff, or UP ERDFI Staff.

From this tab, administrators can **add new users, edit existing user information, or remove accounts as needed**. Each entry includes a See More button that opens the user's detailed profile for editing.

To streamline navigation, the tab features **search and filter** options—allowing users to filter by name or role. A Reset Filters button is available to quickly clear search parameters. The Add New User button at the top-right corner enables the manual registration of new users into the system. This tab ensures secure role-based access control and helps maintain an accurate and organized user directory.



# USER HISTORY

User	Role	Activity	Timestamp
Emicah Cam Mayo	Admin	Exported Donor pdf list (filters - Name: All, Status: All)	2025-05-27T16:54:19.955043
Emicah Cam Mayo	Admin	Exported representative Excel list (filters - Name: All, Donor: All)	2025-05-27T16:54:06.220919
Emicah Cam Mayo	Admin	Exported representative PDF list (filters - Name: All, Donor: All)	2025-05-27T16:54:03.609213
Emicah Cam Mayo	Admin	Updated donor details: Donor 1959 (Lolita Martinez)	2025-05-27T16:42:06.946773
Emicah Cam Mayo	Admin	Downloaded Faculty Profile: 3	2025-05-27T16:30:58.320847
Emicah Cam Mayo	Admin	Downloaded FA Awardees PDF file	2025-05-27T16:28:46.159021
Emicah Cam Mayo	Admin	Downloaded FA Awardees PDF file	2025-05-27T16:28:17.369106
Emicah Cam Mayo	Admin	Downloaded FA Awardees PDF file	2025-05-27T16:28:17.228984
Emicah Cam Mayo	Admin	Downloaded FA Awardees PDF file	2025-05-27T16:28:17.069362
Emicah Cam Mayo	Admin	Downloaded FA Awardees PDF file	2025-05-27T16:28:16.884333
Emicah Cam Mayo	Admin	Downloaded FA Awardees PDF file	2025-05-27T16:28:16.789421
Emicah Cam Mayo	Admin	Downloaded FA Awardees PDF file	2025-05-27T16:28:16.548385
Emicah Cam Mayo	Admin	Downloaded FA Awardees PDF file	2025-05-27T16:28:16.385161
Emicah Cam Mayo	Admin	Downloaded FA Awardees PDF file	2025-05-27T16:28:16.249399
Emicah Cam Mayo	Admin	Downloaded FA Awardees PDF file	2025-05-27T16:28:15.991738

The User History Tab **functions as a system audit log**, providing a transparent and timestamped record of user activity within the platform.

It displays a table of actions performed by each user, along with their assigned role, a description of the activity, and the exact date and time the action occurred. Common activities include profile updates, data exports, and file downloads.

To support efficient tracking, the tab includes **filtering options by user name, role, and date range**.

Administrators may also clear specific sets of records using the **Delete User History button**. This tab is essential for accountability, security, and system oversight, allowing administrators to **monitor** how users interact with different modules over time.



## ADDING NEW USER

Add New User

1 In the Users page, go to User Management Tab and click the **Add New User button.**

2 Fill up the **required fields.**

Add New User

Actual Name\*: Enter full name

Email Address\*: Enter email address

Role\*: Select Role

**Save** **Cancel**

3 Click the **Save** button

Save Successful

User information has been saved successfully.

**Proceed**

4 In the **success modal**, click Proceed to finish.



## EDITING USER PROFILE

See More

1

In the Users page, go to the User Management tab and click the **See More** button for the user you want to edit.

2 Edit the **desired fields**.

lolita.fadriga@gmail.com

Actual Name\*: Lolita Amor Fadriga

Email Address\*: lolita.fadriga@gmail.com

Role\*: Admin

Delete User Reset Password Save Cancel

3

Click the **Save** button

Save Successful

X

User information has been saved successfully.

Proceed

4

In the success modal, click **Proceed** to finish.

## DELETING USER PROFILE

See More

1

In the Users page, go to the User Management tab and click the **See More** button for the user you want to delete.

Delete User

2

Click the **Delete User** button.

Confirm Deletion

X

Are you sure you want to delete user emartinez@gmail.com?

Cancel

Proceed

3

In the confirmation prompt, click **Proceed** to delete the user.



## RESETTING USER PASSWORD

**See More**

1

In the Users page, go to the User Management tab and click the **See More** button for the user you want to reset.

**Reset Password**

2

Click the **Reset Password** button.

**Sign Up**

Already a user? [Login here](#)

3

Instruct the user to **sign up** using their new password in order to log in to the system.



# DELETING USER HISTORY

1

In the Users page, proceed to the **User History** tab.

User	Role	Activity	Timestamp
Emicah Cammayo	Admin	Deleted donor: Donor 1960 (Lolita Martinez)	2025-05-27T18:42:54.286717
Emicah Cammayo	Admin	Deleted donor: Donor 1959 (Lolita Martinez)	2025-05-27T18:42:24.434492
Emicah Cammayo	Admin	Deleted 1 FA recipient(s): 106	2025-05-27T18:40:59.519940
Emicah Cammayo	Admin	Deleted faculty 2	2025-05-27T18:40:41.559283
Emicah Cammayo	Admin	Added faculty 4 with FA grant	2025-05-27T18:28:21.741421
Emicah Cammayo	Admin	Added faculty 4 with FA grant	2025-05-27T18:24:24.196319
Emicah Cammayo	Admin	Updated FA details: FA-99 (Dummy)	2025-05-27T18:22:44.893700
Emicah Cammayo	Admin	Updated FA details: FA-99 (Dummy)	2025-05-27T18:21:40.938890
Emicah Cammayo	Admin	Updated FA details: FA-99 (Dummy)	2025-05-27T18:21:31.699540
Emicah Cammayo	Admin	Updated FA details: FA-99 (Dummy)	2025-05-27T18:21:31.696755
Emicah Cammayo	Admin	Updated FA details: FA-99 (Dummy)	2025-05-27T18:21:31.626979
Emicah Cammayo	Admin	Updated FA details: FA-99 (Dummy)	2025-05-27T18:21:31.624424

2

Click the **Delete User History** button.

Delete History from:

2025-05-22 → 2025-05-25

Cancel   Proceed

3

Select the **date range** of records to be deleted, then click **Proceed** to confirm.



# DONOR MODULE

## OVERVIEW

The Donor Module provides a centralized interface for managing donor records and their associated representatives. It allows authorized users to add, edit, view, and organize donor profiles and representative information. The module supports both manual entry and bulk file uploads, as well as exporting records in multiple formats.

It is divided into two pages, namely **Donor Directory** and **Representatives**

## DEFINITION OF TERMS

- **Donor Directory**
  - **Donor ID** – A required field that serves as the unique identifier for each Donor Profile. This value cannot be edited once set.
  - **Donor Name** – A required field that contains the full name of the donor.
  - **Tax Identification Number (TIN)** – An optional field that holds the donor's Tax Identification Number.
  - **Email Address** – A required field used to store the donor's email for communication purposes.
  - **Status** – Indicates the current status of the donor (Active, Inactive, or None). This is automatically set to Inactive by default.
  - **Contact Number** – A required field containing the donor's contact number.
  - **Agreement Link** – An optional field where the link to the donor's memorandum of agreement may be provided.
  - **Address Details** – An optional field that stores the donor's physical or mailing address.
- **Representatives**
  - **Representative ID** – A required field that acts as the unique identifier for each Representative Profile. This value cannot be edited once set.
  - **Donor Name** – A required field where you select the associated donor for the representative.



# DEFINITION OF TERMS

- **Representative Name** – A required field that contains the full name of the representative.
- **Designation** – The position or job title of the representative (e.g., Company Role or Affiliation).
- **Email Address** – A required field containing the representative's email address for communication.
- **Contact Number** – A required field containing the representative's contact number.

## DONOR DIRECTORY PAGE

The screenshot shows the 'Donor Directory for AY 2024-2025' page. At the top, there are search fields for 'Search by Donor' (Donor Name) and 'Search by Status' (Select Status), along with 'Reset Filters' and 'Export List' buttons. Below the search area is a table with the following columns: Donor, Status, Donor Email, Company Representative, Representative Email, Agreement, and Action. The table contains five rows of donor information:

Donor	Status	Donor Email	Company Representative	Representative Email	Agreement	Action
P&G	Active	P&G@gmail.com	Erickson Posadas, Prince Posadas	emposadas1@gmail.com, pmposadas1@gmail.com	<a href="#">Open Agreement</a>	<a href="#">See More</a>
RCV Philsaga Mining Corporation	Active	rcphilsaga@gmail.com	Juan B. Dela Cruz	juandelacruz@gmail.com	<a href="#">Open Agreement</a>	<a href="#">See More</a>
Yin Yong Lao	Active	yinyonglao@gmail.com			<a href="#">Open Agreement</a>	<a href="#">See More</a>
Multiflex RNC Philippines Corporation (Urutex)	Inactive	uratexphils@gmail.com	Jose L. Ramos	joseramos@gmail.com	<a href="#">Open Agreement</a>	<a href="#">See More</a>
The Felicino Famille	Investor	FelicinoFamille@outlook.com				

The Donor Directory Page serves as a centralized dashboard for viewing and managing all donor profiles registered in the system. It presents a **comprehensive table listing each donor's name, status (Active, Inactive, or None), email address, assigned company representatives, representative contact information, and agreement links.**

Users can easily navigate and manage records using the **search and filter options** available at the top of the page—specifically, filtering by donor name or status.

The page also provides **action buttons** for adding a new donor, uploading a donor file for bulk registration, and exporting the donor list in various formats. Each donor entry includes quick-access buttons such as "Open Agreement" to view linked memorandum of agreement files and "See More" to view or edit detailed donor profiles.



# REPRESENTATIVES PAGE

The screenshot shows the 'Representative Directory' page. At the top right, it says 'You are logged in as Admin' and has a 'Logout' button. Below that is a search bar with 'Search by Representative' and 'Search by Donor' fields, along with 'Representative Name' and 'Select Donor' dropdowns. There are 'Reset Filters' and 'Export List' buttons. The main area contains a table with columns: Representative, Designation, Email Address, Contact No., Donor, and Action. The table lists five entries:

Representative	Designation	Email Address	Contact No.	Donor	Action
Biennie F. Cruz	Executive Secretary	bfcruz@gmail.com	097789012	Ramon Torres- Ordonez	<a href="#">See More</a>
Benedict Y. Lim	Secretary	bylim@gmail.com	9778901231	Richard Guoz	<a href="#">See More</a>
Miguel K. Tan	Program Director	mktan@lovenletter.com	09171234567	Love and Letters Inc.	<a href="#">See More</a>
Maria Liv	Manager	mtcamayo@up.edu.ph	09123456789	First Fruit	<a href="#">See More</a>
Maria Lopez	Corporate Social Responsibility (CSR) Officer	maria.lopez@ffcompany.com	09171234567	First Fruit	<a href="#">See More</a>

The Representatives Page provides a **complete and structured list of all donor representatives** registered within the system. It allows users to easily view, manage, and update representative information linked to specific donors.

Each entry in the table displays the representative's name, designation, email address, contact number, and associated donor. To streamline navigation, users can **apply filters to search** by representative name or donor name.

**Functionalities** on this page include adding a new representative, uploading a representative file for bulk entry, and exporting the list of representatives. Users can also access more detailed information by clicking the See More button beside each entry.

## DONOR PROFILE

The Donor Profile Page provides a **comprehensive view of an individual donor's information and the programs they support**. At the top of the page, the Donor Information Section displays key details. Directly below is the Representatives Section, which lists all representatives affiliated with the donor, along with their designations, contact information, and a See More button for accessing detailed profiles (See next page).



# DONOR PROFILE

The screenshot shows the 'Donor 001' profile. The main information includes:

- Donor Name: Donor Name Here
- Tax Identification Number (TIN): \*\*\*\*\*
- Status: Active
- Email Address: e.g. uperdfi@up.edu.ph
- Contact Number: 09X00000000X
- Agreement Link: e.g. https://drive.google.com/drive/my-drive
- Address Details: [Street Address], [Barangay], [City/Municipality], [Province], [ZIP Code]

Below this is a table for Representatives:

Name	Designation	Email	Contact	Action
Erickson Posadas	Secretary	emposadas1@gmail.com	09123456781	<a href="#">See More</a>
Prince Posadas	Manager	pmposadas1@gmail.com	09123456781	<a href="#">See More</a>

Buttons at the bottom right include 'Save' and 'Cancel'.

The lower half of the page highlights the **programs funded by the donor**.

This section displays three tables:

- Student Scholarships:**

Scholarship	Total Scholars	Graduated Scholars	Slots Left	Start	End	Action
STEM Excellence Grant	2	1	5	Midyear Semester 2021-2022	First Semester 2028-2029	<a href="#">See More</a>
- Student Awards:**

Student Award	Total Awardees	Slots Left	Start	End	Action
Youth Leadership Award	0	5	2024-2025	2024-2025	<a href="#">See More</a>
Dominador Ilio Award for Most Outstanding All-Around Engineering Student	0	1	2024-2025	2026-2027	<a href="#">See More</a>
Excellence in Leadership Award	2	10	2024-2025	2024-2025	<a href="#">See More</a>
- Thesis Support Grants:**

Thesis Support Grant	Total Grantees	Slots Left	Start	End	Action
Academic Excellence Grant	2	9	Second Semester 2024-2025		<a href="#">See More</a>

This section displays three tables:

- Professorial Chair Awards:**

Professorial Chair Award	Total Awardees	Start	End	Action
MAYNILAD UP CENTENNIAL PROF. CHAIR	1	2023-2024	2024-2025	<a href="#">See More</a>
- Teaching and Research Awards:**

Teaching and Research Award	Total Awardees	Start	End	Action
Excellence in Research Award	0	2023-2024	2024-2025	<a href="#">See More</a>
- Faculty Awards:**

Faculty Award	Total Awardees	Start	End	Action
Faculty Research Excellence Award	1	2024-2025	2024-2025	<a href="#">See More</a>

Action buttons at the bottom include 'Delete Donor' and 'Print Profile'.

Under the **Funded Student Support Programs** section, users can view scholarships, student awards, and thesis support grants that have been established through the donor's contributions. Similarly, the **Funded Faculty Development Programs** section displays professorial chair awards, teaching and research awards, and faculty awards backed by the donor.

Users may edit donor details, manage associated programs, print the donor profile, or delete the donor using the action buttons at the bottom of the page.



# REPRESENTATIVES PROFILE

The screenshot shows a web-based application interface for managing donor representatives. At the top, there's a header with the logo of 'UP Engineering R&D Foundation', the date 'Monday, May 19, 2025 12:32 PM', and a user status 'You are logged in as Admin' with a 'Logout' link. The main content area is titled 'DonRep 001'. It contains several input fields: 'Donor Name:' with 'P&G' selected, 'Rep Name:' with 'Prince Posadas', 'Designation:' with 'Manager', 'Email Address:' with 'pmposadas1@gmail.com', and 'Contact Number:' with '09123456781'. Below these fields is a red rectangular button labeled 'Delete Representative'. At the bottom right of the form are two blue buttons: 'Save' and 'Cancel'. On the left side of the page, there's a vertical sidebar with a tree-like navigation menu. The 'Main' section has 'Home' and 'Users' options. Under 'Choose AY & Semester', there's a 'Current Academic Period' option. The 'Donors' section includes 'Donor Directory' and 'Representatives'. The 'Student Support' section includes 'Student Programs' and 'Student Directory'. The 'Faculty Development' section includes 'Faculty Programs'. The entire application has a clean, modern design with a white background and blue/gray UI elements.

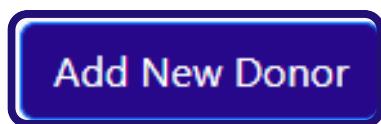
The Representative Profile Page displays the **complete profile** of an individual donor representative.

From this page, users can **update** the representative's information. Additionally, there is a **Delete** Representative button available at the bottom of the form, allowing users to remove the representative's record from the system entirely.



# ADDING OR IMPORTING NEW DONOR

## Manual Addition



1

In the Donor Directory tab, click the **Add New Donor** button.

A screenshot of a web-based form titled "Donor Profile". It contains fields for "Donor ID\*", "Donor Name\*", "Tax Identification Number (TIN)\*", "Email Address\*", "Agreement Link\*", and "Address Details". Each field has a placeholder text and a red asterisk indicating it is required. There are dropdown menus for "Status" and "Contact Number". At the bottom right are green "Save Donor Details" and "Cancel" buttons.

2

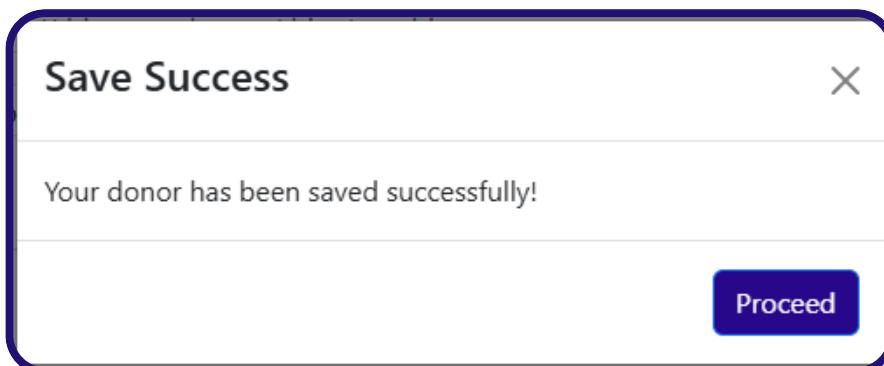
On the Add New Donor Profile page, fill in **all required fields**.

Save Donor Details

Cancel

3

After completing the form, click the **Save button**



4

A success modal will appear. Click **Proceed** to finish.

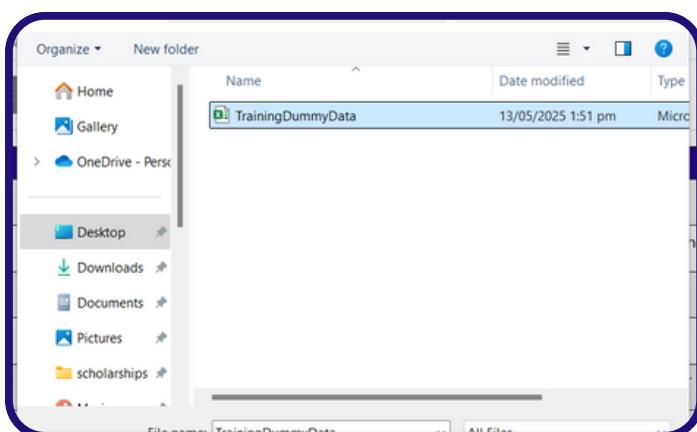


## ADDING OR IMPORTING NEW DONOR

### Importing through a file

Upload Donor File

- 1 In the Donor Directory tab, click the **Upload Donor File** button



- 2 Select the **donor file template from your file directory** containing the new data.

Open

Cancel

- 3 Either **double-click** on the file or click **Open**.

Successfully processed 1 new and 1 total donors.

4

- 4 A **confirmation message** will appear at the top of the window showing the number of successfully added donors.



# ADDING OR IMPORTING NEW REPRESENTATIVE

## Manual Addition

Add New Representative

- 1 In the Donor Directory tab, click the **Add New Representative** button.

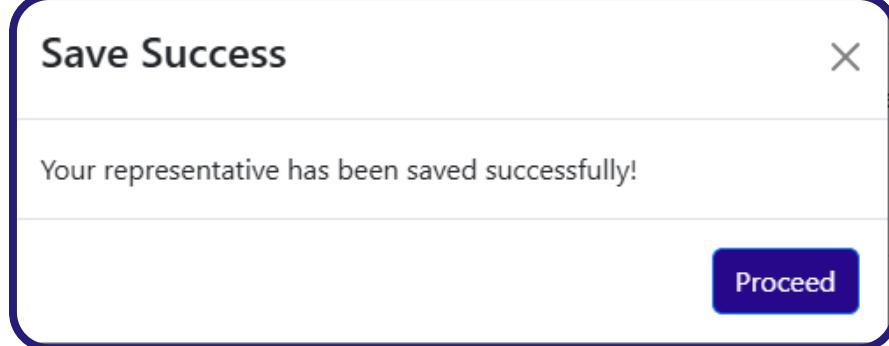
Representative Profile

Representative ID: <sup>*</sup>	DonRep
Donor Name: <sup>*</sup>	Select Donor
Rep Name: <sup>*</sup>	Representative Name Here
Designation: <sup>*</sup>	Designation Here
Email Address: <sup>*</sup>	e.g. uperdfi@up.edu.ph
Contact Number: <sup>*</sup>	09XXXXXXXX

On the Add New Representative Profile page, fill in **all required fields**.

Save Cancel

- 2 After completing the form, click the **Save button**



4 A success modal will appear. Click **Proceed** to finish.



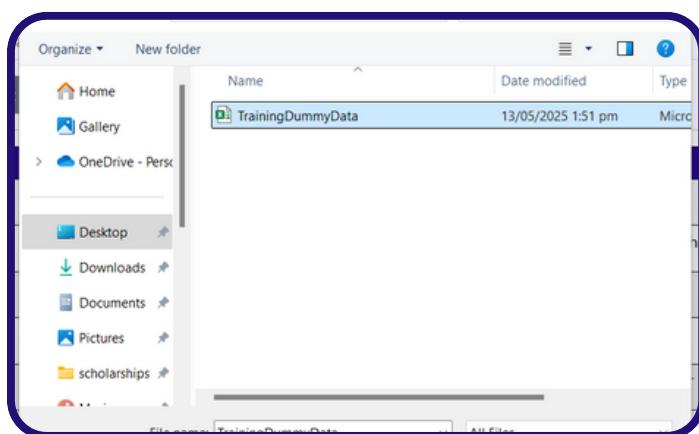
## ADDING OR IMPORTING NEW REPRESENTATIVE

### Importing through a file

Upload Representative File

1

In the Representative tab, click the **Upload Donor File** button



2

Select the **representative file template from your file directory** containing the new data.

Open

Cancel

3

Either **double-click** on the file or click **Open**.

Successfully added 0 new representative(s).

4

A **confirmation message** will appear at the top of the window showing the number of successfully added representative.

## EDITING DONOR DETAILS

See More

1

In the Donor Directory tab, click the **See More button** for the donor you want to edit.

Donor 1959

Donor Name: <sup>*</sup>	Lolita Martinez		
Tax Identification Number (TIN):	*****	Status:	New
Email Address: <sup>*</sup>	lolita.martinez@gmail.com	Contact Number: <sup>*</sup>	09982697143
Agreement Link:	e.g. <a href="https://drive.google.com/drive/my-drive">https://drive.google.com/drive/my-drive</a>		
Address Details:	Don Fabian Ext., Commonwealth Quezon City		

**Save Donor Details**   **Cancel**

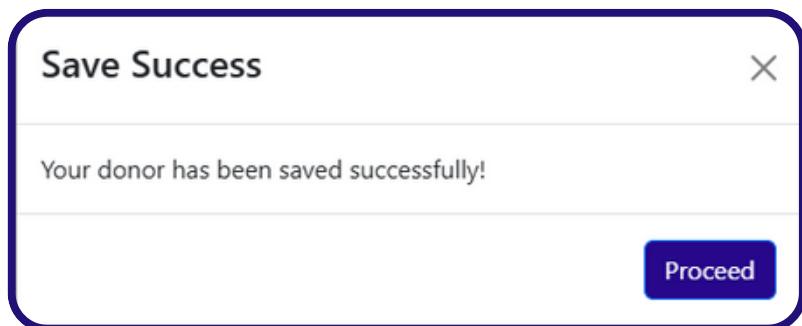
2

Edit the **desired fields** in the donor profile.

Save Donor Details

3

Click the **Save Donor Details button**



4

In the success modal, click **Proceed**.



## EDITING REPRESENTATIVE DETAILS

### Through Representative Page

See More

1

In the Representative tab, click the **See More button** for the representative you want to edit.

DonRep 2002

Donor Name: \* Lolita Martinez

Rep Name: \* Marru Martinez

Designation: \* Representative

Email Address: \* marru.martinez@gmail.com

Contact Number: \* 09982697143

Delete Representative | Save Cancel

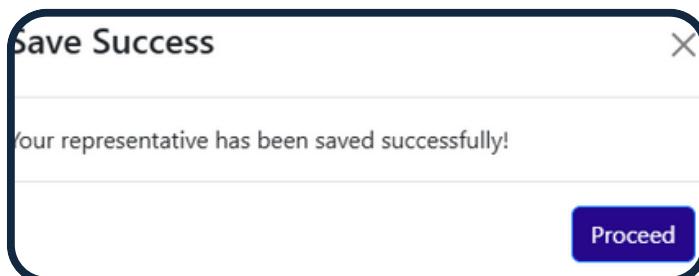
2

Edit the **desired fields** in the representative profile.

Save

3

Click the **Save button**



4

In the success modal, click **Proceed**.



## EDITING REPRESENTATIVE DETAILS

### Through the Donor Profile

See More

1

In the **Donor Directory tab**, open the profile of the donor linked to the representative

Representatives				
Name	Designation	Email	Contact	Action
Marru Martinez	Representative	marru.martinez@gmail.com	09982697143	<a href="#">See More</a>

2

In the **Representative section**, click See More for the representative you want to edit.

DonRep 2002

Donor Name\*: Lolita Martinez

Rep Name\*: Marru Martinez

Designation\*: Representative

Email Address\*: marru.martinez@gmail.com

Contact Number\*: 09982697143

Delete Representative | Save | Cancel

3

Edit the **desired fields** in the representative profile.

Save

4

Click the **Save button**

Save Success

Your representative has been saved successfully!

Proceed

5

In the success modal, click **Proceed**.



## DELETING DONOR PROFILES

See More

Delete Donor

1 In the **Donor Directory** tab, click the **See More** button for the donor you want to delete.

2 Scroll to the bottom of the donor profile and click the **Delete Donor** button.

## DELETING REPRESENTATIVE PROFILES

Representative	Designation	Email Address	Contact No.	Donor	Action
Marru Martinez	Representative	marru.martinez@gmail.com	09982697143	Lolita Martinez	<a href="#">See More</a>

From the **Donor Directory** or **Representatives tab**, select the representative you want to delete.

See More

Delete Representative

1 Click **See More** to access the full representative profile.

2 In the Representative Profile, click the **Delete Representative** button.



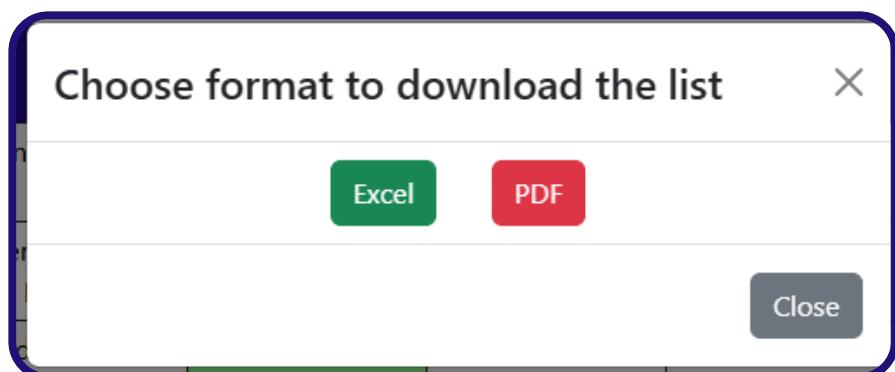
# EXPORTING DONOR PROFILES

## Bulk List



1

In the Donor Directory tab, apply filters as needed, then click the Export button. If no filters are required, simply click **Export List**.



2

In the modal, select the desired **export format** (e.g., PDF or Excel).

3

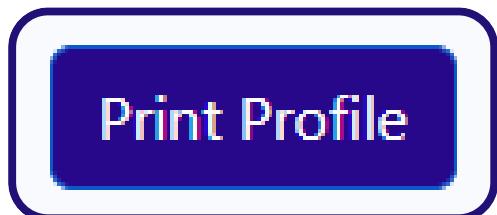
Once the download completes, click the **Close** button.

## Single Profile



1

In the Donor Directory, open the profile of the donor you wish to export by clicking **See More**.



2

Scroll to the bottom of the profile page and click **Print Profile**.



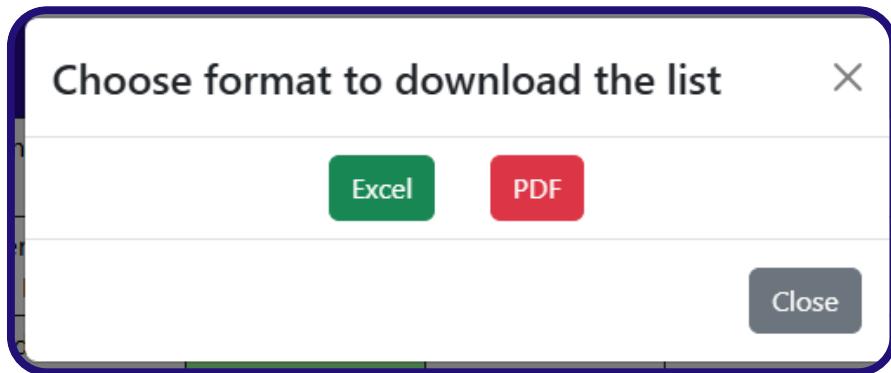
# EXPORTING REPRESENTATIVE PROFILES

## Bulk List



1

In the Representatives tab, apply filters as needed, then click the Export List button. If no filters are required, simply click **Export List**.



2

In the modal, select the desired **export format** (e.g., PDF or Excel).

3

Once the download completes, click the **Close** button.



# STUDENT SUPPORT MODULE

## OVERVIEW

The Student Support Module provides a centralized interface for managing student programs and their associated recipients. It allows authorized users to add, edit, view, and organize scholarship, student award, and thesis grant profiles as well as their recipients information. The module supports both manual entry and bulk file uploads, as well as exporting records in multiple formats.

It is divided into two pages, namely **Student Programs** (which has Scholarships, Student Awards, and Thesis Support Grants tabs) and **Student Directory** (which has Scholars, Student Awardees, and Thesis Support Recipients tabs).

## DEFINITION OF TERMS

- **Student Programs**
  - **Scholarships**
    - **Scholarship ID** – A required field that serves as the unique identifier for each scholarship. This value cannot be changed once assigned.
    - **Scholarship Donor** – A required field. Select the donor organization or individual from the dropdown list.
    - **Scholarship Name** – A required field containing the official title or designation of the scholarship program.
    - **Contact Person** – A field to select the representative associated with the chosen donor.
    - **Email Address** – A field automatically populated with the official email of the selected contact person.
    - **Contact Number** – A field automatically populated with the phone number of the selected contact person.
    - **Agreement Link** – An optional field to upload or link the scholarship agreement or contract document.
    - **Number of Slots** – A required field indicating the total available slots or positions offered by the scholarship.
    - **Current Scholars** – An auto-updated field showing the number of scholars currently enrolled under this scholarship.
    - **Total Scholars** – An auto-updated field showing the cumulative number of scholars ever linked to this scholarship.



## DEFINITION OF TERMS

- **Number of Graduated Scholars** – An auto-updated field showing the number of scholars who have completed their studies under this scholarship.
- **Benefits** – An optional field describing the financial, academic, or other benefits provided by the scholarship.
- **Restrictions** – An optional field listing eligibility criteria, limitations, or conditions tied to the scholarship.
- **Remarks** – An optional field for additional notes or comments relevant to the scholarship.
- **Period First Awarded** – A field automatically set to the current academic period when the scholarship is created.
- **Period Last Awarded** – A field automatically set to the last academic period the scholarship is linked to a student.
- **Status** – A field indicating the scholarship's status: Active (default on creation), Inactive, or None.
- **Student Awards**
  - **Award ID** – A required field that serves as the unique identifier for each award. This value cannot be changed once assigned.
  - **Award Donor** – A required field. Select the donor organization or individual from the dropdown list.
  - **Award Name** – A required field containing the official title or designation of the award.
  - **Contact Person** – A field to select the representative associated with the chosen donor.
  - **Email Address** – A field automatically populated with the official email of the selected contact person.
  - **Contact Number** – A field automatically populated with the phone number of the selected contact person.
  - **Agreement Link** – An optional field to upload or link the award agreement or contract document.
  - **Number of Slots** – A required field indicating the total available slots or positions offered by the award.
  - **Current Awardees** – An auto-updated field showing the number of awardees currently linked to this award.
  - **Total Awardees** – An auto-updated field showing the cumulative number of awardees ever linked to this award.
  - **Benefits** – An optional field describing the financial, academic, or other benefits provided by the award.
  - **Restrictions** – An optional field listing eligibility criteria, limitations, or conditions tied to the award.



## DEFINITION OF TERMS

- **Remarks** – An optional field for additional notes or comments relevant to the award.
- **Period First Awarded** – A field automatically set to the current academic period when the award is created.
- **Period Last Awarded** – A field automatically set to the last academic period the award is linked to a student.
- **Status** – A field indicating the award's status: Active (default on creation), Inactive, or None.
- **Thesis Support Grants**
  - **Grant ID** – A required field that serves as the unique identifier for each grant. This value cannot be changed once assigned.
  - **Grant Donor** – A required field. Select the donor organization or individual from the dropdown list.
  - **Grant Name** – A required field containing the official title or designation of the grant.
  - **Contact Person** – A field to select the representative associated with the chosen donor.
  - **Email Address** – A field automatically populated with the official email of the selected contact person.
  - **Contact Number** – A field automatically populated with the phone number of the selected contact person.
  - **Agreement Link** – An optional field to upload or link the grant agreement or contract document.
  - **Number of Slots** – A required field indicating the total available slots or positions offered by the grant.
  - **Current Grantees** – An auto-updated field showing the number of grantees currently linked to this grant.
  - **Total Grantees** – An auto-updated field showing the cumulative number of grantees ever linked to this grant.
  - **Benefits** – An optional field describing the financial, academic, or other benefits provided by the grant.
  - **Restrictions** – An optional field listing eligibility criteria, limitations, or conditions tied to the grant.
  - **Remarks** – An optional field for additional notes or comments relevant to the grant.
  - **Period First Awarded** – A field automatically set to the current academic period when the grant is created.
  - **Period Last Awarded** – A field automatically set to the last academic period the grant is linked to a student.
  - **Status** – A field indicating the grant's status: Active (default on creation), Inactive, or None.



# DEFINITION OF TERMS

- **Student Directory**

- **Scholars**

- **Student Type** – A required field indicating the classification of the student, such as Undergraduate, Graduate, Doctorate, or Diploma.
    - **Student Number** – A required field that serves as the unique identifier for each student. This value cannot be changed once assigned.
    - **First Name** – A required field containing the student's given name.
    - **Middle Initial** – An optional field for the student's middle initial.
    - **Last Name** – A required field containing the student's family name.
    - **Sex** – A required field indicating the student's assigned sex at birth, with options Male or Female.
    - **UP Mail** – A required field containing the student's official university email address.
    - **Contact Number** – An optional field for the student's phone number.
    - **Permanent Address** – An optional field for the student's permanent residential address.
    - **Programs** – A required field listing the academic programs available, filtered based on the selected Student Type.
    - **Graduation** – An optional field that can be set on a later date into the academic year and semester that the student graduated.
    - **Grant Type** – A field automatically set to "Scholarship" when adding a new scholar.
    - **Grant** – A required field showing the name of the scholarship awarded to the student.
    - **Grant ID** – A field automatically reflecting the Scholarship ID of the selected scholarship.
    - **Status** – A field indicating the student's current status, such as Continuing (default upon adding), Probation, Terminated, Graduated, or None.
    - **Period Start** – A required field indicating the period that the student first received the scholarship.
    - **Period End** – A required field indicating the period that the student is expected to last receive the scholarship. This can be changed later on in an existing student profile.



## DEFINITION OF TERMS

- **Student Awardees**
  - **Student Type** – A required field indicating the classification of the student, such as Undergraduate, Graduate, Doctorate, or Diploma.
  - **Student Number** – A required field that serves as the unique identifier for each student. This value cannot be changed once assigned.
  - **First Name** – A required field containing the student's given name.
  - **Middle Initial** – An optional field for the student's middle initial.
  - **Last Name** – A required field containing the student's family name.
  - **Sex** – A required field indicating the student's assigned sex at birth, with options Male or Female.
  - **UP Mail** – A required field containing the student's official university email address.
  - **Contact Number** – An optional field for the student's phone number.
  - **Permanent Address** – An optional field for the student's permanent residential address.
  - **Programs** – A required field listing the academic programs available, filtered based on the selected Student Type.
  - **Graduation** – An optional field that can be set on a later date into the academic year and semester that the student graduated.
  - **Grant Type** – A field automatically set to "Student Award" when adding a new awardee.
  - **Grant** – A required field showing the name of the award granted to the student.
  - **Grant ID** – A field automatically reflecting the Award ID of the selected award.
  - **Status** – A field indicating the student's current status, such as Continuing (default upon adding), Probation, Terminated, Graduated, or None.
  - **Period Start** – A required field indicating the period that the student first received the award.
  - **Period End** – A required field indicating the period that the student is expected to last receive the award.



## DEFINITION OF TERMS

- **Thesis Support Recipients**
  - **Student Type** – A required field indicating the classification of the student, such as Undergraduate, Graduate, Doctorate, or Diploma.
  - **Student Number** – A required field that serves as the unique identifier for each student. This value cannot be changed once assigned.
  - **First Name** – A required field containing the student's given name.
  - **Middle Initial** – An optional field for the student's middle initial.
  - **Last Name** – A required field containing the student's family name.
  - **Sex** – A required field indicating the student's assigned sex at birth, with options Male or Female.
  - **UP Mail** – A required field containing the student's official university email address.
  - **Contact Number** – An optional field for the student's phone number.
  - **Permanent Address** – An optional field for the student's permanent residential address.
  - **Programs** – A required field listing the academic programs available, filtered based on the selected Student Type.
  - **Graduation** – A field that cannot be set upon profile creation but can be selected later on an existing student profile.
  - **Grant Type** – A field automatically set to "Thesis Support Grant" when adding a new grantee.
  - **Grant** – A required field showing the name of the grant awarded to the student.
  - **Grant ID** – A field automatically reflecting the Grant ID of the selected grant.
  - **Status** – A field indicating the student's current status, such as Continuing (default upon adding), Probation, Terminated, Graduated, or None.
  - **Thesis Title** – A field allowing selection from existing thesis titles in the dropdown or the option to type a new title.
  - **Thesis Link** – A required field containing the link to the thesis file.
  - **Period Start** – A required field indicating the period that the student first received the grant.
  - **Period End** – A required field indicating the period that the student is expected to last receive the grant.



## STUDENT PROGRAMS PAGE

The Student Programs Page serves as a centralized dashboard for viewing and managing all student programs registered in the system. It presents **comprehensive tables listing each student program's name, donor, benefits, restrictions, slots left, and status (Active, Inactive, or None).**

Users can easily navigate and manage records using the **search and filter options** available at the top of the page—specifically, filtering by the program's name, donor, or status.

The page also provides **action buttons** for adding a new student program, uploading a file for bulk registration of student programs, and exporting the student programs list in various formats. Each student program entry includes quick-access buttons such as a status drop down for quick updates and a “See More” button to view or edit detailed student program profiles.



## SCHOLARSHIPS TAB

The **Scholarships** tab provides a centralized view of all scholarships, showing donor info, benefits, restrictions, slots, and status. Users can search and filter scholarships by name, donor, or status. New scholarships can be added manually, and student grants can be uploaded in bulk. Each scholarship has options to view details and save changes.

Scholarship	Donor	Benefits	Restrictions	Slots Left	Status Dropdown	Action
AGOC Scholarship	Andrade Group of Companies			2	Active	<a href="#">See More</a>
ERQ	Andrade Group of Companies			2	Active	<a href="#">See More</a>
Andrade GOC Scholarship	Andrade Group of Companies	₱9,000 per month	No restriction	4	Active	<a href="#">See More</a>
Homie Bros Scholarship	Love and Letters Inc.			1	Inactive	<a href="#">See More</a>
Guoz Family Scholarship	Richard Guoz	₱90,000 per year	No restriction	8	Active	<a href="#">See More</a>
Fruitful Scholarship	First Fruit			19	None	<a href="#">See More</a>
Young World Leaders Scholarship	Love and Letters Inc.	₱100,000 per year	No restriction	8	None	<a href="#">See More</a>
Philsaga Mining Corporation Study Grants	RCV Philsaga Mining Corporation	₱10,000 per month	For Mining Engineering only	9	Active	<a href="#">See More</a>

## STUDENT AWARDS TAB

The **Student Awards** tab manages all student awards, listing award names, donors, benefits, and slots. It includes search and filter options for easy navigation. Users can add new awards, track recipients, and update award details. Action buttons allow viewing full profiles and uploading recipient data.

Award	Donor	Benefits	Restrictions	Slots Left	Status Dropdown	Action
RG Excellence Award	Richard Guoz			3	Active	<a href="#">See More</a>
Andrade GOC Academic Excellence Award for Best Female in Mechanical Engineering	Andrade Group of Companies	15000	Must be a female Mechanical Engineering student with high academic standing	1	Active	<a href="#">See More</a>
Yobo Award	Ramon Torres-Ordonez			2	Active	<a href="#">See More</a>
Fruitful Student Award	First Fruit		Female only	20	Inactive	<a href="#">See More</a>
Fruit Full Student Award	Second Fruit Company			0	Active	<a href="#">See More</a>
Felipe Dan Academic Excellence Award	Love and Letters Inc.	₱20,000.00	No restrictions	0	Active	<a href="#">See More</a>



## THESIS SUPPORT GRANTS TAB

The **Thesis Support Grants** tab manages grants supporting thesis research. It lists grant details, donors, benefits, and eligibility. Users can filter and search grants, add new grants, and upload recipient data in bulk. The tab helps ensure students receive needed financial support for their theses.

The screenshot shows the 'Thesis Support Grants' tab within a larger application interface. The top navigation bar includes the 'UP Engineering R&D Foundation' logo, user status ('You are logged in as Admin'), and a 'Logout' button. The main content area is titled 'First Semester AY 2024-2025'. On the left, a sidebar menu lists categories like Main, Choose AY & Semester, Donors, Student Support, Faculty Development, and others. The 'Student Support' section is currently active. The central area contains three search filters: 'Search by Grant Name', 'Search by Donor', and 'Search by Status'. Below these is a table listing grants with columns for Grant Name, Donor, Benefits, Restrictions, Slots Left, Status Dropdown, and Action. Each row in the table includes a 'See More' button. The table data is as follows:

Grant	Donor	Benefits	Restrictions	Slots Left	Status Dropdown	Action
Andrade GOC TSG	Andrade Group of Companies	50000	No restrictions	0	Active	See More
Ericson TSG	RCV Philsaga Mining Corporation			2	Active	See More
Christina Grey TSG	Richard Guoz	80000	No restrictions	7	Active	See More
Pogi si Prince Award	Ramon Torres - Ordóñez	80,000 Pesos	Dapat bading	7	None	See More
Fruitful Thesis Grant	First Fruit			20	None	See More
Don Erics Thesis Grant	Love and Letters Inc.	₱50,000	No restrictions	9	Active	See More
Cesar G. Romero TSG	Yin Yong Lao	75000	No restrictions	5	Active	See More
Cenon and Mimilyn Carolina TSG	RCV Philsaga Mining Corporation	50000	No restrictions	5	Active	See More

## STUDENT DIRECTORY PAGE

The Student Directory page provides a **comprehensive and organized list of all students** registered in the system, allowing users to easily view, manage, and update student information linked to specific programs. Each entry displays relevant details according to the student type: for Scholars, it includes the student name, program, scholarship name, donor, status, and academic year of graduation; for Student Awardees, it shows the student name, program, award name, donor, and academic year awarded; and for Thesis Support Recipients, it presents the student name, program, grant name, donor, academic year awarded, and thesis title.

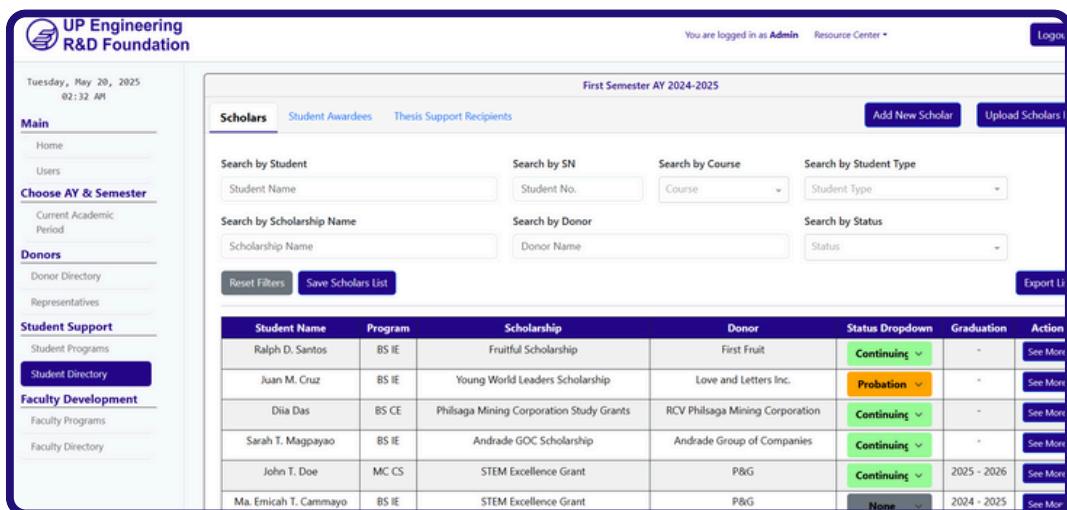
To facilitate efficient navigation, users can **apply filters based on criteria** such as student name, student number, course, student type, program-specific awards or grants, donor, status, academic year, and thesis title.

The page also provides **functions** for adding new students, uploading bulk entries via files, and exporting filtered student lists. Additionally, users can access more detailed student information by clicking the See More button beside each entry.



## SCHOLARS TAB

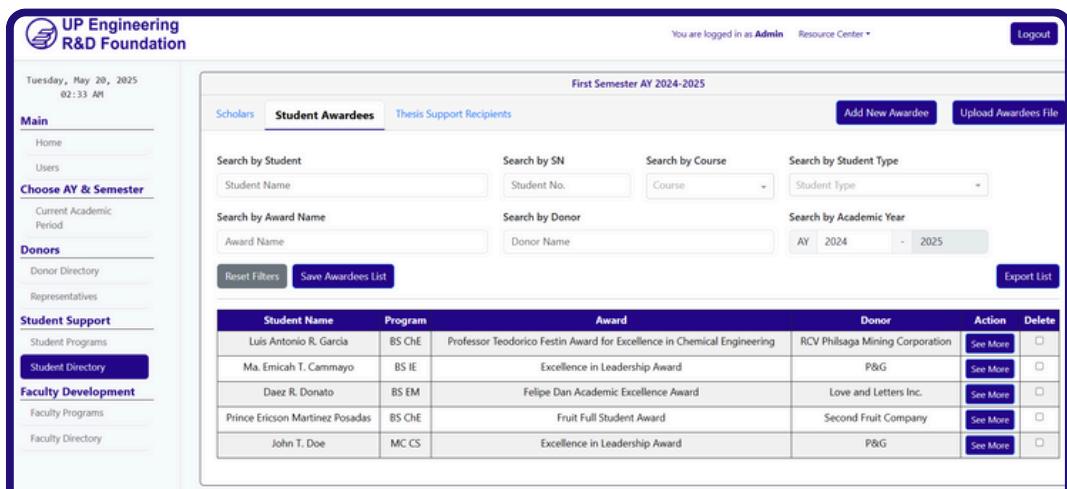
The **Scholars** tab provides a comprehensive list of all students receiving scholarships. It displays key details such as student name, program, scholarship, donor, status, and graduation year. Users can search and filter scholars by various criteria, add new scholar entries, upload bulk data, and export filtered lists. Each entry includes a button to view detailed scholar profiles.



Student Name	Program	Scholarship	Donor	Status Dropdown	Graduation	Action
Ralph D. Santos	BS IE	Fruitful Scholarship	First Fruit	Continuing	-	<a href="#">See More</a>
Juan M. Cruz	BS IE	Young World Leaders Scholarship	Love and Letters Inc.	Probation	-	<a href="#">See More</a>
Dia Das	BS CE	Philipsa Mining Corporation Study Grants	RCV Philipsa Mining Corporation	Continuing	-	<a href="#">See More</a>
Sarah T. Magpayao	BS IE	Andrade GOC Scholarship	Andrade Group of Companies	Continuing	-	<a href="#">See More</a>
John T. Doe	MC CS	STEM Excellence Grant	P&G	Continuing	2025 - 2026	<a href="#">See More</a>
Ma. Emicah T. Cammayo	BS IE	STEM Excellence Grant	P&G	None	2024 - 2025	<a href="#">See More</a>

## STUDENT AWARDEES TAB

The **Student Awardees** tab manages the list of students who have received student awards. It shows information including student name, program, award, donor, and award year. Users can easily search and filter awardees, add new recipients, upload data in bulk, and export the awardee list. Detailed recipient profiles are accessible via a dedicated button.



Student Name	Program	Award	Donor	Action	Delete
Luis Antonio R. Garcia	BS CHE	Professor Teodoro Festin Award for Excellence in Chemical Engineering	RCV Philipsa Mining Corporation	<a href="#">See More</a>	<input type="checkbox"/>
Ma. Emicah T. Cammayo	BS IE	Excellence in Leadership Award	P&G	<a href="#">See More</a>	<input type="checkbox"/>
Daez R. Donato	BS EM	Felipe Dan Academic Excellence Award	Love and Letters Inc.	<a href="#">See More</a>	<input type="checkbox"/>
Prince Ericson Martinez Posadas	BS CHE	Fruit Full Student Award	Second Fruit Company	<a href="#">See More</a>	<input type="checkbox"/>
John T. Doe	MC CS	Excellence in Leadership Award	P&G	<a href="#">See More</a>	<input type="checkbox"/>



## THESIS SUPPORT RECIPIENTS TAB

The **Thesis Support Recipients** tab tracks students receiving thesis support grants. It presents details such as student name, program, grant, donor, academic year, and thesis title. Users can filter and search recipients, add new entries, upload bulk data, and export lists. Detailed profiles for each recipient can be viewed through an action button.

The screenshot shows the 'Thesis Support Recipients' tab within a web application. The top navigation bar includes 'UP Engineering R&D Foundation', 'Logout', 'You are logged in as Admin', and 'Resource Center'. The left sidebar has sections for Main, Choose AY & Semester, Donors, Student Support, and Faculty Development. The main content area is titled 'First Semester AY 2024-2025' and contains search filters for Student Name, Search by SN, Search by Course, Search by Degree Type, Search by Grant Name, Search by Donor, and Search by Academic Year. Below the filters is a table with three rows of data:

Student Name	Program	Thesis Grant	Donor	Thesis	Action	Delete
Vien M. dela Monte	BS CE	Don Erics Thesis Grant	Love and Letters Inc.	Sample title	<a href="#">See More</a>	<input type="checkbox"/>
Timoteo K Tunay	BS CE	Don Erics Thesis Grant	Love and Letters Inc.	A Comparative Study of Sustainable Construction Materials in High-Rise Buildings	<a href="#">See More</a>	<input type="checkbox"/>
Ma. Emicah T. Cammaya	BS IE	Academic Excellence Grant	P&G		<a href="#">See More</a>	<input type="checkbox"/>

Buttons for 'Reset Filters', 'Save Grantees List', and 'Export List' are located at the bottom of the search area.

## SCHOLARSHIP PROFILE

The **Scholarship Profile** page provides a comprehensive view of a scholarship's details and the students it supports. At the top of the page, the Scholarship Information section displays key scholarship data. Directly below is the **Scholarship History** section, which is divided into Scholarship Timeline and Scholarship Recipients.

The screenshot shows the 'Scholarship Profile' section within a web application. The top navigation bar includes 'UP Engineering R&D Foundation', 'Logout', 'You are logged in as Admin', and 'Resource Center'. The left sidebar has sections for Main, Choose AY & Semester, Donors, Student Support, and Faculty Development. The main content area is titled 'Scholarship Profile' and contains form fields for Scholarship ID (SS- 001), Scholarship Donor (P&G), Scholarship Name (STEM Excellence Grant), Contact Person (Prince Posadas), Email Address (ppmosadas1@gmail.com), Contact Number (09123456781), Agreement Link ([https://docs.google.com/document/d/1ICN2\\_G69eCet2gk8hBMHQ-9ZPV0WZOnEU3qoE](https://docs.google.com/document/d/1ICN2_G69eCet2gk8hBMHQ-9ZPV0WZOnEU3qoE)), No. of Slots (5), Current Scholars (1), Total Scholars (2), No. of Graduated Scholars (1), and Benefits (Full tuition and allowance). A link to 'Open Agreement' is also present.



# SCHOLARSHIP PROFILE

The screenshot shows the 'Scholarship History' section. At the top, there is a 'Scholarship Timeline' dropdown set to 'Second Semester' and 'AY 2024'. Below it is a table with columns: Student No., Name, Program, Academic Period, Status, Remarks, and Action. One row is visible: 202308998, Deirdre Andreus Sarmiento, BS CE, Second Semester 2024-2025, Continuing, NaN, and a 'See More' button. Below the table is a 'Scholarship Recipients' section with a table showing Student, Program, Start, End, Graduated, Action, and Delete columns. One row is visible: Deirdre Andreus Sarmiento, BS CE, -, -, -, See More, and a delete icon. At the bottom are buttons for 'Delete Scholarship', 'Print Profile', 'Save History', and 'Cancel'.

The **Scholarship Timeline** section lists scholars currently availing the scholarship for the selected semester and academic year. The table includes student number, name, program, academic period, status, remarks, and a See More button for accessing detailed profiles.

The **Scholarship Recipients** section displays all scholars associated with the scholarship, showing student name, program, start and end periods, academic year of graduation, a See More button for accessing detailed profiles, and a Delete button for removing recipients.

Users may edit scholarship details, manage associated scholars, print the scholarship profile, or delete the scholarship using the action buttons at the bottom of the page.

## AWARD PROFILE

The **Award Profile** page provides a detailed overview of an award and the students who have received it. At the top of the page, the Award Information section displays key details about the award. Directly below is the **Award History** section, which consists of the Award Recipients list.

The screenshot shows the 'Award Profile' section. On the left is a sidebar with links: Main (Home, Users), Choose AY & Semester (Current Academic Period), Donors (Donor Directory, Representatives), Student Support (Student Programs, Student Directory), Faculty Development (Faculty Programs, Faculty Directory). The main area has fields for: Award ID (SA- 004), Award Donor (RCV Philsaga Mining Corporation), Award Name (Professor Teodorico Festin Award for Excellence in Chemical Engineering), Contact Person (Juan B. Dela Cruz), Email Address (juandelacruz@gmail.com), Contact Number (09171234567), Agreement Link (<https://drive.google.com/file/d/1awardFile016/view>), No. of Slots (1), Current Awardees (1), Total Awardees (1), Benefits (25000), and Restrictions (empty). Top right shows 'You are logged in as Admin' and 'Logout'.



# AWARD PROFILE

The screenshot shows a table titled "Award Recipients" with the following columns: Academic Year, Student No., Name, Program, Remarks, Action, and Delete. There is one row displayed, representing a student named Yuerne Binota from the BS ME program. The "Action" column contains a "See More" link, and the "Delete" column has a delete icon. At the bottom of the table are buttons for "Delete Award", "Print Profile", "Save History", and "Cancel".

Academic Year	Student No.	Name	Program	Remarks	Action	Delete
2024-2025	201918379	Yuerne Binota	BS ME	NaN	<a href="#">See More</a>	

The **Award Recipients** table shows the academic year, student number, name, remarks, a See More button for accessing detailed recipient profiles, and a Delete button to remove recipients from the award.

Users may edit student award details, manage student awardees, print the student award profile, or delete the student award using the action buttons at the bottom of the page.

## THESIS SUPPORT GRANT PROFILE

The **Thesis Support Grant Profile** page provides a comprehensive overview of a thesis support grant and the students benefiting from it. At the top of the page, the Grant Information section displays key details about the grant. Directly below is the **Thesis Grant History** section, which contains the Grant Recipients list.

The screenshot shows the "Grant Profile" section of the Thesis Support Grant Profile page. It includes fields for Grant ID (TSG- 055), Grant Donor (Love and Letters Inc.), Grant Name (Don Erics Thesis Grant), Contact Person (Miguel K. Tan), Email Address (mktan@lovenletter.com/mktan@lovenletter.com), Contact Number (09171234567), Agreement Link (<https://drive.google.com/file/d/1tdummyGrant055/view>), No. of Slots (10), Current Grantees (1), Total Grantees (3), Benefits (₱50,000), and Restrictions (None). On the left, there is a sidebar with links for Main (Home, Users), Choose AY & Semester (Current Academic Period), Donors (Donor Directory, Representatives), Student Support (Student Programs, Student Directory), Faculty Development (Faculty Programs, Faculty Directory), and a Logout button.



# THESIS SUPPORT GRANT PROFILE

The screenshot shows a table titled "Thesis Grant History" with the following columns: Academic Year, Student No., Name, Program, Thesis File, Action, and Delete. There is one row of data: Second Semester AY 2024-2025, 201911572, Timoteo Tunay, BS CE, A Comparative Study of Sustainable Construction Materials in High-Rise Buildings, See More, and a delete checkbox. At the bottom are buttons for Delete Grant, Print Profile, Save History, and Cancel.

Academic Year	Student No.	Name	Program	Thesis File	Action	Delete
Second Semester AY 2024-2025	201911572	Timoteo Tunay	BS CE	A Comparative Study of Sustainable Construction Materials in High-Rise Buildings	<a href="#">See More</a>	<input type="checkbox"/>

The **Grant Recipients** table includes academic year, student number, name, thesis file, a See More button for accessing detailed recipient profiles, and a Delete button to remove recipients from the grant.

Users may edit grant details, manage recipients, print the grant profile, or delete the grant using the action buttons at the bottom of the page.

## STUDENT PROFILE

The **Student Profile** page provides a comprehensive view of an individual student's information and their history of support programs. At the top of the page, the Student Information section displays key personal and academic details. Directly below is the **Student History** section, which is divided into three parts.

The screenshot shows the "Student Profile" page with the following fields: Student Type (Undergraduate), Student Number (202109673), First Name (Catriona Gee), Middle Initial (Lapuz), Sex (Female), UP Mail (clapuz4@up.edu.ph), Permanent Address (Street Address, Barangay, City/Municipality, Province, ZIP Code), Program (BS IE), Graduation (Second Semester, AY 2024-2025). At the bottom are buttons for Save Student Details and Cancel.



# STUDENT PROFILE

Student History			
Scholarship Timeline	Select Scholarship	Select Semester	AY
Academic Period	Scholarship	Status	Remarks
Second Semester 2024-2025	Guoz Family Scholarship	Probation	

List of Scholarships			
Scholarship	Start	End	Delete
Guoz Family Scholarship	First Semester AY 2024 - 2025	Second Semester AY 2024 - 2025	<input type="checkbox"/>

List of Awards			
Academic Period	Award	Remarks	Delete
2024-2025	Undergraduate Project Competition	Nan	<input type="checkbox"/>

List of Thesis Grants					
Academic Period	Grant	Remarks	Thesis Title	Thesis File	Open
Second Semester AV 2024-2025	CTM TSG	Nan	A Comparative Study of Sustainable Construction Materials in High-Rise Buildings	<a href="https://drive.google.com/file/d/1tUOOkxIPF5jueozDgNgUwvp1XLGGYQO/view?usp=sharing">https://drive.google.com/file/d/1tUOOkxIPF5jueozDgNgUwvp1XLGGYQO/view?usp=sharing</a>	<input type="button" value="Open"/>

[Delete Student](#) [Print Profile](#) [Save History](#) [Cancel](#)

The **Scholarship Timeline** lists the scholarships the student has received for a selected academic period. The table displays the academic period, scholarship name, status, and remarks.

The **List of Scholarships** shows all scholarships linked to the student. The table includes the scholarship name, its start and end periods which can be manually set, and a Delete button to remove a scholarship.

The **List of Awards** shows all awards the student has received. The table includes the academic period, award name, remarks, and a Delete button to remove an award.

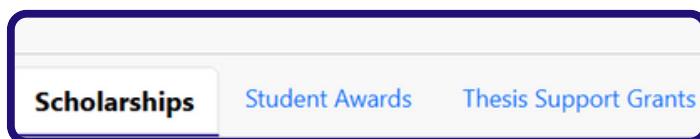
The **List of Thesis Grants** displays the thesis support grants the student has obtained. The table lists the academic period, grant name, remarks, thesis title, thesis file, an Open button to view the thesis file, and a Delete button to remove the grant.

Users may edit student details, manage scholarships, awards, and grants, print the student profile, or delete records using the action buttons at the bottom of the page.

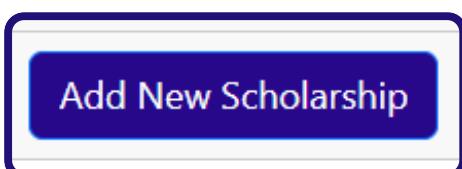


# ADDING OR IMPORTING NEW STUDENT PROGRAMS

## SCHOLARSHIP (Manual addition)



1 In the **Student Programs** page, go to the **Scholarships** tab.



2 Click the **Add New Scholarship** button.

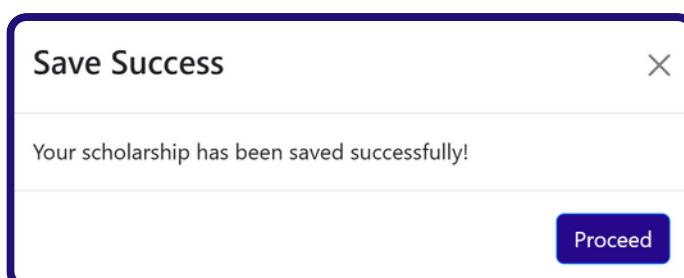
A screenshot of a "Scholarship Profile" form. It contains the following fields:

- Scholarship ID: SS-
- Scholarship Donor: Select Donor
- Scholarship Name: Scholarship Name Here
- Contact Person: Select contact person
- Email Address: e.g. uperdfi@up.edu.ph
- Contact Number: 09100000000
- Agreement Link: e.g. https://drive.google.com/drive/my-drive
- No. of Slots: [empty]
- Current Scholars: [empty]
- Total Scholars: [empty]
- No. of Graduated Scholars: [empty]
- Remarks: [empty]

3 Fill in all **required fields**.



4 Click **Save Scholarship Details**.



5 A confirmation window will appear showing the scholarship was saved successfully. On the success modal, click **Proceed**.

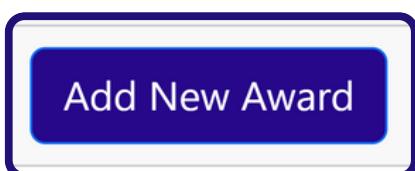


# ADDING OR IMPORTING NEW STUDENT PROGRAMS

## STUDENT AWARD (Manual addition)



1 In the **Student Programs** page, go to the **Student Awards** tab.



2 Click the **Add New Award** button.

A screenshot of a form titled "Award Profile". It contains the following fields:

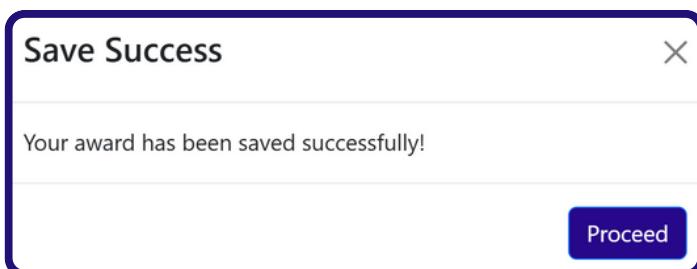
- Award ID: SA-
- Award Donor: Select Donor
- Award Name: Award Name Here
- Contact Person: Select contact person
- Email Address: e.g. uperdfi@up.edu.ph
- Contact Number: 09XXXXXXXX
- Agreement Link: e.g. https://drive.google.com/drive/my-drive
- No. of Slots:
- Current Awardees:
- Total Awardees:

The "No. of Slots" field is highlighted with a red border.

3 Fill in all **required fields**.



4 Click **Save Award Details**.

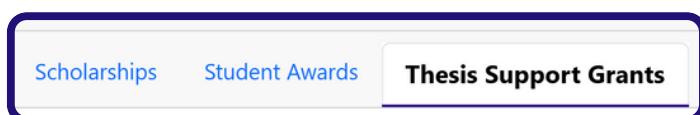


5 A confirmation window will appear showing the award was saved successfully. On the success modal, click **Proceed**.



# ADDING OR IMPORTING NEW STUDENT PROGRAMS

## THESIS SUPPORT GRANT (Manual addition)



1 In the **Student Programs** page, go to the **Thesis Support Grants** tab.



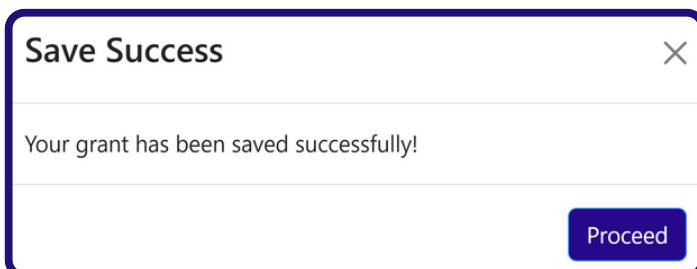
2 Click the **Add New Grant** button.

A screenshot of a "Grant Profile" form. It contains the following fields: Grant ID (TSG-), Grant Donor (Select Donor dropdown), Grant Name (Grant Name Here), Contact Person (Select contact person dropdown), Email Address, Contact Number, Agreement Link, No. of Slots, Current Grantees, Total Grantees, and Benefits.

3 Fill in all **required fields**.



4 Click **Save Grant Details**.



5 A confirmation window will appear showing the grant was saved successfully. On the success modal, click **Proceed**.



# ADDING OR IMPORTING NEW STUDENT PROGRAMS

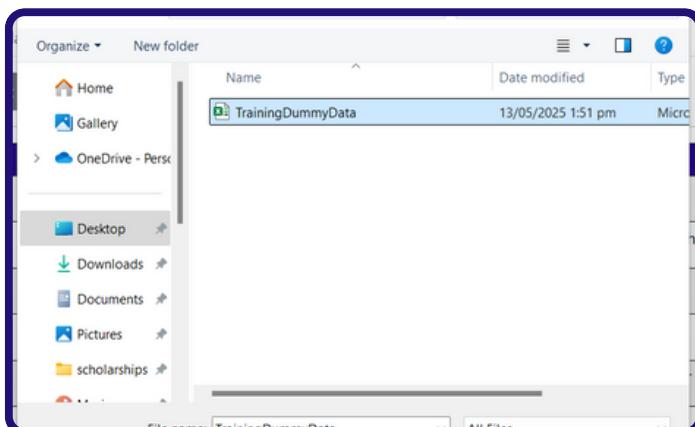
## ALL STUDENT PROGRAMS (Importing through a file)



1 Go to **any tab** in the **Student Programs** page.

2

Click the **Upload Student Grants** button.

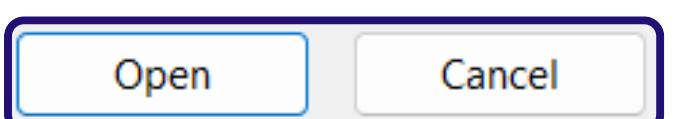


3

Select the **file** from the pop-up window.

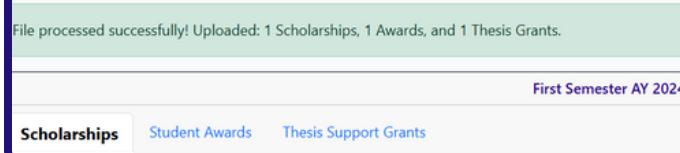
4

Either **double-click** on the file or click **Open**.



5

A **confirmation message** will appear at the top of the window showing the number of scholarships, awards, and grants successfully added.

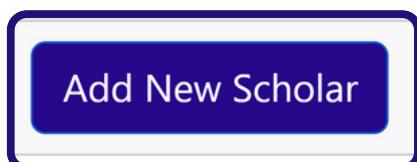


# ADDING OR IMPORTING NEW STUDENT PROFILES

## SCHOLARS (Manual addition)

A screenshot of a web interface titled "Student Directory". At the top, there are three tabs: "Scholars" (which is highlighted in blue), "Student Awardees", and "Thesis Support Recipients".

1 In the **Student Directory** page, go to the **Scholars** tab.



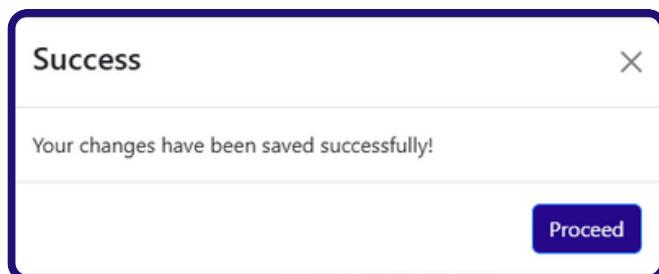
2 Click the **Add New Scholar** button.

A screenshot of a "Student Profile" form. It includes fields for "Student Type", "Student Number", "First Name", "Middle Initial", "Last Name", "Sex", "UP Mail", "Permanent Address", "Program", and "Graduation". Each field has a placeholder text and a red asterisk indicating it is required. There is also a dropdown menu for "Select student type" and "Select Sex".

3 Fill in all **required fields**.



4 Click **Save Student Details**.

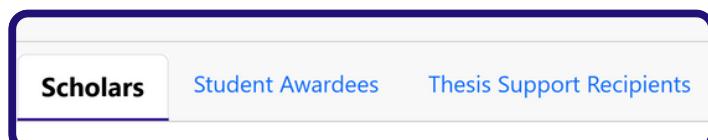


5 A confirmation window will appear showing the scholar was saved successfully. On the success modal, click **Proceed**.

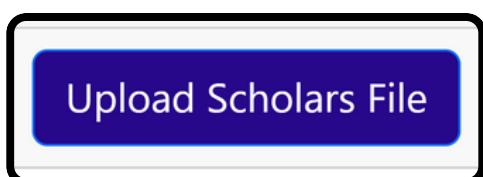


# ADDING OR IMPORTING NEW STUDENT PROFILES

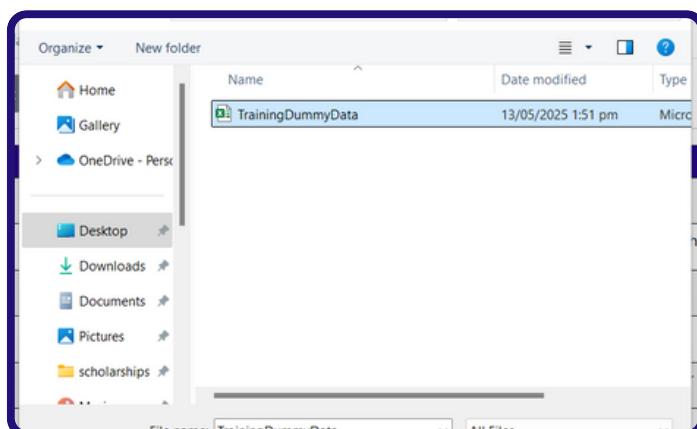
## SCHOLARS (Importing through a file)



1 In the **Student Directory** page, go to the **Scholars** tab.



2 Click the **Upload Scholars File** button.



3 Select the **file** from the pop-up window.



4 Either **double-click** on the file or click **Open**.

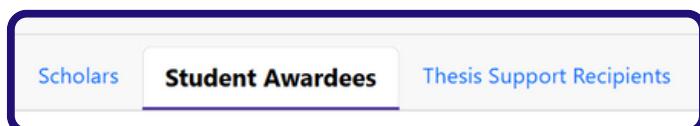


5 A **confirmation message** will appear at the top of the window reflecting the number of scholars added.

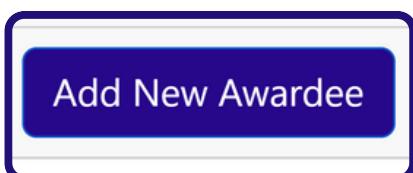


# ADDING OR IMPORTING NEW STUDENT PROFILES

## STUDENT AWARDEES (Manual addition)



1 In the **Student Directory** page, go to the **Student Awardees** tab.



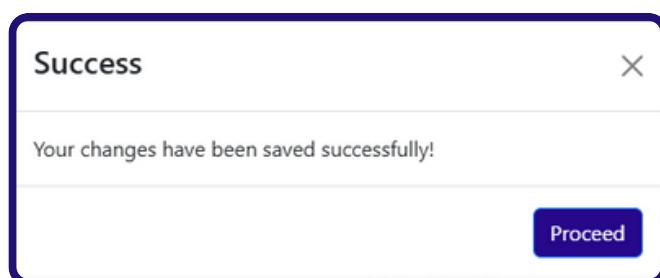
2 Click the **Add New Awardee** button.

A screenshot of a "Student Profile" form. It includes fields for "Student Type", "Student Number", "First Name", "Middle Initial", "Last Name", "Sex", "UP Mail", "Permanent Address", "Program", and "Graduation". Each field has a placeholder text and a required indicator (\*).

3 Fill in all **required fields**.



4 Click **Save Student Details**.

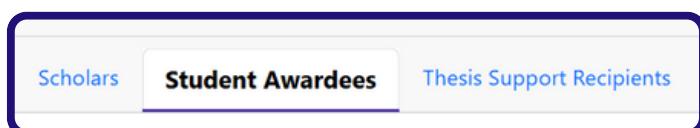


5 A confirmation window will appear showing the awardee was saved successfully. On the success modal, click **Proceed**.

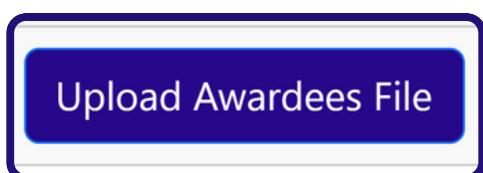


# ADDING OR IMPORTING NEW STUDENT PROFILES

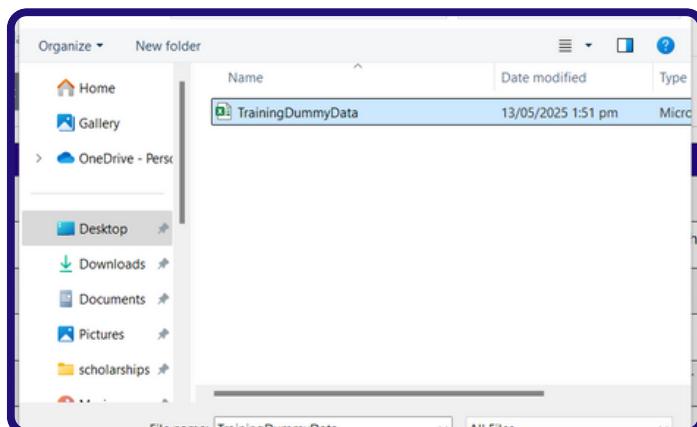
## STUDENT AWARDEES (Importing through a file)



1 In the **Student Directory** page, go to the **Student Awardees** tab.



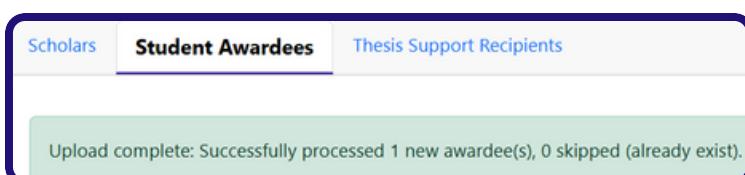
2 Click the **Upload Awardees File** button.



3 Select the **file** from the pop-up window.



4 Either **double-click** on the file or click **Open**.

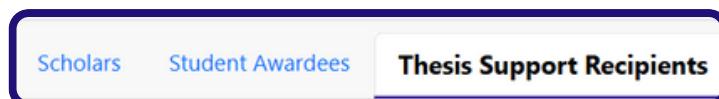


5 A **confirmation message** will appear at the top of the window reflecting the number of awardees added.



# ADDING OR IMPORTING NEW STUDENT PROFILES

## THESIS SUPPORT GRANTEES (Manual addition)



1 In the **Student Directory** page, go to the **Thesis Support Recipients** tab.



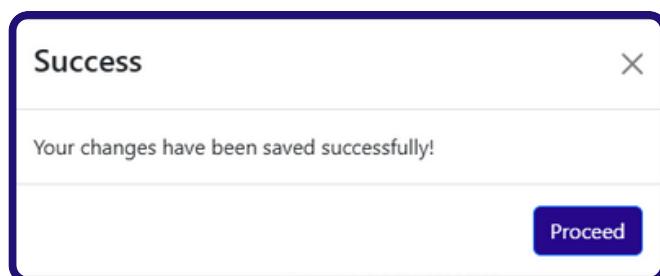
2 Click the **Add New Grantee** button.

A screenshot of a "Student Profile" form. It includes fields for "Student Type", "Student Number", "First Name", "Middle Initial", "Last Name", "Sex", "UP Mail", "Permanent Address", "Program", and "Graduation". Each field has a placeholder text and a required asterisk symbol (\*).

3 Fill in all **required fields**.



4 Click **Save Student Details**.

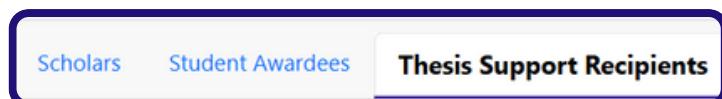


5 A confirmation window will appear showing the awardee was saved successfully. On the success modal, click **Proceed**.

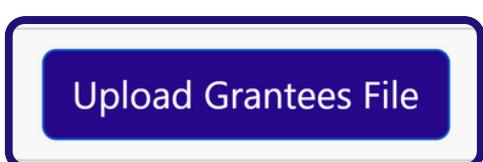


# ADDING OR IMPORTING NEW STUDENT PROFILES

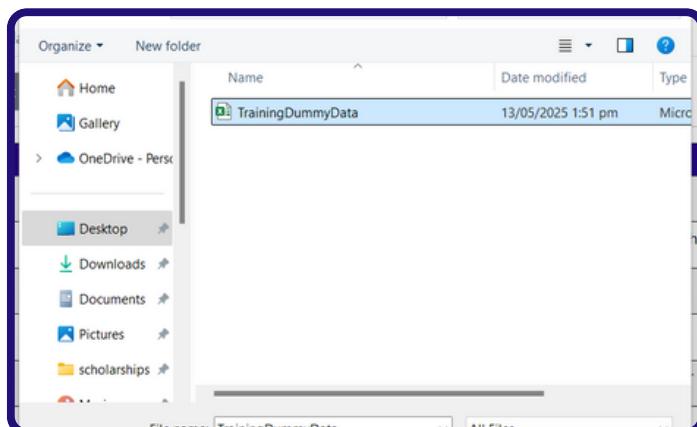
## THESIS SUPPORT GRANTEES (Importing through a file)



1 In the **Student Directory** page, go to the **Thesis Support Recipients** tab.



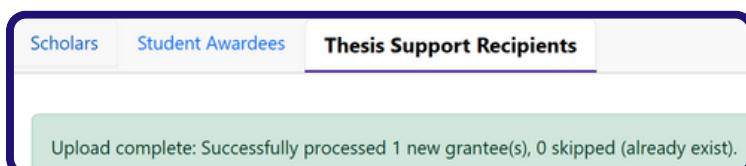
2 Click the **Upload Grantees File** button.



3 Select the **file** from the pop-up window.



4 Either **double-click** on the file or click **Open**.



5 A **confirmation message** will appear at the top of the window reflecting the number of grantees added.



# EDITING EXISTING STUDENT PROGRAMS

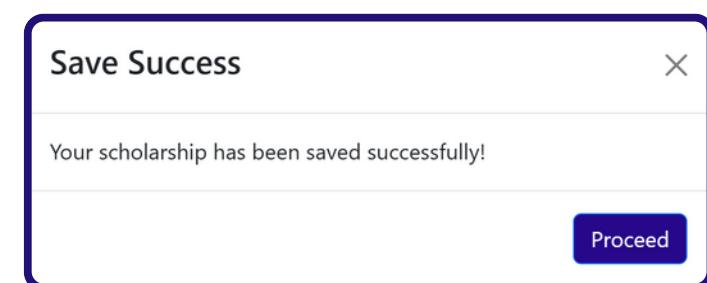
## SCHOLARSHIPS



1

In the **Scholarships** tab, click the **See More** button of the scholarship you want to edit.

- 2 Modify the **details** in the fields you wish to update.
- 3 Click **Save Scholarship Details**.



4

A confirmation window will appear showing the scholarship profile was edited successfully. On the success modal, click **Proceed**.

## STUDENT AWARDS



1

In the **Student Awards** tab, click the **See More** button of the award you want to edit.

- 2 Modify the **details** in the fields you wish to update.



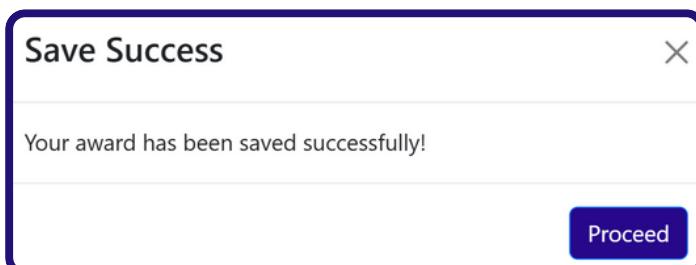
3

Click **Save Award Details**.



# EDITING EXISTING STUDENT PROGRAMS

## STUDENT AWARDS



A confirmation window will appear showing the award profile was edited successfully. On the success modal, click **Proceed**.

## THESIS SUPPORT GRANTS



1

In the **Thesis Support Grants** tab, click the **See More** button of the grant you want to edit.

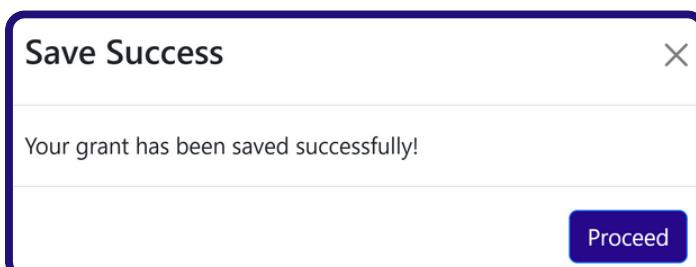
2

Modify the **details** in the fields you wish to update.



3

Click **Save Grant Details**.



4

A confirmation window will appear showing the grant profile was edited successfully. On the success modal, click **Proceed**.



# EDITING EXISTING STUDENT PROFILES

## SCHOLARS



1

In the **Scholars** tab, click the **See More** button of the scholar you want to edit.

2

Modify the **details** in the fields you wish to update.

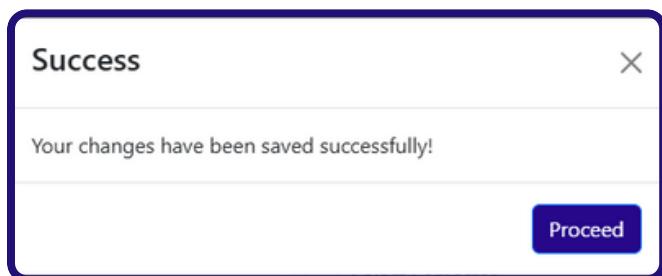
3.1

If the edited information is under **Student Profile**:



4

Click **Save Student Details**.

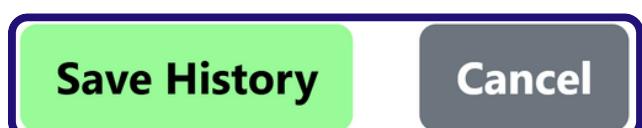


5

A confirmation window will appear showing the scholar profile was edited successfully. On the success modal, click **Proceed**.

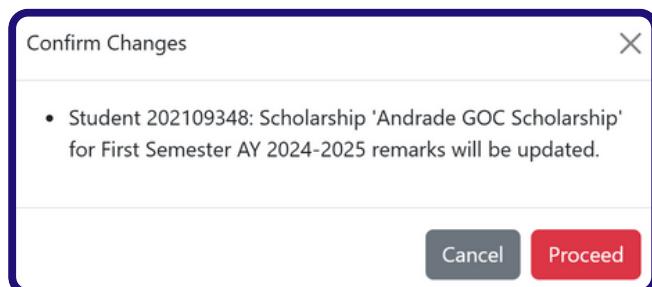
3.2

If the edited information is under **Student History**:



4

Click **Save History**.



5

A confirmation window will appear showing the changes to be made. To confirm, click **Proceed**.



# EDITING EXISTING STUDENT PROFILES

## STUDENT AWARDEES



1

In the **Student Awardees** tab, click the **See More** button of the awardee you want to edit.

2

Modify the **details** in the fields you wish to update.

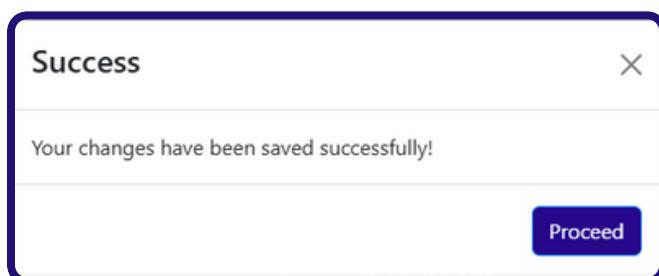
3.1

If the edited information is under **Student Profile**:



4

Click **Save Student Details**.



5

A confirmation window will appear showing the awardee profile was edited successfully. On the success modal, click **Proceed**.

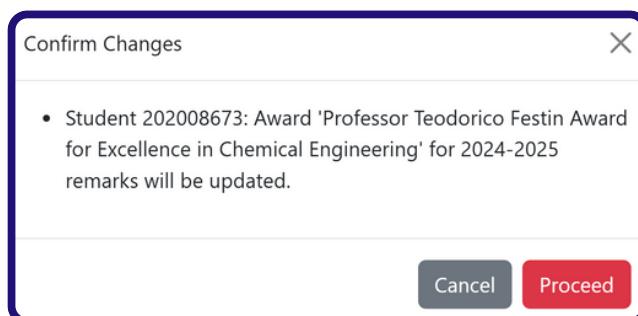
3.2

If the edited information is under **Student History**:



4

Click **Save History**.



5

A confirmation window will appear showing the changes to be made. To confirm, click **Proceed**.



# EDITING EXISTING STUDENT PROFILES

## THESIS SUPPORT RECIPIENTS



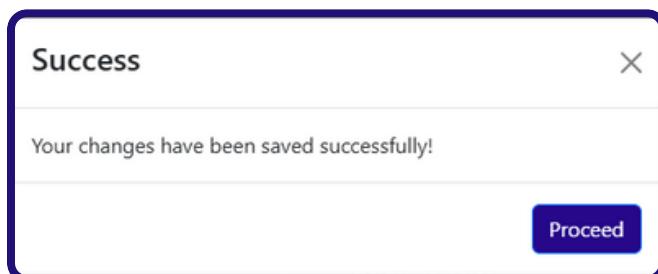
- 1 In the **Thesis Support Recipients** tab, click the **See More** button of the grantee you want to edit.

- 2 Modify the **details** in the fields you wish to update.

- 3.1 If the edited information is under **Student Profile**:

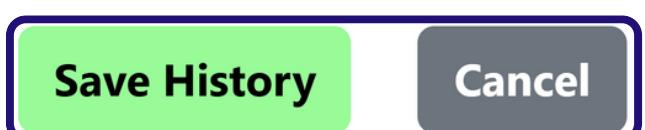


- 4 Click **Save Student Details**.

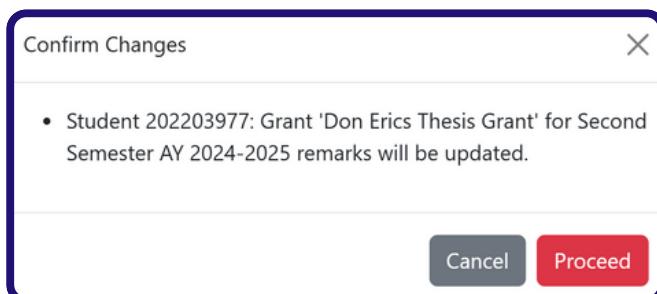


- 5 A confirmation window will appear showing the grantee profile was edited successfully. On the success modal, click **Proceed**.

- 3.2 If the edited information is under **Student History**:



- 4 Click **Save History**.



- 5 A confirmation window will appear showing the changes to be made. To confirm, click **Proceed**.



# DELETING STUDENT PROGRAMS

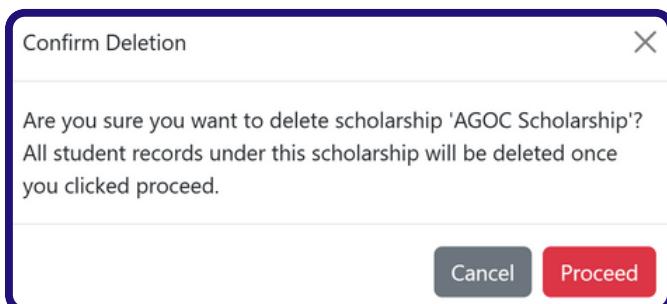
## SCHOLARSHIPS



- 1 In the **Scholarships** tab, click the **See More** button of the scholarship you want to delete.



- 2 At the bottom of the **Scholarship History** section, click **Delete Scholarship**.



- 3 A confirmation window will appear. To confirm, click **Proceed**.

## STUDENT AWARDS



- 1 In the **Student Awards** tab, click the **See More** button of the student award you want to delete.

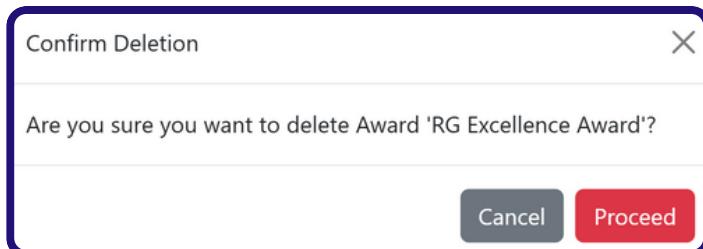


- 2 At the bottom of the **Award History** section, click **Delete Award**.



# DELETING STUDENT PROGRAMS

## STUDENT AWARDS



3

A confirmation window will appear. To confirm, click **Proceed**.

## THESIS SUPPORT GRANTS



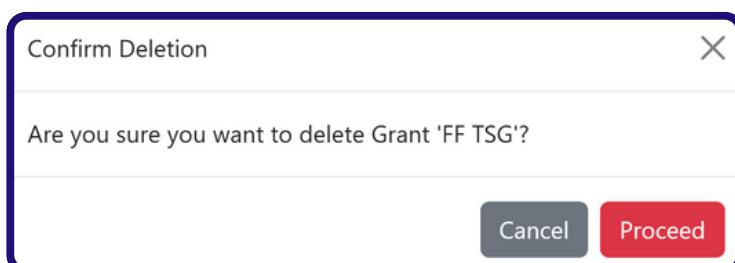
1

In the **Thesis Support Grants** tab, click the **See More** button of the grant you want to delete.



2

At the bottom of the **Thesis Grant History** section, click **Delete Grant**.



3

A confirmation window will appear. To confirm, click **Proceed**.

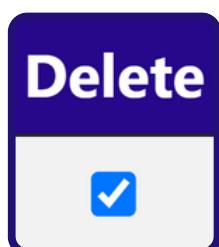


## DELETING STUDENT PROFILES

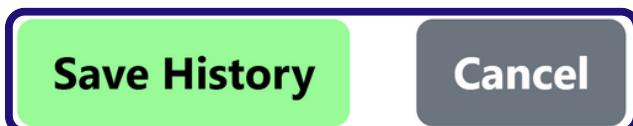
### SCHOLARS (Through scholarship profile)



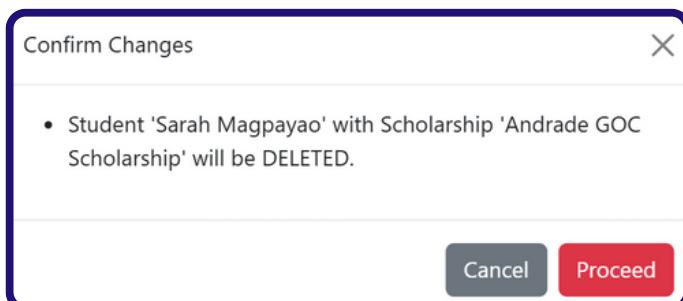
- 1 In the **Scholarships** tab, click the **See More** button of the scholarship associated with the scholar you want to delete.



- 2 In the **Scholarship History** section, check the box under the **Delete** column for the scholar you want to remove from the scholarship recipients list.

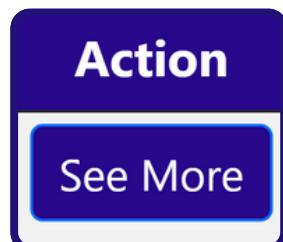


- 3 Click **Save History**.



- 4 A confirmation window will appear. To confirm, click **Proceed**.

### SCHOLARS (Through scholar profile)



- 1 In the **Scholars** tab, click the **See More** button of the scholar you want to delete.

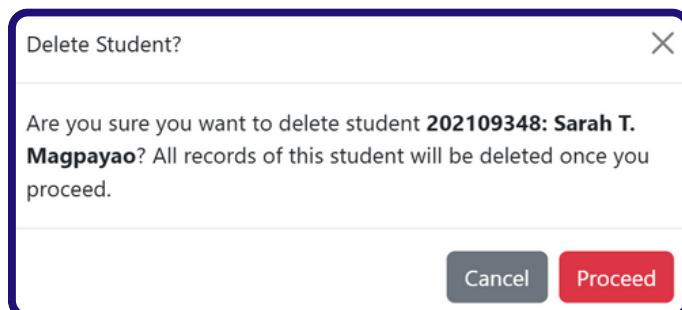


- 2 At the bottom of the **Student History** section, click **Delete Student**.



## DELETING STUDENT PROFILES

### SCHOLARS (Through scholar profile)

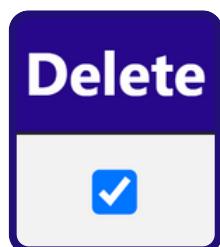


- 3 A confirmation window will appear. To confirm, click **Proceed**.

### STUDENT AWARDEES (Through student award profile)



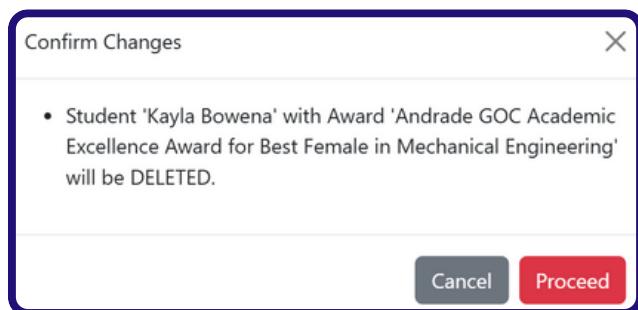
- 1 In the **Student Awards** tab, click the **See More** button of the student award associated with the awardee you want to delete.



- 2 In the **Award History** section, check the box under the **Delete** column for the awardee you want to remove from the award recipients list.



- 3 Click **Save History**.

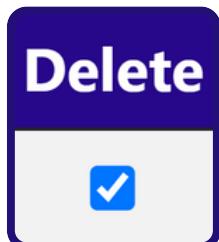


- 4 A confirmation window will appear. To confirm, click **Proceed**.



## DELETING STUDENT PROFILES

### STUDENT AWARDEES (Through Student Awardees tab)



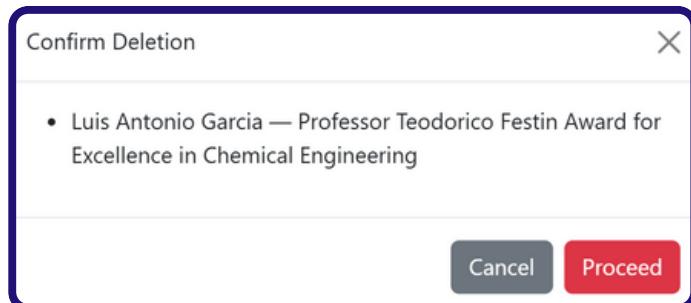
1

In the **Student Awardees tab**, check the box under the **Delete** column for the awardee you want to delete.



2

Click **Save Awardees List**.



3

A confirmation window will appear. To confirm, click **Proceed**.

### STUDENT AWARDEES (Through awardee profile)



1

In the **Student Awardees** tab, click the **See More** button of the awardee you want to delete.



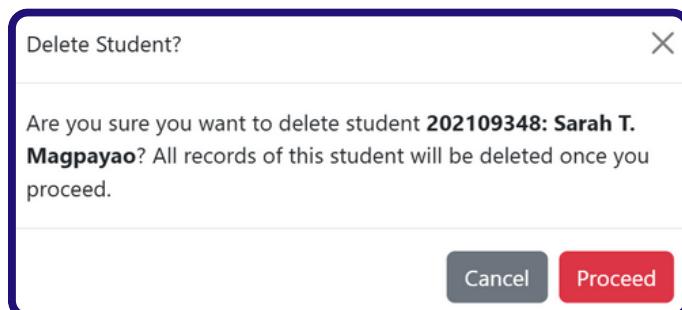
2

At the bottom of the **Student History** section, click **Delete Student**.



## DELETING STUDENT PROFILES

### STUDENT AWARDEES (Through awardee profile)

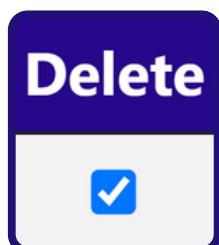


- 3 A confirmation window will appear. To confirm, click **Proceed**.

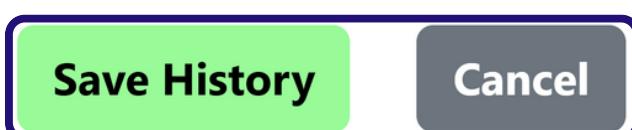
### THESIS SUPPORT RECIPIENTS (Through thesis support grant profile)



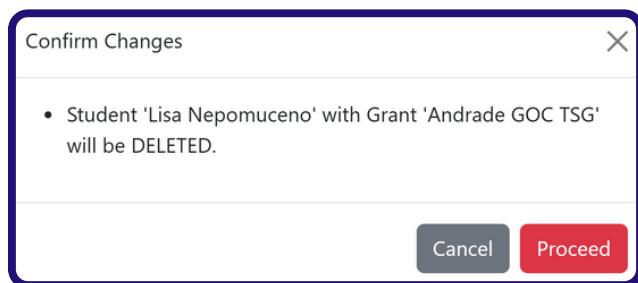
- 1 In the **Thesis Support Grants** tab, click the **See More** button of the grant associated with the grantee you want to delete.



- 2 In the **Thesis Grant History** section, check the box under the **Delete** column for the grantee you want to remove from the grant recipients list.



- 3 Click **Save History**.

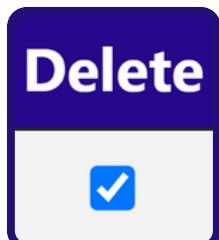


- 4 A confirmation window will appear. To confirm, click **Proceed**.



## DELETING STUDENT PROFILES

### THESIS SUPPORT RECIPIENTS (Through Thesis Support Recipients tab)



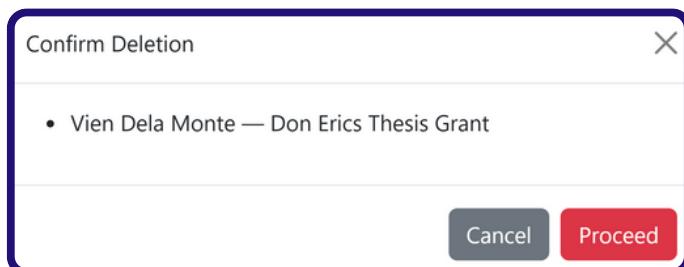
1

In the **Thesis Support Recipients** tab, check the box under the **Delete** column for the grantee you want to delete.



2

Click **Save Grantees List**.



3

A confirmation window will appear. To confirm, click **Proceed**.

### THESIS SUPPORT RECIPIENTS (Through grantee profile)



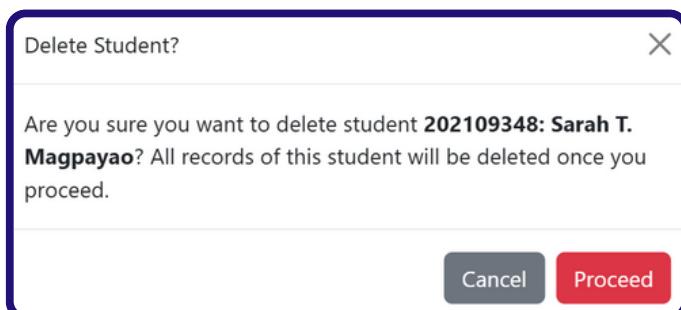
1

In the **Thesis Support Recipients** tab, click the **See More** button of the grantee you want to delete.



2

At the bottom of the **Student History** section, click **Delete Student**.



3

A confirmation window will appear. To confirm, click **Proceed**.



# EXPORTING STUDENT PROGRAMS PROFILES

## SCHOLARSHIPS (Exporting bulk profiles)

- 1 In the **Scholarships** tab, select the **appropriate filters** for the data you wish to export.

The screenshot shows the 'Scholarships' tab in a software application. At the top, there are three search fields: 'Search by Scholarship Name' (with a 'Scholarship Name' input field), 'Search by Donor' (with a 'Donor Name' input field), and 'Search by Status' (with a 'Select Status' dropdown). Below these are two buttons: 'Reset Filters' and 'Save Scholarship List'. On the right side of the search area is an 'Export List' button.

Export List

1.1

- If no filters are needed, simply click the **Export List** button to proceed.

A modal window titled 'Choose format to download the list' is displayed. It contains two buttons: 'Excel' (green) and 'PDF' (red). At the bottom right is a 'Close' button.

In the modal window, choose the **desired export format** (e.g., PDF, Excel). Once the download is complete, click the **Close** button.

- 3.1 When **exported as a PDF**, the report includes the Scholarship ID, Scholarship Name, Donor, Agreement Link, initial number of slots, current number of scholars, total scholars to date, number of graduates, as well as the starting and ending periods of the exported scholarships.

UP Engineering R&D Foundation		STUDENT SUPPORT LIST REPORT								
Scholarship List										
ID	Scholarship Name	Donor	Agreement	Slots	Current	Total	Graduated	Start	End	
SS-353	AGOC Scholarship	Andrade Group of Companies	N/A	2	0	0	0	First Semester AY 2024-2025	First Semester AY 2024-2025	
SS-748	Andrade GOC Scholarship	Andrade Group of Companies	<a href="https://drive.google.com/file/d/1lUCXxIPF5jueoztDgNgJwvp1XLGGYQO/view?usp=sharing">https://drive.google.com/file/d/1lUCXxIPF5jueoztDgNgJwvp1XLGGYQO/view?usp=sharing</a>	5	1	1	0	First Semester AY 2024-2025	First Semester AY 2024-2025	
SS-352	ERQ	Andrade Group of Companies	N/A	2	0	0	0	First Semester AY 2024-2025	First Semester AY 2024-2025	
SS-17	Fruitful Scholarship	First Fruit	<a href="https://docs.google.com/document/d/1ICN2_G69eCeI2gk8hBMHQ-9ZP-oVZ0nEU3qoEDvyPPU/edit?tab=t_0">https://docs.google.com/document/d/1ICN2_G69eCeI2gk8hBMHQ-9ZP-oVZ0nEU3qoEDvyPPU/edit?tab=t_0</a>	20	0	1	0	Second Semester AY 2024-2025	Midyear Semester AY 2024-2025	
SS-046	Guoz Family Scholarship	Richard Guoz	<a href="https://drive.google.com/file/d/1lUCXxIPF5jueoztDgNgJwvp1XLGGYQO/view?usp=sharing">https://drive.google.com/file/d/1lUCXxIPF5jueoztDgNgJwvp1XLGGYQO/view?usp=sharing</a>	8	0	0	0	First Semester AY 2024-2025	First Semester AY 2024-2025	
SS-235	Homie Bros Scholarship	Love and Letters Inc.	google.com	1	0	0	0	N/A	N/A	
SS-010	Philsgaga Mining Corporation Study Grants	RCV Philsgaga Mining Corporation	<a href="https://drive.google.com/file/d/1aBcDEx4WzKnL2dUpI/view">https://drive.google.com/file/d/1aBcDEx4WzKnL2dUpI/view</a>	10	1	1	0	First Semester AY 2024-2025	Midyear Semester AY 2025-2026	



# EXPORTING STUDENT PROGRAMS PROFILES

## SCHOLARSHIPS (Exporting bulk profiles)

- When **exported as an Excel file**, the spreadsheet includes the Scholarship ID, Scholarship Name, Donor, Agreement Link, Donor Representative, their email and contact number, initial number of slots, current number of scholars, total scholars to date, number of graduates, and the starting and ending periods of the exported scholarships.
- 3.2

1	Scholarship Unique ID	Scholarship Name	Donor	Agreement Link	Contact Person	Email	Contact Number	Number of Slots	Current Awardees	Total Awardees	Graduated Scholars	Start Period	End Period
2	SS-353	AGOC Scholarship	Andrade Group of Companies	Linda Brocka	lindabro9154265892			2	0	0	0	First Semester	First Semester AY 2024-2025
3	SS-748	Andrade GOC Scholarsh	Andrade Gro	Linda Brocka	lindabro9154265892			5	1	1	0	First Semester	First Semester AY 2024-2025
4	SS-352	ERQ	Andrade Group of Companies	Linda Brocka	lindabro9154265892			2	0	0	0	First Semester	First Semester AY 2024-2025
5	SS-17	Fruitful Scholarship	First Fru	https://docs.google.com	Maria Lopez	maria.loj09171234567		20	0	1	0	Second Semes	Midyear Semester AY 2024-2025
6	SS-046	Guot Family Scholarship	Richard Guo	https://drive.google.com	Benedict Y. Lim	bylim@g9778901231		8	0	0	0	First Semester	First Semester AY 2024-2025
7	SS-235	Home Bros Scholarship	Love and Let	google.com	Miguel K. Tan	mktan@09171234567		1	0	0	0		
8	SS-010	Philaga Mining Corpor	RCV Philaga	https://drive.google.com	Juan B. Dela Cruz	juandela09171234567		10	1	1	0	First Semester	Midyear Semester AY 2025-2026
9	SS-001	STEM Excellence Grant	P&G	https://docs.google.com	Prince Posadas	pmposac09123456781		5	0	2	1	Midyear Seme	First Semester AY 2028-2029
10	SS-029	Young World Leaders St Love and Let	https://drive.google.com	Miguel K. Tan	mktan@09171234567			10	1	2	0	Second Semes	First Semester AY 2025-2026
11													
12													
13													
14													
15													
16													
17													
18													
19													

## SCHOLARSHIPS (Exporting single profile)

Action

See More

Print Profile

1

In the **Scholarships** tab, click the **See More** button of the scholarship profile you want to export.

2

At the bottom of the **Scholarship History** section, click **Print Profile**.

3

The output is a **PDF** version of the Scholarship Profile exported.

UP Engineering R&D Foundation		SCHOLARSHIP PROFILE REPORT	
Scholarship ID:	SS-48		
Scholarship Name:	Andrade GOC Scholarship		
Donor:	Andrade Group of Companies		
Contact Person:	Linda Brocka		
Email:	lindabrocka@andradegrpofc.com		
Contact No:	9154265892		
Agreement Link:	https://drive.google.com/file/d/1cUCKxIPF5jueozlDgNgUwvp1XLGGYQO/view?usp=sharing		
No. of Slots:	5		
Current Scholars:	1		
Total Scholars:	1		
Graduated Scholars:	0		
Benefits:	₱9,000 per month		
Restrictions:	No restriction		
Remarks:	N/A		
Start Period:	First Sem 2024-2025		
End Period:	First Sem 2024-2025		

Scholarship Timeline			
Showing all scholarship recipients.			
Name	Academic Period	Status	Remarks
Sarah Magpayao	First Sem 2024-2025	Continuing	NaN
Recipient List			
Name	Start Period	End Period	Graduated
Sarah Magpayao	First Sem 2024-2025	First Sem 2024-2025	-



# EXPORTING STUDENT PROGRAMS PROFILES

## STUDENT AWARDS (Exporting bulk profiles)

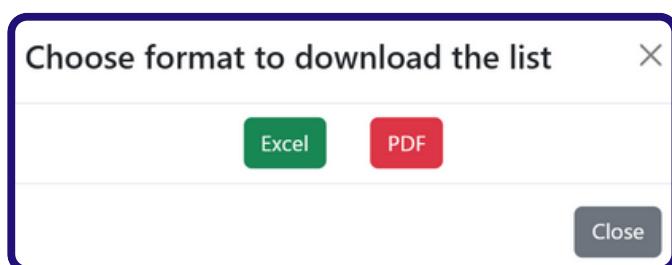
- 1 In the **Student Awards** tab, select the **appropriate filters** for the data you wish to export.

The screenshot shows the 'Student Awards' tab selected in a navigation bar. Below it are three search fields: 'Search by Award Name' (with 'Student Award Name' placeholder), 'Search by Donor' (with 'Donor Name' placeholder), and 'Search by Status' (with 'Select Status' dropdown). At the bottom are buttons for 'Reset Filters', 'Save Award List', and 'Export List'.

Export List

1.1

If no filters are needed, simply click the **Export List** button to proceed.



In the modal window, choose the **desired export format** (e.g., PDF, Excel). Once the download is complete, click the **Close** button.

- 3.1 When **exported as a PDF**, the report includes the Award ID, Award Name, Donor, Agreement Link, initial number of slots, current number of awardees, total awardees to date, as well as the starting and ending periods of the exported student awards.

The screenshot displays a PDF titled 'STUDENT SUPPORT LIST REPORT'. It features a header with the logo of 'UP Engineering R&D Foundation' and the title. Below is a table titled 'Award List' with the following data:

ID	Award Name	Donor	Agreement	Slots	Current	Total	Start	End
SA-960	Andrade GOC Academic Excellence Award for Best Female in Mechanical Engineering	Andrade Group of Companies	<a href="https://drive.google.com/file/d/1c1UCKxIPF5jueozlDgNglwyp1XLGGYQO/view?usp=sharing">https://drive.google.com/file/d/1c1UCKxIPF5jueozlDgNglwyp1XLGGYQO/view?usp=sharing</a>	1	0	0	2024-2025	2024-2025
SA-003	Dominador Ilio Award for Most Outstanding All-Around Engineering Student	P&G	<a href="https://drive.google.com/file/d/1awardfile003/view">https://drive.google.com/file/d/1awardfile003/view</a>	1	1	1	2024-2025	2026-2027
SA-001	Excellence in Leadership Award	P&G	<a href="https://docs.google.com/document/d/16P7Grqq0trAkWyl2mXNDjGb1X1QE45B5IQjPx9Q/edit?tab=t_0">https://docs.google.com/document/d/16P7Grqq0trAkWyl2mXNDjGb1X1QE45B5IQjPx9Q/edit?tab=t_0</a>	10	2	2	2024-2025	2024-2025
SA-52	Felipe Dan Academic Excellence Award	Love and Letters Inc.	<a href="https://drive.google.com/file/d/1awardfile052/view">https://drive.google.com/file/d/1awardfile052/view</a>	1	1	1	2024-2025	2025-2026
SA-28	Fruit Full Student Award	Second Fruit Company	<a href="http://127.0.0.1:8050/student_support/student_management">http://127.0.0.1:8050/student_support/student_management</a>	1	1	1	2024-2025	2024-2025
SA-26	Fruitful Student Award	First Fruit	N/A	20	0	0	N/A	N/A
SA-004	Professor Teodoro Festin Award for Excellence in Chemical Engineering	RCV Philsaga Mining Corporation	<a href="https://drive.google.com/file/d/1awardfile016/view">https://drive.google.com/file/d/1awardfile016/view</a>	1	1	1	2024-2025	2026-2027



# EXPORTING STUDENT PROGRAMS PROFILES

## STUDENT AWARDS (Exporting bulk profiles)

- When **exported as an Excel file**, the spreadsheet includes the Award ID, Award Name, Donor, Agreement Link, Contact Person, Email, Contact Number, Number of Slots, Current Awardees, Total Awardees, Start Period, and End Period.

3.2

ID	Award Name	Donor	Agreement Link	Contact Person	Email	Contact Number	Number of Slots	Current Awardees	Total Awardees	Start Period	End Period
SA-960	Andrade GOC Academic Andrade Grp	Linda Brocks	<a href="https://drive.google.com/">https://drive.google.com/</a>	Linda Brocks	lindabrobs	9154265892	1	0	0	2024-2025	2024-2025
SA-003	Dominador Illo Award f P&G	Prince Posadas	<a href="https://drive.google.com/">https://drive.google.com/</a>	Prince Posadas	pmposac	9123456781	1	1	1	2024-2025	2026-2027
SA-001	Excellence in Leadership P&G	Prince Posadas	<a href="https://docs.google.com/">https://docs.google.com/</a>	Prince Posadas	pmposac	9123456781	10	2	2	2024-2025	2024-2025
SA-52	Felipe Dan Academic Ex Love and Let	Miguel K. Tan	<a href="https://drive.google.com/">https://drive.google.com/</a>	Miguel K. Tan	mktan@i	9171234567	1	1	1	2024-2025	2025-2026
SA-26	Fruitful Student Award First Fruitt	Maria Lopez	<a href="https://drive.google.com/">https://drive.google.com/</a>	Maria Lopez	maria.loj	9171234567	20	0	0		
SA-004	Professor Teodorico Festin RCV Philsaga	Juan B. Dela Cruz	<a href="https://drive.google.com/">https://drive.google.com/</a>	Juan B. Dela Cruz	juandela	9171234567	1	1	1	2024-2025	2026-2027
SA-347	RG Excellence Award Richard Guoz	Benedict Y. Lim	<a href="https://drive.google.com/">https://drive.google.com/</a>	Benedict Y. Lim	bylim@g	9778901231	3	0	0	2024-2025	2024-2025
SA-324	Yobo Award	Ramon Torres- Ordonez	<a href="https://drive.google.com/">https://drive.google.com/</a>	Ramon Torres- Ordonez	Blennie F. Cruz	97789012	2	0	0	2024-2025	2024-2025
SG-004	Youth Leadership Award P&G	Prince Posadas	<a href="http://127.0.0.1:80">http://127.0.0.1:80</a>	Prince Posadas	pmposac	9123456781	5	0	0	2024-2025	2024-2025
11											
12											
13											
14											
15											
16											
17											
18											
19											

## STUDENT AWARDS (Exporting single profiles)

Action

See More

Print Profile

1

In the **Student Awards** tab, click the **See More** button of the student award profile you want to export.

2

At the bottom of the **Award History** section, click **Print Profile**.

3

The output is a **PDF** version of the Award Profile exported.

UP Engineering R&D Foundation		AWARD PROFILE REPORT
Award ID:	SA-004	
Award Name:	Professor Teodorico Festin Award for Excellence in Chemical Engineering	
Donor:	RCV Philsaga Mining Corporation	
Contact Person:	Juan B. Dela Cruz	
Email Address:	juandelacruz@gmail.com	
Contact Number:	09171234567	
Agreement Link:	<a href="https://drive.google.com/file/d/1awardFile016/view">https://drive.google.com/file/d/1awardFile016/view</a>	
No. of Slots:	1	
Current Awardees:	0	
Total Awardees:	1	
Benefits:	25000	
Restrictions:	Must be a Chemical Engineering student with top academic performance	
Remarks:	N/A	
Start Period:	2024-2025	
End Period:	2026-2027	

### Award Recipients

Showing all student award recipients.

Academic Year	Name	Remarks
2024-2025	Luis Antonio Garcia	Nan



# EXPORTING STUDENT PROGRAMS PROFILES

## THESIS SUPPORT GRANTS (Exporting bulk profiles)

- 1 In the **Thesis Support Grants** tab, select the **appropriate filters** for the data you wish to export.

Scholarships Student Awards Thesis Support Grants Add New Grant Upload Student Grants

Search by Grant Name Search by Donor Search by Status

Thesis Grant Name Donor Name Select Status

Reset Filters Save Grant List Export List

Export List

1.1

If no filters are needed, simply click the **Export List** button to proceed.

Choose format to download the list

Excel

PDF

Close

2

In the modal window, choose the **desired export format** (e.g., PDF, Excel). Once the download is complete, click the **Close** button.

- 3.1 When **exported as a PDF**, the report includes the Grant ID, Grant Name, Donor, Agreement Link, initial number of slots, current number of grantees, total grantees to date, as well as the starting and ending periods of the exported thesis support grants.

ID	Grant Name	Donor	Agreement Link	Slots	Current	Total	Start	End
TSG-499	Andrade GOC TSG	Andrade Group of Companies	<a href="https://drive.google.com/file/d/1cUCKxIPF5jucozlDgNgJwwp1XLGGYQO_/view?usp=sharing">https://drive.google.com/file/d/1cUCKxIPF5jucozlDgNgJwwp1XLGGYQO_/view?usp=sharing</a>	2	N/A	2	First Semester AY 2024-2025	First Semester AY 2024-2025
TSG-081	Cenon and Mimilyn Carolino TSG	RCV Philsaga Mining Corporation	<a href="https://drive.google.com/file/d/1dummmyGrant001/view">https://drive.google.com/file/d/1dummmyGrant001/view</a>	5	N/A	0	First Semester AY 2024-2025	Midyear Semester AY 2025-2026
TSG-023	Cesar G. Romero TSG	Yin Yong Lao	<a href="https://drive.google.com/file/d/1dummmyGrant002/view">https://drive.google.com/file/d/1dummmyGrant002/view</a>	5	N/A	0	First Semester AY 2024-2025	Midyear Semester AY 2025-2026
TSG-057	Christina Grey TSG	Richard Guoz	<a href="https://drive.google.com/file/d/1cUCKxIPF5jucozlDgNgJwwp1XLGGYQO_/view?usp=sharing">https://drive.google.com/file/d/1cUCKxIPF5jucozlDgNgJwwp1XLGGYQO_/view?usp=sharing</a>	7	N/A	0	First Semester AY 2024-2025	First Semester AY 2024-2025
TSG-055	Don Erics Thesis Grant	Love and Letters Inc.	<a href="https://drive.google.com/file/d/1dummmyGrant055/view">https://drive.google.com/file/d/1dummmyGrant055/view</a>	10	N/A	3	First Semester AY 2024-2025	First Semester AY 2025-2026
TSG-742	Ericson TSG	RCV Philsaga Mining Corporation	N/A	2	N/A	0	First Semester AY 2024-2025	First Semester AY 2024-2025



# EXPORTING STUDENT PROGRAMS PROFILES

## THESIS SUPPORT GRANTS (Exporting bulk profiles)

- When **exported as an Excel file**, the spreadsheet includes the Grant ID, Grant Name, Donor, Agreement Link, Contact Person, Email, Contact Number, Number of Slots, Current Awardees, Total Awardees, Start Period, and End Period.

ID	Award Name	Donor	Agreement Link	Contact Person	Email	Contact Number	Number of Slots	Current Awardees	Total Awardees	Start Period	End Period
TSG-499	Andrade GOC TSG	Andrade Grp	<a href="https://drive.google.com">https://drive.google.com</a>	Linda Brocka	lindabrocka@andradegrpofc.com	9154265892	2		2	First Semester AY 20	First Semester AY 2024-2025
TSG-081	Cenon and Mimilyn Car RCV Philsaga	RCV Philsaga	<a href="https://drive.google.com">https://drive.google.com</a>	Juan B. Dela Cruz	juandela	9171234567	5		0	First Semester AY 20	Midyear Semester AY 2025-2026
TSG-057	Christina Grey TSG	Richard Guo	<a href="https://drive.google.com">https://drive.google.com</a>	Benedict Y. Lim	bylim@g	9778901231	7		0	First Semester AY 20	First Semester AY 2024-2025
TSG-055	Don Erics Thesis Grant	Love and Let	<a href="https://drive.google.com">https://drive.google.com</a>	Miguel K. Tan	mktan@t	9171234567	10		3	First Semester AY 20	First Semester AY 2025-2026
TSG-742	Ericson TSG	RCV Philsaga Mining Corporation	<a href="https://drive.google.com">https://drive.google.com</a>	Juan B. Dela Cruz	juandela	9171234567	2		0	First Semester AY 20	First Semester AY 2024-2025

## THESIS SUPPORT GRANTS (Exporting single profiles)

Action

See More

Print Profile

- 1 In the **Thesis Support Grants** tab, click the **See More** button of the thesis support grant profile you want to export.

- 2 At the bottom of the **Thesis Grant History** section, click **Print Profile**.

- 3 The output is a **PDF** version of the Thesis Grant Profile exported.

UP Engineering R&D Foundation		THEISIS GRANT PROFILE REPORT	
Grant ID:	TSG-499		
Grant Name:	Andrade GOC TSG		
Donor:	Andrade Group of Companies		
Contact Person:	Linda Brocka		
Email:	lindabrocka@andradegrpofc.com		
Contact Number:	9154265892		
Agreement Link:	<a href="https://drive.google.com/file/d/1cUCKxIPF5jueozlDgNgUwvp1XLGGYQO/view?usp=sharing">https://drive.google.com/file/d/1cUCKxIPF5jueozlDgNgUwvp1XLGGYQO/view?usp=sharing</a>		
No. of Slots:	2		
Current Grantees:	0		
Total Grantees:	2		
Benefits:	50000		
Restrictions:	No restrictions		
Remarks:	haha		
Start Period:	First Semester 2024-2025		
End Period:	First Semester 2024-2025		

### Grant Recipients

Showing all student grant recipients.

Academic Period	Name	Thesis Title	Thesis File
First Sem 2024-2025	Te Hee	A Comparative Study of Sustainable Construction Materials in High-Rise Buildings	<a href="https://drive.google.com/file/d/1cUCKxIPF5jueozlDgNgUwvp1XLGGYQO/view?usp=sharing">https://drive.google.com/file/d/1cUCKxIPF5jueozlDgNgUwvp1XLGGYQO/view?usp=sharing</a>
First Sem 2024-2025	Lisa Nepomuceno	Sustainable Urban Drainage Systems: Design and Implementation in San Vicente, Laguna	<a href="https://drive.google.com/file/d/1cUCKxIPF5jueozlDgNgUwvp1XLGGYQO/view?usp=sharing">https://drive.google.com/file/d/1cUCKxIPF5jueozlDgNgUwvp1XLGGYQO/view?usp=sharing</a>



# EXPORTING STUDENT PROFILES

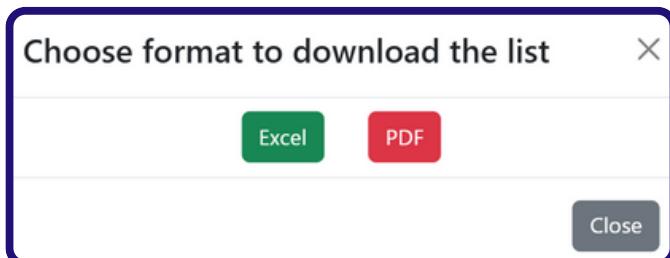
## SCHOLARS (Exporting bulk profiles)

- 1 In the **Scholars** tab, select the **appropriate filters** for the data you wish to export.

The screenshot shows the 'Scholars' tab selected in a navigation bar with options for 'Student Awardees' and 'Thesis Support Recipients'. Below the tabs are four search fields: 'Search by Student' (with 'Student Name' input), 'Search by SN' (with 'Student No.' input), 'Search by Course' (with 'Course' dropdown), and 'Search by Student Type' (with 'Student Type' dropdown). Further down are 'Search by Scholarship Name' (with 'Scholarship Name' input) and 'Search by Donor' (with 'Donor Name' input). There are also 'Search by Status' and 'Status' dropdowns. At the bottom are 'Reset Filters', 'Save Scholars List', and 'Export List' buttons.

Export List

- 1.1 If no filters are needed, simply click the **Export List** button to proceed.



- 2 In the modal window, choose the **desired export format** (e.g., PDF, Excel). Once the download is complete, click the **Close** button.

- 3.1 When **exported as a PDF**, the report includes a table listing the exported scholars along with their names, programs, scholarship donors, scholarship titles, and their status for the currently set academic period.

The report header includes the logo of 'UP Engineering R&D Foundation' and the text 'Report generated: May 31, 2025 | 09:49 PM'. The title is 'RECIPIENT LIST REPORT'. The section 'Scholars List' contains a table with columns: Name, Program, Donor, Scholarship, and Status. The data rows are:

Name	Program	Donor	Scholarship	Status
Jahziel Jireh M. Obedoza	BS MatE	Jaime and Elise del Rosario	Jaime and Elise del Rosario Scholarship Program	Probation
Alireza Jr. Macaraya	BS EE	Maria Bella Tan	Maria Bella Tan (1) Study Grants	Probation
Krishna Latawan	BS GE	Jaime and Elise del Rosario	Jaime and Elise del Rosario Scholarship Program	Continuing
Jannah Maye Aguilar	BS CE	Editha J. Atienza	Dean Alfredo L. Juinio Study Grant	Continuing



# EXPORTING STUDENT PROGRAMS PROFILES

## SCHOLARS (Exporting bulk profiles)

- When **exported as an Excel file**, the spreadsheet includes the scholars' name, program, scholarship donor, scholarship title, their status for the currently set academic period, as well as the scholars' email and contact number.

A	B	C	D	E	F	G	
1	Name	Program	Donor	Scholarship	Status	Email	Contact Number
2	Jahziel Jireh M NaN Obi	BS MatE	Jaime and El	Jaime and Elise del	Probation	jmobedc	939738948
3	Alireza Jr NaN Macarayi	BS EE	Maria Bella 1	Maria Bella Tan (1)	Probation	ammaca	917851924
4	Krishna NaN Latawan	BS GE	Jaime and El	Jaime and Elise del	Continuing	kslatawa	938627146
5	Jannah Maye NaN Agui	BS CE	Editha J. Atie	Dean Alfredo L. Juir	Continuing	jragulari	936549640
6	Simon Andrei NaN Bellz	BS MetE	Ma. Bella Jav	Bella Javier Stu	Continuing	sdbellosi	919731130
7	Manuel Luis Rayo NaN	BS CoE	Felipe B. San	Santiago Family Stu	Continuing	mvilugo@	969087486
8	Gerald NaN Pacson	BS GE	Megawide Fr	Megawide Foundat	Continuing	gcpacson	939250787
9	Maerel NaN Centeno	BS EM	Maria Bella 1	Maria Bella Tan (1)	Continuing	mpcento	965940783
10	Richard Louie NaN Lam	BS EE	Trident Elect	Trident Electronics	Continuing	rplamore	955986313
11	Tricia Mae Ann NaN Raj	BS MetE	Jaime and El	Jaime and Elise del	Probation	tgragodc	948441586
12	Danielle Faye NaN Alba	BS IE	Augusto C. Li	Augusto and Teresi	Probation	dyalba10	994708720
13	Annika Faye NaN Arceo	BS GE	Megawide Fr	Megawide Foundat	Continuing	afarceo2	956093471

## SCHOLARS (Exporting single profiles)

Action

See More

Print Profile

- 1 In the **Scholars** tab, click the **See More** button of the scholar profile you want to export.

- 2 At the bottom of the **Student History** section, click **Print Profile**.

- 3 The output is a **PDF** version of the Student Profile exported.

UP Engineering R&D Foundation

STUDENT PROFILE REPORT

Name:	Santos, Ralph, D.
Email:	resantos4@up.edu.ph
Contact Number:	09171234567
Address:	291 Brgy Malinis, Sampaloc, Manila, 1008, MM, PH
Program:	BS IE
Student Type:	Undergraduate
Graduation:	-

**List of Scholarships**

Showing all scholarships received.

Academic Period	Scholarship	Status	Remarks
First Sem 2024-2025	Fruitful Scholarship	Continuing	N/A
Second Sem 2024-2025	Fruitful Scholarship	Probation	N/A
Midyear Sem 2024-2025	Fruitful Scholarship	Continuing	N/A

### List of Awards

No awards received.

### List of Thesis Grants

No thesis grants.



# EXPORTING STUDENT PROFILES

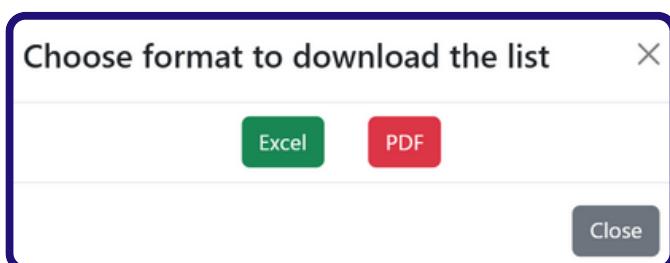
## STUDENT AWARDEES (Exporting bulk profiles)

- 1 In the **Student Awardees** tab, select the **appropriate filters** for the data you wish to export.

The screenshot shows the 'Student Awardees' tab selected in a navigation bar. Below it are four search filters: 'Search by Student' (with fields for 'Student Name' and 'Student No.'), 'Search by Course' (with a dropdown for 'Course'), 'Search by Student Type' (with a dropdown for 'Student Type'), 'Search by Award Name' (with a field for 'Award Name'), 'Search by Donor' (with a field for 'Donor Name'), and 'Search by Academic Year' (with a dropdown for 'AY' showing '2024 - 2025'). At the bottom are buttons for 'Reset Filters', 'Save Awardees List', and 'Export List'.

**Export List**

- 1.1 If no filters are needed, simply click the **Export List** button to proceed.



- 2 In the modal window, choose the **desired export format** (e.g., PDF, Excel). Once the download is complete, click the **Close** button.

- 3.1 When **exported as a PDF**, the report includes a table listing the exported student awardees along with their names, programs, student award donors, award titles, and the academic periods during which they received the student awards.

The PDF report has a header 'UP Engineering R&D Foundation' and 'RECIPIENT LIST REPORT'. It features a table titled 'Student Awardees List' with columns: Name, Program, Donor, Award, and Academic Year. The data is as follows:

Name	Program	Donor	Award	Academic Year
Luis Antonio R. Garcia	BS ChE	RCV Philsaga Mining Corporation	Professor Teodorico Festin Award for Excellence in Chemical Engineering	2024-2025
Ma. Emicah T. Cammayo	BS IE	P&G	Excellence in Leadership Award	2024-2025
Daez R. Donato	BS EM	Love and Letters Inc.	Felipe Dan Academic Excellence Award	2024-2025
Prince Ericson Martinez Posadas	BS ChE	Second Fruit Company	Fruit Full Student Award	2024-2025



# EXPORTING STUDENT PROGRAMS PROFILES

## STUDENT AWARDEES (Exporting bulk profiles)

When **exported as an Excel file**, the spreadsheet includes the awardees' name, program, student award donor, student award title, academic period which they received the award, as well as the awardees' email and contact number.

A	B	C	D	E	F	G	
1	Name	Program	Donor	Award	Academic Year	Email	Contact Number
2	Luis Antonio R. Garcia	BS ChE	RCV Philsaga Professor Teodorico	Excellence in Leade 2024-2025	2024-2025	Iragarcia	918123456
3	Ma. Emicah T. Cammay	BS IE	P&G	Love and Let Felipe Dan Academ	2024-2025	mtcammm	917123456
4	Daez R. Donato	BS EM		Second Fruit Full Student A	2024-2025	drdaez@	917123456
5	Prince Ericson Martine	BS ChE				pmposac	998269714
6	John T. Doe	MC CS	P&G	Excellence in Leade	2024-2025	jtdoe23@	912345678
7							
8							
9							
10							
11							
12							
13							

## STUDENT AWARDEES (Exporting single profiles)

Action

See More

Print Profile

1 In the **Student Awardees** tab, click the **See More** button of the awardee profile you want to export.

2 At the bottom of the **Student History** section, click **Print Profile**.

3 The output is a **PDF** version of the Student Profile exported.

**UP Engineering R&D Foundation**

**STUDENT PROFILE REPORT**

**Name:** Garcia, Luis Antonio, R.  
**Email:** Iragarcia@up.edu.ph  
**Contact Number:** 09181234567  
**Address:** 55 Katipunan Ave., Brgy. Loyola Heights, Quezon City, Metro Manila  
**Program:** BS ChE  
**Student Type:** Undergraduate  
**Graduation:** 2025-2026

**List of Scholarships**  
Showing all scholarships received.  
No scholarships received.

**List of Awards**

Academic Period	Award	Remarks
2024-2025	Professor Teodorico Festin Award for Excellence in Chemical Engineering	Nan

**List of Thesis Grants**  
No thesis grants.



# EXPORTING STUDENT PROFILES

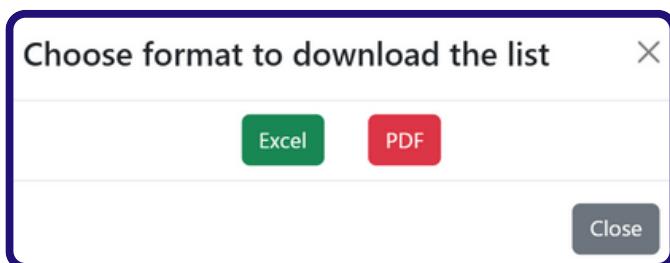
## THESIS SUPPORT RECIPIENTS (Exporting bulk profiles)

- In the **Thesis Support Recipients** tab, select the **appropriate filters** for the data you wish to export.

The screenshot shows the 'Thesis Support Recipients' tab selected in a navigation bar. Below it are four search sections: 'Search by Student' (with fields for Student Name and Student No.), 'Search by Course' (with fields for Course and Student Type), 'Search by Degree Type' (with a dropdown for Student Type), 'Search by Grant Name' (with fields for Grant Name and Donor Name), 'Search by Donor' (with a dropdown for Donor Name), 'Search by Academic Year' (with a dropdown for AY 2024-2025), and 'Search by Thesis Title' (with a dropdown for Select Thesis). At the bottom are buttons for 'Reset Filters', 'Save Grantees List', and 'Export List'.

**Export List**

- 1.1 If no filters are needed, simply click the **Export List** button to proceed.



- 2 In the modal window, choose the **desired export format** (e.g., PDF, Excel). Once the download is complete, click the **Close** button.

- 3.1 When **exported as a PDF**, the report includes a table listing the exported thesis support grantees along with their names, programs, thesis support grant donors, grant titles, the academic periods during which they received the thesis support grants, their thesis titles, and thesis file links.

The table has columns: Name, Program, Donor, Grant, Academic Period, Thesis Title, and Thesis Link. The data is as follows:

Name	Program	Donor	Grant	Academic Period	Thesis Title	Thesis Link
Vien M. Dela Monte	BS CE	Love and Letters Inc.	Don Erics Thesis Grant	Second Semester 2024-2025	Sample title	<a href="https://drive.google.com/file/d/1yAu5cV1IIVgWmdtZ_FF-2H0GBx-LfwNe/iew?usp=sharing">https://drive.google.com/file/d/1yAu5cV1IIVgWmdtZ_FF-2H0GBx-LfwNe/iew?usp=sharing</a>
Timoteo K Tunay	BS CE	Love and Letters Inc.	Don Erics Thesis Grant	First Semester 2024-2025	A Comparative Study of Sustainable Construction Materials in High-Rise Buildings	<a href="https://drive.google.com/file/d/1cUCKxiPf5jueoziDNgUwp1XLGGYQO_iew?usp=sharing">https://drive.google.com/file/d/1cUCKxiPf5jueoziDNgUwp1XLGGYQO_iew?usp=sharing</a>
Ma. Emicah T. Cammayo	BS IE	P&G	Academic Excellence Grant	First Semester 2024-2025	N/A	N/A
Daez R. Donato	BS EM	Love and Letters Inc.	Don Erics Thesis Grant	Second Semester 2024-2025	Sample title	<a href="https://drive.google.com/file/d/1yAu5cV1IIVgWmdtZ_FF-2H0GBx-LfwNe/iew?usp=sharing">https://drive.google.com/file/d/1yAu5cV1IIVgWmdtZ_FF-2H0GBx-LfwNe/iew?usp=sharing</a>
Andres M. Oliver	BS ME	First Fruit	Fruitful Thesis Grant	Midyear Semester 2024-2025	Sample	Sample
John T. Doe	MC CS	P&G	Academic Excellence Grant	Midyear Semester 2024-2025	Sample title	<a href="https://drive.google.com/file/d/1yAu5cV1IIVgWmdtZ_FF-2H0GBx-LfwNe/iew?usp=sharing">https://drive.google.com/file/d/1yAu5cV1IIVgWmdtZ_FF-2H0GBx-LfwNe/iew?usp=sharing</a>



# EXPORTING STUDENT PROGRAMS PROFILES

## THESIS SUPPORT RECIPIENTS (Exporting bulk profiles)

3.2

When **exported as an Excel file**, the spreadsheet includes the awardees' name, program, student award donor, student award title, academic period which they received the award, as well as the awardees' email and contact number.

A	B	C	D	E	F	G	H	I	
1	Name	Program	Donor	Grant	Academic Period	Thesis Title	Thesis Link	Email	Contact Number
2	Vien M. Dela Monte	BS CE	Love and Let Don Erics Thesis Gr.	Second Semester	Sample t	<a href="https://drive.google.com/file/d/1vmdelamonet/">https://drive.google.com/file/d/1vmdelamonet/</a>		977686903	
3	Timoteo K Tunay	BS CE	Love and Let Don Erics Thesis Gr.	First Semester 2024	A Compa	<a href="https://drive.google.com/file/d/1tktunay3@up.edu.ph/">https://drive.google.com/file/d/1tktunay3@up.edu.ph/</a>		919123456	
4	Ma. Emicah T. Cammayo	BS IE	P&G	Academic Excellence	First Semester 2024-2025		<a href="mailto:mtcammayo@up.edu.ph">mtcammayo@up.edu.ph</a>		917123456
5	Daez R. Donato	BS EM	Love and Let Don Erics Thesis Gr.	Second Semester	Sample t	<a href="https://drive.google.com/file/d/1drdaez@up.edu.ph/">https://drive.google.com/file/d/1drdaez@up.edu.ph/</a>		917123456	
6	Andres M. Oliver	BS ME	First Fruit	Fruitful Thesis Gran	Midyear Semester Sample		<a href="mailto:amoliver@up.edu.ph">amoliver@up.edu.ph</a>		927346928
7	John T. Doe	MC CS	P&G	Academic Excellence	Midyear Semester Sample t	<a href="https://drive.google.com/file/d/1tdoe23@up.edu.edu/">https://drive.google.com/file/d/1tdoe23@up.edu.edu/</a>		912345678	
8	Lisa C. Nepomuceno	BS CE	Andrade Gro Andrade GOC TSG	First Semester 2024	Sustai	<a href="https://drive.google.com/file/d/1lcepomuceno12@up.edu.ph/">https://drive.google.com/file/d/1lcepomuceno12@up.edu.ph/</a>		991123456	
9	Te Hee	MC CS	Andrade Gro Andrade GOC TSG	First Semester 2024	A Compa	<a href="https://drive.google.com/file/d/1the5@up.edu.ph/">https://drive.google.com/file/d/1the5@up.edu.ph/</a>			
10									
11									
12									
13									
14									
15									
16									

## THESIS SUPPORT RECIPIENTS (Exporting single profiles)

Action

See More

1

In the **Thesis Support Recipients** tab, click the **See More** button of the thesis support grantee profile you want to export.

Print Profile

2

At the bottom of the **Student History** section, click **Print Profile**.

3

The output is a **PDF** version of the Student Profile exported.

UP Engineering R&D Foundation		STUDENT PROFILE REPORT	
Name:	Tunay, Timoteo, K	Academic Period:	First Sem AY 2024-2025
Email:	tktunay3@up.edu.ph	Grant:	Don Erics Thesis Grant
Contact Number:	9191234567	Remarks:	Nan
Address:	789 Kalayaan Ave., Brgy. Central, Quezon City	Thesis Title:	A Comparative Study of Sustainable Construction Materials in High-Rise Buildings
Program:	BS CE	Thesis File:	<a href="https://drive.google.com/file/d/1cUCKxIPF5jueoziDgNgUwvp1XLGGYQO_/?view?usp=sharing">https://drive.google.com/file/d/1cUCKxIPF5jueoziDgNgUwvp1XLGGYQO_/?view?usp=sharing</a>
Student Type:	Undergraduate		
Graduation:	2024-2025		
<b>List of Scholarships</b>			
Showing all scholarships received.			
No scholarships received.			
<b>List of Awards</b>			
No awards received.			

### List of Thesis Grants

Academic Period	Grant	Remarks	Thesis Title	Thesis File
First Sem AY 2024-2025	Don Erics Thesis Grant	Nan	A Comparative Study of Sustainable Construction Materials in High-Rise Buildings	<a href="https://drive.google.com/file/d/1cUCKxIPF5jueoziDgNgUwvp1XLGGYQO_/?view?usp=sharing">https://drive.google.com/file/d/1cUCKxIPF5jueoziDgNgUwvp1XLGGYQO_/?view?usp=sharing</a>



# FACULTY DEVELOPMENT MODULE

## OVERVIEW

The Faculty Development Module provides a centralized interface for managing faculty programs and their associated recipients. It allows authorized users to add, edit, view, and organize Professorial Chair Awards, Teaching and Research Awards, and Faculty Awards profiles as well as their recipients information. The module supports both manual entry and bulk file uploads, as well as exporting records in multiple formats.

It is divided into two pages, namely **Faculty Programs** (which has Professorial Chair Awards, Teaching and Research Awards, and Faculty Awards tabs) and **Faculty Directory** (which has PCA Awardees, TRA Awardees, and FA Awardees tabs).

## DEFINITION OF TERMS

- **Faculty Programs**
  - **Professorial Chair Awards**
    - **PCA ID** – A required field that serves as the unique identifier for each PCA. This value cannot be changed once assigned.
    - **PCA Donor** – A required field. Select the donor organization or individual from the dropdown list.
    - **PCA Name** – A required field containing the official title or designation of the PCA.
    - **Contact Person** – A field to select the representative associated with the chosen donor.
    - **Email Address** – A field automatically populated with the official email of the selected contact person.
    - **Contact Number** – A field automatically populated with the phone number of the selected contact person.
    - **Agreement Link** – An optional field to upload or link the PCA agreement or contract document.
    - **Current Awardees** – An auto-updated field showing the number of current PCA awardees linked to this PCA. Note: A PCA is restricted to only one current awardee per academic period.
    - **Total Awardees** – An auto-updated field showing the cumulative number of awardees ever linked to this PCA.



## DEFINITION OF TERMS

- **Benefits** – An optional field describing the financial, academic, or other benefits provided by the PCA.
- **Restrictions** – An optional field listing eligibility criteria, limitations, or conditions tied to the PCA.
- **Remarks** – An optional field for additional notes or comments relevant to the PCA.
- **Period First Awarded** – A field automatically set to the current academic period when the PCA is created.
- **Period Last Awarded** – A field that can be manually set to the last academic period the PCA is to be awarded.
- **Status** – A field indicating the PCA's status: Active (default on creation), Inactive, or None.
- **Teaching and Research Awards**
  - **TRA ID** – A required field that serves as the unique identifier for each TRA. This value cannot be changed once assigned.
  - **TRA Donor** – A required field. Select the donor organization or individual from the dropdown list.
  - **TRA Name** – A required field containing the official title or designation of the TRA.
  - **Contact Person** – A field to select the representative associated with the chosen donor.
  - **Email Address** – A field automatically populated with the official email of the selected contact person.
  - **Contact Number** – A field automatically populated with the phone number of the selected contact person.
  - **Agreement Link** – An optional field to upload or link the TRA agreement or contract document.
  - **Number of Slots** – A required field indicating the total available slots or positions offered by the TRA.
  - **Current Faculty** – An auto-updated field showing the number of current faculty awardees linked to this TRA.
  - **Total Faculty** – An auto-updated field showing the cumulative number of faculty awardees ever linked to this TRA.
  - **Benefits** – An optional field describing the financial, academic, or other benefits provided by the TRA.
  - **Restrictions** – An optional field listing eligibility criteria, limitations, or conditions tied to the TRA.
  - **Remarks** – An optional field for additional notes or comments relevant to the TRA.
  - **Period First Awarded** – A field automatically set to the current academic period when the TRA is created.



# DEFINITION OF TERMS

- **Period Last Awarded** – A field automatically set to the last academic period the TRA is linked to an awardee.
- **Status** – A field indicating the TRA's status: Active (default on creation), Inactive, or None.
- **Faculty Awards**
  - **FA ID** – A required field that serves as the unique identifier for each FA. This value cannot be changed once assigned.
  - **FA Donor** – A required field. Select the donor organization or individual from the dropdown list.
  - **FA Name** – A required field containing the official title or designation of the FA.
  - **Contact Person** – A field to select the representative associated with the chosen donor.
  - **Email Address** – A field automatically populated with the official email of the selected contact person.
  - **Contact Number** – A field automatically populated with the phone number of the selected contact person.
  - **Agreement Link** – An optional field to upload or link the FA agreement or contract document.
  - **Number of Slots** – A required field indicating the total available slots or positions offered by the FA.
  - **Current Faculty** – An auto-updated field showing the number of current faculty awardees linked to this FA.
  - **Total Faculty** – An auto-updated field showing the cumulative number of faculty awardees ever linked to this FA.
  - **Benefits** – An optional field describing the financial, academic, or other benefits provided by the FA.
  - **Restrictions** – An optional field listing eligibility criteria, limitations, or conditions tied to the FA.
  - **Remarks** – An optional field for additional notes or comments relevant to the FA.
  - **Period First Awarded** – A field automatically set to the current academic period when the FA is created.
  - **Period Last Awarded** – A field automatically set to the last academic period the FA is linked to an awardee.
  - **Status** – A field indicating the FA's status: Active (default on creation), Inactive, or None.
- **Faculty Directory**
  - **PCA Awardees**
    - **Faculty Number** – A required field that serves as the unique identifier for each faculty member. This value cannot be changed once assigned.



## DEFINITION OF TERMS

- **First Name** – A required field containing the faculty member's given name.
- **Middle Initial** – An optional field for the faculty member's middle initial.
- **Last Name** – A required field containing the faculty member's family name.
- **Sex** – A required field indicating the faculty member's assigned sex at birth, with options Male or Female.
- **UP Mail** – A required field containing the faculty member's official university email address.
- **Contact Number** – An optional field for the faculty member's phone number.
- **Permanent Address** – An optional field for the faculty member's permanent residential address.
- **Unit** – A field indicating the specific unit within the College of Engineering to which the faculty belongs.
- **Grant Type** – A field automatically set to "PCA" when adding a new PCA awardee.
- **Award** – A required field showing the name of the PCA awarded to the faculty member.
- **Award ID** – A field automatically reflecting the PCA ID of the selected PCA.
- **Research Title** – A required field containing the title of the research project that earned the award.
- **Research Link** – A required field containing the link to the research file.
- **Status** – A field indicating the faculty member's current status: Active (default upon adding), Inactive, or None.
- **TRA Awardees**
  - **Faculty Number** – A required field that serves as the unique identifier for each faculty member. This value cannot be changed once assigned.
  - **First Name** – A required field containing the faculty member's given name.
  - **Middle Initial** – An optional field for the faculty member's middle initial.
  - **Last Name** – A required field containing the faculty member's family name.
  - **Sex** – A required field indicating the faculty member's assigned sex at birth, with options Male or Female.



## DEFINITION OF TERMS

- **UP Mail** – A required field containing the faculty member's official university email address.
- **Contact Number** – An optional field for the faculty member's phone number.
- **Permanent Address** – An optional field for the faculty member's permanent residential address.
- **Unit** – A field indicating the specific unit within the College of Engineering to which the faculty belongs.
- **Grant Type** – A field automatically set to "TRA" when adding a new TRA awardee.
- **Award** – A required field showing the name of the TRA awarded to the faculty member.
- **Award ID** – A field automatically reflecting the TRA ID of the selected TRA.
- **FA Awardees**
  - **Faculty Number** – A required field that serves as the unique identifier for each faculty member. This value cannot be changed once assigned.
  - **First Name** – A required field containing the faculty member's given name.
  - **Middle Initial** – An optional field for the faculty member's middle initial.
  - **Last Name** – A required field containing the faculty member's family name.
  - **Sex** – A required field indicating the faculty member's assigned sex at birth, with options Male or Female.
  - UP Mail – A required field containing the faculty member's official university email address.
  - **Contact Number** – An optional field for the faculty member's phone number.
  - **Permanent Address** – An optional field for the faculty member's permanent residential address.
  - **Unit** – A field indicating the specific unit within the College of Engineering to which the faculty belongs.
  - **Grant Type** – A field automatically set to "FA" when adding a new FA awardee.
  - **Award** – A required field showing the name of the FA awarded to the faculty member.
  - **Award ID** – A field automatically reflecting the FA ID of the selected FA.



# FACULTY PROGRAMS PAGE

The Faculty Programs Page serves as a centralized dashboard for viewing and managing all faculty programs registered in the system. It presents **comprehensive tables listing each faculty program's name, donor, benefits, restrictions, slots left, and status (Active, Inactive, or None)**.

Users can easily navigate and manage records using the **search and filter options** available at the top of the page—specifically, filtering by the program's name, donor, or status.

The page also provides **action buttons** for adding a new faculty program, uploading a file for bulk registration of faculty programs, and exporting the faculty programs list in various formats. Each faculty program entry includes quick-access buttons such as a status drop down for quick updates and a “See More” button to view or edit detailed faculty program profiles.

## PROFESSORIAL CHAIR AWARD TAB

The **Professorial Chair Awards** tab provides a centralized view of all Professorial Chair Awards (PCAs), showing donor info, benefits, restrictions, slots, and status. Users can search and filter PCAs by name, donor, or status. New PCAs can be added manually, and faculty grants can be uploaded in bulk. Each PCA has options to view details and save changes.

The screenshot shows the 'Professorial Chair Awards' section of the website. At the top, there are search filters for 'PCA Name', 'Donor', and 'Status'. Below the filters is a table displaying five rows of PCA data. Each row includes columns for Award ID, PCA name, Donor, Benefits, Restrictions, Slots Left, Status Dropdown (set to Active), and an 'Action' button labeled 'See More'.

Award ID	PCA	Donor	Benefits	Restrictions	Slots Left	Status Dropdown	Action
PCA-000	Limcaoco Award for Outstanding Young Instructor	UICA Group of Companies	Nan	Nan	1	Active	See More
PCA-001	Dean Alfredo L. Juinio Professorial Chair in Civil Engineering	Juinio Family	120000.0	Nan	1	Active	See More
PCA-002	A. M. Oreta Professorial Chair in Engineering	A. M. Oreta	Nan	Nan	1	Active	See More
PCA-003	Dr. Magdaleno B. Albaracin Jr. UP Centennial Professorial Chair in Engineering	All Capital/Union Galveston/Bacnotan Consolidated/PHINMA/TansAsia Oil & Energy, Phirna Property Holdings	120000.0	Nan	1	Active	See More
PCA-007	Alexan Professorial Chair in Engineering	Ace Electronics Technology, Inc. (ALEXAN)	120000.0	Nan	0	Active	See More



## TEACHING & RESEARCH AWARDS TAB

The **Teaching & Research Awards** tab provides a centralized view of all Teaching & Research Awards (TRAs), showing donor info, benefits, restrictions, slots, and status. Users can search and filter TRAs by name, donor, or status. New TRAs can be added manually, and faculty grants can be uploaded in bulk. Each TRA has options to view details and save changes.

This screenshot shows the 'Teaching & Research Awards' tab on the UP Engineering R&D Foundation website. The page header includes the logo, the date (Wednesday, May 28, 2025), time (01:46 AM), user status (You are logged in as Admin), Resource Center, and Logout links. The main content area displays a table of awards with columns: Award ID, TRA, Donor, Benefits, Restrictions, Slots Left, Status Dropdown, and Action. A single row is shown with values: TRA-999, Dummy, Unidentified Donor, 22, empty, 0, Active, and a 'See More' link. The left sidebar contains navigation links for Main, Choose AY & Semester, Donors, Student Support, and Faculty Development.

Award ID	TRA	Donor	Benefits	Restrictions	Slots Left	Status Dropdown	Action
TRA-999	Dummy	Unidentified Donor	22		0	Active	<a href="#">See More</a>

## FACULTY AWARDS TAB

The **Faculty Awards** tab provides a centralized view of all Faculty Awards (FAs), showing donor info, benefits, restrictions, slots, and status. Users can search and filter FAs by name, donor, or status. New FAs can be added manually, and faculty grants can be uploaded in bulk. Each FA has options to view details and save changes.

This screenshot shows the 'Faculty Awards' tab on the UP Engineering R&D Foundation website. The layout is identical to the 'Teaching & Research Awards' tab, featuring the same header, sidebar, and table structure. The table shows one row with the same data as the previous screenshot: Award ID FA-999, FA Name Dummy, Donor Unidentified Donor, Benefits 22, Restrictions empty, Slots Left 0, Status Active, and a 'See More' link. The sidebar navigation links remain the same.

Award ID	FA	Donor	Benefits	Restrictions	Slots Left	Status Dropdown	Action
FA-999	Dummy	Unidentified Donor	22		0	Active	<a href="#">See More</a>



# FACULTY DIRECTORY PAGE

The Faculty Directory page provides a **comprehensive and organized list of all faculty** registered in the system, allowing users to easily view, manage, and update faculty information linked to specific programs. Each entry displays relevant details according to the student type: for PCA Awardees, it includes the faculty name, unit, PCA name, donor, linked research title, and status; for TRA Awardees, it shows the faculty name, unit, TRA name, and donor; and for FA Awardees, it presents the faculty name, unit, FA name, and donor.

To facilitate efficient navigation, users can **apply filters based on criteria** such as faculty name, faculty number, unit, award name, donor, and status.

The page also provides **functions** for adding new faculty, uploading bulk entries via files, and exporting filtered faculty lists. Additionally, users can access more detailed faculty information by clicking the See More button beside each entry.

## PCA AWARDEES TAB

The **PCA Awardees** tab provides a comprehensive list of all faculty members who have received a PCA. It displays key details such as faculty name, unit, PCA name, donor, linked research title, and status. Users can search and filter PCA awardees by various criteria, add new faculty entries, upload bulk data, and export filtered lists. Each entry includes a button to view detailed faculty profiles.

The screenshot shows the UP Engineering R&D Foundation website interface. The top navigation bar includes the logo, the date (Wednesday, May 28, 2025), time (04:09 AM), user info (You are logged in as Admin), Resource Center, and Logout. On the left, there's a sidebar with Main, Choose AY & Semester (set to Current Academic Period), Donors, Student Support (Student Programs, Student Directory), and Faculty Development (Faculty Programs, Faculty Directory). The main content area is titled "First Semester AY 2025-2026" and "PCA Awardees". It features search filters for Faculty Name, PCA Name, Donor Name, and Status, along with buttons for "Add New PCA Recipient" and "Upload PCA Awardees". Below the filters is a table with columns: Faculty Name, Unit, PCA Name, Donor, Research, Status, and Action. The table contains three rows of data:

Faculty Name	Unit	PCA Name	Donor	Research	Status	Action
Catrina S. Corpuz	UPCOE	Alejandro Melchor Professional Chair in Engineering	Co-Donors (Albarracin, Consunji)		Active	<a href="#">See More</a>
Catrina S. Corpuz	UPCOE	Limacooco Award for Outstanding Young Instructor	LICA Group of Companies		None	<a href="#">See More</a>
Louie Ann C San	DME	A. M. Oreta	A. M. Oreta		None	<a href="#">See More</a>



## TRA AWARDEES TAB

The **TRA Awardees** tab provides a comprehensive list of all faculty members who have received a TRA. It displays key details such as faculty name, unit, TRA name, and donor. Users can search and filter TRA awardees by various criteria, add new faculty entries, upload bulk data, and export filtered lists. Each entry includes a button to view detailed faculty profiles.

This screenshot shows the 'TRA Awardees' tab within the UP Engineering R&D Foundation system. The interface includes a sidebar with navigation links like Main, Choose AY & Semester, Donors, Student Support, Faculty Development, and Faculty Directory. The main content area displays a table of TRA awardees with columns for Faculty Name, Unit, TRA Name, Donor, Action, and Delete. A search bar at the top allows filtering by Faculty Name, FN, Unit, TRA Name, Donor Name, and Academic Year (AY 2025-2026). Buttons for 'Add New TRA Recipient' and 'Upload TRA Awardees' are also present.

Faculty Name	Unit	TRA Name	Donor	Action	Delete
Quen C Estan	DCS	Dummy	Unidentified Donor	<a href="#">See More</a>	<input type="checkbox"/>

## FA AWARDEES TAB

The **FA Awardees** tab provides a comprehensive list of all faculty members who have received a FA. It displays key details such as faculty name, unit, FA name, and donor. Users can search and filter FA awardees by various criteria, add new faculty entries, upload bulk data, and export filtered lists. Each entry includes a button to view detailed faculty profiles.

This screenshot shows the 'FA Awardees' tab within the UP Engineering R&D Foundation system. The interface is similar to the TRA Awardees tab, featuring a sidebar with the same navigation links. The main content area displays a table of FA awardees with columns for Faculty Name, Unit, FA Name, Donor, Action, and Delete. A search bar at the top allows filtering by Faculty Name, FN, Unit, FA Name, Donor Name, and Academic Year (AY 2025-2026). Buttons for 'Add New FA Recipient' and 'Upload FA Awardees' are also present.

Faculty Name	Unit	FA Name	Donor	Action	Delete
Brian T Makisig	ICE	Dummy	Unidentified Donor	<a href="#">See More</a>	<input type="checkbox"/>



# PCA PROFILE

The **PCA Profile** page provides a comprehensive view of a PCA's details and the awardees who have received it. At the top of the page, the PCA Information section displays key PCA data. Directly below is the PCA History section, which is divided into PCA Timeline and PCA Recipients.

The screenshot shows the PCA Profile page with the following details:

PCA ID:	PCA-154
PCA Donor:	Co-Donors (Albarracin, Consunji)
PCA Name:	Alejandro Melchor Professional Chair in Engineering
Contact Person:	Co-Donors (Albarracin, Consunji)
Email Address:	mbalbarracin@phinma.com.ph; consunjisidro@gmail.com
Contact Number:	Nan
Agreement Link:	Nan
Current Awardees:	1
Total Awardees:	1
Benefits:	300000.0

The screenshot shows the PCA History page with the following sections:

### PCA Timeline

Academic Year	Faculty No.	Name	Unit	Research	Action
2024-2025	1	Catrina S. Corpuz	UPCOE	UP_EBDL_CIS	<a href="#">See More</a>
2025-2026	1	Catrina S. Corpuz	UPCOE		<a href="#">See More</a>

### PCA Recipients

Faculty No.	Name	Academic Years Received	Action	Delete
1	Catrina S. Corpuz	2024-2025, 2025-2026	<a href="#">See More</a>	<input type="checkbox"/>

Buttons at the bottom: Delete PCA, Print Profile, Save History, Cancel.

The **PCA Timeline** section lists faculty members which had been awarded of the PCA for the selected semester and academic year. The table includes faculty number, name, unit, academic year, research title, and a See More button for accessing detailed profiles.

The **PCA Recipients** section displays all faculty members associated with the PCA, showing faculty number, name, academic years received, a See More button for accessing detailed profiles, and a Delete button for removing recipients.

Users may edit PCA details, manage associated awardees, print the PCA profile, or delete the PCA using the action buttons at the bottom of the page.



# TRA PROFILE

The **TRA Profile** page provides a comprehensive view of a TRA's details and the awardees who have received it. At the top of the page, the TRA Information section displays key TRA data. Directly below is the **TRA History** section, which consists of the TRA Recipients list.

The screenshot shows the 'TRA Profile' page. On the left is a sidebar with navigation links for Main, Choose AY & Semester (selected), Donors, Student Support, and Faculty Development. The main area contains form fields for TRA ID (999), TRA Donor (Unidentified Donor), TRA Name (Dummy), Contact Person (Unidentified Donor), Email Address (NaN), Contact Number (NaN), Agreement Link (e.g. https://drive.google.com/), No. of Slots (empty), Current Faculty (1), Total Faculty (1), Benefits (22), Restrictions (empty), and Remarks (empty). The top right shows a login message ('You are logged in as Admin'), a Resource Center link, and a Logout button.

The screenshot shows the 'TRA History' page. It features a table titled 'TRA Recipients' with an 'AY' dropdown menu set to 'AY'. The table has columns: Academic Year, Faculty No., Name, Unit, Remarks, Action, and Delete. One row is visible: Academic Year 2024-2025, Faculty No. 1, Name Catrina S. Corpuz, Unit UPCOE, Remarks Second time winning, Action See More (button), and Delete (checkbox). At the bottom are buttons for Delete TRA, Print Profile, Save History, and Cancel.

Academic Year	Faculty No.	Name	Unit	Remarks	Action	Delete
2024-2025	1	Catrina S. Corpuz	UPCOE	Second time winning	<a href="#">See More</a>	<input type="checkbox"/>

The **TRA Recipients** table shows the academic year, faculty number, name, unit, remarks, a See More button for accessing detailed recipient profiles, and a Delete button to remove recipients from the award.

Users may edit TRA details, manage TRA awardees, print the TRA profile, or delete the TRA using the action buttons at the bottom of the page.



# FA PROFILE

The **FA Profile** page provides a comprehensive view of a FA's details and the awardees who have received it. At the top of the page, the FA Information section displays key FA data. Directly below is the **FA History** section, which consists of the FA Recipients list.

The screenshot shows the 'FA Profile' page. On the left is a sidebar with navigation links: Main (Home, Users), Choose AY & Semester (Current Academic Period), Donors (Donor Directory, Representatives), Student Support (Student Programs, Student Directory), and Faculty Development (Faculty Programs, Faculty Directory). The main content area has a title 'FA Profile'. It contains the following form fields:

- FA ID: FA- 99
- FA Donor\*: Unidentified Donor
- FA Name\*: Dummy
- Contact Person\*: Unidentified Donor
- Email Address: NaN
- Contact Number: NaN
- Agreement Link: e.g. https://drive.google.com/
- No. of Slots\*: [empty input]
- Current Faculty: 1
- Total Faculty: 1
- Benefits: [empty input]
- Restrictions: [empty input]
- Remarks: [empty input]

The screenshot shows the 'FA History' page. At the top, there is a search bar labeled 'FA Recipients' with 'AY' selected. Below is a table titled 'FA Recipients' with the following data:

Academic Year	Faculty No.	Name	Unit	Remarks	Action	Delete
2025-2026	10	Brian T Makisig	ICE		<button>See More</button>	<input type="checkbox"/>
2024-2025	10	Brian T Makisig	ICE		<button>See More</button>	<input type="checkbox"/>

At the bottom are three buttons: 'Delete FA' (red), 'Print Profile' (blue), 'Save History' (green), and 'Cancel' (grey).

The **FA Recipients** table shows the academic year, faculty number, name, unit, remarks, a See More button for accessing detailed recipient profiles, and a Delete button to remove recipients from the award.

Users may edit FA details, manage FA awardees, print the FA profile, or delete the FA using the action buttons at the bottom of the page.

# FACULTY PROFILE

The **Faculty Profile** page provides a comprehensive view of an individual faculty's information and their history of support programs. At the top of the page, the Faculty Information section displays key personal and academic details. Directly below is the **Faculty History** section, which is divided into three parts.

The screenshot shows the Faculty Profile page with the following details:

**Faculty Profile:**

- Faculty Number: FN- 1
- First Name: Catrina
- Middle Initial: S.
- Last Name: Corpuz
- Sex: Female
- UP Mail: cscorpuz2@up.edu.ph
- Contact Number: 09XXXXXXXXX
- Permanent Address: [Street Address], [Barangay], [City/Municipality], [Province], [ZIP Code]
- Unit: UPCOE

**Save Faculty Details** and **Cancel** buttons are at the bottom.

**Faculty History:**

- PCA Timeline:** Shows a table with columns: Academic Year, PCA Title, Status, Research Title, Research File, Open, and Remarks. One record is listed: AY 2024-2025, Alejandro Melchor Professional Chair in Engineering, Active, UP EDRFI CS, https://drive.google.com/file/d/1MPvdGPvZ5cB..., Open (button), and Remarks.
- List of TRA:** Shows a table with columns: Academic Year, TRA Name, Remarks, and Delete. One record is listed: AY 2024-2025, Dummy, Second time winning, and a Delete button.
- List of FA:** Shows a table with columns: Academic Year, FA Name, Remarks, and Delete. One record is listed: AY 2024-2025, Dummy, and a Delete button.

**Delete Faculty**, **Print Profile**, **Save History**, and **Cancel** buttons are at the bottom.

The **PCA Timeline** lists the PCAs the student has received for a selected academic period. The table displays the academic year, PCA name, status, remarks, research title, research file link, and an Open button for it.

The **List of TRA** shows all TRAs the faculty has received. This table includes the academic year, TRA name, remarks, and a Delete button to remove an award.

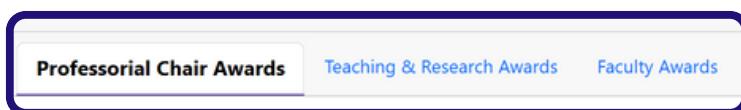
The **List of FA** displays the FAs the faculty has obtained. The table lists the academic year, FA name, remarks, and a Delete button to remove the FA.

Users may edit faculty details, manage PCAs, TRAs, and FAs, print the faculty profile, or delete records using the action buttons at the bottom of the page.



# ADDING OR IMPORTING NEW FACULTY PROGRAMS

## PROFESSORIAL CHAIR AWARDS (Manual addition)



1 In the **Faculty Programs** page, go to the **Professorial Chair Awards** tab.



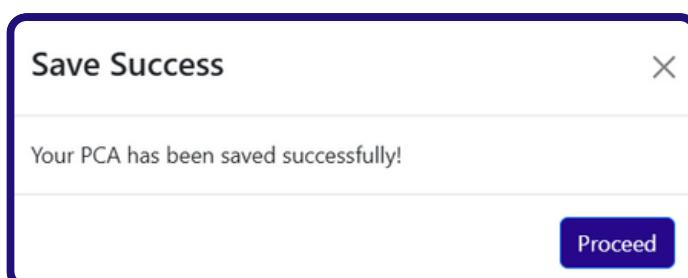
2 Click the **Add New PCA** button.

A screenshot of a form titled 'PCA Profile'. It contains several input fields: 'PCA ID' (with placeholder 'PCA-'), 'PCA Donor\*' (with placeholder 'Select Donor'), 'PCA Name\*' (with placeholder 'PCA Name Here'), 'Contact Person\*' (with placeholder 'Select contact person'), 'Email Address\*' (with placeholder 'e.g. uperdfi@up.edu.ph'), 'Contact Number\*' (with placeholder '09XXXXXXXX'), 'Agreement Link' (with placeholder 'e.g. https://drive.google.com/drive/my-drive'), 'Current Awardees' (empty field), and 'Total Awardees' (empty field). The form has a light gray background and a thin black border.

3 Fill in all **required fields**.



4 Click **Save PCA Details**.



5 A confirmation window will appear showing the PCA was saved successfully. On the success modal, click **Proceed**.



# ADDING OR IMPORTING NEW FACULTY PROGRAMS

## TEACHING & RESEARCH AWARDS (Manual addition)



1 In the **Faculty Programs** page, go to the **Teaching & Research Awards** tab.

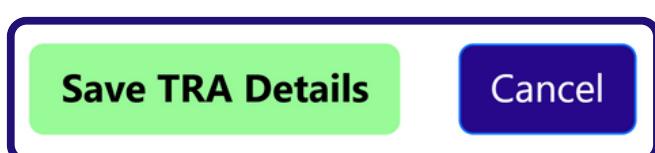


2 Click the **Add New TRA** button.

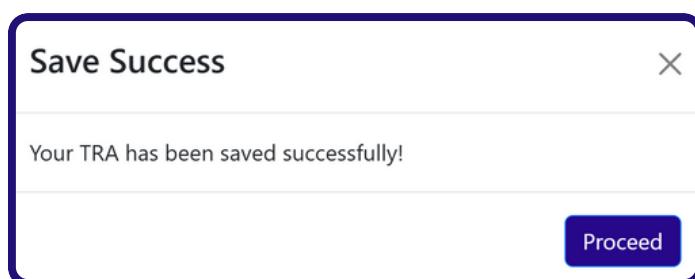
A screenshot of a form titled 'TRA Profile'. It contains the following fields:

- TRA ID: TRA-
- TRA Donor\*: Select Donor
- TRA Name\*: TRA Name Here
- Contact Person\*: Select Contact Person
- Email Address\*: e.g. email@domain.com
- Contact Number\*: 09XXXXXXXXX
- Agreement Link: e.g. https://drive.google.com/
- No. of Slots\*: [empty input]
- Current Faculty: [empty input]
- Total Faculty: [empty input]

3 Fill in all **required fields**.



4 Click **Save TRA Details**.



5 A confirmation window will appear showing the TRA was saved successfully. On the success modal, click **Proceed**.



# ADDING OR IMPORTING NEW FACULTY PROGRAMS

## FACULTY AWARDS (Manual addition)



1 In the **Faculty Programs** page, go to the **Faculty Awards** tab.



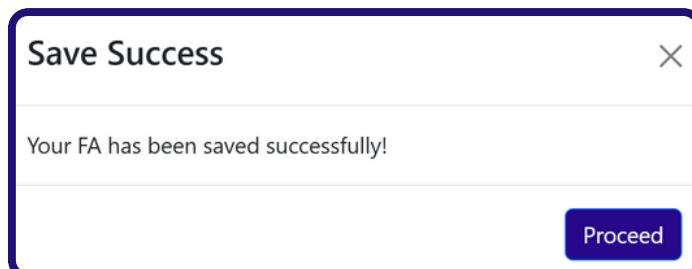
2 Click the **Add New FA** button.

A screenshot of a form titled "FA Profile". The form contains the following fields: FA ID (text input: FA-), FA Donor (dropdown: Select Donor), FA Name (text input: FA Name Here), Contact Person (dropdown: Select Contact Person), Email Address (text input: e.g. email@domain.com), Contact Number (text input: 09XXXXXXXX), Agreement Link (text input: e.g. https://drive.google.com/), and No. of Slots (text input). Most fields have a red asterisk indicating they are required.

3 Fill in all **required fields**.



4 Click **Save FA Details**.

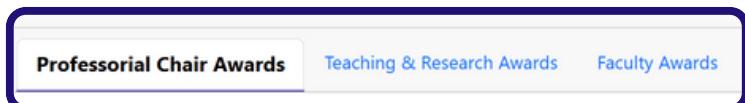


5 A confirmation window will appear showing the FA was saved successfully. On the success modal, click **Proceed**.



# ADDING OR IMPORTING NEW FACULTY PROGRAMS

## ALL FACULTY PROGRAMS (Importing through a file)



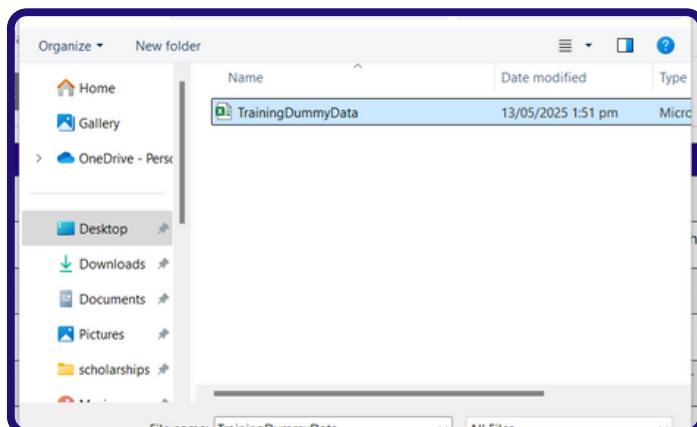
1

Go to **any tab** in the **Faculty Programs** page.



2

Click the **Upload Faculty Grants** button.



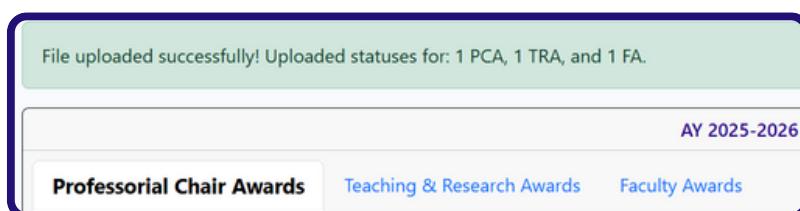
3

Select the **file** from the pop-up window.



4

Either **double-click** on the file or click **Open**.



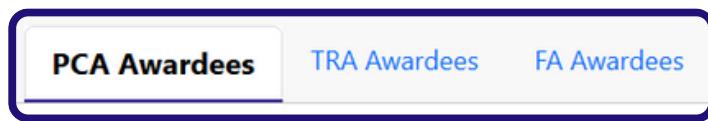
5

A **confirmation message** will appear at the top of the window showing the number of PCAs, TRAs, and FAs successfully added.



# ADDING OR IMPORTING NEW FACULTY PROFILES

## PCA AWARDEES (Manual addition)



1 In the **Faculty Directory** page, go to the **PCA Awardees** tab.



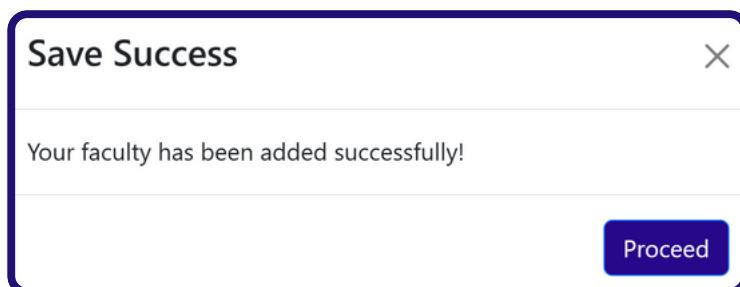
2 Click the **Add New PCA Recipient** button.

A screenshot of a "Faculty Profile" form. It includes fields for "Faculty Number", "First Name", "Middle Initial", "Last Name", "Sex", "UP Mail", "Permanent Address", and "Unit". Each field has a placeholder text and a required indicator (\*).

3 Fill in all **required fields**.



4 Click **Save Faculty Details**.

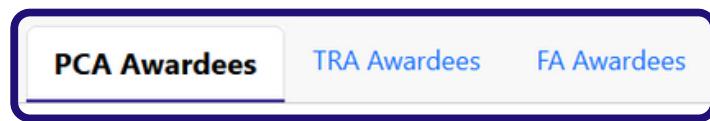


5 A confirmation window will appear showing the faculty was saved successfully. On the success modal, click **Proceed**.



# ADDING OR IMPORTING NEW FACULTY PROFILES

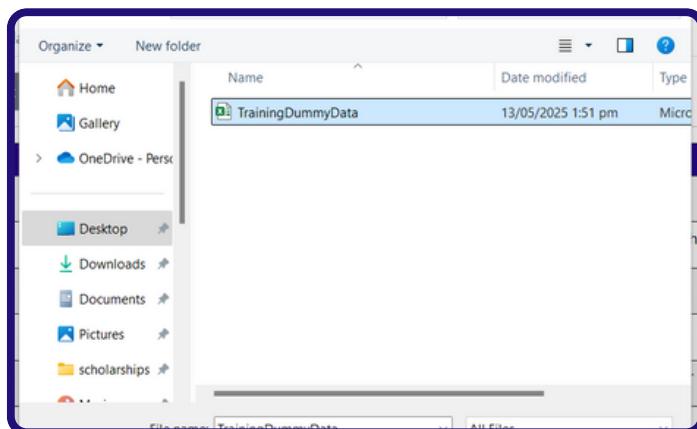
## PCA AWARDEES (Importing through a file)



1 In the **Faculty Directory** page, go to the **PCA Awardees** tab.



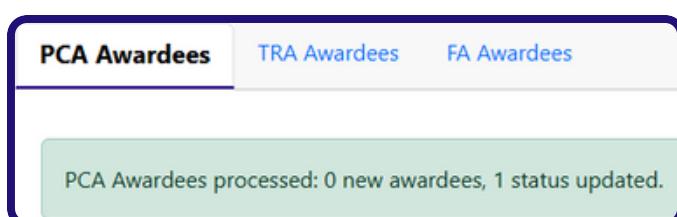
2 Click the **Upload PCA Awardees** button.



3 Select the **file** from the pop-up window.



4 Either **double-click** on the file or click **Open**.

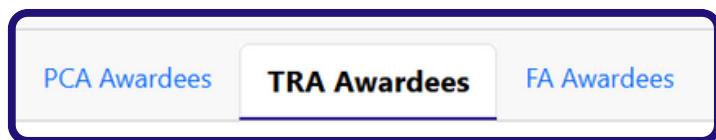


5 A **confirmation message** will appear at the top of the window showing the number of PCA awardees successfully added.



# ADDING OR IMPORTING NEW FACULTY PROFILES

## TRA AWARDEES (Manual addition)



1 In the **Faculty Directory** page, go to the **TRA Awardees** tab.



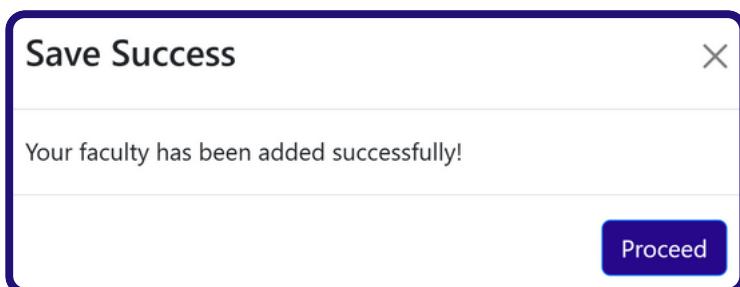
2 Click the **Add New TRA Recipient** button.

A screenshot of a "Faculty Profile" form. It includes fields for "Faculty Number", "First Name", "Middle Initial", "Last Name", "Sex", "UP Mail", "Permanent Address", and "Unit". Each field has a placeholder text and a required asterisk (\*). The form is set against a light gray background.

3 Fill in all **required fields**.



4 Click **Save Faculty Details**.

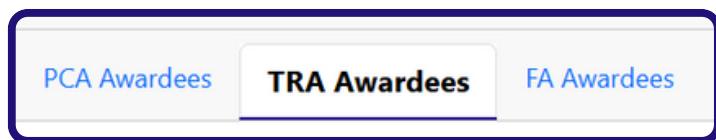


5 A confirmation window will appear showing the faculty was saved successfully. On the success modal, click **Proceed**.



# ADDING OR IMPORTING NEW FACULTY PROFILES

## TRA AWARDEES (Importing through a file)



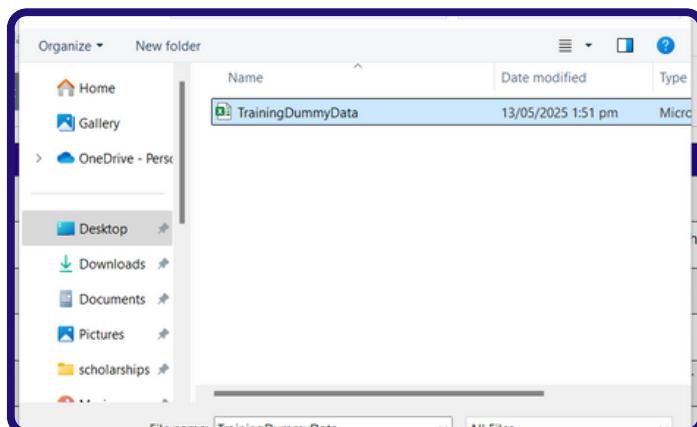
1

In the **Faculty Directory** page, go to the **TRA Awardees** tab.



2

Click the **Upload TRA Awardees** button.



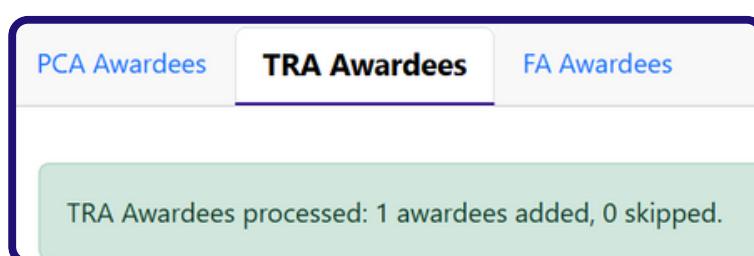
3

Select the **file** from the pop-up window.



4

Either **double-click** on the file or click **Open**.



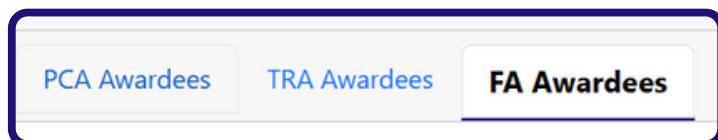
5

A **confirmation message** will appear at the top of the window showing the number of TRA awardees successfully added.

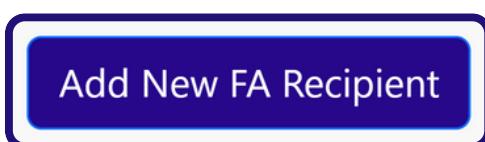


# ADDING OR IMPORTING NEW FACULTY PROFILES

## FA AWARDEES (Manual addition)



1 In the **Faculty Directory** page, go to the **FA Awardees** tab.



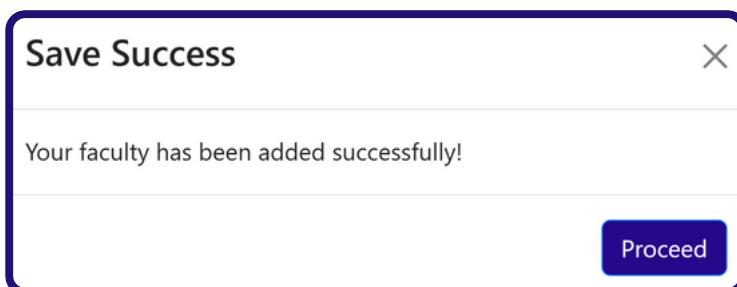
2 Click the **Add New FA Recipient** button.

A screenshot of a "Faculty Profile" form. It includes fields for "Faculty Number", "First Name", "Middle Initial", "Last Name", "Sex", "UP Mail", "Permanent Address", and "Unit". Each field has a placeholder text and a required indicator (\*).

3 Fill in all **required fields**.



4 Click **Save Faculty Details**.

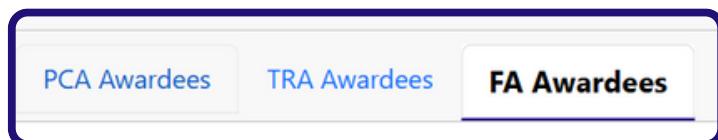


5 A confirmation window will appear showing the faculty was saved successfully. On the success modal, click **Proceed**.



# ADDING OR IMPORTING NEW FACULTY PROFILES

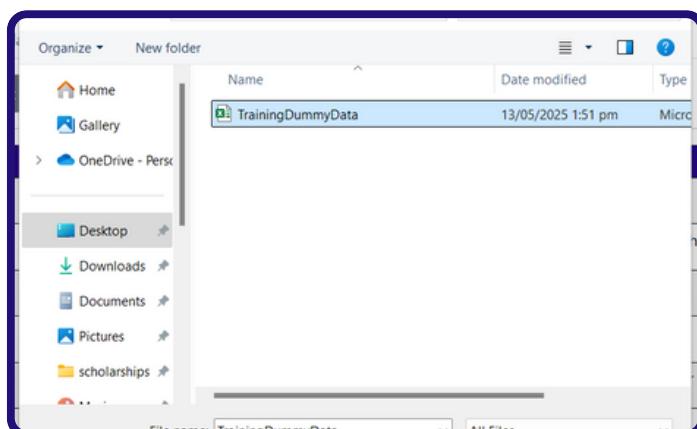
## FA AWARDEES (Importing through a file)



- 1 In the **Faculty Directory** page, go to the **FA Awardees** tab.



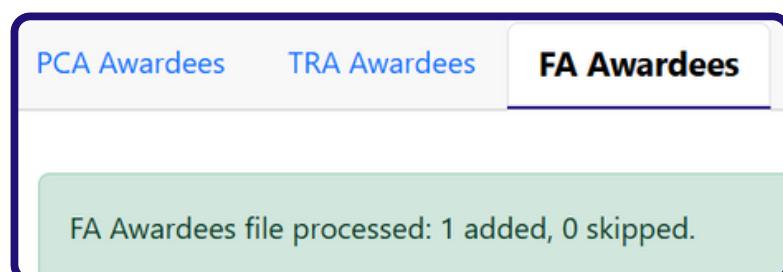
- 2 Click the **Upload FA Awardees** button.



- 3 Select the **file** from the pop-up window.



- 4 Either **double-click** on the file or click **Open**.



- 5 A **confirmation message** will appear at the top of the window showing the number of FA awardees successfully added.



## EDITING EXISTING FACULTY PROGRAMS

### PROFESSORIAL CHAIR AWARDS

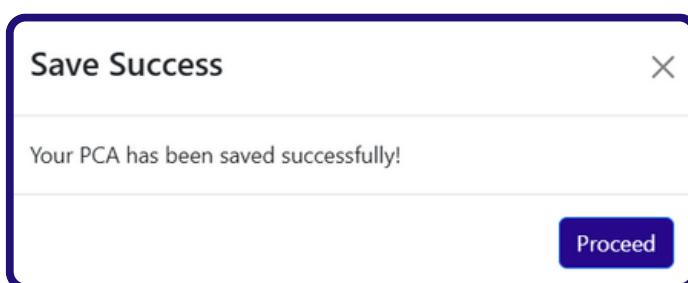


- 1 In the **Professorial Chair Awards** tab, click the **See More** button of the PCA you want to edit.

- 2 Modify the **details** in the fields you wish to update.



- 3 Click **Save PCA Details**.



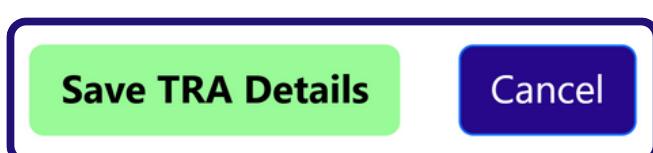
- 4 A confirmation window will appear showing the PCA profile was edited successfully. On the success modal, click **Proceed**.

### TEACHING & RESEARCH AWARDS



- 1 In the **Teaching & Research Awards** tab, click the **See More** button of the TRA you want to edit.

- 2 Modify the **details** in the fields you wish to update.

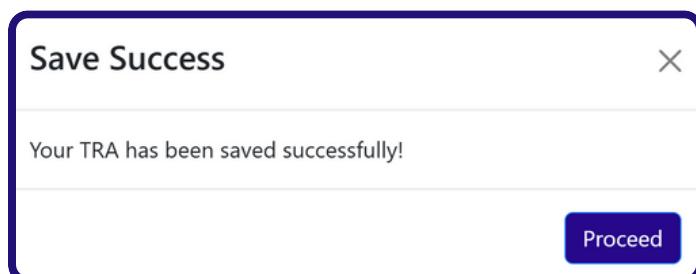


- 3 Click **Save TRA Details**.



## EDITING EXISTING FACULTY PROGRAMS

### TEACHING & RESEARCH AWARDS



4

A confirmation window will appear showing the TRA profile was edited successfully. On the success modal, click **Proceed**.

## FACULTY AWARDS



1

In the **Faculty Awards** tab, click the **See More** button of the FA you want to edit.

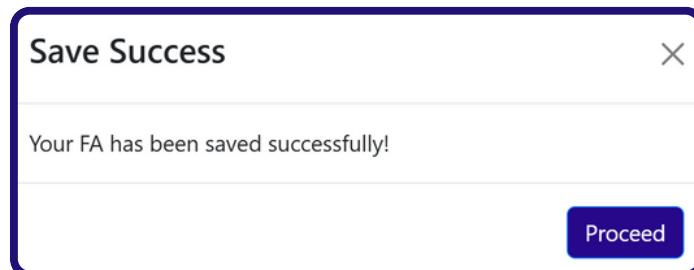
2

Modify the **details** in the fields you wish to update.



3

Click **Save FA Details**.



4

A confirmation window will appear showing the FA profile was saved successfully. On the success modal, click **Proceed**.



# EDITING EXISTING FACULTY PROFILES

## PCA AWARDEES



1

In the **PCA Awardees** tab, click the **See More** button of the PCA Awardee you want to edit.

2

Modify the **details** in the fields you wish to update.

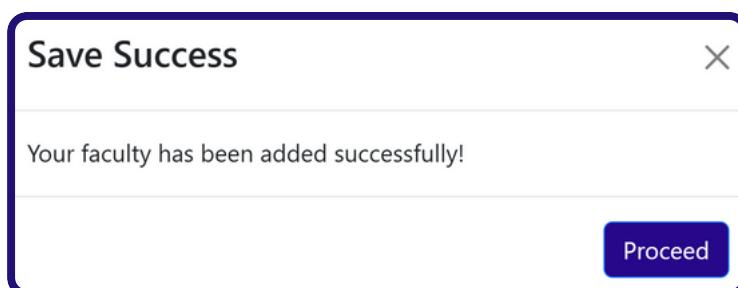
3.1

If the edited information is under **Faculty Profile**:



4

Click **Save Faculty Details**.

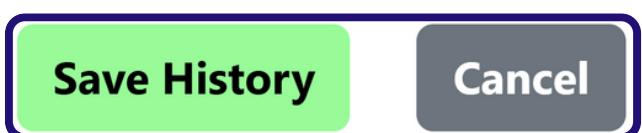


5

A confirmation window will appear showing the PCA Awardee profile was edited successfully. On the success modal, click **Proceed**.

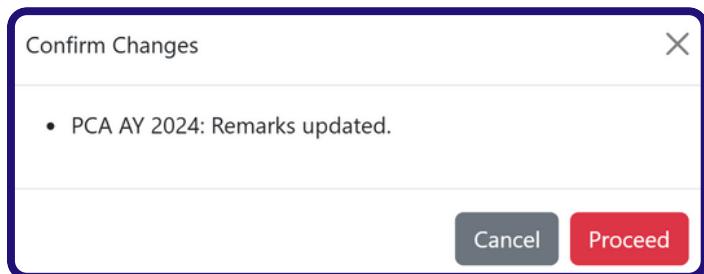
3.2

If the edited information is under **Faculty History**:



4

Click **Save History**.



5

A confirmation window will appear showing the changes to be made. To confirm, click **Proceed**.



# EDITING EXISTING FACULTY PROFILES

## TRA AWARDEES



1

In the **TRA Awardees** tab, click the **See More** button of the TRA Awardee you want to edit.

2

Modify the **details** in the fields you wish to update.

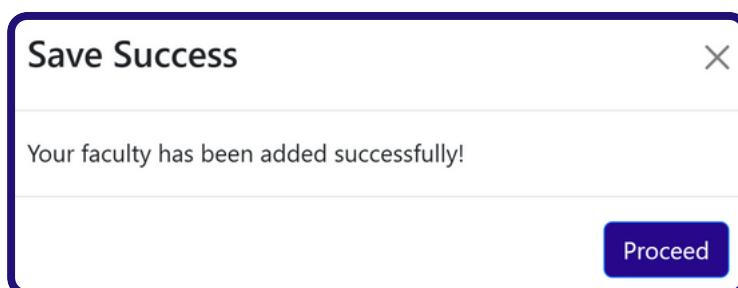
3.1

If the edited information is under **Faculty Profile**:



4

Click **Save Faculty Details**.



5

A confirmation window will appear showing the TRA Awardee profile was edited successfully. On the success modal, click **Proceed**.

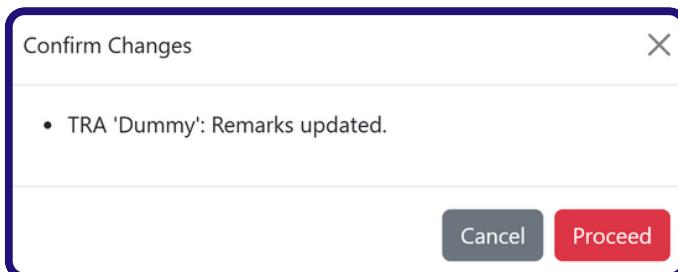
3.2

If the edited information is under **Faculty History**:



4

Click **Save History**.



5

A confirmation window will appear showing the changes to be made. To confirm, click **Proceed**.



# EDITING EXISTING FACULTY PROFILES

## FA AWARDEES



1

In the **FA Awardees** tab, click the **See More** button of the FA Awardee you want to edit.

2

Modify the **details** in the fields you wish to update.

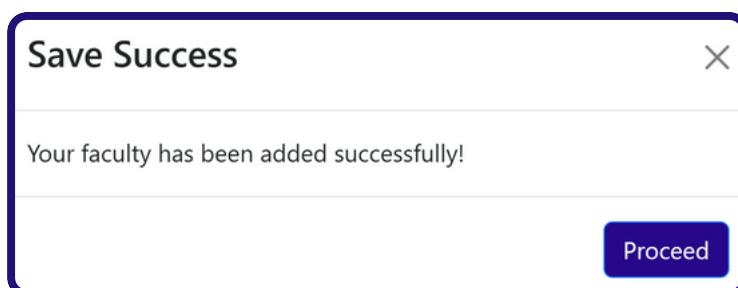
3.1

If the edited information is under **Faculty Profile**:



4

Click **Save Faculty Details**.



5

A confirmation window will appear showing the FA Awardee profile was edited successfully. On the success modal, click **Proceed**.

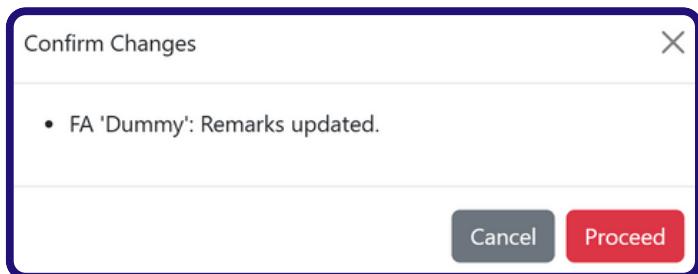
3.2

If the edited information is under **Faculty History**:



4

Click **Save History**.



5

A confirmation window will appear showing the changes to be made. To confirm, click **Proceed**.



## DELETING FACULTY PROGRAMS

### PROFESSORIAL CHAIR AWARDS

Action

See More

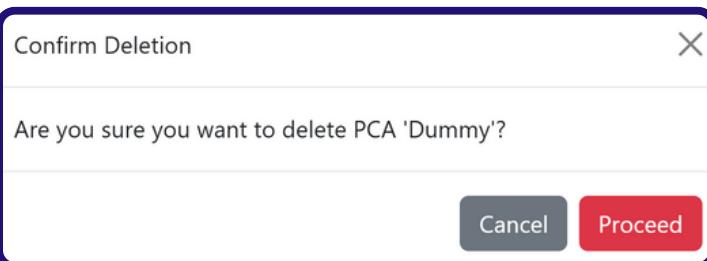
1

In the **Professorial Chair Awards** tab, click the **See More** button of the PCA you want to delete.

Delete PCA

2

At the bottom of the **PCA History** section, click **Delete PCA**.



3

A confirmation window will appear. To confirm, click **Proceed**.

## TEACHING & RESEARCH AWARDS

Action

See More

1

In the **Teaching & Research Awards** tab, click the **See More** button of the TRA you want to delete.

Delete TRA

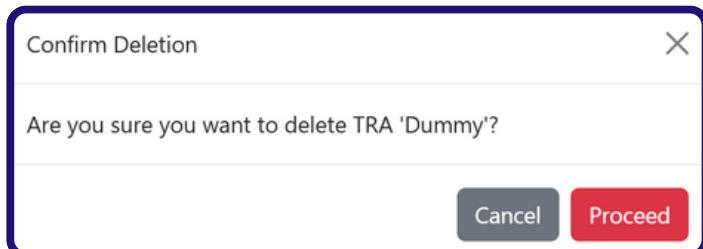
2

At the bottom of the **TRA History** section, click **Delete TRA**.



## DELETING FACULTY PROGRAMS

### TEACHING & RESEARCH AWARDS



3

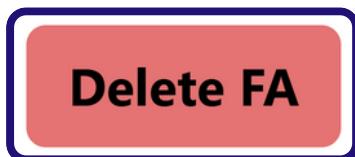
A confirmation window will appear. To confirm, click **Proceed**.

## FACULTY AWARDS



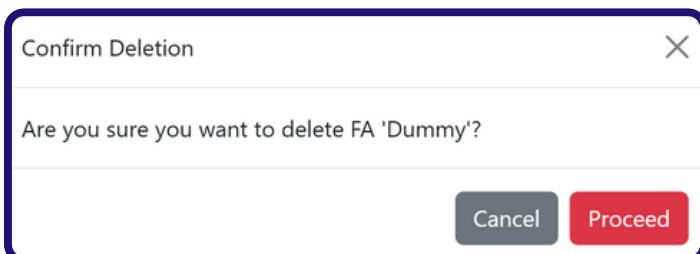
1

In the **Faculty Awards** tab, click the **See More** button of the FA you want to delete.



2

At the bottom of the **FA History** section, click **Delete FA**.



3

A confirmation window will appear. To confirm, click **Proceed**.



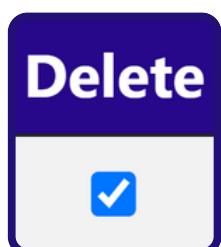
## DELETING FACULTY PROFILES

### PCA AWARDEES (Through PCA profile)



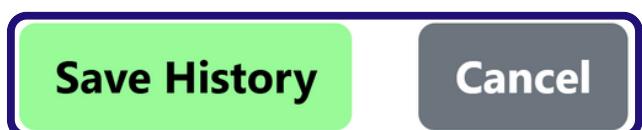
1

In the **Professorial Chair Awards** tab, click the **See More** button of the PCA associated with the PCA awardee you want to delete.



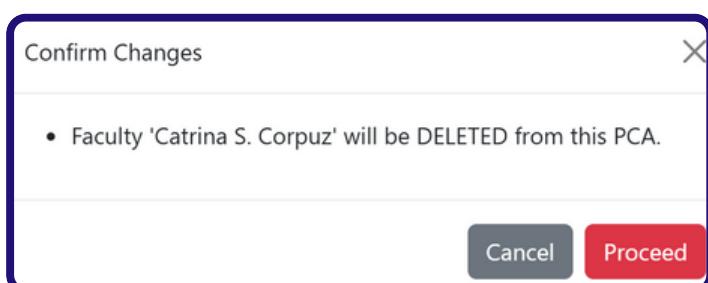
2

In the **PCA History** section, check the box under the **Delete** column for the PCA awardee you want to remove from the PCA recipients list.



3

Click **Save History**.



4

A confirmation window will appear. To confirm, click **Proceed**.

### PCA AWARDEES (Through PCA Awardee profile)



1

In the **PCA Awardees** tab, click the **See More** button of the PCA awardee you want to delete.



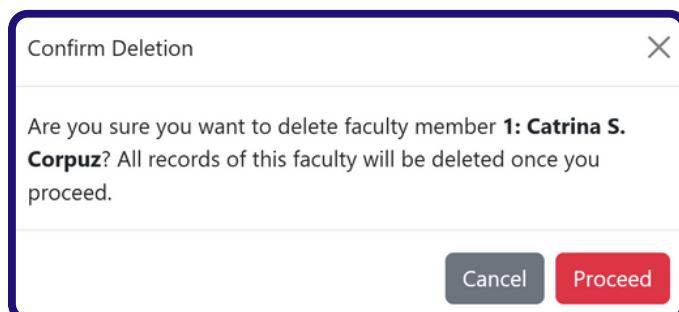
2

At the bottom of the **Faculty History** section, click **Delete Faculty**.



# DELETING FACULTY PROFILES

## PCA AWARDEES (Through PCA Awardee profile)



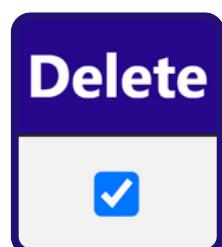
- 3 A confirmation window will appear. To confirm, click **Proceed**.

## TRA AWARDEES (Through TRA profile)



1

In the **Teaching & Research Awards** tab, click the **See More** button of the TRA associated with the TRA awardee you want to delete.



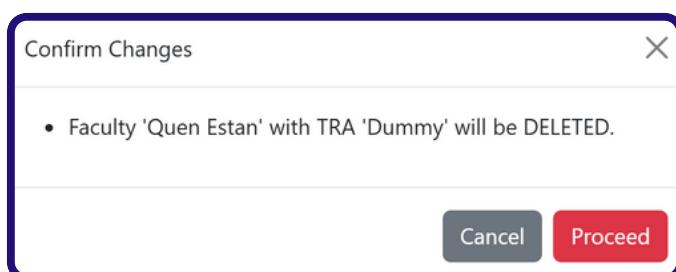
2

In the **TRA History** section, check the box under the **Delete** column for the TRA awardee you want to remove from the TRA recipients list.



3

Click **Save History**.



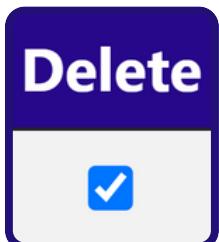
4

A confirmation window will appear. To confirm, click **Proceed**.



## DELETING FACULTY PROFILES

### TRA AWARDEES (Through TRA Awardees Tab)



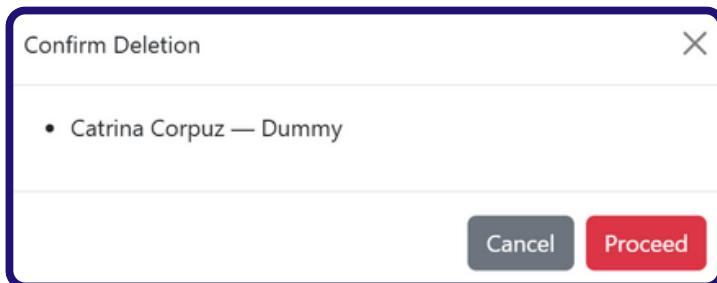
1

In the **TRA Awardees tab**, check the box under the **Delete** column for the TRA awardee you want to delete.



2

Click **Save TRA Recipients List**.



3

A confirmation window will appear. To confirm, click **Proceed**.

### TRA AWARDEES (Through TRA awardee profile)



1

In the **TRA Awardees** tab, click the **See More** button of the TRA awardee you want to delete.



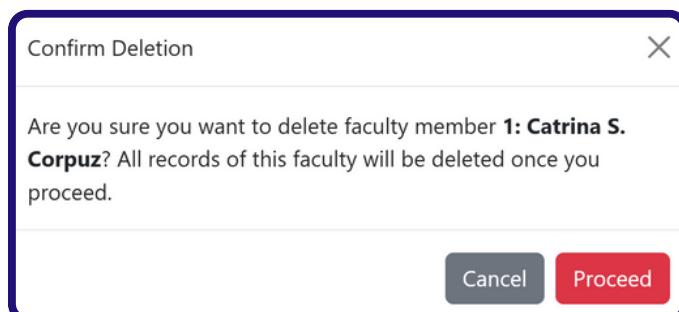
2

At the bottom of the **Faculty History** section, click **Delete Faculty**.



## DELETING FACULTY PROFILES

### TRA AWARDEES (Through TRA Awardee profile)

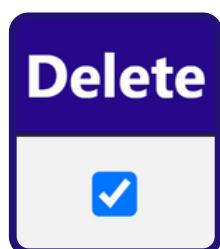


- 3 A confirmation window will appear. To confirm, click **Proceed**.

### FA AWARDEES (Through FA profile)



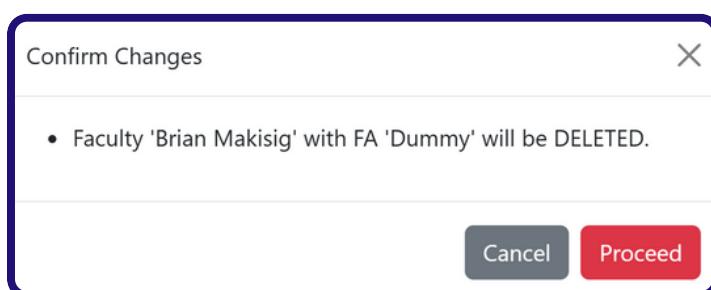
- 1 In the **Faculty Awards** tab, click the **See More** button of the FA associated with the FA awardee you want to delete.



- 2 In the **FA History** section, check the box under the **Delete** column for the FA awardee you want to remove from the FA recipients list.



- 3 Click **Save History**.

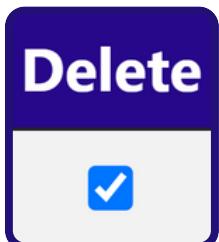


- 4 A confirmation window will appear. To confirm, click **Proceed**.



## DELETING FACULTY PROFILES

### FA AWARDEES (Through FA Awardees tab)



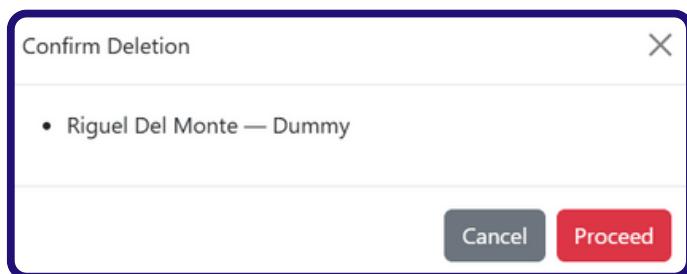
1

In the **FA Awardees** tab, check the box under the **Delete** column for the FA awardee you want to delete.



2

Click **Save FA Recipients List**.



3

A confirmation window will appear. To confirm, click **Proceed**.

### FA AWARDEES (Through FA awardee profile)



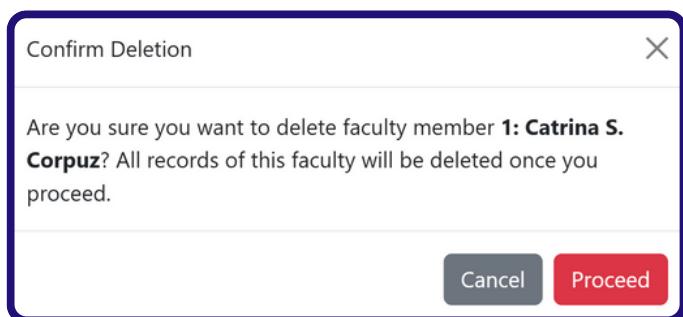
1

In the **FA Awardees** tab, click the **See More** button of the FA awardee you want to delete.



2

At the bottom of the **Faculty History** section, click **Delete Faculty**



3

A confirmation window will appear. To confirm, click **Proceed**.



# EXPORTING FACULTY PROGRAMS PROFILES

## PROFESSORIAL CHAIR AWARDS (Exporting bulk profiles)

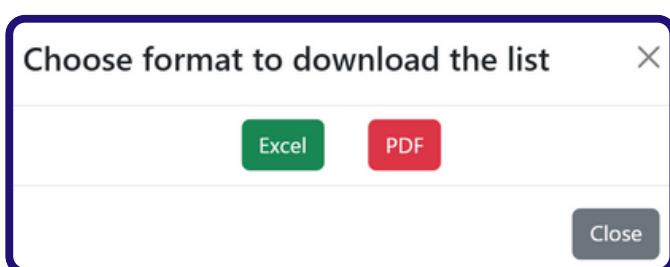
- 1 In the **Professorial Chair Awards** tab, select the **appropriate filters** for the data you wish to export.

The screenshot shows the 'Professorial Chair Awards' tab selected in a navigation bar. Below it are three search fields: 'Search by PCA Name' (with a 'PCA Name' input field), 'Search by Donor' (with an 'Awarding Body' input field), and 'Search by Status' (with a 'Select Status' dropdown). At the bottom are buttons for 'Reset Filters', 'Save PCA List', and 'Export List'.

Export List

1.1

If no filters are needed, simply click the **Export List** button to proceed.



In the modal window, choose the **desired export format** (e.g., PDF, Excel). Once the download is complete, click the **Close** button.

- 3.1 When **exported as a PDF**, the report includes the PCA ID, PCA Name, Donor, Agreement Link, initial number of slots, current number of awardees, total awardees to date, as well as the starting and ending periods of the exported PCAs.

The table header is 'PCA Awards List'. The columns are: PCA ID, Award Name, Donor, Agreement Link, No. of Slots, Current Awardees, Total Awardees, Start, and End. The data rows are:

PCA ID	Award Name	Donor	Agreement Link	No. of Slots	Current Awardees	Total Awardees	Start	End
PCA-999	Dummy	Unidentified Donor	N/A	1	0	0	2024-2025	-
PCA-002	A. M. Oreta Professional Chair in Engineering	A. M. Oreta	NaN	1	0	0	2024-2025	-
PCA-157	Ambrosio Magsaysay Professional Chair in Engineering	A. Magsaysay Corporation	NaN	1	0	0	2024-2025	-
PCA-003	Dr. Magdaleno B. Albarracin Jr. UP Centennial Professorial Chair in Engineering	AB Capital/Union Galvasteel/Bacnotan Consolidated/PHINMA/ TransAsia Oil & Energy, Phima Property Holdings	NaN	1	0	0	2024-2025	-
PCA-128	Leopoldo V. Abis Professional Chair in Mechanical Engineering	Abis Chair Donors	NaN	1	0	0	2024-2025	-
PCA-007	Alexan Professorial Chair in Engineering	Ace Electronics Technology, Inc. (ALEXAN)	NaN	1	1	1	2024-2025	-
PCA-180	AMH Philippines Professional Chair in	AMH Philippines, Inc.	NaN	1	0	0	2024-2025	-



# EXPORTING FACULTY PROGRAMS PROFILES

## PROFESSORIAL CHAIR AWARDS (Exporting bulk profiles)

- When **exported as an Excel file**, the spreadsheet includes the PCA ID, PCA Name, Donor, Donor Representative, their email and contact number, Agreement Link, initial number of slots, current number of awardees, total awardees to date, and the starting and ending periods of the exported PCAs.

1	PCA ID	Award Name	Donor	Contact Person	Email	Contact Num	Agreement Link	Number of Slots	Current Awardees	Total Awardees	Start Period	End Period
2	PCA-999	Dummy	Unidentified	Unidentified Donor	NaN	NaN		1	0	0	2024-2025	-
3	PCA-002	A. M. Oreta Professoria	A. M. Oreta	A. M. Oreta	NaN	NaN		1	0	0	2024-2025	-
4	PCA-157	Ambrosio Magsaysay Pi A.	Magsaysay Corp	doris.ho@magsay	NaN	NaN		1	0	0	2024-2025	-
5	PCA-003	Dr. Magdaleno B. Albari	AB Capital/U AB Capital/Union G	mabalbarracin@ph	NaN	NaN		1	0	0	2024-2025	-
6	PCA-128	Leopoldo V. Abis Profes	Abis Chair Dr Abis Chair Donors	liliababis3@gmail.	NaN	NaN		1	0	0	2024-2025	-
7	PCA-007	Alexan Professorial Cha	Ace Electron Ace Electronics	Tec alex.s@alexan.co	NaN	NaN		1	1	1	2024-2025	-
8	PCA-180	AMH Philippines Profes	AMH Philip AMH Philippines,	Ir jcels@amhphil.co	NaN	NaN		1	0	0	2024-2025	-
9	PCA-008	Concepcion Hidalgo Sar	Analog Devic Analog Devices	Ger miles.ramirez@an	NaN	NaN		1	0	0	2024-2025	-
10	PCA-161	Antonio G. Tan Giok Kui	ANTA Constr ANTA Construction	brain@alum.mit.e	NaN	NaN		1	0	0	2024-2025	-
11	PCA-176	Antonio and Lourdes Ta	Antonio N. Ti Antonio N.	Tanchul nong_tanch@yahoo	NaN	NaN		1	0	0	2024-2025	-
12	PCA-218	Apex Mining Professori	APEX Mining APEX Mining Co., Ir	Irarmiento@ape	NaN	NaN		1	0	0	2024-2025	-
13	PCA-219	Enrique Lee Laguina Pr	APEX Mining APEX Mining Co., Ir	Irarmiento@ape	NaN	NaN		1	0	0	2024-2025	-
14	PCA-129	Apolonio and Lorna Yso	Apolonio and Lornz polyson@verizon.	Na	NaN	NaN		1	0	0	2024-2025	-
15	PCA-191	Filimina Professional C	Apolonio and Lornz polyson@verizon.	Na	NaN	NaN		1	0	0	2024-2025	-
16	PCA-012	Armena-Estuar Professi	Armena - Est	Armena - Estuar	NaN	NaN		1	0	0	2024-2025	-

## PROFESSORIAL CHAIR AWARDS (Exporting single profile)

Action

See More

Print Profile

1

In the **Professorial Chair Awards** tab, click the **See More** button of the PCA profile you want to export.

2

At the bottom of the **PCA History** section, click **Print Profile**.

3

The output is a **PDF** version of the PCA Profile exported.

Report generated: May 31, 2025 | 10:01 PM

**PROFESSORIAL CHAIR AWARD PROFILE REPORT**

<b>PCA ID:</b>	PCA-154
<b>Name:</b>	Alejandro Melchor Professorial Chair in Engineering
<b>Donor:</b>	Co-Donors (Albarracin, Consunji)
<b>Contact Person:</b>	Co-Donors (Albarracin, Consunji)
<b>Email:</b>	mbalbarracin@phinma.com.ph; consunjiisdro@gmail.com
<b>Contact No:</b>	Nan
<b>Agreement Link:</b>	Nan
<b>Number of Slots:</b>	1
<b>Current Awardees:</b>	1
<b>Total Awardees:</b>	1
<b>Benefits:</b>	300000.0
<b>Restrictions:</b>	Nan
<b>Remarks:</b>	N/A
<b>Period First Awarded:</b>	AY 2024-2025
<b>Period Last Awarded:</b>	N/A

### PCA Timeline

Showing all awardees.

Faculty Name	Unit	AY	Research Title	Research Link
Catrina S. Corpuz	UPCOE	2024-2025	UP ERDFI CIS	<a href="https://drive.google.com/file/d/1M PvzG6ivZBcIb-ZginZjB9MoWQr-upa/view?usp=sharing">https://drive.google.com/file/d/1M PvzG6ivZBcIb-ZginZjB9MoWQr-upa/view?usp=sharing</a>
Catrina S. Corpuz	UPCOE	2025-2026	N/A	N/A

### PCA Recipients

Faculty Name	Academic Year(s)
Catrina S. Corpuz	2024-2025, 2025-2026



# EXPORTING FACULTY PROGRAMS PROFILES

## TEACHING & RESEARCH AWARDS (Exporting bulk profiles)

- 1 In the **Teaching & Research Awards** tab, select the **appropriate filters** for the data you wish to export.

The screenshot shows the 'Teaching & Research Awards' tab selected in a navigation bar. Below it are three search fields: 'Search by TRA Name' (with a 'TRA Name' input field), 'Search by Donor' (with a 'Faculty Name' input field), and 'Search by Status' (with a 'Select Status' dropdown). At the bottom are 'Reset Filters', 'Save TRA List', and 'Export List' buttons.

Export List

1.1

- If no filters are needed, simply click the **Export List** button to proceed.

A modal window titled 'Choose format to download the list' offers two options: 'Excel' (green button) and 'PDF' (red button). A 'Close' button is located at the bottom right.

In the modal window, choose the **desired export format** (e.g., PDF, Excel). Once the download is complete, click the **Close** button.

- 3.1 When **exported as a PDF**, the report includes the TRA ID, TRA Name, Donor, Agreement Link, initial number of slots, current number of awardees, total awardees to date, as well as the starting and ending periods of the exported TRAs.

The PDF report header includes the UP Engineering R&D Foundation logo and the title 'AWARD LIST REPORT'. The generated date is May 27, 2023 | 11:47 PM. The main section is titled 'TRA Awards List' and contains a table:

TRA ID	Award Name	Donor	Agreement Link	No. of Slots	Current Awardees	Total Awardees	Start	End
TRA-999	Dummy	Unidentified Donor	N/A	1	1	1	2024-2025	2024-2025



# EXPORTING FACULTY PROGRAMS PROFILES

## TEACHING & RESEARCH AWARDS (Exporting bulk profiles)

- When **exported as an Excel file**, the spreadsheet includes the TRA ID, TRA Name, Donor, Donor Representative, their email and contact number, Agreement Link, initial number of slots, current number of awardees, total awardees to date, and the starting and ending periods of the exported TRAs.

A	B	C	D	E	F	G	H	I	J	K	L	
1	TRA ID	Award Name	Donor	Contact Person	Email	Contact Num	Agreement Link	No. of Slots	Current Awardees	Total Awardees	Start	End
2	TRA-999	Dummy	Unidentified Donor	Unidentified Contact Person	NaN	NaN		1	1	1	2024-2025	2024-2025
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

## TEACHING & RESEARCH AWARDS (Exporting single profile)

Action

See More

Print Profile

1

In the **Teaching & Research Awards** tab, click the **See More** button of the TRA profile you want to export.

2

At the bottom of the **TRA History** section, click **Print Profile**.

3

The output is a **PDF** version of the TRA Profile exported.

Report generated: May 27, 2023 | 11:51 PM

UP Engineering R&D Foundation

TEACHING & RESEARCH AWARD PROFILE REPORT

TRA Unique ID:	TRA-999
Name:	Dummy
Donor:	Unidentified Donor
Contact Person:	Unidentified Contact Person
Email:	NaN
Contact No:	NaN
Agreement Link:	N/A
Number of Slots:	1
Current Awardees:	1
Total Awardees:	1
Benefits:	22
Restrictions:	N/A
Remarks:	N/A
Start Period:	AY 2024-2025
End Period:	AY 2024-2025

### Faculty Recipients

Showing all awardees.

No faculty recipients found.



# EXPORTING FACULTY PROGRAMS PROFILES

## FACULTY AWARDS (Exporting bulk profiles)

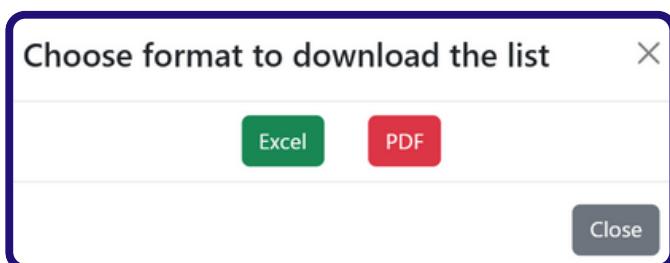
- 1 In the **Faculty Awards** tab, select the **appropriate filters** for the data you wish to export.

The screenshot shows the 'Faculty Awards' tab selected in a navigation bar. Below it are three search fields: 'Search by FA Name' (with a dropdown for 'FA Name'), 'Search by Donor' (with a dropdown for 'Donor'), and 'Search by Status' (with a dropdown for 'Select Status'). At the bottom are buttons for 'Reset Filters', 'Save FA List', and 'Export List'.

**Export List**

1.1

- If no filters are needed, simply click the **Export List** button to proceed.



In the modal window, choose the **desired export format** (e.g., PDF, Excel). Once the download is complete, click the **Close** button.

- 3.1 When **exported as a PDF**, the report includes the FA ID, FA Name, Donor, Agreement Link, initial number of slots, current number of awardees, total awardees to date, as well as the starting and ending periods of the exported FAs.

The report header includes the logo of 'UP Engineering R&D Foundation' and the text 'Report generated: May 27, 2025 | 11:56 PM'. The title 'AWARD LIST REPORT' is centered above the table. The table has a header row with columns: FA ID, Award Name, Donor, Agreement Link, No. of Slots, Current Awardees, Total Awardees, Start, and End. The data row shows: FA-999, Dummy, Unidentified Donor, N/A, 1, 1, 1, 2024-2025, and 2024-2025.

FA ID	Award Name	Donor	Agreement Link	No. of Slots	Current Awardees	Total Awardees	Start	End
FA-999	Dummy	Unidentified Donor	N/A	1	1	1	2024-2025	2024-2025



# EXPORTING FACULTY PROGRAMS PROFILES

## FACULTY AWARDS (Exporting bulk profiles)

- When **exported as an Excel file**, the spreadsheet includes the FA ID, FA Name, Donor, Donor Representative, their email and contact number, Agreement Link, initial number of slots, current number of awardees, total awardees to date, and the starting and ending periods of the exported FAs.

A	B	C	D	E	F	G	H	I	J	K	L	
1	FA ID	Award Name	Donor	Contact Person	Email	Contract Num	Agreement Link	No. of Slots	Current Awardees	Total Awardees	Start	End
2	FA-999	Dummy	Unidentified Donor	Unidentified Donor	Nan	Nan		1	1	1	2024-2025	2024-2025
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

## FACULTY AWARDS (Exporting single profile)

Action

See More

Print Profile

- 1 In the **Faculty Awards** tab, click the **See More** button of the FA profile you want to export.

- 2 At the bottom of the **FA History** section, click **Print Profile**.

- 3 The output is a **PDF** version of the FA Profile exported.

Report generated: May 26, 2025 | 12:00 AM

**UP Engineering R&D Foundation**

**FACULTY AWARD PROFILE REPORT**

FA Unique ID:	FA-999
Name:	Dummy
Donor:	Unidentified Donor
Contact Person:	Unidentified Donor
Email:	Nan
Contact No:	Nan
Agreement Link:	N/A
Number of Slots:	0
Current Awardees:	1
Total Awardees:	1
Benefits:	N/A
Restrictions:	N/A
Remarks:	N/A
Start Period:	AY 2024-2025
End Period:	AY 2024-2025

### Faculty Recipients

Showing all awardees.

Faculty Name	Unit	AY	Remarks
Riguel Del Monte	UPCOE	2024-2025	N/A



# EXPORTING FACULTY PROFILES

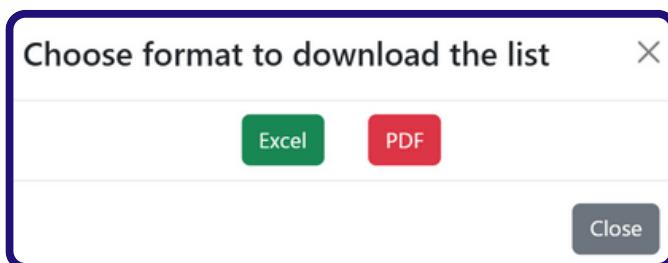
## PCA AWARDEES (Exporting bulk profiles)

- 1 In the **PCA Awardees** tab, select the **appropriate filters** for the data you wish to export.

The screenshot shows the 'PCA Awardees' tab selected in a navigation bar. Below it are several search and filter fields: 'Search by Faculty Name' (with a 'Faculty Name' input field), 'Search by FN' (with a 'Faculty No.' input field), 'Search by Unit' (with a dropdown menu for 'Select Unit'), 'Search by PCA Name' (with a 'PCA Name' input field), 'Search by Donor' (with a 'Donor Name' input field), and 'Search by Status' (with a dropdown menu for 'Select Status'). At the bottom are buttons for 'Reset Filters', 'Save PCA Recipient List', and 'Export List'.

**Export List**

- 1.1 If no filters are needed, simply click the **Export List** button to proceed.



- 2 In the modal window, choose the **desired export format** (e.g., PDF, Excel). Once the download is complete, click the **Close** button.

- 3.1 When **exported as a PDF**, the report includes a table listing the exported PCA awardees along with their faculty IDs, names, units, awarded PCA names, research titles, research links, and the academic periods during which they received the PCAs.

The PDF report has a header 'Report generated: May 28, 2023 | 12:00 AM' and a title 'FACULTY LIST REPORT'. It features a table titled 'PCA Awardees List' with columns: Faculty No., Faculty Name, Unit, AY, Award, Research Title, and Research Link. Two rows of data are shown:

Faculty No.	Faculty Name	Unit	AY	Award	Research Title	Research Link
1	Catrina S. Corpuz	UPCOE	2024-2025	Alejandro Melchor Professorial Chair in Engineering	UP ERDFI CIS	<a href="https://drive.google.com/file/d/1MPzG96vZ8cib-ZgnZjB9MoWQrupa/view?usp=sharing">https://drive.google.com/file/d/1MPzG96vZ8cib-ZgnZjB9MoWQrupa/view?usp=sharing</a>
2	Dum M.. My	ICE	2024-2025	Alexan Professorial Chair in Engineering	Sustainable Construction Practices in San Vicente, Laguna: A Case Study	<a href="https://drive.google.com/file/d/1cUCKxPf5juezlDgNgUwp1XLGGYOQ_iew?usp=drive_link">https://drive.google.com/file/d/1cUCKxPf5juezlDgNgUwp1XLGGYOQ_iew?usp=drive_link</a>



# EXPORTING FACULTY PROGRAMS PROFILES

## PCA AWARDEES (Exporting bulk profiles)

3.2

When **exported as an Excel file**, the spreadsheet includes the PCA awardees' faculty ID, name, unit, academic year the faculty received the PCA, PCA name, the research title that won the PCA, its corresponding link, and the faculty's email and contact number.

A	B	C	D	E	F	G	H	I	
1	Faculty Number	Faculty Name	Unit	Academic Year	Award	search Ti	Research Link	Email	Contact Number
2	1	Catrina S. Corpuz	UPCOE	2024-2025	Alejandro Melcho UP ERDF	https://drive.google.com/file/d/1IMPvzGP6vZ8clb-ZginZjB9M0WQr-upa/view?usp=sharing	cscorpuz2@up.edu.ph		
3	2	Dum M. My	ICE	2024-2025	Alexan Professoria Sustaina	https://drive.google.com/file/d/1IMPvzGP6vZ8clb-ZginZjB9M0WQr-upa/view?usp=sharing	dmy@up.edu.ph		
4									
5									
6									
7									
8									
9									
10									
11									
12									

## PCA AWARDEES (Exporting single profile)

Action

See More

Print Profile

1

In the **PCA Awardees** tab, click the **See More** button of the PCA awardee profile you want to export.

2

At the bottom of the **Faculty History** section, click **Print Profile**.

3

The output is a **PDF** version of the PCA Awardee Profile exported.

Report generated: May 28, 2025 | 12:15 AM

**FACULTY PROFILE REPORT**

**UP Engineering R&D Foundation**

**Faculty Number:** 1  
**Name:** Catrina S. Corpuz  
**Email:** cscorpuz2@up.edu.ph  
**Contact No.:** N/A  
**Address:** N/A  
**Unit:** UPCOE

**Professorial Chair Awards**

Showing all awards received.

AY Start	AY End	Award	Research Title	Research Link
2024	2025	Alejandro Melchor Professorial Chair in Engineering	UP ERDF CIS	https://drive.google.com/file/d/1IMPvzGP6vZ8clb-ZginZjB9M0WQr-upa/view?usp=sharing

### Teaching & Research Awards

Showing all awards received.

AY Start	AY End	Award	Remarks
2024	2025	Dummy	Second time winning

### Faculty Awards

Showing all awards received.

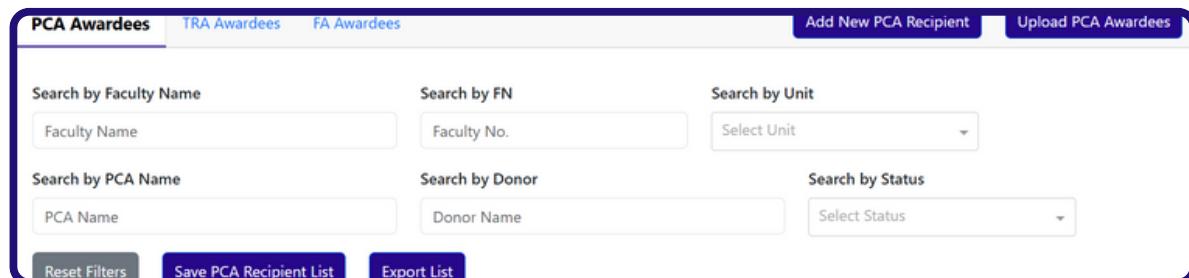
No data found.



# EXPORTING FACULTY PROGRAMS PROFILES

## TRA AWARDEES (Exporting bulk profiles)

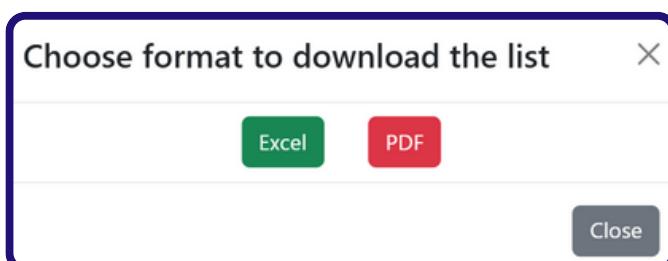
- In the **TRA Awardees** tab, select the **appropriate filters** for the data you wish to export.



The screenshot shows the 'TRA Awardees' tab selected in a navigation bar. Below it are several search and filter fields: 'Search by Faculty Name' (with 'Faculty Name' input), 'Search by FN' (with 'Faculty No.' input), 'Search by Unit' (with 'Select Unit' dropdown), 'Search by PCA Name' (with 'PCA Name' input), 'Search by Donor' (with 'Donor Name' input), and 'Search by Status' (with 'Select Status' dropdown). At the bottom are buttons for 'Reset Filters', 'Save PCA Recipient List', and 'Export List'.

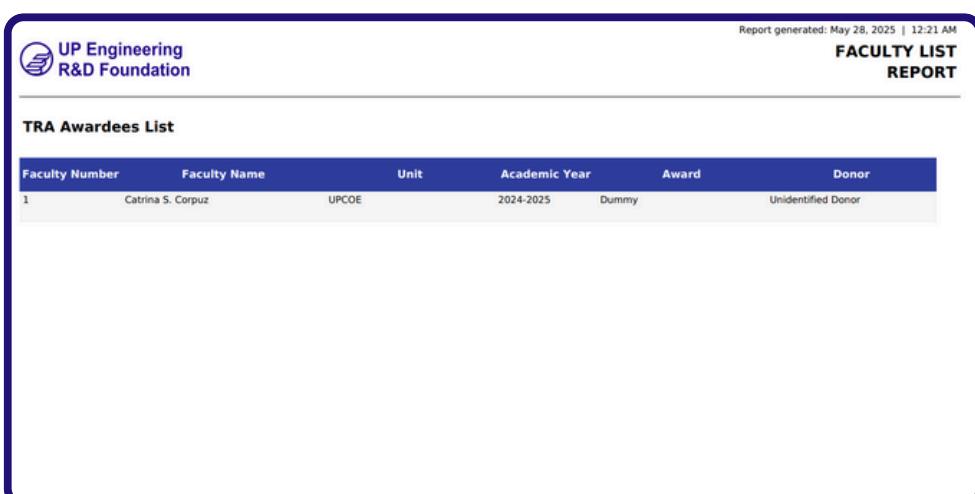
**Export List**

- 1.1 If no filters are needed, simply click the **Export List** button to proceed.



- 2 In the modal window, choose the **desired export format** (e.g., PDF, Excel). Once the download is complete, click the **Close** button.

- 3.1 When **exported as a PDF**, the report includes a table listing the exported TRA awardees along with their faculty IDs, names, units, awarded TRA names, TRA donors, and the academic periods during which they received the TRAs.



The screenshot shows a PDF report titled 'FACULTY LIST REPORT'. At the top left is the logo of 'UP Engineering R&D Foundation'. At the top right is the text 'Report generated: May 28, 2025 | 12:21 AM'. The main section is titled 'TRA Awardees List'. Below it is a table with the following data:

Faculty Number	Faculty Name	Unit	Academic Year	Award	Donor
1	Catrina S. Corpuz	UPCOE	2024-2025	Dummy	Unidentified Donor



# EXPORTING FACULTY PROGRAMS PROFILES

## TRA AWARDEES (Exporting bulk profiles)

- When **exported as an Excel file**, the spreadsheet includes the TRA awardees' faculty ID, name, unit, academic year the faculty received the TRA, TRA name, the TRA donor, and the faculty's email and contact number.

	A	B	C	D	E	F	G	H
1	Faculty Number	Faculty Name	Unit	Academic Year	TRA Name	Donor	Email	Contact Number
2	1	Catrina S. Corpuz	UPCOE	2024-2025	Dummy	Unidenti	cscorpuz2@up.edu.ph	
3								
4								
5								
6								
7								
8								
9								
10								
11								

## TRA AWARDEES (Exporting single profile)

Action

See More

Print Profile

- 1 In the **TRA Awardees** tab, click the **See More** button of the TRA awardee profile you want to export.

- 2 At the bottom of the **Faculty History** section, click **Print Profile**.

- 3 The output is a **PDF** version of the TRA Awardee Profile exported.

Report generated: May 28, 2025 | 12:15 AM

UP Engineering R&D Foundation

FACULTY PROFILE REPORT

Faculty Number:	1
Name:	Catrina S. Corpuz
Email:	cscorpuz2@up.edu.ph
Contact No.:	N/A
Address:	N/A
Unit:	UPCOE

**Professorial Chair Awards**

Showing all awards received.

AY Start	AY End	Award	Research Title	Research Link
2024	2025	Alejandro Melchor Professorial Chair in Engineering	UP ERDFI CIS	<a href="https://drive.google.com/file/d/1IMPvzGP6vZ8clb-Zgin2jB9M0Wqr-upa/view?usp=sharing">https://drive.google.com/file/d/1IMPvzGP6vZ8clb-Zgin2jB9M0Wqr-upa/view?usp=sharing</a>

### Teaching & Research Awards

Showing all awards received.

AY Start	AY End	Award	Remarks
2024	2025	Dummy	Second time winning

### Faculty Awards

Showing all awards received.

No data found.



# EXPORTING FACULTY PROGRAMS PROFILES

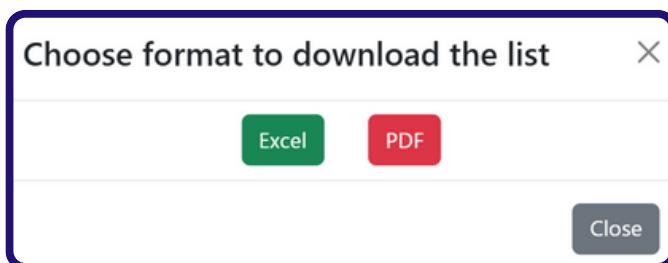
## FA AWARDEES (Exporting bulk profiles)

- In the **FA Awardees** tab, select the **appropriate filters** for the data you wish to export.

The screenshot shows the 'FA Awardees' tab selected in a navigation bar. Below it are several search and filter fields: 'Search by Faculty Name' (with a 'Faculty Name' input field), 'Search by FN' (with a 'Faculty No.' input field), 'Search by Unit' (with a 'Select Unit' dropdown), 'Search by PCA Name' (with a 'PCA Name' input field), 'Search by Donor' (with a 'Donor Name' input field), and 'Search by Status' (with a 'Select Status' dropdown). At the bottom are buttons for 'Reset Filters', 'Save PCA Recipient List', and 'Export List'.

**Export List**

- 1.1 If no filters are needed, simply click the **Export List** button to proceed.



- 2 In the modal window, choose the **desired export format** (e.g., PDF, Excel). Once the download is complete, click the **Close** button.

- 3.1 When **exported as a PDF**, the report includes a table listing the exported TRA awardees along with their faculty IDs, names, units, awarded TRA names, TRA donors, and the academic periods during which they received the TRAs.

The PDF report has a header with the UP Engineering R&D Foundation logo and the title 'FACULTY LIST REPORT'. It includes a timestamp 'Report generated: May 28, 2025 | 12:21 AM'. The main content is a table titled 'TRA Awardees List' with columns: Faculty Number, Faculty Name, Unit, Academic Year, Award, and Donor. One row is shown: Faculty Number 1, Faculty Name Catrina S. Corpuz, Unit UPCOE, Academic Year 2024-2025, Award Dummy, and Donor Unidentified Donor.

Faculty Number	Faculty Name	Unit	Academic Year	Award	Donor
1	Catrina S. Corpuz	UPCOE	2024-2025	Dummy	Unidentified Donor



# EXPORTING FACULTY PROGRAMS PROFILES

## FA AWARDEES (Exporting bulk profiles)

When **exported as an Excel file**, the spreadsheet includes the FA awardees' faculty ID, name, unit, academic year the faculty received the FA, FA name, the FA donor, and the faculty's email and contact number.

	A	B	C	D	E	F	G	H
1	Faculty Number	Faculty Name	Unit	Academic Year	FA Name	Donor	Email	Contact Number
2	3	Riguel Del Monte	UPCOE	2024-2025	Dummy	Unidenti	ddumb@up.edu.ph	
3								
4								
5								
6								
7								
8								
9								
10								

## FA AWARDEES (Exporting single profile)

Action

See More

Print Profile

- In the **FA Awardees** tab, click the **See More** button of the FA awardee profile you want to export.

- At the bottom of the **Faculty History** section, click **Print Profile**.

- The output is a **PDF** version of the FA Awardee Profile exported.

Report generated: May 28, 2025 | 12:30 AM

UP Engineering R&D Foundation

**FACULTY PROFILE REPORT**

Faculty Number: 3  
Name: Riguel Del Monte  
Email: ddumb@up.edu.ph  
Contact No.: N/A  
Address: N/A  
Unit: UPCOE

**Professorial Chair Awards**  
Showing all awards received.  
No data found.

### Teaching & Research Awards

Showing all awards received.

No data found.

### Faculty Awards

Showing all awards received.

AY Start	AY End	Award	Remarks
2024	2025	Dummy	N/A



# FREQUENTLY ASKED QUESTIONS

## **Why can't I find the donor in the "Donor Name" dropdown?**

If you're unable to find the donor in the dropdown, it may be because the corresponding Donor profile has not been created yet. Please ensure that the Donor profile exists before selecting it in the dropdown.

## **Why are my links not working?**

Please ensure that the links you are uploading are in HTTPS format, not PDF or other file types. Links should be in a valid and accessible URL format to function properly.

## **Can I use the "Upload" feature to update the period start/end dates or graduation year?**

No, the "Upload" feature is only for inserting and updating the status. It cannot be used for updating the period start/end dates or the graduation year.

## **What should happen if the donor of a program is changed?**

If the donor of a program is changed, a new program profile should be created. Changing the donor linked to an existing profile will modify all previous records and may result in data loss. To preserve historical data, it's recommended to create a new profile for the updated donor.



# FREQUENTLY ASKED QUESTIONS

## **When should I set the status of a donor?**

When a new donor profile is created, the status is automatically set to "Inactive." The status will be updated to "Active" once a student or faculty program is linked to the donor. Donor status cannot be manually adjusted.

## **When should I set the status of a student or faculty program?**

When a new student or faculty program is created, the status is automatically set to "Active." You can change the status to "Inactive" or "None" as appropriate.

## **When should I set the status of a student?**

When a new student profile is created, the status is automatically set to "Continuing." You can then update the status to "Probation," "Terminated," or "Graduated" as needed.

**Note:** *It is recommended to update the status manually rather than using bulk uploads to avoid extended processing times.*





UP Engineering  
R&D Foundation

***Unified Information Platform***

**END**

May 2025  
Version 1.0

