

# REGISTRAR'S OFFICE STUDENTS RECORDS SECTION

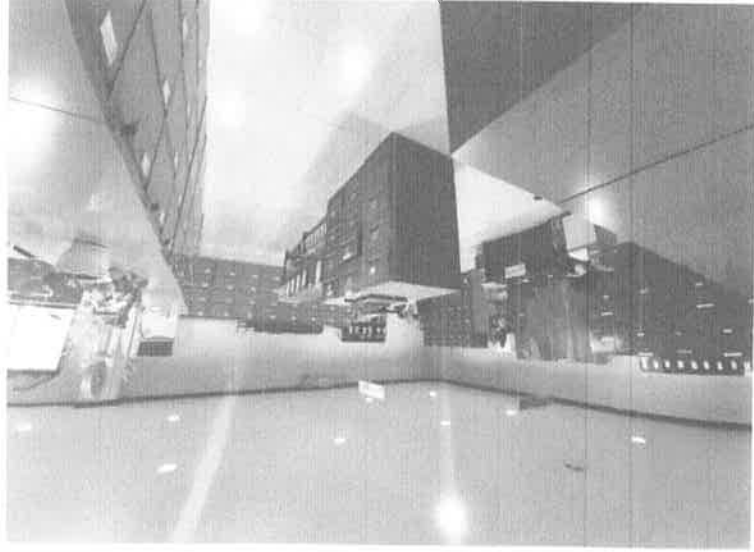


**Keeps records of the ff  
students:**

- Active
- In Active
- Graduated



**With newly acquired  
steel cabinets to  
safely keep students  
and other school  
records**



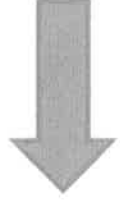
**Other records filed/kept:**

- Program Curriculum( old  
and current)
- BOT Resolutions
- CHED Memorandum  
Orders and others
- Enrollment Data
- Graduation Data

**The working space for  
filing and updating of  
student records**



**Different  
school forms  
and log books**

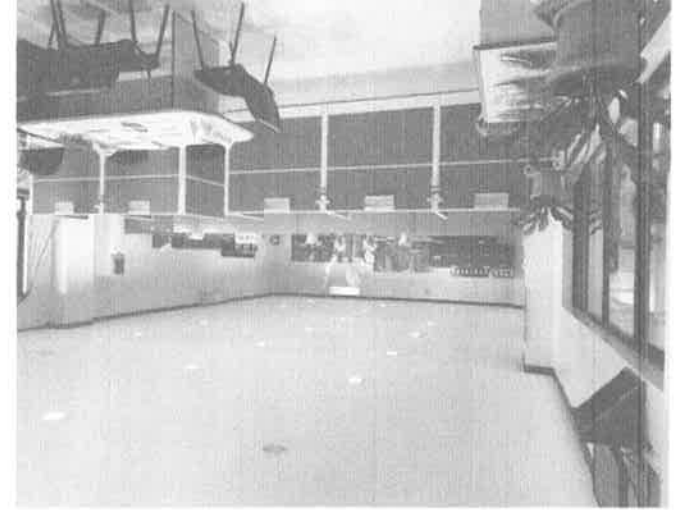


**Specific place provided for the records of  
graduating students. This is to easily  
retrieve their records for monitoring**





**Working space of the  
College Registrar and the  
Academic Evaluators of the  
different Programs**



Gov. Alfonso D. Tan College  
Maloro, Tangub City

College Information System Office

## GADTC Information System

### Description

This system deals with the automation on the processing of information related to students including admission, enrolment and grades, the fee structure and assessment, academic programs, the course offerings and schedules and other information that is valuable to the college.

### Log-in Form

This is where the registered users input their username and password in order to open the home screen of the system. The system has different types of users depending on the transactions they are performing. Restrictions to different modules are being observed to maintain the integrity of data.



Fig. 1

### Main Screen/Form

This is the systems main screen where you can find all the menu and sub-menu including the shortcuts to significant modules.



Fig. 2

### Registrar Menu

The registrar menu includes the following modules as follows:

- Student Admission
- Course Entry
- Curriculum Entry
- Instructor Entry
- Course Offering & Schedules
- Enrolment Entry
- Grade Entry

### Student Admission

This module will store students' information (Personal Data, Last School Attended, & Profile Picture). The registered user of the system can also update, edit and delete student and its related data.

Student's information

Personal Information

Student ID Number: [Text Box]  
Classification: [Text Box]  
Last Name: [Text Box]  
First Name: [Text Box]  
Middle Name: [Text Box]  
Sex: [Text Box]  
Date of Birth: [Text Box]  
Blood Type: [Text Box]  
Insurance: [Text Box]  
Contact Number: [Text Box]  
Place of Birth: [Text Box]  
Course: [Text Box]  
Religion: [Text Box]  
Email Address: [Text Box]  
Last Term Enrolled: [Text Box]

Other Information

Last School Attended: [Text Box]  
Name of the School: [Text Box]  
Principal/Teacher: [Text Box]  
Year Graduated: [Text Box]  
Permanent Address: [Text Box]  
Birth Date: [Text Box]  
Zip Code: [Text Box]

Buttons: Edit/Update, Delete, Clear, Exit

Fig. 3

### Course Entry

This module will let the user set-up the course information that can be found in the curriculum of each program.

Course Entry

Subject Code: [Text Box]  
Department: [Text Box]  
Subject Name: [Text Box]  
Descriptive Title: [Text Box]  
Classification: [Text Box]  
Units: [Text Box]

Buttons: F1-New, F9-Save, F2-Edit, F3-Clear, F7-Exit

Fig. 4

**Curriculum Entry**

This module is use to set-up the curriculum per program. The data here will be used in the evaluation of students' records.

Set-up Curriculum

Curr. Code:

Course:

Institute:

Effective AY:

Add Subject

Fig. 5

**Instructor Entry**

This module is used to store Instructor basic information. The instructor will use their individual account for the entry of grades.

Ins. Code

Last Name:

First Name:

M. Name:

Department:

Fig. 6

**Course Offering & Schedules**

This module is used to set-up the course offerings in a semester. The set-up includes the time, day, section and the room assignments. The offering will also be identified if it is a tutorial class or a petitioned class. Schedule code in each offering will be generated which will be used during the enrolment.

Set-up Schedule

School Term:

Schedule Code:

Course:

Subject Name:

Descriptive Title:

MON

TUE

WED

THU

FRI

SAT

SUN

Room:

Max. Students:

Split Code:

Block Section

Section:

Tutorial

Petition:

TIME

From

To

New

Save

Edit

Delete

Clear

Exit

Fig. 7

**Enrolment Entry**

This module is used to input the courses to be enrolled by the students in a semester. The user can also update, edit and delete the enrolment entry of a student.

Enrolment

School Term:

Date Enrolled: 03/12/2019

ID Number:

Name:

Course:

Year:

Section:

Classification:

Schedule Code:

Total Units: 0

New

Edit

Cancel

Exit

Fig. 8

**Grade Entry**

This module is used by the instructors/professors to input the grades of their students in each courses declared in their faculty load. The faculty member is given with individual access codes each semester in order for them to input the grades.

School Term: 2ND SEMESTER 2018-2019

Instructor Code: 20133

Name: FLORIZA, JADE ANN E

Institute: ICS

Print

Cancel

Exit

Schedule Code	Subject	Time and Days	Room	Units	Access
1182018	CIC 122 (LEC)	01:00 PM - 02:00 PM (TF)	MB-210	2.0	30
1182019	CIC 122 (LAB)	01:00 PM - 02:30 PM (MTW)	MB-209	1.0	30
1182022	CIC 111 (LEC)	03:00 PM - 04:00 PM (TF)	MB-212	2.0	25
1182033	CIC 111 (LAB)	02:30 PM - 04:00 PM (MTW)	MB-207	1.0	25
1182043	PSC 311 (LAB)	08:30 AM - 10:00 AM (MTW)	MB-209	1.0	12
1182044	PSC 311 (LEC)	09:00 AM - 10:00 AM (TF)	MB-210	2.0	12
1182770	COMP 101 (LAB)	05:30 PM - 07:00 PM (MTW)	ICS OFC	1.0	1
1182850	CS 160 (LEC)	09:00 AM - 12:00 PM (W)	ICS OFC	3.0	1

Total Units: 16.0

Fig. 9

**Accounting Menu**

The Accounting menu includes the following modules as follows:

- Set-up Courses Rates
- Set-up Other Fees
- Set-up Discounts
- Assign Rate Code (Student)
- Assign Discount Codes (Student)
- Student Assessment
- Accept Cash Payment
- Verify OR Number

**Set-up Course Rates**

This module is used to set-up the rates per course that will be used during the assessment.

Setup Subject(Lec) Rates

School Term:

Date Code:

Subject Code	Subject Name	Unit	Rate
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FL New

FL Save

FL Edit

FL Clear

FL Exit

Fig. 10



### Set-up Other Fees

This module is used to set-up other schools fees that will be reflected in the assessment of student fees.

Other Fee Code: 8140

Course:

Subject Code:

Description: OTHER FEES (TUTORIAL)

Identifier(Monthly Income):

Group Name(Monthly Name):

Column Name(Abstract):

Rate: 2350.0

Assess: ☒ YES ☐ NO

Type: ☐ Other Fees ☒ Misc

New Save Edit Cancel Exit

Fig. 11

### Set-up Discounts

This module is used to set-up the discount that is offered by the college.

Setup Discounts

Discount Code:

Name:

Type	Percentage	Amount	Kind	Fix	Not Fix
Tuition:	PHP 0.00		Tuition:	0.00	%
Laboratory:	PHP 0.00		Laboratory:	0.00	%
Other Fees:	PHP 0.00		Other Fees:	0.00	%

New Save Edit Clear Exit

Fig. 12

**Student Assessment**

This module will determine the total amount to be paid by the student including the previous balance if there's any. It will also generate an itemized breakdown of fees.

Forward Assessment

School Term:  
OR #:  
ID Number:  
Name:  
Course:  
Year:  
Units Enrolled:

Print  
Show

School Fees

Fee Code	Fee Name	Units	Rate	Amt. Due	Multplier

Tutorial Fees

Subject Code	Subject Name	Units	Rate	Amt. Due	Multplier

Petition Fees

Fee Code	Fee Name	Units	Rate	Amt. Due	Multplier

Print Account  
Balance:  
Excess:

Tuition:  
Laboratory:  
Other Fees:  
Misc:

Other School Fees:  
Overall Total

Cancel

Edit

Fig. 12

**Accept Cash Payment**

This module is used by the cashier to determine the amount to be collected from the students. The cashier will accept partial payments from students and will be reflected in their ledger.

School Term:  
OR #:  
ID Number:  
Course:  
Payor:  
Amt. Received:  
Remaining Balance:

Type:  
General  
Trust Fund

Name:  
Year:  
Due for Major Exam:  
Contact #:

Amt. Due

Description

Rate Code

Description

Amt. Paid

F1-New

F9-Save

F2-Edit

F3-Clear

F7-Exit

Fig. 13

## REPORTS

### Print Study Load/Certificate of Registration

This report shows all the courses enrolled by the student in semester. This report is a proof that they are enrolled in courses found in their study load. They will present this study load to their instructor in the first day of class.

SPRINT CODE	SPRINT	SECTION	LEC	LAB	TIME	MB	MB	MB	MB
1191106	CUC 221	LEC	07:30 AM - 08:30 AM MTH	MB-110	2.0				
1191106	CUC 221	LAB	07:00 AM - 08:30 AM TUE	MB-111	1.0				
1191107	ESC 412	LAB	08:30 AM - 10:00 AM MTH	MB-211	1.0				
1191107	ESC 412	LEC	09:00 AM - 10:30 AM TUE	MB-210	2.0				
1191108	ESC 413	LAB	10:00 AM - 11:30 AM MTH	MB-211	1.0				
1191109	ESC 413	LAB	02:30 PM - 04:00 PM MTH	MB-211	1.0				
1191110	ESC 413	LEC	03:00 PM - 05:30 PM TUE	MB-214	2.0				
1191111	ESC 413	LAB	04:00 PM - 05:30 PM MTH	MB-211	1.0				
1191112	ESC 421	LEC	04:00 PM - 05:00 PM TH	GCTA	2.0				
1191113	ESC 421	LEC	10:00 AM - 11:30 AM TUE	MB-214	3.0				
1191114	ESC 422	LEC	11:00 AM - 01:00 PM TUE	MB-216	1.0				
1191114	ALUMNI 5	LEC							

2400.00	Tuition Fee	
7500.00	Lab Fee	
7663.50	Other School Fee	
34850.0	Pre Balance	
52413.50	Total	

Date Enrolled: 06/20/2019

Total Units: 17.0

Name: CABASAG, MARITCHO A

Section: 4

Course: BSC5

Classification: OLD

Print
 Cancel
 Exit

Fig. 14

## Print Student Permit

This report will be generated before major exams. The student permit report contains blank spaces for the signatures of the authorized signatories in different departments.



School Term: 1ST SEMESTER 2019 - 2020

ID Number: 162089

Name: CABASAG, MARITCHO A.

Course: BSCE

Year: 4

Major Exam: FINAL

 Print

 Cancel

Print Student Clearance (By Student)

School Term: 191

1ST SEMESTER 2019 - 2020

Period: PRELIM

Course:

- ☐ AB COMM
- ☐ AB ENGLISH
- ☐ AB POLSCI
- ☐ ACT
- ☐ AOA
- ☐ BEED
- ☐ BS CRIM
- ☐ BSBA-HROM
- ☐ BSBA-HRM
- ☐ BSBA-MM
- ☒ BSGS
- ☐ BSIED

Print

Cancel

Print Student Clearance (By Program)

[illegible]

**Sample Clearance**





**Print Enrollment Report**

This report will display the actual total number of students enrolled per program and year level.

Enrollment Report

187 2ND SEMESTER 2018-2019

Gov. Alfonso D. Tan College  
Enrollment Report  
2ND SEMESTER 2018-2019

INSTITUTE	PROGRAM	0 YR	1st YR	2nd YR	3rd YR	4th YR	Total
IAS	AB COMM	11	4		1		20
	AB ENGLISH	42	3	6	20		71
	AB POL SCI	7	14	8	4		33
	Total						92
IBF'S	B.S.BA HRDM		9	20	81		110
	B.S.BA HRM	37	1				38
	B.S.BA HR	11			23	16	50
	B.S.OA	46			2	14	62
ICJE	Total						615
	B.S.CRM	45	3	10	74		132
Total							567

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