

KLIK-A-SNAP Photography Services

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SCHOOL FORM 1 FORMAT

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An online archive of this document can be seen at the following link: <https://klik-a-snap.github.io/LCNHS/22/11/10/SF1-fmt.pdf>

DEFINITION OF TERMS

The key words "**MUST**", "**MUST NOT**", "**REQUIRED**", "**SHALL**", "**SHALL NOT**", "**SHOULD**", "**SHOULD NOT**", "**RECOMMENDED**", "**MAY**", and "**OPTIONAL**" in this document are to be interpreted as described in RFC 2119 (<https://datatracker.ietf.org/doc/html/rfc2119>).

- **MUST** — This word, or the terms "**REQUIRED**" or "**SHALL**", mean that the definition is an absolute requirement of the specification.
- **MUST NOT** — This phrase, or the phrase "**SHALL NOT**", mean that the definition is an absolute prohibition of the specification.
- **SHOULD** — This word, or the adjective "**RECOMMENDED**", mean that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.
- **SHOULD NOT** — This phrase, or the phrase "**NOT RECOMMENDED**" mean that there may exist valid reasons in particular circumstances when the particular behavior is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behavior described with this label.

As used in this document, the following terms **MUST** have the following meanings (such meanings **MUST** be equally applicable to both the singular and plural forms of the terms defined below, unless explicitly mentioned otherwise):

- **COMPANY** hereby refers to Klik-a-snap Photography Services, owned by Juvy G. Arriola and established in the Republic of the Philippines — only applicable in singular form
- **DEVELOPER** hereby refers to Jeremy Vien G. Arriola, the software engineer of the **COMPANY**, rightful co-owner and manager of the **COMPANY**'s electronic mail address klik-a-snap@pm.me and klik-a-snap@proton.me, and author of this document — only applicable in singular form; and
- **SCHOOL** hereby refers to the Lucena City National High School, located at Brgy. Ibabang Dupay, Red-V, Lucena City, Province of Quezon — only applicable in singular form

SCHOOL FORM 1

Hereunder tackles technical details, requests, recommendations, and considerations to be taken account for regarding the submission of School Form 1 to the **COMPANY**. The following sections requires the reader to possess some background knowledge regarding spreadsheet programs.

The **SCHOOL MUST** submit to the **COMPANY** the School Form 1 of all of the sections of the **SCHOOL**.

SCHEMA

Failure to comply to the following schema can lead to failure of production of identification cards for the **SCHOOL**, and thus delay the delivery of the services enumerated and promised upon the signed contract.

The School Form 1 **MUST** be submitted in an **.xlsx** file extension (Office Open XML), and **MUST** be named according to the following format:

[Grade No.]-[Section].xlsx

Such as that a School Form 1 containing students from a hypothetical Grade 6, section Aguinaldo **MUST** be named as following:

06-Aguinaldo.xlsx

Note that the grade number **MUST** be zero-padded to two characters, and that the section name **MUST NOT** be wholly capitalized, except for characters where it is appropriate to do so.

The spreadsheet **MUST** only contain a single sheet, and be named "Main". For human readability, it is **RECOMMENDED** to center every cells, and to use the font "Arial" with size 10. This will not affect the machine-readability of said school form.

Inside sheet "Main", Cell A1-2 **MUST** contain the strings "**Grade**" and "**Section**" respectively. Said cells are **RECOMMENDED** to be in bold. Cell B1-2 **MUST** contain the grade level of the students enumerated in the School Form 1 and their section, respectively. The grade number **MUST NOT** be zero-padded, and the section name **MUST NOT** be wholly capitalized, except for characters where it is appropriate to do so.

Cell A4 **MUST** contain the string "Male". Cell A-F5 **MUST** contain the strings "**Index**", "**LRN**", "**Name**", "**Address**", "**Guardian's Name**", and "**Guardian's Phone Number**" respectively. Cells A4 and A-F5 are **RECOMMENDED** to be in bold, for human readability.

In the subsequent rows, the male students in the section **MUST** be sorted in alphabetical order using their last names.

The first column (cell A) **MUST** contain the index number of the student in alphabetical order, starting from the number one(1).

The second column (cell B) **MUST** contain the name of the student in the following format:

[Last Name], [Given Name] [Middle Name Initials]

such as that a hypothetical student named “**Juan S. de la Cruz**” — whereas “**Juan**” is the given name, “**S.**” is the middle name initial, and “**de la Cruz**” is the last name — **MUST** be written as following:

de la Cruz, Juan S.

The name of the student **MUST NOT** be wholly capitalized, except for characters where it is appropriate to do so.

The third column **MUST** contain the physical address of the student, and **SHOULD** follow the following format:

[House number], [Street name], [Subdivision / Residential area], [Barangay / Administrative district], [City / Municipality]

The address **MUST NOT** be wholly capitalized, except for characters where it is appropriate to do so.

The fourth column **MUST** contain the name of the student’s guardian, and **MUST** be written in the same way as the student’s name.

The fifth column **MUST** contain the guardian’s phone number, which **MUST** be written in one of the following formats:

- **0XX XXX XXXX**
- **02 XXXX XXXX**; or
- **09XX XXX XXXX** for mobile phone numbers.

After enumerating male students in the section, skip 1 row. The cell immediately below the skipped row **MUST** contain the string “Female”. Below said row, follow the exact instruction done with the male students, starting from cell A-F5, except applied with female students.

If the data for the QR code will be provided by the **SCHOOL** and the School Form 1 has been chosen to be the medium for the said data, it **MUST** be placed between the LRN and the name of the student, and should have the header “**QR**”.

An example of this can be downloaded at the following link:

<https://klik-a-snap.github.io/LCNHS/22/11/07/tpl-qr.xlsx>

EXAMPLE

This example can be downloaded at the following link: <https://klik-a-snap.github.io/LCNHS/22/11/07/tpl.xlsx>

	Grade	6				
	Section	Aguinaldo				
	Male					
	Index	LRN	Name	Address	Guardian's Name	Guardian's Phone Number
	1	123456123456	Surname, First Name M.I.	[House number], [Street name], [Subdivision/ Residential area], [Barangay/Administrative district], [City/Municipality]	Surname, First Name M.I.	09XX XXX XXXX
	2	234561234561	de la Cruz, Juan S.	Blk. 10 Lot 20 Mabuhay St., Brgy. Gulang-Gulang, Lucena City, Quezon	Marites B. de la Cruz	0912 345 6789
	Female					
	Index	LRN	Name	Address	Guardian's Name	Guardian's Phone Number
	1	345612345612	de la Cruz, Maria S.	Blk. 10 Lot 20 Mabuhay St., Brgy. Gulang-Gulang, Lucena City, Quezon	Marites B. de la Cruz	0912 345 6789

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Page 5
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