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**University of San Carlos
School of Arts and Sciences
Department of Computer and Information Sciences**

Final Capstone Document Format

This final capstone document format aims to guide the capstone students of the Department of Computer and Information Sciences in writing capstone paper. Comments and suggestions are continually welcome for the improvement of the capstone program.

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CAPSTONE DOCUMENT FORMAT GUIDELINES

- **Paper and Font.** Use 8.5 X 11. Use one side of the page only. Use Arial for font style and font size 12-point.
- **Margins.** Left 1.5 inches; top, bottom, and right, 1 inch.
- **Spacing.** Use 1.5 spacing for the text. Use 1.5 space for table and figure captions.
- **Figures and Illustrations.** Figures, tables, graphs, etc., should be positioned and labeled appropriately. Figure # should be placed bottom center of the figure. Table # should be placed upper left of the table.

Figures:

- A figure is any type of illustration other than a table (chart, graph, photograph, or drawing).
- Use figures to complement information in text or to simplify text.
- Number figures in the order they are first mentioned in text. Do not write “the figure above” or “the figure below.”
- Ensure that figures are simple, clear and consistent in presentation and vocabulary.
- Ensure data are plotted accurately and the grid scale is proportioned.
- Place labels close to the identified item.
- Axis labels on graphs should be parallel to their axes.
- Captions include the figure title and a brief, but descriptive, explanation of the figure.
- Use 1.5 the caption and place it below the figure.
- The figure legend should be positioned within the borders of the figure.

Example

The following figure and note are each adapted from the Publication Manual of the American Psychological Association (APA, 2001, pp. 182-183).

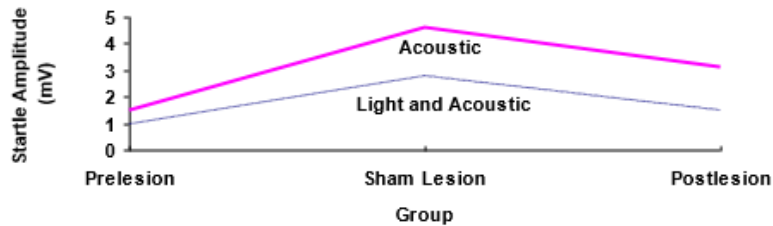


Figure 1. Mean amplitude startle response for prelesion, sham lesion, and postlesion groups in acoustic and light-and-acoustic test conditions.

Tables:

- Use tables for the purpose of simplifying text. A table with 2 or fewer columns and rows should be presented in text format instead of a table.
- Number tables in the order they are first mentioned in text. Do not write “the table above” or “the table below.”
- Be consistent in the formatting and vocabulary of all tables when writing a paper.
- Apply 1.5 spacing of the entire table
- Ensure that your table title is brief but explanatory.
- Italicize the table title. Do not italicize the table number
- Standard abbreviations and symbols, such as % or no. may be used in headings without further explanation.
- Ensure each column has a heading
- Capitalize only the first letter of the first word of all headings. If a word is a proper noun, however, be sure to capitalize the first letter anyway.

Example

See Table 1 as a guide to the formatting of a table. This table is an example from the Publication Manual of the American Psychological Association (APA, 2001, p. 149). The fictitious general note has been included as an example.

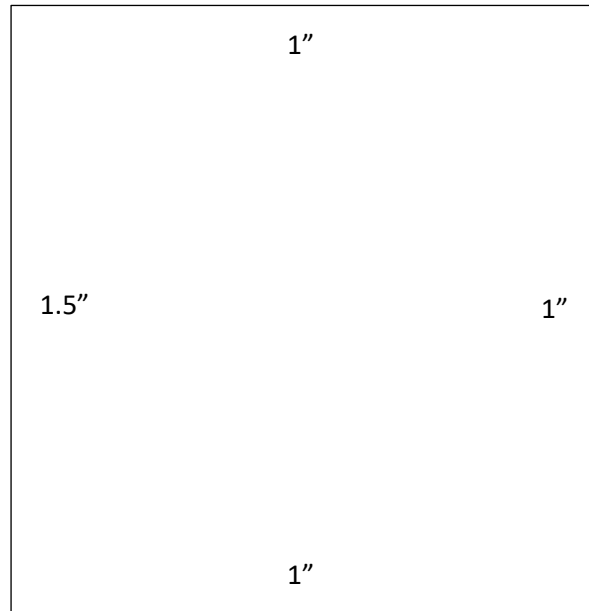
Table 1

Error Rates of Older and Younger Groups

Level of difficulty	<u>Mean error rate</u>		<u>Standard deviation</u>		<u>Sample size</u>	
	Younger	Older	Younger	Older	Younger	Older
Low	.05	.14	.08	.15	12	18
Moderate	.05	.17	.07	.15	15	12
High	.11	.26	.10	.21	16	14

- **Page Number.** Show page number at the bottom right side of the page
- **Title Page.** No page number but counted as page i
- **Approval Sheet.** No page number but counted as page ii
- **Acknowledgement.** Counted as page iii. Page number shown
- **Abstract.** Counted as page iv. Page number shown
- **Table of Contents.** Counted as page v. Page number shown
- **List of Figures.** Counted as page vi. Page number shown
- **List of Tables.** Counted as page vii. Page number shown
- **Appendices.** No page number. This include System Installation, Users' Manual and Curriculum Vitae.
- **Chapter 1.** Begin page number at 1, page number is shown and onwards

White Short Bond Paper (8.5" X 11")



ORAL EXAMINATION/DEFENSE GUIDELINES

A capstone proponent is eligible for **ORAL EXAMINATION/DEFENSE** only if

- a. Capstone adviser recommends the capstone by signing the **SWORN STATEMENT AND RECOMMENDATION** Form;
- b. Three copies of the capstone document must be submitted to your CAPSTONE COURSE INSTRUCTOR on **November 9, 2018.**

Printing. (For Oral Defense Only). Bind your printed Capstone document using clear folder with slide or binder paper clip: Secure three copies for the members of the panel.

FIRE SURVIVOR: A 3D SIMULATING GAME FOR SURVIVING A FIRE EMERGENCY

A Capstone Project

Presented to the Faculty of the

Department of Computer and Information Sciences

University of San Carlos

In Partial Fulfillment

of the Requirements for the Degree

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

By

JULIUS F. CANILLO

BELLA S. PADILLO

GEMMARY D. MAGALLANE

GRACE R. TAGOLINO

ANGIE M. CENIZA, PhD

Faculty Adviser

June 2018

Approval Sheet. Print three copies of your Approval Sheet with the names of the capstone committee indicated. Have it signed by Industry panel member if the Oral Defense verdict is Passed with Revision

- c. The three possible verdicts after the defense are:

ACCEPT WITH REVISIONS. Minor revisions are necessary to enhance the document and/or software, but they do not have to be presented in front of the panelists. The panelists are tasked to make sure that all the revisions are made.

REDEFENSE. Another formal defense is necessary because the proponent failed to present his/her capstone properly and/or the documentation and/or software contain major errors.

NOT ACCEPTED. Either the objectives of the study have not been met or the proponent cheated. The verdict is a unanimous decision among the three members of the capstone defense panel. Once issued, it is final and irrevocable.

It is encouraged that the students schedule their defenses earlier, this is to give the students more time to revise the final capstone for verdicts of 'ACCEPT WITH REVISIONS' or 'REDEFENSE'. It also allows the student to improve or redo their final capstone in cases of 'NOT ACCEPTED'.

- d. After revisions are made, process **CAPSTONE PROJECT COMPLIANCE FORM**
- e. Present to your CAPSTONE COURSE ADVISER the **APPROVED CAPSTONE DOCUMENT** with three (3) original copies of the **APPROVAL SHEET** and **CAPSTONE PROJECT COMPLIANCE FORM** for PRINTING APPROVAL

HARDBOUND COPY GUIDELINES

You are expected to secure a PRINTING APPROVAL from your CAPSTONE COURSE INSTRUCTOR **before submitting 3 BOUND copies of FINAL CAPSTONE DOCUMENT.**

- a. Please refer to **HARDBOUND COVER PAGE** and **HARDBOUND SIDE LAYOUT** Guidelines.
- b. HARDBOUND COLOR: MAROON
- c. Submit **three (3)** HARDBOUND COPIES to your CAPSTONE COURSE INSTRUCTOR
- d. Make a video documentation of your Capstone Project with the following content:
 - Introduction of the Developers
 - Title of the Capstone Project
 - Purpose of the Project
 - Features of the Capstone Project
- e. Compile all necessary files in a CD such as: PDF format of Capstone Document, Video Documentation and Project files (softwares, database, system project files and etc.)
- f. Provide one CD for each Hardbound Copy enclosed neatly in a white envelope CD case. Attach it to the last page of the Hardbound copy. See illustration CD CASE and CD COVER.

FIRE SURVIVOR: A 3D SIMULATING GAME FOR SURVIVING A FIRE EMERGENCY

A Capstone Project

Presented to the Faculty of the

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In Partial Fulfillment

of the Requirements for the Degree

**BACHELOR OF SCIENCE IN INFORMATION AND COMMUNICATIONS
TECHNOLOGY**

By

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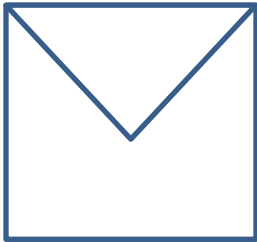
Faculty Adviser

June 2018

HARDBOUND COPY SIDE LAYOUT



CD CASE (WHITE ENVELOPE) ATTACHMENT AREA

HARDBOUND COPY FRONT COVER (INSIDE VIEW)	DOCUMENT PAGES	HARDBOUND COPY BACK COVER (INSIDE VIEW) 
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CD COVER



CERTIFICATE OF AUTHORSHIP/ORIGINALITY

This is to certify that the authors are responsible for the work submitted in this capstone. The intellectual content of this capstone is a product of original work. Any assistance that the authors received in the preparation and work of the capstone itself has been acknowledged. In addition, the authors certify that the materials and literatures taken from other sources are properly quoted.

<author's name, signature and date>

<author's name, signature and date>

<author's name, signature and date>

<author's name, signature and date>

APPROVAL SHEET

This capstone entitled, “**AUTOMATIC BLOCK SCHEDULING AND COURSE-FACULTY TIMETABLING**” prepared and submitted by **EDWARD CULLEN AND BELLA SWAN** in partial fulfillment for the degree of **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**, has been examined and is recommended for acceptance and approval for ORAL EXAMINATION.

CAPSTONE COMMITTEE

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Approved by the Committee on Oral Examination with a grade of **PASSED.**

GLENN B. PEPITO, MBA
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Accepted and approved in partial fulfillment of the requirements for the degree **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY.**

CHRISTIAN V. MADERAZO, M.Eng.
Chair, Department of Computer Science

February 21, 2015
Date of Oral Examination

ACKNOWLEDGEMENTS

This section of the capstone document may be written in first-person voice. One has to use one's own words in writing an acknowledgement. This section is an expression of thanks to those who contributed to the completion of the capstone.

ABSTRACT

This section of the capstone document highlights the findings of the study. From 150 to 200 words of short, direct and complete sentences, the abstract should be informative enough to serve as a substitute for reading the capstone itself. Do not put citations or quotes in this section. Avoid beginning the abstract with “This paper/document/thesis/study/project/...”

The abstract structure consists of the following:

- **Background:** A simple opening sentence or two placing the work in context.
- **Aims:** One or two sentences giving the purpose of the work.
- **Method(s):** One or two sentences explaining what was (or will) be done.
- **Results:** One or two sentences indicating the main findings (or what you hope to accomplish with the project).
- **Conclusions:** One sentence giving the most important consequence of the work – what do the results mean? How will they be used?

Example Abstract

The field of educational timetabling problem is commonly encountered in many universities throughout the world. The scheduling of courses to proper rooms and available timeslots and assigning course to faculty with certain constraints is an important administrative task that has to be performed in an individual department every semester.

For some departments in several universities with many student populations, a block scheduling is arranged. The goal is to help students choose correct combination of course schedules, to have a faster enrollment process and to logically group students into blocks or sections.

This study has proposed a simultaneous processing of block scheduling and course-faculty timetabling algorithm that operates in a general level whose constraints were gathered from Computer Science, Languages and Literature and Psychology Department of the University of San Carlos. The experimental results show a very satisfactory performance of the timetabling algorithm.

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CHAPTER 1

INTRODUCTION

1.1 Rationale of the Study

This section begins discussing the research problem itself. This presents situations that lead to the conceptualization of the study. Convince reader why the problem is important. You may use statistics to add depth and add historical account of recent research literature within the past 5 years. Avoid verbatim quotes except for key definitions. This is a form of plagiarism even with citations!

Discuss key concepts and methods. Discuss the content in your own thoughts in your own words, confirmed by other background information. It is organized to move from general information to specific information. The background must be summarized succinctly, but it should not be itemized. Limit the introduction to studies that relate directly to the present study. End the introduction by explicitly declaring the novelty of your work or your specific contribution. The last sentence is usually a statement of your general objective.

Hint in organization: Start with the big picture about your topic, something that readers will identify in concrete term (non-technical), and then limit the problem, gradually focusing on your topic and gently lead the reader to your research problem and justification for choosing it.

(Funnel –shape structure). Format of citations and quotations will be based from the APA format. This section must be 1- 2 pages long.

1.2 Statement of the Problem

This section states what the research intends to do. This section consists of 2 sub sections: General Objective and Specific Objectives.

1.2.1 General Objective

This section is a general statement on the intent and direction of the research. It describes the purpose of the research.

1.2.2 Specific Objectives

This consists of clear statements of the intended outcomes, all which can be measured in some way. The SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives should break your capstone proposal into major stages and state an output, which would guide you in planning and negotiating your work with your supervisor.

1.3 Significance of the Study

This section presents the importance and contribution of the research to the individuals, groups, institutions and to the discipline. Mention who are to benefit from the research and how each maybe benefited.

1.4 Scope and Limitations

This section discussed the extent of the study and what limitations are there. This section must state the weaknesses and limitation of the study.

CHAPTER 2

RELATED SYSTEMS

This chapter is a review of research works done by others that relate to what you hope to demonstrate with your work. This is also where the literature related to methods that you used in your work should be introduced. This part of your capstone document will form the bulk of your citations.

This chapter is an examination and discussion of the literature and systems in a given area of study. It is a concise overview of what has been studied, argued, and established about a topic, usually organized chronologically or thematically. It is more than an annotated bibliography or a summary, because you are organizing and presenting your sources in terms of overall relationship to your own study. It evaluates previous and current research in regards to how relevant or useful it is and how it relates to your own research. This chapter must be at least 5 pages long and must at least contain 20-30 author citations.

Suggested Content based from PSITE Undergraduate Research and Capstone Project Manual

- An organizational pattern that combines both summary and synthesis to give new interpretations of old material or combine new with old interpretations;
- A tracing of the intellectual progression of the field, including major debates
- An evaluation of the sources and an advise to the reader on which of the materials cited are the most pertinent or relevant in the thesis or capstone
- A review of related systems contains description of existing systems that are relevant to the proposed thesis.
- Discussion of specific features of other systems that you intend to replicate and improve will help define what is to be expected in your project.

Suggested Format from PSITE Undergraduate Research and Capstone Project Manual

- A logical flow of ideas

- Current and relevant references with consistent, appropriate referencing style
- Proper use of terminology
- An unbiased and comprehensive view of the previous research on the topic

Suggestion in organization: Usually starts in general and gradually progresses into published research most related to your specific research's emphasis. Describe the general themes in the research related to your topic. Any gaps in the published research are noted, particularly if the project addresses the gaps. The literature review moves from what is currently published and known about the topic to what your research is going to add to the topic. Include why the particular researches focus is important and how it differs from previous research on the topic.

You may present figures and tables if necessary in this section. Figures must be labeled. Figure labels are placed at the bottom of the figure center aligned. Table labels are placed at the top of the table and left aligned.

For relevant sources refer to Journals in Computer Science or make extensive use of the online sources available in the USC library these include: ACM Digital Library, Academic OneFile, Proquest, Science Direct, EBSCO & Springerlink. For more information on how to use and access this online sources visit Josef Baumgartner Learning Resource Center (JB-LRC) and ask assistance from Ms. Marcie of Serials Library Section.

CHAPTER 3

TECHNICAL BACKGROUND

This section may include a comprehensive discussion of theorems, definitions, fundamental algorithms, mathematical models, and/or formulas relevant in the study. This chapter should be elaborated as much as possible in layman's terms.

The technical background must be written in narrative form. Subheadings are recommended for descriptions that are substantially long. Items are arranged by order of importance or theme. Aside from texts, the author may put tables, graphs, illustration, pictures and other relevant information as necessary (PSITE Undergraduate Research and Capstone Project Manual).

CHAPTER 4

DESIGN AND METHODOLOGY

The design is a blueprint of the concept of the proposed research project. It specifies the conceptual structure of what the project proponents will do. It provides an outline of the phases and sub-phases that will help the proponents be guided in their choice of techniques that are most appropriate at each stage of the research project. It will also help the project proponent plan, manage, control and evaluate computing research project.

The methodology is defined as collection of procedures, techniques, tools, and documentation aids which will help the proponents in their effort to solve computing problems. Contents of this chapter include the following section:

4.1. Conceptual Framework

It is narrative description of the design to achieve your project objectives. Most of the concept is illustrated in a graphical diagram to visually present the structure of the concept of the research or project (conceptual framework). This also provides the manual process and the proposed process of the proposed project.

4.2. Analysis and Design

It is either Structured or Object-oriented approach (introduce UML, ER Diagrams if possible).

4.3. Development Model

It may include any of the following models: Conventional waterfall-type, Incremental, Throw-away prototyping, Evolutionary prototyping or any other software development model.

4.4. Development Approaches

It may include either Top down or Bottom-up approach of development.

4.5. Software Development Tools

It should contain the discussion about the programming language tools to be used specifically on: Front and Back-end; Reuse or not; Open vs. licensed software; Criteria of selecting it such as maintainability, support, HCI capability, database connectivity, simplicity and learning.

4.6. Project Management

This section of the document includes subsections on Schedule and Timeline, Responsibilities and Budget and Cost Management.

4.6.1 Schedule and Timeline

It may contain Gantt chart, Activity Graph, Critical Path Analysis and other scheduling techniques that will list the activities to be done in order to achieve the objective. Usually it includes the phases its sub-phases of the systems development life cycle.

4.6.2 Responsibilities

It should contain the assignment modules and activities to be done by each team member.

4.6.3 Budget and Cost Management

It should contain a detailed budget proposal and how each cost is to be managed effectively in the conduct of research or study.

4.7. Verification, Validation and Testing

It should include the plan of activities to: verify if you are developing the system right, validate if you are developing the right system, and test the system if it works correctly without any bugs or errors. Most importantly, use of any quantitative and qualitative measures should be planned in order to achieve the research projects specific objectives

The items 4.3-4.11 are suggested content from PSITE Undergraduate Research
and Capstone Project Manual

CHAPTER 5

RESULTS AND ANALYSIS

This section is the presentation of the capability of the system and the discussion of the result of the objectives. It also provides the summarized functional requirements by listing it down. Describe also the major modules that would answer to specific design and development.

For verification of the project a Black Box Testing is recommended to be used (see the attached document for the template of the Black Box Testing). This section will describe the overview of the test results, date when the test was conducted (date from – date to), and pool of testers. Provide a quantitative analysis of the results (by showing a table and graph). The results will show the % of test that is “Acceptable” and “Not Acceptable”.

For validation of the project User Acceptance Testing (UAT) is also recommended to be used (see the attached document for the template of the UAT). This section will describe the pool of tester (based on the users of the system) and date when the test was conducted (date from – date to). Provide a quantitative analysis of the results (by showing a table and graph). The results will show the % of test that is “Very Acceptable”, “Acceptable”, “Moderately Acceptable”, “” and “Not Acceptable”.

For an organized presentation, provide discussion of results in separate subsections.

For example: (Library system)

Systems Capability

- The system is capable in recording the borrower’s information and book information.
- The system can track the returned and unreturned book.
- The system can generate reports for the list of books, list of borrower’s with penalty for the unreturned books.

See Appendix D for Detailed Software Requirements Specifications.

Major Modules

The proposed system has the following major modules:

- File Maintenance – contains the following modules:
 - Book – it provides the information about the book
 - Borrowers – it provides the information about the borrower
- Transaction - contains the following modules:
 - Borrow – a module that enable the user to borrow a book

- Return – a module that enable the user to return a book
- Reports – it can generate the following:
 - Master List of Books – contains the list of books available in the library
 - List of Borrowers – contains the list of borrowers

See Appendix E for Detailed Functional Requirements

Verification (Black Box Testing)

The Library System was tested from January 15, 2015 – February 15, 2015 by the following testers:

- John Joe
- Lester Han
- Jasper Ty
- Helen Dee

After executing a test, the decision is defined according to the following rules:

- Acceptable – The test sheet is set to "Acceptable" status if the actual result meets the expected result.
- Not Acceptable - The test sheet is set to "Not Acceptable" status if the actual result does not meet the expected result.

There are 50 test cases being tested by the testers.

Show the table/graph here...

Provide some discussions of the table/graph...

See Appendix F for Detailed and Sample Test Cases (Black Box Testing).

Validation (User Acceptance Testing)

The Library System was tested from January 15, 2015 – February 15, 2015 by the following users of the system: (1) librarian – considered as the admin user and (2) Borrower.

The system was tested based on functionality, reliability, usability, efficiency, maintainability, support and manuals.

Table Summary:

Criteria	Total Score
1. Functionality	Total score ÷ no. of sub-questions
2. Reliability	Total score ÷ no. of sub-questions
3. Usability	Total score ÷ no. of sub-questions

4. Efficiency	Total score ÷ no. of sub-questions
5. Maintainability	Total score ÷ no. of sub-questions
6. Support and Manuals	Total score ÷ no. of sub-questions

Average Score Interpretation:

- 4.1 – 5.0 = Very Acceptable
- 3.1 – 4.0 = Acceptable
- 2.1 – 3.0 = Moderately Acceptable
- 1.0 – 2.0 = Not Acceptable

Average Score: <insert the average of all total scores, then use the range interpretations to determine acceptability>

Show the table/graph here...

Provide some discussions of the table/graph...

See Appendix G for Detailed User Acceptance Testing.

CHAPTER 6

CONCLUSION AND RECOMMENDATION

This section is a summary of the results and discussion. State what the proponent has achieved. Describe the most important findings of the research in descending order of importance. This section also provides a statement about the possibility of future researches. The proponent presents all questions that was not address in the work and discuss its significance. What needs to be done and what does this research contribute? The most important thing to remember is that is must refer back to the general objective and specific objectives. This chapter can be discussed based on four major parts:

Summarizing the Results

Guide questions:

“What were the main findings in the results chapter?”

In the results chapter, you may have used several pages to show the detailed results of your experiment, and to explain the statistical test that you applied to test for significance. In the conclusions chapter, however, this can be summarized in a few sentences.

“What was I able to show with confidence, and what was uncertain?”

For a very certain result, it is highly relevant to discuss what the impact of the result on the subject area may be, and in what ways the result will be useful in the future. For an uncertain result, however, it is more relevant to discuss what further work needs be done in order to obtain a more certain result.

Putting the Results into Context

After summarizing the results, the next step is to discuss how they fit into the wider context of the subject area as a whole. By doing this, you help the reader understand the impact, meaning and usefulness of your work. In a sense, this is the most important section of your whole report, because it is here that the whole point of the work and its results is explained.

Guide questions:

“What can my results be used for?”

“Who can use my findings, and in what different ways?”

“Have I made a contribution to my field of research?”

“Are there related research areas which may benefit from my results?”

“Are my results useful in real-world applications, or are they a contribution of a theoretical nature, so that they deepen our understanding of the subject?”

“How do my results compare with those of others?”

“Are my findings in line with other related work?”

Evaluating the Process

Another part of the conclusions chapter should be an evaluation of your work. The importance of this section is that it helps the reader see the weak and strong points of the work, which is useful in deciding which of your results can be trusted most. So after having discussed the usefulness of your findings, you must also discuss to what degree they can be trusted.

Identifying Future Work

Readers to plan new projects using your work as a starting point.

Guide questions:

“Of the objectives I had, are there any that are still not fulfilled?”

“If I had more time to devote to my project, what would be the most important things to do?”

“Have my results revealed new open questions which need to be addressed?”

“What still needs to be done before my results can be applied in practice?”

GLOSSARY

This section of the capstone document provides operational definitions of key terms that appear in your title and statement of the problem and sub-problems (terms are arranged alphabetically) as used in your study.

(Sample GLOSSARY)

Block Section is a grouping with arrangement of schedules of courses intended for a group of students. Example Block A has the same set of courses to be taken but of different schedules compared to Block B.

Block Scheduling is the process of organizing a certain number of schedules of classes that would be enrolled by students on a first-come first served basis for all year levels per curricular program that conforms to required courses stated in the prospectus.

Capabilities refer to the power or ability to generate an outcome. The ability or characteristic associated with desirable performance on a job.

Constraints are the conditions that a solution to an optimization problem must satisfy. It is divided into two types:

Hard Constraints have to be satisfied under any circumstances.

Soft Constraints need to be satisfied as much as possible. Due to the complexity of the real-world timetabling problem, the soft constraints may need to be relaxed since it is not usually possible to generate solutions without violating some of them.

BIBLIOGRAPHY

Only sources that were used or cited in the research work are included at least containing 20-30 author citations for undergraduate capstone. Bibliography section of the document will use American Psychological Association (APA) style format. Entries in the bibliography listing must be sorted alphabetically by categories. The following are the suggested categories.

Book

Journal Article

Conference Proceedings Article

Web Article

APPENDICES

(separate page as cover page)

Some writers are prone to append peripheral documents of various kinds to their proposals. Plural (appendices) singular (appendix).

Appendix A <contains Transmittal Letter> (separate page as cover page with the list of the contents for Appendix A)

Appendix B <contains Interview Guide> (separate page as cover page with the list of the contents for Appendix B)

Appendix C <contains Forms> (separate page as cover page with the list of the contents for Appendix C)

Appendix D <contains Software Requirements Specifications> (separate page as cover page with the list of the contents for Appendix D)

Appendix E <contains Functional Requirements> (separate page as cover page with the list of the contents for Appendix E)

Appendix F <contains Black Box Testing> (separate page as cover page with the list of the contents for Appendix F)

Appendix G <contains User Acceptance Testing> (separate page as cover page with the list of the contents for Appendix G)

SYSTEM'S INSTALLATION MANUAL

This section gives an overview of the system. It consists of Installation and Configuration Software and Hardware Requirements.

It includes the following subsections:

1.1. System Requirements

This section lists the minimum hardware and software requirements needed to properly execute the system.

1.2. Installation

This subsection contains instructions on how to install the system, and the list necessary files and their respective directories.

USER'S MANUAL

This section starts with instructions on how to run the system (includes the default username and password of the users of the system) and the initial screen that will be displayed.

It consists of a step by step instruction on how to use the system including screenshots with explanation.

Make sure to include the major components of the system, e.g., toolbars, menu options, status bar, etc. Focus on the major modules or features of the system. Each section contains detailed instructions on how to use the particular modules, the available features and limitations of the module.

1.0. <Module / Feature 1>

Succeeding sections, from 3.0 to N-1, focus on the major modules or features of the system. Each section contains screen shots and detailed instructions on how to use the particular modules, the available features and limitations of the module.

N.0 Messages

This section lists all system messages —error message, status message, information, and instruction message —that the user may encounter while using the system.

For each message, include a brief description and the possible courses of action that the user may take in response to the message.

Below is a sample format:

<Message Text>

Description:

Action:

The messages must be arranged in ascending order, and may be grouped into subsections (e.g., N. 1 Error Messages, N.2 Status Messages, etc.)

CURRICULUM VITAE

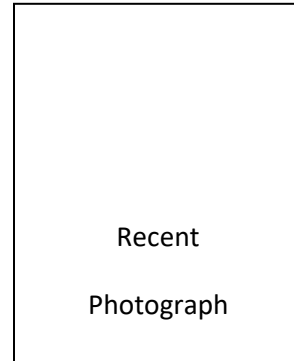
< Resume format strictly in word document, Times New Roman font size 12 >

CONTACT INFORMATION

1. Full Name
2. Current Address
3. Telephone number – Office & Cell/Mobile
4. Email address – Office & Personal/Private

PERSONAL INFORMATION

1. Date of Birth
2. Age
3. Citizenship/Nationality
4. Gender
5. Marital Status (Single / Married / Divorce)
6. Number of Children & Age
7. Language proficiency (*state verbal and/or written*)
8. Computer PMS and Software skills



EDUCATIONAL BACKGROUND (*state year achieved*)

1. Education Level
Year
School
Secondary

Year
School
Elementary
2. Certifications & Accreditations
Example:
2012-2013
Sangguniang Kabataan Council

STRENGTHS/TRAITS & SKILLS (*see below examples*)

1. *High degree of initiative*
2. *Hand-on experience*
3. *Strong presentation skills*
4. *Good interpersonal skills*
5. *Able to work within tight schedules*

Technical Skills (*write here if there are any from present backward*)

Work Experience (*write here if there are any from present backward*)

Trainings (*write here if there are any from present backward*)

CAREER OBJECTIVES

Example: *Further developed career path within distinguished international chain hotels & resorts.*

References

1. Name
Position
Name of Organization (include city & country location)
Contact Number
2. Name
Position
Name of Organization (include city & country location)
Contact Number
3. Name
Position
Name of Organization (include city & country location)
Contact Number

Please add-on if you have more references

Resume updated on dd/mm/yy