BIBLIOGRAPHY

ARJAY S. BACDAYAN, MERSON S. BILAG, AUBREY M. DULNUAN, SUNSHINE A. PACUYAN and KEVIN JOHN P. REFORBA, March 2012. <u>SCHOLARSHIP INFORMATION SYSTEM OF THE DEPARTMENT OF SCIENCE AND TECHNOLOGY- CAR</u>.Benguet State University, La Trinidad, Benguet.

Adviser: FREVY P. TEOFILO

ABSTRACT

The Scholarship Information System of the Department of Science and Technology-CAR is a networked- based information system. It aimed to identify the information requirements in the existing processes of DOST scholarship management, to identify the problems encountered in the existing management of DOST scholarship, to identify the current processes that needed to be automated in the DOST scholarship management, to identify the security measures that are appropriate in managing the DOST- Scholarship Information System and to identify the perceived benefits of the Department of Science and Technology-CAR, scholars and researchers.

The project used the Rapid Application Development methodology in developing the system.
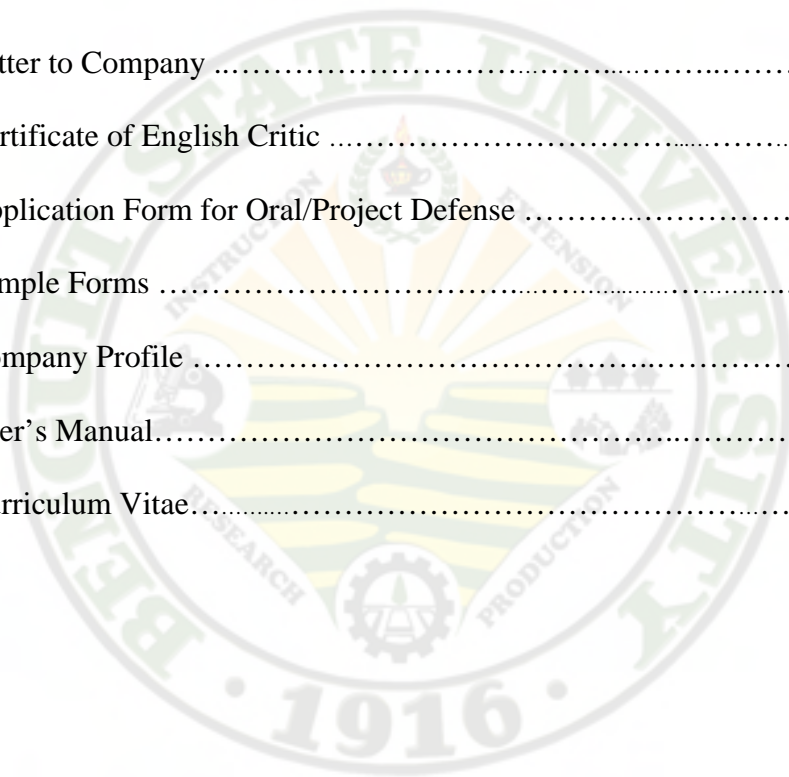
The proponents came up with a system that provides solution to the problems encountered. The system allows the SEI personnel to log-in in the system and have the authority to efficiently manipulate, track and monitor the scholars information and automatically compute the necessary computations regarding about the scholar which addresses the unsecured and unorganized record keeping, inefficient retrieval and updating of the scholars record, slow and time consuming operations of reports, manual and inaccurate computations of financial releases and GWA.

TABLE OF CONTENTS

Page

CHAPTER I
INTRODUCTION

Project Title

The project is entitled "**Scholarship Information System of the DOST-CAR.**"

Background of the Study

In this technology driven era, information has become a valuable organizational asset. Decision makers now understand that information is not just a byproduct of conducting business, rather, it fuels the business to a greater profitability. Organizations have steadily become global and widespread. Information system within an organization will be no longer an option. It is a necessity in determining success (Hoffer, et al., 2002).

Information System (IS) is a computer system that supports end users, giving them success to the information. Information system is a set of interrelated components that collect, process, store and disseminate information to support organizations, especially the government sectors. The growing demand for information and the explosive growth in the information technology have work hand in hand to bring about the evolution to database system. Database is used to manipulate, and retrieve in nearly every type of organization including business, healthcare, education, government and libraries (Ponniah, 2003).

Information system can be employed in scholarship processes. This may provide them the ability to track down students who are receiving allowances and

tuition fee discounts in a computerized manner. Sorting, retrieving and updating of records are covered by Information System. Thus, making the processes more efficient.

The State Minorities Finance Corporation LTD. in Andhra Pradesh (APSMFC) initially used a manual system for the implementation of scholarships, but this proved to be extremely time consuming and was prone to errors and duplication. Given the constraints, they have launched the Online Scholarship Management System (OSMS) for scholarship application, review and dispersal. Each step in the offering of the scholarship is automated with colleges registering themselves and their courses and students applying for their application online. The funds after proper verification are transferred through online banking. Through their respective Unique ID, college and students can track their applications. The automated and online scholarship management system avoids duplication and errors and ensures end-to-end, transparency, speedy and accurate delivery of scholarship reports for the minority communities (Andhra Pradesh State Minorities Finance Corporation Ltd. [APSMFC], 2008).

On the other hand, the University of Wisconsin- Madison, under the college of Agricultural and Life Sciences (CALS) Academic Student Affairs office had been using a Scholarship Allocation and Distribution System for years. The system provides more accurate and comprehensive information in all stages of the scholarship allocation and distribution system. Knowledge of the system

has been formalized and is shared by several different staff members (CALS Scholarship Allocation and Distribution System, 2009).

In the University of Washington, Student Financial Aid Office, manual process of compiling information about the funds and the students who receive them is cumbersome, time-consuming, and frustrating. Scholarship administration is currently de-centralized, with a variety of departments and units across the three campuses storing information separately. There is no single system or database which the Office of Development can use to collect the data needed to perform their duties. Because of this scenario, they have implemented the Scholarship Processing System that provides the necessary date, information flow, and structure to optimize scholarship processing for all campuses and units. The system also provides better access to operational data for all process partners would allow enhanced coordination of awards to students, more effective use of limited funds across campus, increased reporting capabilities and improved compliance with University policies (University of Washington Scholarship Processing System, 2006).

Moreover, the TeachNZ uses automated system that process scholarship payments. The payment system makes it easier for the scholar recipient and for the TeachNZ to process scholars allowance and fees payments. The system also limits the delivery of academic transcript or other documentation from the qualified scholars. Every TeachNZ scholars will automatically receive information about their academic results for the year, enrollment status and

confirmation that they have completed their teaching qualification and their completion date (TeachNZ, Ministry of Education, 2012).

In Indiana University, COMPASS Scholarship Selection and Awarding Process have been implemented. Formerly, scholarships were awarded by different campuses and departments using a number of diverse systems which are difficult for students to find and difficult for departments to administer. Fiscal reporting often occurs long after the awarding period. The ramifications of these are that some exceptional students are not receiving scholarships for which they are eligible. Upon the completion of the system, administrators will be able to award and manage scholarships with greater ease from one central system. They will be able to award scholarships to more students and be able to effectively report to donors. Students will be able to apply for scholarships without difficulty from one central location (Indiana University, 2008).

Also, West Bengal State Centre in India uses Pre Matric Scholarship Monitoring System (PMSMS) software that helps the administration extend all financial assistance given to SC, ST and OBC category of people under different schemes. Processing of applications and issue of the financial assistance can be effectively done promptly and accurately. Thus, the assistance intended to be extended can be done in time. Discrepancies detected could be pointed out quickly so as to provide corrections in within stipulated timeframe. Tedious calculations could be done at ease without indulging in errors (National Informatics Centre, West Bengal State Centre, n.d).

Furthermore, the Chinese Professional Club of Houston is currently using Online Scholarship Application. The new system allows applicants to apply for available scholarships online and update their applications. In this way, applicants save time and effort in applying for their scholarship. The online scholarship application system helps in avoiding delay disbursement, inaccuracy and subjectivity in awarding scholarships (Chinese Professional Club of Houston, 2009).

In the Philippines, Caraga State University is using CSU Scholarship and Admission Examination (CSAE) Information System and Scholarship Information System which is accessible to students, faculty members, staffs and officials with appropriate user accounts composing of usernames and passwords. The CSU Scholarship and Admission Examination (CSAE) Information System provides examinee, parents or any internet user who want to inquire the result of the NORMISIST/CSU Scholarship and Admission Examination (NSAE). Scholarship and admission office also utilizes the Scholarship Information System to add and manipulate record of the examinees. On this manner, the system provides degree of accessibility and security in manipulating the records of examinees (Caraga State University, 2011).

In the Cordillera Administrative Region (CAR), Soriano (2009) explained that the Commission on Higher Education – Cordillera Administrative Region (CHED-CAR) is managing the records of scholars given by the different institutions. These records are easily sorted and organized through the use of

spreadsheets. In addition, universities/schools are determined to use information system for scholars. Universities like Benguet State University uses automated system in which information about the applicants and scholarships, allocating and tracking awards, notifying recipients and donors of awards for a given semester may be viewed on various reports to support additional processes (Benguet State University, 2010).

The Science Education Institute of the Department of Science and Technology-CAR uses MS Excel in storing and editing information about scholarship information as well as generating status reports. Also, the SEI personnel manually tallies the scholars information among the excel files and hard copies in order to generate the scholars monitoring sheet. Doing these things take time and effort, thus, the generation of reports will be delayed specially the release of stipends and benefits of scholars around the region.

The DOST-SEI scholarship information system would help mainly in lessening the laborious task done by the SEI personnel in managing scholars information. Allocation of stipends and allowances, tracking of scholars record and generation of reports would be much easier, accurate and comprehensive. There would be an automatic consolidation and evaluation of the scholars scholastic performance. Deliverables such as reports and monitoring sheets are created with greater accuracy and in a more timely fashion.

Statement of the Problem

The proposed system sought to provide solution to DOST-CAR Scholarship Information Processes.

Specifically, the proposed system sought to answer the following question:

1.) What are the information requirements in the existing processes of DOST scholarship management?

2.) What are the problems encountered in the existing management of DOST scholarship?

3.) What processes need to be automated in the DOST scholarship management?

4.) What security measures are appropriate in managing the student Scholarship Information System?

5.) What are the perceived benefits by the following:

a.) Department of Science and Technology-CAR,

b.) Scholars and

c.) Researchers?

Objectives of the Study

The proposed system aimed to design and develop the computerized Scholarship Information System of the Department of Science and Technology-Cordillera Administrative Region (DOST-CAR).

The following were the specific objectives:

1.) To identify the information requirements in the existing processes of DOST scholarship management.

2.) To identify the problems encountered in the existing management of DOST scholarship.

3.) To identify the processes that need to be automated in the DOST scholarship management.

4.) To identify the security measures that is appropriate in managing the student Scholarship Information System.

5.) To identify the perceived benefits by the following:

a.) Department of Science and Technology-CAR,

b.) Scholars and

c.) Researchers.

Significance of the Study

The project intends to provide innovative and effective way to manage the records of scholars. It will help in promoting good working environment and motivation among the employees of the institution and will be favorable and beneficial to the following:

DOST-CAR. This will maximize the use of computer technology provided by the government in automating manual operations in order to respond clients' needs well. The database will serve to be the storage of all the needed information about the scholars like personal information, scholastic record and the scholars profile that can help the SEI personnel to add, search, update, categorize, manage and generate the scholars information in an efficient manner.

DOST-CAR Scholars. The system would be the student's gateway to their recent and previous academic performance and status. Faster processing of reports through the proposed system makes the scholars stipends and certificates to be issued immediately.

Researchers. The study will allow the researchers to apply what they have learned and address the study by applying tools, techniques and experiences through the different activities involved in the analysis and design of the study. This will also enhance further their knowledge and skills in software development and other field of expertise.

Scope and Delimitation

This study mainly focused on providing a network-based system between two computers within the office of DOST-SEI that enables the SEI personnel to generate information efficiently and aimed to provide accurate and reliable processes on every transaction.

The Scholarship Information System included personal and academic records of the scholar, including subjects enrolled, units and final grades. With all these information present, the developed system was able to provide automatic generation of reports such as: Monitoring Sheet, General Weighted Average (GWA), Summary of scholar's status report and scholar's list report.

Moreover, the system included the information with regards to the total amount of fees and discount a scholar can avail every semester for every type of scholarship the scholar is accounted to. The system also included the tracking and monitoring of the scholars received benefits, academic performances and status, filed leave of absence or has sent letter of appeal to the central office during and after the scholar's studies.

Security mechanisms were incorporated into the system to prevent access and mishandling of information from unauthorized users. The system only covered Department Of Science and Technology – Cordillera Administrative Region.

The system focused only on the manipulation, sorting and storing of scholars records. The system did not cover the scholarship application processes and hardware problems that may occur.

Definition of Terms

The following terms present an operational definition that would aid the reader or researcher with a wider comprehension and a better perceptive about the study.

Computer System. A program that helps computer users to manipulate information with ease.

Database. This contains the electronic information of the scholar.

End User. Are the people that will be using the system that is being developed.

Final Grade. Is the rating of every scholar at the end of the semester.

General Weighted Average. It is computed after consolidating all subject grades. It is the basis in determining the students' academic performance.

Grade. The corresponding achievement of student assessed and computed by the teacher.

Hardware. Are equipment and peripherals that make up the computer system.

Information System. Set of interrelated components that collect, process, store and disseminate information about the scholarship management.

Manipulate. To work with the data or information about the scholars.

Network-Based System. Are systems or programs that run within the department.

Personal Information. Are organized data about the scholars basic information.

Record. A collection of related items of information about the scholars which is treated as a unit by computer.

Report. An organized information that are being generated for the use of the SEI -personnel and being sent to the DOST's central office.

Retrieving. To read data from the database and present it to the end user in efficient way.

Scholar. A student availing the scholarship program of DOST – CAR.

Scholarship. A sum of money awarded to outstanding students to help them on their studies.

Scholars Information. Refers to the personal and academic records of the scholar.

Security. The measures that must be done and considered to secure the safety and confidentiality of scholar's personal and scholastic information.

Security Mechanism. Ways of providing safety and protection to the scholar's information.

SEI. Science Education Institute, which oversees the over-all management of DOST scholarship program.

*Software.* Are programs and application that run on a computer.

Software Development. The phase where the proponents start building the application about the Scholarship Information System.

Sorting. It is the process of listing information in an orderly manner.

Spreadsheet. Allows the SEI – personnel to create tables and financial schedules by entering data into rows and columns arrange as a grid on a display screen.

Stipend. A fixed amount of money paid at regular intervals for the basic needs of a scholar.

Unit. Measure of academic instruction or subject that are use to get the general weighted average of the scholar.
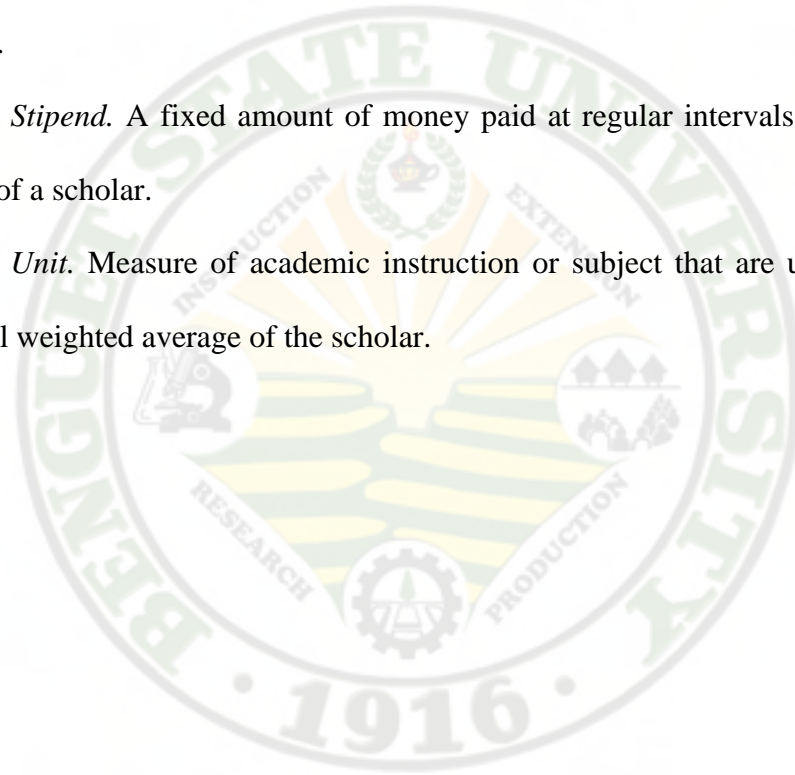
CHAPTER II
METHODOLOGY

This chapter presents the methodology used in designing and developing the system. It also includes the data gathering techniques and sources of data that the proponents use in conducting the study.

<u>Software Development Methodology</u>

A Software Development Methodology refers to the framework that is used to structure, plan, and control the process of developing an information system. A wide variety of such frameworks have evolved over the years, each with its own recognized strengths and weaknesses (CMS, 2008).

Rapid Application Development is an approach to building computer systems which combines Computer-Assisted Engineering (CASE) tools and techniques, user-driven prototyping, and tough project delivery time limits into an effective, tested, reliable formula for excellent quality and productivity. The RAD significantly raises the quality of finished systems while reducing the time it takes to build them ("RAD", n.d.).

Rapid Application Development (RAD) is a lifecycle designed to give a larger extent high-speed development and superior-quality results than those achieved with the traditional life cycle. It is designed to take the maximum advantage of dominant development software ("RAD", n.d.).

The RAD emphasizes a very short development cycle. It is a high speed adaption of the linear sequential model. If requirements are well understood and

the project scope is controlled, the RAD process enables a development team to create a fully functional system within very short time duration typically 60 to 90 days (Roger S. Pressman, 2001). Figure 2 shows the phase of the RAD methodology.
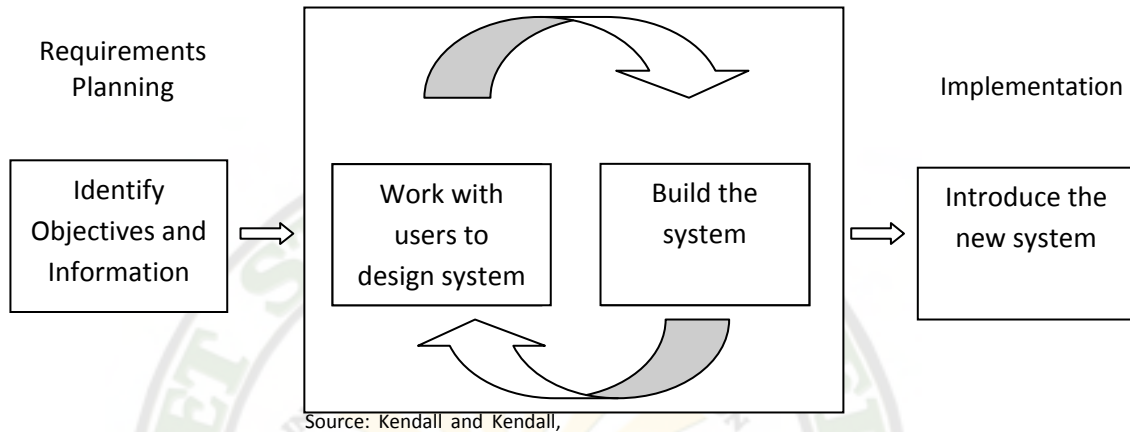

Figure 2. Different phases of RAD

There are three broad phases of RAD that engage in both analysts and users in assessment, design and implementation of the new system.

Requirements planning. In this phase, system analyst congregates with the project coordinator or manager to create specific objectives from the desired program. Strategies for development and tools for development are also laid out for the new system. As for business organizations, this is an important stage in view of the fact that the projected answer to business concerns will be laid out for the first time. The activity primed is the gathering of requirements for the new system. It is on this phase that the proponents conducted different data gathering techniques to gather useful data from the SEI personnel to know the current input and output which will be needed for the creation of the scholarship information

system. Also this phase helps the proponents to have a better understanding in the flow of data in the current system.

RAD design workshop. It is the heart of the interactive development process. The RAD design workshop phase is a design refinement that can be best characterized as a workshop. This phase effectively utilizes programmers and the analyst to build and show visual representations of the design and workflow to user. Feedbacks and suggestions are welcomed and considered as well as the bases on of the additional processes and commands.

It is in this phase that the proponents focused on the relationship between the current transactions of the company and how the system responds to them. Also this is the stage where the proponents will be starting to create the proposed system. The prototype of the system will be formulated in conformance to the business functions of the company. The Entity-Relationship Diagram and Database Schema are also designed in order to further analyze and review the system. Software and hardware requirements are also to be specified. Designs and reviews for the software implementations are evaluated for system consistency during this phase.

Implementation phase. As soon as the system is built and refined, the new system or the part of the system are tested then introduced to the organization. The implementation phase of the RAD has improved speed of development through rapid prototyping, better end-user utility, simplicity, and usability of Graphical User Interface (GUI) design and in many ways, it is less stressful.

It is in this phase that the proponents would implement the proposed system to the company and would test it for further revisions and improvements. The specifications and effectiveness of the proposed system would determine the final decision of the company whether to adapt the proposed system or reject it.

Data Gathering Techniques

Data gathering provides the degree of reliability for the answer to the thesis statement. This is because of the fact that the statistical numerical data will be extracted from the analysis process. Such condition puts a level of importance to data gathering since an analysis cannot be executed without valid data sets. The proponents used the following techniques in gathering data.

Interview. Conducting interviews play a vital part to furnish ideas in accomplishing a study. Interviews identify the current inputs and outputs of both user and administrator. Gathered information may also compromise the suggestions, revisions and requirements of the current system. The proponents conducted an informal interview to the SEI personnel where the interviewers are free to ask questions as the session goes and depending on the responses of the interviewee. Information's are written down and patched up after the interview.

Brainstorming. Brainstorming is conducted by having an assembly or group meeting to discuss and study the gathered data and information. The proponents assemble during their free time and discussed and analyzed the data that were gathered to better understand the current system.

Use of secondary data. The secondary data includes of a copy of sample forms, reports and other necessary documents and files which are related to the study. The proponents collected reports and manual handbook about the scholarship program and use it as their basis and guide in creating the proposed system.

Sources of Data

Interview. The proponents conducted an interview with the SEI personnel and scholars' to gather information of the current process on scholarship program of the DOST-SEI as well as to gather requirement for the new system.

Brainstorming. Brainstorming was done by having an assembly with the proponents on their workplace. By sharing each of their own ideas, the proponents talk about "what are the problems", "what are the best solutions", "what are the processes needed to be improved" and the like.

Use of secondary data. To further understand the current operations of the existing system, the proponents requested sample of monitoring reports, status reports and S&T scholar's Hand outs. The use of the secondary data gathered will be used in designing the database.

Why did we choose Rapid Application Development (RAD) as a methodology?

The following were the reasons for considering RAD methodology:

a.) Flexible and adaptable to changes.

b.) Appropriate for small projects.

c.) RAD involves user participation thereby increasing chances of early user community acceptance. There's a strong and continuous participation of the project sponsor who keeps giving feedback in the whole process. In which the end user satisfaction level is higher when the end result is produced.

d.) It is a big cost saver in terms of project budget as well as project time and cost due to reusability of the prototypes, virtualization of system related routines, the use of CASE tools and other techniques.

This chapter provides a discussion and graphical representation of current operation and Ishikawa Diagram of the current system of DOST-SEI CAR. The Entity- Relationship Diagram, Database Schema and Use Case Diagram are also inclusive in this chapter.

Current Operations of DOST-SEI CAR

The Science Education Institute of the Department of Science and Technology (DOST-SEI) mandated to develop a scientifically and technologically literate citizenry and accelerate the development of Science and Technology human resources needed for socio-economic development. To fulfill these mandates, SEI undertakes, among others, undergraduate scholarship programs specifically DOST-SEI Merit Scholarship Program, RA 7687 Science and Technology Scholarship Program.

DOST-SEI Merit Scholarship Program, formerly known as the NSDB or NSTA Scholarship, begun in 1985. Merit scholars pursue priority courses in the basic sciences, engineering, other applied sciences and science and mathematics teaching at identified universities. Merit scholars must belong to the upper 5% of the high school graduating class, a natural-born Filipino citizen, of good moral character and be a qualifier of the S&T scholarship program.

RA 7687 Science and Technology Scholarship Program provides for scholarships to talented and deserving students whose families' socio-economic status does not exceed the set cut-off values of certain indicators. Qualifiers must pursue priority fields of study in the basic sciences, engineering, other applied sciences and science and mathematics teaching. RA 7687 scholars must be a member of the top five percent of the regular high school graduating class or a member of the graduating class of a DOST-SEI-identified or DepEd-recognized science high school, a natural born Filipino citizen, a resident of the municipality for the last 4 years as attested by the barangay/school records, of good moral character and a qualifier of the S&T scholarship examination.

Junior Level Science Scholarship (JLSS) Program. These are scholarship grants to qualified third year students who are enrolled in priority fields of study in engineering, basic and applied sciences, science and mathematics teaching at identified universities and colleges. JLSS program have two component scholarships namely, Project GIFTS for the Disadvantaged – RA 7687 and Junior Level Science Scholarships-Merit. JLSS scholars must be a regular third year student in a priority S&T course at a identified university, have a grade of 83% or better in Math and Science and no failing grade in any academic subject, not be more than 21 years old, not be a recipient of any other scholarship except tuition fees supplement and pass the qualifying examination and second level screening.

The current operation of DOST-SEI scholarship program starts by sending of application forms provided by the DOST- Central Office to different schools which will be distributed to the students. Application forms can also be downloaded at the DOST website, www.sei.dost.gov.ph. Interested students will fill out and then submit the forms to the DOST-SEI or to the school principal. After the forms are evaluated, the applicants' type of scholarship will be classified. Then, test permit shall be mailed to the applicant or school principal for distribution for the applicants. In case the test permit are not received before the examination day, the examinees may check with the DOST- Regional office a day before the examination and proceed to the nearest designated test centers. Figure 3.1 illustrates the current process for the application of DOST scholarship program. Figure 3.2 shows the current operation for the applicant taking an examination.
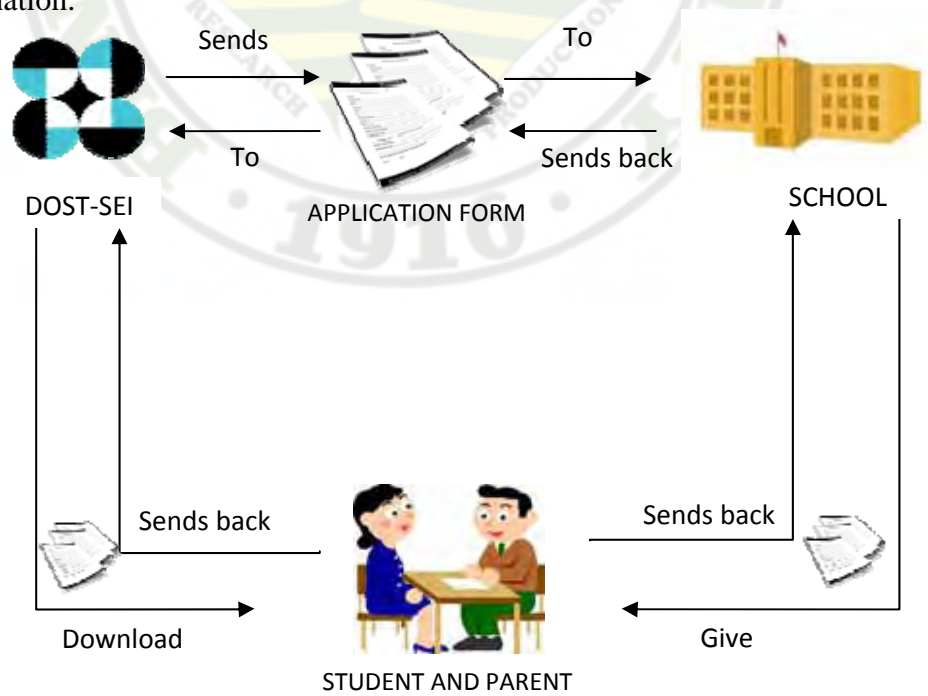

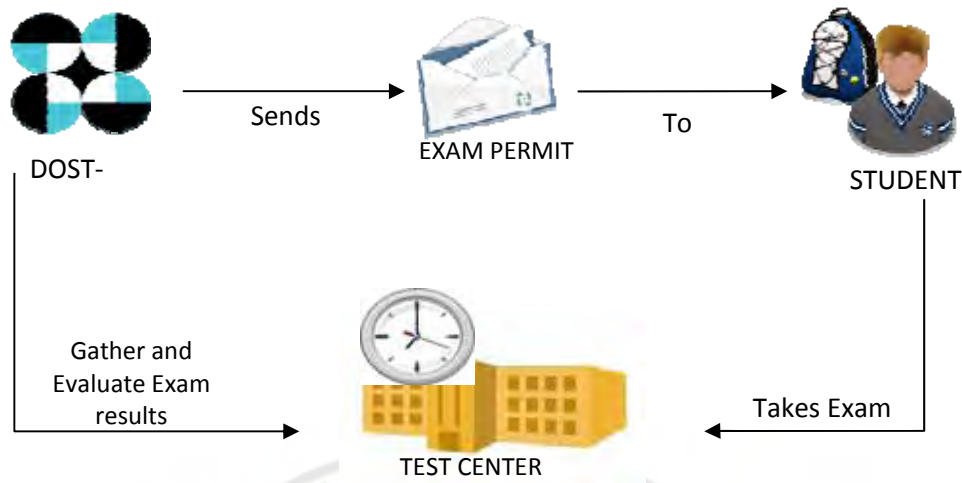Figure 3.1 Application of Scholarship Program

Figure 3.2 Applicant taking examination

Final selection of awardees to the different programs shall be based on the result of the S&T Scholarship Examination and/or grades should satisfy the program requirements and have been duly endorsed by a school authority.

The names of the awardees are usually published in leading newspapers and posted in the SEI website at http://www.sei.dost.gov.ph.

Once selected as a qualifier, the applicant will be given a notice of award informing them of the schedule and venue of the orientation. The applicant and applicant's guardian must report to DOST-SEI for the orientation on scholarship policies and signing of the Scholarship Agreement and must bring Community Tax Certificate for the current year and affidavit of guardianship, notarization fee, documentary stamps and scholars latest 2" X 2" picture. In case there is a need for verification of citizenship, the applicant is required to submit birth certificate. Before signing the Scholarship Agreement, the scholars, together with their parents/guardian, will decide if they will avail of the scholarship, will NOT avail

or will defer. If the scholar decides to avail of the scholarship, he/she will accomplish and sign the Scholarship Agreement. If the scholar will not avail they are to sign the reply slip and must submit it to the Regional Office. Qualifiers who will defer his/her scholarship slot must sign the Deferment Form. Deferment of the Scholarship slot will be good for a maximum period of one academic year. Qualifiers who fail to enroll in a DOST-SEI priority course/identified school after a year will be automatically forfeited to his/her scholarship slot. Figure 3.3 illustrates the process of selecting awardees.
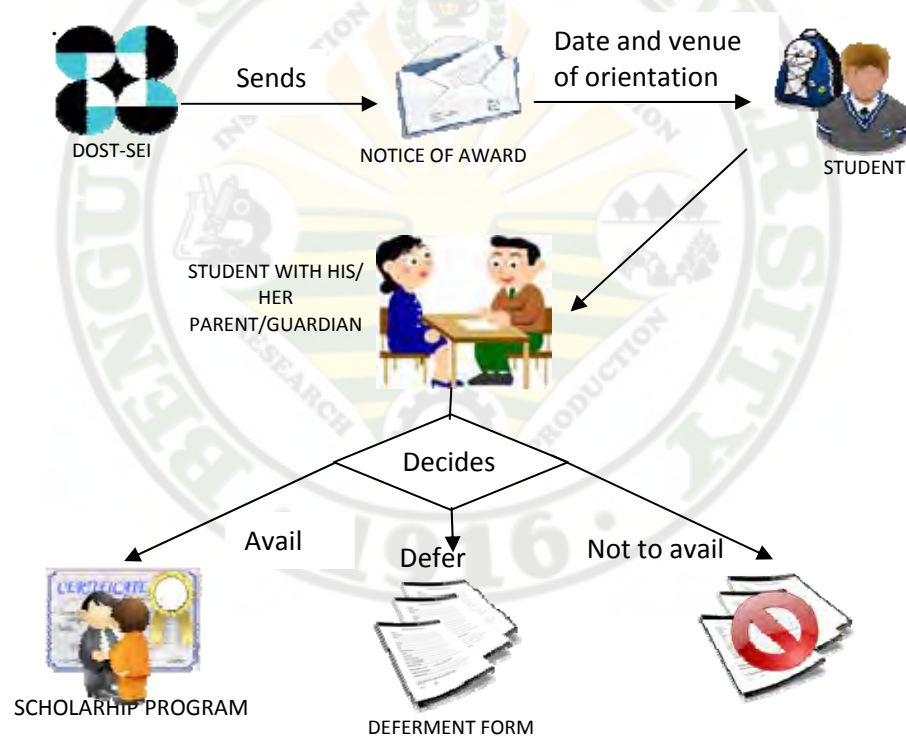
Figure 3.3 Process on selecting a scholar

Aside from the Scholarship Agreement, the following forms must be accomplished: personal data sheet, information sheet, scholars' oath and additional undertaking of scholar. Implementation of the scholarship award and release of financial assistance shall commence only upon signing of the scholarship agreement and compliance of the grade requirement/submission of required documents. Merit scholarship awardees are required to accomplish a Household Information Questionnaire (HIQ). The result of the evaluation form will determine the applicants' scholarship category which is full, partial or special.

During the regular academic year, scholars will receive tuition fee discounts based on the statement of account/bill/official receipt but not to exceed P6,000.00/semester/trimester/quarter term, book allowance for prescribed textbooks and essential supplies worth P5, 000.00/academic year, transportation expense, clothing allowance worth P500.00 given during the first semester of first years and monthly living allowance during actual study, for 10/11 month duration of an academic year.

During the summer term, scholars can avail financial assistance if he/she is required to enroll per his/her curriculum/program of study. Scholars will receive tuition fee discounts not to exceed P1, 500.00, book allowance not to exceed P500.00 on reimbursement basis with original receipts and living allowance good for 2 months.

Along with the scholarship privileges are some certain duties and obligations. Scholars must open an e-account with the Land Bank of the Philippines and submit his/her account number to DOST-SEI. All financial assistance except tuition fees are released to the scholars LBP bank e-account. Figure 3.4 illustrates the process of releasing allowances.
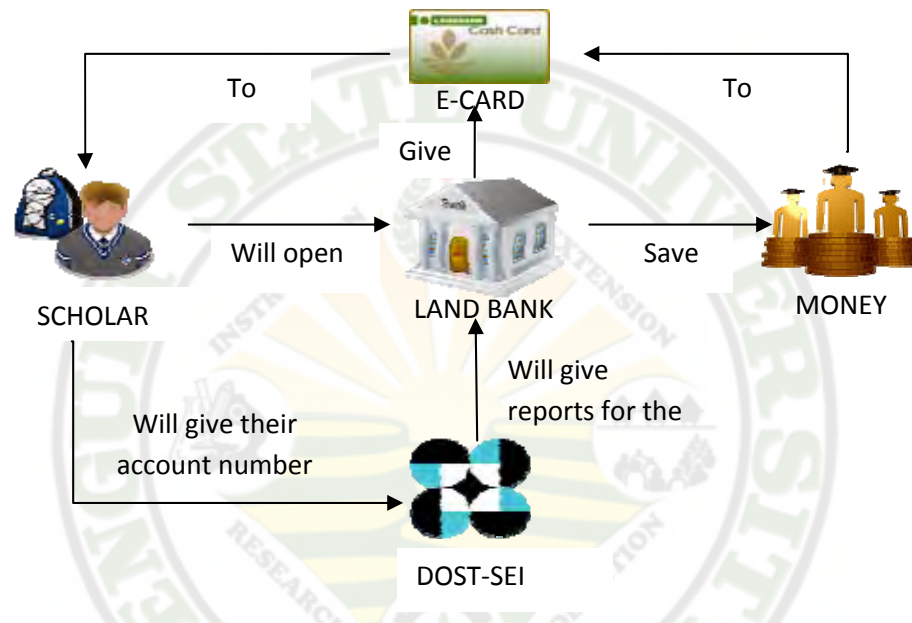

Figure 3.4 Releasing of allowances

Scholars are required to submit periodic reports like registration form at the beginning of the semester/trimester/quarter term, report of grades in all subjects enrolled in at the end of the semester/trimester/quarter term, special reports which includes curriculum or program of study, travels abroad, summer practical training reports, problems encountered, changes, if any, in field of study, school, home address, civil status, legal guardian, comments which may be

relevant to the scholars study and such reports that may be required from time to time.

Scholars must comply with the grade requirement at all times. First year scholars must have an annual weighted average 2.75 or better if enrolled in the UP system, 2.5 or 85% or better if enrolled in another college/university and no failing grade in any academic subject for all semester/trimester/quarter terms or summer term. Second year scholars must have a semestral weighted average of 2.75 or better if enrolled in the UP system, 2.5 or 85% or better if enrolled in another college/university and no failing grade in any academic subject for the semester/trimester/quarter term or summer term. Third, fourth and fifth years scholars must have a passing grades in all academic subjects provided that the scholar will take regular load and complete the course within its prescribes period. Figure 3.5 illustrates the current operation for the submission of grades.
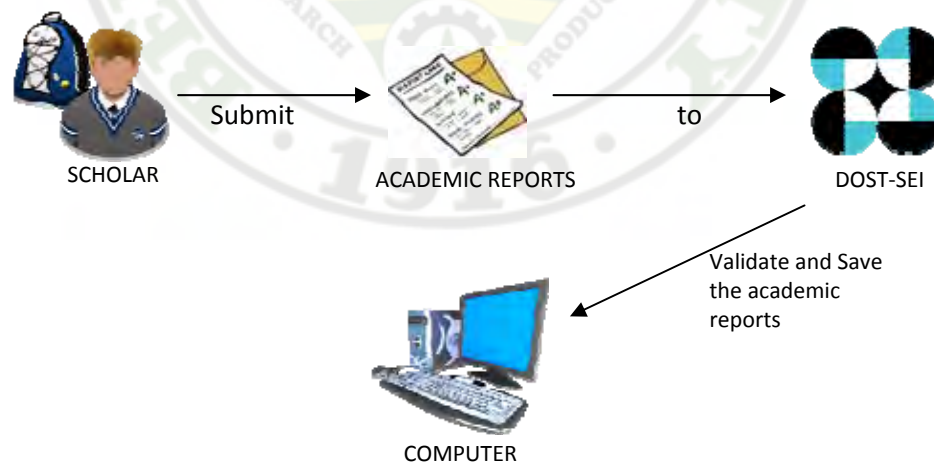

Figure 3.5 Current Operation for the submission of grades

In case the scholar failed to pass the grade requirement, he/she can appeal for the continuation of his/her scholarship through a letter where the scholar can site reason/s why he/she acquired the academic deficiency/ies. Reconsideration is granted on a case to case basis. The scholar shall be issued a DOST-SEI memorandum regarding the status of his/her scholarship grant base on the evaluation of his/her academic performances.

The National Technical and Selection Committee (NTSC) may recommend the continuation of the scholarship grant on a case to case basis for a graduating scholar or a scholar who fails to meet the grade requirement but in good academic standing during the preceding years of his/her scholarship.

Scholars can be allowed to drop one 3-unit subject in a semester with the permission of DOST-SEI and submit a copy of the official dropping slip duly approved by the proper school authority. Figure 3.6 illustrates the current operation for the scholar with academic deficiency.
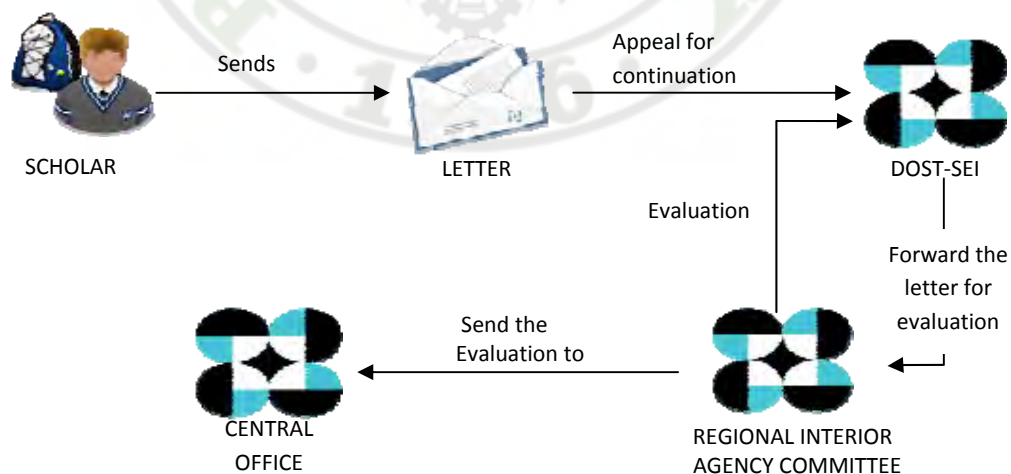

Figure 3.6 Current Operation for the scholar with an academic deficiency

Scholars may enjoy supplementary scholarship from school/university regardless of financial source (except for government) as long as it is coursed through the school/university. An on-going scholar may transfer to a private scholarship but shall be required to render service in the country for a period equivalent to the number of years he/she received financial assistance from DOST-SEI after graduation. DOST-SEI Scholars cannot enjoy other government scholarship simultaneous with DOST-SEI scholarship or any other scholarship award that interferes with the scholar's contractual obligation under the S&T scholarship.

Scholars are also allowed to go on a Leave of Absence (LOA) provided that the scholar will submit letter of request and university approval. The maximum duration of the leave is one academic year, and the expiration date shall be immediately before the start of the ensuing semester and a report is submitted immediately upon the scholars return to school, which will be used as a basis in determining the resumption of the scholars privileges. If the scholar exceeded the maximum period of LOA, the scholar shall refund the total financial assistance received plus 12% interest. Figure 3.7 illustrates the current operation for the scholar who wants to go on LOA.

Figure 3.7 Current Operation for the scholar who wants to go on LOA

Scholars are allowed to transfer school and/or shift to another priority course only in meritorious cases. The requirement in transferring school will be a letter of request, certification of admission to new course/school, certification of accredited subject in the new course/school, certification of year level in the new course/school and certification of grades in all semesters enrolled. At the very latest, shifting of course/transferring to another school can be allowed during the first semester of the scholars third year under the scholarship. If request is approved, the scholar and scholars guardian shall sign the Amendatory Agreement which shall be made an integral part of his/her Scholarship Agreement. Scholar can enjoy scholarship privileges for the duration of the prescribe period of the second course inclusive of the year/s the scholar received financial assistance while enrolled in his/her first course/school. Figure 3.8 illustrates the current operation for the scholar who wants to transfer to another priority course.

SCHOLAR — Submit → LETTER OF REQUEST AND DIFFERENT CERTIFICATES — To → DOST-SEI

REQUEST APPROVED BY DOST

THE SCHOLAR AND HIS/HER GUARDIAN MUST SIGN THE AMENDATORY AGREEMENT
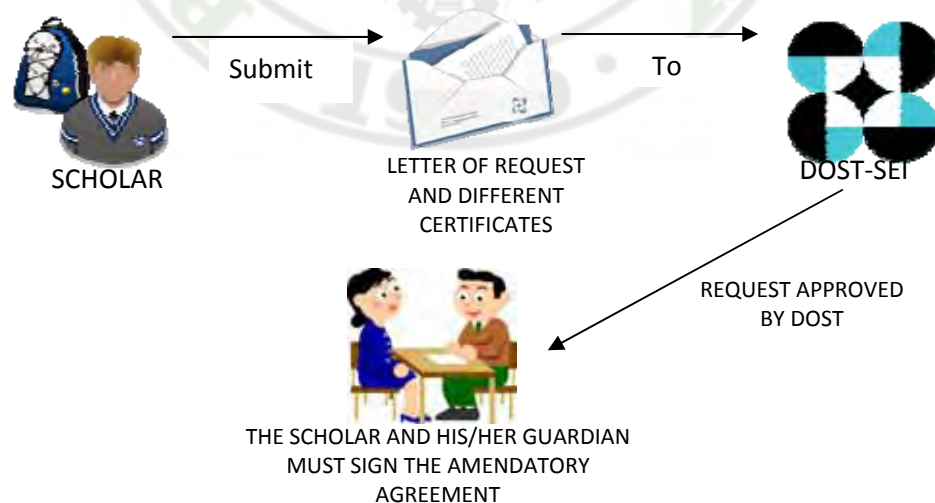
Figure 3.8 Scholar who wants to transfer to another priority course

On the summer before the scholars last year in college, the scholar must undergo practical training in any DOST laboratories of agencies, research institutions, industries or private companies. The minimum training period is 240 hours. Stipend for the duration is provided after completion of the training program and submission of the Summer Practical Training Program (SPTP) requirements.

After graduation, scholars are given P1, 000.00 for their graduation allowance, an outright grant given to RA 7687 graduating scholars and merit graduating scholars under the full category. Scholars shall render service in the country on a full time basis, preferably in the scholars home region, along his/her field of training for a minimum period equivalent to the length of time he/she enjoyed the scholarship. Scholar can work either in a government agency, industrial establishment or private company in the country. Scholars must submit yearly report which includes accomplishment report on academic/professional advancement due on or before the 30th day of December every year for a period equivalent to the number of years the scholar enjoyed the scholarship. After completion of service obligation, the scholar must submit certification/s of employment covering the number of years required. If the scholar is self-employed, he/she can submit a copy of the DTI Business Registration, Mayor's permit, Income Tax Return or any proof of taxes paid and certification indicating the number of workers employed. Then the DOST-SEI will issue a final clearance obligation to the scholar.

DOST-SEI reserves the right to terminate the scholars' scholarship if the scholar fail to maintain the grade requirements or fail to comply with any of the terms and conditions of the Scholarship Agreement. If the scholar lost his/her scholarship during the third/fourth or fifth year, the scholar shall either refund the total financial assistance he/she received as a scholar with 12% interest or render service to the country for a period equivalent to the numbers of years enjoying the benefits after graduation. The scholar shall refund with 12 % interest the total financial assistance received if the scholar willfully abandoned the scholarship, did not pursue S&T priority course, breached the contract, grossly misbehaved, renounced citizenship and failure to render service to the country.

A scholar may be allowed to defer service obligation to pursue further studies but is required to submit a letter request for the deferment and a copy of the letter of acceptance to a graduate school. If the scholar will be pursuing graduate studies abroad, he/she must post a surety bond or submit a Deed of Undertaking before a temporary clearance is issued. A scholar who joins the Philippine Military Academy (PMA) may not be required to refund the total financial assistance he/she received with 12% interest provided that said scholar will pursue academic major in Computer Science/Information Systems or General Engineering or other S&T related courses at PMA. Provided further, that his/her military service shall be along science and technology for the period equivalent to one year of service for every year of enjoyment of scholarship or a fraction thereof.

Problems Encountered in the Existing System

The following were the specific problems encountered in the current operation by the DOST-SEI personnel with regards to gathering and updating scholarship records, generating reports and distribution of financial assistance awarded to all scholars.

Manual Data Entry and Manual Computation of GWA. Generations of reports were done through encoding in the spreadsheet basing on the prior record compiled. Computations of general weighted average (GWA) were done manually.

Insufficient Retrieval and Updating of Scholarship Records. The retrieval and updating of the scholars records were done manually. The SEI personnel must locate the record from the filing cabinet or manually search the information on every spreadsheet.

Unsecured File Keeping. Data and information saved and stored on the computer units can be accessed by any person due to limited security.

Accessing of Files is Time Consuming. Since the current operation is manual it would take time for the DOST-SEI personnel to look over through bulk files in searching of specific scholar records. Manpower is limited and often leads to work overtime in order to complete task.

Storage. There is one envelope/folder provided per scholar and cabinet for a different scholarship program. The folders and envelopes are stored inside a cabinet which occupies too much space.

Figure 3.9 shows the different problems encountered in the existing system of DOST-SEI.
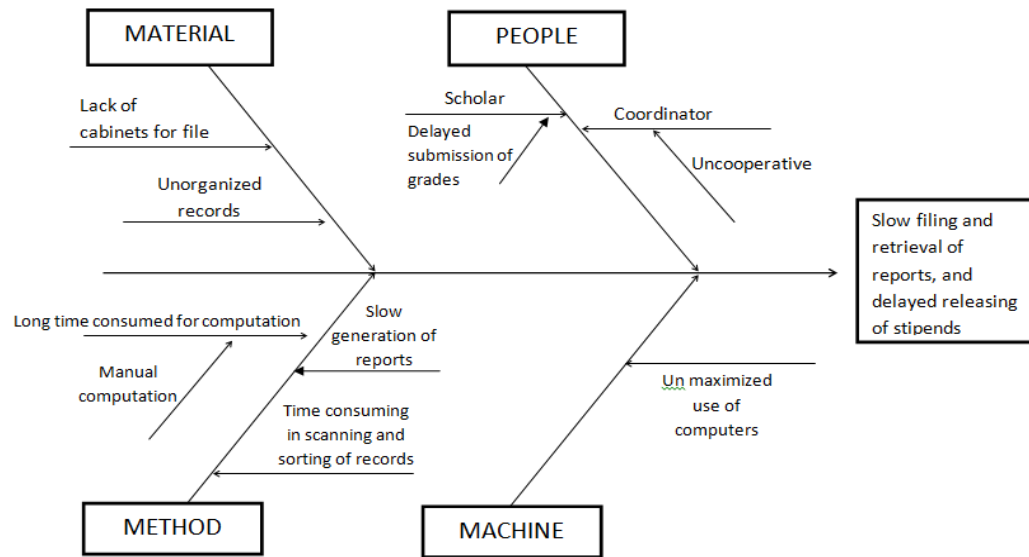

Figure 3.9 Ishikawa Diagram

The Process in the Proposed System

After studying the details of existing system, the next plan of action is to propose a new system. Thus, the proponents proposed a network-based system which will fulfill all the requirements of the department easily and will serve as a solution to the problems faced by the manual system. The network-based system can be a great help to the SEI staff to exercise an effective and timely decision making.

The proposed system allows the SEI personnel to log-in in the system and have the authority to manipulate, track, and monitor the scholars who received benefits, academic performances and status whether the scholar is outside the country, filed leave of absence or has sent letter of appeal to the central office during and after the scholars studies. The system automatically computes the General Weighted Average (GWA).

Figure 3.10 illustrates the data that were captured for the proposed system.
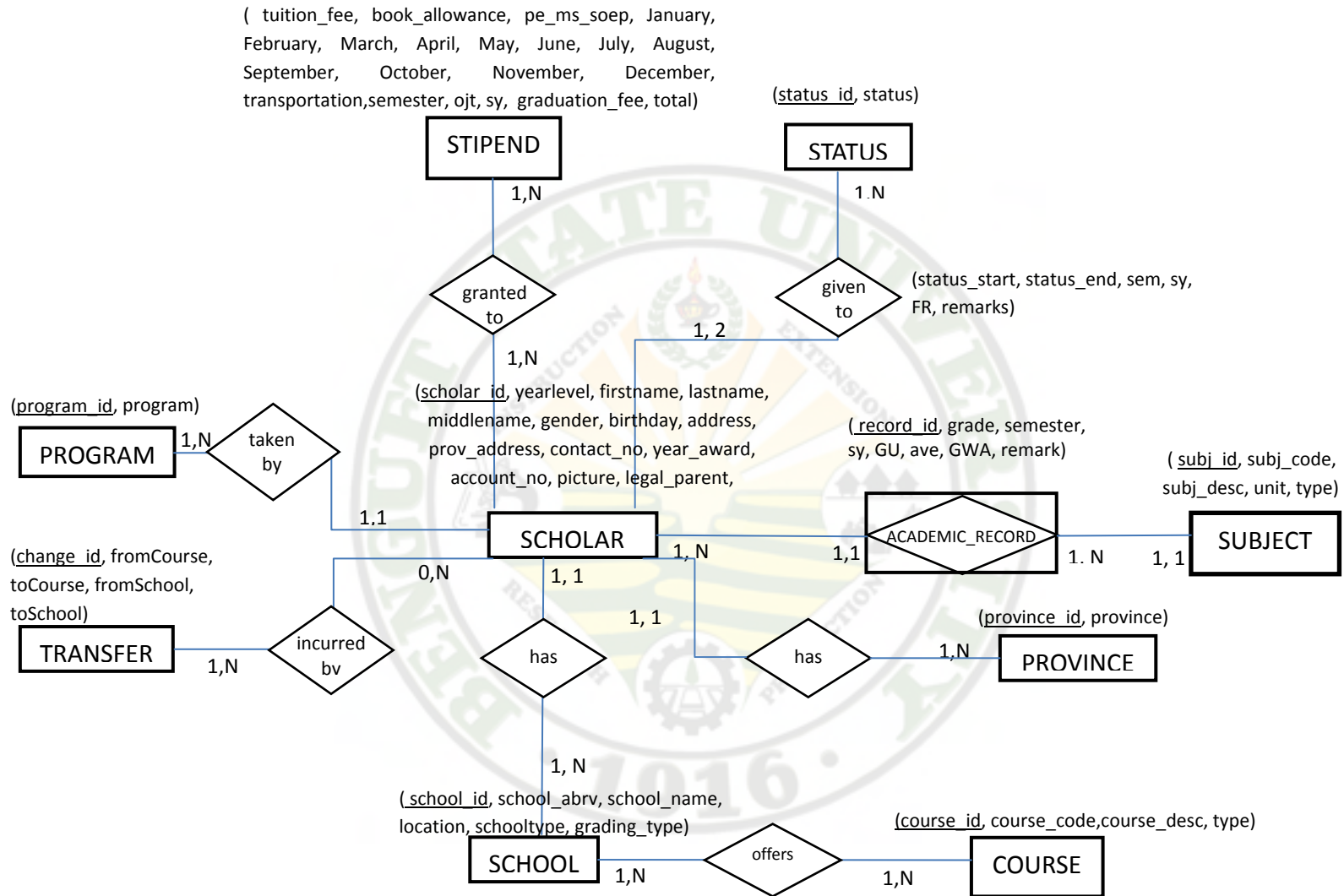
(tuition_fee, book_allowance, pe_ms_soep, January, February, March, April, May, June, July, August, September, October, November, December, transportation,semester, ojt, sy, graduation_fee, total)

(status_id, status)

STIPEND

1,N

STATUS

1.N

(status_start, status_end, sem, sy, FR, remarks)

granted to

given to

1, 2

(program_id, program)

PROGRAM

1,N

taken by

1,1

(scholar_id, yearlevel, firstname, lastname, middlename, gender, birthday, address, prov_address, contact_no, year_award, account_no, picture, legal_parent,

(record_id, grade, semester, sy, GU, ave, GWA, remark)

(subj_id, subj_code, subj_desc, unit, type)

(change_id, fromCourse, toCourse, fromSchool, toSchool)

TRANSFER

1,N

incurred bv

0,N

SCHOLAR

1, N

1, 1

ACADEMIC_RECORD

1,1

1. N

1, 1

SUBJECT

1, 1

has

1, 1

has

1,N

(province_id, province)

PROVINCE

1, N

(school_id, school_abrv, school_name, location, schooltype, grading_type)

SCHOOL

1,N

offers

1,N

(course_id, course_code,course_desc, type)

COURSE

Figure 3.10 Entity Relationship (ER) Diagram

The following were the schema derived from Figure 3.10

DATABASE SCHEMA

SCHOLAR (<u>scholar_id</u>, <u>school_id</u>, <u>course_id</u>, <u>program_id</u>, <u>prov_id</u>, <u>status_id</u>, yearlevel, firstname, lastname, middlename, gender, birthday, address, prov_address, contact_no, year_award, account_no, picture, legal_parent, relationship, remarks)

FK: **school_id**   references   SCHOOL   nulls not allowed
    course_id   references   COURSE   nulls not allowed
    program_id   references   PROGRAM   nulls not allowed
    prov_id   references   PROVINCE   nulls not allowed
    status_id   references   STATUS   nulls not allowed

Delete restrict
Update restrict /cascade

ACADEMIC_RECORD (<u>record_id</u>, <u>subj_id</u>, <u>scholar_id</u>, grade, semester, sy, GU, ave, GWA, remark)

FK: **subj_id**   references   SUBJECT   nulls not allowed
    scholar_id   references   SCHOLAR   nulls not allowed

Delete restrict
Update restrict /cascade

SUBJECT (<u>subj_id</u>, subj_code, subj_desc, unit, type)

COURSE (<u>course_id</u>, course_code, course_desc, type, <u>school_id</u>)

FK: **school_id**   references   SCHOOL   nulls not allowed

Delete restrict
Update restrict /cascade

SCHOOL (<u>school_id</u>, school_abrv, school_name, location, schooltype, grading_type)

PROGRAM (<u>program_id</u>, program)

PROVINCE (**province_id**,province)

STIPEND (**scholar_id**, tuition_fee, book_allowance, pe_ms_soep, January, February, March, April, May, June, July, August, September, October, November, December, transportation , semester, ojt, sy, graduation_fee ,total)

FK: **scholar_id**   references   SCHOLAR   nulls not allowed

Delete restrict
Update restrict /cascade

TRANSFER (**change_id,** scholar_id, formCourse, toCourse, fromSchool, toSchool)

FK: **scholar_id**   references   SCHOLAR   nulls not allowed
Delete restrict
Update restrict /cascade

STATUS (**status_id**, scholar_id, status_start, status_end, sem, sy, FR, remarks)

FK: **scholar_id**   references   SCHOLAR   nulls not allowed

Delete restrict
Update restrict /cascade

DEFERRED (**stud_id**, lastname, firstname, middlename, date, address, status)

MEMBER (**member_id**, firstname, lastname, login, password, userlevel)

In order to visualize the proposed system, the use case diagram is used to provide how the system way works. This also shows the users interrelate to the system.

The User management (use case) as shown in Figure 3.11 shows how the SEI personnel register an account before they can log in the system to view, search, view/edit/add scholars, to view/edit/add scholarship programs, and to generate reports. The login system provides security to the system. The administrator notifies the SEI personnel if an account is successfully created. The SEI personnel can request for a new password if in case needed. These are all being monitored by the administrator. The administrator will also be capable to block/unblock and drop selected SEI personnel if they have failed to log in the system.
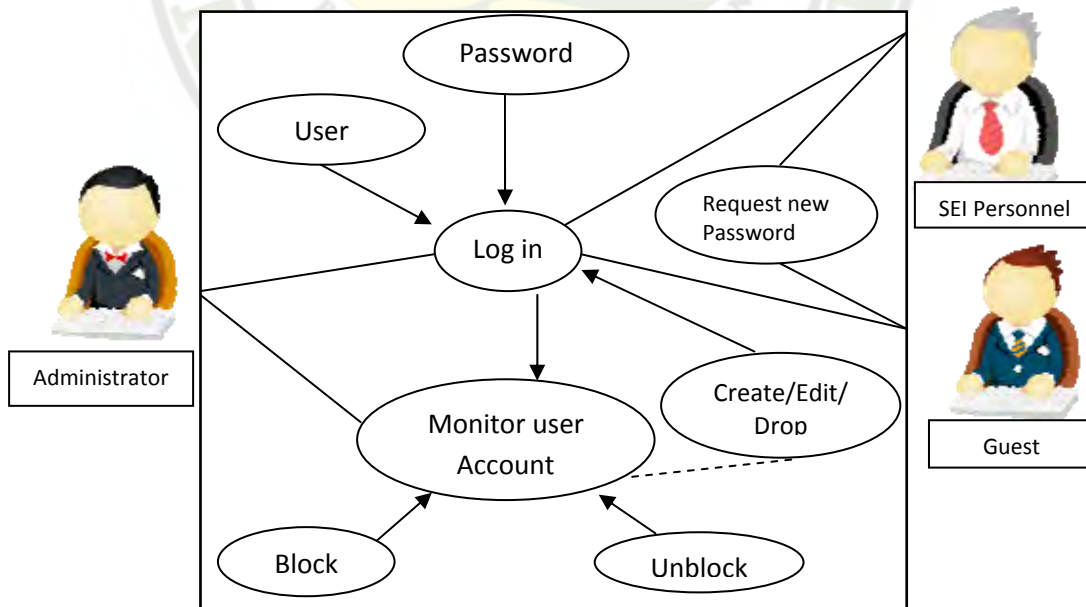

Figure 3.11 Use Case Diagram

After the registration, The SEI personnel can now perform their own roles in the system. The SEI personnel can now add/edit scholars report, edit/add scholarship programs, view, search and can now generate reports.The administrator can do all the capabilities of the SEI personnel, except for the dministrator can update and back-up the database, and can create and drop accounts. The capability only of guest are to view and search in the system. Figure 3.12 shows how the users view, search and generate report in the system.
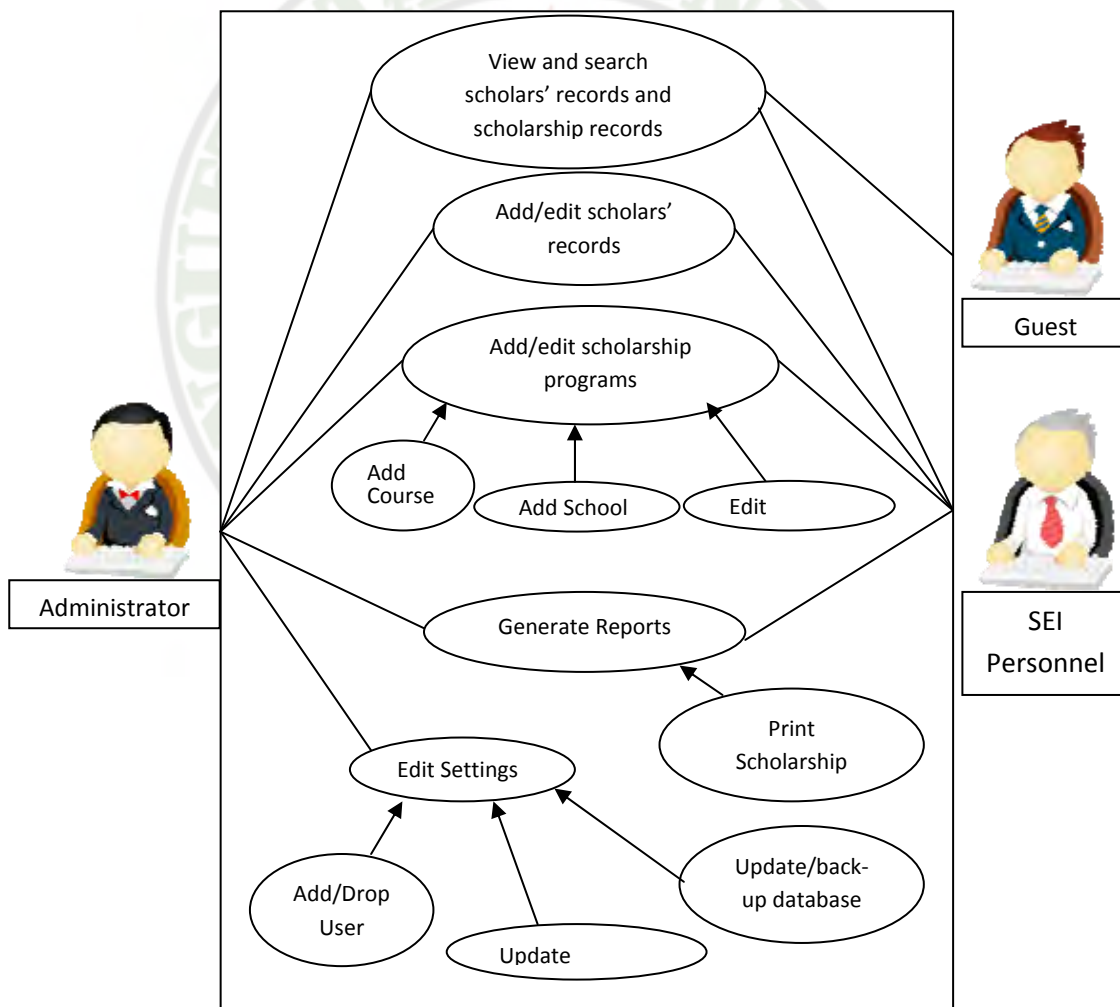
Figure 3.12 Use Case Diagram

Security and Control Measures to be Adopted

Security Inscription. Protecting data against unauthorized access is very important thus programs and data must be secured by issuing username and password. The system provides SEI personnel to have a secure access to the system.

Control Measures. This is a common role of a computer system, to provide different accessible transaction methods to its different stages of users, which are as follows;

1. *Administrators.* The administrator has full privilege in accessing and performing operations in the system; his role is to maintain the security integrity of the system. The administrator does the editing, adding and backing up of database.

2. *DOST-SEI Personnel.* The SEI personnel do the adding, editing but not backing up and deleting of database.

3. *On-the-Job Trainees.* The OJT's can only search and view the database.

Audit Trail. The system provides information of users who logged-in, shows list of usernames, the action done and time stamp for every transaction they performed. This helps the user to track what transaction is done during each user log-in. This enables the reconstruction and examination of the sequence of events and/or changes in an event.

Perceived Benefits

Perceived benefits by the DOST-SEI Personnel. The system will maximize the use of technology provided by the government in automating manual operations in order to respond clients' needs well. The database would serve to be the storage of all the needed information about the scholars like personal information, scholastic record and the scholars profile that can help the SEI personnel to add, search, update, categorize, manage and generate the scholars information in an efficient manner.

Perceived benefits by the DOST-SEI Scholars. The system will be the student's gateway to their recent and previous academic performance and status. Faster processing of reports through the proposed system make's the scholars stipends and certificates to be issued immediately.

Perceived benefits by the Researchers. The study would allow the researchers to apply what they have learned and address the study by applying tools, techniques and experiences through the different activities involved in the analysis and design of the study. This would also further enhance their knowledge and skills in software development and other field of expertise.

CHAPTER IV
SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

The chapter presents the summary, conclusions and recommendations for the system.

Summary

The proposed Scholarship Information System of Department of Science and Technology-Science Education Institute (DOST-SEI) in Cordillera Administrative Region (CAR) had specifically identified the following;

1. Information requirements in the existing processes of DOST scholarship management.

2. Problem areas in the existing DOST-SEI system.

3. Process in the proposed system.

4. Security measures that is appropriate in managing the student Scholarship Information System.

5. Perceived benefits by the following:

   a. Department of Science and Technology- CAR,

   b. Scholars and

   c. Researchers.

The information requirements are personal and academic records of the scholar, including subjects enrolled, units and final grades, with this information,

the General Weighted Average (GWA) are computed and scholars list and status report are provided.

The problems encountered in the existing process DOST-SEI system includes the unsecured and unorganized record keeping, inefficient retrieval and updating of scholarship record , time consuming and slow generation of report, manual and inaccurate computations of financial account.

The proposed system allows the SEI personnel to log-in in the system and have the authority to manipulate, track, and monitor the scholars received benefits, academic performances and status whether the scholar is outside the country, filed leave of absence during and after the scholars studies. The system also automatically computes the General Weighted Average (GWA) of scholar's grades.

The security measures that are appropriate in managing the student are user management, wherein there is a DOST-SEI administrator, DOST-SEI personnel.

The beneficiaries of the system are the Department of Science and Technology-CAR, Scholars and researchers.

Conclusions

The study was focused on the design and development of Scholarship Information System of DOST-CAR. Based from the results drawn from conducting the project, the following were the conclusions made;

1. The information requirements are personal and academic records of the scholar, including subjects enrolled, units and final grades, with this information, the General Weighted Average (GWA) is computed and scholars list and status report are provided.

2. Based from DOST-SEI current operation, the problems encountered in the existing DOST-SEI system are accessing of files is time consuming since the system uses MS Excel as their system database, thus they need to open a lot of files to update records and files one after the other. Manual tallying of records and manual searching and sorting of records become burden because records are in different Excel files and some reports need to be counted manually and the personnel should memorize the title of each report. Lots of data needed to be saved as well, since Excel was not made to function as a database of a big system.

3. To give solution to the problems, the proponents create a system that allows the SEI personnel to log-in the system and have the authority to manipulate, track, and monitor the scholars received benefits, academic performances and status whether the scholar is outside the country, filed leave of absence or has sent letter of appeal to the central office during and after the scholars studies. The

system also automatically computes the General Weighted Average (GWA) of scholar's grades. The system covers also the generation of clearances.

4. The security inscription DOST-SEI that provides the administrator and DOST-SEI personnel to have a secure access to the system. Control measures are also considered to provide different accessible transaction methods to its different stages of users which are the administrator, DOST-SEI personnel and On-the-Job Trainees.

5. The system can help DOST-SEI CAR to maximize the use of technology provided by the government in automating manual operations in order to respond in clients needs well. The database will serve to be the storage of all needed information about the scholars like personal information, scholastic record and scholars' profile that can help the SEI personnel to add, search, update, categorize, manage and generate the scholars' information in an efficient manner. For the DOST-Scholars, the system would be the gateway to their recent and previous academic performance and status. Faster processing of reports through the proposed system makes the scholar stipends and certificates to be issued immediately. Through this system, the researchers can apply what they have learned and address the study by applying tools, techniques, and experiences.

Recommendation

The Scholarship Information System of DOST-CAR will definitely improve the efficiency, consistency and accuracy in managing records, thus transforming it to quality service to the employees and scholars of DOST-SEI. It is highly recommended that the proposed system will be given consideration for the implementation in the near future. This can be done through the following recommendations:

1. A pilot test shall be conducted to all users of the system to describe more recommendations and improvement of the system.

2. Scholarship Information System of DOST-CAR shall be implemented so that the perceived benefits of DOST-SEI Personnel, scholars and researchers will be recognized.

3. Security and control measures shall be followed to secure and maintain the system.

LITERATURE CITED

A. Books

Hoffer, et al. (2002), Modern Database Management, Upper Saddle River, NJ: Prentice Hall

Ponniah (2003), Database Design and development: An Essential Guide for IT Professionals, New Jersey: John Wiley and Sons, Inc.

B. World Wide Web

Andhra Pradesh State Minorities Finance Corporation Ltd. [APSMFC] (2008): Online Scholarship Monitoring System
www. indiagovernance.gov

Jensen, Janine (2009): CALS Scholarship Allocation and Distribution System
www.quality.wisc.edu

Lewis, Kay S. (2006): Scholarship Processing System
www.washington.edu

TeachNZ, Ministry of Education (2012): Scholarships
www.teachnz.govt.nz

University Information Technology Services (2008): COMPASS Scholarship Selection and Awarding Process
www. uits.iu.edu

Das, Shri (n.d): Backward Class Welfare- Post Matric Scholarship Monitoring System (PMSMS)
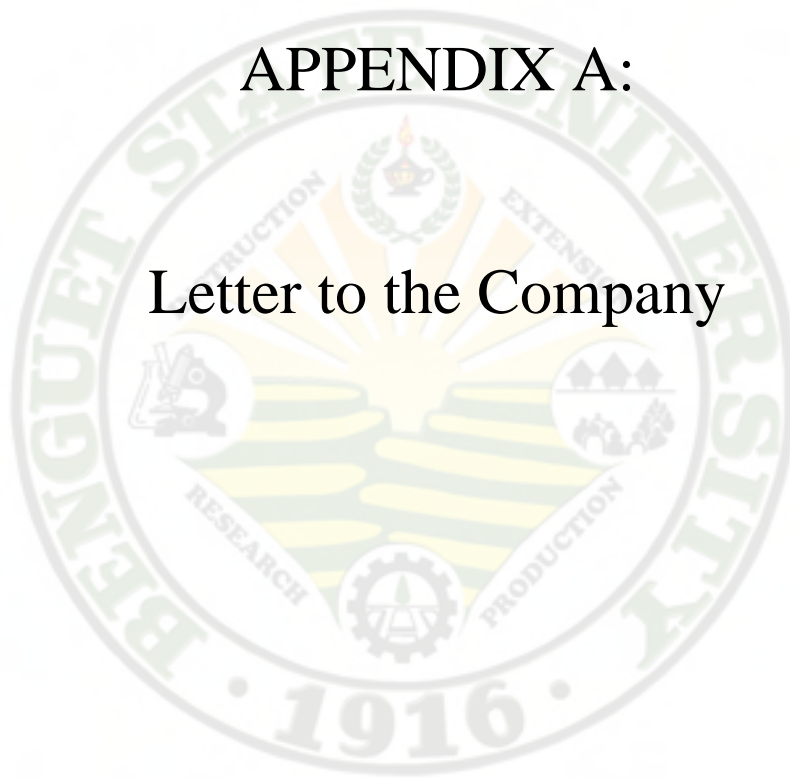www. nicwb.nic.in

Chinese Professional Club of Houston (2009): CPC Online Scholarship Application
www.cpchouston.net

Caraga State University (2011): University's Online Services or the Web-based Information System
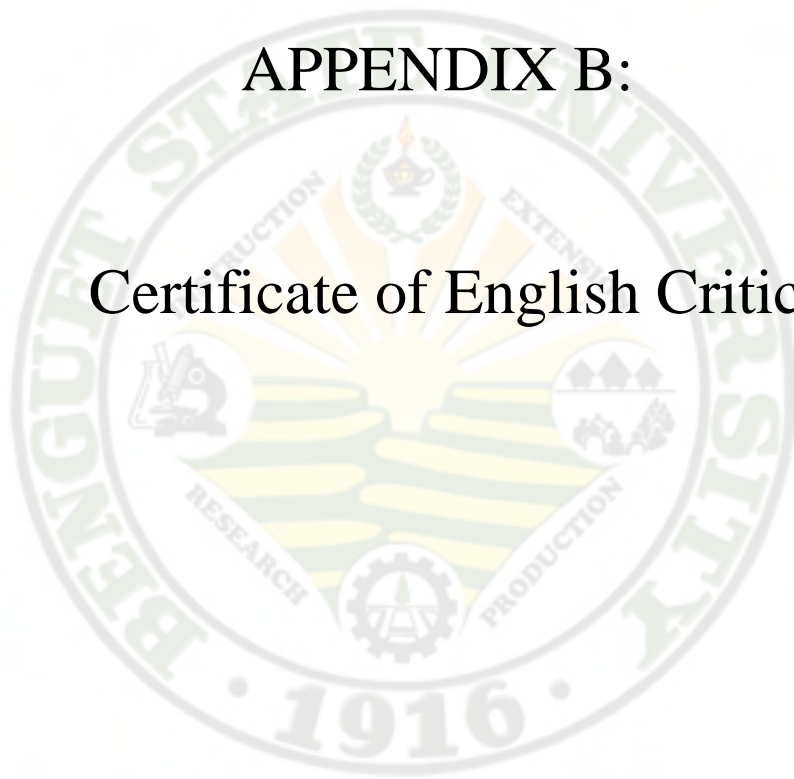www.casnr.carsu.edu.ph
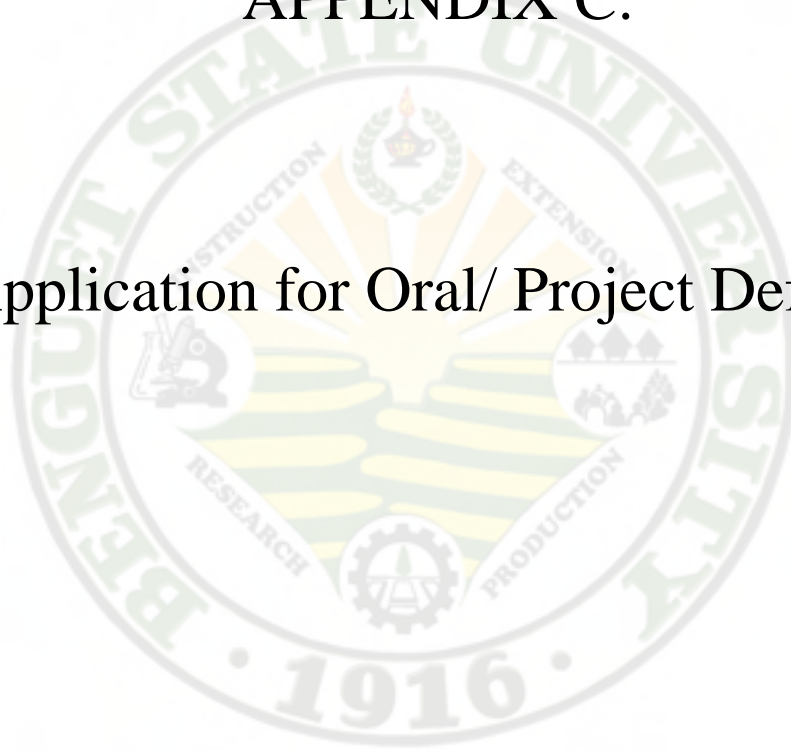
APPENDIX A:

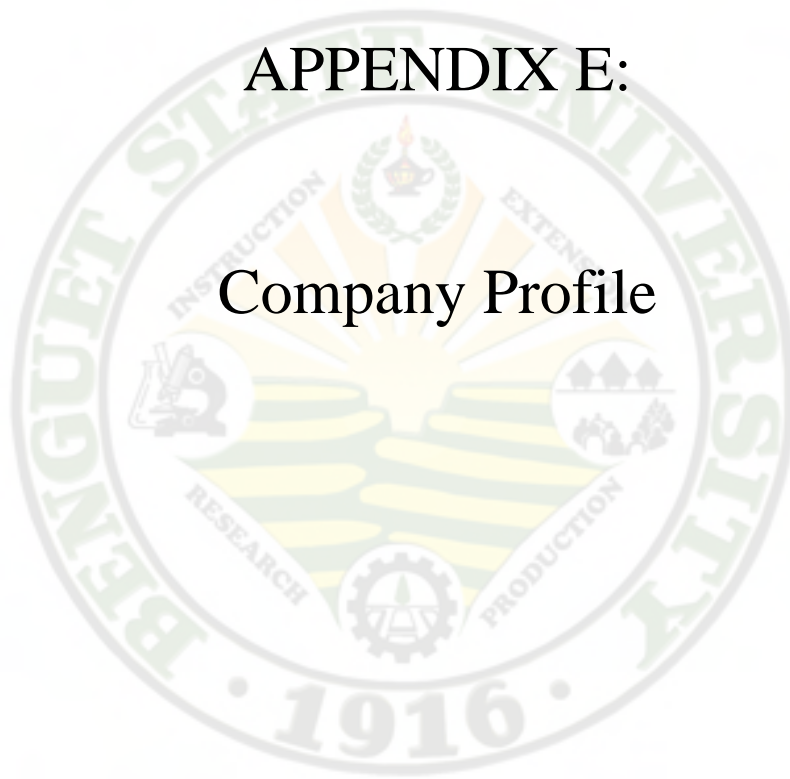## Letter to the Company

APPENDIX B:

Certificate of English Critic

APPENDIX C:

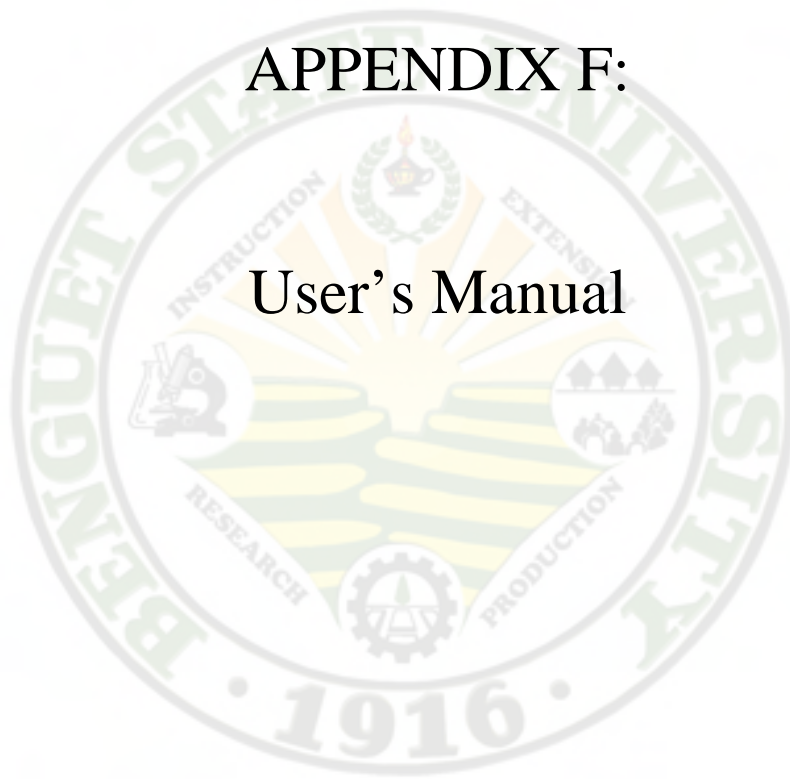# Application for Oral/ Project Defense
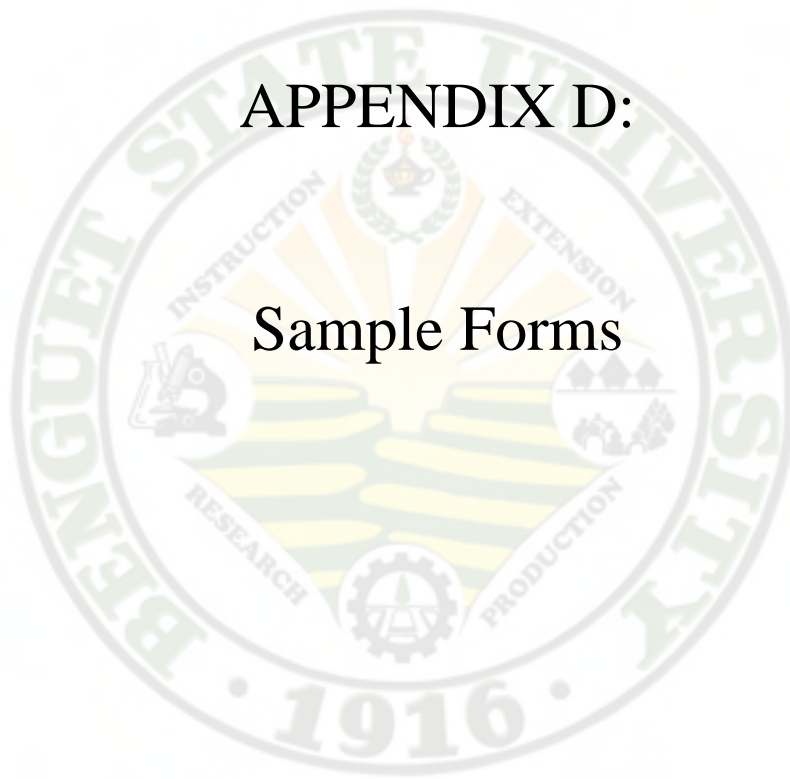
APPENDIX E:

Company Profile
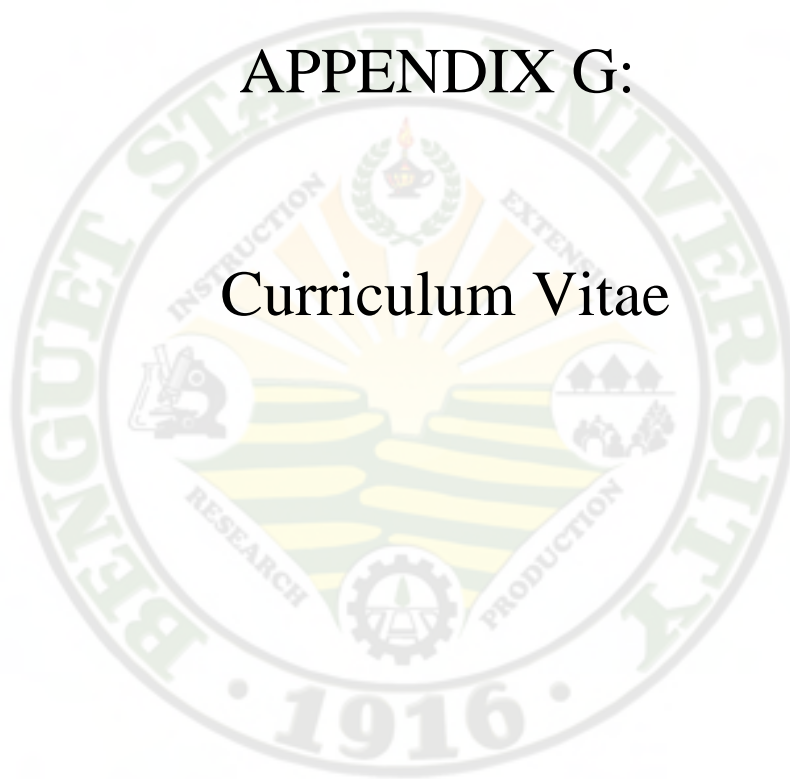
APPENDIX F:

User's Manual

APPENDIX D:

Sample Forms

APPENDIX G:

Curriculum Vitae

DOST-CAR

SEI SCHOLARSHIP INFORMATION SYSTEM

USER'S MANUAL

Form 1: Information Sheet

TO BE FILLED-OUT BY DOST/SEI STAFF ONLY

TCC/APPLN. NO. _____

2009 Total Annual Family Gross Income: P_____
(Taxable & Non-taxable)

Average Electricity
Consumption in kwh:
Month 1 _____ kwh
Month 2 _____ kwh
Month 3 _____ kwh
Total = _____ / 3 mos.
CV = _____ kwh

4th Year Annual HS Net
Tuition & Other School Fees: P_____

Scholarship Program Assessment:
☐ RA 7687
☐ Merit P 200.00/O.R. No. _____

Assessed by:
_____
Printed Name/Signature
☐ SEI ☐ DOST RO. No.: ____

Republic of the Philippines
Department of Science and Technology
SCIENCE EDUCATION INSTITUTE
P.O. Box 18 Taguig Post Office

NOT FOR SALE
CAN BE REPRODUCED
ALL ENTRIES/SIGNATURE
IN THIS FORM MUST BE
ORIGINAL.

Attach recent
1″ x 1″
photo here

INFORMATION SHEET

for the

DOST-SEI
SCIENCE AND TECHNOLOGY
SCHOLARSHIPS FOR 2011

Once officially stamped,
DO NOT detach photo.
Attach another copy
of the 1″ x 1″ photo
for the Test Permit.

Instruction: Write clearly in the box provided or check the box for the appropriate answer. Avoid erasures. For any erasure, the applicant should countersign the item corrected along the page margin. PLEASE ANSWER ALL ITEMS.

Deadline for Submission: 08 October 2010 (Friday)   **Date of Examination: 21 November 2010 (Sunday)**

I. PERSONAL DATA

1. Name of Applicant _____
   Surname   First Name   Middle Name

2. Sex ☐ Male ☐ Female   3. Date of Birth _____   4. Place of Birth _____

5. Citizenship _____   6. Do you have a dual citizenship? ☐ Yes ☐ No If yes, please specify: _____

7. Contact Nos.: Landline Phone No. _____ Cell Phone No. _____ 8. Email Address: _____

9. Permanent Address _____
   No.   Street   Barangay   City/Municipality   Province   Zip Code

10. Number of Children in the Family ☐   11. Birth Order of Applicant (1st child, 2nd child, etc.) ☐

12. Name of High School _____

13. Type of High School [Regular Public] [Science] [Private] High School Code (To be provided by DOST-SEI) _____

14. Address of High School _____

15. Tuition and Other School Fees Paid in a Private High School P_____
    (Please attach assessment form/statement of account provided by the school). If under scholarship, indicate name of scholarship and submit certification from school or foundation.

16. Have you been issued a passport? ☐ Yes ☐ No   Passport No. _____

II. FAMILY DATA

	Father	Mother	Legal Guardian (To be accomplished ONLY by those whose parents are deceased, working abroad, etc; should submit affidavit of guardianship)
17. Name			
18. Highest Educational Attainment			
19. Occupation (pls. specify)			
20. Name of Employer			
21. Employer Address			
22. 2009 Annual Income (in pesos) (taxable and non-taxable)			
23. If self-employed, declare gross income.			
24. Tribal Affiliation If applicable, please submit a certification of membership from the local Office of Muslim Affairs or National Commission on Indigenous People.			

III. SCHOLARSHIP INTENTIONS DATA

25. Check appropriate box for scholarship program applied for:

☐ **RA 7687 SCIENCE AND TECHNOLOGY SCHOLARSHIP**
For applicant who belongs to a family whose socio-economic status does not exceed the set values of ALL the identified indicators as approved by the Advisory Committee on the S&T Scholarships.
Applicant must thoroughly accomplish the Household Information Questionnaire (Form B.)

☐ **DOST-SEI MERIT SCHOLARSHIP**
For an applicant who belongs to a family whose socio-economic status exceeds the set values of any of the identified indicators. Applicant must pay a non-refundable test fee of P200.00.

26. Have you applied for scholarship other than the DOST-SEI? ☐ Yes ☐ No

    If yes, please identify which scholarship: ☐ OWWA ☐ CHED ☐ GSIS ☐ Others, specify _____

27. College/University where you intend to enroll: _____

    * You are advised to take the admission test of the college/university where you intend to enroll for SY 2011-2012.

28. Test Center nearest your school: _____

    * Please refer to the list of designated test centers in the 2011 S&T Scholarship Announcement.

    The scholarship examination will be administered on **21 November 2010 (Sunday)** at the identified test center in your province.

        I certify that all answers given above are true and correct to the best of my knowledge.

Attested by:

_____   _____

     Parent/Legal Guardian   Signature of Applicant

  (Please print name and sign above it.)   Date: _____

FORM B HOUSEHOLD INFORMATION QUESTIONNAIRE

A. HOUSEHOLD PROFILE

1. Profile of household members (Please include ALL members who live under the same roof and share in common food.)
   (Ibilang ang mga kasambahay o mga kamag-anak na kasalukuyang nakatira sa bahay at kasama sa inihahaing pagkain.)

Name (Put Household Head as first in the list; include name of applicant) (1)	Relationship to Applicant (2)	Age (3)	Civil Status (See codes below) (4)	Highest Educational Attainment (Specify grade, year or degree) (5)	Grade or Year Attending if Currently in School (6)	Occupation of Working Household Member (7)	Class of Worker (See codes below) (8)	Gross Income for the Year 2009 (in pesos) (9)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

*Household head is the person who generally provides the chief source of income for the household unit. He/She is the adult person, male or female, who is responsible for the organization and care of the household or who is regarded as such by members of the household.

Codes for Col. 4 (civil status):
  1 Single   2 Married   3 Widowed   4 Divorced/Separated   5 Unknown

Codes for Col. 8 (class of worker):
  1 Works for private household   5 Employer in own family-operated farm/business
  2 Works for private establishment   6 Works with pay on own family-operated farm/business
  3 Works for government agency/corporation   7 Works without pay on own family-operated farm/business
  4 Self-employed without any employee   8 Unemployed (e.g. housewife)
    (e.g., sari-sari store owner, dressmaker)

2. 2009 Total Annual Gross Income (Total of entries in column 9)   P _____

3. Do you have any relatives **other** than those in the **Household Profile** (whether here or abroad) who contribute in meeting your household expenses? ☐ Yes ☐ No

    If yes, how much is the average monthly contribution?   P _____ /month

Paalala: Kung ang mga magulang ay may hanapbuhay (employed) o di kaya ay may sariling negosyo, magbigay ng kopya ng Income Tax Return (ITR) para sa taong 2009; o kung walang hanapbuhay (unemployed), magbigay ng kopya ng BIR Certification o Municipal/ Barangay Certification of Non-employment. Kung ang ina ay walang hanapbuhay at nasa bahay lamang tanging ang ama na lamang na may hanapbuhay ang siyang kinakailangang magsumite ng nasabing dokumento.

FORM C

CERTIFICATE OF GOOD MORAL CHARACTER

TO WHOM IT MAY CONCERN:

    This is to certify that _____has consistently maintained good moral character, there having no disciplinary action taken against him/her as of the date of application.

                                                     _____
                                                     Printed Name & Signature of Principal/Guidance Counselor
                                                      Date: _____

NOTE: Failure to maintain good moral character before the award of the scholarship shall cause forfeiture thereof. DOST-SEI may require another certification before the signing of the Scholarship Agreement, should the applicant qualify.

FORM D-1 For Applicant from Regular High School

    Name of High School   _____
    Address   _____

PRINCIPAL'S CERTIFICATION

TO WHOM IT MAY CONCERN:

    This is to certify that _____ is a candidate for graduation for the School Year 2010-2011 and is classified within the **upper five** percent of the total _____ graduating students.
                                                         Number

                                                     _____
                                                     Printed Name & Signature of Principal
                                                     Date: _____

FORM D-2 For Applicant from DOST-SEI Identified/DepEd Recognized Science High School

PRINCIPAL'S CERTIFICATION

TO WHOM IT MAY CONCERN:

    This is to certify that _____ is a candidate for graduation of _____ for the School Year 2010-2011.
                            (Name of School/Address)

School Type: ☐ PSHS System   ☐ DepEd Regional Science HS   ☐ Special Science Classes of the 110 S&T Oriented High Schools

                ☐ Other DepEd Recognized Science High Schools
                    (Attach certification from DepEd that the school   _____
                    has a special science curriculum)   Printed Name & Signature of Principal
                                                      Date: _____

FORM E (In case applicant has already graduated from high school in the previous year)

APPLICANT'S CERTIFICATION

TO WHOM IT MAY CONCERN:

    This is to certify that the undersigned has not taken any previous DOST-SEI Scholarship Examination and has not earned any post-secondary or undergraduate units.

                                                                       _____
Attested by: _____   Printed Name & Signature of Applicant
        Printed Name & Signature of Parent/Guardian   Date: _____

FORM F

PARENT'S CERTIFICATION

    This is to certify that my son/daughter, _____, has no pending application for immigration to the USA or any other country.

                                                     _____
                                                   Printed Name & Signature of Parent
                                                   Date: _____

FORM G (For RA 7687 Applicants only)

CERTIFICATE OF RESIDENCY

TO WHOM IT MAY CONCERN:

    This is to certify that _____ is a bonafide resident of _____ for not less than 4 years.

                                                     _____
                                                   Printed Name & Signature of Barangay Official/Principal
                                                   Date: _____

Form 2: Monitoring Sheet

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Cordillera Administrative Region
Km.6, La Trinidad, Benguet

FM-TS-STSc F04
Revision 1
6-15-11

Monitoring Sheet

NAME OF SCHOLAR _____   SCHOLARSHIP PROGRAM _____

COURSE _____   YEAR OF AWARD _____

SCHOOL _____

Academic Year _____ - _____

FIRST SEMESTER			SECOND SEMESTER			SUMMER		
SUBJECT	UNIT	GRADE	SUBJECT	UNIT	GRADE	SUBJECT	UNIT	GRADE
Semestral Ave.			Semestral Ave.			Semestral Ave.		
SCHOLARSHIP STATUS:			SCHOLARSHIP STATUS:			SCHOLARSHIP STATUS:		
Recorded by: Scholarship Project Staff			Recorded by: Scholarship Project Staff			Recorded by: Scholarship Project Staff		

Academic Year _____ - _____

FIRST SEMESTER			SECOND SEMESTER			SUMMER		
SUBJECT	UNIT	GRADE	SUBJECT	UNIT	GRADE	SUBJECT	UNIT	GRADE
Semestral Ave.			Semestral Ave.			Semestral Ave.		
SCHOLARSHIP STATUS:			SCHOLARSHIP STATUS:			SCHOLARSHIP STATUS:		
Recorded by: Scholarship Project Staff			Recorded by: Scholarship Project Staff			Recorded by: Scholarship Project Staff		

Academic Year _____ - _____

FIRST SEMESTER			SECOND SEMESTER			SUMMER		
SUBJECT	UNIT	GRADE	SUBJECT	UNIT	GRADE	SUBJECT	UNIT	GRADE
Semestral Ave.			Semestral Ave.			Semestral Ave.		
SCHOLARSHIP STATUS:			SCHOLARSHIP STATUS:			SCHOLARSHIP STATUS:		
Recorded by: Scholarship Project Staff			Recorded by: Scholarship Project Staff			Recorded by: Scholarship Project Staff		

Form 3: List of All Scholars with Respective Status

RGN-REPO 2 : LIST OF ALL SCHOLARS WITH RESPECTIVE STATUS
Semester/Term: As of Start of Second Semester AY 2011-2012
Scholarship Program: RA 7687
Region: CAR

Year of Award	No.	Name	Level/Year	School	Course	Status as End of 1st Semester 2011-2012	Remarks
2006	1	ADIAN, MEGUINA C.	5th year	SLU	BSECE	Terminated	as of second SY 2010-2011
2006	2	AGCULAO, GENER L.		SLU	BSECE	NC	
2006	3	AGUILAR, MATT JOJEN S.		SLU	BSECE	NC	
2006	4	AGUSTIN, SHERIAN KAY B.		SLU	BSECE	NC	
2006	5	ALOS, PRINCESS KAREN T.	5th year	SLU	BSECE	Graduated	April 15, 2011
2006	6	AÑONUEVO, ALDRIN		UPBAGUIO	BS MATH	NC	
2006	7	APAWAN, FERLIN P.	5th year	SLU	BSECE	Graduated	April 15, 2011
2006	8	ARSITIO, CHARMAINE R.	5th year	SLU	BSECE	Graduated	April 15, 2011
2006	9	BAMBAO, LEONALYN V. *		UPBAGUIO	BS PHYSICS	Graduated	April 23, 2010
2006	10	BANAAG, CHINKEE MAYLS A.	5th year	SLU	BSECE	NC	as of 2nd semester 2007-2008
2006	11	BATAWIG, DARYLL VAL		UC	BSIT	Terminated	w/ 3FG end of 1st trimester AY 2006-2007
2006	12	BOHOLST, KRISTINE JOY G.		SLU	BSIE	Terminated	as of end of 1st Sem.,AY2007-2008
2006	13	BRIAGAS, JOSHUA S.		UPBAGUIO	BS MATH	Graduated	April 23, 2010
2006	14	BRUNO, ERIJAN CYRIL S.		UPBAGUIO	BS MATH	NC	
2006	15	CABANNAG, IRISH B.		UPBAGUIO	BS MATH	Graduated	April 23, 2010
2006	16	CADELIÑA, SHEENA C.		SLU	BSECE	Terminated	as of end of 1st Sem.,AY2007-2008, no financial obligation
2006	17	CO, RANDAL RAUL T.		SLU	BSECE	NC	
2006	18	DAIT, ELDIE B.	5th year	SLU	BSECE	Suspended	as of 2nd Sem 2009-2010; TF only
2006	19	DAUPAN, SOCORRO MARTHA MEG-AY V.		UPBAGUIO	BS BIO	Graduated	END OF 1ST SEM AY2009-2010
2006	20	DE VELEZ, LOUIS MIHALI D.	5th year	SLU	BSECE	Graduated	April 15, 2011
2006	21	DELA CRUZ, RYAN VALDEZ		SLU	BSECE	Transferred to Reg. 1	
2006	22	DELOS REYES, JOBELLE		SLU	BS IE	Transferred to Reg. 1	
2006	23	DIZON, KEITH C.	5th year	SLU	BSECE	Terminated	
2006	24	DOLLENTE, CHRISTOPHER D.	5th year	SLU	BS ME	NR	
2006	25	DUCLAYAN, RONALD M.	5th year	SLU	BSECE	Graduated	April 15, 2011 Cum Laude
2006	26	ENRIQUEZ, LEAH D.		UPBAGUIO	BS MATH	Terminated	3 years service obligation
2006	27	GARCIA, CARMINAH E.		UPBAGUIO	BS MATH	Terminated	Cleared
2006	28	GAS-IB, JANISSE B.		SLU	BSE-MATH	Graduated	Magna Cum Laude-17-Apr-10
2006	29	HALABASO, ERWIN A.	5th year	SLU	BSECE	Graduated	April 15, 2011
2006	30	JOSEPH, ARIANNE JAN B.		UC	BSIT	WITHDREW	end of 2nd sem 2007-2008
2006	31	LARON, CHARLAINE N.		UPBAGUIO	BS BIO	Graduated	April 23, 2010
2006	32	MAGANNON, HEDEDIAH		UC	BSIT	Graduated	May 8, 2010
2006	33	MALAG CARLO P.		SLU	BS ME	NC	
2006	34	MALINNAG, JOYCE		SLU	BSECE	NC	
2006	35	MANAHAN, KURT KHENZEY A.	5th year	SLU	BS ME	Graduated	April 15, 2011
2006	36	MANDANTES, FRUSHELL H.	5th year	SLU	BSECE	Terminated	2 YEARS AND 6 MOS. SERVICE OBLIGATION
2006	37	MEDINA, ZENDLE DIANE F.	5th year	SLU	BSECE	NC	
2006	38	MONTALBO, AGAPE A.		UC	BSIT	Graduated	Graduated 2009
2006	39	MOSUELA, HANNAH M.	5th year	SLU	BSECE	Terminated	as of 2nd semester 2010-2011

Form 4: Summary Status of Scholars

RGN-REPO 1:
Semester/Term:
Scholarship Program: RA 7687 BS WITH BRIDGING
Region: CAR

SUMMARY STATUS OF SCHOLARS
As of Start of Second Semester AY 2011-2012

| YEAR OF AWARD | SCHOLARSHIP AWARD | ON-GOING | | | | TOTAL | WIDTHDREW | TERMINATED | GRADUATED | NON-COMPLIANCE |
		GS	SUS	LOA	NR					
2009	BS									
	Physics									
	Other Disciplines	10				10				
	Subtotal --->	10				10				

RGN-REPO 1:
Semester/Term:
Scholarship Program: RA 7687 LADDERIZED
Region: CAR

SUMMARY STATUS OF SCHOLARS
As of Start of Second Semester AY 2011-2012

| YEAR OF AWARD | SCHOLARSHIP AWARD | ON-GOING | | | | TOTAL | WIDTHDREW | TERMINATED | GRADUATED | NON-COMPLIANCE |
		GS	SUS	LOA	NR					
2009	BS									
	Physics									
	Other Disciplines	9				9				
	Subtotal --->	9				9				

RGN-REPO 1:
Semester/Term:
Scholarship Program: MERIT
Region: CAR

SUMMARY STATUS OF SCHOLARS
As of Start of Second Semester AY 2011-2012

| YEAR OF AWARD | SCHOLARSHIP AWARD | ON-GOING | | | | TOTAL | WIDTHDREW | TERMINATED | GRADUATED | NON-COMPLIANCE |
		GS	SUS	LOA	NR					
2007	BS									
	Physics									
	Other Disciplines				1	1	1		1	
	Subtotal --->				1	1	1		1	
2008	BS									
	Physics									
	Other Disciplines	11			3	14		2		5
	Subtotal --->	11			3	14		2		5
2009	BS									
	Physics	2				2				
	Other Disciplines	12	4			16				
	Subtotal --->	14	4			18				
2010	BS									
	Physics	1				1				
	BS Mining Eng'g.									
	Other Disciplines	3				3				
	Subtotal --->	4				4				
2011	BS									
	Physics									
	Other Disciplines	2				2				
	Subtotal --->	2				2				
TOTAL	BS									
	Physics	3	4			7				
	Other Disciplines	28			4	32	1	2	1	5
	Grand Total --->	31	4		4	39	1	2	1	5

Form 5: Book Allowance and Stipends for Scholars Report

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY

Book Allowance and Stipends for Scholars

June 15, 2011

No.	Program/ Year of Award	Account No.	Account Name	Book Allowance	Stipend for June 2011	Stipend for July 2011	Total Amount
1	2010		Abellera, Shawn Theodore S.	2,500.00	4,000.00	4,000.00	10,500.00
2	2010		Acnam, Doughminn Jeff V.	2,500.00	4,000.00	4,000.00	10,500.00
3	2010		Akilith, Nympha T.	2,500.00	4,000.00	4,000.00	10,500.00
4	2010		Aluyen, Jay-r Anastacio B.	2,500.00	4,000.00	4,000.00	10,500.00
5	2010		Bacani, Joylene A.	2,500.00	4,000.00	4,000.00	10,500.00
6	2010		Butic, Esther B.	2,500.00	4,000.00	4,000.00	10,500.00
7	2010		David, Johnfel E.	2,500.00	4,000.00	4,000.00	10,500.00
8	2010		Eclar, Jezreel Maye L.	2,500.00	4,000.00	4,000.00	10,500.00
9	2010		Escobar, Marvin Luigi P.	2,500.00	5,000.00	5,000.00	12,500.00
10	2010		Ferrer, Ivan Ramil F.	2,500.00	4,000.00	4,000.00	10,500.00
11	2010		Gicana, Ronel T.	2,500.00	4,000.00	4,000.00	10,500.00
12	2010		Gili, Mon Bryan Z.	2,500.00	5,000.00	5,000.00	12,500.00
13	2010		Gutierrez, Edmund D.	2,500.00	4,000.00	4,000.00	10,500.00
14	2010		Labawig, Bret Zane C.	2,500.00	4,000.00	4,000.00	10,500.00
15	2010		Madalipay, Jasper T.	2,500.00	5,000.00	5,000.00	12,500.00
16	2010		Manuel, Wendell A.	2,500.00	5,000.00	5,000.00	12,500.00
17	2010		Sotelo, Noriel Louis Q.	2,500.00	4,000.00	4,000.00	10,500.00
18	2010		Tino, Joshua Roy T.	2,500.00	4,000.00	4,000.00	10,500.00
19	2010		Tobias, Joseph Paolo P.	2,500.00	4,000.00	4,000.00	10,500.00

Form 6: Personal Data Sheet

PERSONAL DATA SHEET

instruction: Please print all answers. Do not leave any BLANK
Avoid abbreviation.

1. Surname BANGAO	First Name JOHANES	Middle Name KITONGAN	2. Sex ☐ Male ☑ Female	3. Age: 16
4. Citizenship FILIPINO		5. Height 5'2	6. Weight 49.5 kg.	
7. Date of Birth DECEMBER 05, 1994		8. Place of Birth: MANKAYAN, BENGUET		
9. Complete Home Address GUINAOANG PROPER, MANKAYAN, BENGUET, CAR				
			10. Tel/Cell # 09306485114	

11. Name of Father ARTHUR D. BANGAO	11a. Citizenship FILIPINO
11b. Highest Educational Attainment COLLEGE GRADUATE	11c. Occupation RETIRED MINER
11d. Employer	11f. Annual Gross Income
11e. Employer's Address	(Latest)
12. Name of Mother ESTELA K. BANGAO	12a. Citizenship FILIPINO
12b. Highest Educational Attainment 4th y COLLEGE	12c. Occupation HOUSEWIFE
12d. Employer	12f. Annual Gross Income
12e. Employer's Address	(Latest)

13. Education	Name of School	Year Graduated	Honors Received
Elementary	MANKAYAN CENTRAL SCHOOL	2007	VALEDICTORIAN
Secondary	MANKAYAN NATIONAL HIGH	2011	VALEDICTORIAN
College	Where to intend to enrol: SAINT LOUIS UNIVERSITY - BAGUIO		
	What Course to pursue: BS IN ELECTRONICS & COMMUNICATION ENGG		
	School Address: BONIFACIO ST, BAGUIO CITY		
	Address while studying HOUSING, UPPER WANGAL, LA TRINIDAD, BENGUET		
	Tel. No./ Cell. No.: 09306485114		
	Email Address iroukhaiwlej @ yahoo. com		
14. Special Skills	DRAWING, SINGING, WRITING		

I declare that the answers given above are TRUE and CORRECT.

_____
Signature

[ ]
Right Thumbmark

COMPANY PROFILE

Address

Department of Science and Technology - Cordillera Administrative Region, Km. 6 La Trinidad, Benguet

Company Profile

On January 30,1987, the then National Science and Technology Authority (NSTA) was re-organized into the Department of Science and Technology (DOST), paving the way for the creation of DOST Regional Offices through the country.

The Cordillera Administrative Region was created by virtue of Executive Order 220, 1987, consisting of the provinces of Abra, Benguet, Mt. Province (formerly from Region I), Ifugao, Kalinga-Apayao (formerly from Region II). This was followed by the establishment of the DOST-CAR regional office through Administrative Order No. 36 and 180, series of 1987.

On July 31, 1990, the Provincial Science and Technology Centers (PSTCs) were created through RA 6959. DOST-CAR has established its PSTCs in Abra, Benguet, Ifugao, Kalinga-Apayao, and Mountain Province in December 1991.

The last PSTC to be added is the Apayao S&T Center when the former province of Kalinga-Apayao was split into two in February 1995, through RA 7878.

Contact Person

Nancy A. Bantog- DOST OIC Office Director.

End- User

The users of the Scholarship Information System of DOST-CAR are the following:

Administrator

SEI Personnel

Guest/ OJT's

Mandate

Executive Order No. 128 mandates that the DOST shall provide central direction, leadership and coordination of scientific and technological efforts and ensure that the results there from are geared and utilized in areas of maximum and social benefits for the people.

DOST-CAR, as an implementing arm of the Department shall:

- Carry out the science and technology policies, plans, programs and projects, laws, rules, regulations

- Provide S & T services to the people

- Coordinate with other government agencies and with local government units in the region on S & T matters.

Mission

To pursue comprehensive and sustainable science and technology programs geared towards the development of livelihood opportunities and improvement of the quality of life in the Cordilleras.

CHAPTER I. Introducing Scholarship Information System of the DOST- CAR

A. <u>System Requirements</u>

HARDWARE

- Pentium IV 1.2 gigahertz (GHz) processor or faster

- At least 128 megabytes (MB) of RAM (256 MB is recommended)

- Video adapter and monitor with Super VGA (800 x 600) or higher resolution

- At least 64 megabytes per second (mbps) of LAN card/ Network Adapter

- External Drive (for back up)

SOFTWARE

- Google Chrome

- Firefox 3.0

- Internet Explorer

- PHP

- MY SQL 5.1.13

B. Introduction

DOST-SEI CAR Scholarship Information System provides services to the DOST-SEI personnel. The Network System let the department personnel monitor students' academic performance in an easier manner. The system would facilitate all transactions that are done with regards to application of scholarship, releasing of allowances and management of scholar request, appeal or query. Generation of report, updating, organizing and accessing records would be covered by the system. Transaction and records can be modified and searched by the user.

C. How This Book is Organized

This manual assumes that you are already familiar with the windows environment. If not, you will have to familiarize yourself with the concept and use of windows, icons, menus and pointer. You should know the basics of windows application such as minimizing, maximizing, closing of windows, using the mouse and short-cut keys, the function of clicking and double clicking the mouse and turning on and off the computer. This manual is organized as follows:

Chapter I: This part presents all about the DOST-SEI CAR Scholarship Information System. The introduction and definition of terms are also included here.

Chapter II: This part includes the system requirements, installation steps, system inputs and outputs and the different controls involved in the system.

Chapter III: This shows the topic on how to operate the system.

D. Definition of Terms

The common terms in the manual are discussed below. It is best for you to familiarize yourself first with the terms before trying to learn how the system works and how to use it.

Combo Box. Combines the features of a textbox and list box. This control allows the user to select an item by selecting it from the list.

Command Button. These are the controls on the form which when we clicked would initiate an action in order to accomplished certain task.

Form/Interface/Window. This is the window that appears in the screen displayed which serves as your worksheet or as medium for the communicating system. It is where you enter, update or view data and produce print outs of the record you needed.

List View. Display items using one of four different views. You can sort columns by clicking on the column header.

Menu Bar. Contains the menu in which the user can pick to do an operation.

Picture Box. Can display a graphic from bitmap, icon or metafile as well as JPEG or GIF.

Radio Button. Preset a set of two or more choices to use. Option Button should always work as a part of the group. Selecting one option button immediately clear the other entire button in the group.

System. Refers to the whole application that is used to accomplish and facilitate the management operations.

Tab Control. Provides a group of tabs, each of which acts as a container for the other forms. Only one tab is active in the control at a time, displaying the controls it contains to the user while hiding the controls in other tabs.

Text Box. Accepts user inputs such as name, address etc.

CHAPTER II. Getting Started _____

   A. Installing the DOST-SEI System

       1. From the installation package first install the WAMP server executable file. Follow the instruction and run the server.

       2. Copy the DOSTSEI folder from the installation package and paste it on the www folder of WAMP in drive C:.

       3. From the task bar select WAMP server icon > phpMyAdmin.

       4. Create new database named database. Then, click Import>browse the database.sql file > click go.

       5. To run the system make sure the system is running.

       6. Again, select WAMP server icon > Localhost> click the DOSTSEI folder under Your Projects. Security window will appear after clicking the folder.

   B. Looking at the Work Area

       The menu bar consists of the menus for performing specific task. These menus are described below.

1. Scholar Menu- This menu shows all scholars and ongoing scholars in the system.

2. Library Menu- Show the all list of Programs, Schools, Courses, Subject and Provinces.

3. Reports Menu- Show list for Status Reports, Summary of Current Scholars, Graduated and Deferred transactions.

4. Financial Assistance Menu- Show summary of Financial Assistance for each Start and End of Semester.

5. Maintenance Menu- Back-up and Restore Database

6. User Accounts Menu- Show all accounts of clients.

7. Help Menu- A menu where you can find the general guide of the system. This menu will help you to familiarize the system.

C. Level of Security of Account

This is a common practice for computer system to provide different accessibility methods to its different levels of user. The following menus are shown according to the levels of security of the account log-in.

1. Administrator

    He administrator has a full control of the system. In additional this account is used in case of absence of staff and their work must be done. The Administrator is responsible for creating new system users, backing-up and restoring of database.

2. SEI Personnel

    The SEI personnel have full control of the system except in creating new system users, backing-up and restoring of database.

3. Guest

    Guest can only view the system.

CHAPTER II. USING THE SYSTEM_____

This chapter covers the steps using the system.

I. Log-in

   To start up the system:

The form Log- in will first appear upon opening the system. Anyone who doesn't have an account that is configured by the administrator could not use the system.

a. Enter valid user name and password.
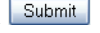
b. Click Log-In Button [Login] to enter into the system. If the user's input

doesn't match, a message box will appear.

a) How to Add and Edit User Account

Note: *"Only the system administrator has the authority to add and edit User Accounts."*

a) To create a new account, click User Account Button in the Menus.

b) Click to enable the Create User Box.

c) Fill out the form then click Submit Button . A message "One record added." appears. Upon clicking the Ok button, the transaction is being saved in the table.

d) The Administrator can edit the account by clicking the account from the table then click Edit Button.

e) Click Submit Button to store the changes.

f) Click Cancel Button to discontinue the transaction.

1. How to Edit your Password

a) In changing your password, click [ADMIN | Arjay | Logout] on underlined account name on the header.

b) You can now enter your new password.

c) Click Submit Button [Submit] to store the changes.

d) Click Cancel Button [Cancel] to discontinue the transaction.

2. How to Log-Out

a. Click Log-out Text Link [ADMIN | Arjay | Logout] to exit the user from the system. The form which the user is currently working on will be closed.

II. <u>Main Menu</u>

1. If the username and password entered are valid, the system takes you to the Main Menu or Main Working area. If not, you will have to try again for you to log-in.

2. The Main Menu is composed of Menus, familiarizing them will help in mastering the user's manual.

A. <u>Scholar</u>

If you wish to add, view or edit information of scholars from the system, follow these steps:

1. How to Add a New Scholar

    a. Click Scholar Menu >> All scholar >> Add Scholar.

This form will show upon clicking Add Scholar Text Link.

b. Enter all information requires. (Required fields are denoted with *)

c. After entering the required fields, click on Submit button [Submit].

The record will be added to the database.

d. Click Cancel button [Cancel] to discontinue the transaction.

Or

a. Click Scholar Menu >> Add Scholar Button [Add Scholar].

1.1. How to Attach a Picture

a) Click on the Browse button Browse Button [Browse..].

b) An open file dialog box will appear.

c) Choose where the picture is located.

d) Click on the picture.

e) Click Open.

2. How to View List of Scholars

a. Click Scholar Menu >> All Scholars

2.1. How to Sort List of Scholars

a. Select a Program on the Program List.
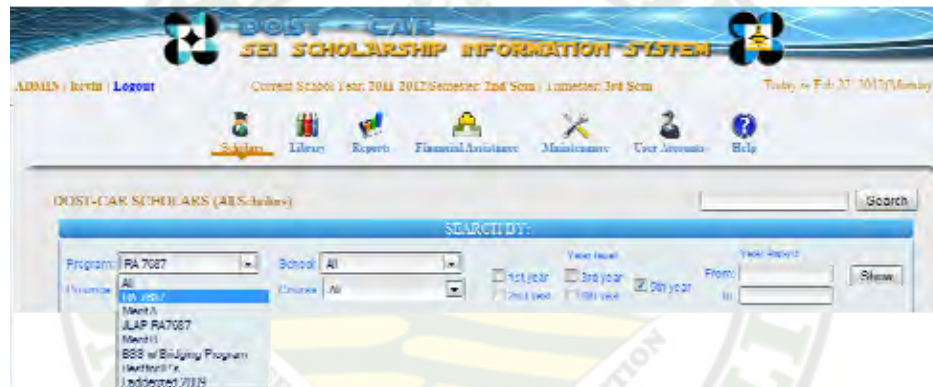
b. Select a Province on the Province List.

c. Select a School on the School List.

d. Select Course from the Course List.

e. Select Scholar Year Level from the Check Box.

f. Enter Year Award.

      g.   Click Show Button [Show] to View the Sorted List of Scholars.

2.2.   How to View On- Going Scholars as of Start and End of the

Semester.

      a.   To view all current Scholars at the start of the semester, click on

         the Scholar Menu>> OnGoing Scholars >> Start
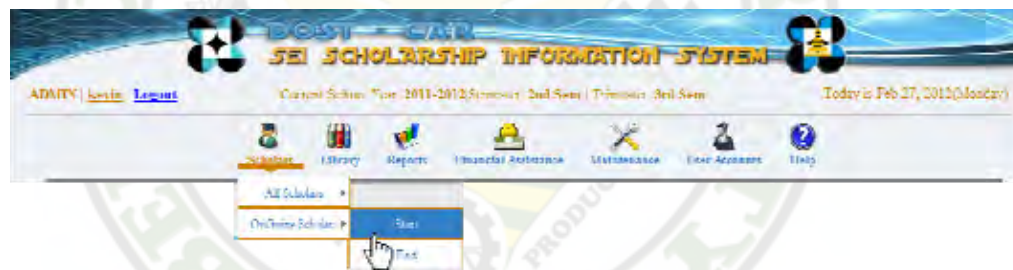
      b. To view all current Scholars at the end of the semester, click on the

         Scholar Menu>> OnGoing Scholars >> End
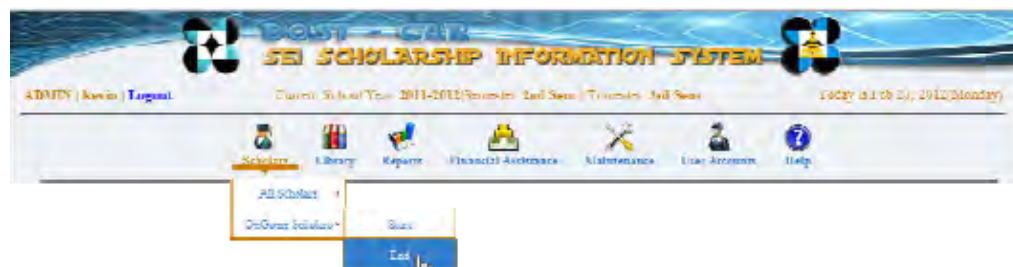
    3.   How to View Scholar's Academic Record

a. Click Academic Record button by scholar name.

b. Scholar's Academic form will appear.
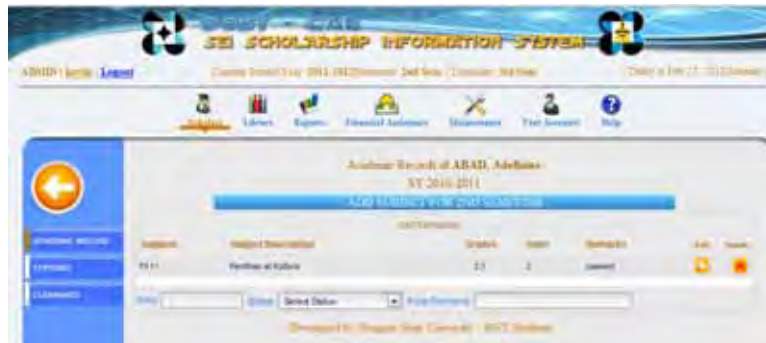
3.1.1. How to Add Scholar's Subject

a. Click Add Subject Drop Down ADD SUBJECT FOR 2ND SEMESTER .

b. Enter all information required.

c. After entering the required fields, click on Submit button Submit . The subject will be added to the scholar's academic record.

d. Click Cancel button Cancel to discontinue the transaction.

4. How to View and Edit Scholar's Profile

a. Scholar Menu>> Click Edit Button by scholar name.

b. Scholar's Profile Form will appear.

c. Enter the new information.

d.   Click Submit, a message box will appear to confirm that the

information has been successfully edited.

e.   Click OK.

5.   How to Show Scholar's Stipend

a.   Click Scholars Menu >> Academic Record ⭐ >> Stipends Tab.

STIPENDS

b.   Scholar's Stipend Form will appear.
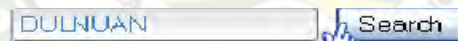
6.   How to Show Scholar's Clearances

a.   Click Scholars Menu >> Academic Record ⭐ >> Clearance Tab.

CLEARANCE

b.   Scholar's Clearance Form will appear.

7.   How to Search Scholar's Name

DULNUAN   Search

a. Click Scholars Menu >> type scholar's first name or last name in the

text box.

b. Click Search Button.

B. <u>Library</u>

If you want to add, view or edit information under Programs, Schools, Courses and Provinces, follow these steps.

1. How to Add, Edit and Delete a Program

a. Click Library Menu >> Program >> Add Program >>

b. Enter New Program Name.

c. After entering the required fields, click on Submit button . New record will be added to the database.
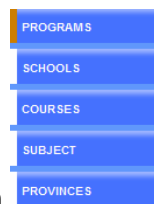
d. Click Program to view all List of Programs.

e. Click by program name to edit.

f. Click to Delete. (Note: You cannot delete a Program if it is in use.)

2. How to Add, Edit and Delete School

a. Click Library Menu >> Schools>> Add School >> ADD SCHOOL

b. Enter all information required. (Required fields are denoted with *).

c. After entering the required fields, click on Submit Button Submit. The record will be added to database.

d. Click Cancel button Cancel to discontinue the transaction.
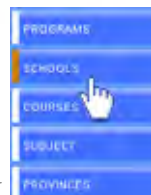
f. Click PROVINCES to view all list School.

g. Click ◆ by School name to edit.

h. Click ✖ to Delete. (Note: You cannot delete a School if it is in use.)

3. How to Add, Edit and Delete Course

a. Click Library Menu >> Courses >> Add Courses>>

b. Enter all information required. (Required fields are denoted with *).

c. After entering the required fields, click on Submit Button . The record will be added to database.

d. Click Cancel button to discontinue the transaction.
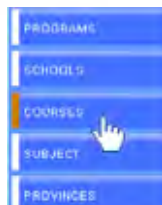
e. Click to view all list of Courses.

f. Click by Course name to edit.

g. Click to Delete. (Note: You cannot delete a Course if it is in use.)

4. How to Add, Edit and Delete Subject
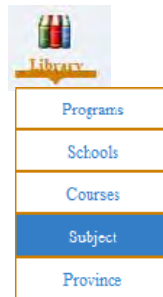
a.   Click Library Menu >> Subject >> Add Subject >>
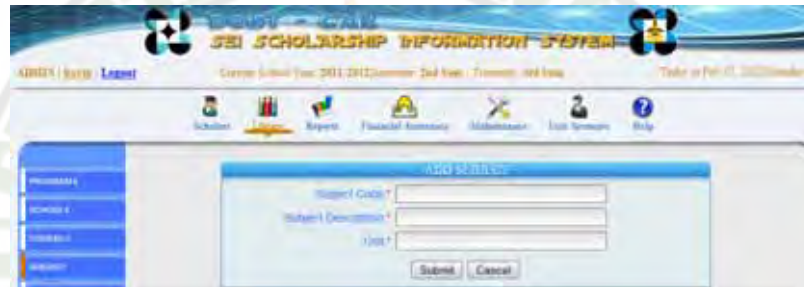
b. Enter all information required. (Required fields are denoted with *).

c. After entering the required fields, click on Submit Button . The record will be added to database.

d. Click Cancel button to discontinue the transaction.

5. How to Add, Edit and Delete Province

a. Click Library Menu >> Province >> Add Province >> [ADD PROVINCE]

b. Enter all information required. (Required fields are denoted with *).

c. After entering the required fields, click on Submit Button[Submit].
 The record will be added to database.

d. Click Cancel button[Cancel] to discontinue the transaction.

e. Click Province [PROVINCES] to view all list of Provinces.

f. Click 🔷 by Province name to edit.

g. Click ❌ to Delete. (Note: You cannot delete a Province if it is in use.)

C. <u>Reports</u>

Report will help you view Status Reports, Summary of Current, Graduated and Deferred Scholars according to their School, Program, Courses, Provinces and Status.

1. How to view Status Reports

    a.Click Report Menu >> Status Reports

    All List of Scholars with their Respective Status will be shown.

    b.   Search Status Reports according to Program and Status of the scholar at

    the start or end of semester.

1.1   How to Sort Official Reports.

    a. Choose a program on the program list.

    b.   Choose a Status on the Status List.

    c.Click on the Show button to view.

1.2. How to View Summary of Status Reports

    a.   Click Reports menu>> Status Report >> Summary of SR

    b. Click on Schol-Scholar [SCHOL-SCHOOLS] on the side menu to view the total number of scholars in each School.

    c. Click on Schol-Province [SCHOL-PROVINCE] to view the total number of scholars in different provinces according to scholar's type of Program.

d. Click on Schol-Course ![SCHOL-COURSE] to view the total number of Scholar's enrolled in a particular Course according to scholar's type of Program.

e. Click on Programs ![PROGRAMS] to view the total numbers of scholars in each type of Program.

f. Click on Schools ![SCHOOLS] to view the total number of Scholars in each School.

YEAR OF AWARD	SCHOOL	On - Going				TOTAL	WITHDREW	TERMINATED	GRADUATED	NON COMPLIANCE	OVERALL TOTAL
		GS	SUS	LOA	NR						
2011											
	SLU	4	0	0	0	4	0	0	0	0	4
	UP Baguio	2	0	0	0	2	0	0	0	0	2
	SUBTOTAL	60	2	0	0	62	0	0	0	0	65
2010											
	UP Baguio	1	0	0	0	1	0	0	0	0	1
	SUBTOTAL	31	0	0	0	31	0	1	0	0	34
2008											
	BSU	1	0	0	0	1	0	0	0	0	1
	SUBTOTAL	32	6	0	5	43	0	4	6	12	66

Merit A

g. Click on Courses to view the total number of Scholars in different type of Courses.

h. Click on Provinces to view the total number of scholars in different provinces according to scholar's status.

2. How to View Current Scholars

a. Click Report Menu >> Current Scholars

b. All List of Current Scholar will appear below.

c. Click on Alumni to view Graduated Scholars.

d.   Click on Shift/Transfer to view Shifters and Transferees.

e.Click on Defer to view Deferred Scholars.

3. How to Export Reports to CSV File

a. Click on Export table to CSV Button Export table to CSV .

b . Click OK button as dialog box will appear.

c. Click SAVE to save the CSV file.

D. Financial Assistance

Financial Assistance will view all Benefits and Stipends of Scholar every Start of Semester.

1. How to View Financial Assistance

a. Click Financial Assistance Menu

b. Click on 🌐 to view scholar's Financial Assistance break down.

Financial Assistance Break Down

ABELLERA, Mclister   Scholarship Program: RA 7687
Course: BSP   Year Award: 2011
School: Benguet State University

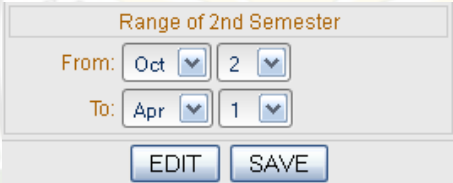| Semester	Benefits	2011-2012	2012-2013	2013-2014
1st Sem				
	soep	P 234.00	P 42,343.00	P 765.00
	Tuition Fee	P 234.00	P 34.00	P 54.00
	Book Allowance	P 5.00	P 5.00	P 5.00
	Transportation Allowance	P 54.00	P 54.00	P 54.00
	PE / MS	P 54.00	P 54.00	P 54.00
	June - October	P 0	P 0	P 0

Developed by: Benguet State University - BSIT Students

c. Click on to provide Final Clearance to Scholar. Check symbol will indicate that the scholar has been cleared.

E. Maintenance

The Maintenance Menu will allow the user to change every range of semesters and let the user to back up the system.

1. How to Change Semester Range

a. Click on Maintenance Menu .

b. Click on

c. You can now select a particular month for the start and end of semester.

d. Click edit button to modify the range of semester.

e. Click save button to save changes.

2. How to Back-up the System

a. Click on system link .

b. Click on the back up button to back up the system

D. <u>Help</u>

Help menu will show the general guide on how to use the system.

This menu will assist user to familiarize the system.
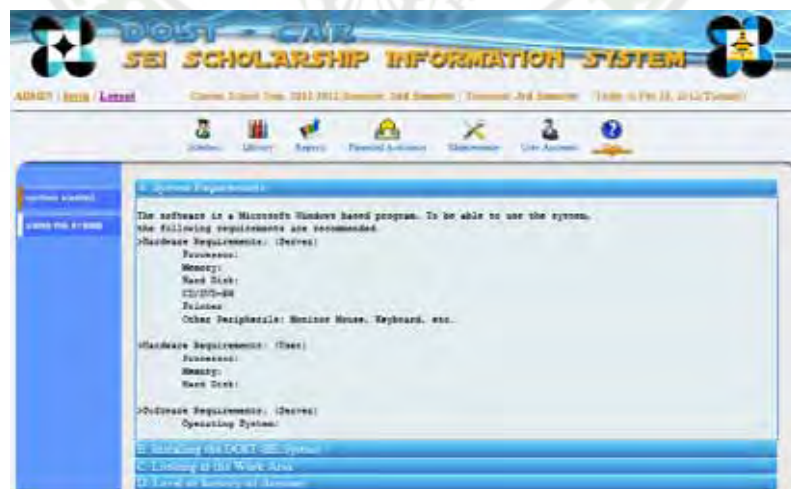
1. How to View Help

a. Click on Help Menu .

b. Select Getting Started Tab to review how to start the system.

c. Select Using the System Tab to view list of instructions on how to use the system.

d. Click on the Title to view details.

AUBREY M. DULNUAN

San Jose, Caba, La Union
rehka0126@yahoo.com

PERSONAL INFORMATION

Birth Date	:	April 01, 1990
Birth Place	:	Itogon, Benguet
Parents	:	Jaime C. Dulnuan
		Gertrudes M. Dulnuan

EDUCATIONAL BACKGROUND

Elementary	:	San Jose National Elementary School
		Caba, La Union
Secondary	:	San Jose National High School
		Caba, La Union
Tertiary	:	Benguet State University
		La Trinidad, Benguet

MERSON S. BILAG

NE. 040 Jappa, ShilanLa Trinidad, Benguet
mersonbilag@ymail.com

PERSONAL INFORMATION

Birth Date	:	December 19, 1990
Birth Place	:	A.C.N.V.
Parents	:	Orid W. Bilag
		Myrna S. Bilag

EDUCATIONAL BACKGROUND

Elementary	**:**	Alfonso Castaneda Elementary School
		Lublub, Nueva Vizcaya
Secondary	**:**	Alfonso Castaneda National High School
		Lublub, Nueva Vizcaya
Tertiary	**:**	Benguet State University
		La Trinidad, Benguet

ARJAY S. BACDAYAN
FA 325 Km. 3, La Trinidad, Benguet
Arjay_bond007@yahoo.com

PERSONAL INFORMATION

Birth Date   :   July 29, 1992
Birth Place :   Buguias, Benguet
Parents   :   Felipe D. Bacdayan
                     Teresita S. Bacdayan

EDUCATIONAL BACKGROUND

Elementary   :   Loo Elementary School
                     Buguias, Benguet

Secondary   :   BSU - Bugias Campus
                     Buguias, Benguet

Tertiary   :   Benguet State University
                     La Trinidad, Benguet

KEVIN JOHN P. REFORBA

FA 226 Km 4 La Trinidad, Benguet
getyourfreak_on@yahoo.com

PERSONAL INFORMATION

Birth Date	:	January 17, 1992
Birth Place	:	La Trinidad
Parents	:	Juan L. Reforba
		Helen P. Reforba

EDUCATIONAL BACKGROUND

Elementary	**:**	LucbanElementarySchool
Secondary	**:**	Benguet National High School
Tertiary	**:**	Benguet State University
		La Trinidad, Benguet

SUNSHINE A. PACUYAN

KA-60 Cruz, La Trinidad, Benguet
shine.pacuyan@yahoo.com

PERSONAL INFORMATION

Birth Date : May 19. 1991
Birth Place : Poblacion, Buguias, Benguet
Parents : Buddy Shane Pacuyan
Marissa Atas

EDUCATIONAL BACKGROUND

Elementary : **Tinoc Central School**
Poblacion, Tinoc

Secondary : **Buguias National High School**
Poblacion, Buguias

Tertiary : Benguet State University
La Trinidad, Benguet