



PACIFIC INTERCONTINENTAL COLLEGE
Transnational Education Provider



Handbook for Writing Thesis and Dissertation: A Simplified

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AMB/A/R22

Thesis/Dissertation Writing Requirements and Guidelines

Introduction

The purpose of this handbook is to provide students' guidance that will find valuable pointers on how to write the different parts of their thesis or dissertation as well as information on the defense process.

The Pacific InterContinental College (PIC) expects students to produce original research papers that manifest their ability to undertake and present quality paper that will contribute to the advancement of knowledge in their fields of study.

In writing a thesis or dissertations, students shall comply with the standards set by the PIC. They are responsible for consulting the Office regarding the requirements for writing their manuscripts and are discouraged from just following the format of another thesis or dissertation.

Thesis/Dissertation Enrollment

First enrollment in Thesis/Dissertation Writing is valid for one school year (two semesters and one summer). However, students have to enroll for residency on the second and third terms (semester and summer). Students who are unable to defend orally their thesis within the three-term period have to enroll thesis writing again if they wish to have their proposal or final defense. No enrollment means no thesis advising and oral defense.

Students enrolled in Seminar in Thesis Writing/Thesis Writing are required to attend a seminar on such topics as choosing a research topic, writing the introduction, reviewing related literature, documenting sources and other related topics.

Thesis/Dissertation Committee Member

1. Thesis Committee Member for Master's Student

Composition: Thesis committee is composed of **4** panel members: **1** thesis advisor and **3** panel members. At least **2** panel members should be from candidate's department or school.

1.1. Thesis Advisor

- Eligibility: PIC faculty member who has been approved to direct theses
- Responsibilities:
 - 1) Nominate **3** other panel members to committee member coordinator

- 2) Guide student writing a thesis, and review and evaluate student's thesis
- 3) Manage other panel members to fully engage in pre-oral and oral defense.

1.2. Other Panel Member

- Eligibility: University faculty member
- Responsibilities:
 - 1) Actively participate in pre-oral and oral defense
 - 2) Review and evaluate student's thesis

2. Dissertation Committee Member for Ph.D. Student

Composition: Dissertation committee is composed of **5** panel members: **1** dissertation advisor and **4** panel members. At least **3** panel members should be from candidate's department or school.

2.1. Dissertation Advisor

- Eligibility: PIC faculty member who has been approved to direct dissertations
- Responsibilities:
 - 1) Nominate **4** other panel members to committee member coordinator
 - 2) Guide student writing a dissertation, and review and evaluate student's dissertation
 - 3) Manage other panel members to fully engage in pre-oral and oral defense.

2.2. Other Panel Member

- Eligibility: University faculty member
- Responsibilities:
 - 1) Actively participate in pre-oral and oral defense
 - 2) Review and evaluate student's thesis

3. Committee Member Coordinator

- Eligibility: A member of PIC Academic Office
- Responsibilities:

- 1) Appoint appropriate thesis and dissertation advisor for students who took comprehensive exam.
- 2) Review eligibilities of potential "other panel members" nominated by thesis/dissertation advisor. Carefully review their conflict of interest with student. ("other panel members" refer to panel members who are not a thesis/dissertation advisor)
- 3) Appoint appropriate "other panel members" based on thesis/dissertation advisor's nomination.
- 4) Monitor and control all procedures and activities related to thesis/dissertation committee including comprehensive exam, pre-oral defense, final oral defense, and establishing committee member.

Thesis/Dissertation Review Panel

The role of the panel of examiners is to determine if the following are satisfactorily complied with:

1. The problem raised is systematically investigated, observing the correct research methodology and relevant techniques in the field of research supported by empirical/verifiable information and thorough review of related literature.
2. The output of the study yields relevant and functional outputs that would contribute to the wealth of experience of educators/readers.
3. The researcher managed to demonstrate competence to defend his/her thesis/dissertation on the basis of sound criteria.

Thesis/Dissertation Advising Guidelines

The PIC acknowledges the importance of developing its students to their fullest potential. It also recognizes the significant role of the faculty and administrators in assisting them in their pursuit of a graduate degree.

As an integral part of graduate education, research training requires clear direction in order to equip PIC students with skills necessary for the completion of their final academic requirement. Consistent with the thrust of the College, the guidelines in the Handbook aim to improve the quality of research output and interactions among students, faculty, and administrators. These are the following:

1. An adviser is assigned after a successful Topic Defense during his/her enrollment in Seminar in Thesis/Dissertation Writing.
2. Advising may be done face-to-face or through e-mail.
3. Proofreading is not part of the adviser's task. An editor is assigned after the final oral defense.

4. Consultation time (face-to-face) is prepared by the adviser taking into consideration the availability of the student.
5. Administrative concerns like defense fees, editing, and other related matters (e.g. change of adviser) are directed to the PIC.
6. Responsibilities of the adviser include:
 - 6.1. Providing direction to student for writing the paper;
 - 6.2. Guiding the student in areas where the student finds difficulty and giving, encouragement to boost the student's confidence;
 - 6.3. Evaluating student's work objectively, explaining the strengths and weaknesses of the paper;
 - 6.4. Knowing the student's research needs;
 - 6.5. Making oneself available during advising appointments;
 - 6.6. Keeping a record of all meetings related to advising;
 - 6.7. Monitoring the advisee's progress;
 - 6.8. Determining the readiness of the student for proposal and final defense;
 - 6.9. Helping the student during decision making on related academic matters; and
 - 6.10. Making the advisee aware of his/her expectations.
7. Responsibilities of the student include:
 - 7.1. Understanding his research needs and doing his own initiatives to meet them;
 - 7.2. Knowing and meeting the expectations of the adviser;
 - 7.3. Being on time during advising appointments;
 - 7.4. Keeping in mind that the adviser has other responsibilities and time commitments; hence, seeing the adviser only at the appointed time must be observed;
 - 7.5. Keeping the adviser informed of his/her progress;
 - 7.6. Keeping with/Following adviser's recommendations;
 - 7.7. Being open to critique on the written work and other matters related to advising;
- 7.8. Maintaining professionalism at all times as reflected in one's language and actions;
 - 7.9. Understanding fully that the adviser's task is simply to guide/advise/set direction that it is the student's task to write the paper; and
 - 7.10. Knowing fully that that thesis writing is his/her own responsibility.

While the adviser willingly extends help during the process, the success of advising relies to a great extent on the student's awareness of his/her role as advisee on his/her and strong desire to meet one's personal goals.

Change of Thesis/Dissertation Adviser

Though change of thesis/dissertation adviser is not a common practice, in extreme cases this may be allowed. The following procedures are observed:

1. The candidate writes a formal letter addressed to the PIC requesting for a change of adviser and stating the reasons or justifications for the said request. If the reasons are deemed valid, the PIC sends copy of the letter to the adviser.
2. The adviser receives and signs the copy of the letter and returns it to the PIC Office for confirmation.
3. The PIC, with the approval of the Dean, assigns a new adviser based on the guidelines. The PIC sends a letter of appointment to the new adviser.
4. The new adviser signs the appointment form and returns it to the PIC office.

Note: Change of adviser automatically means change of research topic.

Statistician

A statistician may be invited during the proposal defense in order to give direction to the statistical treatment of the data to be gathered. The thesis adviser determines the need for a statistician in the study. Students have the rights to choose statistician based on their expertise.

Procedures to Establish a Thesis/Dissertation Committee

1. Student takes comprehensive exam.
2. Committee member coordinator appoints a thesis/dissertation advisor for student who took comprehensive exam.
3. A thesis/dissertation advisor nominates other panel members to committee member coordinator.
4. Committee member coordinator reviews eligibilities of nominated panel members and their conflict of interest with student.
5. Committee member coordinator appoints successful panel member candidates.

Oral Presentations

There are three oral presentations that a thesis/dissertation writer undergoes:

1. Topic Presentation

The purpose of the topic presentation is to determine the research ability of the research topic and to provide guidance to the thesis writer in the early stage of research writing.

The student prepares and submits the Research Proposal Summary Matrix to the PIC Faculty handling the subject and may submit up to three (3) topics. The research topic/s is/are evaluated by the faculty handling the research class. A review of at least five related studies published within the last ten years is required for each topic.

Upon approval of the topic, the student prepares for the topic presentation. The paper contains the following parts: Introduction (Background of the Study, Statement of the Problem, Theoretical/Conceptual Framework) and Methodology. Also the student needs to prepare the following documents in order to apply for Proposal Defense:

- 1.1. Approved Application form for Proposal Defense
- 1.2. Proof of completion of comprehensive exam (Certification)
- 1.3. Payment of Proposal Defense (Official Receipt)

2. Proposal Defense

The student gets endorsement from his/her thesis adviser. Soft copy and one hard copy of the paper are then submitted to the PIC for checking of format and documentation. Upon approval, the student submits five hard copies to the PIC Office at least ten days before the schedule. Each copy contains the following:

- 2.1. Cover page
- 2.2. Introduction (Background of the Study, Statement of the Problem, Theoretical/Conceptual Framework)
- 2.3. Methodology
- 2.4. References
- 2.5. Attachment (Result of pilot testing of the study- if applicable)

After the defense, the student revises the paper based on the list of recommendations/comments given by the panel in consultation with his/her

thesis adviser. The revised paper is submitted to each of the panel member for approval and may now apply for the Final Defense.

3. Final Defense

Student needs to prepare the following documents proof to undergo the final defense:

- 3.1. Approved Application form for Final Defense
- 3.2. Payment of Final Defense (Official Receipt)

Upon endorsement of the final paper by the thesis adviser, the student submits five hard copies of the paper (not bound) to the PIC Office at least two weeks before the scheduled defense. The panel approves the defense if there are no major issues or concerns raised regarding the paper by any one of the panel members, which warrants the postponement of the defense. Such issues must be raised to the chair of the panel at least two days before the oral defense.

Manuscript Submission and Defense Schedules

The candidate shall submit the proposal/manuscript and be scheduled for presentation anytime within the school year (including summer term). The required number of copies shall be submitted to the PIC office at least seven (7) days before the schedule of presentation to allow the members of the evaluation committee to adequately scrutinize the proposal/manuscript.

All defenses shall be scheduled at least one (1) week after the required copies have been received by the PIC Office.

Matrix on the Number of Copies and Schedule for Submission of the Thesis/Dissertation for Oral Defense

Stage of Defense	Number of Copies		Schedule of Submission	Schedule of Defense
	Thesis	Dissertation		
Topic Presentation	5	6	At least seven (7) days before the schedule of topic presentation	Varied
Proposal Defense	6	7	At least seven (7) days before the schedule of proposal defense	At least six (6) weeks after the title defense

Final Oral Defense	6	8	At least seven (7) days before the schedule of final oral defense	At least one (1) semester after the proposal defense
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The candidate shall ensure that the manuscript (for all three tiers of defense) is duly acknowledgement by the PIC Office who shall also issue the formal notice of schedule of defense, specifying the names of the members of Thesis/Dissertation Committee (for the topic presentation and the proposal defense).

The PIC Office shall provide the student with a summary of the recommendations to serve as guide to making the revisions for the final copy to be submitted as the final requirement for graduation.

Revision of Thesis Manuscript

The candidate is required to incorporate all the suggestions, recommendations, and corrections of the panel of examiners. Approval of each member is required before the final printing of the manuscript.

Thesis/Dissertation Fees

Before the scheduled topic/proposal/final oral defense, the student settles payments upon school academic policy at the PIC Office:

Post Defense Action

After the Final Oral Defense, the candidate shall do the following:

1. Get a copy of the list of recommendations/suggestions from the PIC Office.
2. Revise the manuscript in compliance with the Panel Members' comments and suggestions.
3. Submit a copy of the revised manuscript to the Thesis Adviser for endorsement. Upon endorsement, give the copy to the panel members for approval.
4. If approved by the Panel Members, submit the revised manuscript to the PIC office.
5. Revise manuscript based on editor's comments/corrections.
6. Have the thesis/dissertation clearance signed by the Adviser, Panel Members and Editor after the final approval of the revised manuscript.
7. Submit the fully accomplished thesis/ dissertation clearance and the revised manuscript to the PIC Office before its final printing and binding.
8. Submit three (5) hardbound copies and three (5) CD copies (pdf format) of the revised and edited manuscript (final copy) and three (3) copies of the Abstract (separate sheets – PIC thesis paper) to the PIC Office as final requirements for Graduation.

Notes:

- 8.1. Only the copy of the thesis for hardbound is printed on PIC thesis paper.
- 8.2. Only the copy of the approval sheet signed by the adviser and members of the panel printed on PIC thesis paper is scanned for the CD copy. The other pages of the thesis for the CD copy are not scanned from the printed copy on PIC thesis paper. They are burned from the soft copy of the thesis in pdf format.

Manuscript Preparation

In the preparation of the manuscript, care shall be taken to ensure that the following specifications are followed:

1. Paper and Printing Specifications

Print the final copy with a laser printer using only one side of a standard-sized PIC thesis paper (8.5 x 11 inches).

2. Font Specifications

Use a 12-point, Tahoma font throughout the thesis or dissertation, except to compress a large table.

3. Spacing

Double-space the text; single-space long quotations, table and figure captions, and similar special materials (e.g., table legend). Chapters (ALL CAPS) and Titles type double-spaced, centered and boldfaced except Title Page.

4. Margins

Leave 1.25 inches for the left margin to allow for binding and trimming and 1 inch for the top, bottom, and right margins.

5. Page Numbering

Paginate the preliminaries by using lower case Roman numerals, centered, flush with bottom margin.

Use Arabic numerals to paginate the text, references/work cited, and appendices. Number all the pages consecutively starting at number 2 on the second page of the first chapter. The first page of each chapter, though counted, shall not be numbered.

Type the page number inside the circle located at the bottom center of the PIC thesis paper.

6. Other Typing Instructions

- a) The impression on the typed/printed copies shall be black in color.
- b) Symbols, characters, or markings not found on the computer shall be handwritten using India ink.
- c) Corrections, interlineations, and crossing out of letters or words shall not be permitted in any of the copies of the manuscript intended for final submission. Erasures, if made, shall be neatly carried out in all copies.

7. Preliminaries

The preliminaries include the title page, approval sheet, acknowledgement, dedication, abstract, table of contents, list of tables, and list of figures.

8. Cover and Title Pages

Follow the instructions on the attached sample-form pages. Note which items are in ALL CAPS and which are not. Also note the approximate size of the print.

9. Approval Sheet

Prepare an Approval Sheet. Refer to the attached sample for the wording and format that shall be followed faithfully. Include this sheet in each final copy of the research for binding.

10. Acknowledgements

Type triple-spaced from the top margin, centered, boldfaced and in ALL CAPS. Double-space the text that begins three single spaces from the heading **ACKNOWLEDGEMENTS**.

11. Abstract

The abstract, which shall not exceed five (5) pages, is double-spaced, except the title of the thesis/dissertation which is typed single-spaced.

Type triple-spaced from the heading **ABSTRACT** the following data that are double-spaced, flush with the left margin: research title, author, degree, date of completion and adviser's name.

12. Table of Contents

It comes after the abstract. It shall list all elements of the preliminaries, the chapter titles, the main headings, the references, and the appendices. The beginning page number of each section is indicated along the right margin. The numbering of the chapters and the wording, capitalization, and punctuation of titles and headings, shall be exactly the same as they are in the text.

Type triple-spaced from the top margin, centered, boldfaced and in ALL CAPS. Double-space the text that begins three single spaces from the heading **TABLE OF CONTENTS**.

13. List of Tables

Type triple-spaced from the top margin, centered, boldfaced and in ALL CAPS. Double-space the text that begins three single spaces from the heading **LIST OF TABLES** following data in three columns: number, title, and page. Single-space the title of each table, but double-space between titles.

14. List of Figures

Follow the format of the List of Tables for the list of Figures.

15. The Text or Body of the Paper**A. Chapter and Subheadings**

- 1) Begin each chapter on a new page.
- 2) ALL CAPS the word heading **CHAPTER** but capitalize each word the title of the chapter. Both the chapter heading and the title are type in bold font and must be center alignment.
- 3) Use Arabic numerals for the chapter numbers.
- 4) Type double-spaced below the chapter heading and title of the chapter.

B. Definition of Terms

- 1) Only the variable or key terms included in the study shall be defined.
- 2) Acronyms need not be defined if their meanings have been mention in the text.
- 3) A term shall be defined operationally (i.e., how it is used or measured in the study), or theoretically/technically (i.e., how it is defined in published resources).
- 4) The terms shall be sequenced in alphabetical order.
- 5) If the terms consist of more than one word, capitalize every major word.
- 6) The term to be defined shall be indented, typed in a bold face, and punctuated with a period. Two spaces shall separate the period from the definition.
- 7) Each definition shall be expressed in a complete sentence, NOT a phrase.

C. Review of Related Literature and Studies

- 1) It shall only have five subheadings, namely, Local Literature, Foreign Literature, Local Studies, Foreign Studies and Synthesis of Related Literature and Studies.
- 2) Make at least ten (10) years before the conduct of the current study.
- 3) The minimum number of literature and studies to be reviewed and relate shall be pegged at five (5) each for local literature, foreign literature, local studies and foreign studies.

D. Tables and Figures

- 1) Type above every table its number and title.
- 2) Type the table number in a bold font, centered, and double-spaced from the last line of the immediately preceding paragraph.
- 3) Type the title of the table in bold font, centered, leave single-spaced from the table number, and to the table.

- 4) Type the title of the figure in a bold font, and centered.
- 5) If the title is long, type single-spaced, aligned to the first word of the title, the rest of the title.
- 6) Capitalize only the first word, all major words, and prepositions with five or more letter in all titles.
- 7) Use the landscape page layout for large tables.
- 8) If the table is still too large to fit a single page, reduce the Tahoma font to a minimum of 8 points.
- 9) If the table does not fit the page even after the font-size reduction, continue the rest of its part to the next page, but the cut part shall bear the subtitle 'continued' flush with the left margin (e.g., Table 22, continued). The cut part/s should be also show the column headings and the legend (if any) like those in the first part of the table.
- 10) Put two or more small tables or figures on a single page if the page is big enough to accommodate them all.

E. In-Text Citation

Use the American Psychological Association (APA) style in the in-text citation of thesis/dissertation of all programs.

The APA style follows the author-date method of in-text citation. This means that the author's last name and the year publication for the source shall appear in the text, e.g., (Jones, 2006) or "According to Jones (2006)...". A page number of the source, however, shall be included in the in-text citation in case of direct quotations, e.g., (Jones 2006, p. 199).

F. Chapter 4 Subheadings

Subheadings in Chapter 4 are the findings of every problem stated in Chapter 1. These subtitles are numbered following the sequence of the statement of the Sub-problems in the Statement of the Problem and typed in block style and double-spaced and in a bold face.

G. Chapter 5 Subheadings

Chapter 5 shall only have the following three subheadings: Summary, Conclusions, and Recommendations.

H. References

The references (APA style) shall include all references cited in the text, and the entries shall be arranged alphabetically and double-spaced from another.

Each reference shall be single-spaced with the first line typed flush with the left margin and the succeeding lines indented five spaces from the left margin.

The references shall contain the following parts that shall be arranged accordingly: books, journals and monographs, unpublished theses/dissertations, periodicals, electronic sources, other print sources, non-print sources.

16. Appendices

It shall be provided to give supplementary materials that are not appropriate inclusion in the text.

- A. Number the appendices using Arabic numerals, e.g., Appendix 1, Appendix 2, etc.
- B. Type the appendix title centered and triple spaced from the top margin.
- C. If lengthy, supplementary illustrative materials such as tables, figures, and references appear in appendices, refer to them at appropriate places in the text.
- D. List the appended work/document in the Table of Contents as it is numbered and entitled in the appendices, e.g., Appendix 1: Research Instrument.

17. Curriculum Vitae

Limit the curriculum vitae to five (5) pages. Include only the relevant personal and professional data such as educational attainment, employment background, professional development (seminars, conferences/trainings attended), extension services (lectures, speakerships, projects organized, etc.), publications (books, researches, etc.) if any, and professional affiliations.

18. Conducting the Oral Defense

Every oral defense shall have the parts as given below.

- A. Opening Prayer
- B. Greetings and Introductions
 - 1) Introduction of the Candidate
 - 2) Introduction of the Committee Members
- C. Oral Examination Proper
 - 1) Brief Presentation of the Study
 - 2) Question-and-Answer Phase (General to specific questions)
 - 3) Helping Phase (Suggestions/Recommendations to improve the study)
 - 4) Concluding Remarks
 - 5) Deliberation (Candidate and Guest leave the room)
 - 6) Announcement of Result/Congratulatory Remarks

19. Grading System

The Committee shall use an evaluation sheet whose duplicate is provided below.

Criteria	Weight
I. Oral Defense	
1. Presentation	20%
1.1 Style of presentation	
1.2 Oral articulation	
2. Argumentation	40%
2.1 Mastery of the Topic/Ability to answer questions	
2.2 Accuracy and relevance of works cited	

Criteria	Weight
II. Manuscript	
1. Contribution to the field of specialization/ discipline (theory testing for thesis/theory building for dissertation; applicability)	10%
2. Substance and Content (logical organization, accuracy of the research process, and depth of discussion)	20%
3. Form and Writing Style (use of PIC format; proper application of rules of style and grammar, scholarly language)	10%

Total 100%

Final Rating.....

III. Rating Scale

Percentage Range	Numerical Rating	Descriptive Rating
97 – 100	1.00	Outstanding
94 – 96	1.25	Very Good
91 – 93	1.50	Good
88 – 90	1.75	Fair
85 – 87	2.00	Passed
Below 85	- 0 -	Failed
No Grade	- 0 -	Deferred

20. Required Number of Final Copies

The candidate shall be required to submit five (5) copies of the thesis/dissertation to the PIC Office. The copies shall be distributed to the following: CHED, National Library, PIC Library, PIC Dean and Adviser.

Each copy shall contain a Copyright Page place before the Title page, indicating that the thesis/dissertation has been copyrighted by the National Library and that it is available for use by researchers or end users.

21. Binding Specifications and Submission of Final Manuscripts

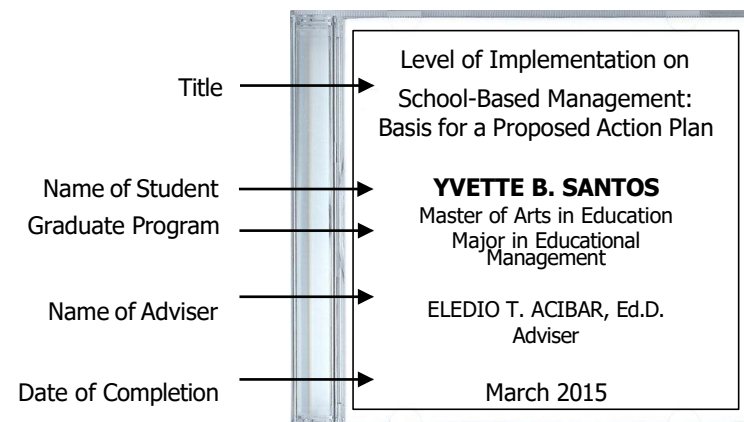
After a successful oral defense, the candidate shall be given a maximum of six weeks to submit the final copies of the thesis/dissertation to the PIC Office observing the correct binding format.

The color of the cover of the hardbound thesis/dissertation varies: **light blue** for a **thesis** and **dark blue** for a **dissertation**.

The spine shall contain the name of the researcher (surname followed by initials of the first and middle names), the full research title, the PIC initials, and the year of completion.

The candidates shall also be required to submit a soft copy of the thesis/dissertation with CD labeled on the case. (see the format below)

Sample CD Case Label




Parts of the Thesis/Dissertation Manuscript

Title Page

The title appears like an inverted pyramid, written in bold normal case letters and single spaced.

The full legal name of the candidate appears in bold upper case letters followed by the month and year when the manuscript is accomplished, in uppercase-lowercase letters and double space.



PACIFIC INTERCONTINENTAL COLLEGE Transnational Education Provider


**Level of Implementation on School-Based Management:
Basis for a Proposed Action Plan**

A Master's Thesis
Presented to
the Faculty of the
Pacific InterContinental College
Las Piñas City
Philippines


In Partial Fulfillment
Of the Requirements to the Degree
Master of Arts in Education Major in
Educational Management

YVETTE B. SANTOS

March 2015



Approval Sheet Format



PACIFIC INTERCONTINENTAL COLLEGE Transnational Education Provider

APPROVAL SHEET

This master's thesis entitled "LEVEL OF IMPLEMENTATION ON SCHOOL-BASED MANAGEMENT: BASIS FOR A PROPOSED ACTION PLAN", Prepared and submitted by YVETTE B. SANTOS, in partial fulfillment of the requirements for the degree of Master of Arts in Education Major in Educational Management, has been examined and is recommended for acceptable and approval for oral defense.

ELEDIO T. ACIBAR, Ed.D.
Adviser

THESIS REVIEW PANEL

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

REY GUANSING, Ed.D.
Member

MA. SALOME BAYLA, Ed.D.
Member


ESTRELLA PANGAN, Ed.D.
Member

EVANGELINE M. SANGALANG, Ed.D.
Chair

Accepted and approved in partial fulfillment of the requirements for the degree of Master of Arts in Education Major in Educational Management.



JUAN DELA CRUZ, Ph.D., Ed.D.
Dean

ii





Thesis/Dissertation Abstract

The thesis abstract contains essential statements about the whole paper. It includes description of the study, statement of the problem, methodology, major findings, conclusions and recommendations.


PACIFIC INTERCONTINENTAL COLLEGE  Transnational Education Provider	
ABSTRACT	
Research Title	: LEVEL OF IMPLEMENTATION ON SCHOOL-BASED MANAGEMENT: BASIS FOR A PROPOSED ACTION PLAN
Author	: YVETTE B. SANTOS
Degree	: MASTER OF ARTS IN EDUCATION MAJOR IN EDUCATIONAL MANAGEMENT
Date of Completion	: March 2015
Adviser	: ELEDIO T. ACIBAR, Ed.D.
	<ol style="list-style-type: none"> 1. The rationale of the study 2. The statement of the problem 3. The research method used, research locale, respondents of the study, sampling procedure, instrumentation, and data analysis (statistical tools used) 4. Summary of findings and conclusions.
	Note: The Year indicates the calendar year the thesis/ dissertation is defended.
	

Acknowledgments

This includes names of institutions or people who extended help and support in the course of making of the thesis. Designation/position of the person should be indicated. The author is free to decide on the order/hierarchy of persons to be acknowledged. It is suggested, however, that funding institutions, if there are, are mentioned first.

PACIFIC INTERCONTINENTAL COLLEGE  Transnational Education Provider	
ACKNOWLEDGEMENTS	
<p>The researcher would like to express her heartfelt gratitude and appreciation to the following good-hearted people, who in one way or another, helped in the completion of this research undertaking:</p> <p>Dr. Pilosopo B. Tacio, his principal, for ...</p>	
Y.B.S.	
	

Dedication

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DEDICATION

This manuscript is dedicated...

v

Table of Contents

This includes titles of sections in the manuscript. Not all parts may be present (e.g. Statistical Treatment, Validation of the Instrument) in the table contents.


PACIFIC INTERCONTINENTAL COLLEGE  Transnational Education Provider


TABLE OF CONTENTS

	Page
TITLE PAGE	i
APPROVAL SHEET	ii
ABSTRACT	iii
ACKNOWLEDGMENTS	iv
DEDICATION	v
TABLE OF CONTENTS	vi
LIST OF TABLES	vii
LIST OF FIGURES	viii
CHAPTER 1: The Problem and Its Background	1
Introduction	1
Theoretical Framework	5
Conceptual Framework	7
Statement of the Problem	12
Hypothesis	15
Scope and Limitation of the Study	15
Significance of the Study	16
Definition of Terms	17
CHAPTER 2: Review of Related Literature and Studies	22
Local Literature	27
Foreign Literature	34
Local Studies	42


vi

Table of Contents, continued

Lists of Tables

PACIFIC INTERCONTINENTAL COLLEGE  Transnational Education Provider	
	Page
Foreign Studies	46
Synthesis of Related Literature and Studies	51
CHAPTER 3: Methodology	53
Research Design	53
Population and Sampling	53
Respondents of the Study	55
Data Gathering Procedures	55
CHAPTER 4: Presentation, Analysis and Interpretation of Data	57
Sub-Problem No. 1	64
CHAPTER 5: Summary, Conclusions, and Recommendations	89
Summary	89
Conclusions	95
Recommendations	99
REFERENCES	107
APPENDICES	109
CURRICULUM VITAE	114


(vii)

PACIFIC INTERCONTINENTAL COLLEGE  Transnational Education Provider	
LIST OF TABLES	
TABLE	Page
1 Comparative Grid (Different Steps in Conducting FTA)	76
2 FTA Studies vis-à-vis the Researcher's Study	81
Note:	
A "LIST OF FIGURES" must be provided if there are more than three figures. Otherwise, this is included in the List of Tables.	

(viii)

Chapter 1 Format

This chapter includes the background information about the problem at hand. The introduction of a thesis should show that the author is familiar with the literature by developing a comprehensive background of the study.



PACIFIC INTERCONTINENTAL COLLEGE Transnational Education Provider

CHAPTER 1
The Problem and Its Background

Introduction
Theoretical Framework
Conceptual Framework

INPUT **PROCESS** **OUTPUT**

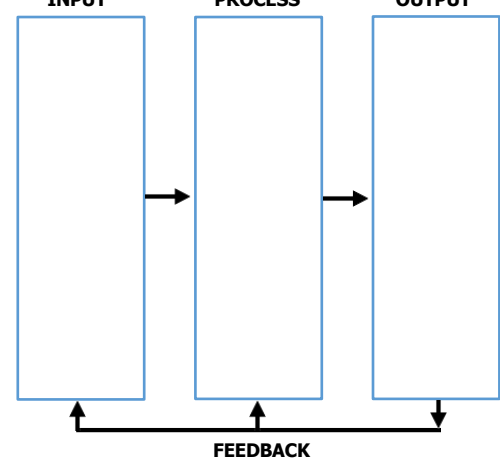



Figure 1. Conceptual framework of the study

1

Chapter 1 Format, continued



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Statement of the Problem

The study aims to assess the integration and use of computers in teaching in selected state higher learning institutions in the National Capital Region.

Specifically, it seeks to answer the following questions:

1. What is the status of the integration and use of computers in teaching in selected state higher learning institutions in the National Capital Region as perceived by faculty and student-respondents?

Hypothesis

This study hypothesizes that there is no significant difference in the assessment of the two group respondents on the integration and use of computers in selected state higher institutions in the National Capital Region

Scope and Limitation of the Study

The scope of the study covers . . .

On the other hand, this study is limited by . .

Significance of the Study

Cognizant of the growing problem of stress, this study will be significant to the following:

Students. They will develop more understanding on the significance of various adjustment mechanisms to resolve and overcome their stresses.


Definition of Terms

The following terms are defined operationally and lexically to provide a common frame of reference:

Adolescence is the "stage of development between childhood and adulthood that is bounded by the advent of puberty and the capacity ...

12

Chapter 2 Format



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CHAPTER 2

Review of Related Literature and Studies

Local Literature

Foreign Literature

Local Studies


Foreign Studies

Synthesis of Related Literature and Studies

22

Chapter 3 Format

This chapter presents the research design, population and sampling, respondents/participants of the study, research instruments, data gathering procedure, and statistical tools employed in the treatment.



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CHAPTER 3

Methodology

Research Design

(Discuss the rationale for using the research method and identify authoritative sources)

Population and Sampling

Table 1

Distribution of Respondents as to Undergraduate Programs

	Population	Sample	Percentage
Accountancy	700	140	20
Engineering	600	120	20
Nursing	1000	200	20
Total	2300	460	20

It can be gleaned from this table that . . .

Respondents of the Study

Research Instrument

Data Gathering Procedures


Statistical Treatment of Data

Note: Follow the above format for all tables.

53

Chapter 4 Format

Chapter 4 Format, continued


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CHAPTER 4

Presentation, Analysis, and Interpretation of Data

Sub-problem No. 1. What is the extent of implementation of the Cooperative Education program as assessed by the three groups of respondents in terms of:

1.1 Personnel Capability

Table 2

Extent of Implementation of Cooperative Education as to Personnel Capability

Criteria	Weighted Mean	Verbal Interpretation
Composite Weighted Mean		

As shown in the table, the

57



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Table 2, continued



Criteria	Weighted Mean	Verbal Interpretation
Composite Weighted Mean		

58

Chapter 5 Format



This chapter presents the answers to the specific problems earlier raised in the study. The headings are topics based on the questions raised in the study. Thus, instead of using questions, the topical form is used. Citations are required as support to the findings and interpretation.

Conclusion and recommendations are written as part of this section in a paragraph form.

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CHAPTER 5	
Summary, Conclusions, and Recommendations	
Summary	
The salient findings of the study are as follows:	
1. On the extent of implementation of the Cooperative Education program as assessed by the three groups of respondents in terms of:	
1.1 Personnel Capability	
This was assessed. . .	
Conclusions	
Based on the findings of the study, the following conclusions are drawn:	
1. The Cooperative Education is . . .	
Recommendations	
Based on the findings and conclusions presented, the following recommendations are suggested:	
	

References Format

This part contains all sources cited in the study. Only works that appear in the text are included, which means that the in-text citations should match the reference list. There are no headings. All the sources are arranged in alphabetical order. The American Psychological Association (APA) format (6th edition) is used in the documentation of sources.

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Hyland, K. (2005). Stance and engagement: A model of Interaction in academic discourse. <i>Discourse Studies</i> , 7 (2), 173-192.	
Plata, S. (1998). <u>Feedback and revision: Genre integrity as a collaboration between Thesis panelists and undergraduate Computer Studies thesis writers.</u> (Doctoral dissertation, De La Salle University-Manila).	
Shrum, E.L., & Glisan, E.W. (2000). Teacher's handbook: Contextualized language instruction (2nd ed.). USA: Heinle & Heinle.	
	

Cover Page Format

**LEVEL OF IMPLEMENTATION ON SCHOOL-BASED
MANAGEMENT: BASIS FOR A PROPOSED
ACTION PLAN**

A Master's Thesis
Presented to
the Faculty of the
Pacific InterContinental College
Las Piñas City
Philippines

In Partial Fulfillment
Of the Requirements to the Degree
Master of Arts in Education Major in
Educational Management

YVETTE B. SANTOS

March 2015

Thesis/Dissertation Spine Format

This part contains all sources cited in the study. Only works that appear in the text are included

SANTOS Y. B.	Name of Student
LEVEL OF IMPLEMENTATION ON SCHOOL-BASED MANAGEMENT: BASIS FOR A PROPOSED ACTION PLAN	Title of Thesis/Dissertation
2015	Year