

REQUIREMENTS AFTER DEFENSE

Congratulations! You have successfully defended your manuscript. Now, please take note of the following requirements for submission;

1. Work on the revision based on the suggestions made by the panel members during your oral presentation (secure Chairman's Report from OGR 2 days after)
2. Do not bind the printed revised thesis/dissertation and present to OGR for preparation of Approval Sheet.
 - a. Approval Sheet must be signed first by the Adviser and then the panel members
 - b. After seeking signatures on the approval sheet, arrange the manuscript based on the following order:

Title page
 Approval Sheet
 Certificate of Originality
 Certificate of Turnitin
 Certificate of English Editing
 Dedication/Acknowledgment (if you want)
 Abstract
 Table of Contents
 List of Tables } if applicable

Start pagination number Small Roman Numeral (sample i, ii, iii, iv, v.....)
Reminder: Title page must not have page number but consider it page i (no.1) the same with Approval Sheet which is ii (no.2)

Chapter I-V
 References
 Appendices
 Ethics Certificates (if applicable)
 One Page Curriculum Vitae

Start pagination in Arabic numeral . From Chapter I – Chapter V, Biblio, Appendices, CV- (sample 1,2, ...300) and are located on the upper right hand corner of the paper.

3. The OGR needs only one (1) copy of your bounded manuscript. That is to be given to the library along with one (1) cd that contains the pdf file of your thesis/dissertation with approval sheet.

Navy Blue color for M.A./M.S./MCHS - and **Red or Maroon** for Ph.D./Ed.D./DCL

UST March 2014	TITLE PAGE
T i t l e	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Copy your title page here as your cover page </div>
Tan, C MBA	

Only those who submitted the bounded manuscript may join the solemn investiture on June 2, 2018.

NOTE: THE DATE YOU WILL PLACE IN THE TITLE PAGE IS THE MONTH OF YOUR DEFENSE: example: December 2018