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## **Graduate School Thesis/Dissertation/Policy Paper/Capstone**

(Source: Article 26, Chapter 7 of Gradual School Manual of Operation  
BOR Resolution No. 02, series of 2022 dated March 25, 2022)

### **1. Quantitative Research**

#### **A. Preliminaries**

- Title Page
- Declaration of Originality
- Acceptance and Approval
- Acknowledgment
- Table of Contents
- List of Tables
- List of Figures
- Abstract (not more than 300 words, single space)

#### **B. Text**

##### **CHAPTER 1. THE PROBLEM AND ITS SETTING**

- Background of the Study
- Theoretical and/or Conceptual Framework
- Statement of the Problem
- Hypothesis (if any)
- Review of Related Literature (10 years back)
- Significance of the Study
- Definition of Terms

##### **CHAPTER 2. RESEARCH METHODOLOGY**

- Research Design
- Architectural Design (For MSIT Only)
- Locale of the Study
- Research Respondents
- Sampling Technique
- Research Instruments
- Data Gathering Procedure
- Statistical Treatment of the Data

##### **CHAPTER 3. PRESENTATION AND ANALYSIS OF FINDINGS**

- Presentation based on the research problem

##### **CHAPTER 4. SUMMARY, CONCLUSIONS ANDRECOMMENDATIONS**

- Summary (research problem, hypothesis and summary of findings)
- Conclusion
- Recommendations

REFERENCES (APA Format)

Appendices (all signed forms, signed letters, and pictures,

## **2. Qualitative Research**

### **A. Preliminaries**

Title Page

Declaration of Originality

Acceptance and Approval

Acknowledgment

Table of Contents

List of Tables

List of Figures

Abstract (not more than 300 words, single space)

### **B. Text**

#### **CHAPTER 1. THE PROBLEM AND ITS SETTING**

Background of the Study

Theoretical Lens

Research Questions

Review of Related Literature (10 years back)

Significance of the Study

Definition of Terms

#### **CHAPTER 2. METHOD**

Research Design

Locale of the Study

Research Participants

Research Instruments/Interview Guide

Data Gathering Procedure

Data Analysis

#### **CHAPTER 3. PRESENTATION AND ANALYSIS OF FINDINGS**

Presentation based on the research problem (by themes for qualitative)

#### **CHAPTER 4 SUMMARY, CONCLUSIONS AND RECOMMENDATIONS**

Summary (research questions and summary of findings)

Implications

Recommendations

REFERENCES (APA Format)

Appendices (all signed forms, signed letters, and pictures)

### **C. Policy Paper**

Front Page

Table of Contents

Summary

Introduction

Issues and Research Questions Method Considerations

Theory and Analytic Framework (Perhaps Hypotheses)

Analysis  
Conclusion  
References  
Appendices, If Any

## **D. Capstone Project**

### **A. Preliminaries**

Title Page  
Declaration of Originality  
Acceptance and Approval  
Acknowledgment  
Table of Contents  
List of Tables  
List of Figures  
Abstract (not more than 300 words, single space)

### **B. Text**

#### **CHAPTER 1. PROJECT DESCRIPTION**

Overview of the Current State of technology/Background of the Study  
Statement of the Problem  
Project Objectives  
Scope and Limitations of the Project  
Significance of the Study  
Definition of Terms  
Review of Related Literature and System

#### **CHAPTER 2. II TECHNICAL BACKGROUND**

Technically of the project  
Details of the technologies to be used  
How the project will work  
Use case  
Activity Diagram  
Data Dictionary

#### **CHAPTER 3. PROJECT METHODOLOGY**

System Overview  
System Functions  
Physical Environment and Resources  
Architectural Design  
Design and Implementation Issues  
Results and Observations

#### **CHAPTER 4 SUMMARY, CONCLUSION AND RECOMMENDATIONS**

Summary (research questions and summary of findings)  
Conclusion  
Recommendations  
REFERENCES (APA Format)  
Appendices (all signed forms, signed letters, and pictures)