

UNIVERSITY OF THE PHILIPPINES MANILA

**MANUAL OF FORMAT AND STYLE**  
For Theses and Dissertations

University of the Philippines Manila  
**National Graduate Office for the Health Sciences**  
Padre Faura Street, Ermita, Manila  
2013

## ACKNOWLEDGEMENTS

Recognizing the need for a unified format and style for theses and dissertations in UP Manila, the Graduate Management Team (GMT) conceptualized this Manual. The GMT, composed of the Graduate Program Chairs of the different UPM degree granting units with the Director of the National Graduate Office for the Health Sciences (NGOHS) as Chair, incorporated into this Manual the inputs from the graduate faculty from the different colleges. We are indebted to those who shared their ideas for this project and to Ms. Regina Rozario, NGOHS Research Associate, and the NGOHS staff.

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## **INTRODUCTION**

As the final requirement for conferment of the master's or doctoral degree, the candidate's thesis or dissertation shall embody an original, independent, significant, and scientific research or creative work; show the student's capacity to make a critical evaluation of previous work done and current material in his/her chosen research topic; and demonstrate his/her ability to present research findings in a clear, systematic, and scholarly manner.

The student is solely responsible for the preparation of the thesis or dissertation according to the standards prescribed by the Master's/Doctoral Examination Panel and within the guidelines and timetable governing graduate studies in this University. It is important that the panel members be given a copy of the thesis or dissertation way before the student's defense. After a successful defense and all the revisions have been made, the Thesis/Dissertation Committee indicate their approval of the final copy by affixing their signatures on the signature pages, thus attesting to the acceptability and quality of the final paper.

The manuscript should be written in English. Theses should be forwarded to an appropriate peer-reviewed journal before graduation while dissertations must have already been accepted for publication. (CMBA Memorandum Oct 10, 2012)

This manual presents only the minimum requirements for the style and format of the manuscript. The different departments in the degree granting units are responsible for specifying all other details of style that are unique to their discipline. In the absence of such, this Manual of Format and Style should be used. Students should consult with their adviser/committee members regarding this.

## 1. ORGANIZATION OF CONTENTS

Before the body of the study, the following preliminary pages should appear in the indicated order and are consecutively paginated in lowercase Roman numerals, except for the title page.

- Blank sheet of paper (not included in counting)
- Title page (included in counting but **no** page number)
- Certificate of Acceptance of Thesis/Dissertation (ii)
- Approval Sheet (iii)
- Table of Contents (iv, and so on)
- List of Tables
- List of Figures
- List of Appendices
- Acknowledgment
- Abstract

The body shall include the following parts and must be paginated with Arabic numerals. Please see Section 1.9 of this manual for the detailed content and structure of each.

- Introduction
- Theoretical Background
- Methodology
- Results
- Discussion
- Conclusion and Recommendations

### 1.1 Title Page

The format of the title page can be seen at the end of this manual (Appendix 1.1.1 for thesis and Appendix 1.1.2 for dissertation), which is in accordance with Memorandum No. PAEP 2012-03. The author should indicate who can have provisional access to the thesis/dissertation. Please see Section 6 on copyright for more information.

The title is a phrase that identifies the topic of the paper. For hypothesis-testing papers, the dependent and independent variables as well as the population and the material worked on should be included in the title. For descriptive papers that describe a new structure, the name of the structure and its key function should be included in the title. Keep titles concise. Concise titles contain less than 100 characters and spaces (Zieger, 1999).

Remember to indicate the month and year of graduation and not the date of submission or completion of thesis/dissertation.

### 1.2 Signature Pages

The Certificate of Acceptance of Thesis/Dissertation and Approval Sheet are official University forms. Obtain **original signatures** for both forms in permanent black or blue ink for each of the six copies of the thesis or dissertation to be submitted. A copy of each form is attached at the end of the manual as Appendixes 1.2.1 and 1.2.2, respectively.

### 1.3 Table of Contents

The table of contents must include the list of tables, list of figures, list of appendices, acknowledgment, abstract, major sections of the text, and references. The title page and signature pages are not to be listed. Use dot leaders between the end of a heading and its page number. The wording of headings on the table of contents must be exactly the same as those within the text.

TABLE OF CONTENTS	
List of Tables.....	v
List of Figures.....	vi
List of Appendices.....	vii
Acknowledgment.....	viii
Abstract.....	ix
Chapter I: Introduction.....	1
Background of the Study.....	2
Statement of the Problem.....	4
Objectives of the Study.....	5
Significance of the Study.....	6
Chapter II: Theoretical Background.....	7
Review of Related Literature.....	8
Conceptual Framework.....	18
Chapter III: Methodology.....	20

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### 1.4 List of Tables

The list is presented by itself on a separate page. Use Arabic numerals for the table numbers. Only the first letter of the first word of the table caption is capitalized. There must be dot leaders from the last letter of the title to the page number. Double space within and between each entry. The titles in the list should be the same as those used in the text. They may be shortened for convenience as long as the essence remains the same but they may not be lengthened.

Use a decimal numbering system in labelling the tables within each chapter and subsection. For instance, if chapters four and five have three tables each, the numbering would be: 4.1, 4.2, 4.3, 5.1, 5.2, and 5.3. If there were additional tables in the subsections, then the numbering would be: 4.1.1, 4.1.2, 5.2.1, 5.2.2, and so on. The same numbering system applies to figures and appendices.

LIST OF TABLES	
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4.1 Demographic Data.....	25
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4.2.1 Title.....	30
5.1 Title.....	35
5.1.2 Title.....	40
5.1.3 Title.....	45

v

**1.5 List of Figures**

This list is also placed on a page by itself and follows the same format as the list of tables. Figures include graphs, maps, photographs and other types of illustrations. Designate figure numbers with Arabic numerals.

**1.6 List of Appendices**

This is presented on a separate page and follows the same guidelines as the list of tables. Materials in the appendices are those that are not vital to the text but which supplement the text. Each material (e.g., questionnaire, schedule, form) is considered a separate appendix and is appropriately labelled. The title should reflect the content.

**1.7 Acknowledgment**

Use your good judgment in writing the acknowledgments. Assistance from extramural agencies is usually acknowledged. Keep it **formal and scholarly**. The author’s name and date should not appear on this page.



## **1.8 Abstract**

The abstract must be double-spaced and simply entitled “ABSTRACT” in bold, uppercase letters, and centered. Note that the first line must not be indented. There is no particular word limit but when the thesis would subsequently be translated into a publishable format, the Publication Manual of the APA (2010) suggests that the author adhere to the word limit required by the journal to which the manuscript will be submitted. This usually varies from 150 to 300 words. Please see Appendix 1.8 for a sample of an abstract.

## **1.9 Text**

The student is highly encouraged to follow the outline of the text indicated below. This may, however, be altered according to the discipline and subject matter. Consult your adviser/committee members for the best approach in writing and organizing the body.

### ***1.9.1 Chapter I***

This is entitled “Introduction” and is subdivided into:

- Background of the Study
- Statement of the Problem
- Objectives of the Study
- Significance of the Study
- Scope and Limitations of the Study or Study Limitations – This may be placed in the Methodology. Please see Section 1.9.3.

### ***1.9.2 Chapter II***

This is entitled “Theoretical Background” and is subdivided into:

- Review of Related Literature
- Conceptual Framework – This may be placed in Chapter I after the Significance of the Study. The theoretical framework may also be included before the conceptual framework.
- Operational Definition of Terms – This may also be placed in Chapter I for pertinent studies

### ***1.9.3 Chapter III***

This is entitled “Methodology” and is subdivided into:

- Study Design
- Study Setting – This may be applicable only to some studies.
- Population and Sampling Technique
- Data Collection Procedure – Include a flowchart only in the proposal and not in the final paper.
- Data Processing and Analysis
- Study Limitations – It is ideally placed here for the proposal but may later be incorporated into the Discussion part of the final paper.
- Ethical Considerations – This may be a separate section or may be incorporated into the Data Collection Procedure.

#### ***1.9.4 Chapter IV***

This is entitled “Results” and may be subdivided according to the author’s preference. Presentation of the findings is highly individualized based on the nature/subject matter of the paper.

#### ***1.9.5 Chapter V***

This is entitled “Discussion” and may be subdivided according to the author’s preference. It is ideally a separate chapter from the results although the two may be combined. The discussion usually includes the novel findings and an in-depth explanation and summary of the key results. Comparison with previous works may be provided to put the current study in context.

#### ***1.9.6 Chapter VI***

This is entitled “Conclusion and Recommendations” and is subdivided into:

- Summary – The summary of the results and discussion will lead into and justify the forthcoming conclusions.
- Conclusion
- Recommendations

### **1.10 References**

This immediately follows the last page of the text. This section should begin on a new page, with the title “REFERENCES” centered at the very top of the page. All citations in the body, figures, tables or captions must be included. All entries should be in alphabetical order with the first line of each reference flushed with the left margin. Each additional line should be indented (hanging indent). Titles of books, journals, magazines, and newspapers should appear in italics and all lines should be double-spaced.

The referencing guidelines in the Publication Manual of the APA (6<sup>th</sup> Edition, 2010) are strongly recommended for uniformity although a style acceptable in one’s field may be used with approval from the degree-granting unit. This manual follows the APA style of citation.

Please observe intellectual honesty and cite sources properly. Any form of cheating, fabrication, and/or plagiarism will not be tolerated. It is the student’s responsibility to read and abide by the rules of conduct stated in the University’s student handbook and other relevant ethical guidelines.

### **1.11 Appendices**

The appendices must be immediately attached after the references. They should meet the required format (i.e., margins, pagination, quality of print and paper) as the other pages of the manuscript. There is no need for cover pages, just indicate the title at the top center of the first page of the material. In labelling, remember to follow the previous guideline for table captions.

The following must at least be included as an appendix: instruments/tools used in the study; informed consent form; and the Research Ethics Board approval.

## **1.12 Curriculum Vitae**

A curriculum vitae (CV) should be attached after the last page of the appendices with a 2 x 2 photo of the author on the upper right corner. Use single space. For the educational background, information about primary/elementary and secondary education is not needed. Please see Appendix 1.12 for a sample CV.

## **1.13 CONSORT for Randomized Controlled Trials**

Students conducting randomized controlled trials are advised to conform to the Consolidated Standards of Reporting Trials (CONSORT) Statement. The 25-item checklist and flow diagram ensure adequate, transparent reporting and methodological rigor. They are attached as Appendixes 1.13.1 and 1.13.2, respectively, and were adapted from Schulz, Altman, & Moher (2010).

## **2. TEXT FORMAT**

### **2.1 Style**

All other aspects of style not mentioned in this manual are left to the discretion of the respective degree-granting units and examination panels. Students and advisers are encouraged to refer to the latest style guides or to the style of a leading journal/publication in their discipline.

### **2.2 Headings in the Text**

Consistency in the headings and subheadings is important for clarity and guidance to the reader, aside from giving the document a professional appearance.

The major headings include acknowledgements, abstract, table of contents, lists of tables, figures and appendices, chapter headings, appendices and references. The major headings should begin on a new page followed immediately by the text. These headings should have the same size and style (centered on the page, all capital letters, all bold letters).

For subheadings, each different level must be distinguished by a different style. For example, the first sub-level might be in bold and italics, flush left, written in both upper and lowercase. The second sub-level might be in italics but not in bold letters. Ensure that these styles are used consistently throughout the whole paper, distinguishing one sub-level from the other. Subheadings need not begin on a new page.

Each different sub-level should be included in the table of contents. Each new sub-level is indented a little farther to the right in relation to the previous level in the table of contents.

### **2.3 Margins**

The margins of every page in the manuscript must be one inch for the top, bottom, and right and 1.5 inches for the left for binding. Page numbers must fall within the margins.

### **2.4 Use of Languages Other than English**

When quoting other languages (e.g., Filipino), the original text must be enclosed in quotation marks and not italicized. The English translation, which is italicized and enclosed in parentheses, should immediately follow.

### **2.5 Line Spacing/Widows and Orphans**

Double space throughout the text, except only for the tables and CV. “Widows (e.g., the last line of a paragraph as the first line of a page) and orphans (e.g., a heading or first line of a paragraph as the last line on a page) are not acceptable.” (eTD Style and Policy Guide, 2010, p. 10) Make adjustments accordingly.

## **2.6 Punctuation**

Among the common manuscript problems involve punctuation, like the use of commas. For instance, when writing a statement in quotation marks, commas and periods are placed within the quotation marks. However, colons and semicolons are written outside the quotation marks. Also, commas are always placed after the terms “e.g.” and “i.e.”. Please refer to other pertinent references for proper use of punctuation marks.

## **2.7 Pagination**

Page numbers must be centered at the bottom of the page, with placement, size, and style consistent in the entire manuscript. No other text or marks should appear other than the page number itself.

Starting with the title page, each page in the manuscript must be counted. Every page should then have a printed page number aside from the title page only. The preliminary pages (please see section 1) are numbered in lowercase Roman numerals (ii, iii, iv, etc.).

The pages of the body are numbered in Arabic numerals (1, 2, 3, etc.) starting with the first page of Chapter I and through the rest of the body, references, appendices, and CV. All chapters must begin on a new page and must be numbered with uppercase Roman numerals. The chapter heading and title should be typed as follows:

**CHAPTER I**  
**INTRODUCTION**

## **2.7 Running Header**

Lee (2010) defined a running header as “a short title (50 characters or fewer, including spaces) that appears at the top of every page of your paper.” This is not allowed in any part of the manuscript.

## **2.8 Footnotes/Endnotes**

Footnotes, which are defined by the Merriam-Webster Dictionary as notes of “reference, explanation, or comment usually placed below the text on a printed page”, are not allowed. Endnotes, which serve the same purpose but are placed at the end of the text or chapter, may be used instead. There is no objection in listing the references at the end of the manuscript with proper citations in the body of the paper, in lieu of endnotes for each chapter.

### **3. ILLUSTRATIONS**

#### **3.1 Tables**

Use single space for the contents of the table and you may also select a font size smaller than 12. This is to make the table more presentable and easier to read. Remember to make the styling uniform for all tables.

Type the table number and caption above the data. Titles should begin with the word “Table,” followed by the table number according to the decimal numbering system. Only the first letter of the first word of the caption is capitalized and should be consistent for the all of the tables. Table titles must be flush left throughout the manuscript.

Tables could be placed along with the text or in a separate page. They may also be placed within the text or in the appendix. Note that that they should be included in the text once they are mentioned. They may be appended only if they are not directly related to the discussion or are too bulky or lengthy. In case long tables need to be continued from page to page, the table number and caption should appear as follows:

Table 3.1 (Continued) Title

#### **3.2 Figures**

Figure captions should be placed flush left at the bottom. Aside from that, the same guidelines for tables apply. Note that if you choose to group your figures together in an appendix or at the end of your text, they should follow your tables (if any). Graphs, drawings, and photographs relevant to the thesis or dissertation may be pasted or electronically prepared on the manuscript within the specified margins. Do not use transparent tape or rubber cement in attaching them; use good glue or paste.

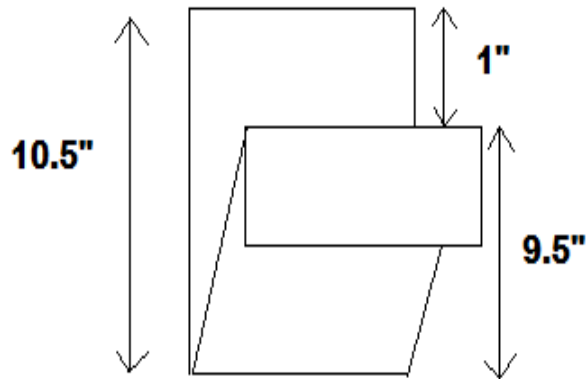
#### **3.3 Oversized Materials**

According to the University of the Philippines College of Science Style and Format Manual (2004):

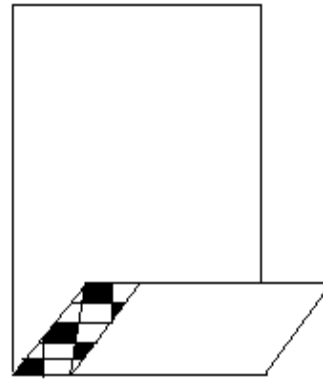
“When folding oversized pages, special care must be given to assure the edge that is folded over does not touch the 1½ inch left margin, as the edge may be caught in the binding. The entire page should be 8 inches in width rather than 8½ inches to prevent the fold from being cut when the thesis or dissertation is trimmed. The page number should be placed in the same position as on the regular sized pages (See Figure 2).

Vertical Fold: Make the first fold at the right side of the page, folding toward the left. The first fold should reduce the oversized sheet to 8 inches. If further folding is necessary, the left side of the folded page should be folded again, this time back towards the right, leaving a 1½ inch margin from the left and the fold.

Step 1:

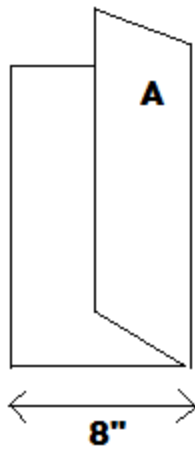


Step 2:

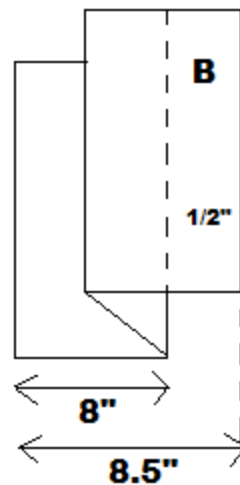


Horizontal Fold: If folding from the bottom up, be sure to cut a strip 1 inch wide from the left edge of the entire folded portion. This prevents the fold from being caught in the binding. If a second horizontal fold is needed, the edge should be folded down.” (p. 15)

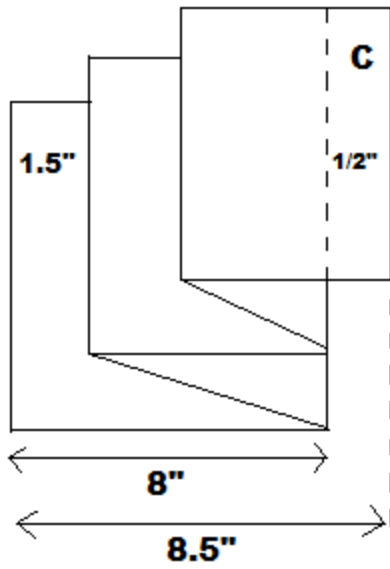
Step 1:



Step 2:



Step 3:





## **4. THE FINAL COPY**

### **4.1 Typing/Printing of the Manuscript**

The manuscript must be as perfect as possible in form and appearance. It must be prepared on a computer. Times New Roman or Arial are acceptable fonts. The font size must be 12 for all material in the text. It should be left justified, without any broken words at the end of each typed line. Each paragraph should be indented using the Tab key. In printing the final copy, the resolution must be at least 300 dots per inch (laser printer). Reproduced copies/photocopies are acceptable only if they are of high quality. Printing may be on one or both sides of the paper, whichever is preferred, but should be consistent all throughout. There is no limit on the number of pages of the entire manuscript.

### **4.2 Paper**

Use only plain white book paper, letter size (8.5 x 11 in), substance 20, and of archival quality.

### **4.3 Corrections**

When the thesis or dissertation is presented to the Graduate Office, it must be in its final form. It may not be revised in any way after it is presented.

### **4.4 Number of Copies to Submit**

Six (6) bound copies of the approved thesis/dissertation shall be submitted and be distributed as follows:

- Original copy for the University Library
- National Graduate Office for the Health Sciences
- College library
- Thesis adviser
- Student
- National Library

The colors of the covers are: forest green for undergraduate studies, maroon for theses, black for dissertations and royal blue for special studies. You are also required to provide an electronic copy (PDF) of your thesis/dissertation saved on a CD to the University Library.

Remember to align your schedule with the academic calendar. To make time for revisions, the defense should have been finished several months before the university council meeting. The six bound copies of your manuscript must be submitted on or before that date.

#### ***4.4.1 Front Cover***

The front cover of the binding of the manuscript follows the same format as the title page. Exclude only the waiver and the signatures at the end.

#### 4.4.2 Spine

The spine of the manuscript follows the format below. Please see Appendix 4.4.2 for an actual sample. There should be a vertical line separating the name, title, degree, school, and year.

LAST NAME OF AUTHOR		Title		DEGREE		SCHOOL		Year
------------------------	--	-------	--	--------	--	--------	--	------

## 5. PUBLISHABLE FORMAT

Writing your thesis or dissertation is completely different from writing a manuscript intended for publication in a peer-reviewed journal. This section offers some tips for converting your paper into a publishable manuscript. The Publication Manual of the APA is also a good resource regarding this topic.

According to Chamberlin (1999), publishing is easier done when you started with that end in mind and not merely to fulfill a requirement. You should identify target journals and read the articles they publish to determine if yours will fit in. You can also consult your adviser on which journals would be appropriate since they have experience on publishing.

Converting your work into a journal article is not simply cutting and pasting. It needs to be concise and focused, which means including only the most important bits of information to facilitate readability. Dissertations are process-focused while journal articles are not. Reviewers do not need hundreds of pages of proof. Rather, they just want to see that the author is knowledgeable in the topic, the methodology is clear and replicable, the conclusions are supported by the results, and that the study is novel (Pollard Jr., 2005).

You should also discuss and determine authorship with your adviser, who most likely had a considerable amount of input in your work. This part can be complicated since both parties collaborated and contributed significantly to the study. However, “APA’s ethics code states that students are usually listed as the first author on articles that are based on their dissertations.” (Chamberlin, 1999) Once you have considered these, you can now submit your manuscript. Remember to strictly follow your chosen journal’s guidelines for submission. “Instructions for Authors” is usually found on a journal’s website. Note that you can only submit your work for consideration to one journal at a time. Having several journals reviewing your article for publication without any substantially different information wastes their resources and may pose copyright problems.

Do not expect to get published the first time around. Learn from feedback and rejections. Simply resubmitting your work to other journals without making the suggested revisions is not advisable. It may fall in the hands of the same reviewer.

## 6. COPYRIGHT

The memo dated February 2, 2012 from UP President Alfredo E. Pascual states:

“In accordance with the university’s responsibility to generate new knowledge and share this for the benefit of the wider public, all undergraduate and graduate theses and dissertations shall be made accessible via the university libraries and departmental reading rooms, unless otherwise indicated as described below.

Pursuant to Article III, Sec. 8 (h) of R.A. 10055 (Technology Transfer Act of 2009) and Article 7 Sec. 2 of the U.P. Revised IPR Policy which was approved and confirmed by the Board of Regents during its 1269<sup>th</sup> and 1273<sup>rd</sup> meetings, respectively, the university may withhold public access to theses/dissertations and defense proceedings, in the event that such may contain potentially patentable intellectual property, until such time the potential intellectual property rights are fully protected by law. Particular attention should be accorded to theses/dissertations in the sciences and engineering.

Should there be an urgent and valid reason to access such theses/dissertations, this can be made possible subject to non-disclosure agreements...

This guideline shall apply to all theses/dissertations submitted on or after 15 March 2012.”

The following is stated in the Revised Intellectual Property Rights (IPR) Policy of the University of the Philippines System:

“This policy shall apply to all faculty members, researchers, students, staff and visiting professors undertaking research and/or creative activities pursuant to any program, project, grant or contract under the auspices of the university. This policy shall cover all research and/or creative activities, tangible research properties or outputs with or without patent or copyright protection, whether for commercial or non-commercial purpose, undertaken using any university resource and including all technology transfer arrangements...

A student shall own the copyright of his/her thesis/dissertation subject to the provisions of applicable laws such as the Technology Transfer Act of 2009, the provisions of this policy as well as any agreement(s) with the university and/or external parties. In order to enable the university to perform its mission of transferring knowledge and technology for the public benefit, the student shall grant to the university a non-exclusive worldwide, royalty free license to reproduce, publish and publicly distribute copies of said thesis/dissertation in whatever form subject to the provisions of applicable laws, the provisions of this policy and any contractual stipulations.

In the event a thesis/dissertation contains information on an invention that may be patentable or registrable, or if the same contains confidential information of the university and/or that of a third party, the department, institute or college may withhold public access to said thesis/dissertation and the defense proceedings and may take such other reasonable steps to protect the university and/or third party's IP rights until the university and/or third party has given written permission to disclose the same. In the event that the university waives its right to the invention as provided under this policy as the inventor is willing and able to comply with the condition, among others that may be imposed by the university, to file a patent or other applicable intellectual property application for the same, the inventor may request the department, institute or college to withhold public access to said thesis/dissertation or to the defense proceedings pertaining to said invention.”

To access the complete text of the Revised IPR Policy of the UP System, visit this website:  
<http://www.ovcrd.upd.edu.ph/up-intellectual-property/ip-resources/>.

## **7. ETHICAL CONSIDERATIONS**

Researches involving human subjects or participants require review and approval by the Research Ethics Board. Likewise, researches involving animals require review and approval by the Institutional Animal Care and Use Committee (IACUC). The Standard Operating Procedures of the UP Manila Research Ethics Board can be found online at <http://reb.upm.edu.ph/>. All procedures, checklists, forms, and contact details are also available on the website.

The International Committee of Medical Journal Editors (ICMJE) website provides Uniform Requirements for Manuscripts Submitted to Medical Journals and also a discussion on common ethical considerations such as authorship and contributorship.

## REFERENCES:

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**APPENDIX 1.1.1: TITLE PAGE FOR THESIS**

Analysis and Evaluation of Policies Implementing

Advanced Practice Nursing in the Philippines

A Master's Thesis Submitted to the

Faculty of the Graduate Program in Health Policy and Administration

College of Public Health

University of the Philippines Manila

In Partial Fulfillment of the Requirements

For the Degree of

Master of Arts in Health Policy Studies

By

Vanessa Manila

April 2010

Permission is given for the following people to have access to this thesis:

Available to the general public	Yes
Available only after consultation with author/thesis adviser	No
Available only to those bound by confidentiality agreement	No

Student's signature:

Signature of thesis adviser:



**APPENDIX 1.1.2: TITLE PAGE FOR DISSERTATION**

Community Mobilization for the Prevention  
and Control of Cardiovascular Diseases among  
Older Persons in San Pablo City

A Dissertation Submitted to the  
Faculty of the Graduate Program in Public Health  
College of Public Health  
University of the Philippines Manila

In Partial Fulfillment of the Requirements  
For the Degree of  
Doctor of Public Health

By  
Josephine Agapito

June 2006

Permission is given for the following people to have access to this thesis:

Available to the general public	No
Available only after consultation with author/thesis adviser	No
Available only to those bound by confidentiality agreement	Yes

Student's signature:

Signature of thesis adviser:

**APPENDIX 1.2.1: CERTIFICATE OF ACCEPTANCE OF THESIS/DISSERTATION**

UPM-NGOHS Form # 04  
Certificate of Acceptance



**NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES**

University of the Philippines Manila  
3/F UP Manila Main (Old NEDA) Building  
Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines  
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**CERTIFICATE OF ACCEPTANCE OF THESIS/DISSERTATION**

The thesis/dissertation attached hereto, entitled \_\_\_\_\_

prepared and submitted by \_\_\_\_\_,  
*name of student*

requirements for the degree of \_\_\_\_\_ is accepted.  
*program/track/major*

\_\_\_\_\_  
*Thesis/Dissertation Adviser*

Accepted as partial fulfillment of the requirements for the degree of

\_\_\_\_\_

\_\_\_\_\_  
*(Dean)*  
College of \_\_\_\_\_  
University of the Philippines Manila  
Date \_\_\_\_\_

\_\_\_\_\_  
*(Director)*  
National Graduate Office for the Health Sciences  
University of the Philippines Manila  
Date \_\_\_\_\_

**APPENDIX 1.2.2: APPROVAL SHEET**

UPM-NGOHS Form # 03  
*Completion/Approval Sheet*



**NATIONAL GRADUATE OFFICE FOR THE HEALTH SCIENCES**

University of the Philippines Manila  
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Padre Faura corner Maria Orosa Streets, Ermita, Manila 1000 Philippines  
Tel nos: 526-5870, 523-1495; Telefax: 523-1498; E-mail: ngohs@post.upm.edu.ph

**APPROVAL SHEET**

We, the members of the oral examination panel for \_\_\_\_\_  
*name of student*  
unanimously approve the thesis/dissertation entitled \_\_\_\_\_

The thesis/dissertation attached hereto which was defended on \_\_\_\_\_  
*date and time*  
at \_\_\_\_\_, College of \_\_\_\_\_, University of the  
*venue degree-granting unit*  
Philippines Manila for the degree of \_\_\_\_\_ is hereby accepted.  
*program degree/track/major*

PANEL MEMBERS	SIGNATURE
_____ <i>Chair/Adviser</i>	_____
_____ <i>Reader/Critic</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____

We therefore recommend that \_\_\_\_\_ be awarded the degree of  
*name of student*  
\_\_\_\_\_ from the College of \_\_\_\_\_.  
*program degree/track/major degree-granting unit*

Very truly yours,

\_\_\_\_\_  
*Panel Chairman/Adviser*

**Endorsed:**

\_\_\_\_\_  
*Dept. Chair/ Chair Graduate Program Committee*  
Date \_\_\_\_\_

\_\_\_\_\_  
*Dean*  
College of \_\_\_\_\_  
Date \_\_\_\_\_

## APPENDIX 1.8: ABSTRACT

### ABSTRACT

Virgin coconut oil (VCO) has become a popular health product because of its various health benefits including its antimicrobial properties. However, studies on VCO are limited and most of its celebrated benefits are only based on studies with the medium chain triglycerides and its hydrolyzates, medium chain fatty acids, especially lauric acid.

The present study determined the effect of VCO on the beta-lactamase activity of Methicillin-resistant *Staphylococcus Aureus* using an iodometric assay. Inhibition of beta-lactamase was observed with the lipase hydrolyzed-VCO. Lipase hydrolysis produced a potent antimicrobial – *monolaurin*. Increased amounts of VCO lipase hydrolysis products (diglycerides, monoglycerides and fatty acids) dispersed in culture correlated with the lowering of beta-lactamase activity. This suggests that beta-lactamase inhibition depends on the hydrolysis of VCO into monoglycerides and fatty acids.

The concentrations of unhydrolyzed VCO used in the experiment did not produce a significant inhibition of beta-lactamase activity, suggesting the dependence of MRSA beta-lactamase inhibition on the action of lipases.

Conversely, MRSA treated with olive oil increased beta-lactamase activity and hydrolysis of the oil further increased the activity of enzyme, similar to the effect of penicillin – an inducer of beta-lactamase in *Staphylococcus aureus*. The effect of olive oil on MRSA beta-lactamase activity may be due to oleic acid, which has nutritive effects on microorganisms.

The growth of MRSA was hindered by both unhydrolyzed and pancreatic lipase hydrolyzed VCO and olive oil, antibiotics and standard lauric lipids (monolaurins, dilaurins, and

lauric acid) except for trilaurin (TL) which produced higher cell count in culture. This may probably be due to the difficulty of releasing the antimicrobial monolaurin and lauric acid from TL in the culture. Inhibition of MRSA growth by VCO, standard lauric lipids and olive oil may be attributed to increased acidity of fatty acids.

Source:

Deocaris, C.C. (2007). *The effect of Lipase – Hydrolyzed and Unhydrolyzed Virgin Coconut Oil (VCO) on the growth and Beta–Lactamase activity of Methicillin-resistant Staphylococcus Aureus (MRSA)*. University of the Philippines Manila, unpublished masteral thesis.

## APPENDIX 1.12: CURRICULUM VITAE

### CURRICULUM VITAE

Name Kara dela Cruz

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### Educational Background

1995 B.S. Nursing  
St. Louis University

2000 M.A. in Nursing (Mental Health Psychiatric Nursing)  
University of the Philippines Manila

2003 Ph.D. in Nursing, candidate  
University of the Philippines Manila

### Professional Employment

August 1998-July 1999 Research Associate  
SS501 Foundation Inc.

August 1999-July 2000 Supervisor – Undergraduate Research Team  
University of the Philippines Manila

April 2001-June 2001 Instructor – Undergraduate Nursing Course, Psychiatric  
Nursing  
University of the Philippines Manila

### Publications

Jung, Y.H., dela Cruz, K., Shim, C.M., Hyun, B. (2001). Attention Deficit Hyperactivity Disorder in Children and Adolescents: A Review. *Journal of Mental Health*, **21** (2), 93-103.

Potter, H.J., Weasley, R.B., dela Cruz, K., Granger, H.J., Rowling, J.K. (1999). High-Risk Behavior and Rates of Sexually Transmitted Diseases Among Undergraduate Students. *Journal of Adolescent Health*, **58** (4), 866-879.

**Personal Data**

Date of Birth	October 5, 1975
Place of Birth	Manila
Sex	Female
Nationality	Filipino
Civil Status	Married

APPENDIX 1.13.1: CONSORT 2010 CHECKLIST



**CONSORT 2010 checklist of information to include when reporting a randomised trial\***

Section/Topic	Item No	Checklist item	Reported on page No
<b>Title and abstract</b>			
	1a	Identification as a randomised trial in the title	_____
	1b	Structured summary of trial design, methods, results, and conclusions (for specific guidance see CONSORT for abstracts)	_____
<b>Introduction</b>			
Background and objectives	2a	Scientific background and explanation of rationale	_____
	2b	Specific objectives or hypotheses	_____
<b>Methods</b>			
Trial design	3a	Description of trial design (such as parallel, factorial) including allocation ratio	_____
	3b	Important changes to methods after trial commencement (such as eligibility criteria), with reasons	_____
Participants	4a	Eligibility criteria for participants	_____
	4b	Settings and locations where the data were collected	_____
Interventions	5	The interventions for each group with sufficient details to allow replication, including how and when they were actually administered	_____
Outcomes	6a	Completely defined pre-specified primary and secondary outcome measures, including how and when they were assessed	_____
	6b	Any changes to trial outcomes after the trial commenced, with reasons	_____
Sample size	7a	How sample size was determined	_____
	7b	When applicable, explanation of any interim analyses and stopping guidelines	_____
Randomisation:			
Sequence generation	8a	Method used to generate the random allocation sequence	_____
	8b	Type of randomisation; details of any restriction (such as blocking and block size)	_____
Allocation concealment mechanism	9	Mechanism used to implement the random allocation sequence (such as sequentially numbered containers), describing any steps taken to conceal the sequence until interventions were assigned	_____
Implementation	10	Who generated the random allocation sequence, who enrolled participants, and who assigned participants to interventions	_____
Blinding	11a	If done, who was blinded after assignment to interventions (for example, participants, care providers, those assessing outcomes) and how	_____
	11b	If relevant, description of the similarity of interventions	_____

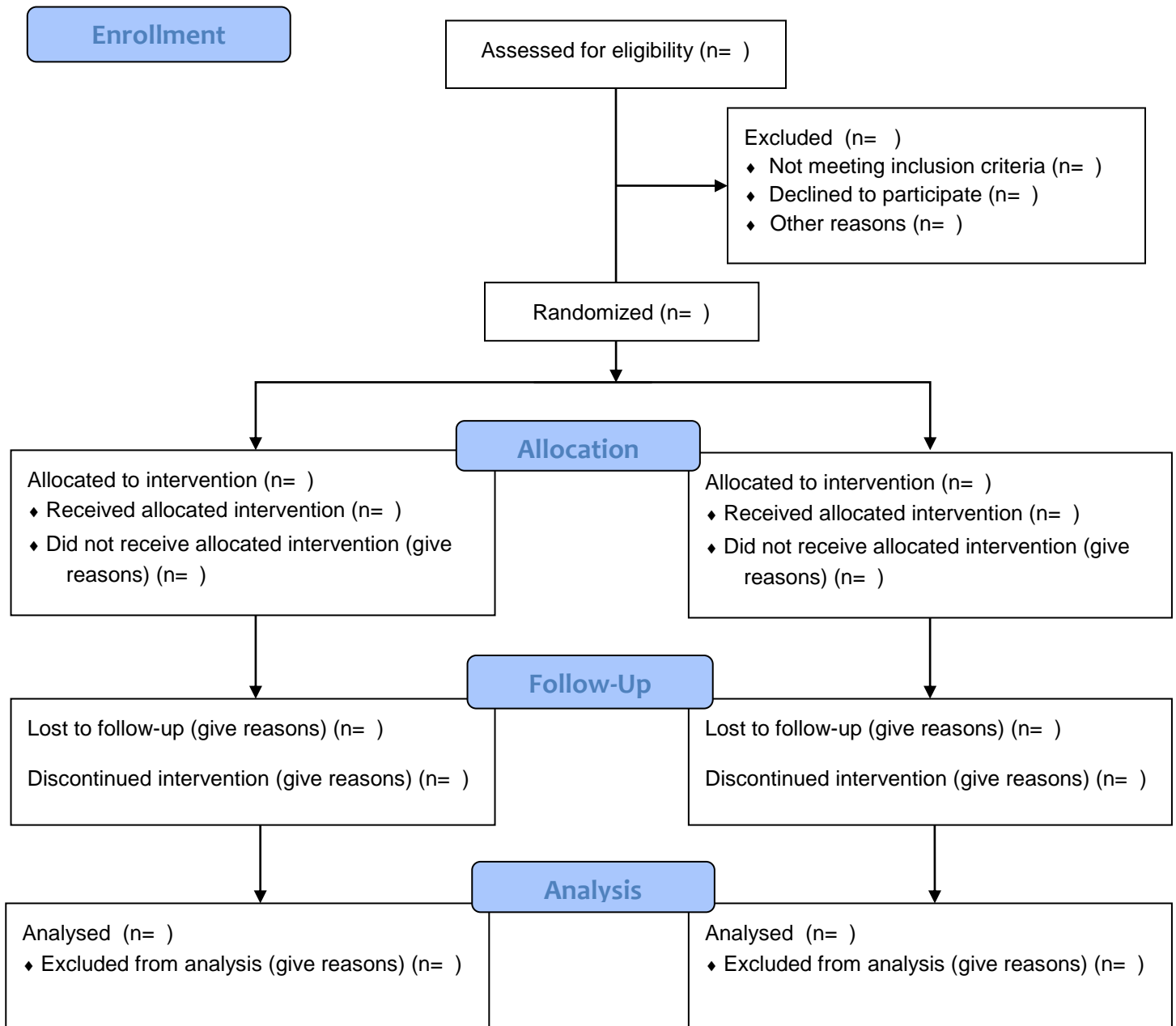


Statistical methods	12a	Statistical methods used to compare groups for primary and secondary outcomes	_____
	12b	Methods for additional analyses, such as subgroup analyses and adjusted analyses	_____
<b>Results</b>			
Participant flow (a diagram is strongly recommended)	13a	For each group, the numbers of participants who were randomly assigned, received intended treatment, and were analysed for the primary outcome	_____
	13b	For each group, losses and exclusions after randomisation, together with reasons	_____
Recruitment	14a	Dates defining the periods of recruitment and follow-up	_____
	14b	Why the trial ended or was stopped	_____
Baseline data	15	A table showing baseline demographic and clinical characteristics for each group	_____
Numbers analysed	16	For each group, number of participants (denominator) included in each analysis and whether the analysis was by original assigned groups	_____
Outcomes and estimation	17a	For each primary and secondary outcome, results for each group, and the estimated effect size and its precision (such as 95% confidence interval)	_____
	17b	For binary outcomes, presentation of both absolute and relative effect sizes is recommended	_____
Ancillary analyses	18	Results of any other analyses performed, including subgroup analyses and adjusted analyses, distinguishing pre-specified from exploratory	_____
Harms	19	All important harms or unintended effects in each group (for specific guidance see CONSORT for harms)	_____
<b>Discussion</b>			
Limitations	20	Trial limitations, addressing sources of potential bias, imprecision, and, if relevant, multiplicity of analyses	_____
Generalisability	21	Generalisability (external validity, applicability) of the trial findings	_____
Interpretation	22	Interpretation consistent with results, balancing benefits and harms, and considering other relevant evidence	_____
<b>Other information</b>			
Registration	23	Registration number and name of trial registry	_____
Protocol	24	Where the full trial protocol can be accessed, if available	_____
Funding	25	Sources of funding and other support (such as supply of drugs), role of funders	_____

\*We strongly recommend reading this statement in conjunction with the CONSORT 2010 Explanation and Elaboration for important clarifications on all the items. If relevant, we also recommend reading CONSORT extensions for cluster randomised trials, non-inferiority and equivalence trials, non-pharmacological treatments, herbal interventions, and pragmatic trials. Additional extensions are forthcoming: for those and for up to date references relevant to this checklist, see [www.consort-statement.org](http://www.consort-statement.org)

**APPENDIX 1.13.2: CONSORT 2010 FLOW DIAGRAM**

**CONSORT 2010 Flow Diagram**



## APPENDIX 4.4.2: SPINE

MAANO	The Development and Use of Modules in Teaching Post Graduate Students at the Philippine General Hospital Dermatology Section	MHPEd	UP	2005
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