

## **Title of the Study**

**Author's Name<sup>1</sup>, Author's Name<sup>2</sup>**

*Organization/Affiliation<sup>1</sup>*

*Organization/Affiliation<sup>2</sup>*

*Email Address<sup>1</sup>, Email Address<sup>2</sup>*

*ORCID of Author<sup>1</sup>*

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### **Abstract**

*Abstract of the paper must be limited to 250 words. It must reflect the article's main focus and summarizes the essential points; objective and theoretical framework, method, relevant findings, conclusions, and recommendations, where relevant. Key words must be provided.*

*If the article is written in Filipino, please provide an abstract and keywords written in English.*

**Keywords:** *Provide 3-5 keywords or phrases in alphabetical order, separated by comma.*

### **INTRODUCTION**

The introduction states the rationale and the significance of the study. This also includes discussion of research gaps, arguments and related literature and studies. The author may use English or Filipino, however, if Filipino language is used, abstract should be written in English.

The manuscript should be in MS Word document format; should be typed using Times New Roman, size 11 except for the title and tables; should be double spaced except for the abstract, long quotations, tables, and references; and should have 6,000-8,000 words only excluding references.

### **METHODOLOGY**

Describe the research method used in the study and discuss which data were used and how these data were collected and analyzed. Sampling techniques, data instruments used, statistical technique, ethical considerations, and declaration on the use of generative AI should also be included in discussion.

## RESULTS AND DISCUSSION

Provides the themes and evidence found when the data is analyzed and explains what the results mean. Also, how these results relate to previous literature should be highlighted. In qualitative research, results are usually from interview or participant observations, which are grouped in order to understand themes in the qualitative data. In quantitative research, results are usually descriptive and statistical in nature that show what factors or variables are predicting certain outcomes.

Table 1: Format of tables and figures

<b>Institution</b>	<b>Group A</b>	<b>Group B</b>
Polytechnic University of the Philippines	Sample 1	Sample 2

Tables should follow the format presented above. In tables, font size must be size 10 and vertical lines should not be drawn. The number of the table and title should be written above the table.

However, Figures provided should be clear and in JPEG format.

## CONCLUSION AND RECOMMENDATIONS

This section will usually summarize the main points and claims of the research. It might elaborate on the importance of the work or suggest applications and extensions.

## STATEMENTS AND DECLARATIONS

1. **Funding details.** All internal funds, grants, and financial support from institutions, employers, or affiliated organizations; and external funds, grants, and financial support from private foundation, NGOs, political groups, think tanks, charities, research organizations, and government agencies received by the authors to do their research must be declared.
2. **Disclosure statement.** This is to acknowledge any financial or non-financial interest arising from your research's direct application. If there are no relevant competing interests to declare, please state this within the article; for example, The authors report that there are no competing interests to declare.
3. **Ethical Approval:** A statement declaring the ethical approval of the research or an Attestation that no participants were harmed during the conduct of the study.
4. **Declaration of Generative Artificial Intelligence (AI) in Scientific Writing.** If AI tools are used in the manuscript writing, the author/s should declare it in **Methodology** and in this section. *Example: The author/s used [which AI tool] to [reason/s]. However, the author/s affirm their responsibility for the content accuracy of the whole manuscript.*
5. **Acknowledgment.** A one- to two-line statement of appreciation for other services from organizations or individuals

## REFERENCES

APA citation style, 7<sup>th</sup> edition, is the preferred documentations style. This must be applied in in-text and terminal citations, punctuation, abbreviations, tables, headings and presentations of statistics.

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## BIONOTE

*Please provide a short biography of each author. It should contain the following points:*

1. Author's full name, current position, and affiliation/organization
2. Educational background
3. Work experiences
4. Research interest