



# ALBASA, INC.

(ACADEMIC LIBRARIES BOOK ACQUISITION SYSTEMS ASSOCIATION, INC.)

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## DISSERTATION PRODUCTION ASSISTANCE PROGRAM (DPAP)

### Policy Guidelines

(As of May 2018)

#### QUALIFICATIONS:

1. A maximum of two (2) applicants or beneficiaries will be approved by the committee in a year.
2. The applicant is from an ALBASA member institution of good standing as defined by ALBASA By-laws. (\*Institution of good standing as defined by ALBASA By-laws – Please refer to Section 2.A)
3. The applicant has been employed by the member institution for at least three consecutive years prior to the application.
4. The applicant's Dissertation shall be in line with the relevant research areas in Library and Information Science (LIS). Such as: Education, Information Technology, and Management.

#### REQUIREMENTS:

1. An endorsement letter from the Head/Chief Librarian or Director of Libraries which is duly approved by the school head.
2. The Abstract of the Study as prescribed by ALBASA  
Prescribed Abstract Format: Bibliographic Information (APA Format):  
 Author (Year defended). Title. Unpublished Dissertation. School. Place  
  
 Body of the Abstract (In paragraph presentation of 250-300 words)
  1. Statement of the Problem (Main and subsidiary problem)
  2. Methodology (only the Research Design)
  3. Findings
  4. Conclusion
  5. Recommendations
3. Accomplished Approval Sheet from the Dean of the Graduate School where the applicant finished her academic requirements for doctoral studies and defended his/her dissertation.
4. Certification/ Approval for Printing duly signed by the Panel, endorsed by the Chairman, and approved by the Dean.
5. The Dissertation applied for must be newly defended. (Newly defended means – must not be more than 2 semesters from the date of oral defense)
6. A final copy (printed & soft) of the applied dissertation must be submitted to ALBASA Office not more than two months after the release of the first tranche.
7. Due acknowledgment of the ALBASA Assistance shall be made in a single sheet of the final copy in the preliminary pages of the soft copy and bound dissertation.
8. Using the prescribed ALBASA Format, Abstract of the Research output of the approved DPAP Applications may be presented in the ALBASA General Assembly during the seminar-workshop upon invitation of the ALBASA Board and recommendation of the DPA Committee.
9. Non-compliance of the stipulated terms and conditions would imply forfeiture of the release of the second tranche and the return of the first released amount to ALBASA, Inc.
10. ALBASA deserves the right to terminate the grant in the event that the applicant has been found falsifying any submitted documents and/ or violating any laws or Code of Ethics in the practice of librarianship as a profession.

#### SCHEDULE OF RELEASE OF DISSERTATION PRODUCTION ASSISTANCE (DPA)

TRANCHE	AMOUNT	CONDITION
50%	P10,000.00	Has signed his/her acceptance of the terms and conditions of the program
50%	P10,000.00	Upon submission of the bound and soft copy of the dissertation