Full Paper Format Guide

1.	The full paper should not be more than seven to fifteen (15) pages.
2.	The first line should bear the title of the paper in bold capital letters, Centered, and in Times New Roman Font Size 12
3.	The entire text after the title should be Times New Roman font 11 except for the title.
4.	After the title of the paper, follows the name of the presenter/s and authors. The presenter/s name should be in asterisk.
5.	After the names are the designation, department and organization or agency
6.	It shall be followed by the complete organization address.
7.	Next part is the abstract (not more than 250 words) in bold, italic font with not less 5 keywords
8.	The parts of the papers should be the following: a. Introduction; b. Statement of the Problems/Objectives; c. Methodology; d. Findings; e. Conclusion; f. Recommendation; g. Short Acknowledgment; and, h. References.

9. Findings should include tables, graphs, discussed one by one and interpreted per discussion. However, it is recommended that table should be limited to one only, preferably as summary. All other supposed tables can be discussed in paragraph form.
10. Conclusions and Recommendations are separate but are both introduced by a short introductory paragraph and are both numbered or bulleted. References must follow the APA format.