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| Group No.: | **\_\_\_\_** |

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| Department | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Degree Program: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Student Researchers: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Research Working Title: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Adviser: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

I do hereby accept the invitation of the above-mentioned students to become their **LANGUAGE EDITOR** for the **\_\_\_\_\_\_s**emester, academic year **YYYY-YYYY.** Concomitant with this is my acceptance of the following functions and responsibilities:

1. Edit thoroughly the manuscript of the student researchers
2. Discuss with the research group/s the corrections, comments, and suggestions made on the manuscript in terms of the prescribed formats, correctness of grammar, and clarity and formality of language used
3. Monitor and assure the incorporation of the corrections and revisions made on the manuscript of student researchers
4. Endorse for soft bind/hard bound the final manuscript by providing certification of manuscript editing.

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| Prepared by: | Recommended by: |
|  |  |
|  | **Signature over Printed Name** |  | **Signature over Printed Name** |
|  | Research Facilitator |  | Program Dean |
|  |  |  |  |

Conforme: **Signature over Printed Name**

Date:

|  |  |  |
| --- | --- | --- |
| Approved: |  |  |
|  |  |  |
|  | **Signature over Printed Name** |  |
|  | Vice President for Research and Innovation |