



LANGUAGE TRAINING AND PROFESSIONAL DEVELOPMENT UNIT

Policies, Standards, and Guidelines in Translation Services

A. Policy Statement

The Language Training and Professional Development Unit (LTPDU) under the Center for Internationalization, Academic Affiliations and Engagements (CIAAE) offers professional services that will uplift the quality of the scholarly works produced by the academic community including, but not limited to, theses, dissertations, manuals, and other publication materials.

LTPDU presents the following set of guidelines for the translation services it offers. This specifically outlines the extent and nature of services that the pool of translators can provide. Moreover, these guidelines have been developed primarily to give guidance NOT ONLY to the translators but also to the research advisers and student researchers, since they, too, must carefully understand the professionals' roles.

B. Operational Definition of Terms

1. **Undergraduate/Senior High School research/thesis**– this is done by undergraduate students from all the colleges/departments and the Special Health Sciences Senior High School (SHSSHS) students.
2. **Graduate thesis/dissertation** – this is done by graduate students (such as students taking up Doctor of Medicine, and all the Master's and PhD programs offered by the institution).
3. **Other members of the DLSMHSI community** – this pertains to all persons outside of the Academics of the institution (employees from other services such as De La Salle University Medical Center, Angelo King Medical Research Center, Lasallian Mission, Linkages and Advancement, and Shared Services)
4. **Unit** – Language Training and Professional Development Unit

C. Objectives of the PSG on Translation Services

1. To translate documents either from English to Filipino or Filipino to English
2. To check translated documents and publication materials from English to Filipino and vice versa

D. General Guidelines

1. The translation services of the Unit may be availed by bonafide students of the institution, Academic Teaching Faculty (ATF), Academic Service Faculty (ASF), Non-Teaching Personnel (NTP), and other members of the DLSMHSI community. Persons not affiliated in the institution will not be accommodated. The following are the range of priorities for the service:
 - a. Bonafide students' undergraduate/senior high school research/theses or graduate theses/dissertations.
 - b. ATF, ASF, Academics NTP research/theses or graduate theses/dissertations
 - c. Manuals and other materials from Academics
 - d. Other members of the DLSMHSI community (employees from other services such as De La Salle University Medical Center, Angelo King Medical Research Center, Lasallian Mission, Linkages and Advancement, and Shared Services)
2. SHSSHS, undergraduate research/theses, graduate theses, dissertations, ATF/ASF, NTP or other members of the DLSMHSI community research, manuals, narratives, and other publication materials are the only materials that can be translated or checked.





3. To ensure the smooth delivery of the service, the Unit will be coordinating with the translators inside and outside of the institution.
4. CIAAE Form 004: Request Form for Translation Services (see Appendix A) for the translation service will be filled out and duly signed by the researcher and/or research adviser/professor. The researcher should choose his/her choice from the pool of translators. In the event that the preferred translators are unavailable, the work will be given to the other members of the pool.
5. A duly signed CIAAE Form 005: Conformance for Professional Services certifying that the requestors understand and are amenable to the terms and conditions will be submitted to LTPDU.
6. Materials to be translated should be submitted to the translators in electronic or hard copy.
7. The regular turnaround time for the translation service is from five (5) to seven (7) working days. On the other hand, for rush requests, the turnaround time is from two (2) to four (4) working days depending on the number of requests received and on the availability of the translators.
8. There is also a lead time of 1-2 working days for inquiries to CIAAE via email.

E. Process Flow in Availing the Service for the Students

Processes	In Charge
1. Distribution of pool of translators to the Colleges and Departments through Research Chair/Faculty/Coordinator	CIAAE-LTPDU
2. Distribution of pool of translators to the students and inform LTPDU regarding the chosen translators of the students	Research Chair/Faculty/Coordinator
3. Endorsement of students to the pool of translators	CIAAE-LTPDU
4. Communication with the translator, sending of CIAAE Form 004: Request Form for Translation Services and CIAAE Form 005: Conformance for Professional Services to the Unit in an electronic or printed format.	Requestor
5. Release of the translated manuscript to the requestors together with the charge slip indicating the total amount to be paid	Translator





6. Payment for the service through the Cashier	Requestor
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F. Process Flow in Availing of Service for Faculty, and Other Members of the DLSMHSI Community

Processes	In Charge
1. Distribution of pool of translators to the faculty and other members of DLSMHSI community	CIAAE-LTPDU
2. Submission of CIAAE Form 004: Request Form for Translation Services and CIAAE Form 005: Conformance for Professional Services to the Unit in an electronic or printed format. Inform the Unit of their chosen translator.	Requestor
3. Endorsement of faculty and other members of the DLSMHSI community to the pool of translators	CIAAE-LTPDU
4. Communication with the translator, sending of the manuscript to the translator	Requestor
5. Release of the translated manuscript to the requestors together with the charge slip indicating the total amount to be paid	Translator
6. Payment for the service through the Cashier	Requestor





G. Service Fees

Please refer below for the fees:

Classification	Amount per page (PHP)
Regular	165
Expedited	223

Note:

Format: Word file

Paper size: Letter (8 x 11)

Double space; Font: Arial; Size: 12

* An Admin fee of P100 which covers the translation services shall be charged on top of the total amount of their requested service.

*Working days – Mondays to Fridays

H. Payment Process for Requests

1. The translators will send the charge slip indicating the amount of the service rendered to the students, cc LTPDU (ciaae.ltpdu@dlshsi.edu.ph).
2. Once paid, the requestor will submit the **proof of payment/official receipt** via email.

I. Payment Process for Professionals

1. The Unit will facilitate the payment for the professionals through PRS and/or payroll credit every month.
2. The Unit and all translators will maintain a record of all the requests to ensure that all services rendered are compensated.
3. The amount to be paid to the translators is subject to tax.
4. The translators will be paid in the amount that the requestors paid less the Admin and service charges (10%) from the net share income.

J. Income Proceeds Allocation

The Admin Fees collected from the payment of requestors shall be used on any of the following:

- Procurement of equipment for CIAAE
- Faculty/Personnel Development
- Community Outreach Programs
- Learning Visits





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- Continuing Professional Development Activities
- Post-graduate courses
- Special events of CIAAE
- Research support

K. Review and Amendment of Statistical Services Guidelines

The Director of CIAAE together with the Chair of LTPDU will review the guidelines annually to ensure that it remains current and appropriate to the changing needs of the DLSMHSI community, the department, and its objectives. This review and amendment are done in consultation with the pool of translators and representatives from the academic colleges and departments.

L. Effectivity

These guidelines are effective April 2022 and supersede previous guidelines released before its effectivity date.

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cc: File, OVCA, Colleges and Departments, FCD, Pool of Professionals





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Appendix A
CIAAE Form 004: Request Form for Translation Services

Date Requested: _____

Type of Request (Regular or Expedited): _____

Name: _____

Student Number/Employee Number: _____

Year Level & Course: _____

Title of Research: _____

Requested Translator: _____

Signature of Researcher Over Printed Name

Signature of Research Adviser

Rev. April 2022





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Appendix B
CIAAE Form 005: Conforme for Professional Services

By signing this Conforme, I have:

- Understood the objectives of translation services.
- Understood the step by step process of requesting to avail the service including the turnaround time.
- Sworn to agree and abide with all the provisions stipulated in the guidelines.

Researcher's Signature Over Printed Name

Date

Research Adviser's Signature Over Printed Name

Date





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Appendix C Charge Slip

Name of Requestor: _____
Student / Employee Number: _____
College / Department: _____
Year Level: _____

Professional Service Requested:

English Editing Services
 Translation Services

Title of Research: _____

Number of pages: _____

Description	Amount
English Editing Services	
Translation Services	
Admin Fee	100
Total Amount	

Assessed:

(Signature over printed name of LTPDU Chair)

(Signature over printed name of translator)

Date:

