



## PROCEDURES FOR AVAILING OF ONLINE STATISTICS CONSULTATION SERVICES

1. From the RCSSED website ([rcssed.ust.edu.ph](http://rcssed.ust.edu.ph)) under the *Statistical Services* Section, download the **Statistical Service Form**. The following should be filled out properly:
  - a. General Information
  - b. Research title
  - c. Research objectives
  - d. Research problem
  - e. Simulacrum/Conceptual Framework
  - f. Hypothesis
  - g. Methods
2. After accomplishing the form, make sure to have it approved and signed by your thesis adviser (e-signature is accepted). For verification purposes, kindly indicate the contact number of your adviser. Send the form along with your questionnaire (if available) to [stat.rcssed@gmail.com](mailto:stat.rcssed@gmail.com).
3. Wait for the acknowledgment email of the staff, Ms. Gab Cruz, as proof that she had received your form and questionnaire.
4. Once your form and questionnaire were approved, Ms. Cruz will send an email with the payment slip. After accomplishing the payment slip, pay the required amount by following the procedure listed in no. 6.
5. The following are the fees to be collected.

Level	Service Fee
<b>Basic Statistical Tools (up to Regression Analysis)</b>	
Senior High School/ Undergrad College Students	3,700
MA/MS	6,200
PhD	8,700
<b>Advanced Statistical Tools</b>	
Senior High School/ Undergrad College Students	5,550
MA/MS	8,700
PhD	12,500



6. The procedure for payment of the services from the Office of Finance is as follows:  
a. Payment of fees for the services should be deposited to the University of Santo Tomas:

Account name:	University of Santo Tomas
Account number:	0151-0000-45
Bank name:	Bank of the Philippine Islands España Blvd. cor Moret St. Sampaloc, Manila
Swift code (foreign):	BOIPHMM

- b. Send through email a clear scanned copy of deposit slip/proof of payment to Ms. Cruz ([stat.rcssed@gmail.com](mailto:stat.rcssed@gmail.com)).
- c. Ms. Cruz will prepare the list of payees and amounts paid with copies of deposit slips. She will email the said list and deposit slips to the UST Treasury Department for verification and preparation of corresponding official receipts.
- d. After verification, Ms. Cruz will claim the official receipt from the Treasury Department and will send a scanned copy of the receipt to the student/payee.
7. Wait for notification within one week regarding the assigned statistician.
8. After sending through email a clear scanned copy of deposit slip/proof of payment to Ms. Cruz, the student can start consulting the assigned statistician.
9. There should be at least three (3) consultation meetings with the statistician for the following purposes:
- 1<sup>st</sup> meeting – discussing the requirements
  - 2<sup>nd</sup> meeting – discussing the results of the processed data
  - 3<sup>rd</sup> meeting – discussing the write-up of the result section
10. If consultation will be conducted online, the platform to be used should be agreed upon by both the students and the statistician. Online consultation can be conducted through Zoom, Google meet, messenger, etc.
11. In order to monitor the consultation activity, a **Consultation Meeting Form** will be provided to each group. Every consultation meeting, indicate the activity and the names of the students who are present. Request also the statistician to sign in the form every consultation meeting. Online consultation should be recorded by the student and a copy must be submitted to Ms. Cruz.
12. Additional consultation meetings can be requested to the statisticians when necessary.
13. After the last consultation, ask for the copy of **Certificate of Statistical Treatment Form** properly signed by the assigned statistician from Ms. Cruz and it will be sent through email.  
Note: The Certificate of Statistical Treatment Form will be released after submitting the final copy of the result and discussion part of the study and the consultation meeting form signed by the student/s and statistician.



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14. In case of data reprocessing due to error of students, additional payment is required.
- 100% - when processing is required using a new statistical tool to generate additional information
  - 75% - when reprocessing is required due to additional research problem
  - 50% - when reprocessing using the same tool due to error of student

