



PROCEDURES FOR AVAILING OF STATISTICS CONSULTATION SERVICES **(ONLINE)**

1. From the RCSSED website (rcssed.ust.edu.ph) under the *Statistical Services* Section, download the **Statistical Service Form**. The following items 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 (for students), make sure to have it approved and signed by the thesis adviser (e-signature is accepted). For verification purposes, kindly indicate the email or contact number of your adviser. We encourage students to submit their application prior to gathering of data. Please try to avoid sending your application a day or a week before the due date for the submission of your thesis defense research.
3. Send the accomplished forms along with your questionnaire (if available) to scs.rcssed@ust.edu.ph.
4. Wait for the acknowledgment email of the staff, Ms. Gab Cruz, as proof that she had received your form and questionnaire.
5. Once your application form and questionnaire are verified, 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 and 7.
6. The following are the fees to be collected.
 - a. For **senior high school, undergraduate and medical students**

Level	Service Fees (PhP)		
	Basic statistical tools (up to Regression Analysis)	Advanced statistical tools	Systematic review and meta-analysis
Senior High School and Undergraduate students	P4,000	P6,000	P7,000
Medical students, particularly those in their first to third years, and those undergoing clinical clerkship and internship	P4,000	P6,000	P7,000
Medical doctors who are residents and fellows	P6,200	P8,700	P10,000
Medical doctors with PhD degrees	P8,700	P12,500	P12,500



b. For **UST Graduate students only (two packages).**

Package 1: Consultation only (four hours consumable)

Level	Service fees	Covered items in the Consultation
MA / MS students	P1,000	1. Hypothesis formulation; 2. Instrumentation; 3. Reliability and Validity; 4. Sample Size Determination; 5. Statistical Treatment to be Employed; 6. Summary Tables Template; and 7. Results and Analysis
PhD students	P1,000	

Package 2: Data Processing with Consultations (3-5 times)

Level	Service Fees (PhP)	
	Basic statistical tools (up to Regression Analysis)	Advanced statistical tools
MA / MS students	P6,200	P8,700
PhD students	P8,700	P12,500

c. For **UST academic researchers, affiliated with research centers, who are implementing research projects with local, national and international funding.**

Amount of grant for the funded research project	Service Fees (PhP)	
	Basic statistical tools (up to Regression Analysis)	Advanced statistical tools
P30,000 to P499,000	P4,000	P6,000
P500,000 to P1,999,999	P6,200	P8,700
P2,000,000 to P4,999,999	P8,700	P12,500
P5,000,000 and above	P10,000	P15,000

d. For **UST academic staff or faculty who are not affiliated with any UST research center.**

Level	Service Fees (PhP)	
	Basic statistical tools (up to Regression Analysis)	Advanced statistical tools
UST academic staff not with any research center	P6,200	P8,700



7. Please refer to instructions below on how to make payments using **Bills Payment**.
 - a) Payments shall be made through the bill's payment facility of the following banks, both for over the-counter and online banking.
 - i. China Banking Corporation (China Bank)
 - ii. Metropolitan Bank & Trust Company (Metrobank)
 - iii. Security Bank Corporation (Security Bank)
 - b) The payment reference number shall be as follows:

For China Bank and Metrobank (18-digits)

nnn20230nnnnnnnnnn

(Trans Code) | (Lower range of the current academic year – i.e., 2023 for AY 23-24) | (Default to zero) | (10-digit Student Number)

For Security Bank (16-digits)

nnn230nnnnnnnnnn

(Trans Code) | (Lower range of the current academic year – i.e., 23 for AY 23-24) | (Default to zero) | (10-digit Student Number)

- c) In case the bank requests for a copy of the myUSTe Payment Slip, kindly advise the bank teller that they are making non-tuition fee payments. The transaction code for our services is below:

Transaction Code	Transaction Name
075	RCSSSED Statistical Services Fee

Example: **China Bank & Metrobank** – 07520230nnnnnnnnnn (*n is your student number*)

Security Bank – 075230nnnnnnnnnn (*n is your student number*)

8. After sending through email a clear scanned copy of **deposit slip/proof of payment** and signed **Statistical Services Payment Slip Form** to Ms. Cruz, wait for notification within one week regarding the assigned statistician.
9. After receiving the notification from Ms. Cruz, the student can start consulting the assigned statistician. The student can directly contact the statistician using the contact details provided by Ms. Cruz, provided that the staff is CC'd in the email thread to monitor the consultation.





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10. If the statistician has not responded to the student after 2–3 days through online communication, the student must inform the staff.
11. There should be **three (3) to five (5) consultation meetings** with the statistician for the following purposes:
 - a. 1st meeting – discussing the requirements
 - b. 2nd meeting – discussing the results of the processed data
 - c. 3rd meeting – discussing the write-up of the result section
12. In order to monitor the consultation activity, a **Consultation Meeting Form** will be provided to each group. In every consultation meeting, indicate the activity, and the group representative should also sign the form. Request the statistician to sign the form at each consultation meeting as well.
13. If consultation will be conducted online, the platform to be used should be agreed upon by both the students and the statistician. Online consultations can be conducted through Zoom, Google Meet, Messenger, etc. Online consultations should be recorded by the student for reference.
14. The assigned statistician should be given **two to three weeks** to complete the data processing and interpretation.
15. 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.

16. 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



FLOWCHART FOR AVAILING OF STATISTICS CONSULTATION SERVICES

