



### LANGUAGE TRAINING AND PROFESSIONAL DEVELOPMENT UNIT

#### Principles, Standards and Guidelines on Statistical Services

##### A. General Description of the Program

The Language Training and Professional Development Unit (LTPDU) presents the following guidelines for the statistical services offered by the Unit. This specifically outlines the extent and nature of services that the pool of statisticians can provide. Moreover, these guidelines have been developed primarily to give guidance NOT ONLY to the statisticians, but also to the research advisers and student researchers, since they, too, must carefully understand the statisticians' 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 Statistical Services

1. Guide the researchers in determining the appropriate statistical methods/tools (i.e. sampling, sample size, random allocation, descriptive statistics and inferential statistics);
2. Guide the researchers in analyzing statistical results.

##### D. General Guidelines

1. The statistical services of the Unit may be availed by bona fide 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 priority for the service:
  - 1.1. Bona fide students' undergraduate/senior high school research/theses or graduate theses/dissertations.
  - 1.2. ATF, ASF, Academics NTP research/theses or graduate theses/dissertations
  - 1.3. 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. Data from SHSSHS, undergraduate research/theses, graduate theses, dissertations, ATF/ASF, NTP or other members of the DLSMHSI community research are the only materials that can be treated for statistical analysis.





3. To ensure the smooth delivery of the service, the Unit will send a letter of invitation to statisticians/statistical advisers inside and outside of the institution and once accepted, the Unit will issue a certificate of accreditation.
4. A request form (see Appendix A) for the statistical services should be filled out and duly signed by the researcher, research adviser, and research professor.
5. A duly signed Conforme certifying that the requestors understand and are amenable to the terms and conditions of the PSG for Statistical Services should be submitted to the Unit.
6. Materials to be checked should be submitted to the statisticians in electronic copy.
7. The Unit, through the statisticians/statistical advisers, will issue a Statistical Analysis Certification.
8. The researcher needs to be clear about the scope of services that the statistician offers.

### 8.1. Consultation

- 8.1.1. Consultation refers to meeting with the statisticians to advice regarding the sample size, statistical tool, etc. which will be needed in the implementation of the study.
- 8.1.2. Scope of the consultation includes the sampling technique, sample size calculation, and review of the statistical treatment of data discussions in the research methodology part.
- 8.1.3. Two (2) consultations (live virtual or face-to-face if applicable) prior to the proposal defense/ colloquium.
- 8.1.4. A fee of PHP 555.00 shall be imposed as payment to the statisticians for the consultation services.

### 8.2. Statistical Analysis

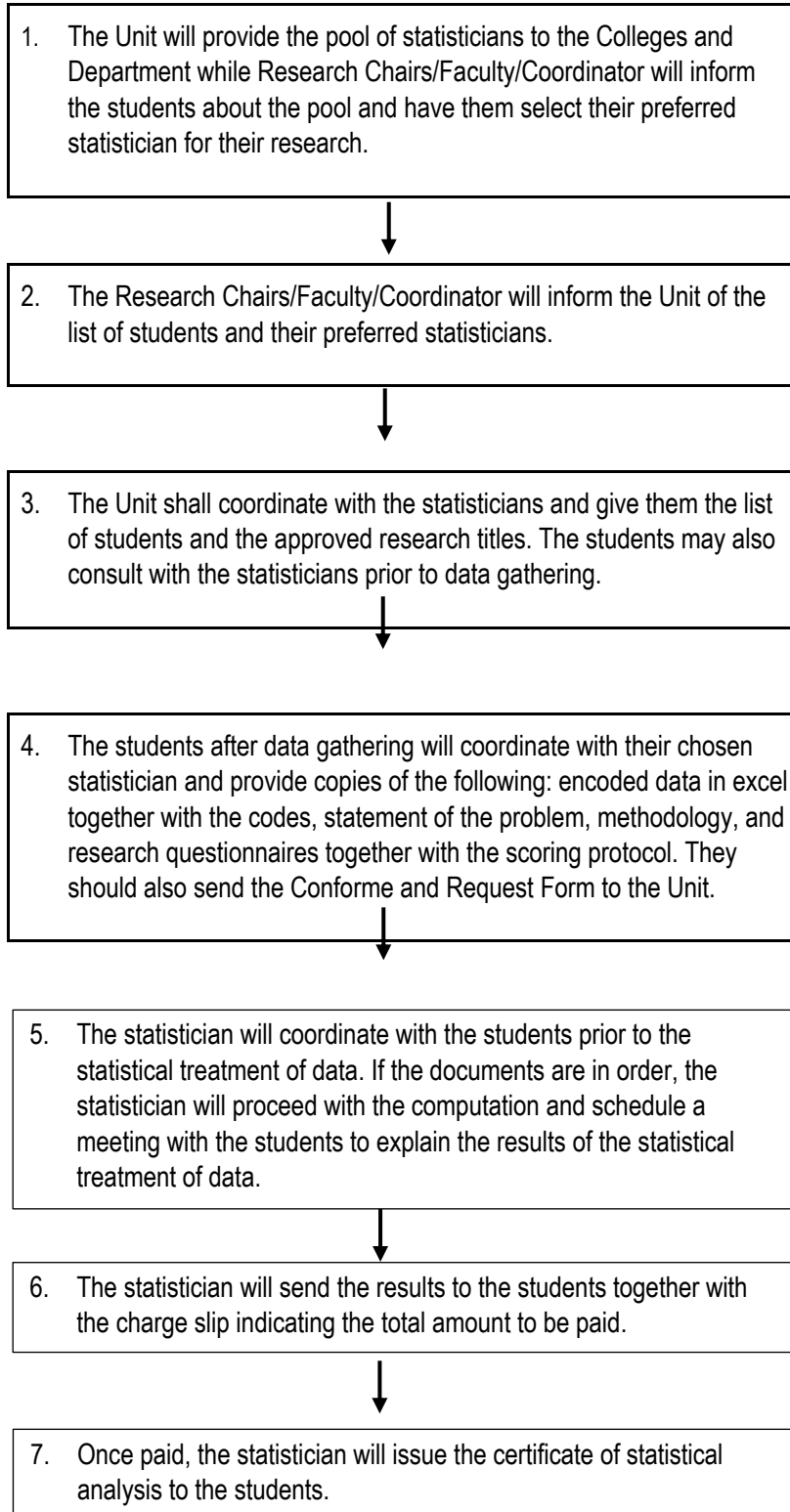
- 8.2.1. The statistical fees include the actual statistical treatment of data and a meeting between the statistician and researchers for the explanation of statistical results.
- 8.2.2. Reliability testing is considered a separate engagement with the statistician. The fees that will apply is the same for the fees that will be used for the statistical treatment after the actual data gathering.
- 8.2.3. It will be the Unit in coordination with the research chair concerned who will refer researchers to statisticians for data analysis.
- 8.2.4. In the event that the statistician has already finished the computation, and the researchers have requested for another statistical treatment of data due to wrong/revision of encoded data, they will have to pay an additional 50% of the original statistical fee to be charged. A certification duly signed by the researchers and thesis adviser should be forwarded to the statistician indicating that the revised encoded data are in order and ready for statistical treatment.
- 8.2.5. In terms of required additional statistical treatment, the difference between the fees (first and latest) will be charged to the researchers.

9. The regular turnaround time for the statistical services is from four (4) to ten (10) working days for Regular requests, and one (1) to three (3) working days for Expedited requests.



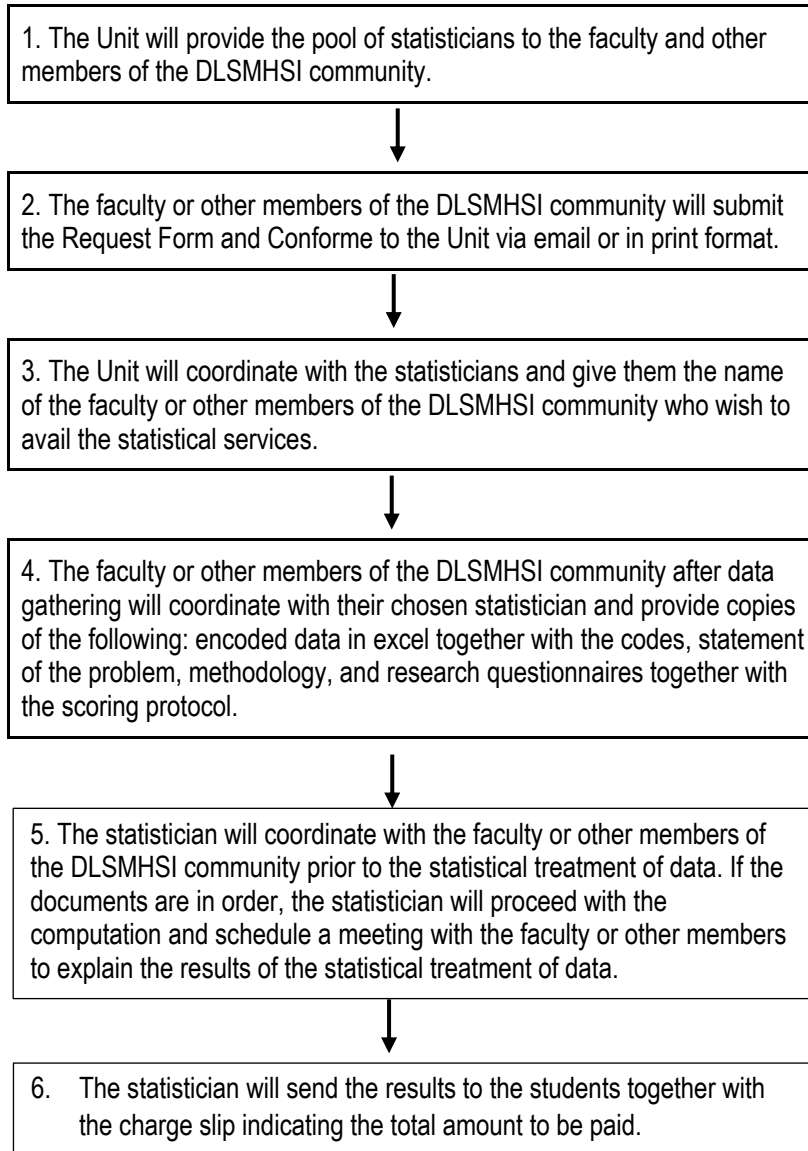


### E. Process Flow in Availing of Service for Students





### F. Process Flow in Availing of Service for Faculty, and Other Members of the DLSMHSI Community





### G. Professional Fee

Please refer to the table below:

Regular Request (4-10 working days)	
<b>Descriptive</b>	
1,888	Maximum of 2 pages including profile, major variables, and subdomains
2,722	Maximum of 4 pages including profile, major variables, and subdomains
3,555	5 pages and above including profile, major variables, and subdomains
<b>Inferential</b>	
4,111	Maximum of 3 pages including profile, major variables, and subdomains
4,944	Maximum of 5 pages including profile, major variables, and subdomains
5,777	6 pages and above including profile, major variables, and subdomains

Expedited Request (1-3 working days)	
<b>Descriptive</b>	
2,444	Maximum of 2 pages including profile, major variables, and subdomains
3,277	Maximum of 4 pages including profile, major variables, and subdomains
4,111	5 pages and above including profile, major variables, and subdomains
<b>Inferential</b>	
4,666	Maximum of 3 pages including profile, major variables, and subdomains
5,500	Maximum of 5 pages including profile, major variables, and subdomains
6,333	6 pages and above including profile, major variables, and subdomains

#### Note:

Font: Arial Narrow

Font Size: 12

Single Space

To follow standard statistical format for the Senior High School, Undergraduate Colleges, and Graduate Studies in Medical and Health Sciences

\* An Admin fee of P100 which covers the Consultation will be charged on top of the total amount of their requested service.

\* An Admin fee of P100 which covers the Statistical Services will also be charged on top of the total amount of their requested service.

\*Working days – Mondays to Saturdays

### H. Payment Process for Requests

1. The statisticians will send the charge slip indicating the amount of the service rendered to the students, cc LTPDU.
2. Once paid, the requestor will submit the **proof of payment/official receipt** via email.





3. A Certificate of Statistical Analysis will be sent to the requestors after the completion of the service and the settlement of payment.

### 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 statisticians will maintain a record of all the requests to ensure that all services rendered are compensated.
3. The amount to be paid to the statisticians is subject to tax.
4. The statisticians 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 will be used on any of the following:

- Procurement of equipment for CIAAE
- Faculty/Personnel Development
- Community Outreach Programs
- Learning Visits
- 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 pool of statisticians and representatives from the academic colleges and departments

### L. Effectivity

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





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CENTER FOR INTERNATIONALIZATION,  
ACADEMIC AFFILIATIONS AND ENGAGEMENTS

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Vice Chancellor for Academics







**Appendix A**  
**Request Form for Statistical Services**

Date Requested: \_\_\_\_\_

Service:

Consultation to the Statistician

Statistical Services

Type of Request (Regular or Expedited): \_\_\_\_\_

Name: \_\_\_\_\_

Student Number/Employee Number: \_\_\_\_\_

Year Level & Course: \_\_\_\_\_

Title of Research: \_\_\_\_\_

Requested Statistician: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Researcher Over Printed Name**

\_\_\_\_\_  
**Signature of Research Adviser**

\_\_\_\_\_  
**Signature of Research Professor**

Rev. December 2021





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## Appendix B Conforme

By signing this Conforme, I have:

- Understood the objectives of statistical 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.

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**Researcher's Signature Over Printed Name  
Date**

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**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:

Statistical Services  
 Consultation to the Statistician

Title of Research: \_\_\_\_\_

Number of pages: \_\_\_\_\_

Description	Amount
Statistical Services	
Admin Fee	100
<b>Total Amount</b>	

### Assessed:

\_\_\_\_\_  
(Signature over printed name)

### Date:

\_\_\_\_\_

