



MABALACAT CITY COLLEGE

CENTER FOR RESEARCH AND DEVELOPMENT OFFICE

REQUEST FOR QUESTIONNAIRE VALIDATION

Office/Division	Center for Research and Development			
Classification	Technical			
Type of Transaction	Government to Client			
Who may avail	Students, Faculty and Non-Academic Personnel			
Checklist of Requirements		Where to Secure		
▪ Copy of the questionnaire used in the study		Researcher		
▪ Copy of your research study's statement of the problem/ its objectives.		Researcher		
▪ Copy of your research study's method		Researcher		
▪ Copy of official receipt for your request/s		Researcher		
▪ (For quantitative validity and reliability analysis) A softcopy of the excel file containing your tabulated and encoded data adhering to the template given by the CRDO		Researcher		
▪ Official Receipt		Cashier		
Client's Step	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1 Fill out this form and accomplish attachments indicated below	Provide Request Form	None	5 mins	Jonna Gaspanilao
2 Select the procedure you want to request	Provide statistical assistance requested	None	5 mins	Jonna Gaspanilao
3 Assessment of fees for services requested	Check and assessment of fees	TBA	5 mins	Statistician Psychometrician Guidance Counselor
4 Proceed to the cashier's office for payment	Issuance of Official Receipt	None	2 mins	Kristiana Joy Tuazon Cashier I
5 Submit a copy of this form with an attached official receipt from the cashier's office to the CRDO	Received the request form and the official receipt	None	1 min	Jonna Gaspanilao
6. Return on scheduled released date	Schedule the date of released (5 working days)	None	2 mins	Jonna Gaspanilao
	Issuance of Claim Stub	None	1 min	Jonna Gaspanilao

(Note: tabulation templates may be acquired at the CRDO)

