



# MABALACAT CITY COLLEGE

## CENTER FOR RESEARCH AND DEVELOPMENT OFFICE

REQUEST FOR STATISTICAL ASSISTANCE				
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	
▪ 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 Assessment of statistical assistance/services needed	Assessed statistical assistance/services on: 1. schedule of services 2. need for assessment of fees	None	5 mins	Statistician
3 Assessment of fees for payment	Check and assessment of fees	TBA	5 mins	Statistician
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
7. Received Statistical Assessment	Provides assistance	None	As schedule	Statistician

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

