Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal

OPERATIONAL GUIDELINES OF UNIVERSITY OF RIZAL SYSTEM STATISTICAL CENTER

BOR Resolution No. 049-481-14

2014

PREFACE

The University Statistical Center (USC) was established through Resolution No. 027-167-07 last November 26, 2007. The main goal of the center is to provide high quality research outputs with statistical accuracy, data reliability and validity, conduct training (local/regional) on statistical analysis and related fields and trainings on the use of statistical software to academic institutions, local government units and non government organizations in the Province. In addition to this the center offers the services like statistical analysis such as data encoding, data processing and consultancy services on statistical application on research and the use of statistical software (SPSS, Mini-tab, and SAS) for College and Graduate School students across campuses and clients for other schools and agencies.

The USC is under the division of RDEP under the office of the Director of research and managed by a Center Head. The center is being managed by qualified faculty members and staff in the area of Statistics that will directly implement various services offered and a clerk is assigned to help the overall operation of the center. The center will intend to tap potential faculty members and staff in the field of statistics that will serve as expert/consultant/Statistician.

TABLE OF CONTENTS

1.   Goal of USC

The University of Rizal System Statistical Center aims to provide training, data processing and data management.

2.   Objectives

2.1   Conduct training on Statistical Analysis and use of Statistical Software

2.2   Provide statistical analysis and consultancy services on statistical application on research

2.3   Maintain data and information for planning and decision purposes of the University

3.   Service Offered

The center offers the following services

3.1   Training on Statistical Analysis and use of Statistical Software

3.2   Statistical Analysis

    3.2.1   Data encoding

    3.2.2   Data processing

        3.2.2.1   Summary statistics

        3.2.2.2   Parametric and Non-parametric test

        3.2.2.3   Regression and Correlation Analysis

    3.2.3   Consultancy Services

        3.2.3.1   Use of appropriate Statistical tools for particular research problem

        3.2.3.2   Design of experiments/ survey

        3.2.3.3   Sampling procedure, sample size and gathering procedures/instruments.

        3.2.3.4   Data organization/collation, analysis, presentation and interpretation.

        3.2.3.5   Verification/evaluation of statistical analysis.

3.3   Data and Information Services

    3.3.1   Student

        3.3.1.1   Enrollment

        3.3.1.2   Passing Rate in Licensure and other Government Examinations

        3.3.1.3   Employability

    3.3.2   Faculty and Staff

        3.3.2.1   Personnel Data Sheet Updating

        3.3.2.2   Performance Evaluation

    3.3.3   University Resources

        3.3.3.1   Number of Buildings and its Utilization

        3.3.3.2   Number of Classroom and its Utilization

        3.3.3.3   Number of equipment and Machinery and its Utilization

        3.3.3.4   Library and Library Holdings

        3.3.3.5   Other resources as may be determined by the University:

    3.3.4   Others:

        3.3.4.1   Processing of evaluations for the conducted activities and programs

4.   GUIDELINES

4.1   Trainings

    4.1.1   The scope of trainings to be conducted will cover the following:

        4.1.1.1   Statistical Analysis

        4.1.1.2   Use of Softwares (SPSS, Mini-tab, SAS, etc.)

4.1.2 All training programs must be duly approved by the University using the prescribed format (Appendix A)

4.2 Statistical Analysis

4.2.1 Data encoding

4.2.2 The USC may accept encoded or un-encoded data

4.2.3 Data processing

4.2.2.1 The USC shall process only the data to an output as reflected in the Job Order Form (Appendix B)

4.2.2.2 The client will pay the total amount of services after they receive the complete analysis.

4.2.2.3 Any services shall be observed based on the approved flow chart (Appendix C)

4.2.2.4 The schedule of fees and percentage of income sharing shall be according to the following :

Schedule of Fees and Percentage of Income Sharing*

Level			Expert (30%)	College Share (10%)	Total (100%)
A. Undergraduate	i. With encoding		600.00	300	100	1,000.00
	ii. Without encoding		500.00	300	100	900.00
B. Graduate 1. Master's/ Doctorate Degree	i. With encoding		3,000.00	1,500	500	5,000.00
	ii. Without encoding		2,500.00	1,500	500	4,500.00
2. Faculty/ Staff	i. With		1000.00	1250	250	2,500.00

MS/Ph D. Student	encoding				
	ii. Without encoding	750.00	1250	250	2,250.00

*Note: Fees for Graduate students is based on 300 maximum questionnaires with 4 pages. Additional P15/questionnaire of 4 pages will be charged. If questionnaire exceeds 4 pages, additional P2/additional page will be charged.

Definition of Terms

1. **Economic and Admin Cost** – refer to expenses pertaining to depreciation on equipment, salary and wages of admin support and staff, electrical consumption and office rental.

2. **Expert** – refers to the faculty who served as expert/ consultant of statistical services.

3. **University** – refers to the University of Rizal System.

4. **College Share** – refers to the income derived from School or college which endorses client.

   4.2.3   Consultancy Services

   4.2.3.1   Use of appropriate Statistical tools for particular research problem

   4.2.3.2   Design of experiments/ survey

   4.2.3.3   Sampling procedure, sample size and gathering procedures/instruments.

   4.2.3.4   Data organization/collation, analysis, presentation and interpretation.

   4.2.3.5   Verification/evaluation of statistical analysis.

   4.3   Data and Information Services

   4.3.1   The Divisions of Administration and Finance (AF), Academic Affairs (AA), and Research & Development, Extension and Production (RDEP) shall commission the USC for the conduct of data gathering processing, analysis and maintenance of data for particular field in their respective division.

   4.3.2   The USC shall prepare the detailed proposal for the conduct of such data gathering processing, analysis and maintenance of data.

5. **OPERATION AND MANAGEMENT**

    5.1   Mode of Operation

    The center will tap potential faculty and staff in the field of Statistics. They will serve as manpower in the implementation of the statistical services such as consultancy services, statistical analysis, processing, data encoding etc.

    The Center will continue its operation with its existing physical resources located at the second floor of the Research, Extension and Production building at URS Morong.

    5.2   Organization and Management of the USC

    The USC is under the Division of RDEP under the Office of the Director of Research. It shall be managed directly by the Center Head who will be designated by the University President. The Center is manned by potential faculty and staff in the area of Statistics that will directly implement various services offered by the center. Any URS Faculty or Staff will be accredited by the Center to serve as Expert/Consultant Statistician. A clerk is assigned to help in the over-all operation of the Center.

6. ORGANIZATIONAL STRUCTURE

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                    ┌─────────────────────────┐
                    │   University President   │
                    └─────────────────────────┘
                                 │
                    ┌─────────────────────────┐
                    │  Vice-President for      │
                    │  Research, Development,  │
                    │  Extension and           │
                    │  Production               │
                    └─────────────────────────┘
                                 │
                    ┌─────────────────────────┐
                    │   Director for Research  │
                    └─────────────────────────┘
                                 │
                    ┌─────────────────────────┐
                    │     USC Center Head      │
                    └─────────────────────────┘
                                 │
   ┌──────────────────────┐     │
   │  Expert/Consultant   ├─────┤
   │     Statistician     │     │
   └──────────────────────┘     │
                    ┌─────────────────────────┐
                    │      Clerk and          │
                    │      Encoders           │
                    └─────────────────────────┘
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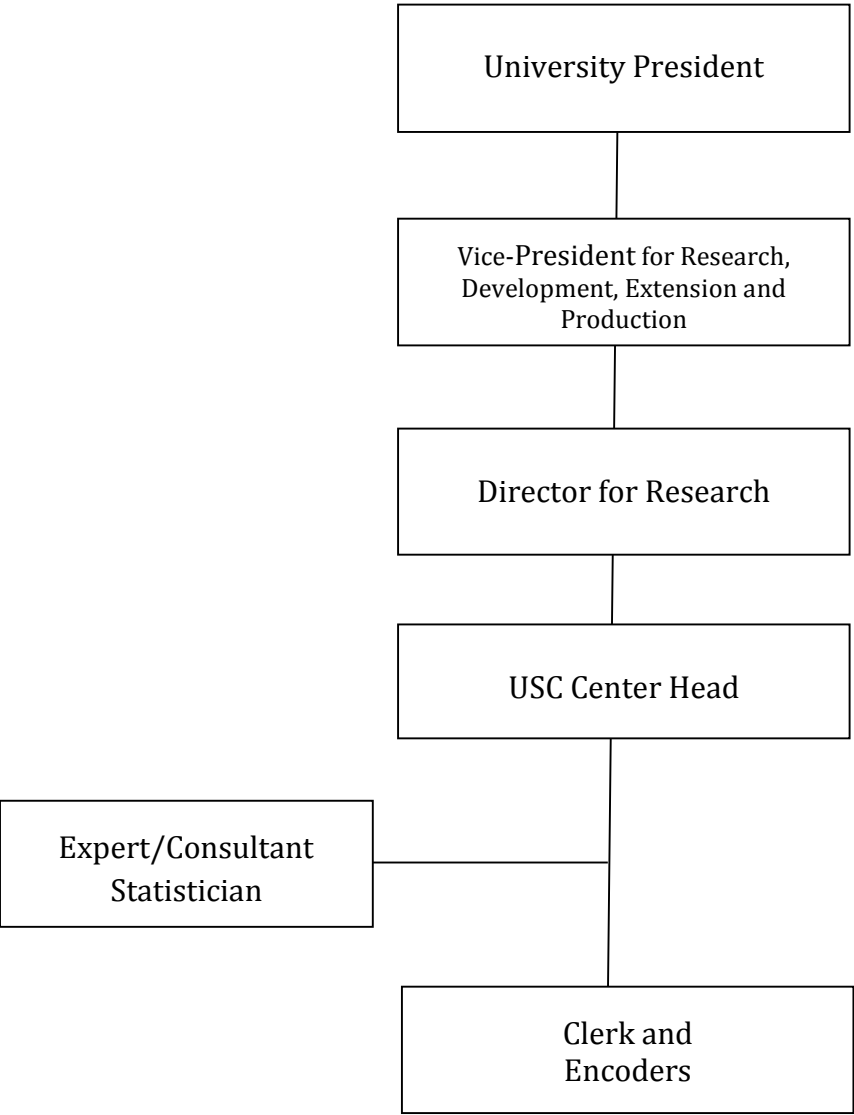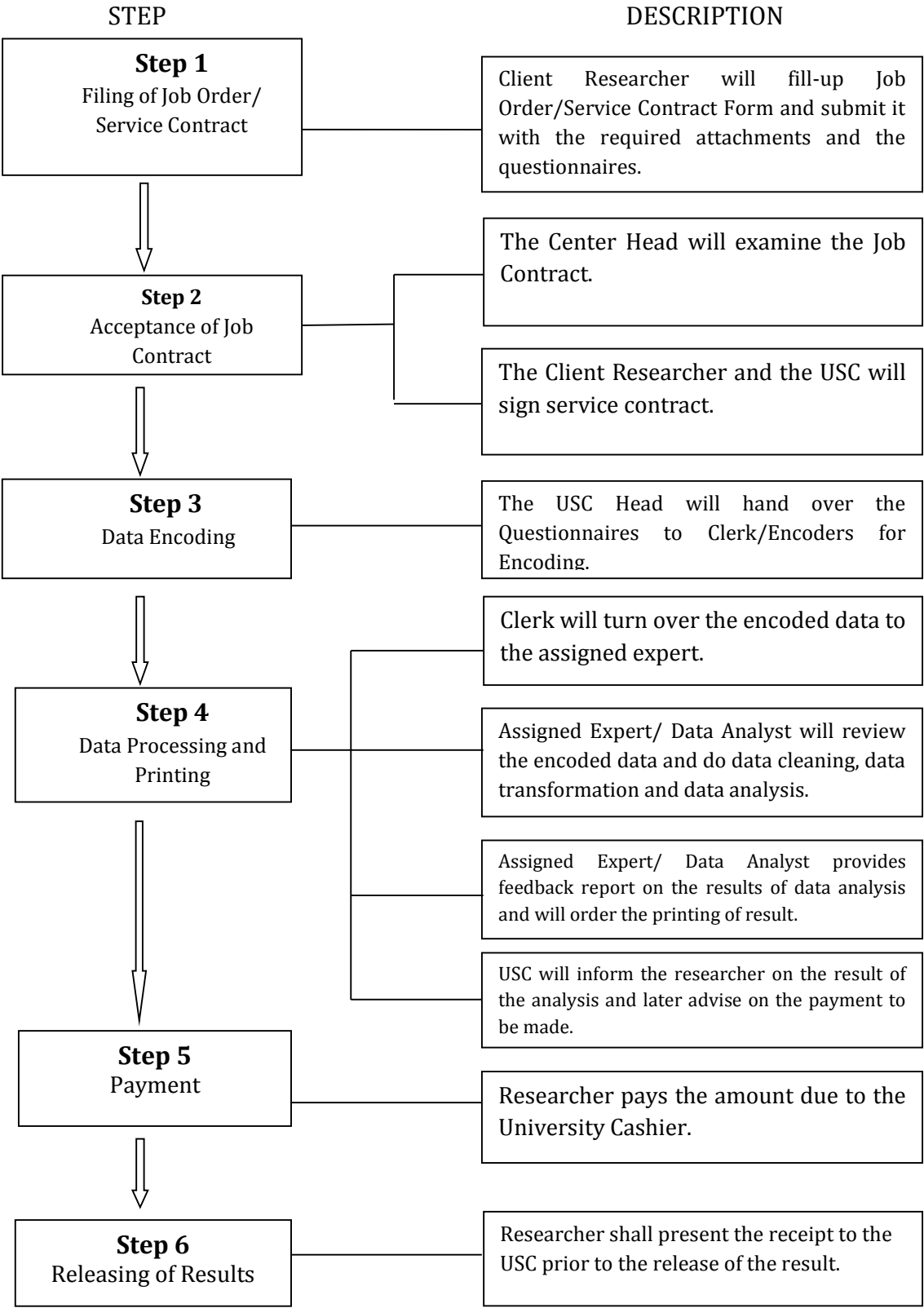
7.   DUTIES AND RESPONSIBILITIES

7.1   Vice-President for RDEP

7.1.1   Provides overall direction of USC

7.1.2   Oversee the overall implementation of policies and services of the   USC.

7.2   Director for Research

7.2.1   Assists in the implementation of the policies and services of the USC.

7.2.2   Reviews report submitted by the Center Head

7.3   USC Head

7.3.1   Assumes direct responsibility to the overall operation/ administration and implementation of policies, program and guidelines of the statistical center.

7.3.2   Prepares and submit monthly and annual reports to the University President regarding the operations of the USC.

7.3.3   Initiates/ coordinates planning, and organize manpower resources and activities of the USC.

7.3.4   Performs other related duties delegated by higher authorities

7.4   Expert/ Consultant Statistician

7.4.1   Provides expert services on

7.4.1.1   Use of appropriate Statistical tools for particular research problem

7.4.1.2   Design of experiments/ survey

7.4.1.3   Sampling procedure, sample size and gathering procedures/instruments.

7.4.1.4   Data organization/collation, analysis, presentation and interpretation.

7.4.1.5 Verification/evaluation of statistical analysis.

7.4.2 Qualifications of Expert/ Consultant Statistician

7.4.2.1 Must be a faculty or staff of the University.

7.4.2.2 Must be knowledgeable in Statistics as applied in Research.

7.4.2.3 Must file application as Expert/Consultant Statistician with endorsement from his/her Dean.

7.5 Clerk

7.5.1 Receives and records all communications and requests for statistical services

7.5.2 Prepares financial reports

7.5.3 Assist in Data Encoding and Processing

7.5.4 Performs other clerical work.

7.6 Encoders

7.6.1 Performs data encoding.

FLOW CHART OF STATISTICAL ANALYSIS

STEP   DESCRIPTION

Step 1
Filing of Job Order/
Service Contract

Client Researcher will fill-up Job Order/Service Contract Form and submit it with the required attachments and the questionnaires.

Step 2
Acceptance of Job Contract

The Center Head will examine the Job Contract.

The Client Researcher and the USC will sign service contract.

Step 3
Data Encoding

The USC Head will hand over the Questionnaires to Clerk/Encoders for Encoding.

Step 4
Data Processing and Printing

Clerk will turn over the encoded data to the assigned expert.

Assigned Expert/ Data Analyst will review the encoded data and do data cleaning, data transformation and data analysis.

Assigned Expert/ Data Analyst provides feedback report on the results of data analysis and will order the printing of result.

USC will inform the researcher on the result of the analysis and later advise on the payment to be made.

Step 5
Payment

Researcher pays the amount due to the University Cashier.

Step 6
Releasing of Results

Researcher shall present the receipt to the USC prior to the release of the result.

Appendix A

PROPOSAL

Title:

Date:

Venue:

Rationale:

Objectives:

Methodology/Strategy:

Budgetary Requirements:

Items	Qty	unit	P/unit	Amount
A. _____				
Sub-total				
B. _____				
Sub-total				
GRAND TOTAL				

Distribution of Participants   **No.**

_____   _____

_____   _____

Total = _____

Prepared by:

_____

    <Position>

Appendix B

Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal

University Statistical Center
JOB ORDER/ SERVICE CONTRACT

Date Submitted: _____ Expected Date of Release: _____

Name: _____

Course/Degree: _____

College/School: _____

Campus: _____

Research Title: _____

_____

_____

(Please attach approved Statement of the Problem and Detailed Scope of Work)
No. of Questionnaires: _____ No. of Pages/ Questionnaires: _____
(In excess of 300 Questionnaire – Php 15/ questionnaire of not more than 4 pages, additional page – Php 2/page)

Terms and Conditions

1. Statistical services should be clear between the researcher and the consultant statistician.
2. The project activity shall be done according to the flowchart of statistical services.
3. Collaboration and coordination between the researcher and statistician should be observed.
4. The contract will be terminated automatically after its completion.

Conforme:

_____   _____
Researcher Name and Signature   Statistician Name and Signature

Email/ Cell no.: _____   Email/ Cell no.: _____

Endorsed by:

_____
Campus Research Instructor/ Coordinator

Accepted by:

_____

Head, USC

| Date Released: _____ |
| OR No.: _____ |
| OR Agency: _____ |
| Released by: _____ |
| Received by: _____ |