Data Management Assistance Program (DMAP)

The program aims to provide undergraduate and graduate students with data management assistance through professional statistical services from the College accredited group of statisticians.

A. Services Provided by a Statistician

1. choosing the appropriate statistical analysis for the study design and data
2. providing written interpretation of statistical analysis (*Interpretation should be integrated to the statistical output.*)
3. assistance in writing statistical methods and results sections of the paper
4. involvement in survey development and data collection from the beginning to ensure validity and usefulness of the data
5. determining the type and size of the sample group

B. Qualifications of a College Accredited Statistician

1. Preferably has a Bachelor or MA degree in Mathematics or Statistics, or has excellent training in Mathematics or Statistics
2. Has a strong mathematical aptitude
3. Possesses a strong grasp of mathematical and statistical knowledge
4. strong recommendation from the Department Head/Area Chairperson and the Dean

C. Procedures in Seeking Professional Statistical Services

To ensure quality of this service, the following set of procedures serves as a guide:

1. *Students fill-up DMAP request form*
2. ORP presents request to statistician
3. Statistician accepts requests
4. ORP notifies students of acceptance of request
5. Statistician works on the request
6. **Students pay prescribed services fee to the Accounting Office**
7. ***ORP issues clearance for services fee check release***
Notes:

*   DMAP form is available at ORP.
**  Student should have settled services fee payment before release of paper/data. Student should submit to ORP photocopy of official receipt.
*** Services fee clearance will be issued after full paper has been accepted and approved by the panelists.

D. Professional Services Fee

To give recognition to professional services rendered by the statistician, students pay the prescribed amount to the Accounting Office. Statistician gets the full amount.

Undergraduate Paper - Php 1,500.00
Graduate Paper - Php 2,500.00

E. Other Important Reminders

To speed up the process, students must take note of the following:

1. All data should have been tabulated by the student based on prescribed coding by the statistician.
2. Tabulated data should be submitted to the statistician in soft copy.
3. Indicate in the soft copy student’s name, address and contact numbers.
4. Other pertinent document/information that statistician may require should be provided by the student.