



Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL MAIN CAMPUS
Agham Road, Diliman, Quezon City
(02) 88-1-PISAY or (02) 88-1-74729



Requirements when inquiring / requesting the use of PSHS Research Lab Facilities:

- 1. A formal request letter** addressed to the research unit head (via the email research.mc@pshs.edu.ph), containing at least the following information:
 - the group's research topic,
 - objectives of their study (i.e. general idea of what they want to do, with corresponding protocol attachments)
 - the letter must be approved/endorsed by their research adviser / teacher
- 2. As a separate attachment, the protocols (methods) that they intend to do / inquire about.** This will be subject to review of the unit teachers and SRAs, to determine if the methods are doable and if they can work here. The details have to be there to avoid extra questions, and must be approved by their research adviser / teacher. As a guide, provided are the protocol writing guidelines that PSHS requires of its own students before they can work in the laboratory.

Some other reminders too, for your consideration when you prepare your documents:

- 3. Normally for consumable substances or raw materials, you should bring your own** - we can lend glassware and the use of equipment (as indicated in your protocols).
- 4. Once the requirements provided are approved upon review, only then the appointment be scheduled.** This is again subject to the availability of our laboratory staff and the laboratory facilities, since we **also prioritize our students' own projects when scheduling laboratory usage.** So even if the protocols are provided, we cannot guarantee the lab availability if many of our own students are working.

Allowed work time is between 9am-4pm. We also expect that you would be accompanied by your adviser/teacher-in-charge, who can assist you in the work. Please come in your school uniform. By extension, this means that we do not cater to "rush" requests.

5. IMPORTANT: The PSHS research lab is not a service laboratory - we do not accept work requests / provide services and charge for them. Rather, the lab's priority is catering to its own students' research, and are providing extension by allowing other students to use the equipment in our lab - not necessarily our staff. They will only provide general assistance, and not be the ones to do the work. This is why we request that students be accompanied by their teachers, or someone qualified or knowledgeable about the processes they intend to do.

Prepared by:

Adrian Augusto M. Sumalde
Research Unit Head (SY 2022-2023)
Philippine Science High School – Main Campus