



REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS AUTHORITY

Reference No. 20SS02-140

## MEMORANDUM

FOR : WILMA A. GUILLEN  
Assistant National Statistician  
Social Sector Statistics Service

SUBJECT : Statistical Survey Review and Clearance System (SSRCS) Form 3 of the 2020 Occupational Wages Survey (OWS)

DATE : 25 August 2020

Dear Assistant National Statistician Guillen:

This refers to your request for review and clearance of the 2020 Occupational Wages Survey (OWS). We acknowledge with thanks receipt of the following documents which were used as basis for the evaluation:

PSA Ref. No	Title of Document	Format Received	Date Received
SSRCS-20SS02-140-01	Request Letter	E-copy	10 Aug 2020
SSRCS-20SS02-140-02	2020 OWS Questionnaire	E-copy	10 Aug 2020
SSRCS-20SS02-140-03	2020 OWS SSRCS Form 1 <sup>a</sup>	E-copy	10 Aug 2020
SSRCS-20SS02-140-04	OWS SSRCS Form 4	E-copy	10 Aug 2020
SSRCS-20SS02-140-05	OWS Metadata	E-copy	10 Aug 2020
SSRCS-20SS02-140-06	List of OWS Reports	E-copy	10 Aug 2020
SSRCS-20SS02-140-07	List of Output Tables	E-copy	10 Aug 2020
SSRCS-20SS02-140-08	Sampling Design	E-copy	10 Aug 2020

Please find in the attached SSRCS Form 3 the clearance number and expiration date which should be printed or stamped on the upper right corner of the first page of the final questionnaire.

<sup>a</sup>/no signatures from concerned PSA staff and officials



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PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101  
Telephone: (632) 8938-5267  
URL: <https://psa.gov.ph>

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Should you have other queries, kindly contact the Statistical Standards Division of the Standards Service (SSD-SS) through telephone numbers (02) 8376-1928 and (02) 8376-1931, and email addresses [ssdss.staff@gmail.com](mailto:ssdss.staff@gmail.com) and [ssd.staff@psa.gov.ph](mailto:ssd.staff@psa.gov.ph).

Truly yours,



**DENNIS S. MAPA, Ph.D.**

Undersecretary

National Statistician and Civil Registrar General

MEPE/SBDC/CCV/SSS

*Attachments:*

1. SSRCS Form 3 (PSA Action Notification Form) of 2020 Occupational Wages Survey (OWS)
2. Annex 20SS02-140-001

Title of statistical survey

**2020 Occupational Wages Survey (OWS)**

Proponent agency

**Philippine Statistics Authority (PSA)**

Conducting agency

**PSA**

- 1  **CLEARANCE GRANTED**, subject to the following final action:
- i)  All information enclosed in the box/es below must be printed or stamped on the upper right corner of the first page of the statistical survey form.  
Questionnaire Title: **2020 Occupational Wages Survey (OWS)**  
**PSA Approval No. PSA-2032 Expires on 31 August 2021**
  - ii)  Submit copies of the Manuals for Field Operations, Enumerators and Supervisors, and the printed forms/questionnaires with the clearance number to the Censuses and Technical Coordination Office – Standards Service (CTCO-SS), 30 days upon receipt of this form.
  - iii)  Others. (Specify)
    - Submit to the CTCO-SS the accomplished SSRCS Form 4 (Statistical Survey Monitoring Form) and SSRCS Form 6 (Feedback Form) within 15 working days upon receipt of SSRCS Form 3.
    - Please furnish the CTCO-SS copies of the survey results.
    - The survey design and instrument shall be subject to review should there be any changes made prior to the expiration of the clearance granted.

2  **DISAPPROVED**, for the following reasons:

3  **CLEARANCE APPLICATION IS PUT ON-HOLD**, for the following reasons:

4  **REMARKS**

**A. Sampling Design**

1. It is recommended that the matrix on the breakdown of samples (establishment) by industry classification (stratum) by region/province be included in the sampling design portion of survey to show transparency, accountability and for complete documentation of the survey.
2. We would reiterate our comments in the 2018 OWS regarding the Micro, Small and Medium Enterprises (MSMEs) groupings which is based on employment size that affected the granularity of data. As cited previously, there is a need to address the inadequacy of statistics on MSMEs as noted in Chapter 9 (Expanding Economic Opportunities in Industries and Services through Trabaho at Negosyo) of the Philippine Development Plan (PDP) 2017-2022. Thus, in the future conduct of 2018 OWS, it is suggested that establishments' classification according to employment size be based on the following MSME groupings/stratification:

Categories	Total Employment
Micro	1 – 9 employees
Small	10 – 99 employees
Medium	100 – 199 employees
Large	200 and over

**B. Questionnaire Design/Forms Content**

1. In compliance with the Data Privacy Act of 2012 (R.A. No. 10173), kindly ensure that individual personal information collected from the survey is secured and protected. Necessary data security measures such as, but not limited to, data encryption, data anonymity, and other data protection methods should be employed to prevent unintended disclosure and data theft.

Further, in accordance with the PSA Office Memorandum (OM) No. 2019-93 "Adoption of Data Privacy Statements in PSA Household and Establishment-based Survey/Census Questionnaires" dated 26 June 2019, it is recommended to adopt the confidentiality clause/data privacy statements stipulated in the memorandum which should appear on the first page of the survey questionnaire. The copy of the said memorandum is in Annex 20SS02-140-001.

2. We would reiterate our comment in the 2018 OWS regarding the inclusion of the line ( ) under the words "Philippine Statistics Authority" on the cover page following the convention of style in the heading of other PSA survey questionnaires.
3. In accordance with the PSA Office Memorandum 2020-062 - Guidelines on Documents for the National Statistician and Civil Registrar General (NSCRG), the name **DENNIS S. MAPA, Ph.D.** will be used in letters and communications for appropriate action of the NSCRG. In this regard, it is suggested that the name of NSCRG be revised accordingly. Further, kindly ensure to affix the signature of National Statistician and Civil Registrar General on the cover page of the questionnaire.
4. On the section "General Information about this Establishment", it is recommended that an instruction on how to fill out these items be included in the field operations manual, as follows:
  - a. On Item No. 1 (Business Name), *enter the business name of the enterprise. If there is no business name, enter the name of the owner with surname first followed by the given name and the business activity.*
  - b. On Item No. 2 (Registered Name), *enter the enterprise's name registered with the Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA) or Department of Trade and Industry (DTI). If the name of the enterprise is not registered with SEC, CDA or DTI, enter the name registered with the Bureau of Internal Revenue (BIR), Mayor's Permit or Barangay Permit. Otherwise, enter name of owner the same as indicated in Item 1.*
5. On Item No. 3.B. (Address of Main Office) of Part A (General Information), it is suggested to include sub-labels for consistency of entries on geographic information. The suggested format is as follows: kindly consider the following recommendations:

Address: \_\_\_\_\_  
*No./Street Name Room No./Floor No./Building Name*  
 \_\_\_\_\_  
*Subdivision/Barangay City/Municipality*  
 \_\_\_\_\_  
*Province*

Do Not Fill (For PSA Use Only)		
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6. On Part D (Certification), it is suggested to include sub-labels for name of contact person for consistency of entries as follows:

Name/Signature of the Contact

Person in the Establishment:

(Last Name First Name Middle Initial)

Signature Over Printed Name

7. On Part E (Survey Personnel), it is suggested to provide sub-labels for Name and Date for consistency of entries as follows:

Activity	Name (Last Name, First Name, MI)	Signature	Date (DD-MM-YYYY)
Enumerated/Field Edited by:			
Manually Processed by:			
Machine Processed by:			
Assessed by: (if applicable)			

**C. Other Comments**

1. We would reiterate our comments in 2018 OWS regarding the information on the data encoding systems/process as well as data security measures to be utilized on the survey. Data encoding system is important to ensure regular updating security back-up, performing error checks and promoting interoperability of databases.
2. The survey manual/operation manual which contains important information about the survey is part of the complete documentation of survey. The manual will also serve as guide and reference to field supervisors and data collectors. In this regard, kindly revise the survey manual/operation manual containing the following sections:
  1. Cover Page
  2. Table of Contents
  3. Introduction
  4. Survey Design
  5. Concepts and Definition of Terms
  6. Duties and Responsibilities
  7. Field Enumeration Procedures
  8. Instructions in Accomplishing the OWS Questionnaire
  9. Post-Survey Activities
3. It was stated in SSRCS Form 1 that the method of data collection for the 2020 OWS is through personal interview, self-administered questionnaire, and online. In consideration of the Corona Virus Disease (COVID-19) pandemic besetting the country, kindly include in the OWS Field Operation Manual the process in accomplishing the 2020 OWS online form (e.g. online forms' link).

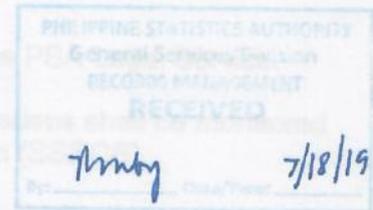
4. In view of the Special Dissemination Standard (SDDS), we would like to thank Labor Standards and Relations Statistics Division (LSRSD) for its commitment to release the results of the OWS as scheduled in the advance release calendar (ARC). As soon as available, please provide the Statistical Standards Division (SSD) with the ARC of wage rates statistics for 2020 which will be posted in the Dissemination Standards Bulletin Board (DSBB) of International Monetary Fund (IMF).
5. To keep abreast with the recent event, it is suggested to explore the possibility of including data items related to the effect of the Corona Virus Disease (COVID-19) pandemic to these establishments. Information on their coping mechanism, its effect on profitability and employment, and other benchmark information would be valuable statistical information for the development of national policy and intervention for this sector.
6. In line with the PSA's aim to document all the censuses/surveys through the PSA Data Archive (PSADA) we would like to request LSRSD to prepare the metadata documentation of the 2018 OWS. It is ideal if the updated metadata documentations of surveys are made available as early as the start of every survey and ready to be uploaded in PSADA.
7. In the future submissions of LSRSD, we would like to request that all documents including the SSRCS Form 1 (Statistical Survey Notification Form) be signed properly prior to the submission of survey documents for review under the SSRCS. Kindly ensure that the request/transmittal letter is signed by the Assistant National Statistician (ANS) of the Service and Deputy National Statistician (DNS) of the Office. This process is the proper protocol as a courtesy to the relevant PSA officials and to ensure that they are made aware of the submission of surveys like the OWS under SSRCS.
8. In view of the recent public health emergency due to COVID-19 which could affect the field operations, we would like to suggest the LSRSD to devise and implement plans to reduce respondent contact, provide protection to field enumerators and staff, among other measures, while this pandemic persists. We also advise LSRSD to include strategies and action plans to address this kind of risk in your Risk Registry and Action Plan.

REVIEWING OFFICIAL	RECOMMENDING OFFICIAL
<p style="text-align: center;"><i>Cherilyn C. Valdez</i>  <b>CHERYLYN C. VALDEZ</b>                      (Supervising Statistical Specialist)                      Officer-in-Charge                      Statistical Standards Division                      25 August 2020</p>	<p style="text-align: center;"><i>Severa B. De Costo</i>  <b>SEVERA B. DE COSTO</b>                      (Chief Statistical Specialist)                      Officer-in-Charge                      Standards Service                      25 August 2020</p>



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 19SS02-0123



**OFFICE MEMORANDUM NO. 2019- 93**

**TO :** ALL CONCERNED OFFICIALS AND STAFF

**SUBJECT :** Adoption of Data Privacy Statements in PSA Household and Establishment-based Survey/Census Questionnaires

**DATE :** 26 June 2019

In adherence to the Data Privacy Act of 2012 (RA 10173) and the Philippine Statistical Act of 2013 (RA 10625), the Philippine Statistics Authority (PSA) shall implement a data privacy statements in all household and establishment-based surveys and censuses.

In this regard, all concerned PSA units are hereby advised to adopt the following data privacy statements which should appear in the first page of the PSA survey/census questionnaire:

**1. Household-based surveys/censuses**

Section 25 of Republic Act 10625 (Obligation to Provide Information) stipulates that all respondents whether natural or legal persons are required to provide truthful and complete information to all statistical inquiries or surveys conducted by the Philippine Statistics Authority (PSA). The PSA adheres and commits to the confidentiality of information as stipulated in Section 26 of RA 10625 (Confidentiality of Information) and Section 8 of RA 10173 (Confidentiality). All data obtained herein shall be held strictly confidential, and will not be used for taxation, investigation or law enforcement purposes.

**2. Establishment-based surveys/censuses**

Section 25 of Republic Act 10625 (Obligation to Provide Information) stipulates that all respondents whether natural or legal persons are required to provide truthful and complete information to all statistical inquiries or surveys conducted by the Philippine Statistics Authority (PSA).

Furthermore, Section 26 of RA 10625 mandates the PSA to collect information from businesses and industries. Section 27 of the same law obliges establishments to provide the required data. The information collected shall be kept strictly confidential and shall not be used for purposes of taxation, investigation or regulation as provided under Article 55 of the Implementing Rules and Regulations of RA 10625.



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