



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 20SS02-103

## 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 Labor Turnover Survey (LTS)

**DATE :** 15 July 2020

Dear ANS Guillen,

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

<b>PSA Ref. No</b>	<b>Title of Document</b>	<b>Format</b>	<b>Date</b>
		<b>Received</b>	<b>Received</b>
SSRCS-20SS02-103-01	Transmittal Letter	E-copy	26 June 2020
SSRCS-20SS02-103-02	2020 LTS Questionnaire	E-copy	26 June 2020
SSRCS-20SS02-103-03	2020 LTS SSRCS Form 1 <sup>a</sup>	E-copy	26 June 2020
SSRCS-20SS02-103-04	LTS SSRCS Form 4	E-copy	26 June 2020
SSRCS-20SS02-103-05	2020 LTS Metadata	E-copy	26 June 2020
SSRCS-20SS02-103-06	List of LTS Reports	E-copy	26 June 2020
SSRCS-20SS02-103-07	List of Output Tables	E-copy	26 June 2020
SSRCS-20SS02-103-08	2020 LTS Sampling Design	E-copy	26 June 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>with incomplete signatures from concerned PSA officials



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

Reference No.20SS02-103

Subject: Statistical Survey Review and Clearance System (SSRCS) Form 3 of the Labor Turnover Survey (LTS)

15 July 2020

Should you have other queries, kindly contact the Statistical Standards Division of the Standards Service (SSD-SS) with telephone numbers (02) 8376-1928 and (02) 8376-1931, and email address [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. *Attachment 1 - SSRCS Form 3 (PSA Action Notification Form) of 2020 Labor Turnover Survey (LTS)*
2. *Attachment 2 - Annex 20SS02-103-001*

Title of statistical survey <b>2020 Labor Turnover Survey (LTS)</b>	
Proponent agency <b>Philippine Statistics Authority (PSA)</b>	Conducting agency <b>PSA</b>
<p>1 <input checked="" type="checkbox"/> <b>CLEARANCE GRANTED</b>, subject to the following final action:</p> <p>i) <input checked="" type="checkbox"/> 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: <b>2020 Labor Turnover Survey (LTS)</b> <b>PSA Approval No. PSA-2021 Expires on 31 July 2021</b></p> <p>ii) <input checked="" type="checkbox"/> 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.</p> <p>iii) <input checked="" type="checkbox"/> Others. (Specify)</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Please furnish the CTCO-SS copies of the survey results.</li> <li>• The survey design and instrument shall be subject to review should there be any changes made prior to the expiration of the clearance granted.</li> </ul>	
2 <input type="checkbox"/> <b>DISAPPROVED</b> , for the following reasons:	
3 <input type="checkbox"/> <b>CLEARANCE APPLICATION IS PUT ON-HOLD</b> , for the following reasons:	
<p>4 <input checked="" type="checkbox"/> <b>REMARKS</b></p> <p><b>A. Sampling Design</b></p> <p>1. It is recommended that the matrix on the breakdown of samples (households) by major industry classification be included in the sampling design portion of the survey documentation to show transparency, accountability and complete documentation of the survey.</p> <p>2. It was noticed that the 2020 LTS will cover only the National Capital Region (NCR). In this regard, we would like to know the rationale behind the change in the scope and coverage from all regions in 2019 LTS to NCR only in 2020 LTS. The change might affect the data series, disaggregation and analysis of the outputs of survey.</p> <p>3. It is suggested that the concept, theories, and review of literature related to accession rate, separation rate, and labor turnover rate be expounded further in the survey documentation to look into the perspective of international practice and application in order to lay down the foundation behind these indicators.</p> <p><b>B. Questionnaire Design/Forms Content</b></p> <p>1. On the cover page, kindly align the words "REPUBLIC OF THE PHILIPPINES" and "PHILIPPINE STATISTICS AUTHORITY" with the PSA logo in near top alignment to improve the appearance and following the convention of style in other PSA surveys.</p>	

7. On Items 7 (Contact Person), 8 (Tel. No/E-mail) and 9 (Position of Contact Person/Division/Unit) is suggested to be revised following format, as follows:

7. Name of the Contact Person: \_\_\_\_\_  
(Last Name, First Name, M.I.)
8. Position of the Contact Person/Division/Unit: \_\_\_\_\_
9. Telephone number: \_\_\_\_\_
10. Email address: \_\_\_\_\_

8. We commend the EDSD in including the Labor Turnover Statistics in the questionnaire. This will give the sample establishments an appreciation on the data that they provide.

### C. Tables Generated/Outputs

1. It was noticed that different table titles were used in the Annex 3 - LTS 2020 Table Formats and Item 9 (List of tables and other outputs to be generated), Part II (Technical Description) of SSRCS Form 1., hence there is need to correct the inconsistencies in the two submitted documents as shown below:

Table no.	Table Titles stated On Item 9 (List of tables and other outputs to be generated), Part II (Technical Description) of SSRCS Form 1	Table Titles stated on Annex 3 LTS 2020 Table Formats
1	Labor Turnover Rates for the period covered	Accession, Separation and Labor Turnover Rates in Establishments with 20 or More Workers by Major Industry, National Capital Region : ____ Quarter <Year>
2	Labor Turnover Rates by Major Industry for the period covered	Number and Percent Distribution of Job Vacancies in Establishments with 20 or More Workers by Major Industry Group, National Capital Region: ____ Quarter <year>
3	Total Employment by Major Industry for the period covered	Number and Percent Distribution of Job Vacancies in Establishments with 20 or More Workers by Major Occupation Group, NCR: ____ Quarter <year>
4	Existing Job Vacancies by Major Industry for the period covered	Percent Distribution of Employees Laid-off/Displaced/Dismissed by Reason of Employer- Initiated Separation in Establishments with 20 or More Workers, National Capital Region: ____ Quarter <year>

2. In compliance with the Data Privacy Act of 2012 (Republic Act 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 PSA Office Memorandum No. 2019-93 (Adoption of Data Privacy Statements in PSA Household and Establishment-based Survey/Census Questionnaires) dated 26 June 2019, it is suggested to adopt the confidentiality and data privacy clauses which should be placed on the upper portion of the questionnaires. The copy of the memorandum is provided herein as Annex 20SS02-103-001.

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 for the NSCRG. In this regard, it is suggested that the name of the NSCRG be revised accordingly.

Further, the e-signature of the PSA's National Statistician and Civil Registrar General and the name of agency in the introductory part should be affixed to elicit respondent's participation. In relation to this, the recommended format is as follows:

<signature>

DENNIS S. MAPA, Ph.D.

National Statistician and Civil Registrar General

Philippine Statistics Authority

4. On the Introductory part of the questionnaire, the following are our comments:
  - Kindly add the missing parentheses in the sentence "The Philippine Statistics Authority (PSA) regularly conducts the Labor Turnover Survey (LTS) which aims ..."
  - The second paragraph is suggested to be revised as follows:  
*"The PSA is authorized to collect information from business and industries under Republic Act No. 10625 known as the Philippine Statistical Act of 2013. Section 25 of the same law obliges all respondents whether natural or legal person to reply to the statistical inquiry or survey. Rest assured that 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."*
5. On the status code, it is suggested that the description of each code included be properly described in the survey manual/operation manual.
6. It is suggested to put a page number on the questionnaire for easy reference of the data collectors and other users.

5		Percent Distribution of Employees by Reason of Employee-Initiated Separations in Establishments with 20 or More Workers, National Capital Region: _____ Quarter <year>
6		Accession, Separation and Labor Turnover Rates Among Agency-Hired Workers by Major Industry, National Capital Region: _____ Quarter <Year>

2. We noticed the output tables to be generated in this survey pertains only to National Capital Region (NCR). Disaggregated Information such as from other equally important regions which are highly urbanized and location of major industries which can be considered comparable to NCR will not be generated. The lack of this basic information may compound the inputs needed for national planning and program intervention. Thus, it is suggested that the EDSD should strive to include all regions in the Philippines in the future conduct of LTS.

#### D. Other Comments/Outputs

1. 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 prepare the survey manual/operation manual containing the following sections:
  1. Introduction
  2. Survey Design
  3. Concepts and Definition of Terms
  4. Duties and Responsibilities
  5. Field Enumeration Procedures
  6. Instructions in Accomplishing the LTS Questionnaire
  7. Post-Survey Activities
2. To keep abreast with the developments of 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, how they manage daily operation, and its effect on profitability and employment would be valuable statistical information for developing national policy formulation and intervention for this sector.
3. It was mentioned on the submitted SSRCS Form 4 that the concepts and definitions on accession, separation, labor turnover, and other relevant terms used in LTS was included in the agenda and presented in the Interagency Committee on Labor Productivity Statistics (IACLPS) meeting. In this regard, we would like to know the decision of the IACLPS on endorsing this to PSA Board for approval. With PSA Board approval, those terms will be considered official

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concepts and definition and will be included in the PSA webpage on the Inventory of Statistical Standards in the Philippines (ISSiP).

4. We would reiterate our previous comment in the 2018 LTS review regarding the intention of the EDSD towards proposing the LTS as a designated statistical activity. Kindly coordinate with the Statistical Policies and Programs Division (SPPD) of the Standards Service (SS) for assistance on proposing the LTS as a designated statistical activity under the System of Designated Statistics (SDS).
5. In the future submissions of EDSD, we would like to request that all documents including the SSRCS Form 1 (Statistical Survey Notification Form) be signed properly prior to the submission for review under the SSRCS. Please be advised that the signatories of the SSRCS Form 1 is the head of requesting Division and its Assistant National Statistician (ANS) of the Service while the request/transmittal letter should be co-signed by Deputy National Statistician (DNS) of the Office. This process is the proper protocol to ensure that relevant PSA officials are made aware of the submission of surveys like the LTS under SSRCS.
6. In view of the recent public health emergency due to Coronavirus disease 2019 (COVID-19) which could affect the field operations, we would like to suggest the EDSD to devise and implement plans to reduce respondent contact, provide protection to field enumerators and staff, among others, while this pandemic persists. We also advise EDSD 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>CHERILYN C. VALDEZ</b>            (Supervising Statistical Specialist)            Officer-in-Charge            Statistical Standards Division            03 July 2020</p>	<p style="text-align: center;"><i>S. Baldoza</i>  <b>SEVERA B. DE COSTO</b>            (Chief Statistical Specialist)            Officer-in-Charge            Standards Service            03 July 2020</p>