



2021 LABOR TURNOVER SURVEY

Fourth Quarter

In correspondence, please quote this reference number.

Sir/Madam:

The Philippine Statistics Authority (PSA) regularly conducts the Labor Turnover Survey (LTS) which aims to generate quarterly trend statistics on labor turnover as indicator of labor market activity and general business situation in the country. The information gathered will provide policy makers and other data users a complete picture of labor demand and job turnover and will serve as inputs to decision making and policy formulation.

The PSA is authorized to collect information from businesses and industries under Republic Act No. 10625 (RA 10625), otherwise 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. 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. In adherence to the stipulations of Data Privacy Act of 2012 (RA 10173) and Article 55 of the Implementing Rules and Regulations of RA 10625, *“the information collected from this survey shall be kept strictly confidential and shall not be used for purposes of taxation, investigation or regulation”*.

Your establishment has been selected to participate in this survey. The information you shall provide should pertain only to the establishment in the address box to avoid multiple reporting as your other branches may have also been selected to participate in our survey.

We appreciate your utmost cooperation in accomplishing this questionnaire.

Thank you very much.

DENNIS S. MAPA, Ph.D.
Undersecretary
National Statistician and Civil Registrar General
Philippine Statistics Authority

Assistance Available:
If you have any problem completing this form or in meeting the due date, please contact:

PSA Field Office:
Tel. Nos.: _____
Fax No.: _____
E-mail: _____

PSA Central Office:
Employment Demand Statistics Division (EDSD)/
Labor Standards Statistics Division (LSRSD)
Tel No.: (02) 8376-1921/8376-1952/8376-1921
Email: edsd.staff@psa.gov.ph
lrsd.staff@psa.gov.ph

Changes in the address label should be written below:

1. Business Name: _____

2. Registered Name: _____

3. Business Address: _____
(Number/Street Name) Building Name/Floor/ Room No. (Subdivision/Purok/Sitio)
(Barangay) (City/Municipality) (Province) REG-PRV-MUN-BGY:

4. Establishment's TIN:

If the questionnaire is endorsed to a reporting unit, particulars should be written below:

5. Business Name of Reporting Unit: _____

6. Business Address of Reporting Unit: _____
(Number/Street Name) Building Name/Floor/ Room No. (Subdivision/Purok/Sitio)
(Barangay) (City/Municipality) (Province) REG-PRV-MUN-BGY:

7. Name of Contact Person: _____
(Last Name, First Name, M.I)

8. Position/Unit/Division of Contact Person: _____

9. Telephone Number: _____ 10: E-mail Address: _____

Status Code (please encircle the number corresponding to the status code) (For PSA Use Only)

01 - Good	10 - CoRe w/ ECN
NOT GOOD	
02 - RFV	06 - CBL
03 - Ref	07 - PC
04 - TC	08 - DUP w/ ECN
05 - NMCO	09 - OSP (Specify)
	11 - Con w/ ECN
	12 - OTH (Specify)

GENERAL INFORMATION

1. What is the main economic activity and major product/s or good/s produced by your establishment?

2009 PSIC Code:

(For PSA Use Only)

A. Main Economic Activity

B. Major products/goods produced or sold or type of service rendered

Main economic activity - activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g., mining of metal ores, manufacture of food products, retail trade, or education.

Major products/goods or services - specific product/goods produced or service given by the establishment, e.g., gold, ice cream, electricity, residential buildings, automotive parts, fast food, shipping, universal banking, security agencies, private tertiary education, private hospital, or motion picture production.

Establishment - an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location, e.g., mine, factory, store, bank, or restaurant.

For multi-unit enterprises with different outlets and branches or whose activities are located at different locations, each branch or outlet is considered an establishment.

For firms engaged in activities which may be physically dispersed such as mining, construction, real estate development, transportation, communication, etc., the establishment is the **base** from which the personnel operate to carry out their activities or from which they are paid.

ITEM OF INQUIRY	Fourth Quarter 2021		
	October (1)	November (2)	December (3)
I. TOTAL EMPLOYMENT			
II. LABOR TURNOVER			
A. Total Accessions (New Hires) <i>(sum of A.1 and A.2)</i>			
A.1. Expansion of business activity			
A.2. Replacement of separated workers			
B. Total Separations <i>(sum of B.1 and B.2)</i>			
B.1. Layoff and Displacement/Dismissal (Employer-initiated) <i>(sum of a, b, and c)</i>			
a. Business Condition <i>(sum of a.1 to a.9)</i>			
a.1 Lack of Market			
a.2 Financial Loss			
a.3 Reorganization			
a.4 Mergers/Change in Management			
a.5 Project Completion/End of Contract			
a.6 Automation/Modernization/installation of labor-saving devices			
a.7 Retrenchment/Downsizing			
a.8 Closing or Cessation of Operations			
a.9 Others, specify <i>(e.g. due to COVID-19 Pandemic)</i>			

Total Employment - refers to the number of persons who worked or received pay from the establishment.

This includes the following: 1) **Working Owners** - owners who are actively engaged in the management of the establishment but do not receive regular pay; 2) **Unpaid Workers** - persons working without pay and work for at least 1/3 of the working time normal to the establishment; and 3) **Paid Employees** - include full-time/part-time workers; employees on paid leaves (e.g., sick/vacation/maternity/holiday/study leave); and employees working away from the establishment but paid by and under the control of the firm. **Excluded are workers hired through contractor/agency, workers on indefinite leave, workers paid purely on commission without employer control.**

Labor Turnover - refers to the changes in the employment of an establishment resulting from accessions and separations.

Accessions (New Hires) - refer to permanent or temporary additions to employment in the establishment due to 1) **expansion of business activity** and 2) **replacement of separated workers and employment resulting from changes in methods/technology of production or service.**

Separations - refer to terminations of employment due to a) layoffs or terminations initiated by the employers due to economic reasons (e.g., lack of market, financial losses, redundancy, end of contract) and non-economic reasons (e.g., gross negligence, AWOL) and b) quits or terminations initiated by the employees

ITEM OF INQUIRY	Fourth Quarter 2021		
	October (1)	November (2)	December (3)
<i>II.B. Total Separations (continued)</i>			
b. Management prerogative towards disciplinary action <i>(sum of b.1 to b.6)</i>			
b.1 Absence Without Leave (AWOL)			
b.2 Serious misconduct or willful disobedience			
b.3 Gross and habitual neglect of duties			
b.4 Fraud or willful breach of trust			
b.5 Commission of crime or offense			
b.6 Others, specify _____			
c. Other Reasons <i>(sum of c.1 to c.4)</i>			
c.1 Failure rating on performance			
c.2 Failure to meet agency/establishment's standards			
c.3 Health reasons			
c.4 Others, specify _____			
<i>B.2 Quits (Employee-initiated) (sum of a to c)</i>			
a. AWOL			
b. Retirement			
c. Resignation <i>(sum of c.1 to c.6)</i>			
c.1 Hired by another company			
c.2 To work abroad			
c.3 Family considerations			
c.4 Personal issues			
c.5 To study			
c.6 Others, specify _____			
III. TOTAL AGENCY-HIRED WORKERS (if any)			
<i>III.A. Total Accessions (New Hires) (sum of a to e)</i>			
a. Security Services			
b. Janitorial			
c. Human resource			
d. Finance/Accounting			
e. Others, specify _____			
<i>III.B. Total Separations (indicate reason for separation) (sum of a to e)</i>			
a. _____			
b. _____			
c. _____			
d. _____			
e. _____			

Agency hired workers - workers employed by the contractors to perform or complete a job, work, or service pursuant to a service agreement within or outside the premises of the establishment. **They are excluded from the total employment of the establishment.**

IV. EXISTING JOB VACANCIES AT THE END OF THE QUARTER

(Please specify title of occupation/s. Use additional sheet if necessary)

OCCUPATION TITLE (1)	PSOC Code <i>(For PSA Use Only)</i> (2)	NO. OF VACANCIES (3)
TOTAL		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Job Vacancies - refer to unfilled job openings which are immediately available for placement and for which active recruitment steps are being undertaken anytime during the reference period.

EXCLUDE: Vacancies with the following conditions: a) positions not paid through the establishment's payroll; b) ONLY available to be filled by internal applicants; c) work to be carried out by contractors; and d) to be filled by staff from contract labor agencies.

REMARKS/COMMENTS/SUGGESTIONS:

CERTIFICATION

This is to certify the accuracy of the data provided in this questionnaire:

Signature over Printed Name: _____
Last Name First Name Middle Initial

Position:

Tel. No/Fax No.:

Mobile No.:

E-mail Address:

Thank you for your support and full cooperation to our undertaking.

SURVEY PERSONNEL

Activity	Name	Signature	Date
Enumerated/Field Edited by:			
Reviewed by:			
Machine Processed by:			