



Reference No. 21SS02-116

MEMORANDUM

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

SUBJECT : Statistical Survey Review and Clearance System (SSRCS) Form 3 of the 2021 Labor Turnover Survey (LTS)

DATE : 29 July 2021

Dear Assistant National Statistician Guillen:

This refers to your request for review and clearance of the 2021 Labor Turnover Survey (LTS). We acknowledge with thanks receipt of the following documents which were used as basis for the evaluation of this request:

| PSA Ref. No | Title of Document | Format Received | Date Received |
|---------------------|--|-----------------|---------------|
| SSRCS-21SS02-116-01 | Request Letter | E-copy | 05 July 2021 |
| SSRCS-21SS02-116-02 | SSRCS Form 1 | E-copy | 05 July 2021 |
| SSRCS-21SS02-116-03 | 2021 LTS Questionnaire | E-copy | 05 July 2021 |
| SSRCS-21SS02-116-04 | Table Format | E-copy | 05 July 2021 |
| SSRCS-21SS02-116-05 | Field Operations Manual | E-copy | 05 July 2021 |
| SSRCS-21SS02-116-06 | LabStat Update for 1 st and 2 nd Quarters of 2020 | E-copy | 05 July 2021 |
| SSRCS-21SS02-116-07 | Infographics and Statistical Tables for 1 st and 2 nd Quarters of 2020 | E-copy | 05 July 2021 |



CGM

Reference No. 21SS02-116

Subject: Statistical Survey Review and Clearance System (SSRCS) Form 3 of the 2021 Labor Turnover Survey (LTS)

Date: 29 July 2021

| PSA Ref. No | Title of Document | Format Received | Date Received |
|---------------------|--|------------------------|----------------------|
| SSRCS-21SS02-116-08 | 2020 LTS Technical Notes | E-copy | 05 July 2021 |
| SSRCS-21SS02-116-10 | 2020 LTS Press Releases for 1 st and 2 nd Quarters of 2020 | E-copy | 05 July 2021 |

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.

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

Truly yours,

DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General

MEPE/SBDC/CCV/JBC

Attachments:

- 1. SSRCS Form 3 (PSA Action Notification Form) of 2021 Labor Turnover Survey (LTS)*
- 2. Annex 1 (Office Memorandum No. 2019-93 dated 26 June 2019 re: Adoption of Data Privacy Statements in PSA Household and Establishment-based Survey/Census Questionnaires)*

| | | | |
|---|---------------------------------|----------------------------------|--------------------------------|
| Title of statistical survey 2021 Labor Turnover Survey (LTS) | | | |
| Proponent agency Philippine Statistics Authority (PSA) | Conducting agency PSA | | |
| 1. <input checked="" type="checkbox"/> CLEARANCE GRANTED , subject to the following final action: 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: 2021 Labor Turnover Survey <table border="1" data-bbox="236 555 1449 600"><tr><td>PSA Approval No. PSA-2143</td><td>Expires on 31 July 2022</td></tr></table> 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. iii) <input checked="" type="checkbox"/> Others. (Specify) <ul style="list-style-type: none">• 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. | | PSA Approval No. PSA-2143 | Expires on 31 July 2022 |
| PSA Approval No. PSA-2143 | Expires on 31 July 2022 | | |
| 2. <input type="checkbox"/> DISAPPROVED , for the following reasons: | | | |
| 3. <input type="checkbox"/> CLEARANCE APPLICATION IS PUT ON-HOLD , for the following reasons: | | | |
| 4. <input checked="" type="checkbox"/> REMARKS A. Questionnaire Design/Forms Content 1. The designation of the National Statistician is suggested to be included on the introductory part of the questionnaire and be revised as follows: DENNIS S. MAPA, Ph.D. Undersecretary National Statistician and Civil Registrar General Philippine Statistics Authority 2. We would like to re-iterate our comment on the 2020 LTS, to comply with the Office Memorandum OM No. 2019-93 re: Adoption of Data Privacy Statements in PSA Household and Establishment-based Survey/Census Questionnaires dated 26 June 2019. It suggested to adopt the confidentiality and data privacy clauses which should be placed on the upper portion of the questionnaires and further revise the second paragraph of the introduction. The copy of the memorandum is provided herein as Annex 1. This is also on compliance with the Republic Act No. 10173 (Data Privacy Act of 2012) to 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. | | | |

3. On data items relating to address, it is suggested to be put label on how to write the business address and be revised as:

Business Address/Business of Reporting Unit:

 (Number/Street Name) (Building Name/Floor/ Room No.) (Subdivision/Purok/Sitio)

 (Barangay)

 (City/Municipality)

 (Province)

4. It is suggested to add item on the "Name of Respondent", as well as the "Designation/Position of Respondents" and "Contact Number of Respondent" for monitoring purposes and if there will be verifications made from the establishments.
5. On the Status Code, it is suggested to add the prefix "0" on the pre-identified codes from 0-9.
6. On processing the response on Item A (Main Economic Activity) on General Information, it is suggested to use the most recent 2019 updates on the 2009 Philippine Standard Industrial Classification (PSIC) which can be accessed at <https://psa.gov.ph/classification/psic/>. The Employment Demand Statistics Division (EDSD) may also coordinate with the Statistical Classifications Division (SCD) for any inquiries about the updated 2019 PSIC.
7. The following questions on Item II.B (Labor Turnover - Total Separations) is suggested to be revised following the questions and instructions stated on the Field Operations Manual (FOM):
- II.B.1.b - Management prerogative towards disciplinary action (*sum of b.1 to b.6*).
 - II.B.1.c - Other Reasons (*sum of c.1 and c.4*)
 - II.B.2 - Quits (Employee-initiated) (*sum of a to b*)
 - II.B.2.c - Resignation (*sum of c.1 to c.6*)
10. On Block IV (Existing Job Vacancies at the end of the Quarter), the word "PSOC" is suggested to be revised as "PSOC Code".
11. On the Certification and Survey Personnel portion of the questionnaire, it is suggested to put labels on data items relating to names to ensure uniformity in recording the responses. The suggested format is as follows:

 Last Name, First Name, Middle Initial

B. Tables Generated/Outputs

It was noticed that table titles stated on Item No. 9 on Block II (Technical Description) of the SSRCS Form 1 and Annex 3 LTS 2021 Table Formats are not consistent. In

this regard, it is suggested that the table titles on the documents mentioned be revised and consistent.

| Table no. | Table Title Stated on SSRCS Form 1 | Table Title Stated on Annex 3 - LTS 2020 Table Formats |
|------------------|---|---|
| 1 | Labor Turnover Rates for the period covered | Labor Turnover Rates in Agricultural and Non-Agricultural Establishments by Major Industry, NCR: 1st Quarter 2021 |
| 2 | Labor Turnover Rates by Major Industry for the period covered | |
| 3 | Total Employment by Major Industry for the period covered | Number and Distribution of Job Vacancies in Establishments with 20 or More Workers by Major Industry, NCR: 1st Quarter 2021 |
| 4 | Existing Job Vacancies by Major Industry for the period covered | Number and Distribution of Job Vacancies in Establishments with 20 or More Workers by Major Occupation Group, NCR: 1st Quarter 2021 |
| 5 | Reasons for Separation (Employer-Initiated) | Number and Percent Distribution of Employees Separated from Work by Reasons for Layoff and Displacement/Dismissal (Employer-Initiated) in Establishments with 20 or More Workers, NCR: 1st Quarter 2021 |
| 6 | Reasons for Separation (Employee-Initiated) | Number and Percent Distribution of Employees Separated from Work by Reasons for Quits (Employee-Initiated) in Establishments with 20 or More Workers, NCR: 1st Quarter 2021 |

C. Other Comments

1. It is suggested to prepare a cover page and foreword for the 2021 LTS FOM.
2. In line with the PSA's aim to document all the censuses/surveys, the EDSD is requested to continue to prepare the metadata documentation of the 2019-2021 LTS. 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 the PSADA.
3. The Statistical Standards Division (SSD) is compiling all official standard concepts and definitions being used by the Philippine Statistical System (PSS) through the Inventory of Statistical Standards in the Philippines (ISSiP) which is accessible at <https://psa.gov.ph/ISSiP/concepts-and-definitions>. We noted that some of the definitions (i.e, working owners, unpaid workers, labor turnover, among others) being used in the survey are not yet included in the compilation. In this regard, we would like to request that the EDSD accomplish the ISSiP template (Annex 2) and submit to the Statistical Standards Division for uploading at the ISSiP webpage.

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4. It was noted in SSRCS Form 1 that one of the methods of data collection is personal interview. In view of the recent public health emergency due to Coronavirus disease (COVID-19) which could affect the field operations, we would like to request EDSD to devise and implement plans to reduce respondent contact and to provide protection to field enumerators and staff, among other measures, 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

Cherilyn C. Valdez

CHERILYN C. VALDEZ
(Supervising Statistical Specialist)
Officer-in-Charge
Statistical Standards Division
29 July 2021

S. Bello

SEVERA B. DE COSTO
(Chief Statistical Specialist)
Officer-in-Charge
Standards Service
29 July 2021



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.



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
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The data privacy statements benefitted from the review of the PSA Legal Service.

Adoption of the data privacy statements in PSA surveys/censuses shall be monitored through the Statistical Survey Review and Clearance System (SSRCS).

For your guidance.



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General



JBP/CJA/PARSB/SSS