



ECN: \_\_\_\_\_ STATUS: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Changes in the address label should be written below:**  
 Name of Establishment : \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ PSGC:

Main Economic Activity: \_\_\_\_\_

Major Products/Goods or Services: \_\_\_\_\_

PSIC :

ITEM OF INQUIRY	First Quarter 2018		
	January	February	March
<b>I. EMPLOYMENT</b>			
A. Total Employment			
<b>II. LABOR TURNOVER</b>			
A. Total Accessions (New Hires)			
1. Expansion			
2. Replacement			
B. Total Separations			
1. Employer-initiated			
1.1 Reason ( <i>use codes</i> )			
2. Employee-initiated			
2.1 Reason ( <i>use codes</i> )			
<b>CODES</b>			
1 – Lack of Market	6 – Absence without leave (AWOL)	11 – Others, specify _____	
2 – Financial Losses	7 – Retirement		
3 – Reorganization/Downsizing	8 – Hired by another company		
4 – Merger/Change in Management	9 – To work abroad		
5 – Project Completion/End of Contract	10 – Family Consideration		

ITEM OF INQUIRY	First Quarter 2018		
	January	February	March
<b>III. AGENCY-HIRED WORKERS (if any)</b>			
A. Total Accessions (New Hires)			
B. Total Separations			
<b>IV. EXISTING JOB VACANCIES AT THE END OF THE QUARTER</b> ( <i>Please specify title of occupation/s. Use additional sheet if necessary</i> )		<b>PSOC</b> (Do not fill)	<b>Number of Vacancies</b>
<b>Total</b>			
1.			
2.			
3.			
4.			

Remarks/Comments/Suggestions:

DEFINITION OF TERMS
<p><b>Establishment</b> - 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, restaurant.</p> <p><b>Main economic activity</b> - refers to the activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g., metallic ore mining, food manufacturing, retail trade, education.</p> <p><b>Major products/goods or services</b> - refer to the specific product/goods produced or service provided by the establishment, e.g., gold, ice cream, electricity, residential buildings, automotive parts, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.</p> <p><b>Total Employment</b> - refers to the number of persons who worked or received pay from the establishment. This includes the following: 1) <b>Working Owners</b> - owners who are actively engaged in the management of the establishment but do not receive regular pay; 2) <b>Unpaid Workers</b> - persons working without pay and work for at least 1/3 of the working time normal to the establishment; and 3) <b>Paid Employees</b> - 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. <b>Excluded are workers hired through contractor/agency, workers on indefinite leave, workers paid purely on commission without employer control.</b></p> <p><b>Labor Turnover</b> - refers to the changes in the employment of an establishment resulting from accessions and separations.</p> <p><b>Accessions (New Hires)</b> - 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.</p> <p><b>Separations</b> - refer to terminations of employment due to a) quits or terminations initiated by the employees and b) 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).</p> <p><b>Agency-Hired Workers</b> - workers hired through agencies/contractors to perform or complete a job, work or service within the premises of the establishment. They are <b>excluded</b> from the total employment of the establishment.</p> <p><b>Existing Job Vacancies</b> - refer to the number of unfilled job openings, at the end of the quarter which are immediately available for placement and for which active recruitment steps are being undertaken.</p>



ECN: \_\_\_\_\_ STATUS: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Changes in the address label should be written below:**

Name of Establishment : \_\_\_\_\_

Address: \_\_\_\_\_

PSGC:

Main Economic Activity: \_\_\_\_\_

Major Products/Goods or Services: \_\_\_\_\_

PSIC :

ITEM OF INQUIRY	Second Quarter 2018		
	April	May	June
<b>I. EMPLOYMENT</b>			
A. Total Employment			
<b>II. LABOR TURNOVER</b>			
A. Total Accessions (New Hires)			
1. Expansion			
2. Replacement			
B. Total Separations			
1. Employer-initiated			
1.1 Reason ( <i>use codes</i> )			
2. Employee-initiated			
2.1 Reason ( <i>use codes</i> )			
<b>CODES</b>			
1 – Lack of Market	6 – Absence without leave (AWOL)	11 – Others, specify _____	
2 – Financial Losses	7 – Retirement		
3 – Reorganization/Downsizing	8 – Hired by another company		
4 – Merger/Change in Management	9 – To work abroad		
5 – Project Completion/End of Contract	10 – Family Consideration		

ITEM OF INQUIRY	Second Quarter 2018		
	April	May	June
<b>III. AGENCY-HIRED WORKERS (if any)</b>			
A. Total Accessions (New Hires)			
B. Total Separations			
<b>IV. EXISTING JOB VACANCIES AT THE END OF THE QUARTER</b> ( <i>Please specify title of occupation/s. Use additional sheet if necessary</i> )		<b>PSOC</b> (Do not fill)	<b>Number of Vacancies</b>
<b>Total</b>			
1.			
2.			
3.			
4.			
<b>Remarks/Comments/Suggestions:</b>			

<b>DEFINITION OF TERMS</b>
<p><b>Establishment</b> - 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, restaurant.</p> <p><b>Main economic activity</b> - refers to the activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g., metallic ore mining, food manufacturing, retail trade, education.</p> <p><b>Major products/goods or services</b> - refer to the specific product/goods produced or service provided by the establishment, e.g., gold, ice cream, electricity, residential buildings, automotive parts, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.</p> <p><b>Total Employment</b> - refers to the number of persons who worked or received pay from the establishment. This includes the following: 1) <b>Working Owners</b> - owners who are actively engaged in the management of the establishment but do not receive regular pay; 2) <b>Unpaid Workers</b> - persons working without pay and work for at least 1/3 of the working time normal to the establishment; and 3) <b>Paid Employees</b> - 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. <b>Excluded are workers hired through contractor/agency, workers on indefinite leave, workers paid purely on commission without employer control.</b></p> <p><b>Labor Turnover</b> - refers to the changes in the employment of an establishment resulting from accessions and separations.</p> <p><b>Accessions (New Hires)</b> - 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.</p> <p><b>Separations</b> - refer to terminations of employment due to a) quits or terminations initiated by the employees and b) 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).</p> <p><b>Agency-Hired Workers</b> - workers hired through agencies/contractors to perform or complete a job, work or service within the premises of the establishment. They are <b>excluded</b> from the total employment of the establishment.</p> <p><b>Existing Job Vacancies</b> - refer to the number of unfilled job openings, at the end of the quarter which are immediately available for placement and for which active recruitment steps are being undertaken.</p>



ECN: \_\_\_\_\_ STATUS: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Changes in the address label should be written below:**  
 Name of Establishment : \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ PSGC:

Main Economic Activity: \_\_\_\_\_

Major Products/Goods or Services: \_\_\_\_\_

PSIC :

ITEM OF INQUIRY	Third Quarter 2018		
	July	August	September
<b>I. EMPLOYMENT</b>			
A. Total Employment			
<b>II. LABOR TURNOVER</b>			
A. Total Accessions (New Hires)			
1. Expansion			
2. Replacement			
B. Total Separations			
1. Employer-initiated			
1.1 Reason ( <i>use codes</i> )			
2. Employee-initiated			
2.1 Reason ( <i>use codes</i> )			
<b>CODES</b>			
1 – Lack of Market	6 – Absence without leave (AWOL)	11 – Others, specify _____	
2 – Financial Losses	7 – Retirement		
3 – Reorganization/Downsizing	8 – Hired by another company		
4 – Merger/Change in Management	9 – To work abroad		
5 – Project Completion/End of Contract	10 – Family Consideration		

ITEM OF INQUIRY	Third Quarter 2018		
	July	August	September
<b>III. AGENCY-HIRED WORKERS (if any)</b>			
A. Total Accessions (New Hires)			
B. Total Separations			
<b>IV. EXISTING JOB VACANCIES AT THE END OF THE QUARTER</b> ( <i>Please specify title of occupation/s. Use additional sheet if necessary</i> )		<b>PSOC</b> (Do not fill)	<b>Number of Vacancies</b>
<b>Total</b>			
1.			
2.			
3.			
4.			
<b>Remarks/Comments/Suggestions:</b>			

<b>DEFINITION OF TERMS</b>
<b>Establishment</b> - 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, restaurant.
<b>Main economic activity</b> - refers to the activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g., metallic ore mining, food manufacturing, retail trade, education.
<b>Major products/goods or services</b> - refer to the specific product/goods produced or service provided by the establishment, e.g., gold, ice cream, electricity, residential buildings, automotive parts, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.
<b>Total Employment</b> - refers to the number of persons who worked or received pay from the establishment. This includes the following: 1) <b>Working Owners</b> - owners who are actively engaged in the management of the establishment but do not receive regular pay; 2) <b>Unpaid Workers</b> - persons working without pay and work for at least 1/3 of the working time normal to the establishment; and 3) <b>Paid Employees</b> - 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. <b>Excluded are workers hired through contractor/agency, workers on indefinite leave, workers paid purely on commission without employer control.</b>
<b>Labor Turnover</b> - refers to the changes in the employment of an establishment resulting from accessions and separations.
<b>Accessions (New Hires)</b> - 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.
<b>Separations</b> - refer to terminations of employment due to a) quits or terminations initiated by the employees and b) 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).
<b>Agency-Hired Workers</b> - workers hired through agencies/contractors to perform or complete a job, work or service within the premises of the establishment. They are <b>excluded</b> from the total employment of the establishment.
<b>Existing Job Vacancies</b> - refer to the number of unfilled job openings, at the end of the quarter which are immediately available for placement and for which active recruitment steps are being undertaken.



ECN: \_\_\_\_\_

STATUS: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Changes in the address label should be written below:**  
 Name of Establishment : \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ PSGC: 

--	--	--	--	--	--	--	--	--	--

Main Economic Activity: \_\_\_\_\_

Major Products/Goods or Services: \_\_\_\_\_

PSIC : 

--	--	--	--	--	--	--	--

ITEM OF INQUIRY	Fourth Quarter 2018		
	October	November	December
<b>I. EMPLOYMENT</b>			
A. Total Employment			
<b>II. LABOR TURNOVER</b>			
A. Total Accessions (New Hires)			
1. Expansion			
2. Replacement			
B. Total Separations			
1. Employer-initiated			
1.1 Reason ( <i>use codes</i> )			
2. Employee-initiated			
2.1 Reason ( <i>use codes</i> )			
<b>CODES</b>			
1 – Lack of Market	6 – Absence without leave (AWOL)	11 – Others, specify _____	
2 – Financial Losses	7 – Retirement		
3 – Reorganization/Downsizing	8 – Hired by another company		
4 – Merger/Change in Management	9 – To work abroad		
5 – Project Completion/End of Contract	10 – Family Consideration		

ITEM OF INQUIRY	Fourth Quarter 2018		
	October	November	December
<b>III. AGENCY-HIRED WORKERS (if any)</b>			
A. Total Accessions (New Hires)			
B. Total Separations			
<b>IV. EXISTING JOB VACANCIES AT THE END OF THE QUARTER</b> ( <i>Please specify title of occupation/s. Use additional sheet if necessary</i> )		<b>PSOC</b> (Do not fill)	<b>Number of Vacancies</b>
<b>Total</b>			
1.			
2.			
3.			
4.			
<b>Remarks/Comments/Suggestions:</b>			

<b>DEFINITION OF TERMS</b>
<p><b>Establishment</b> - 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, restaurant.</p> <p><b>Main economic activity</b> - refers to the activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g., metallic ore mining, food manufacturing, retail trade, education.</p> <p><b>Major products/goods or services</b> - refer to the specific product/goods produced or service provided by the establishment, e.g., gold, ice cream, electricity, residential buildings, automotive parts, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.</p> <p><b>Total Employment</b> - refers to the number of persons who worked or received pay from the establishment. This includes the following: 1) <b>Working Owners</b> - owners who are actively engaged in the management of the establishment but do not receive regular pay; 2) <b>Unpaid Workers</b> - persons working without pay and work for at least 1/3 of the working time normal to the establishment; and 3) <b>Paid Employees</b> - 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. <b>Excluded are workers hired through contractor/agency, workers on indefinite leave, workers paid purely on commission without employer control.</b></p> <p><b>Labor Turnover</b> - refers to the changes in the employment of an establishment resulting from accessions and separations.</p> <p><b>Accessions (New Hires)</b> - 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.</p> <p><b>Separations</b> - refer to terminations of employment due to a) quits or terminations initiated by the employees and b) 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).</p> <p><b>Agency-Hired Workers</b> - workers hired through agencies/contractors to perform or complete a job, work or service within the premises of the establishment. They are <b>excluded</b> from the total employment of the establishment.</p> <p><b>Existing Job Vacancies</b> - refer to the number of unfilled job openings, at the end of the quarter which are immediately available for placement and for which active recruitment steps are being undertaken.</p>