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## Section I

### INTRODUCTION

The Labor Turnover Survey (LTS), one of the regular surveys of the Philippine Statistics Authority, is a spin off from the Employment, Hours and Earnings Survey (EHES) which was conducted from 1987 to 2002 by the former Bureau of Labor and Employment Statistics (BLES). To come up with timely information on labor market trends in the formal sector of the economy, the items of inquiry have been limited to employment, labor turnover and existing job vacancies.

The conduct of LTS, which was started in the second semester of 2002, was upon the instructions of the then Secretary of the Department of Labor and Employment (DOLE). It aimed to collect labor turnover data to complement the data on establishment closures and layoffs covering the **establishments** from the National Capital Region (NCR). The survey was redesigned in 2008 to cover **enterprises** instead of establishments in the NCR. The survey covered only the NCR for the primary consideration of generating the indicators at the shortest possible time. Sample enterprises then were selected from the Top 1,000 Corporations in the country which were sourced from the Credit Information Bureau, Inc. (CIBI).

From 2015 to 2017, the LTS covers a subsample of enterprises with 20 or more workers that are located in the National Capital Region (NCR) only using the updated List of Establishments available at the PSA as sampling frame. As a matter of procedure, the survey gathers consolidated information about the establishment and its branches, if any.

One of the statistical programs under the Philippine Statistical Development Program (PSDP) 2011-2017 Strategic Plan is the improvement of the LTS, among other surveys, towards its enlisting as a designated statistics (Chapter 15, pp.97-98). Labor turnover statistics, as a measure of labor demand, provides policy and decision makers complementary data on labor supply which helps them in examining and analyzing the labor market situation of the nation's economy. As such, a pilot survey for the expansion of LTS from its NCR to nationwide coverage was conducted in Region III from October to December 2017. Based on the results of the pilot survey, expansion of LTS will be implemented in 2018 to get a more complete picture of the labor market situation in the whole country.

#### 1.1 Objectives of the Survey

The LTS aims to provide quarterly trend statistics on labor turnover and existing job vacancies as indicators of labor market activity and general business situation of the country. This provides the government and the private sector a complete picture of labor demand and job turnover as inputs to decision making and policy formulation.

## 1.2 Legal Authority

The conduct of the LTS is mandated by **Republic Act 10625**, approved on September 12, 2013, creating and mandating the Philippine Statistics Authority to prepare and conduct statistical sample surveys on all aspects of socioeconomic life including agriculture, industry, trade, finance, prices and marketing information, income and expenditure, education, health, culture and social situations as well as the government and the political sector for the use of the government and the public.

Section 27 of RA No. 10625, otherwise known as Statistical Act of 2013, provides that:

**“Respondents of primary data collection activities such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries.** *The gathering, consolidation and analysis of such data shall likewise be done in the most truthful and credible manner.*

*To ensure compliance, any violation of this Act shall result in the imposition of the penalty of one (1) year imprisonment and a fine of One hundred thousand pesos (P100,000.00). In cases where the respondent who fails to give a truthful and complete answer to such statistical inquiries is a corporation, the above penalty shall be imposed against the responsible officer, director, manager and/or agent of said corporation. In addition, such erring corporation or any other juridical entity, depending on the category of the establishment or business concerned whether small, medium or large, shall be imposed a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00).”*

## 1.3 Confidentiality of Information

Section 26 of Republic Act 10625 and Article 55 of the Implementing Rules and Regulations of RA 10625 states that:

*“Individual data furnished by a respondent to statistical inquiries, surveys and censuses of the PSA shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding. The PSA may release aggregated information from statistical inquiries, surveys and censuses in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business establishment shall appear.”*

Further, Section 27 of RA 10625 states that:

*“Any person, including parties within the PSA Board and the PSA, who breach the confidentiality of information, whether by carelessness, improper behavior, behavior with malicious intent, and use of confidential information for profit, are considered guilty of an offense and shall be liable to fines as prescribed by the PSA Board which shall not be less than five thousand pesos (P5,000.00) nor more than ten thousand pesos (P10,000.00) and/or imprisonment of three (3) months but not to exceed one (1) year, subject to the degree of breach of information.”*

## Section II

### SAMPLING UNIT

Starting 2018, LTS uses establishment as the unit of enumeration. Each unit is classified in an industry that reflects its main economic activity -- the activity that contributes the biggest or major portion of the gross income or revenues of the establishment.

An establishment is defined as an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location. Thus, mining/construction sites, factories, electric plants, stores, shops, hotels, restaurants, bus companies, banks, radio stations, real estate developers, and the like, are considered establishments.

For multi-unit establishments with different outlets and subsidiaries or whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment. However, security detachments, janitorial units, and power barges are not considered as establishments.

For firms engaged in activities which may be physically dispersed (e.g., mining, construction, real estate development, transportation, communication, insurance), the establishment is the base from which the personnel operate to carry out their activities or from which they are paid.

#### 2.1 Taxonomy of Establishments

##### 2.1.1 Industrial Classification

The industrial classification of an establishment is reflected in the main economic activity that contributes the major portion of the gross income or revenues. To classify economic units, the 2009 Philippine Standard Industrial Classification (PSIC) will be used. The 2009 PSIC was approved for adoption by government and instrumentalities through PSA Resolution No. 1 Series 2017-158. The PSIC is utilized to secure uniformity and comparability of industrial statistics produced by various agencies in both government and private sectors.

According to this Resolution, the 2009 PSIC is a detailed classification of industries prevailing in the country according to the kind of productive activities undertaken by the establishments. For international comparability, it is aligned with the **International Standard Industrial Classification of all Economic Activities (ISIC)** Revision 4, and officially released by the United Nations Statistics Division on August 11, 2008 for adoption by countries in their revised national classifications by 2010.

The coding system of the 2009 PSIC is composed of 6-alphanumeric code i.e. an alpha character and 5 numeric digits. The alpha character denotes the section (also known as sector), the first 2-digits represents the division, the first 3-digits – the group, the first 4-digits – the class and all 5-digits – the sub-class.

Example: PSIC Code C10623

Section	C	Manufacturing
Division	10	Manufacture of food products
Group	106	Manufacture of grain mill products, starches and starch products
Class	1062	Manufacture of grain and vegetable mill products except rice and corn
Sub-class	10623	Manufacture of cereal breakfast foods obtained by roasting or swelling, etc.

The summary of classification schemes of 2009 PSIC represents a list of 21 sections, 88 divisions, 246 groups, 519 classes and 1,285 sub-classes. The following is the latest industry sections in the 2009 PSIC.

Section	Description
A	Agriculture, Forestry, and Fishing
B	Mining and Quarrying
C	Manufacturing
D	Electricity, Gas, Steam, and Air Conditioning Supply
E	Water Supply; Sewerage, Waste Management and Remediation Activities
F	Construction
G	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles
H	Transportation and Storage
I	Accommodation and Food Service Activities
J	Information and Communication
K	Financial and Insurance Activities
L	Real Estate Activities
M	Professional, Scientific and Technical Activities
N	Administrative and Support Service Activities
O	Public Administration and Defense; Compulsory Social Security
P	Education
Q	Human Health and Social Work Activities
R	Arts, Entertainment, and Recreation
S	Other Service Activities
T	Activities of Households as Employers; Undifferentiated Goods – and Services- Producing Activities of Private Households for Own Use
U	Activities of Extraterritorial Organizations and Bodies



### 2.1.2 Economic Organization

The Economic Organization (**EO**) relates to the organizational structure or role of the establishment in the organization. The following are the types of EO:

- **Single establishment** (EO=1) is an establishment which has neither branch nor main office. It may have ancillary unit/s, other than main office, located elsewhere.
- **Branch only** (EO=2) is an establishment which has a separate main office located elsewhere.
- **Establishment and main office** (EO=3) is one where the establishment is located in the same address as the main office and with branch/es elsewhere.
- **Main office** (EO=4) is a unit which controls, supervises and directs one or more establishments of an establishment.
- **Ancillary unit other than Main Office** (EO=5) is a unit that operates primarily or exclusively for a related establishment or group of related establishments or its parent establishment and provides services that support those establishments.

Examples of ancillary units are warehouses of manufacturing or wholesale and retail trade establishments, garages and repair shops of transport establishments, research laboratories of pharmaceutical companies, administrative offices which primarily serve their parent units in the Philippines.

### 2.1.3 Legal Organization

The Legal Organization (**LO**) refers to the legal form of the economic entity that owns the establishment. This provides the legal basis for ownership. The following are the types of LO:

- **Single Proprietorship** (LO=1) refers to a business establishment organized, owned and managed by one person, who alone assumes the risk of the business establishment. A sole proprietorship must apply for a business name and be registered with the Department of Trade and Industry (DTI).
- **Partnership** (LO=2) refers to an association of two or more individuals for the conduct of a business establishment based upon an agreement or contract between or among them to contribute money, property or industry into a common fund with the intention of dividing profits among themselves.

- **Corporation** refers to an artificial being created by operation of law, having the right of succession, and the powers, attributes and properties expressly authorized by law or incident to its existence. As an artificial being, a corporation has a juridical personality separate and distinct from that of each shareholder or member. It exists only in contemplation of law.

A corporation is either a **public corporation** or a **private corporation**. Public corporation is a corporation formed or organized for the government of a portion of a state (example: Quezon City). Private Corporation is a corporation organized for private aim, benefit or purpose (example: government owned/controlled corporation; quasi-public corporation – corporation organized by private persons performing public function and for profit, e.g. PLDT; etc.).

For consistency with other PSA establishment-based surveys, a private corporation will be classified into Government-Owned or Controlled Corporation, Stock Corporation, and Non-stock, Non-Profit Corporation.

- **Government Corporation** (LO=3) also called *Government-Owned or Controlled Corporation (GOCC)* refers to a corporation organized for private aim, benefit or purpose with the government as the majority stockholder, regardless of whether they are stock or non-stock corporations.

Specifically, a **Government-Owned or Controlled Corporation (GOCC)** as defined under Presidential Decree No. 2029 (Defining Government-Owned and Controlled Corporations and Identifying Their Role in National Development) of 1986, is “a stock or a non-stock corporation, whether performing governmental or proprietary functions, which is directly chartered by special law or, if organized under the general corporation law, is owned or controlled by the government directly or indirectly through a parent corporation or subsidiary corporation, the extent of at least a majority of its outstanding capital stock or of its outstanding voting capital stock.” Any subsidiary of a GOCC shall also be deemed a GOCC.

Under the same PD No.2029, a GOCC may be classified as a parent or subsidiary corporation. A parent corporation is one which is created by special law, whereas a subsidiary corporation is one created pursuant to law where at least a majority of the outstanding capital stock or outstanding voting capital stock of which is owned by parent government corporation and/or other government-owned subsidiaries.

- **Stock Corporation** (LO=4) refers to an ordinary business corporation organized by private persons, created and operated for the purpose of making a profit which may be distributed in the form of dividends to stockholders on the basis of their invested capital.

A stock corporation may be a domestic or foreign stock corporation.

Domestic Stock Corporation is formed, organized or existing under the Philippine laws while Foreign Stock Corporation is formed, organized or existing under any laws other than those of the Philippines and whose laws allow Filipino citizens and corporations to do business in its own country or state.

- **Non Stock, Non-Profit Corporation** (LO=5) refers to a business corporation which does not issue stock to its members and are created not to profit but for the public good and welfare. Of this character are most of the religious, social, charitable, educational, literary, scientific, civic and political organizations and societies.
- **Cooperative** (LO=6) refers to an organization composed primarily of small producers and/or consumers who voluntarily join together to form a business establishment which they themselves own, control and patronize.
- **Others** (LO=7) refers to an organization not classified in any of the above classification. It includes private associations, foundations, Non-Governmental Organizations, or other forms of legal organizations.

#### 2.1.4 Geographic Classification

Establishments are also classified by geographic area using the Philippine Standard Geographic Code (PSGC). PSGC is the 9-digit code used to denote the geographic location of the establishment. The first and second digits refer to the region, the third and fourth digits to the province, the sixth digits to the city/municipality and the last three digits to the barangay.

The geographic code used in the 2018 LTS is in accordance with the PSGC as of December 31, 2017.

#### 2.1.5 Employment Size of Establishment

The size of the establishment is determined by its total employment as of specific date. The following are the employment size classification with the corresponding codes:

TE Code	Total Employment	TE Code	Total Employment
0	1 - 4	5	100 - 199
1	5 - 9	6	200 - 499
2	10 - 19	7	500 - 999
3	20 - 49	8	1000 - 1999
4	50 - 99	9	2000 & over

## Section III

### SAMPLING METHODOLOGY

#### 3.1 The Frame

The establishment sampling frame for the 2018 Labor Turnover Survey was extracted from the preliminary 2017 List of Establishments (LE) as of 19 January 2018.

This list was a product of the 2017 Updating of List of Establishments (ULE). The updating involved complete enumeration of establishments in the barangays where “no matched” establishments (establishments listed in other sources but not in the LE) from prioritized secondary sources are located, barangays with new malls, barangays having establishments with total employment of 100 and over, barangays with the highest number of establishments from the typhoon Yolanda affected cities/municipalities and barangays and barangays with the highest number of establishments for some provinces. Also covered using mail inquiry, were other “no matched” establishments including those located in distant barangays.

Other sources of updates are the survey feedbacks from the 2016 Annual Survey of Philippine Business and Industry (ASPBI) and 2015/2016 Integrated Survey on Labor and Employment (ISLE).

A total of 37,166 establishments with employment size of at least 20 workers extracted from the 2017 List of Establishments in the country comprised the 2018 LTS 2018 sampling frame.

#### 3.2 Scope and Coverage

The LTS 2018 is a nationwide survey covering establishments with 20 or more workers as listed by the Philippine Statistics Authority. The survey covers 18 major industries classified according to the amended 2009 Philippine Standard Industrial Classification (PSIC).

Table 1. Scope and Coverage of the 2018 Labor Turnover Survey

2009 PSIC Major Division		SCOPE	COVERAGE
<b>A</b>	Agriculture, Forestry, and Fishing	All economic activities	All establishments (EO = 1 to 4)
<b>B</b>	Mining and Quarrying	All economic activities	All establishments (EO =1 to 4)
<b>C</b>	Manufacturing	All economic activities	All establishments (EO = 1 to 4)
<b>D</b>	Electricity, Gas, Steam,	All economic activities	All establishments

Table 1. Scope and Coverage of the 2018 Labor Turnover Survey (cont.)

2009 PSIC Major Division		SCOPE	COVERAGE
	and Air Conditioning Supply		(EO = 1 to 4)
<b>E</b>	Water Supply; Sewerage, Waste Management and Remediation Activities	All economic activities	All establishments (EO = 1 to 4)
<b>F</b>	Construction	All economic activities	All establishments (EO = 1, 3 and 4)
<b>G</b>	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	All economic activities, except retail sale via stalls and markets (G478)	All establishments (EO = 1 to 4), except Sari-sari stores (G47113) with no regularly paid employee (PE=0);
<b>H</b>	Transportation and Storage	All economic activities, except tricycle, calesas, pedicabs operation (H49322)	All establishments (EO = 1, 3 and 4)
<b>I</b>	Accommodation and Food Service Activities	All economic activities	All establishments (EO = 1 to 4)
<b>J</b>	Information and Communication	All economic activities	All establishments (EO = 1 to 4)
<b>K</b>	Financial and Insurance Activities	All economic activities, including activities of holding companies except central banking (K64110)	All establishments (EO = 1 to 4)
<b>L</b>	Real Estate Activities	All economic activities	All establishments (EO = 1, 3 and 4)
<b>M</b>	Professional, Scientific and Technical Activities	All economic activities,	All establishments (EO = 1, 2 and 3)
<b>N</b>	Administrative and Support Service Activities	All economic activities	All establishments; EO = 1, 3 and 4 for industries: <ul style="list-style-type: none"> <li>• Security and investigation activities (N80)</li> <li>• Travel agency and tour operator activities (N791)</li> </ul>

Table 1. Scope and Coverage of the 2018 Labor Turnover Survey (conc.)

2009 PSIC Major Division		SCOPE	COVERAGE
			<ul style="list-style-type: none"> <li>Other reservation service and related activities (N799)</li> </ul> EO = 1 to 4 for the rest of the section
<b>P</b>	Education	All economic activities, except public education services	All establishments (EO 1, 2 & 3)
<b>Q</b>	Human Health and Social Work Activities	All economic activities, except public medical (Q8611), dental and other health services (Q8621)	All establishments (EO 1, 2 & 3)
<b>R</b>	Arts, Entertainment, and Recreation	All economic activities	All establishments (EO 1 to 4)
<b>S</b>	Other Service Activities	All economic activities, except activities of membership organizations (S94)	All establishments (EO 1, 2 & 3)

The following major divisions of the 2009 PSIC are excluded from the scope of this survey:

2009 PSIC Major Division	Description
<b>O</b>	Public Administration and Defense; Compulsory Social Security
<b>T</b>	Activities of Households as Employers of Domestic Personnel; Undifferentiated Goods-and-Services-Producing Activities of Households for Own Use
<b>U</b>	Activities of Extra-Territorial Organizations and Bodies

### 3.3 Sampling Design

The establishment is the unit of enumeration. The 37,166 establishments included in the frame were stratified based on the eighteen (18) major industry groups as domains.

The initial sample size for each domain was obtained by taking into account the computed highest coefficient of variation ( $CV_H$ ) for each domain among

indicators from the pilot data in Region III and a target coefficient of variation ( $CV_T$ ) of 3%. The number of establishments per domain was initially computed using the following formula:

$$n_o = [(CV_H / 100) * r] / (CV_T / 100)$$

where  $n_o$  - initial sample size  
 $CV_H$  - highest coefficient of variation  
 $r$  - number of responding from the pilot data  
 $CV_T$  - target coefficient of variation

The estimated number of establishments per domain was further adjusted for expected 10% non-response to arrive at the final sample size of 5,469 establishments.

To distribute the computed samples by region, the total sample establishments for each domain was proportionally allocated to 17 Regions using the proportion of population units by region ( $N_r$ ) to the total population ( $N_{TE}$ ) in the sampling frame.

$$n_{ri} = (N_r / N_{TE}) * n_{oi}$$

where  $n_{ri}$  - number of establishment in the  $r^{th}$  region in the  $i^{th}$  industry  
 $N_r$  - total number of establishment in the  $r^{th}$  region  
 $N_{TE}$  - total number of establishment in the sampling frame  
 $n_{oi}$  - number of samples in the  $i^{th}$  industry

The sample establishments in each domain and region were drawn through simple random sampling.

**Sample size:** A total of 5,469 establishments were selected for LTS 2018 nationwide.

### 3.4 Estimation Procedure

Estimates are obtained by simple expansion, i.e., by multiplying the sample values at the industry level by the corresponding blowing-up factor (BUF) which is the ratio of the estimated population of establishments to the number of responding establishments. These estimates are then aggregated to the desired totals. This weighing procedure takes non-response into account.

#### Accession

$$\begin{aligned} A &= \sum_i \sum_j \sum_k \sum_l A_{ijkl} \\ &= \sum_i \sum_j \sum_k \sum_l AE_{ijkl} + \sum_i \sum_j \sum_k \sum_l AP_{ijkl} \end{aligned}$$

where,  $A$  = total accession  
 $AE_{ijkl}$  = total number of accession due to expansion of the  $l^{th}$  establishment during the  $k^{th}$  month covered by the survey with employment size  $j$  in major industry  $i$   
 $AP_{ijkl}$  = total number of accession due to replacement of the  $l^{th}$  establishment during the  $k^{th}$  month covered by the survey with employment size  $j$  in major industry  $i$

### **Separation**

$$S = \sum_i \sum_j \sum_k \sum_l S_{ijkl}$$

$$= \sum_i \sum_j \sum_k \sum_l SE_{ijkl} + \sum_i \sum_j \sum_k \sum_l SR_{ijkl}$$

where,  $S$  = total separation  
 $SE_{ijkl}$  = total number of employee-initiated separation of the  $l^{th}$  establishment during the  $k^{th}$  month covered by the survey with employment size  $j$  in major industry  $i$   
 $SR_{ijkl}$  = total employer-initiated separation of the  $l^{th}$  establishment during the  $k^{th}$  month covered by the survey with employment size  $j$  in major industry  $i$

### **Accession Rate**

$$AR = \frac{A}{E} \times 100$$

Where,  $AR$  = accession rate  
 $A$  = total accession  
 $E$  = total employment

### **Separation Rate**

$$SR = \frac{S}{E} \times 100$$

Where,  $SR$  = separation rate  
 $S$  = total separation  
 $E$  = total employment

### **Labor Turnover Rate**

$$LTR = AR - SR$$

Where,  $AR$  = accession rate  
 $SR$  = separation rate



### 3.5 Frequency and Reference Period

Starting the first quarter of 2018, the LTS will be conducted nationwide. Below is the timetable of activities for the 2018 quarterly collection of labor turnover data.

Reference Period	Collection Period	Target Release of the Results
1 <sup>st</sup> Qtr. 2018	May-June	July 2018
2 <sup>nd</sup> Qtr. 2018	Aug-Sept	October 2018
3 <sup>rd</sup> Qtr. 2018	Nov-Dec	January 2019
4 <sup>th</sup> Qtr. 2018	Feb-Mar 2019	April 2019

## Section IV

# THE QUESTIONNAIRE AND EDITING INSTRUCTIONS

### 4.1 Front Cover Page

#### 4.1.1 PSA Approval Number and Expiry Date

The approval number PSA-1824 and the expiry date of 31 May 2019 can be seen at the upper right hand corner of the cover page of the questionnaire.

#### 4.1.2 Survey Title and Reference Period

The survey title “2018 Labor Turnover Survey” is located in the upper center of the questionnaire as well as the reference period below next to the survey title.

#### 4.1.3 Address Label

This contains the establishment’s name, address, Establishment Control Number (ECN), PSGC or geographic code, PSIC or industry code, average total employment (ATE) code.

All questionnaires have been pre-addressed at the PSA-Central Office. The address label is found on the upper portion of the cover page of the questionnaire. A sample is shown below:

THE OWNER/MANAGER LA TONDEÑA DISTILLER INC 348 J NEPUMUCENO ST QUIAPO, MANILA METRO MANILA				Name of Establishment Address 1: Floor/ Bldg # Street Address 2: Bgy City or Municipality Address 3: Zip Code Province
390200979609G7	133902005	D15529	3	
<b>ECN</b>	<b>PSGC</b>	<b>PSIC CODE</b>	<b>ATE</b>	

#### Establishment Control Number (ECN)

The first set of numbers under the name/address is the establishment control number. This is a **unique and fixed** number assigned to each establishment by the PSA for reference purposes.

## Philippine Standard Geographic Code (PSGC)

The PSGC or GEO Code is the 9-digit code to denote the geographical location of the establishment. The first and second digits refer to the region, the third and fourth digits to the province, the fifth and sixth digits to the city/municipality and the last three digits to the barangay. The reference year of the PSGC code used is December 31, 2017.

## Philippine Standard Industrial Classification (PSIC) Code

The PSIC Code is the 6-alpha numeric code to denote the industrial classification of the establishment. The 2009 PSIC is used. The alpha character refers to the major industry group while the numeric characters refer to the specific industry group.

## Average Total Employment (ATE) Code

The ATE Code is the 1-digit code to denote the employment size or number of workers in the establishment. The code equivalents are as follows:

ATE Code	Employment Size	ATE Code	Employment Size
3	20-49	7	500-999
4	50-99	8	1000-1999
5	100-199	9	2000 and over
6	200-499		

### 4.1.4 Introductory Letter of the Survey

The short letter signed by the National Statistician introduces the LTS, its objectives and uses of the data generated from the survey. Also mentioned in the letter is the legal basis and the confidentiality of information as provided in RA 10625.

### 4.1.5 Instructions on Submission of Accomplished Questionnaire.

=====

Please accomplish this form within five (5) working days after receipt thereof. Our field interviewer assigned in your establishment may pick up the accomplished form after the said period or you may send it via

Telefax: \_\_\_\_\_

or Email: \_\_\_\_\_

=====

## 4.2 Page 1

### 4.2.1 ECN (write legibly the ECN printed in the address label)

**Specific Instruction/s:**

- ✓ Copy the ECN provided in the address label for reference purposes.

### 4.2.2 Status of establishment

**Specific Instruction/s:**

- ✓ Identify the status of the establishments as to its operations. However, the status of establishments which are currently “in operations” at the time of enumeration will depend on its submission of accomplished questionnaire

**Status Codes**

The final status code in each questionnaire should be **consistent** with that in the supervisor and SR’s List of Sample Establishments. For this survey, only the following codes are **acceptable**:

Code	Description	Instruction
RET	Retrieved for processing after distribution	All information provided by the establishment at the <b>first instance passed</b> field editing by the SR. He/she then submits the questionnaire to the supervisor for review. If confirmed, the status is maintained.
RFV	Returned for verification	The accomplished questionnaire when reviewed by the supervisor was found with <b>incomplete/inconsistent entries</b> . The supervisor returns it to the SR for verification.
REF	Refusal	The establishment refuses to cooperate to the survey despite repeated persuasions and <b>three (3) callbacks/follow-ups</b> .
STR	On strike	The establishment is on strike and <b>no</b> one could accomplish the questionnaire.
TCL	Temporarily closed	The establishment is <b>not in operation</b> at the time of the field operations due to inventory, calamity/disaster, and repair/maintenance of equipment and the like.
CBL	Cannot be located	The establishment is <b>neither</b> in the given address nor anywhere else in the area/s covered by the SR, or the previously existing establishment in the given address has moved to an <b>unknown</b> location. All possible sources of information (e.g., knowledgeable persons in the area, phone directory) should first be exhausted before an establishment is coded as CBL.
PCL	Permanently closed	The establishment has <b>permanently</b> ceased operations at the time of enumeration.

Code	Description	Instruction
OTH	Others	Any condition not classifiable in any of the above status (e.g. industry of the establishment is outside the coverage of the survey). Discontinue data collection.

**Specific Instruction/s:**

- ✓ Indicate the status of the establishment on the space provided for the “Status” using the code listed above.
- ✓ If the report of the establishment is consolidated. Indicate in the “Remarks/Comments/Suggestion” box the names of establishment under the consolidated report. Use additional sheet if necessary.

### 4.2.3 Remarks

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

**Remarks** \_\_\_\_\_

**Specific Instruction/s:**

- ✓ If the status of the establishment is either **STR** or **TCL** indicate in the “Remarks” portion the reason and the possible resumption of operations. If the establishment is found to be permanently closed (**PCL**), indicate the date when the establishment ceased operations (**if possible**).
- ✓ For **OTH** status, write in the “Remarks” portion the reason for OTH. e.g., not operational and out of scope.

### 4.2.4 Changes in the address label

<b>Changes in the address label should be written below:</b>											
Name of Establishment :	_____										
Address:	_____										
_____ PSGC:	<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

**Specific Instruction/s:**

- ✓ Any **change/s in the address label** indicated in the front cover page should be written in the box provided in the first page of the questionnaire. Possible changes include: business name, address and corresponding PSGC.
- ✓ If none, leave it blank.

#### 4.2.5 Main Economic Activity

***Specific Instruction/s:***

- ✓ Do not leave this item blank.
- ✓ Entry/ies should clearly describe the economic activity which contributes the biggest or major portion of the gross income/revenues of the sample establishment, e.g. manufacturing, wholesale and retail, fishing.

#### 4.2.6 Major Product Goods or Services

***Specific Instruction/s:***

- ✓ For **major products/goods or services**, entry should refer to the specific products/goods produced or services provided by the establishment. In case the firm has more than one product/good or service, the industry classification should be based on the product/good or service that generates the highest income/revenues.

#### 4.2.7 PSIC

***Specific Instruction/s:***

- ✓ Any changes in the PSIC code should be written on the space provided.

Main Economic Activity:	_____							
Major Products/Goods or Services:	_____							
PSIC :	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							

#### 4.2.8 Item of Inquiry

##### **Item I. EMPLOYMENT**

**Definition: Total employment** - refers to the number of persons who worked or received pay from the establishment during the reference period. This includes the following:

- a. **Working Owners** – owners who are actively engaged in the management of the establishment but do not receive regular pay;
- b. **Unpaid Workers** – refer to persons without pay who work for at least 1/3 of the working time normal to the establishment; and
- c. **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 establishment.

Excluded are workers hired through agencies/contractors.

***Specific Instruction/s:***

- ✓ Do not leave this item blank.
- ✓ Entries here are **the total employment as of the last working day of each month** of the reference quarter.

**Item II. LABOR TURNOVER**

**Definition: Labor Turnover** – refers to the changes in the employment of an establishment resulting from accessions and separations.

**A. Total Accessions (New hires)**

**Definition: 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.

***Specific Instruction/s:***

- ✓ If there are entries, these should be the sum of corresponding entries in **Item II.A.1** (Expansion) and **Item II A.2** (Replacement) for the entire calendar month.

**B. Total Separations**

**Definition: Separations** - refer to terminations of employment due to the quits or terminations initiated by employees and layoffs or terminations initiated by the employers.

***Specific Instruction/s:***

- ✓ If there are entries, the total separations should be the sum of corresponding entries in **Item II.B.1** (Employer-initiated) and **Item II.B.2** (Employee-initiated) for the entire calendar month.
- ✓ If there is/are entry/ies in items **II.B.1** and **II.B.2**, there should be a corresponding reason for the employer-initiated and employee-initiated separations with the following code/s:

- |                                       |                              |
|---------------------------------------|------------------------------|
| 1- Lack of Market                     | 7 - Retirement               |
| 2- Financial Losses                   | 8 – Hired by another company |
| 3- Reorganization/Downsizing          | 9 – To work abroad           |
| 4- Merger/Change in Management        | 10 – Family consideration    |
| 5- Project Completion/End of Contract | 11 - Others, specify _____   |
| 6- Absence without leave (AWOL)       |                              |

- Reasons other than codes 1-10, should be specified on the blank provided under code 11.
- Multiple reasons/entries are acceptable.

## 4.3 Page 2

### 4.3.1 Item of Inquiry

#### ITEM III. Agency-hired Workers

**Definition: Agency-Hired Workers** – refer to workers hired through agencies/ contractors to perform or complete a job, work or service **within** the premises of the establishment as of the last working day of each month. **They are excluded from the total employment of the establishment.**

***Specific Instruction/s:***

- ✓ Entries here are the total agency-hired workers as of the last working day of each month of the reference quarter. There may or may not have entries here.

#### A. Total Accessions (New hires)

***Specific Instruction/s:***

- ✓ If there are entries, these should be the number of the establishment's new workers hired through agencies during each month of the reference quarter.

#### B. Total Separations

***Specific Instruction/s:***

- ✓ If there are entries, these should be the number of agency-hired workers separated from the establishment during each month of the reference quarter.



## ITEM IV. Existing Job Vacancies

**Definition: Existing Job Vacancies** – 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 taken.

***Specific Instruction/s:***

- ✓ There may or may not have entries here. If there are entries, these should be the existing job vacancies at the end of the quarter.
- ✓ Specific occupation titles with corresponding number of vacancies at the end of the quarter should be specified.
- ✓ The supervisor/reviewer will determine occupational codes based on the PSOC.

### 4.3.2 Remarks/Comments/Suggestions

***Specific Instruction/s:***

- ✓ Any remarks that the respondents may provide to explain their entries in the questionnaire and/or comments/suggestions for the improvement of the survey are most welcome and should be written on the space provided for.

## 4.4 Back Cover Page

### 4.4.1 Highlights of Survey Results

The results of the latest LTS conducted are provided as a means of disseminating the information gathered from the survey. It may help the establishments appreciate and encourage to participate in our statistical activities.

### 4.4.2 Contact details for any inquiry

The Provincial Office (PO) should indicate contact information in this portion to help the respondent know where they can ask any queries or assistance they may need in accomplishing the questionnaire.

### 4.4.3 Certification of Respondent

***Specific Instruction/s:***

- ✓ To facilitate verification of dubious entries, the SR should see to it that the required respondent's information is fully provided. The respondent's signature is important as proof

that the information provided by the establishment is official/approved for submission to PSA.

CERTIFICATION OF RESPONDENT	
Name/Signature:	
Position:	
Tel. No/Fax No.:	Mobile No.:
E-mail Address:	

#### 4.4.4 Survey Personnel

##### **Specific Instruction/s:**

- ✓ The SR should affix his/her name, signature and the corresponding date when the questionnaire was collected. The area supervisor as well as the reviewer should likewise affix his/her name, signature and the corresponding date when the questionnaire was edited/reviewed. The dates are particularly important as these would indicate the time it took to interview or review the questionnaire – a measure of survey efficiency.

SURVEY PERSONNEL	
Enumerator:	Date:
Area Supervisor:	Date:
Reviewer:	Date:

##### **Reminders:**

- a. Make sure that all items have been filled out **completely/correctly**. Ask respondents on any doubtful entries.
- b. Any attachments provided by the firm should be stapled to the pertinent questionnaire. The corresponding **Establishment Control Number (ECN)** should be written on the upper right hand corner of each page of the attachment.
- c. Read the **remarks/comments/suggestions** of the respondent as these may provide explanations relevant to the accomplished questionnaire.
- d. Do not erase or obliterate entries by the respondent. Line out neatly the original entry then legibly write close to it the correct/new entry.
- e. Details should **add up** to respective totals. Otherwise, clarify with the firm.

- f. If problems arise, the SR should **consult** his/her area supervisor.
- g. For items without entry, write zero “ **0** ” or dash “ **–** ”.

## Section V

### OPERATIONAL STRATEGY

#### **5.1 Preparatory Activities**

The activities done in this phase include the preparation of timetable of activities, updating of the sampling frame, review of the sampling methodology, sampling design, sample selection, budget preparation, review of the questionnaire design, and preparation of required administrative forms. The training plans and design as well as the documents needed for the Statistical Survey Review and Clearance System (SSRCS) were likewise prepared during this period.

#### **5.2 Development of Data Entry and Processing Program**

The activities involve in this phase are the development of 2018 LTS system for data encoding, validation checks, completeness check and preparation of user's manual. The EDSD provided the variable description, edit specifications, tabulation formats and table specifications as inputs to the development of data entry and processing program which is mainly the responsibility of the Systems Development Division (SDD) of the Information Technology and Dissemination Service (ITDS).

#### **5.3. Trainings**

The conduct of training on data collection, field editing and machine processing aims to ensure that statistical and survey standards are observed. Three levels of training will be conducted prior to the start of the field enumeration.

##### **Task Force Training (TFT)**

This is a four-day training to be conducted on 23 to 26 April 2018 in Metro Manila. Field operation procedures, technical and administrative aspects will be discussed extensively. The participants from the regional offices shall serve as lecturers for the 2<sup>nd</sup> level training. The participants for the Task Force Training are the Supervisors/focal persons from the RSSOs while lecturers/resource persons are selected staff from the EDSD, SDD and SQAD.

##### **Second Level Training**

The Second Level Training shall be conducted in all regional offices (except NCR) for a two-day duration anytime within 03-08 May 2018 with the Regional Supervisor who attended the Task Force Training as trainer. Participants to the training will be the Regional Director, Statistical Operations and Coordination Division (SOCD) Chief, Provincial Statistical Officer (PSO) and

Provincial Supervisor for LTS of provinces with ten or more sample establishments, and technical staff of the RSSO who will be involved in the implementation of the survey.

### **Third Level Training**

At this level, the Provincial Supervisor who attended the Second Level Training will train the hired Statistical Researchers (SRs). This will be conducted for two days within 09-14 May in selected provinces having 10 or more sample establishments (Appendix 2)

## **5.4 Duties and Responsibilities of Field Personnel**

### **5.4.1 Regional Supervisors**

- a. Participate in the task force training on data collection and field editing;
- b. Serve as trainer in the second level training in the Region for provinces with more than 10 samples to be attended by the PSOs and Provincial Supervisors, Regional Director, *S OCD* Chief and other technical staff that may be involved in the survey operation
- c. Provide technical assistance to the region on survey concepts, questionnaire items, and field operation procedures;
- d. Monitor the progress of survey operation in their region;
- e. Oversee/take charge of the distribution/collection of questionnaires in provinces with less than 10 samples in the region;
- f. Conduct training on machine processing for the Encoder;
- g. Receive accomplished questionnaires and monitor submissions by concerned POs;
- h. Forward/endorse to concerned PO questionnaires of establishments for referral to reporting units;
- i. Edit/review the questionnaires prior to encoding;
- j. Call up/contact establishments for questionnaires needing verification;
- k. Oversee the machine processing/encoding of the questionnaires;
- l. Prepare/submit consolidated Regional Status of Implementation of LTS;
- m. Prepare/submit consolidated Narrative Report on field operations to the Central Office (SSSS-EDSD);
- n. Transmit questionnaires to the Central Office, if necessary; and
- o. Ensure the confidentiality of data provided by the establishments.

#### 5.4.2 Provincial Supervisors

- a. Participate in the second level training on data collection and field editing;
- b. Conduct Third Level Training for Statistical Researchers (SRs) and Assistant to the Provincial Supervisors – for provinces with three or more SRs;
- c. Ensure implementation of the survey in the provinces within the allotted time;
- d. Allocate questionnaires to field personnel, receive and control the questionnaires from the field;
- b. Supervise and monitor the distribution and collection of questionnaires in their areas of assignment;
- c. Deliver questionnaires (if necessary) and conduct follow-ups, spot checks and verification;
- d. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to the SRs;
- e. Evaluate the performance of the SRs;
- i. Send to the RSSO within the required period the following questionnaires covered by applicable transmittal forms:
  - (1) all spoilage/retrieved/verified questionnaires;
  - (2) questionnaires for endorsement to head offices/referrals to establishments within their region;
- j. Transmit to Central Office (SSSS-EDSD) questionnaires for endorsement to Head Offices/referrals to establishments located outside their region;
- k. Submit the provincial status of field operations reports and narrative report on the implementation of the survey within prescribed period to respective RSSO for consolidation;
- l. Supervise the work of the Assistant to the Provincial Supervisor (JO) for provinces with three or more SRs; and
- m. Ensure the confidentiality of the data provided by the establishments.

#### 5.4.3 Statistical Researchers

- a. Participate in the third level training on data collection and field editing;
- b. Deliver the questionnaires, explain the items of inquiries to the contact persons in the firms, and collect and edit accomplished questionnaires within the allotted time;
- c. Submit the undelivered and properly accomplished/edited questionnaires to their supervisors;
- d. Verify data in questionnaires returned by supervisors; and
- e. Ensure the confidentiality of the data provided by the establishments.

### 5.5 Survey Respondents

The respondents to the survey are the HRD/personnel managers or any employees designated by the firms to answer government surveys.

## 5.6 Materials of Field Personnel

Survey Materials	SR	Provincial Supervisor/ Assistant
PSA identification card	✓	✓
Letter of Introduction	✓	
Field Operations Manual	✓	✓
List of Sample Establishments	✓	✓
Assigned pre-addressed questionnaires	✓	
Extra questionnaires	✓	
Acknowledgement Receipt forms	✓	
Appointment Slip forms	✓	
Ballpen (blue or black)	✓	✓

## 5.7 Receipt and Acknowledgement of Materials from the CO by the RSSOs/POs

The CO-EDSD will be sending survey materials to the Regional and Provincial Offices before the start of field operations. These materials include the pre-addressed questionnaires for the survey round and the updated List of Sample Establishments.

Upon receipt, the RSSOs/POs should immediately check the contents of the packages against the General Transmittal Form – LTS Form 1 (Appendix 4). Any discrepancy should be noted in the “Remarks” portion of the said form. They should acknowledge receipt by sending an electronic copy of this transmittal form with corresponding remarks, if any, to [edsd.staff@psa.gov.ph](mailto:edsd.staff@psa.gov.ph) or [edsd.staff@gmail.com](mailto:edsd.staff@gmail.com).

## 5.8 Distribution/Delivery of Questionnaires

- a. Tips to the Statistical Researchers (SRs)
  - **Sort** the assigned sample establishments by street/area;
  - **Bring** the necessary survey materials when on fieldwork;
  - **Manage** your time. Prepare an itinerary of travel for delivery and collection.
  - Be **courteous** at all times. Establish rapport with the respondent and win his/her cooperation.
- b. Each SR should have a letter of introduction (Appendix 3) signed by the Provincial Statistical Officer (PSO) or authorized PSA Official to be presented to the sample establishment. Upon reaching the establishment, the SR introduces himself/herself to the receptionist or to any person who can refer

him/her to the HRD/personnel manager or the designated employee responsible for answering government surveys. He/She re-introduces himself/herself to the contact person. The SR is advised to establish rapport with the contact person to win his/her cooperation to the survey. It is important that the SR is familiar with the objectives of the survey.

**Below is a practice interview.** The SR is not expected to quote the following word-for-word.

*“Good morning/afternoon, Ms./Mr. \_\_\_\_\_. I am \_\_\_\_\_, an interviewer of the Philippine Statistics Authority (show letter of introduction). I am here for the Labor Turnover Survey being conducted nationwide by the PSA starting this year. The inquiries are in response to the demand of various users for information on employment, labor turnover and existing job vacancies. For your particular needs, you may find that these statistics are useful in your business planning and operations.*

*We know that accomplishing the survey form/s will take some of your valuable time. Nevertheless, your cooperation is important to come up with reliable statistics in support of government programs and policies on labor and employment.*

*We assure that any data from you will be held in confidence and will be used for statistical purposes only. Your establishment data shall be integrated with others of the same category and shall be released only in summary form or statistical tables.”*

- c. The delivery of questionnaires should be completed within the **prescribed period**. The questionnaire should be delivered to a **knowledgeable person** in the establishment to ensure that the questionnaire is officially received and the items of inquiry are **clearly explained**. This is to **minimize errors** in data reporting by the contact person and in callbacks by the SR. If the SR is requested to leave the questionnaire with the security guard or receptionist, the SR should ask for the name and telephone number of the person whom he/she shall follow-up regarding the questionnaire.
- d. After explaining the items of inquiries, the SR and the contact person should agree on a “pick-up date” for the accomplished questionnaire preferably within **5 working days from delivery**.
- e. If the respondent or contact person is not available for interview, leave an accomplished **Appointment Slip** – LTS Form 3 (Appendix 6) for the agreed schedule of next visit.
- f. The SR should **leave** his/her name, office address and telephone number/s to facilitate coordination in case the respondent still has some queries. He/she shall also provide the fax numbers and email addresses of the PSA in case the respondent prefers to communicate through these means.
- g. The SR should request the contact person/personnel who received the questionnaire to fill-out the **Acknowledgement Receipt Form** – LTS Form 2



(Appendix 5) and inform him/her of the date when the questionnaire will be collected. On the average, an SR should deliver **five (5) questionnaires per day**.

- h. If the firm is no longer in the given address as it has **transferred** to another **known** location, do not change the address in the address label. Write the changes in address label on the space allocated on page 1 of the questionnaire.
- i. A report by the SR that an establishment cannot accomplish the questionnaire due to refusal (REF), strike (STR), closure (TCL or PCL), or non-location (CBL) should be **verified** by the supervisor.
- j. If the sample establishment is no longer in the given address, the questionnaire should **not** be given to the establishment found in its place even if this establishment has the same economic activity and employment size.
- k. **Treatment for Special Cases**

#### **k.1 Referrals**

Referral occurs when the questionnaire has to be referred by the sample establishment to another unit for proper accomplishment.

The following are the instructions for cases of Referrals:

1. Ascertain cases of referrals within 5 calendar days after distribution of questionnaire.
2. Ask for a certification duly signed by the respondent from the establishment to include information on the name and address, including telephone number and email address of the new contact person in the “Remarks/Comments/Suggestions” portion in page 2 of the questionnaire. Transmit the questionnaire/s for endorsement/referral five working days after start of distribution together with Transmittal of Questionnaire for Endorsement to Reporting Unit/Establishments that Transferred Outside the Province – LTS Form 4 (Appendix 7).
  - a) For referrals to any province within the region, the PO shall transmit the questionnaire directly to the RSSO together with LTS Form 4 copy furnished the Central Office through email address [edsd.staff@psa.gov.ph](mailto:edsd.staff@psa.gov.ph). The Regional Supervisor in turn shall transmit the questionnaire to the concerned province together with a copy of the filled-out LTS Form 4 from the originating province.
  - b) For referrals outside the region, the PO shall transmit the questionnaire directly to CO-EDSD together with LTS Form 4 copy furnished respective RSSO of the transmitting province. EDSD shall then forward the questionnaires to the concerned province, together with copy of transmittal form, likewise, copy furnished the RSSO/RS of the receiving province. Accomplished/edited questionnaires should be transmitted back to CO-EDSD for data encoding.

- c) POs should reflect these cases of referrals in the List of Establishments for monitoring purposes.

## **k.2 Refusals**

For respondents who refuse to submit timely and accurate information or requesting for exemption in answering the questionnaire:

- 1) The SR should exert all efforts to persuade the establishment to answer and submit the questionnaire by explaining the objectives of the survey and the importance of their response to the survey.
- 2) If all efforts fail, inform the supervisor/PSO for appropriate action;
- 3) Implement the Census Compliance Project (CCP) procedures as a last resort.

The CCP shall require all uncooperative respondents to accomplish the questionnaire pursuant to RA 10625, Section 25 - *Obligation to Provide Information*; Section 26 - *Confidentiality of Information*; and Section 27 - *Penalties*.

## **5.9 Collection and Field Editing of Questionnaires**

- a. The period for collection/retrieval should be **within the prescribed schedule** so that the timetable for processing and data dissemination will be met.
- b. **Phone calls and personal follow-ups** should be made to ensure that the questionnaire is being accomplished or is ready for pick-up on the due date.
- c. In case the contact person has misplaced the questionnaire, the SR should provide him/her a properly addressed new one. Soft copy of the questionnaire will also be provided to Regional/Provincial Supervisors just in case there is a need to print additional copies or to provide soft copies to respondents.
- d. Upon pick-up of the accomplished questionnaire, the SR should **check the entries for completeness and consistency** in accordance with the field editing guidelines. He/she should do this before he/she leaves the firm's premises to avoid callbacks or return visits. The SR should go back to the contact person for further verification should an accomplished questionnaire fail to pass the review of the supervisor. Remember that only a **correctly accomplished/edited questionnaire shall be accepted**.
- e. On the average, an enumerator should collect **3 questionnaires per day**. A properly accomplished/edited questionnaire that is duly signed by the contact

person in the firm will serve as **proof of collection**. However, the supervisor should make random spot checks on the **authenticity** of the submissions.

### **5.10 Receipt and Control of Questionnaires at the PO**

- a. The Supervisor/LTS focal person and SRs should set schedule of submission of collected and field-edited questionnaires together with the Acknowledgement Receipts to the PO.
- b. Receipt and control of accomplished questionnaires at the PO is the responsibility of the provincial staff or the LTS Provincial Supervisor.
- c. The POs are provided with the List of Sample Establishments (Appendix 2) in their respective areas to monitor the status of distribution and the collection of the accomplished LTS questionnaires.
- d. To facilitate the reporting and tracking of the status of the sample establishments, a Status of Field Operations of LTS Form (Appendix 8) should be submitted by the POs to the RSSO/Regional Supervisor three weeks after the start of distribution and every two weeks thereafter until field operations is completed. The RS in turn will prepare the consolidated report for the region and submit to CO-EDSD by uploading the report in the Drawer provided for in the LTS Data Entry system.

### **5.11 Manual Editing and Transmittal of Questionnaires to RSSO for Encoding**

- a. All field edited questionnaires should be manually edited by the Supervisor/focal person following the editing instructions in section 4.2. Manual editing involves completeness and consistency checks. Any missing data or inconsistencies of entries should be verified from the establishment by the SRs.
- b. Transmit ALL questionnaires including those questionnaires with status other than RET (CBL, OST, PCL, TCL, OSE, OTH) using the transmittal form to RSSO for machine processing.
- c. If the status of a questionnaire is RFV (retrieved for verification), transmit the questionnaire to the RSSO once it is validated and verified before the end of the enumeration period in which case its status becomes RET. If the questionnaire is still not verified by the end of the enumeration period, send the questionnaire to the RSSO with a status of RFV for encoding but retain a copy of the questionnaire at the PO for reference in succeeding survey rounds.

## 5.12 Machine Processing

With the initial nationwide coverage of the 2018 1<sup>st</sup> Quarter Labor Turnover Survey, the **LTS data entry will be decentralized**. RSSO will use the newly developed CSPro Data Entry Program to encode and validate the data from the accomplished LTS questionnaires.

Machine processing includes data encoding, data validation, encoding of updates, and generation of completeness check. The RS will be provided a Data Processing Manual for the detailed procedure on machine processing for the LTS.

### Regional Statistical Service Offices

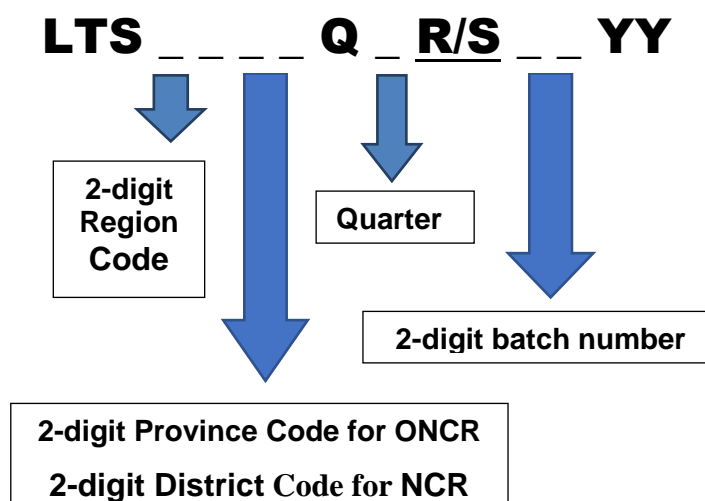
#### a. Batch Labeling of Questionnaires

Upon receipt of questionnaires at the RSSO, the questionnaires should be batched by province and segregated as to retrieved (R) and spoilage (S) questionnaires (CBL, OST, PCL, TCL, OSE, OTH).

Arrange both retrieved and spoilage questionnaires alphabetically by establishment name and batch by at most 20 questionnaires per batch. Place a label on each batch:

2018 Labor Turnover Survey		
Batch Number:		
Province:		
Number of Questionnaires:		
	Date	Person Responsible
Batched		
Status/Data Encoded		

Format for the batch numbers should be:



Where: Q is the reference quarter or the LTS survey round, ex. Q1 for first quarter LTS  
R is for Retrieved (good questionnaires)  
S is for Spoilage (for CBL, OST, PCL, TCL, OSE, OTH)  
YY is for the year of the survey round, e.g. 18 for 2018

**Filename to be used in the LTS data entry would be the same as the batch ID.**

- b. Data encoding of edited questionnaires shall be done by the designated staff/hired encoder/s at the RSSOs. Verification of any inconsistencies in the questionnaire shall be done by the focal person of RSSO through e-mail or phone call to the establishment.
- c. Data files should be submitted to the Central Office one (1) week after the end of data entry done by RSSO.
- d. RSSOs will be given access to the "DRAWER" attached to the LTS Processing System which facilitates downloading and uploading of data files and other reports. Submission of the generated data files, status of field operations, and narrative report will be done through uploading on the DRAWER.

Refer to Data Processing Manual for the CSPro Data Entry/Validation instructions.

For the NCR, machine processing will be done at CO-EDSD.

### **5.13 Receipt and Control at CO-EDSD**

Data files should be submitted by the RSSO/RS to EDSD **not later than one (1) week** after the end of data encoding/machine processing.

- a. EDSD will receive the data files sent by RSSOs by downloading these files from the drawer.
- b. For establishments located in the NCR, verification of data files on completeness and consistency of entries shall be done at EDSD through sending queries via e-mail or phone call to the establishment. In cases where inconsistencies or unanswered questions cannot be resolved for the establishments located outside NCR through these facilities, EDSD shall request the RSSO to transmit the questionnaire to the CO and shall do the verification.
- c. RSSO/PO will be informed accordingly by the EDSD on any updates or corrections made with the data files as the updated data files shall also be sent to the RSSO/PO through uploading to the DRAWER.

## 5.14 Feedback to the RSSOs/POs

The EDSD shall periodically send feedback to the FOs which includes the status report that shows the response rate by type of status (number of good retrieved and unaccounted questionnaires) by province.

## 5.15 Preparation and Submission of Administrative Reports

### a. Status of Field Operations

In order to monitor closely the distribution and collection of LTS questionnaires, the POs should submit to the RSSO/Regional Supervisor the Status of Field Operations report, on the third week after the start of distribution period and every two weeks thereafter until the field operations is completed. Refer to the Data Processing Manual for the instructions on the submission of reports.

### b. Narrative Report

The narrative report should highlight the important aspects of the LTS operations. It should also include recommendations and suggestions to improve the LTS operations for consideration during the planning of the next survey round.

The Provincial Statistics Officers are required to submit narrative report to the RSSO/Regional Supervisor **five (5) days after the survey period**. The RSSO/Regional Supervisor shall consolidate all the reports and upload the consolidated report to the Drawer ten (10) days after the survey period. Refer to the Data Processing Manual for instructions on the submission of reports.

### c. Documentation

Documentation of the year round operation of the LTS shall be prepared by the EDSD based on the status reports (progress reports) and narrative reports submitted by the provinces. This documentation will serve as reference and guide for future operations.

## 5.16 Generation and Dissemination of Report

### a. Generation of Statistical Tables

The generation of statistical tables by major industry group at the national level shall be done by SSSS-EDSD and will be released four (4) months after the reference quarter.

**b. Dissemination of Results**

Survey results will be disseminated through Press Release and Infographics which are simultaneously released with the statistical tables. A monograph (LABSTAT Updates) will also be prepared and posted on the PSA website.

## DEFINITION OF TERMS

1. **Main economic activity** - 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.
2. **Major products/goods or services** – refer to the specific products/goods produced or services provided 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.
3. **Total employment** - refers to the number of persons who worked or received pay from the establishment during the reference period. This includes the following:
  - d. **Working Owners** – refer to owners who are actively engaged in the management of the establishment but do not receive regular pay;
  - e. **Unpaid Workers** – refer to persons without pay who work for at least 1/3 of the working time normal to the establishment; and
  - f. **Paid Officials and Workers** - 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 establishment.

Excluded are workers hired through agencies/contractors.
4. **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.
5. **Separations** - refer to terminations of employment due to the following:
  - a) quits or terminations initiated by employees; and
  - b) layoffs or terminations initiated by 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)
6. **Agency-Hired Workers** – refer to workers hired through agencies/contractors to perform or complete a job, work or service **within** the premises of the establishment. They are **excluded** from the total employment of the establishment.
7. **Existing Job Vacancies** – 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 taken.