

# **LABOR TURNOVER SURVEY OFFICE EDITING AND DATA VALIDATION GUIDELINES 2016**

## **OBJECTIVES**

These guidelines are prepared to facilitate office editing/review of questionnaires retrieved from the field and validation of data entry.

The scope of the Guidelines is from receipt of questionnaires from the field up to re-validation of encoded survey data. Annex A lists the major activities and corresponding parameters and quarterly standards of quantity, accuracy and timeliness. The control points are being put in place in order to improve reliability and timeliness of survey data.

## **A. SUPERVISOR'S GUIDELINES**

### **1. Completeness check**

- a) Check for completeness of address up to the barangay level.
- b) Any change in the name and address of the enterprise should be written completely in the appropriate spaces on the second page and not in the address label. Enterprise name should refer to its trade/patented name.
- c) Make sure that the status code found on the cover page, upper right hand portion of the questionnaire is indicated (RET, REF, PCL, TCL, CBL, OSE). PCL, TCL, CBL, DUP and OTH status should be replaced outright. These should not be reported as spoilage unless knowledge of the status is towards the end of the data collection period and replacement is no longer possible.
- d) The LTS Identification Number (LTSID), which is the last set of numbers under the name/address of the enterprise, should be reflected in the second page of the questionnaire (upper left hand portion).
- e) Ensure that the TIN of the enterprise is reflected on the second page right before the Item of Information.

### **2. Certification**

- a) Check if all required information about the respondent/contact person in the enterprise are complete and legibly written.

### **3. Survey Personnel**

- a) Make sure that the enumerator has affixed his/her name and date when the questionnaire was retrieved or was found to be spoilage.

If RET questionnaires have been edited/passed the completeness check, Supervisor should affix his/her name and date in the space provided before turning over questionnaires to the Encoder.

#### 4. Attachments

Any attachment by the enterprise should be stapled on the pertinent page of the questionnaire. The corresponding LTSID should be written on the upper right corner of each page of the attachment.

#### 5. Batch labeling

- a) The Survey Supervisor should batch the RET questionnaires in ascending LTSID. Each Supervisor should be assigned a permanent code. Example: Two supervisors (Delia and Mark) will be assigned numbers **1** and **2**, respectively.
- b) Each batch of questionnaires should be fastened and labeled in the following format.

<b>Survey Title: LABOR TURNOVER SURVEY</b>		
<b>Reference Period:</b> _____		
<b>Region:</b> _____		
Batch No.: NCRx . Rn	No. of Questionnaires:	LTSID No.:
Edited by:	Date:	
Status recorded by:	Date:	
Encoded by:	Date:	
Validated by:	Date:	
Re-encoded by:	Date:	
Re-validated by:	Date:	

The Batch Number follows the format:

Area	Format
NCR	NCRx . Rn

Where:

x - Supervisor code

R - Retrieved

n - sequence number from 1 to n

- c) Personnel involved should affix his/her name on batch label for activities done.
- d) Store batched questionnaires in designated area.

## B. DATA EDITING GUIDELINES

1. Use **red** ballpoint in editing the questionnaire.
2. If the reported employment is **less than 16**, the Supervisor verifies with the Contact Person in the enterprise. If found to be correct and this occurs during the 1<sup>st</sup> Quarter round of the survey, the sample enterprise should be replaced.

However, if the reported employment is less than 16 in the rest of the survey rounds and said enterprise's employment were 16 or more in previous rounds (for the reference year), indicate "OSE" (Out of Scope in Employment) Status in the first page of the questionnaire and write beside it the current total employment. Employment may still increase in succeeding survey rounds.

3. If during the review, **inconsistent** entries are noted in the questionnaire, inform the concerned Enumerator so he/she could verify with the Contact Person in the enterprise.
4. Entry by the respondent that needs to be revised should not be erased or obliterated. The original entry should be lined out neatly. The correct/new entry should be legibly written close to the lined-out entry.
5. Where details are provided, these should add up to respective totals. **In case of discrepancy, sum of details should prevail over reported total.**
6. Use FM-PSA 13 "Monitoring of Data Processing Activities" to determine the time spent/mandays in the review of questionnaires. This should be submitted to Senior Statistical Specialist for compilation.

## C. ITEM OF INFORMATION

Item of Inquiry	Guidelines
<b>I. EMPLOYMENT</b>  A. Total Employment	<ul style="list-style-type: none"><li>• This refers to the monthly total employed (including working owners not receiving regular pay, unpaid workers and paid officials and workers).</li></ul>
<b>II. LABOR TURNOVER</b>  A. Total Accessions (New Hires)   B. Total Separations	<ul style="list-style-type: none"><li>• Entries must be consistent with the reported increases or decreases of Total Employment (Item I.A)</li><li>• Entries should be the sum of corresponding entries in Item II.A.1 (Expansion) and Item II.A.2 (Replacement) for the entire calendar month.</li><li>• Entries should be the sum of corresponding entries in Item II.B.1</li></ul>

	(Employee-initiated) and Item II.B.2 (Employer-initiated) for the entire calendar month asked for.
<b>III. EXISTING JOB VACANCIES</b>	<ul style="list-style-type: none"> <li>• Accept with or without entries. If there are entries, this should be the existing job vacancies of the last business day of the month asked for.</li> </ul>

#### **D. VALIDATION GUIDELINES**

After batch encoding, a validation proof list shall be generated to check accuracy of data encoding.

1. Use **red** ballpoint in validation.
2. Check accuracy of data encoding by comparing the data values in the validation proof list with the corresponding questionnaire.
3. Should there be corrections, legibly and neatly write these beside the crossed out original data values in the validation proof list.
4. Use FM-PSA 13 (Monitoring of Data Processing Activities) to record data editing/validation activities and initial on batch label.
5. Monitor accuracy of review and encoding using FM-PSA 14 (Monitoring of Accuracy in Data Processing).
6. If problems arise, the Reviewer should consult the Senior Statistical Specialist or Supervising Statistical Specialist.
7. If there are no editing/encoding errors, write in the upper right hand portion of the validation proof list "No error". However, if there are errors, write the number of errors (i.e. 5 editing errors; 5 encoding errors).
8. A validation proof list with minimal error in encoding, i.e. below 5 errors, will be validated by the encoder on screen.

## Annex A

### QUALITY STANDARDS IN PROCESSING: Labor Turnover Survey (LTS) (The standards/specifications are in bold italics)

Activity	Parameter	Reference Document/ Record	Performance Rating			
			Rating	Quantity	Quality	Time
Edit/review questionnaires	Quantity	- FM-PSA 13 - Edited questionnaires	5	150 or more	<b>No error</b>	Two days after receipt of questionnaires
	Accuracy <sup>1</sup>	- FM-PSA 14	4 3 2	125 – 149 <b>100–124</b> 50 – 99	1 – 10% error rate 11 – 25% error rate 26 – 50% error rate More than 50% error rate	
Encode status of questionnaires	Quantity	- FM-PSA 15 - Encoded questionnaires	5	1,000 or more	<b>No error</b>	One day after receipt of batched questionnaires
	Accuracy <sup>2</sup>	- FM-PSA 14 - Assessment on the Implementation of Field Operations of PSA Surveys - FM-PSA 15	4 3 2 1	150 or more <b>125 - 149qn/manday</b> 100 – 124 99 or lower	1 – 10% error rate 11 – 25% error rate 26 – 50% error rate More than 50% error rate	
Encode data	Quantity	- FM-PSA 13 - Edited questionnaires	5	150 or more	<b>No error</b>	NLT last day of the 7 <sup>th</sup> week of the survey operation

<sup>1</sup> To be determined by Validator. While the data value may be outside the acceptable limits, e.g. rejected, Reviewer commits no error if his/her initial or that of Senior Statistical Specialist is found beside the data value in the questionnaire. This means that the data value has been evaluated and accepted as such.

<sup>2</sup> To be determined by Senior Statistical Specialist prior to table generation.

**QUALITY STANDARDS IN PROCESSING: LTS (Cont'd.)**  
(The standards/specifications are in bold italics)

Activity	Parameter	Reference Document/Record	Performance Rating			
			Rating	Quantity	Quality	Time
Encode data (cont'd.)	Accuracy <sup>3</sup>	- FM-PSA 14 - Validation proof list	4 3 2 1	120-149 <b>90 – 119</b> <b>qn/manday</b> 60 – 89 59 or lower	1 – 10% error rate 11 – 25% error rate 26 – 50% error rate More than 50% error rate	NLT last day of the 7 <sup>th</sup> week of the survey operation
Validate encoded data	Quantity	- FM-PSA 13 - Edited questionnaires	5	150 or more	<b>No error</b>	Two days after receipt of validation prooflist
	Accuracy <sup>4</sup>	- FM-PSA 14 - Output tables - Validation proof list - Re-validation proof list (pertinent establishment records) - Edited questionnaires	4 3 2 1	125 – 149 <b>100–124</b> 50 – 99 <b>49 or lower</b>	1 – 10% error rate 11 – 25% error rate 26 – 50% error rate More than 50% error rate	

<sup>3</sup> To be determined by Validator. Encoder commits no error if all data in questionnaires are correctly encoded or re-encoded as needed.

<sup>4</sup> To be determined by Senior Statistical Specialist during output table generation.