



REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS AUTHORITY

**LABOR TURNOVER SURVEY**  
**National Capital Region**  
**4th Quarter 2016**

Status \_\_\_\_\_

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

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

Sir/Madam:

Your firm has been selected to take part in the Labor Turnover Survey (LTS) of large enterprises in the National Capital Region (NCR). Respondents to this survey were drawn from the 2015 List of Enterprises prepared by the Philippine Statistics Authority (PSA). The survey aims to generate quarterly trend statistics on labor turnover as indicator of labor market activity and general business situation of the country. It gathers consolidated information about the enterprise and its branches, if any.

The information gathered in this survey will provide policy makers and other data users a complete picture of labor demand and job turnover and will serve as inputs to decision making and policy formulation.

Results of the survey are available at [www.psa.gov.ph](http://www.psa.gov.ph) four (4) months after the reference quarter.

We look forward to your usual cooperation on this undertaking.

Very truly yours,

**WILMA A. GUILLEN**  
Assistant National Statistician  
Social Sector Statistics Services

R.A. 10625 authorizes the PSA to collect information from businesses and industries. Section 27 of the same law obliges the enterprises to provide required data. Your completed form remains **confidential** to this office and will be strictly used for statistical purposes.

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: 376-1952** or **E-mail: [edsd.staff@psa.gov.ph](mailto:edsd.staff@psa.gov.ph)**

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

Name of Enterprise: \_\_\_\_\_

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

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

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

**TIN:**    -    -

ITEM OF INFORMATION <small>(Please provide consolidated information for all units/branches located in NCR with the same first 9-digit TIN indicated above)</small>	Fourth Quarter 2016		
	October	November	December
<b>I. EMPLOYMENT</b>			
A. Total Employment <small>(excludes agency-hired workers)</small>			
<b>II. LABOR TURNOVER</b>			
A. Total Accessions (New Hires)			
1. Expansion			
2. Replacement			
B. Total Separations			
1. Employee-initiated			
2. Employer-initiated			
<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> <small>(Please specify title of occupation/s. Use additional sheet if necessary)</small>		<b>PSOC</b> <small>(Do not fill)</small>	<b>Number of Vacancies</b>
<b>Total</b>			
1.			
2.			
3.			
4.			

**DEFINITION OF TERMS**

**Enterprise** - refers to an economic unit consisting of one or more establishments under a single ownership or control. It may be a complex family of legal entities or a single legal entity such as a corporation, partnership or single proprietorship.

**Main economic activity** - refers to the activity that contributes the biggest or major portion of the gross income or revenues of the enterprise, e.g., metallic ore mining, food manufacturing, retail trade, education.

**Major products/goods or services** - refer to the specific product/goods produced or service provided by the enterprise, 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.

**TOTAL EMPLOYMENT** - refers to the number of persons who worked or received pay from the enterprise and **all its branches** during the reference period. This includes the following: 1) **Working Owners** - owners who are actively engaged in the management of the enterprise but do not receive regular pay; 2) **Unpaid Workers** - persons working without pay and work for at least 1/3 of the working time normal to the enterprise; and 3) **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 enterprise but paid by and under the control of the firm. **Excluded are workers hired through contractor/agency.**

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

**Separations** - refer to terminations of employment due to a) 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).

**Agency-Hired Workers** - workers hired through agencies/contractors to perform or complete a job, work or service **within** the premises of the enterprise. They are **excluded** from the total employment of the enterprise.

**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 undertaken.

**HIGHLIGHTS OF SURVEY RESULTS  
LABOR TURNOVER RATE, NCR:  
3rd Quarter 2016**

Indicator	Rates (%)
Accession Rate	14.10
Separation Rate	10.43
Percent Difference	3.67

- ☐ Overall employment in enterprises located in the NCR posted positive growth in the third quarter of 2016.
- ☐ In terms of labor turnover rate, employment grew by 3.67 % during the quarter which implies that thirty seven (37) workers per 1,000 employed were added to the workforce. This rate was slightly higher than the turnover rates recorded in the previous quarter at 2.30% and of the same quarter of 2015 at 3.20%.
- ☐ On the average, one hundred forty one (141) workers per 1,000 employed were newly hired while one hundred four (104) per 1,000 employed were either laid-off or quit their jobs, as indicated by the accession and separation rates of 14.10% and 10.43%, respectively.

For more information, please contact ☎ 376-1952 / 281-7998  
or e-mail: [edsd.staff@psa.gov.ph](mailto:edsd.staff@psa.gov.ph)