

LABOR TURNOVER SURVEY OFFICE EDITING AND DATA VALIDATION GUIDELINES

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.

I. SUPERVISOR'S GUIDELINES

1. Completeness check

a) Make sure that the status code found on the cover page and upper right hand portion of the questionnaires should have been encircled. DUP and OTH status should be replaced outright. They should not be reported as spoilage.

b) The LTS number, which is the first set of numbers under the name/address of the enterprise, should be reflected in the second page of the questionnaire (upper left hand portion).

2. Batch labeling

- a) The Survey Supervisor should batch the RET questionnaires in ascending EIN. Each Supervisor should be assigned a permanent code. Example: Two supervisors(Delia and Jayla) will be assigned numbers **1** and **2**, respectively.
- b) Each batch of 30 questionnaires should be fastened and labeled in the following format.

Area	Format
NCR	NCRx . Rn

Where:

x- Supervisor code

R- Retrieved

n- sequence number from 1 to n

- c) Affix initial in batch label.
- d) Store in designated area.

II. DATA EDITING AND VALIDATION GUIDELINES

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

- a) Use **red** ballpoint in validation.

- b) Check accuracy of data encoding by comparing the data values in the validation proof list with the corresponding questionnaire.
- c) Should there be corrections, legibly and neatly write these beside the crossed out original data values in the validation proof list.
- d) Use FM-BLES 04-4.7 to record data editing/validation activities and initial on batch label.
- e) Monitor accuracy of review and encoding using FM-BLES 04-4.8 (Monitor of Accuracy in Data Processing).
- f) If problems arise, the Reviewer should consult the Senior LEO or Supervising LEO.
- g) 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).
- h) A validation proof list with minimal error in encoding, i.e. below 5 errors, will be validated by the encoder on screen. For audit evidence, correction on screen will be recorded by the encoder in the activity logbook of the division.

III. ITEM OF INFORMATION

Item of Inquiry	Guidelines
<p>I. EMPLOYMENT</p> <p>A. Total Employment</p>	<ul style="list-style-type: none"> • This refers to the monthly total employed (including working owners not receiving regular pay, unpaid workers and paid officials and workers).
<p>II. LABOR TURNOVER</p> <p>A. Total Accessions (New Hires)</p> <p>B. Total Separations</p>	<ul style="list-style-type: none"> • Entries must be consistent with the reported increases or decreases of Total Employment (Item I.A) • 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. • Entries should be the sum of corresponding entries in Item II.B.1 (Employee-initiated) and Item II.B.2 (Employer-initiated) for the entire calendar month asked for.
<p>III. EXISTING JOB VACANCIES</p>	<ul style="list-style-type: none"> • 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.
<p>IV. MAIN REASON FOR SEPARATION</p> <p>A. Employee-initiated</p> <p>B. Employer-initiated</p>	<ul style="list-style-type: none"> • Indicate codes of reasons for separation (employee-initiated) as applicable. • Indicate codes of reasons for separation (employer-initiated) as applicable.

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

Activity	Parameter	Reference Document/Record	Performance Rating			
			Rating	Quantity	Quality	Time
Edit/review questionnaires	Quantity	- FM-BLES 04-4.7 - Edited questionnaires	5	200 or more	<i>No error</i>	Fixed, not for rating
	Accuracy ¹	- FM-BLES 04-4.8	4 3 2	150 – 199 <i>100 – 149 qn/manday</i> 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-BLES 03-3.19 - Encoded questionnaires	5	250 or more	<i>No error</i>	Fixed, not for rating
	Accuracy ²	- FM-BLES 04-4.8 - FM-BLES 03-3.17 - FM-BLES 03-3.19	4 3 2 1	200 – 249 <i>150 – 199qn/manday</i> 100 – 149 99 or lower	1 – 10% error rate 11 – 25% error rate 26 – 50% error rate More than 50% error rate	
Encode data	Quantity	- FM-BLES 04-4.7 - Edited questionnaires	5	300 or more	<i>No error</i>	Fixed, not for rating

¹ 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 Sr. LEO is found beside the data value in the questionnaire. This means that the data value has been evaluated and accepted as such.

² To be determined by Sr. LEO 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 (<i>cont'd.</i>)	Accuracy ³	- FM-BLES 04-4.8 - Validation proof list	4	250 – 299	1 – 10% error rate	Fixed, not for rating
			3	200 – 249 <i>qn/manday</i>	11 – 25% error rate	
			2	150 – 199	26 – 50% error rate	
			1	149 or lower	More than 50% error rate	
Validate encoded data	Quantity	- FM-BLES 04-4.7 - Edited questionnaires	5	200 or more	<i>No error</i>	Fixed, not for rating
			Accuracy ⁴	- FM-BLES 04-4.8 - Output tables - Validation proof list - Re-validation proof list (pertinent establishment records) - Edited questionnaires	4	
	3	100-149 <i>qn/manday</i>			11 – 25% error rate	
	2	50 – 99			26 – 50% error rate	
	1	49 or lower	More than 50% error rate			

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

⁴ To be determined by Sr. LEO during output table generation.