



Republic of the Philippines  
NATIONAL STATISTICAL COORDINATION BOARD

**STATISTICAL SURVEY NOTIFICATION FORM**

*PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM*

**I. GENERAL INFORMATION**

1 Title of the statistical survey LABOR TURNOVER SURVEY	
2 Legal basis	
3.1 Proponent agency  <i>Name</i> Bureau of Labor and Employment Statistics  <i>Address</i> 3/F DOLE Bldg. Gen. Luna, Intramuros, Manila	3.2 Conducting agency  <i>Name</i> Bureau of Labor and Employment Statistics  <i>Address</i> 3/F DOLE Bldg. Gen. Luna, Intramuros, Manila
3.3 Other cooperating agencies	3.4 Funding source/s (Specify) a <input type="checkbox"/> Gov't of the Phils. (GOP) _____ b <input type="checkbox"/> Local private _____ c <input type="checkbox"/> Foreign _____
3.5 Consultants  <i>Name of organization/person</i> _____ _____ _____  <i>Nature of consultancy service</i> _____ _____ _____	
4 Objectives and relevance of the survey (Cite specific use of the data to be collected, or programs/issues to be addressed.)  To generate quarterly data on labor turnover (accession and separation rates) and job vacancies as useful indicators of the labor demand and general business situation in the country.  To capture how the workers flow in and out of the firms and job vacancies across sectors.  To complement the BLES monthly data on layoffs and establishment closures.	
5.1 Status of survey a <input type="checkbox"/> Existing (Proceed to 5.2) b <input type="checkbox"/> New (Proceed to 5.3)	5.2 Status of survey form/questionnaire a <input type="checkbox"/> Existing statistical survey form being reported to the NSCB for the first time. What year was this first used? _____ b <input type="checkbox"/> Existing form for clearance renewal with revision. c <input type="checkbox"/> Existing form for clearance renewal without revision. If b or c, give previous clearance no. <u>BLES -0404-01</u>
5.3 Is this survey a rider to another survey? a <input type="checkbox"/> Yes. (Specify) _____ b <input type="checkbox"/> No	5.4 Is this survey a component of a national or international program? a <input type="checkbox"/> Yes. (Specify) BLES Statistics Generation and Information Dissemination Program b. <input type="checkbox"/> No

**II. TECHNICAL DESCRIPTION**

1 Type and number of respondents			
<i>Type of respondent</i>	<i>Size of universe</i>	<i>Size of sample</i>	<i>Expected response rate</i>
a <input type="checkbox"/> Individual			
b <input type="checkbox"/> Household			
c <input type="checkbox"/> Establishment			
d <input type="checkbox"/> Enterprise	3,300	500	95%
e <input type="checkbox"/> Government agency			
f <input type="checkbox"/> Others (Specify)			
2 Reference period of the survey	3 Geographical area covered by the survey, e.g., Phils., Region IV, etc.  NCR	4 Geographic disaggregation of the data to be produced a <input type="checkbox"/> National b <input type="checkbox"/> Regional c <input type="checkbox"/> Provincial d <input type="checkbox"/> Others (Specify)	
5 Frequency of data collection a <input type="checkbox"/> One-shot      d <input type="checkbox"/> Annually b <input type="checkbox"/> Monthly      e <input type="checkbox"/> Others (Specify) c <input type="checkbox"/> Quarterly      _____		6 Method of data collection (Check as many as applicable) a <input type="checkbox"/> Personal interview      c <input type="checkbox"/> Telephone b <input type="checkbox"/> Mail      d <input type="checkbox"/> Others (Specify) <u>Personal Delivery</u>	
7 Survey questionnaire titles			
<i>Form No.</i>	<i>Form Title</i>		
1	Labor Turnover Survey 4 <sup>th</sup> Quarter 2004		
2	Labor Turnover Survey 1 <sup>st</sup> Quarter 2005		
3	Labor Turnover Survey 2 <sup>nd</sup> Quarter 2005		
4	Labor Turnover Survey 3 <sup>rd</sup> Quarter 2005		
8 Major data items to be collected (e.g., family income and expenditures, employment, compensation, prices)  Employment, Accession, Separation, Job Vacancies			
9 List of tables and other outputs to be generated (attach table formats)  1. Labor Turnover Rates for the Period Covered 2. Labor Turnover Rates by Major Industry for the Period Covered 3. Labor Turnover Rates by Employment Size for the Period Covered 4. Existing Job Vacancies by Major Industry for the Period Covered 5. Existing Job Vacancies by Employment Size for the Period Covered			

(Use additional sheets if necessary)

<p>10 Type of data processing (Check as many as applicable)</p> <p>a <input type="checkbox"/> Manual</p> <p>b <input type="checkbox"/> Microcomputer</p> <p>c <input type="checkbox"/> Minicomputer</p> <p>d <input type="checkbox"/> Mainframe computer</p>	<p>11 Statistical classification systems used</p> <p>a <input type="checkbox"/> Phil. Standard Commodity Classification (PSCC)</p> <p>b <input type="checkbox"/> Phil. Standard Geographic Code (PSGC)</p> <p>c <input type="checkbox"/> Phil. Standard Industry Classification (PSIC)</p> <p>d <input type="checkbox"/> Phil. Standard Occupational Classification (PSOC)</p> <p>e <input type="checkbox"/> Phil. Standard Classification of Education (PSCED)</p> <p>f <input type="checkbox"/> Others (Specify)</p> <p>_____</p> <p>_____</p>
<p>12 Brief description of the sampling design and estimation procedure. (The details should be attached in separate sheet. If complete information is available in survey proposal, attach copy instead.)</p>	
<p>a) <i>Desired level of reliability and the proposed statistical measure to be used for assessing such reliability (e.g., standard errors of means)</i></p> <p>Standard error of the means. The desired level of reliability is 5% cv.</p>	
<p>b) <i>Type of sampling design (The details should be attached in separate sheet.)</i></p> <p>Census for the top 200 business firms/enterprises. Simple random sampling for those ranked 201-3200.</p>	
<p>c) <i>Sampling unit (per stage if applicable)</i></p> <p>Business firms/Enterprise</p>	
<p>d) <i>Domain</i></p>	
<p>e) <i>Sampling frame</i></p> <p>Business firms/enterprises in Metro Manila that belong to the Top 5,000 Corporations in 2003 based on revenue performance as listed by the Security and Exchange Commission (SEC). This comprises 3,200 business firms/enterprises.</p>	
<p>f) <i>Sample size (total, per stratum/cluster/stage)</i></p> <p>500 business firms/enterprises</p>	
<p>g) <i>Method of determining sample size</i></p> <p>Arbitrary.</p>	
<p>h) <i>Estimation procedure (The details and formulas should be attached in separate sheet.)</i></p> <p>Post-stratification will be applied in generation of estimates for each employment group and industry classification.</p> <p>Employment: Small – Less than 50 employees; Medium – 50 – 199 employees; Large – 200 or more employees</p> <p>Industry: By major industry groups</p>	
<p>i) <i>Imputation procedure for non-response</i></p>	
<p>13 Statistical analysis of results (e.g., descriptive, multivariate)</p> <p>Descriptive</p>	

III. ESTIMATED DIRECT COST OF SURVEY (in pesos)					
1 <u>Personal Services</u> _____ 2 <u>Maintenance and Other Operating Expenses</u> _____ <u>Travelling Expenses</u> _____ _____ <u>Supplies</u> _____	Printing Expenses _____ Others (Specify) _____ 3 <u>Capital Outlay</u> _____ TOTAL COST <span style="float: right;"><u>P400,000.00</u></span>				
IV. TIMETABLE OF ACTIVITIES					
<i>Stage</i>	<i>Schedule</i>				<i>Agency Responsible</i>
A. Pre field operations	Jan	Apr	Jul	Sep	BLES
1 Sample selection					-do-
2 Preparation of questionnaires and manuals					
B. Field operations	Jan- Mar	Apr- Jun	Jul- Sep	Oct- Dec	-do-
1 Training of personnel					
2 Distribution and collection of questionnaires					
C. Post-Field Operation	Feb- Mar	Apr- Jun	Jul- Sep	Oct- Dec	-do-
1 Editing, encoding and validation					
2 Generation of statistical tables					
3 Analysis and interpretation of data					
4 Report writing					
D. Release of survey results	Mar	Jun	Sep	Dec	-do-
PREPARED BY (Contact Person)			APPROVING OFFICIAL FOR REQUESTING AGENCY		
Signature			Signature		
Printed Name: <b>MANUEL L. LAOPAO</b>			Printed Name: <b>EDITHA B. RIVERA</b>		
Designation: <b>Chief LEO</b>	Tel. No.: <b>527-34-19</b>		Designation: <b>OIC, Director</b>		
Date Prepared: <b>March 7, 2005</b>			Date Approved: <b>March 7, 2005</b>		