

Changes in the address label should be written below:

Name of Enterprise: _____

Address: _____

Main Economic Activity: _____**Major Products/Goods or Services:** _____

ITEM OF INFORMATION	Fourth Quarter 2004		
	October	November	December
I. EMPLOYMENT			
A. Total Employment			
II. LABOR TURNOVER			
A. Total Accessions (New Hires)			
1. Expansion			
2. Replacement			
B. Total Separations			
1. Employee-initiated			
2. Employer-initiated			
III. EXISTING JOB VACANCIES			
IV. MAIN REASON FOR SEPARATION (Indicate code as provided below)			
A. Employee-initiated			
B. Employer-initiated			
CODES Employee-Initiated A – retirement B – hired by another company C – to work abroad D – family consideration E – others, specify		Employer-Initiated F – lack of market G – financial losses H – redundancy I – project completion J – gross negligence K – AWOL L – others, specify	

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 given 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) and non-economic reasons (e.g. gross negligence, AWOL).

EXISTING JOB VACANCIES – refer to the number of unfilled job openings, which are immediately available for placement and for which active recruitment steps are being undertaken anytime during the reference period.

HIGHLIGHTS OF SURVEY RESULTS

LABOR TURNOVER RATE, NCR:
3rd Quarter 2004

Indicator	Rates
Accession Rate	8.16
Separation Rate	6.53
Percent Difference	1.63

- Employment grew by 1.63 percent as accession rate at 8.16 percent surpassed separation rate at 6.53 percent.
- The growth means that on the average 16 workers per 1,000 employed were added to the employment of enterprises covered by this survey as 82 workers per 1,000 employed were hired while 65 workers per 1,000 employed quit or where terminated from their jobs.

For more information, please contact ☎ 527-3419 or e-mail: emsd@manila-online.net or blesemsd@bles.dole.gov.ph.

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



Republic of the Philippines
BUREAU OF LABOR AND EMPLOYMENT STATISTICS
DEPARTMENT OF LABOR AND EMPLOYMENT



LABOR TURNOVER SURVEY

National Capital Region

4th Quarter 2004

Status

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If questionnaire is endorsed to head office, particulars should be written below:

Name of Head Office _____

Address: _____

Contact Person: _____

Position of Contact Person: _____

SURVEY PERSONNEL	
<i>Field Personnel</i>	
Enumerator: _____	Date: _____
Area Supervisor: _____	Date: _____
<i>Bureau of Labor and Employment Statistics</i>	
Reviewer: _____	Date: _____

Sir/Madam:

Your firm has been selected to take part in the Labor Turnover Survey (LTS) of top 3,300 corporations in Metro Manila. The survey aims to generate monthly trend statistics on labor turnover as indicator of labor market activity and general business situation of the country. This information will provide policy makers and other data users a complete picture of labor demand and job turnover as inputs to decision making and policy formulation.

This survey gathers consolidated information about the enterprise and its branches, if any.

We look forward to your usual cooperation on this undertaking.

Very truly yours,

EDITHA B. RIVERA
OIC, Director

Your completed form remains **confidential** to this office and will be strictly for statistical purposes.

Please accomplish this form within five (5) working days after receipt thereof. Our field interviewer assigned in your establishment will pick up the accomplished form after the said period. You may send your accomplished questionnaire via **TELEFAX: 527-9324** or **E-mail- emsd@manila-online.net or blesemsd@bles.dole.gov.ph.**