



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



ISO 9001:2000 Certified

LABOR TURNOVER SURVEY

National Capital Region

1st Quarter 2008

Status _____

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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. 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 the BLES WEBSITE (www.bles.dole.gov.ph) 90 days after the reference quarter.

We look forward to your usual cooperation on this undertaking.

Very truly yours,

MA. CRISelda R. SY
Director IV

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: 527-9324/527-5506** or **E-mail - emsd@manila-online.net**.

CERTIFICATION OF RESPONDENT

Name/Signature:

Position:

Tel. No.:

Fax No.:

E-mail Address:

SURVEY PERSONNEL

Field Personnel

Enumerator:

Date:

Area Supervisor:

Date:

Bureau of Labor and Employment Statistics

Reviewer:

Date:

Changes in the address label should be written below:

Name of Enterprise: _____

Address: _____

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

ITEM OF INFORMATION	First Quarter 2008		
	January	February	March
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 <div style="display: flex; justify-content: space-between;"> <div> Employee-Initiated A – retirement B – hired by another company C – to work abroad D – family consideration E – others, specify </div> <div> Employer-Initiated F – lack of market G – financial losses H – redundancy I – project completion J – gross negligence K – AWOL L – others, specify </div> </div>			

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:**4th Quarter 2007

Indicator	Rates
Accession Rate	10.20
Separation Rate	7.33
Percent Difference	2.87

☞ *Employment of large enterprises continued to improve in the 4th quarter of 2007 as accession rate at 10.20% edged out separation rate at 7.33% indicating a growth rate of 2.87%. This means that during the quarter, there was a net addition of 29 workers for every 1,000 employed in the enterprises covered in this survey. This also implies that there were more people hired than laid off during the survey period.*

For more information, please contact ☎ 527-3000 loc. 313 Fax Nos. 527-9324/527-5506 or e-mail: emsd@manila-online.net.