



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
BUREAU OF LABOR AND EMPLOYMENT STATISTICS
3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila



ISO 9001:2000 Certified

LABOR TURNOVER SURVEY

National Capital Region

4th Quarter 2008

Status _____

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,

MANUEL L. LAOPAO
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 may pick up the accomplished form after the said period or you may send it via **TELEFAX: 527-9324/527-9325/527-5506** or **E-mail: blesemsd@yahoo.com**.

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	Fourth Quarter 2008		
	October	November	December
I. EMPLOYMENT			
A. Total Employment (excludes agency-hired workers)			
II. LABOR TURNOVER			
A. Total Accessions (New Hires)			
1. Expansion			
2. Replacement			
B. Total Separations			
1. Employee-initiated			
2. Employer-initiated			
III. AGENCY-HIRED WORKERS (if any)			
A. Total Hired			
B. Total Separated (e.g., end of contract, project completion, etc.)			
IV. EXISTING JOB VACANCIES AT THE END OF THE QUARTER (Pls. specify title of occupation/s. Use additional sheet if necessary.)			
1.			
2.			
3.			
4.			
5.			

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).

AGENCY-HIRED WORKERS - refer to workers hired through agencies/contractors to perform or complete a job, work or service **within** the premises of the establishment. They are **excluded** from the total employment of the establishment.

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.