

# Philippines - Labor Turnover Survey 2009

**Bureau of Labor and Employment Statistics**

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# Overview

## Identification

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ID NUMBER  
PHL-BLES-LTS-2009-v1

## Version

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VERSION DESCRIPTION  
v2: Edited data, for public distribution.

PRODUCTION DATE  
2010-09-29

## Overview

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ABSTRACT  
A. Objective

The Labor Turnover Survey (LTS) aims to generate quarterly data on labor turnover (accession and separation rates) as indicators of labor market activity in large business enterprises.

B. Uses of Data

The information gathered in this survey is intended to generate timely labor market signals as sound basis in planning, policy formulation and decision making in government, business and industry.

C. Main Topics Covered

Total accession (due to expansion and replacement)

Total separation (employer-initiated and employee-initiated)

KIND OF DATA  
Sample survey data [ssd]

UNITS OF ANALYSIS  
Enterprise

## Scope

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- NOTES
- Total Employment
  - Total Accession (Due to Expansion and Replacement)
  - Total Separation (Employer-Initiated and Employee-Initiated)
  - Existing Job Vacancies (Number and type of occupations) at the end of the quarter
  - Main Reasons for Separations

## TOPICS

| Topic                     | Vocabulary | URI   |
|---------------------------|------------|---|
| LABOUR AND EMPLOYMENT [3] | CESSDA     | <a href="http://www.nesstar.org/rdf/common">http://www.nesstar.org/rdf/common</a> |
| employment [3.1]          | CESSDA     | <a href="http://www.nesstar.org/rdf/common">http://www.nesstar.org/rdf/common</a> |

## Coverage

## GEOGRAPHIC COVERAGE

National Capital Region

## GEOGRAPHIC UNIT

First District (Manila) : Tondo, Binondo, Quiapo, San Nicolas, Santa Cruz, Sampaloc, San Miguel, Ermita, Intramuros, Malate, Paco, Pandacan, Port Area, Santa Ana

Second District: Mandaluyong, Marikina, Pasig, Quezon City, San Juan

Third District: Kalookan, Malabon, Navotas, Valenzuela

Fourth District: Las Pinas, Makati, Muntinlupa, Paranaque, Pasay, Pateros, Taguig

## UNIVERSE

The top 8,000 Corporations in the Philippines as listed by the Securities and Exchange Commission (SEC). The universe was limited to the SEC list for two (2) reasons: (1) budget constraints and (2) to come up with manageable sample size that can provide DOLE officials with a quick/timely assessment of the labor market situations on a quarterly basis.

Note: Refer to Metadata in Technical Documents.

## Producers and Sponsors

## PRIMARY INVESTIGATOR(S)

| Name                                      | Affiliation                        |
|---|------------------------------------|
| Bureau of Labor and Employment Statistics | Department of Labor and Employment |

## FUNDING

| Name                                      | Abbreviation | Role |
|---|--------------|------|
| Bureau of Labor and Employment Statistics | BLES         |      |

## Metadata Production

## METADATA PRODUCED BY

| Name                     | Abbreviation | Affiliation                               | Role              |
|--------------------------|--------------|---|-------------------|
| Jimi Rambo R. Arranchado | JRRA         | Bureau of Labor and Employment Statistics | Documenter        |
| Elena M. Daguidi         | EMD          | Bureau of Labor and Employment Statistics | Document Reviewer |
| Manuel L. Laopao         | MLL          | Bureau of Labor and Employment Statistics | Document Reviewer |

## DATE OF METADATA PRODUCTION

2010-09-29

## DDI DOCUMENT VERSION

Version 1 - first survey documentation using DDI standards

DDI DOCUMENT ID  
DDI-PHL-BLES-LTS-2009-v1

# Sampling

## Sampling Procedure

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The enterprise is the unit of enumeration in the LTS and it has for its sampling domain the fourteen (14) major industry groups (1-digit) based on the 1994 PSIC. The coverage of the survey was limited to large business enterprises in Metro Manila due to budget constraints and in line with the instruction of DOLE officials to conduct a quick/timely assessment of the labor market activity through a sample survey with manageable sample size. Metro Manila accounts for one-third of the country's gross domestic product and about two-thirds (64.5%) of the total large business enterprises in the Philippines.

The sampling frame was extracted from the Top 8,000 Corporations in the Philippines as compiled by the Securities and Exchange Commission (SEC). The frame contains the names of 3,064 enterprises in Metro Manila listed in order of their gross revenue/sales in 2009.

The sampling design is stratified random sampling wherein the 3,064 firms ranked according to revenue would be stratified into two. The first stratum would consist of the Top 200 firms and would be taken as certainty stratum which means that all of these 200 firms would be part of the sample. The second stratum would comprise the remaining 2,864 firms from which a random sample of 500 would be taken.

A total of 700 sample enterprises shall be taken.

## Deviations from Sample Design

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Replacement of sample enterprise is done when the sampled enterprise falls in one of the following situation during the field operation: (1) cannot be located; (2) refuse to answer; (3) temporarily closed; (4) duplicate of another sample enterprise; (5) permanently closed; or (6) on strike.

## Response Rate

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The response rates were:

1st Quarter 2009 - 96.19%

2nd Quarter 2009 - 95.25%

3rd Quarter 2009 - 99.02%

4th Quarter 2009 - 99.71%

## Weighting

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Weights were not computed.

# Questionnaires

## Overview

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The questionnaire contained the following information:

1. Name and Address of Enterprise
2. Main Economic Activity and Major Products/Goods or Services
3. Item of Information
  - I. Employment
    - A. Total Employment
    - II. Labor Turnover
      - A. Total Accessions (New Hires)
        1. Expansion
        2. Replacement
      - B. Total Separation
        1. Employee-initiated
        2. Employer-initiated
    - III. Existing Job Vacancies
4. Certification of Respondents
5. Survey Personnel

Note: Refer to sample questionnaires for each quarter.

## Data Collection

### Data Collection Dates

| Start      | End        | Cycle            |
|------------|------------|------------------|
| 2009-05-11 | 2009-06-26 | 1st Quarter 2009 |
| 2009-07-13 | 2009-09-11 | 2nd Quarter 2009 |
| 2009-10-08 | 2009-12-11 | 3rd Quarter 2009 |
| 2010-05-11 | 2010-08-06 | 4th Quarter 2009 |

### Time Periods

| Start      | End | Cycle            |
|------------|-----|------------------|
| 2009-01-01 |     | 1st Quarter 2009 |
| 2009-04-01 |     | 2nd Quarter 2009 |
| 2009-07-01 |     | 3rd Quarter 2009 |
| 2009-10-01 |     | 4th Quarter 2009 |

### Data Collection Mode

Other [oth] mixed method: self-accomplished, mailed, e-mailed, faxed, face-to-face

### Data Collection Notes

The conduct of training on data collection and field editing for field personnel was done a week before the actual data collection to ensure that statistical and survey standards are observed.

Survey Area Supervisors were assigned to allocate questionnaires to project-based field personnel. Sample questionnaires were distributed to field personnel based on their respective area assignments. They were also provided with FM-BLES 02-2.2a "Enumerator's Control List" where they can record the status of the questionnaires and contact information of the respondents.

Each enumerator was provided with a letter of introduction, signed by the BLES Director, to be presented to the sample enterprise. Upon reaching the enterprise, the enumerator introduces himself/herself to the receptionist or to any person who can refer him/her to the HRD/personnel manager or the designated employee responsible for answering government surveys. In such instance, the enumerator re-introduces himself/herself to this contact person.

The retrieval of questionnaires can be on-the-spot upon delivery. If not possible, the enumerator and respondent/contact person can agree on the pick-up date or the respondent can send the accomplished LTS form thru electronic mode, e.g., fax or e-mail as long as the certification portion is duly signed or noted by the contact person.

Survey status report on the questionnaire retrieval rate and performance rating of enumerators are done every 5th and 20th day of the month.

### Questionnaires

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3. Item of Information
  - I. Employment
    - A. Total Employment

- II. Labor Turnover
  - A. Total Accessions (New Hires)
    - 1. Expansion
    - 2. Replacement
  - B. Total Separation
    - 1. Employee-initiated
    - 2. Employer-initiated

### III. Existing Job Vacancies

#### 4. Certification of Respondents

#### 5. Survey Personnel

Note: Refer to sample questionnaires for each quarter.

## Data Collectors

| Name                                      | Abbreviation | Affiliation                        |
|---|--------------|------------------------------------|
| Bureau of Labor and Employment Statistics | BLES         | Department of Labor and Employment |

## Supervision

Survey supervisors for each area are assigned with the following roles:

- Participate in the training on data collection and field editing;
- Supervise field operation in their areas of assignments within the allotted time;
- Allocate, receive and control survey questionnaires;
- Check completeness and consistency of entries in retrieved questionnaires and return for verification those needing further clarifications to concerned enumerators;
- Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification; monitor and evaluate the performance of field personnel for purposes of payment of salaries;
- Ensure the confidentiality of the data provided by the respondents.



# Data Processing

## Data Editing

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Data are manually and electronically processed. Upon collection of accomplished questionnaires, enumerators perform field editing before leaving the enterprise to ensure completeness, consistency and reasonableness of entries in accordance with the Field Operations Manual. The forms were again checked for data consistency and completeness by field supervisors. The designated personnel undertook the final review, coding of information on classifications used, data entry and validation and scrutiny of aggregated results for coherence. Questionnaires with incomplete or inconsistent entries were returned to the establishments for verification, personally or through phone interview.

Note: Refer to Office Editing and Data Validation Guidelines in Technical Documents.

## Other Processing

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Processing involves the following activities:

- 1.) Batch labeling
- 2.) Office editing and coding
- 3.) Status monitoring and printing of Survey Status Report (5th and 20th of the month)
- 4.) Data entry (MS Access)
- 5.) Data validation
- 6.) Re-encoding of data
- 7.) Screen validation (Revalidation)
- 8.) Back-up MS Access database
- 9.) Conversion of file from the MS Access to SPSS
- 10.) Computation of weights and recoding of certain variables
- 11.) Output table generation

Note: Refer to Office Editing and Data Validation Guidelines and programs for table generation.

## Data Appraisal

### **Estimates of Sampling Error**

Not computed.

### **Other forms of Data Appraisal**

The results were validated with the previous year results in particular, the trend and patterns of data behaviour across industry.

Results were also checked in terms of their coherence with the results of the National Accounts, i.e, gross domestic product (GDP). It has been observed that the pattern of movement in the LTS data series closely follow that of GDP. This could be because NCR accounted for a sizeable share of GDP. The "rule of thumb" in LTS validation is that a high GDP is associated positive turnover rate and vice versa.