



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

INSTRUCTIONS TO FILL IN SSRCS Form 1

1. Required documents at the time of application for survey clearance:
 - ✓ SSRCS Form 1 (Statistical Survey Notification Form) (Downloadable from www.psa.gov.ph/ssrcs, together with the instructions for filling in the form)
 - ✓ Survey Questionnaire(s)
 - ✓ Accomplished SSRCS Form 4 (Statistical Survey Monitoring Form), for previously cleared surveys
 - ✓ Enumerators' Manual/Manual of Instructions/Operations
 - ✓ List of tables to be generated
 - ✓ Pre-test/Pilot survey results, if any, for new surveys and surveys with major changes in the forms content and sampling design
 - ✓ Previous survey results, if any
 - ✓ Survey proposal, if any
 - ✓ Any additional information not stated in the SSRCS Form 1
2. Please submit the above documents to:

JOSIE B. PEREZ
Deputy National Statistician
Censuses and Technical Coordination Office
Philippine Statistics Authority
17th Floor, Eton Centris Cyberpod Three,
EDSA corner Quezon Avenue, Quezon City

3. The Philippine Statistics Authority (PSA) shall process survey clearance applications within 15 working days upon submission of complete documents by the proponent/conducting agencies. Within this period, review shall be conducted by the PSA. If necessary, the PSA shall convene a meeting with the survey's focal persons from the proponent agency and/or consult with other relevant agency to discuss and review the components of the survey.

Earnest cooperation on this matter is requested from the proponent/conducting agencies.

4. For any inquiries or clarifications, please contact us at any of the following numbers:

Telefax Nos.: (02)376-1931 or (02)376-1928

E-mail Addresses: C.Astrologo@psa.gov.ph, P.Rivera@psa.gov.ph

I. GENERAL INFORMATION

- 1 **Title of the statistical survey** - Give the title of the survey or census for which the questionnaires will be used.
- 2 **Legal basis** - Specify the Republic Act, Presidential/Executive Order, etc. which authorizes or supports (explicitly or implicitly) the conduct of the survey.
- 3.1 **Proponent agency** (*Name and Address*) - pertains to the agency or institution proposing the conduct of the survey. Usually, the funding agency is the proponent agency.
- 3.2 **Conducting agency** (*Name and Address*) - specify the agency or institution, including the address, that will perform all or the major stages of the survey operations. It may be the same as the proponent agency or it may be another agency contracted by the proponent for the purpose.
- 3.3 **Other cooperating agencies** - List down all other agencies that will assist, in one way or another, in the pursuit of the survey.
- 3.4 **Funding source/s** - Check and specify, opposite the applicable funding source/s, i.e. (a) *Government of the Philippines (GOP)*; (b) *local private institution*; and (c) *foreign institution*, the agency/ies that will provide funds for the conduct of the survey.
- 3.5 **Consultants** (*Name of organization/person and nature of consultancy service*) - Give the names of organizations/persons who render consultancy services on any aspect of the survey and specify the nature of corresponding services rendered.
- 4 **Objectives and relevance of the survey** - Cite the ultimate objectives (not merely "to collect data on certain items") of the survey and its relevance to the agency function and/or government as a whole.
- 5.1 **Status of survey** - Check whether the survey is (a) *new* (to be conducted for the first time), or (b) *existing* (has been conducted before or is being conducted regularly).
- 5.2 **Status of survey form/questionnaire** - This shall be answered only if the survey is classified as "existing". Check whether the survey form is:
 - (a) *an existing survey form reported for the first time* - refers to forms used in existing surveys as defined in item 5.1 above but being reported for the first time. Specify the year the form was first used.
 - (b) *an existing survey form with revision for renewal of clearance* - refers to forms with prior clearance but proposed to be revised. Indicate clearance number previously granted by PSA.
 - (c) *an existing survey form without revision for renewal of clearance* - refers to forms (no revision) whose prior clearance number is about to expire; hence due for renewal. If so, indicate clearance number previously granted by PSA.
- 5.3 **Is this survey a rider to another survey?** - A survey is a rider to another survey if the data to be collected will be incorporated in the questionnaire of another survey, or if data collection will be done together with another survey using a separate questionnaire. If it is a rider, indicate the survey to which it shall ride with. As a rule, rider questionnaires shall be reported separately.
- 5.4 **Is this survey a component of a national or international program?** - It is important to identify whether a survey is part of a bigger program which deals with national or international concerns so that the survey can be reviewed within the wider perspective of the program.

II. TECHNICAL DESCRIPTION

1. **Type and number of respondents** - Indicate the type of respondent, size of universe, number of respondents, and expected response rate.

Type of respondent - Check whether individual, household, establishment, enterprise, government agency, etc., depending on from whom data are to be collected.

- (a) *Individual* - refers to a person or individual who responds to the survey in his own capacity or self
- (b) *Household* - refers to an aggregate of persons, generally but not necessarily bound by ties of kinship, who live together under the same roof and eat together or share in common the household food.
- (c) *Establishment* - refers to an economic unit which engages, under a single ownership or control, in one or predominantly one kind of economic activity at a fixed single physical location
- (d) *Enterprise* - refers to an economic unit consisting of one or more establishments under a single ownership or control; may be a single legal entity, such as a corporation, partnership, single proprietorship or a complex family of legal entities under common ownership or control
- (e) *Government agency* - includes any department, commission, board, bureau, division, service, office, authority, or administration in all branches of the national and local governments, including government-owned or controlled corporations.

Size of universe - Indicate the size of the target population from which the sample shall be selected.

Size of sample - Indicate number of prospective respondents from whom data will be collected.

Expected response rate - Indicate the estimated percentage of respondents who are expected to turn in answered questionnaires.

2. **Reference period of the survey** - Indicate the time period the data collected by the survey refers to, i.e., whether the past calendar year, past week, etc. If some data items have different reference periods, please indicate.
3. **Geographical area covered by the survey** - Indicate what part of the country the respondents will come from, e.g., Philippines (nationwide) or specific regions only (NCR, Region IV, etc.)
4. **Geographic disaggregation of the data to be produced** - Indicate all levels of data disaggregation to be produced and/or published, such as national, regional, provincial, etc.
5. **Frequency of data collection** - Check how frequently the data will be collected, whether (a) *one-shot* (one-time only, ad-hoc, or non-repetitive, or no definite schedule yet for re-conduct), (b) *monthly*, (c) *quarterly*, (d) *annually*, or, (e) *other mode of frequency (specify)*.
6. **Method of data collection** - Check applicable box.
7. **Survey questionnaire titles** - Indicate the survey form title and form number, if any.
8. **Major data items to be collected** - Specify the major items of information to be collected (e.g., employment, compensation, prices).
9. **List of tables and other outputs to be generated** - Indicate the types and titles of reports or publications to be produced, and the tables to be presented in said reports or publications. Attach copies of proposed table formats.

10. **Type of data processing** - Check applicable box.
11. **Statistical classification system used** - Check the statistical classification system that will be used in the processing of data.
12. **Brief description of the sampling design and estimation procedure** - State briefly the information needed in the form. The details, especially on the sampling design and estimation of the parameters to include the means and variances of characteristics measured, should be attached in separate sheet. If complete information is available in the survey proposal, attach copy.
- (a) *Desired level of reliability* - Give the minimum degree of reliability you would like your survey results and estimates to have, and the proposed statistical measure to be used for assessing such reliability.
 - (b) *Sampling design* - Briefly describe the method of determining or selecting respondents to the survey.
 - (c) *Sampling unit (per stage if applicable)* - Specify the unit being selected for each stage, whether individuals, households, barangay, province, establishment, etc.
 - (d) *Domain* - The lowest level for which survey results could be produced, i.e., if the domain is the region, then provincial estimates could not be produced. This need not be geographical.
 - (e) *Sampling frame* - Identify the list frame or area frame to be used.
 - (f) *Sample size* - Give the number of sampling units chosen in each stage and/or grouping and then the total number of units to be surveyed.
 - (g) *Method of determining sample size* - Explain how the sample size in each stage and/or grouping was decided.
 - (h) *Estimation procedure* - If the characteristics or behavior of a larger group in which the sample is contained will be estimated, show the formulas and computational procedure. Attach all formulas in separate sheet.
 - (i) *Imputation procedure for non-response* - Explain briefly how non-response items will be estimated.
13. **Statistical analysis of results** - Indicate the statistical techniques that will be used to analyze the survey results.

III. ESTIMATED DIRECT COST OF SURVEY

Estimated direct cost of survey - Indicate the amount estimated to be spent for the survey in pesos. Include only direct expenditures, which refer to those which will be incurred as a result of the survey, and exclude indirect expenditures, or those which are used for the survey but will be incurred even without survey. Personal services include wages/salaries of enumerators, editors, data processors, etc. while capital outlay includes cost of computers and other equipment.

IV. TIMETABLE OF ACTIVITIES

Timetable of activities - Under the column for *schedule*, indicate the month/s of the year or dates when each stage of the survey will be undertaken. Under the column for *agency responsible*, indicate the agency or institution that will perform each activity.

CONTACT PERSON and APPROVING OFFICIAL

Prepared by (contact person) - To be signed by the employee who is most familiar with all the technical aspects of the survey. He shall serve as the PSA contact person to whom inquiries, clarifications, etc., shall be directed.

Approving official - To be signed by the head or any responsible official of the agency.