

Primer on the **STATISTICAL SURVEY REVIEW and CLEARANCE SYSTEM**



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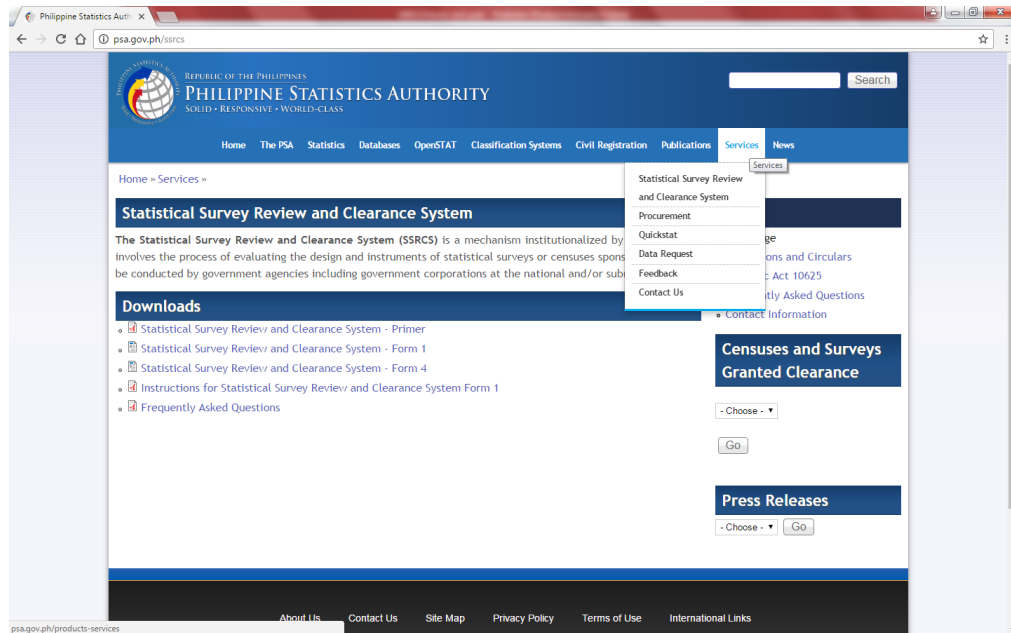
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The Statistical Survey Review and Clearance System (SSRCS) Primer aims to provide information about the SSRCS, the requirements to be submitted when applying for a survey clearance, and the process of applying for a survey clearance.

The primer will also give information about the composition of the PSA Survey Review Team.

SSRCS Webpage



For more information about the SSRCS and the list of surveys granted clearance, visit the SSRCS webpage at <http://psa.gov.ph/ssrcs> or send an email to ssd.staff@psa.gov.ph.

Background

To achieve quality and harmony in the conduct of statistical activities, various coordination mechanisms were instituted by the Philippine Statistical System (PSS), one of which is the Statistical Survey Review and Clearance System (SSRCS).

Purpose and Objectives

- **What is the Statistical Survey Review and Clearance System (SSRCS)?**

The SSRCS is a mechanism implemented by the PSS through the Philippine Statistics Authority (PSA) which involves **the process of evaluating the design and instruments of statistical surveys or censuses sponsored and/or to be conducted by government agencies, including government corporations at the national and local levels.**

- **What is the legal basis of the SSRCS?**

Republic Act (RA) No. 10625, also known as the “*Philippine Statistical Act of 2013*” mandates the PSA to establish an SSRCS to provide assistance and support to the statistical work of government agencies in the PSS, including the local government units (LGUs) and government-owned and controlled corporations (GOCCs).

Rule 28 of the Implementing Rules and Regulations (IRR) of RA No. 10625 mandates the PSA to be involved in the evaluation of surveys or censuses sponsored and/or to be conducted by government agencies at the national and local level.

- **What are the objectives of the SSRCS?**

The SSRCS aims to ensure conformity with standard definitions, concepts and classifications, and consequently, the reliability, comparability and accuracy of statistics generated out of said surveys and/or censuses.

Its specific objectives are to:

- ⇒ ensure sound design for data collection;
- ⇒ minimize the burden placed upon respondents;
- ⇒ eliminate unnecessary duplication of statistical data collection;
- ⇒ effect economy in statistical data collection; and
- ⇒ achieve better coordination of government statistical activities.

Scope and Coverage

- **Which statistical surveys/censuses are covered by the SSRCS?**

All statistical surveys/censuses which are sponsored and/or conducted by government agencies, including corporations, are covered by the SSRCS regardless of the sample size and funding source. The system is intended to be implemented nationwide.

Those statistical surveys which are conducted by private offices and non-government organizations (NGOs) are not covered by the review process. However, surveys contracted out by government agencies to private organizations and NGOs are still covered by the system.

Those surveys which are conducted by government agencies for their internal use, i.e., survey results will neither be published nor released to the general public, are exempted from review and clearance.

- **What is a statistical survey? A census?**

A **survey** refers to a data collection activity in which the primary concern is to compile data or statistics on a particular class, segment, activity, or geographic area (sample) of a bigger population. It is a method of collecting information about the population in which direct contact is made with the units of study, e.g., individuals, organizations, communities, etc., through such systematic means as statistical survey forms, questionnaires and interview schedules. A **census** is a process of complete enumeration of which every unit of the defined population being studied is included.

PSA Survey Review Team (SRT)

Special Order No. 2015-12NS-1512C

dated 08 February 2017

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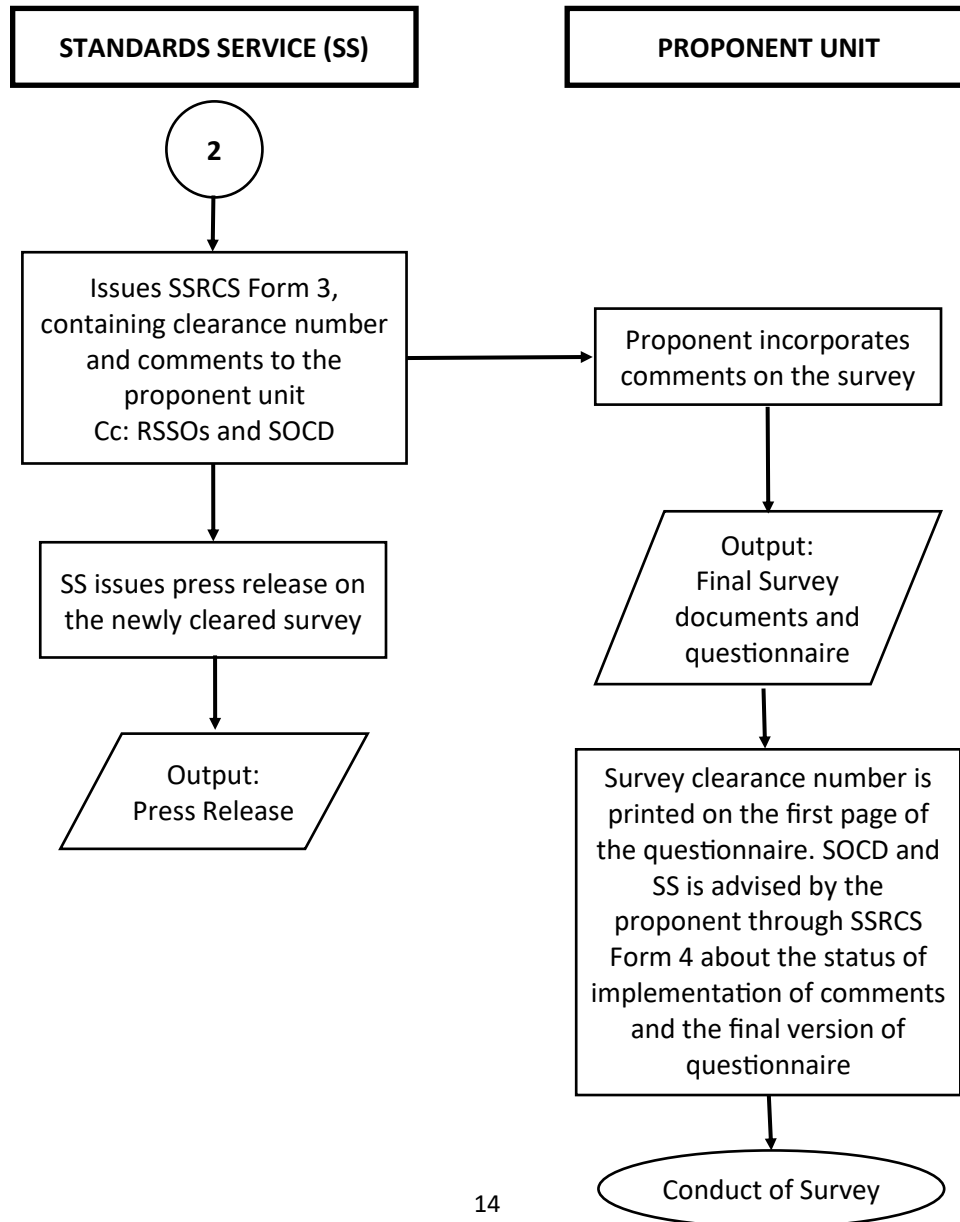
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SSRCS Process Flow (Regional Office)

ESTIMATED DURATION OF THE SSRCS PROCESS: 10 DAYS



- **What aspects of a survey or a census are being reviewed by the PSA?**

The process of evaluating a survey and/or census proposal dwells primarily on the following aspects:

- ⇒ **The need for the conduct of the survey/census** - Will the need for the data justify the conduct of the survey, or are there other more cost-effective means of generating the data?
- ⇒ **Unnecessary duplication** - To minimize the conflicting data and rationalize allocation of statistical responsibilities among government agencies, the next thing being considered is whether there is an existing similar activity generating the same data
- ⇒ **Sampling design** - Is the design appropriate and efficient to come up with the desired level of reliability and level of disaggregation within the funding availability?
- ⇒ **Forms content and tables to be generated** - Are the questions relevant to the objectives of the survey/census? Does it utilize the prescribed standard statistical concepts, definitions and methodologies? Will the table to be generated provide the desired information? Are these burdensome to the respondents?
- ⇒ **Operational plan** - This includes the cost estimates, survey operations, etc.
- ⇒ **Statistical outputs** - Are the presentations effective enough to meet the objectives of the survey, to suit the needs of data users

Procedures

- **How and when should a survey proponent apply for a clearance?**

The PSA requires survey proponents to secure clearance at least forty-five (45) days before the scheduled conduct of the survey to give the agencies ample time for the incorporation of PSA recommendations.

The application for clearance should be supported by the following documents:

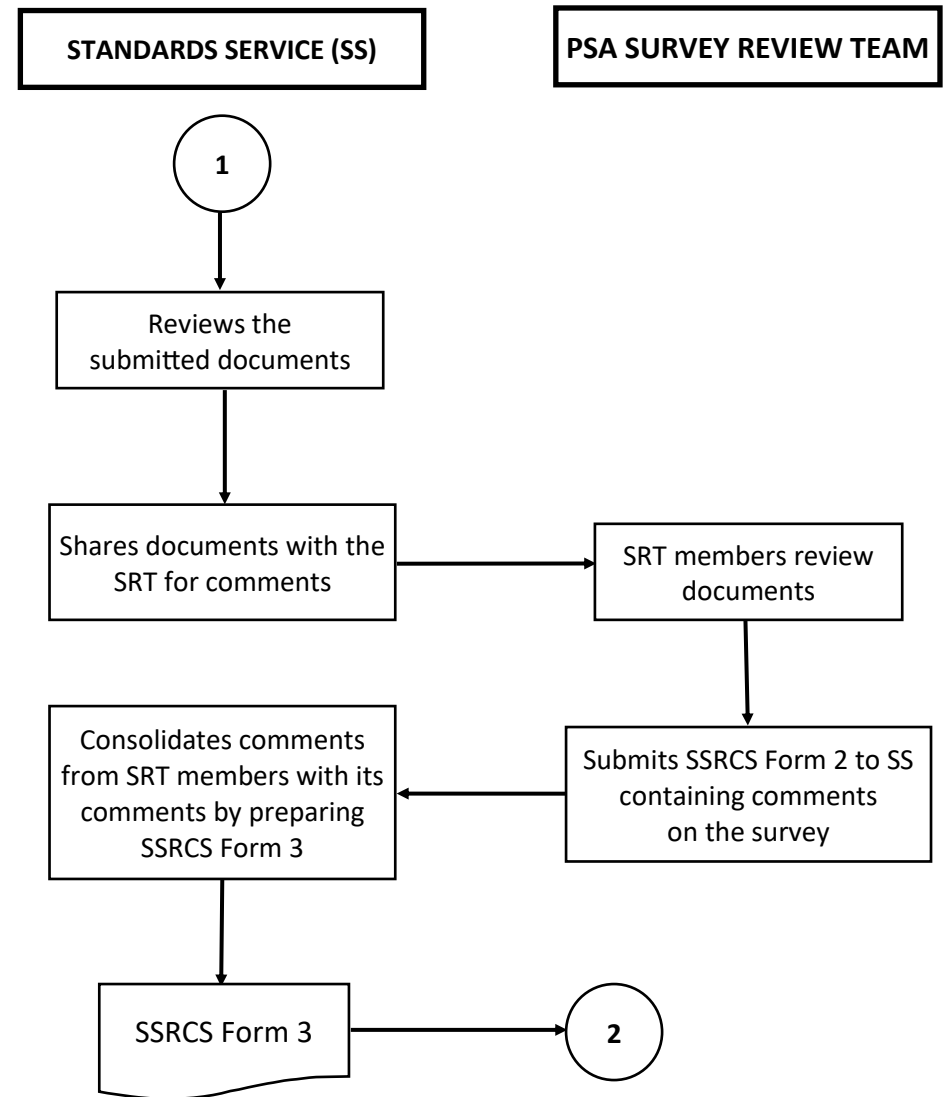
- SSRCS Form 1 (Statistical Survey Notification Form) (Downloadable from www.psa.gov.ph/ssrcs, together with the Instructions for filling in the form)
- Survey questionnaire/s
- Accomplished SSRCS Form 4 (Statistical Survey Monitoring Form), for previously cleared surveys
- Enumerators' Manual/Manual of Instructions/Operations
- List of tables to be generated
- Compilation of policy uses of survey results
- 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 SSRCS Form 1

All documents should be submitted to:

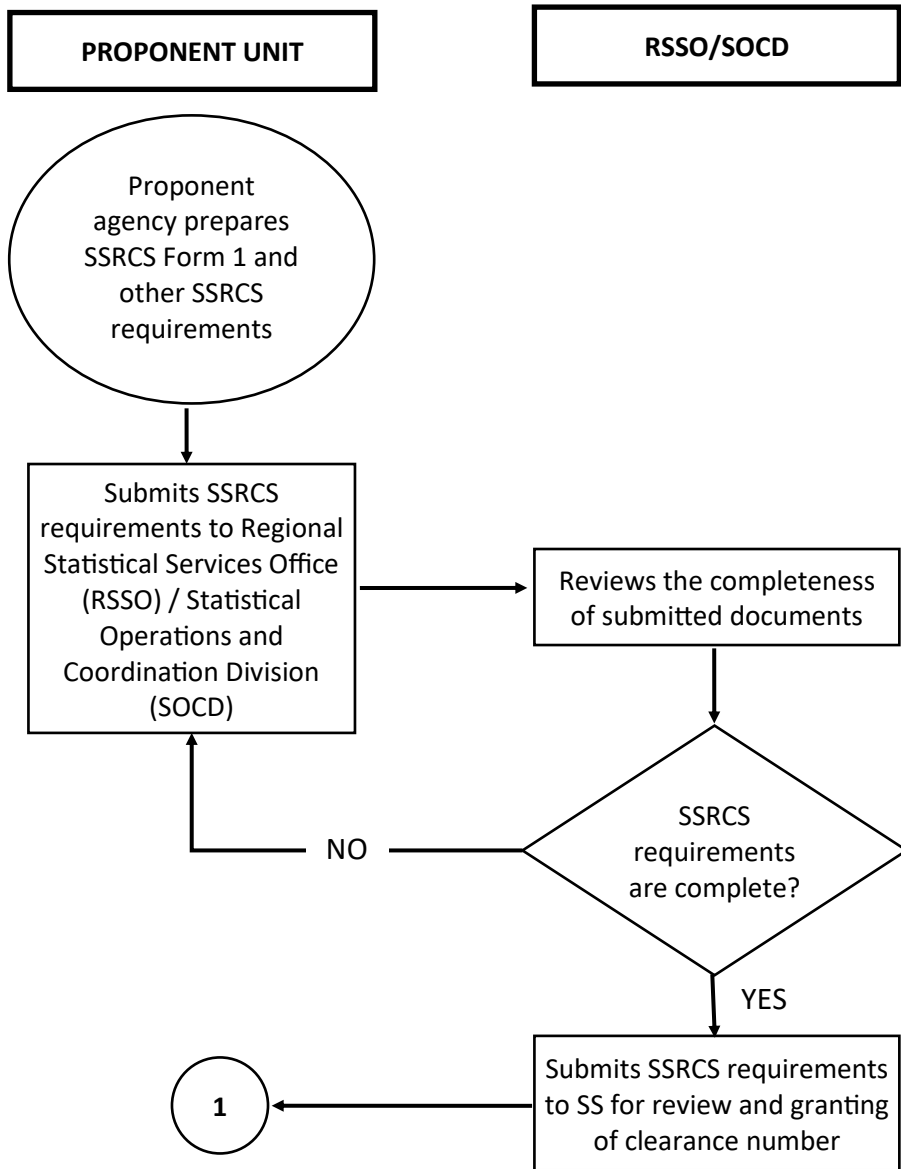
JOSIE B. PEREZ
Assistant Secretary
Deputy National Statistician
Censuses and Technical Coordination Office
Philippine Statistics Authority
17th Floor, Eton Centris Cyberpod Three,
EDSA corner Quezon Avenue, Quezon City

For submissions originating from regions/provinces, all documents can be submitted to the nearest PSA Regional Statistical Services Office (RSSO) or Provincial Statistics Office (PSO). Contact details of the PSA RSSOs can be accessed at: <https://psa.gov.ph/directory>

SSRCS Process Flow (Regional Office)



SSRCS Process Flow (Regional Office)



- **What actions are taken by the PSA on the surveys submitted?**

The PSA shall process survey clearance applications **within a period of ten (10) working days from receipt of the complete documents**. The PSA shall review the various aspects of the survey/census using SSRCS Form 2 (Evaluation Form). 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.

The PSA shall then transmit to the proponent the decision as documented in the SSRCS Form 3 (PSA Action Notification Form), together with recommendations aimed to further improve the system of data collection. If approved, the clearance number and the expiry date are indicated. If disapproved, the reason for such is also indicated.

Agencies will likewise be provided an SSRCS Form 4 (Statistical Survey Monitoring Form) for them to accomplish and send back to the PSA along with the final survey questionnaire/s before the conduct of the survey.

- **What period is covered by the clearance?**

An expiration date is assigned for every clearance number given which is usually one year from date of clearance. Regular surveys which are not often revised are given clearance numbers valid up to three years. If the clearance number is about to expire but the activity will be repeated in the following year/s, the proponent must apply again for renewal of clearance, following the same process as in the previous one.

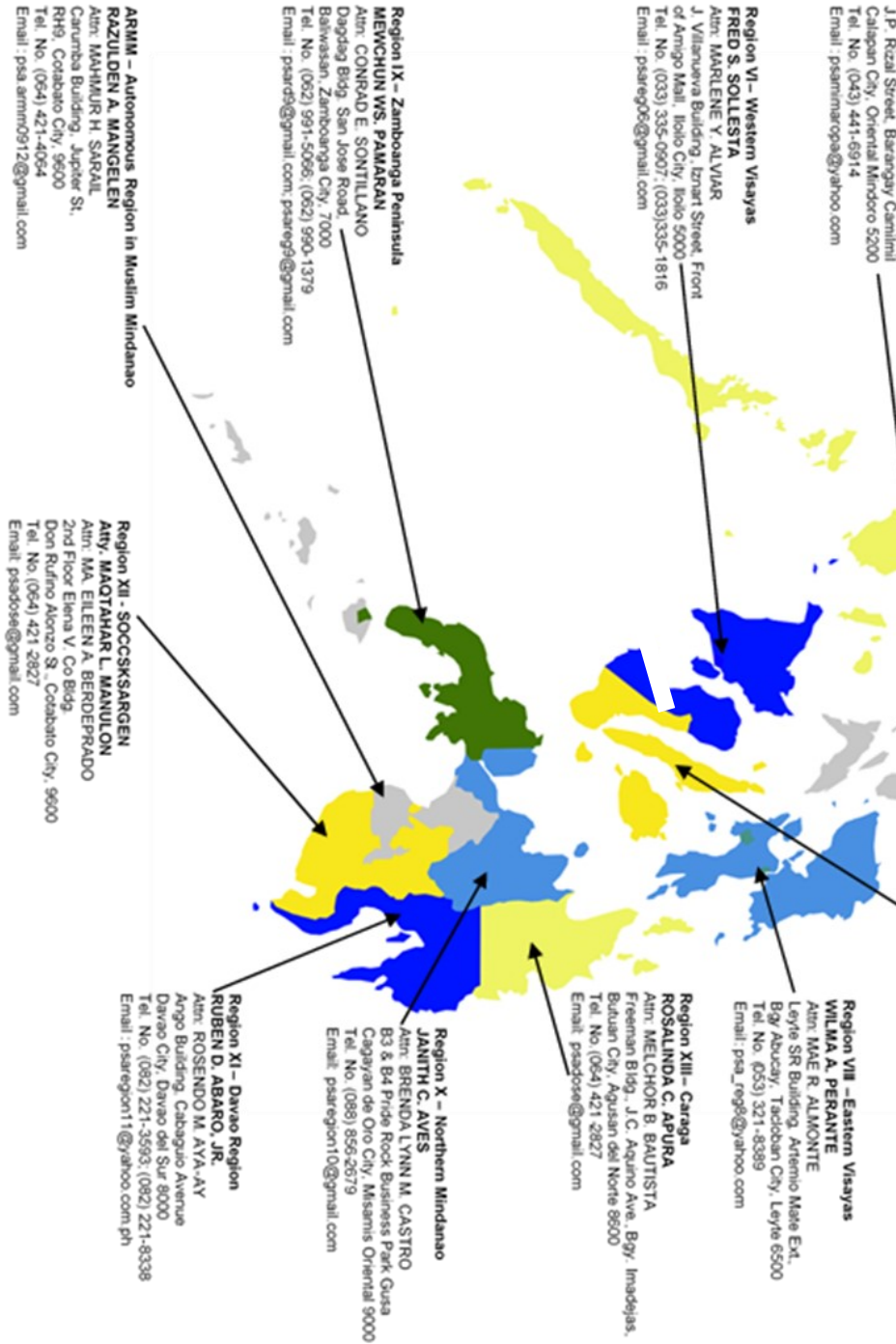
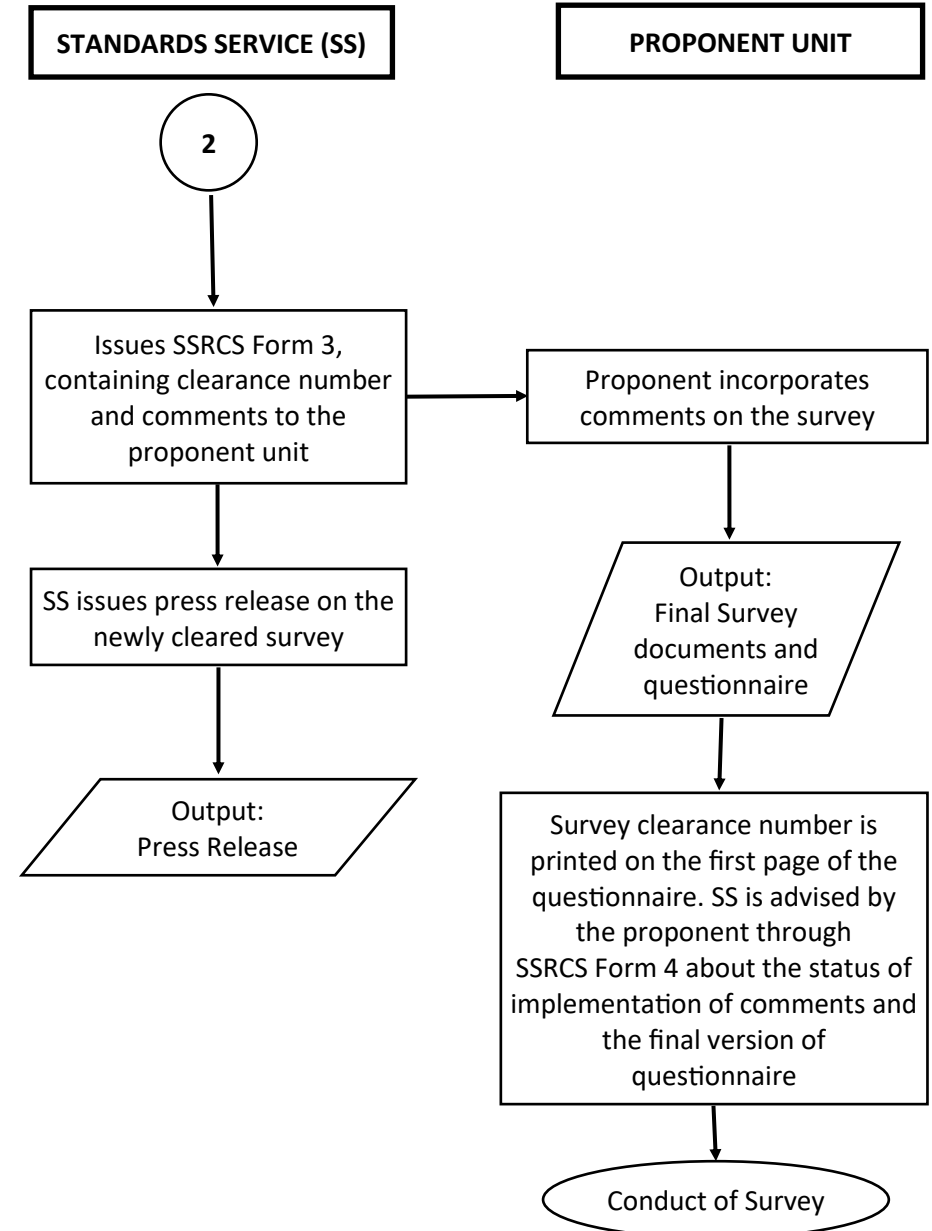
For irregular or ad hoc surveys, the clearance number shall be valid until six months after the proposed schedule of enumeration.

- **How does the public know about the surveys that have been cleared?**

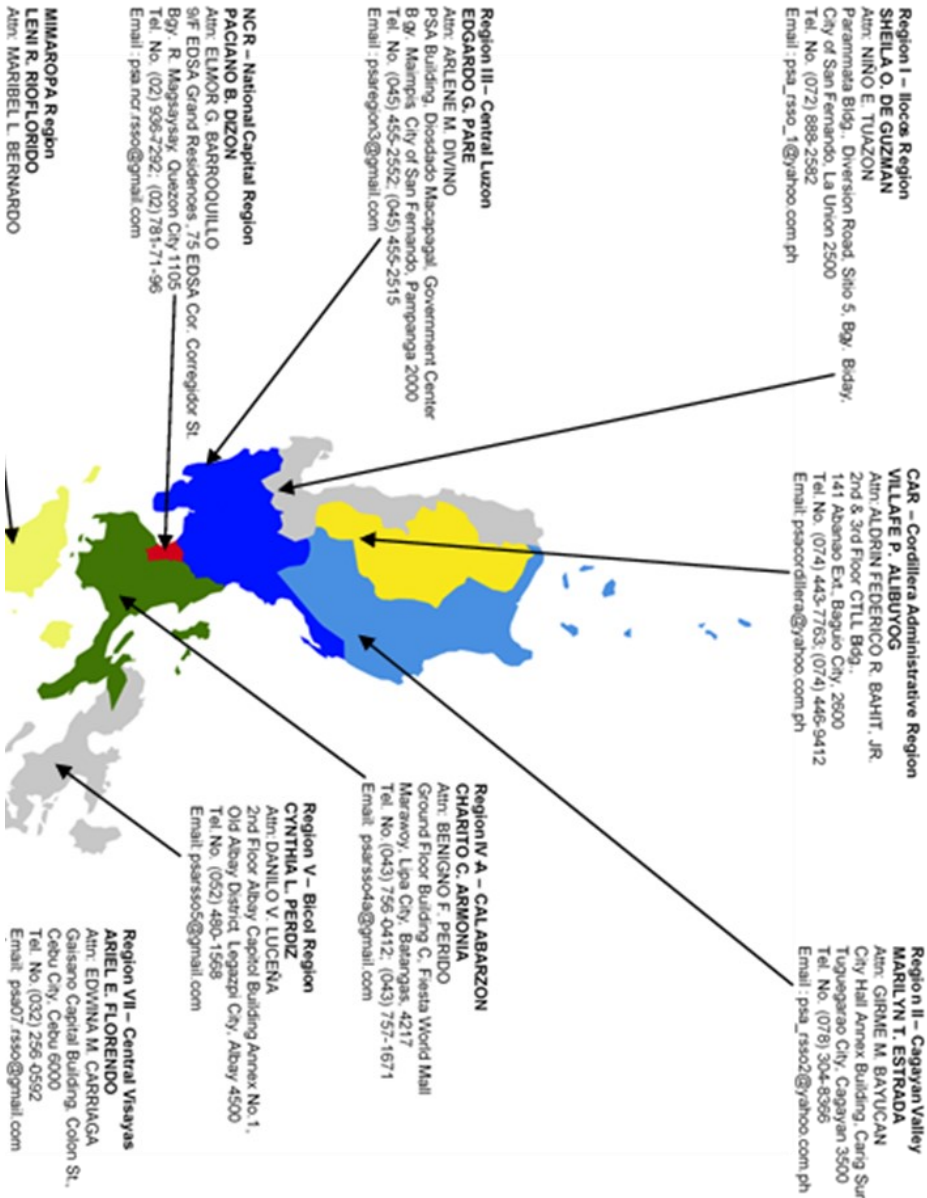
The PSA clearance number together with the expiration date should be printed on the upper right corner of the first page of the questionnaire to be used in the survey. This indicates that the survey has undergone the SSRCS process and that the PSA allows its conduct. Likewise, the PSA issues press releases informing the general public of the surveys which have been cleared as a way of promoting and seeking the cooperation and support of the respondents.

SSRCS Process Flow (Central Office)

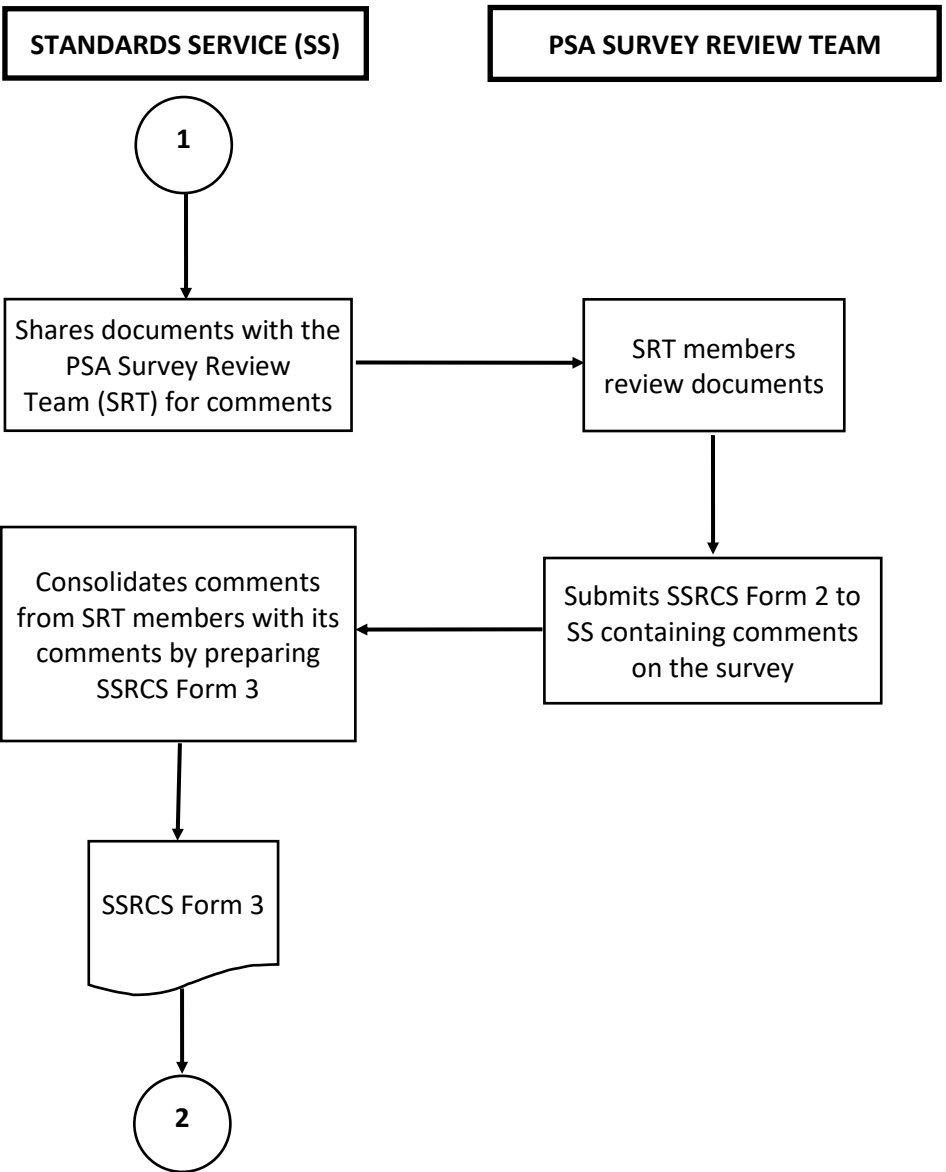
ESTIMATED DURATION OF THE SSRCS PROCESS: 10 DAYS



Directory of PSA Regional Statistical Services Offices (RSSOs)



SSRCS Process Flow (Central Office)



SSRCS Forms

SSRCS Form 1

The survey proponent needs to supply the following information on the SSRCS Form 1:

- Title of Statistical Census/Survey
- Legal Basis of the Census/Survey
- Name of the Proponent and Conducting Agency
- Name of other agencies that are supporting the census/survey
- Source of Funding
- Objectives and Relevance of the Census/Survey
- Type and Number of Respondents
- Reference Period of the Census/Survey
- Geographic Area covered by the Survey
- Frequency and Method of Data Collection
- Major Data Items to be collected
- List of Tables and Other Outputs to be generated
- Type of Data Processing and Statistical System used
- Brief Description of the Sampling Design, Estimation Procedure, and Statistical Analysis to be used
- Estimated Cost of Census/Survey
- Timetable of Activities

SSRCS Form 3

This form holds the final comments/recommendations of the PSA on the survey. It also provides the assigned clearance number as well as the expiry date of the cleared census/survey.

SSRCS Form 4

This form encloses the action/s taken by the proponent on the comments/recommendation provided by PSA.

SSRCS Process Flow (Central Office)

