



Republic of the Philippines  
NATIONAL STATISTICAL COORDINATION BOARD

**STATISTICAL SURVEY NOTIFICATION FORM**

*PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM*

**I. GENERAL INFORMATION**

1 Title of the statistical survey									
2 Legal basis									
3.1 Proponent agency <i>Name</i>  <i>Address</i>	3.2 Conducting agency <i>Name</i>  <i>Address</i>								
3.3 Other cooperating agencies	3.4 Funding source/s (Specify) a <input type="checkbox"/> Gov't of the Phils. (GOP) _____ b <input type="checkbox"/> Local private _____ c <input type="checkbox"/> Foreign _____								
3.5 Consultants <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;"><i>Name of organization/person</i></td> <td style="width: 50%; text-align: center; border: none;"><i>Nature of consultancy service</i></td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>		<i>Name of organization/person</i>	<i>Nature of consultancy service</i>	_____	_____	_____	_____	_____	_____
<i>Name of organization/person</i>	<i>Nature of consultancy service</i>								
_____	_____								
_____	_____								
_____	_____								
4 Objectives and relevance of the survey (Cite specific use of the data to be collected, or programs/issues to be addressed.)									
5.1 Status of survey a <input type="checkbox"/> Existing (Proceed to 5.2) b <input type="checkbox"/> New (Proceed to 5.3)	5.2 Status of survey form/questionnaire a <input type="checkbox"/> Existing statistical survey form being reported to the NSCB for the first time. What year was this first used? _____ b <input type="checkbox"/> Existing form for clearance renewal with revision. c <input type="checkbox"/> Existing form for clearance renewal without revision. If b or c, give previous clearance no. _____								
5.3 Is this survey a rider to another survey? a <input type="checkbox"/> Yes. (Specify) _____ b <input type="checkbox"/> No _____	5.4 Is this survey a component of a national or international program? a <input type="checkbox"/> Yes. (Specify) _____ b <input type="checkbox"/> No _____								

(Use additional sheets if necessary)

<b>II. TECHNICAL DESCRIPTION</b>			
<b>1</b> Type and number of respondents			
<i>Type of respondent</i>	<i>Size of universe</i>	<i>Size of sample</i>	<i>Expected response rate</i>
a <input type="checkbox"/> Individual			
b <input type="checkbox"/> Household			
c <input type="checkbox"/> Establishment			
d <input type="checkbox"/> Enterprise			
e <input type="checkbox"/> Government agency			
f <input type="checkbox"/> Others (Specify)			
<b>2</b> Reference period of the survey	<b>3</b> Geographical area covered by the survey, e.g., Phils., Region IV, etc.	<b>4</b> Geographic disaggregation of the data to be produced	
		a <input type="checkbox"/> National b <input type="checkbox"/> Regional c <input type="checkbox"/> Provincial (Selected) d <input type="checkbox"/> Others (Specify)	
<b>5</b> Frequency of data collection		<b>6</b> Method of data collection (Check as many as applicable)	
a <input type="checkbox"/> One-shot      d <input type="checkbox"/> Annually b <input type="checkbox"/> Monthly      e <input type="checkbox"/> Others (Specify) c <input type="checkbox"/> Quarterly      _____		a <input type="checkbox"/> Personal interview      c <input type="checkbox"/> Telephone b <input type="checkbox"/> Mail      d <input type="checkbox"/> Others (Specify)	
<b>7</b> Survey questionnaire titles			
<i>Form No.</i>	<i>Form Title</i>		
<b>8</b> Major data items to be collected (e.g., family income and expenditures, employment, compensation, prices)			
<b>9</b> List of tables and other outputs to be generated (attach table formats)			

<p>10 Type of data processing (Check as many as applicable)</p> <p>a <input type="checkbox"/> Manual</p> <p>b <input type="checkbox"/> Microcomputer</p> <p>c <input type="checkbox"/> Minicomputer</p> <p>d <input type="checkbox"/> Mainframe computer</p>	<p>11 Statistical classification systems used</p> <p>a <input type="checkbox"/> Phil. Standard Commodity Classification (PSCC)</p> <p>b <input type="checkbox"/> Phil. Standard Geographic Code (PSGC)</p> <p>c <input type="checkbox"/> Phil. Standard Industry Classification (PSIC)</p> <p>d <input type="checkbox"/> Phil. Standard Occupational Classification (PSOC)</p> <p>e <input type="checkbox"/> Phil. Standard Classification of Education (PSCED)</p> <p>f <input type="checkbox"/> Others (Specify)</p> <p>_____</p> <p>_____</p>
<p>12 Brief description of the sampling design and estimation procedure. (The details should be attached in separate sheet. If complete information is available in survey proposal, attach copy instead.)</p>	
<p><i>a) Desired level of reliability and the proposed statistical measure to be used for assessing such reliability (e.g., standard errors of means)</i></p>	
<p><i>b) Type of sampling design (The details should be attached in separate sheet.)</i></p>	
<p><i>c) Sampling unit (per stage if applicable) First stage – barangay</i></p>	
<p><i>d) Domain</i></p>	
<p><i>e) Sampling frame</i></p>	
<p><i>f) Sample size (total, per stratum/cluster/stage)</i></p>	
<p><i>g) Method of determining sample size</i></p>	
<p><i>h) Estimation procedure (The details and formulas should be attached in separate sheet.)</i></p>	
<p><i>i) Imputation procedure for non-response</i></p>	
<p>13 Statistical analysis of results (e.g., descriptive, multivariate) Descriptive, correlation analysis/test of association/categorical data analysis (CDA)</p>	

III. ESTIMATED DIRECT COST OF SURVEY (in pesos)	
1 <u>Personal Services</u> _____ 2 <u>Maintenance and Other Operating Expenses</u> _____ Travelling Expenses _____ Supplies _____	Printing Expenses _____ Others (Specify) _____ 3 <u>Capital Outlay</u> _____ TOTAL COST _____

IV. TIMETABLE OF ACTIVITIES		
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<i>Stage</i>	<i>Schedule</i>	<i>Agency Responsible</i>
A. Planning and preparation		
1 Formulation of survey design <i>(to include formulation of objectives, scope and coverage; development of methodology; formulation of sampling design and frame; design of table formats; preparation of questionnaire and manuals)</i>		
2 Pre-test of the questionnaire		
3 Revision based on pre-test of the questionnaire		
4 Submission to NSCB for review of survey design <i>(allow 15 days after submission of all required documents)</i>		
5 Finalization of questionnaires and manuals		
6 Printing of questionnaires and manuals		
B. Field operations		
1 Training of personnel		
2 Distribution and collection of questionnaires		
3 Field editing		
C. Data processing		
1 Office editing		
2 Data encoding		
3 Verification		
4 Tabulation		
D. Report preparation		
1 Analysis and interpretation of data		
2 Report writing		
E. Release of survey results		

PREPARED BY (Contact Person)		APPROVING OFFICIAL FOR REQUESTING AGENCY	
Signature		Signature	
Printed Name		Printed Name	
Designation	Tel. No.	Designation Director	
Date Prepared		Date Approved	

(Use additional sheets if necessary)