



Republic of the Philippines
NATIONAL STATISTICAL COORDINATION BOARD

PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM

I. GENERAL INFORMATION

1 Title of the statistical survey

2 Legal basis

3.1 Proponent agency
Name
Address

3.2 Conducting agency
Name
Address

3.3 Other cooperating agencies

3.4 Funding source/s (Specify)
a Gov't of the Phils. (GOP) _____
b Local private _____
c Foreign _____

3.5 Consultants	<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 Existing (Proceed to 5.2)
b New (Proceed to 5.3)

5.2 Status of survey form/questionnaire
a Existing statistical survey form being reported to the NSCB for the first time. What year was this first used? _____
b Existing form for clearance renewal with revision.
c 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 Yes. (Specify) _____
b No _____

5.4 Is this survey a component of a national or international program?
a Yes. (Specify) _____
b No _____



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INSTRUCTIONS TO FILL IN SSRCS Form 1

1 Required documents at the time of application for survey clearance:

- √ Accomplished Statistical Survey Notification Form (SSRCS Form 1)
- √ Survey Questionnaires
- √ Enumerator's Manual/Manual of Instructions (for new surveys or regular surveys with modifications)
- √ Table formats (for new surveys or regular surveys with modifications)
- √ Pre-test results, if any
- √ Previous survey results, if any
- √ Survey proposal, if any
- √ Any additional information not stated in SSRCS Form 1

2 Please submit the above documents to:

**The RSCC Secretariat
c/o National Statistical Coordination Board
Regional Unit V
2nd Floor F. Calagos Bldg.
Rizal Street cor. St. Vincent Subd.
Cabangan, Legazpi City**

3 The National Statistical Coordination Board (NSCB) Technical Staff shall process survey clearance applications within 15 working days, per NSCB Resolution No. 4 (S.1988) dated 24 March 1988. Within this period, review shall be conducted by the NSCB Technical Staff and the Technical Committee on Survey Design upon submission of the complete documents by the proponent/conducting agencies. 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:

Tel. No. : (52) 480-5510
Telefax : (52) 480-5003
E-mail : nscb5@cats.edu.ph

II. TECHNICAL DESCRIPTION

1 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)			
2 Frequency of conduct of the survey a <input type="checkbox"/> One-shot b <input type="checkbox"/> Monthly c <input type="checkbox"/> Quarterly _____	3 Reference period of the survey d <input type="checkbox"/> Annually e <input type="checkbox"/> Others (Specify) _____	4 Geographical areas covered by the survey, e.g., Phils., Region IV, etc.	
5 Geographic disaggregation of the data to be produced a <input type="checkbox"/> National b <input type="checkbox"/> Regional c <input type="checkbox"/> Provincial d <input type="checkbox"/> Others (Specify) _____	6 Method of data collection (Check as many as applicable) a <input type="checkbox"/> Personal interview d <input type="checkbox"/> Telephone b <input type="checkbox"/> Mail e <input type="checkbox"/> Others (Specify) c <input type="checkbox"/> Electronic Mail _____		
7 Information on the data collectors (who they are, training to be given, etc.)			
8 Survey instruments (listing sheets and questionnaires)			
<i>Form No.</i>	<i>Form Title</i>	<i>No. of Pages</i>	
9 Interview rate (if applicable)			
10 Major data items to be collected (e.g., family income and expenditures, employment, compensation, prices)			

(Use additional sheets if necessary)

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 to the NSCB for the first time* - refers to forms used in existing surveys as defined in item 5.1 above but being reported to the NSCB 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 NSCB.
 - (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 NSCB.
 - 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.

11 Major outputs/indicators to be generated (attach table formats)	
12 Dissemination practices (indicate whether results will be available in publication, diskette, web page, etc.)	
13 Type of data processing (Check as many as applicable) a <input type="checkbox"/> Manual b <input type="checkbox"/> Microcomputer c <input type="checkbox"/> Minicomputer d <input type="checkbox"/> Mainframe computer	14 Statistical classification systems used a <input type="checkbox"/> Phil. Standard Commodity Classification (PSCC) b <input type="checkbox"/> Phil. Standard Geographic Code (PSGC) c <input type="checkbox"/> Phil. Standard Industry Classification (PSIC) d <input type="checkbox"/> Phil. Standard Occupational Classification (PSOC) e <input type="checkbox"/> Phil. Standard Classification of Education (PSCED) f <input type="checkbox"/> Others (Specify) _____ _____
15 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.)	
<i>a) Type of sampling design (The details should be attached in separate sheet.)</i>	
<i>b) Sampling unit (per stage if applicable)</i>	
<i>c) Domain</i>	
<i>d) Sampling frame</i>	
<i>e) Sample size (total, per stratum/cluster/stage)/sampling ratios</i>	
<i>f) Method of determining sample size/sampling ratios</i>	
<i>g) Estimation procedure (The details and formulas should be attached in separate sheet.)</i>	

(Use additional sheets if necessary)

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 **Frequency of conduct of survey** - Check how frequently the survey will be conducted, 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)*.
- 3 **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.
- 4 **Geographical areas 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.)
- 5 **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.
- 6 **Method of data collection** - Check as many as applicable.
- 7 **Information on the data collectors** – Indicate who the data collectors will be and the training to be given to them, if any.
- 8 **Survey instruments** - Indicate the form title and form number, if any, and the no. of pages of the listing sheets and questionnaires.
- 9 **Interview rate** – Indicate interview rate, if applicable.
- 10 **Major data items to be collected** - Specify the major items of information to be collected (e.g., employment, compensation, prices).
- 11 **Major output/indicators to be generated** - Indicate the major outputs/indicators to be generated and attach a copy of the table formats.
- 12 **Dissemination practices** – Indicate the form of dissemination of the results of the survey, e.g. publication
- 13 **Type of data processing** - Check as many as applicable.

<i>h) Imputation procedure for non-response</i>		
<i>i) Desired level of reliability for this survey and the proposed statistical measure to be used for assessing such reliability (e.g., standard errors of means, coefficient of variation)</i>		
16 Statistical analysis of results (e.g., descriptive, multivariate)		
17 Actual response rate of last survey (indicate survey period)		
18 Actual level of reliability of the latest survey results, e.g. standard error, coefficient of variation (indicate survey period)		
III. ESTIMATED DIRECT COST OF SURVEY (in pesos)		
1 <u>Personal Services</u> _____ 2 <u>Maintenance and Other Operating Expenses</u> _____ <u>Travelling Expenses</u> _____ _____ <u>Supplies</u> _____	Printing Expenses _____ Others (Specify) _____ 3 <u>Capital Outlay</u> _____ TOTAL COST _____	
IV. TIMETABLE OF ACTIVITIES		
<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 Submission to NSCB for review of survey design <i>(allow 15 days after submission of all required documents)</i>		
3 Pre-test of the questionnaire		
4 Revision based on pre-test		
5 Finalization of questionnaires and manuals		
6 Printing of questionnaires and manuals		
B. Field operations		
1 Training of personnel		
2 Conduct of the survey (distribution and collection of questionnaires)		
3 Field editing		
C. Data processing		
1 Office editing		

(Use additional sheets if necessary)

- 14 **Statistical classification system used** - Check the statistical classification system that will be used in the processing of data.
- 15 **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) *Sampling design* - Briefly describe the method of determining or selecting respondents to the survey.
 - (b) *Sampling unit (per stage if applicable)* - Specify the unit being selected for each stage, whether individuals, households, barangay, province, establishment, etc.
 - (c) *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.
 - (d) *Sampling frame* - Identify the list frame or area frame to be used.
 - (e) *Sample size/sampling ratios* - Give the number of sampling units chosen in each stage and/or grouping and then the total number of units to be surveyed. Provide also the sampling ratios, if any.
 - (f) *Method of determining sample size/sampling ratios* - Explain how the sample size in each stage and/or grouping and the sampling ratios were determined.
 - (g) *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.
 - (h) *Imputation procedure for non-response* - Explain briefly how non-response items will be estimated.
 - (i) *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.
- 16 **Statistical analysis of results** - Indicate the statistical techniques that will be used to analyze the survey results.
- 17 **Actual response rate of last survey** – If a regular survey, indicate the response rate of last survey and the period being referred to.
- 18 **Actual level of reliability** – Indicate the level of reliability of the latest survey results and the period being referred to.

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 NSCB 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.

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
Date Prepared		Date Approved

(Use additional sheets if necessary)