

Frequently Asked Questions (FAQs)

- **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;
- effect economy in statistical data collection efforts;
- eliminate unnecessary duplication of statistical data collected; and
- achieve better coordination of government statistical activities.

- **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 systematic means such as statistical survey forms, questionnaires or interview schedules.

Census is the process of complete enumeration in which every unit of the defined population being studied is included.

- **Are all statistical surveys/censuses subject to 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.

Customer satisfaction surveys, perception/opinion surveys, special studies of State Universities and Colleges (SUCs) as well as other surveys which may be funded/conducted by the government¹ but are not general purpose/official statistics are not covered in the SSRCS.

¹ Government-initiated surveys that do not generate official statistics may still seek assistance for the improvement of design of surveys

Surveys funded and to be conducted by private organizations² are likewise not covered in the SSRCS.

The non-compliance of SSRCS by government agencies, LGUs and the GOCCs in the conduct of their statistical activities shall be subject to penalties as provided for under Sec. 27 of RA 10625 and Art. 60 of its IRR.

- **Are the local government units (LGUs) and regional line agencies covered by the SSRCS?**

The SSRCS is intended to be implemented nationwide, covering LGUs and regional line agencies. Surveys/censuses to be undertaken and/or funded by LGUs and regional line agencies that are regional, provincial and municipal-specific should undergo the SSRCS process.

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>.

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

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

- SSRCS Form 1 (Statistical Survey Notification Form) (Downloadable from <https://psa.gov.ph/ssrcs>, together with the Instructions for Filling in the SSRCS Form 1)
- Survey questionnaire/s
- Accomplished SSRCS Form 4 (Statistical Survey Monitoring Form), for previously cleared surveys
- Signed SSRCS Form 5 (List of Revised and New Data Items) (for PSA surveys/censuses only)
- Enumerators' Manual/Manual of Instructions/Operations
- List of tables to be generated
- Compilation of policy uses of survey results

² Surveys to be conducted by private organizations should undergo SSRCS if funded by regional line agencies, LGUs or the national government.

- 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:

CLAIRE DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General

Philippine Statistics Authority

PSA Complex, East Avenue, Diliman, Quezon City 1101

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- **What aspects of a survey or 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
- ✓ Unnecessary duplication
- ✓ Sampling design
- ✓ Forms content and tables to be generated
- ✓ Operational plan
- ✓ Statistical outputs

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

An expiration date, which is usually one year from date of application, is assigned for every clearance number given, except for regular surveys³ which are not often revised and are thus given up to three (3) years validity. If the clearance number is about to expire but the activity will be repeated in the following year/s, the proponent must again apply for

³ In cases when there are revisions made in the survey during the three-year clearance validity period, the proponent agency is requested to submit the survey with the revisions for review under the SSRCS.

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.

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

The PSA shall process survey clearance applications within a period of twenty (20) 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 as well as the SSRCS Form 6 (SSRCS Service Feedback Form) within 15 working days upon receipt of SSRCS Form 3.

- **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.

A complete list of surveys/censuses granted clearance under the SSRCS can be accessed at: <https://psa.gov.ph/ssrcs/listing/2019>. Meanwhile, all SSRCS press releases issued are available at: <https://psa.gov.ph/ssrcs/press-releases/2019>.

For queries on the SSRCS, interested parties may send an email message to the SSRCS Secretariat at: ssd.staff@psa.gov.ph.