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# Primer on the STATISTICAL SURVEY REVIEW and CLEARANCE SYSTEM



Republic of the Philippines  
Philippine statistics authority  
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# Contents

<b>Background</b>	3
<b>Purpose and Objectives</b>	3
<b>Scope and Coverage</b>	4
<b>Procedures</b>	6
<b>SSRCS Forms</b>	9
<b>SSRCS Process Flow (Central Office)</b>	10
<b>SSRCS Process Flow (Regional Office)</b>	14
<b>Directory of PSA Regional Statistical Services Offices (RSSOs)</b>	15
<b>SSRCS Webpage</b>	18

# 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)**.

This 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.

# Purpose

## ***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?***

Rule no. 28 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 10625, also known as the “Philippine Statistical Act of 2013”



*“The PSA shall establish a **Statistical Survey Review and Clearance System (SSRCS)** to provide assistance and support to the statistical work of other government agencies in the PSS, including the LGUs and the GOCCs.”*

# Objectives

## ***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;
- eliminate unnecessary duplication of statistical data collection efforts; 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, regardless of funding source and sample size
- ✓ Surveys/ censuses contracted out by government agencies to private organizations and NGOs
- ✓ Censuses/surveys fully or partially funded by international organizations but will be conducted by government agencies

## ***What are exempted from SSRCS?***

- \* Surveys which may be funded/conducted by the government but are not general purpose/official statistics
- \* Surveys funded and to be conducted by private organizations

### ***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.

### ***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](http://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
- Accomplished SSRCS Form 5 (List of Revised and New Data Items), for PSA surveys ONLY
- Enumerators Manual and/or 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:



**CLAIRE DENNIS S. MAPA, Ph.D.**  
**Undersecretary**  
**National Statistician and Civil Registrar General**  
**Philippine Statistics Authority**  
**PSA Complex, East Avenue**  
**Diliman, Quezon City 1101**

*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>*

### **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 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

Title of statistical survey	
2018 Labor Force Survey (LFS)	
Proponent agency	
Philippine Statistics Authority (PSA)	Coordinating agency
Philippine Statistics Authority (PSA)	Philippine Statistics Authority (PSA)
1. <input checked="" type="checkbox"/> CLEARANCE GRANTED. Subject to the following final action:	
2. <input checked="" type="checkbox"/> All information contained in the Survey before used be printed or stamped on the upper right corner of the first page of the statistical survey form.	
3. <input checked="" type="checkbox"/> Date of survey: 2018 Labor Force Survey (LFS)	
PSA Approval No. PSA-1853 Expires on 31-December-2019	
4. <input checked="" type="checkbox"/> Date of survey: Annual of Operations and the project for dissemination of the clearance number to the Census and Technical Support Office - Standards Service (CTCO-SS), 30 days upon receipt of this form.	
5. <input checked="" type="checkbox"/> Other: (Specify)	
Please furnish the CTCO-SS copies of the survey results.	
The survey design and instrument shall be subject to review should there be any changes made prior to the expiration of the clearance period.	

## 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 Forms

## SSRCS Form 1 - Statistical Survey Notification Form

This form gathers required information with regards to the survey/census. 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 - PSA Action Notification Form

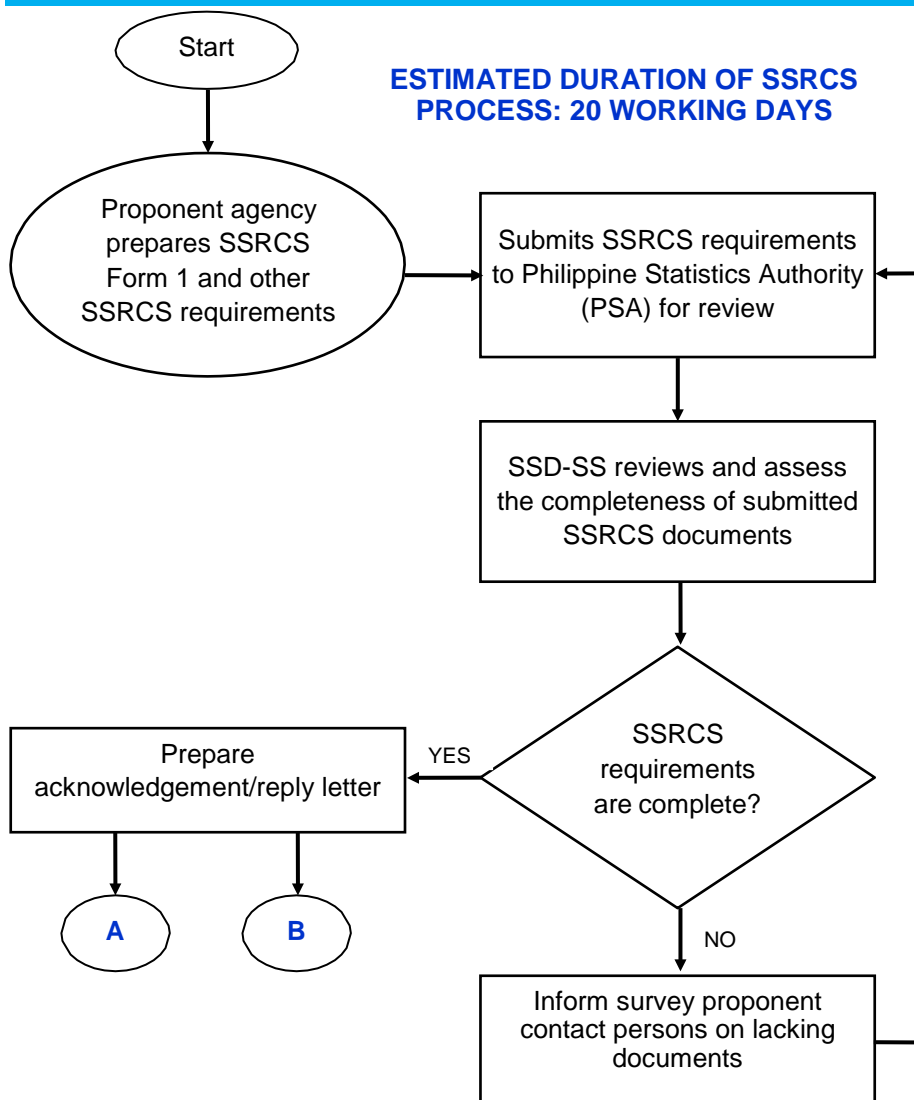
This form holds the final comments/recommendations of the PSA on the survey. It also provides the assigned clearance number as well as the expiry date of the cleared census/survey.

## SSRCS Form 4 - Statistical Survey Monitoring Form

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

# SSRCS Process Flow (Central Office)

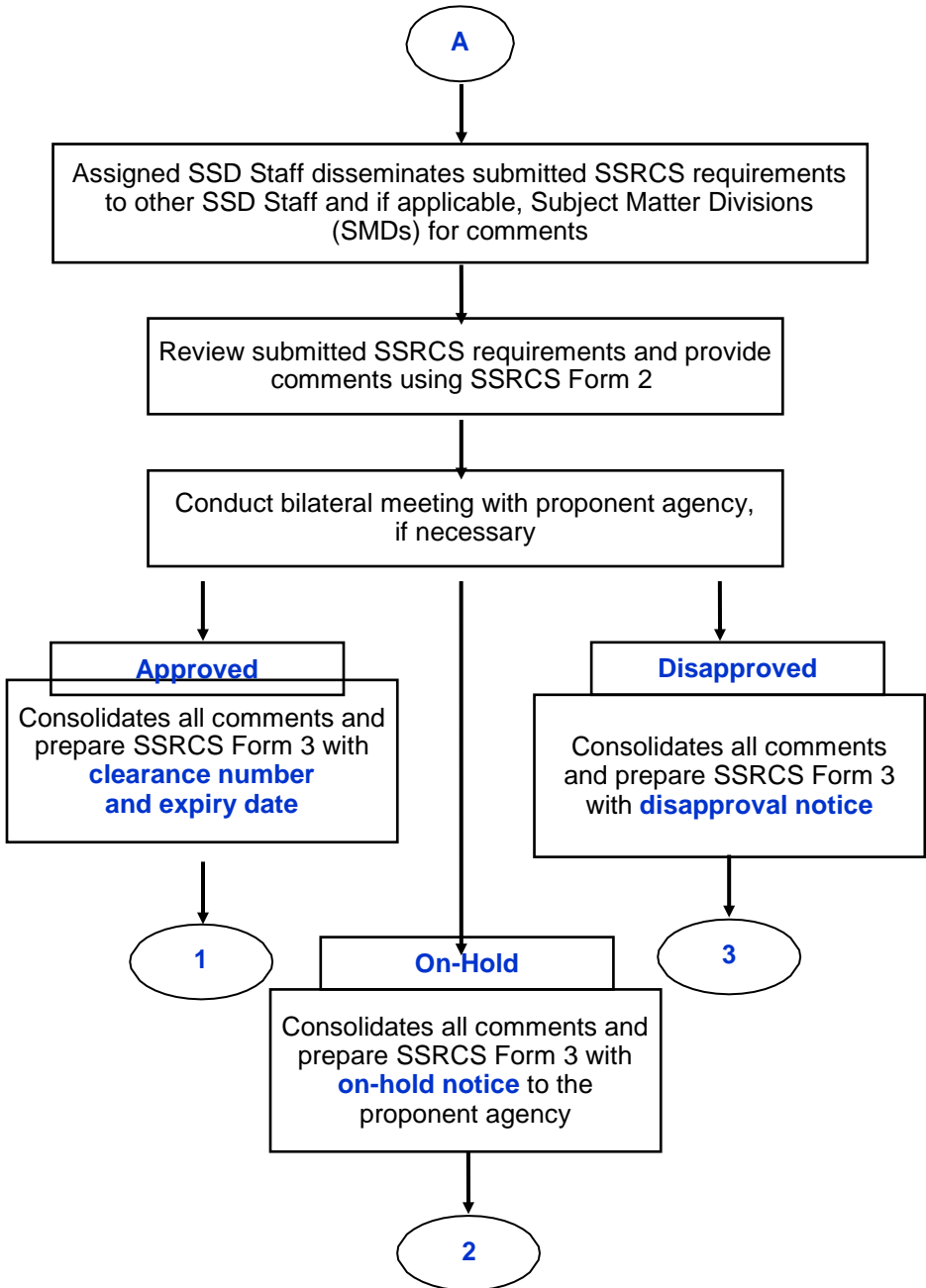
**ESTIMATED DURATION OF SSRCS  
PROCESS: 20 WORKING DAYS**



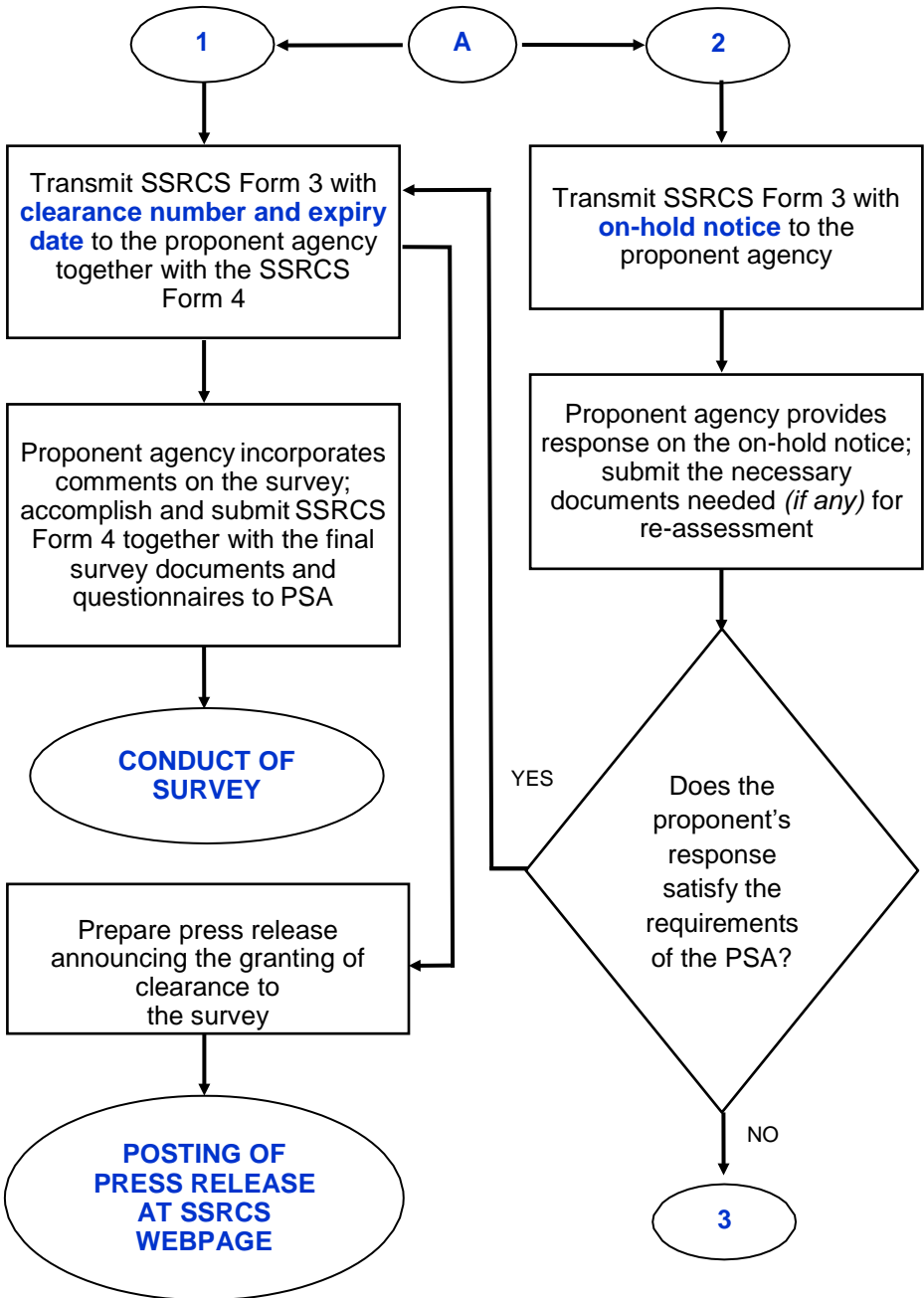
**A: Survey proposal is covered under the SSRCS.**

**B: Survey proposal is NOT covered under the SSRCS.**

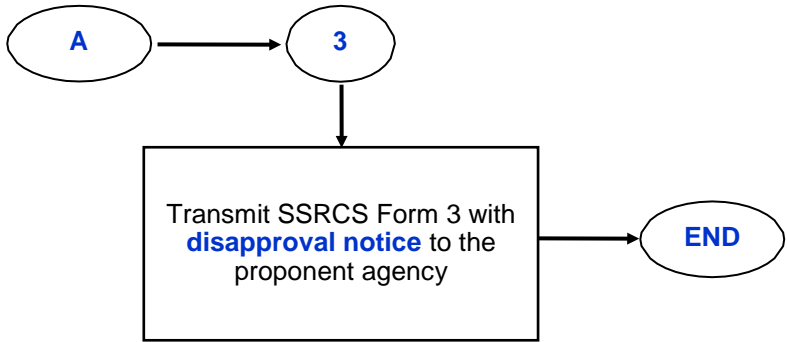
**A: Survey proposal is covered under the SSRCS.**



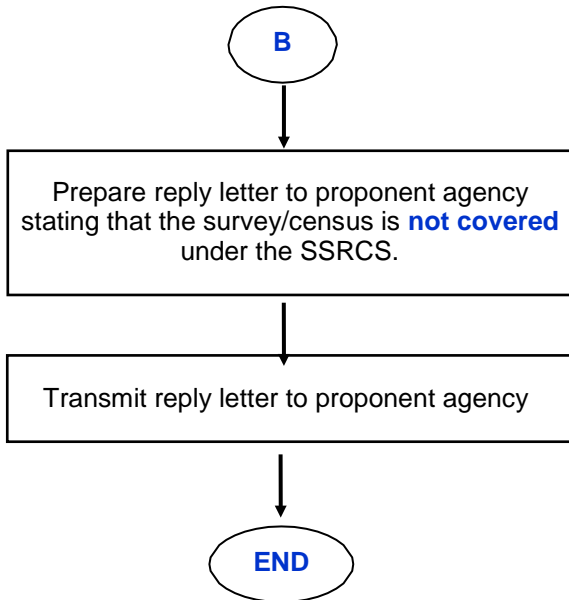
**A: Survey proposal is covered under the SSRCS.**



**A: Survey proposal is covered under the SSRCS.**

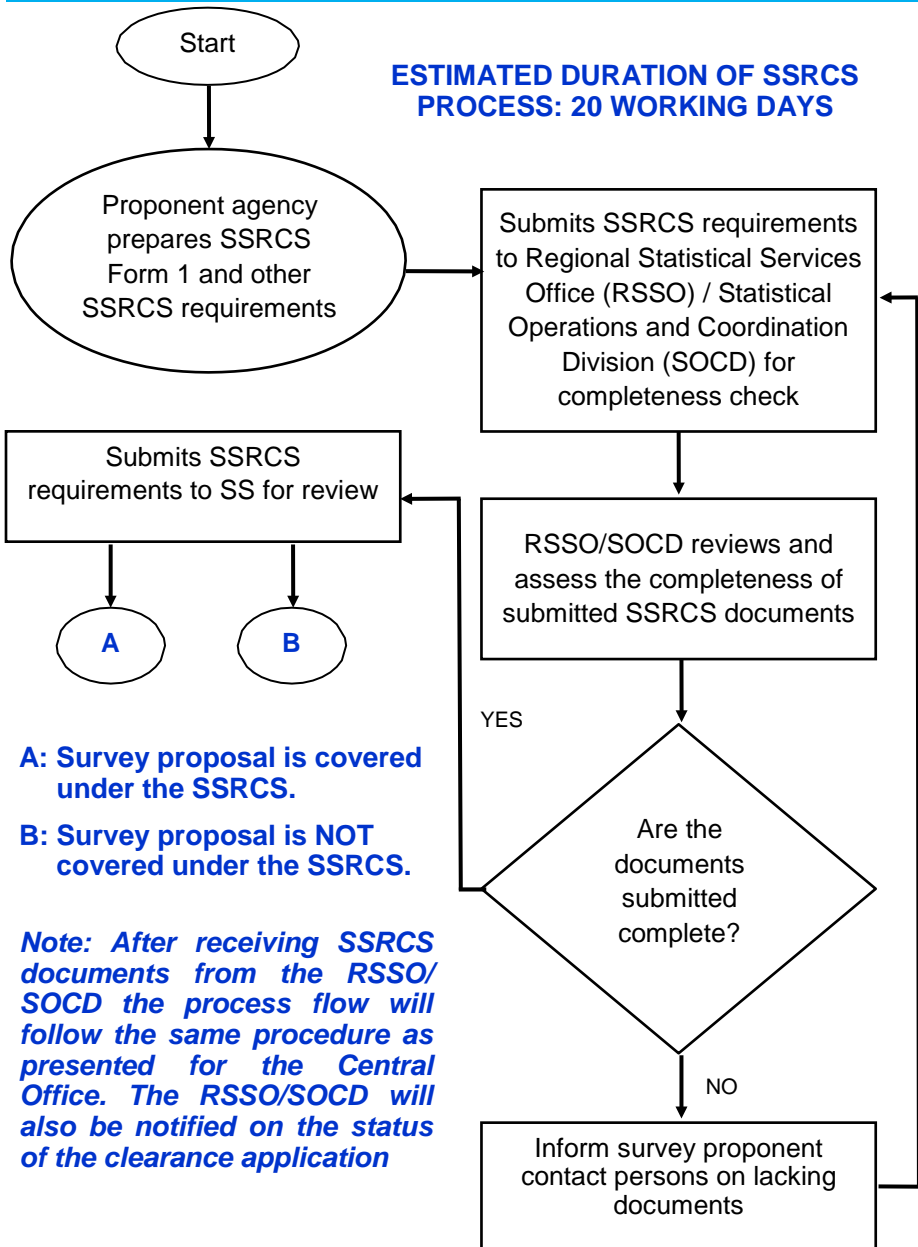


**B: Survey proposal is NOT covered under the SSRCS.**



# SSRCS Process Flow (Regional Office)

**ESTIMATED DURATION OF SSRCS  
PROCESS: 20 WORKING DAYS**



# Directory of PSA Regional Statistical Services Offices (RSSOs)

## **NCR - National Capital Region**

**PACIANO B. DIZON**

Attn: **BAMBIE A. VILLARUEL**

9/F EDSA Grand Residences, 75 EDSA Cor. Corregidor St.

Brgy R. Magsaysay, Quezon City, 1105

Telephone: (02) 936-7292; 781-71-96

E-Mail: [psa.ncr.rsso@gmail.com](mailto:psa.ncr.rsso@gmail.com)

## **CAR - Cordillera Administrative Region**

**VILLAFE P. ALIBUYOG**

Attn: **ALDRIN FEDERICO R. BAHIT, JR.**

2nd & 3rd Floor CTLL Building, 141 Abanao Extension

Baguio City, 2600

Telephone: (074) 443-7763; (074) 446-9412

E-Mail: [psacordillera@yahoo.com.ph](mailto:psacordillera@yahoo.com.ph)

## **Region I - Ilocos Region**

**SHEILA O. DE GUZMAN**

Attn: **DANITES E. TEÑIDOC**

Parammata Bldg, Diversion Road, Sitio 5, Barangay Biday,

City of San Fernando, La Union 2500

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## **Region II - Cagayan Valley**

**MARILYN T. ESTRADA**

Attn: **GIRME M. BAYUCAN**

City Hall Annex Building, Carig Sur

Tuguegarao City, Cagayan 3500

Telephone: (078) 304-8366

E-Mail: [psa\\_rsso2@yahoo.com.ph](mailto:psa_rsso2@yahoo.com.ph)

## **Region III - Central Luzon**

**EDGARDO G. PARE**

Attn: **ARLENE M. DIVINO**

PSA Building, Diosdado Macapagal Government Center

Barangay Maimpis, City of San Fernando, Pampanga 2000

Telephone: (045) 455-2552; 455-2515

E-Mail: [psaregion3@gmail.com](mailto:psaregion3@gmail.com)

## **Region IV-A - CALABARZON**

**CHARITO C. ARMONIA**

Attn: **BENIGNO F. PERIDO**

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## **MIMAROPA Region**

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## **Region V - Bicol Region**

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## **Region VI - Western Visayas**

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J. Villanueva Building, Iznart Street, Front of Amigo Mall

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E-Mail: [psareg06@gmail.com](mailto:psareg06@gmail.com)

## **Region VII - Central Visayas**

**ARIEL E. FLORENDO**

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E-Mail: [psa07.rss@gmail.com](mailto:psa07.rss@gmail.com)

## **Region VIII - Eastern Visayas**

**WILMA A. PERANTE**

Attn: **MAE R. ALMONTE**

Leyte SR Building, Artemio Mate Extension,

Barangay Abucay, Tacloban City, Leyte 6500

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E-Mail: [psa\\_reg8@yahoo.com](mailto:psa_reg8@yahoo.com)

## **Region IX - Zamboanga Peninsula**

**MEWCHUN WS. PAMARAN**

Attn: **CONRAD E. SONTILLANO**

Dagdag Bldg. San Jose Road, Baliwasan

Zamboanga City, 7000

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**Region X - Northern Mindanao**

**RUBEN D. ABARO, JR.**

Attn: **BRENDA LYNN M. CASTRO**

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Cagayan de Oro City, Misamis Oriental 9000

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E-Mail: [psaregion10@gmail.com](mailto:psaregion10@gmail.com)

**Region XI - Davao Region**

**PEPITO D. AMOYEN**

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Davao City, Davao del Sur 8000

Telephone: (082) 221-3593; 221-8338; 224-1140

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**Region XII - SOCCSKSARGEN**

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**Region XIII - Caraga**

**ROSALINDA C. APURA**

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E-Mail: [psacaraga\\_rss013@yahoo.com.ph](mailto:psacaraga_rss013@yahoo.com.ph)

**ARMM - Autonomous Region in Muslim Mindanao**

**RAZULDEN A. MANGELEN**

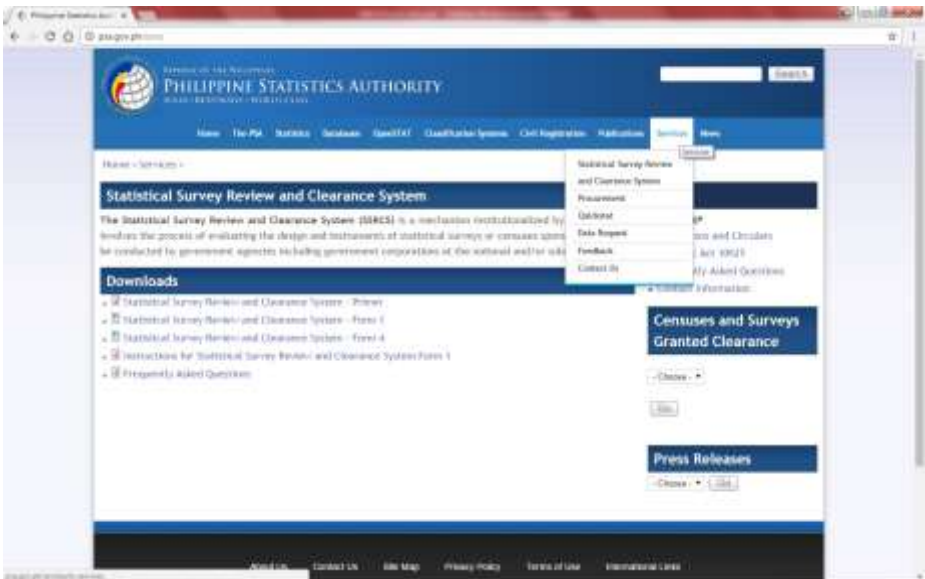
Attn: **MAHMUR H. SARAIL**

Carumba Building, Jupiter Street RH9  
Cotabato City, 9600

Telephone: (064) 421-4064

E-Mail: [psa.armm0912@gmail.com](mailto:psa.armm0912@gmail.com)

# 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](mailto:ssd.staff@psa.gov.ph) or [ssdss.staff@gmail.com](mailto:ssdss.staff@gmail.com).



For any related inquiries or clarifications,  
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**Fax No. (02) 8376-1867**

**E-mail: [ssd.staff@psa.gov.ph](mailto:ssd.staff@psa.gov.ph)  
[ssdss.staff@gmail.com](mailto:ssdss.staff@gmail.com)**



<http://www.psa.gov.ph>



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