

## 2. Review and Clearance Application of through the Statistical Survey Review and Clearance System (SSRCS) - Submitted at Central Office Requiring Bilateral Meeting with Proponent Agency

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

Rule No. 28 of the Implementing Rules and Regulations of the Republic Act No. 10625, also known as the "Philippine Statistical Act of 2013 mandates the PSA to establish "a SSRCS to provide assistance and support to the statistical work of other government agencies in the PSS, including local government units and government owned and controlled corporations

The following 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

<b>Office or Division:</b>	Standards Service - Statistical Standards Division (SS-SSD)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	Government-to-Government (G2G)		
<b>Who may avail:</b>	All Government Agencies, Local Government Units (LGUs) and Government Owned or Controlled Corporations (GOCCs) that will be conducting statistical surveys/censuses, regardless of funding source and sample size		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Request letter addressed to  <b>CLAIRE DENNIS S. MAPA, Ph.D.</b> Undersecretary National Statistician and Civil Registrar General 12 <sup>th</sup> Floor Eton Centris Cyberpod Five, EDSA corner Quezon Avenue, Diliman Quezon City 1101		1. SSRCS Form 1 (Statistical Survey Notification Form) ( <a href="https://psa.gov.ph/sites/default/files/SSRCS%20Form%201_2018.docx">https://psa.gov.ph/sites/default/files/SSRCS%20Form%201_2018.docx</a> ) 2. SSRCS Form 4 (Statistical Survey Monitoring Form), for previously reviewed and cleared surveys or census ( <a href="https://psa.gov.ph/sites/default/files/SSRCS%20Form%204_2018.docx">https://psa.gov.ph/sites/default/files/SSRCS%20Form%204_2018.docx</a> ) 3. SSRCS Form 5 (List of Revised and New Data Items) <i>for PSA Surveys only</i>	
2. Properly accomplished SSRCS Forms			

<p>§ SSRCS Form 1 (Statistical Survey Notification Form)</p> <p>§ SSRCS Form 4 (Statistical Survey Monitoring Form), for previously reviewed and cleared surveys or census</p> <p>§ SSRCS Form 5 (List of Revised and New Data Items) <i>for PSA Surveys only</i></p> <p>3. Survey Questionnaire/s</p> <p>4. Enumerators Manual, Manual of Instructions/Operations, Instructions on How to Fill-up the Questionnaire/s</p> <p>5. List of tables to be generated</p> <p>6. Compilation of policy uses of survey results</p> <p>7. Pre-test, Pilot survey results (of any, for new surveys and surveys with major changes in the forms content and sampling design)</p> <p>8. Previous survey results (if any)</p> <p>9. Survey Proposal (if any)</p> <p>10. Any other additional information not stated in SSRCS Form 1</p>	<p>(<a href="http://www.psa.gov.ph/sites/default/files/SSRCS%20Form%205.docx">http://www.psa.gov.ph/sites/default/files/SSRCS%20Form%205.docx</a>)</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit complete documents for SSRCS application in printed copies at:</p> <p>12<sup>th</sup> Floor Eton Centris Cyberpod Five, EDSA corner Quezon Avenue, Diliman Quezon City 1101</p> <p>or via email at:</p>	1.1. Receive submitted documents	None	1 day	Office of the National Statistician (ONS)
	1.2. Endorse submitted documents to SSD-SS			
	1.3. Review the completeness of submitted documents	None	1 day	SSD-SS Staff - Supervising Statistical Specialist (SupSS)
	1.4. Inform survey proponent contact persons on lacking documents via email and/or telephone call			- Senior Statistical Specialist (SSS) - Statistical Specialist II (SSII) - Statistical Specialist I (SSI) - Statistical Analyst (SA)
	1.5. Provide comments on the survey instruments, design and other submitted documents	None	3 days	SSD-SS Staff - CSS - SupSS - SSS - SSII - SSI

ons.staff@psa.gov.ph, and ssd.staff@psa.gov.ph				- SA
2. Attend bilateral meeting	2.1. Convene a bilateral meeting with the survey proponent (as the need arises)	None	1 day	SSD-SS Staff - CSS - SupSS - SSS - SSII - SSI - SA
3. Submit additional requirements (if any)	3.1. Prepare the following: § For Approved Surveys – Reply Letter, SSRCS Form 3 and Press Release § For Disapproved Surveys – Reply Letter and SSRCS Form 3 § For On-Hold Surveys – Reply Letter and SSRCS Form 3 § For Not Covered Surveys – Reply Letter and SSRCS Form 3	None	3 days	SSD-SS Staff - SupSS - SSS - SSII - SSI - SA
	3.2. Review and endorse the following: § For Approved Surveys – Reply Letter, SSRCS Form 3 and Press Release § For Disapproved Surveys – Reply Letter and SSRCS Form 3 § For On-Hold Surveys – Reply Letter and SSRCS Form 3 § For Not Covered Surveys – Reply Letter and SSRCS Form 3	None	2 days	CSS or designated Officer-in-Charge
		None	2 days	ANS, SS or designated Officer-in-Charge
		None	2 days	DNS, CTCO or designated Officer-in-Charge
3.3. Review and approve the following: § For Approved Surveys – Reply Letter, SSRCS Form 3 and Press Release § For Disapproved Surveys – Reply Letter and SSRCS Form 3 § For On-Hold Surveys – Reply Letter and SSRCS Form 3 § For Not Covered Surveys – Reply Letter and SSRCS Form 3	None	3 days	NS or designated Officer-in-Charge	

	3.4 Prepare the SSRCS Form 4 for approved, disapproved and on-hold	None	20 minutes	SSD-SS Staff - SupSS - SSS - SSII - SSI - SA
	3.5 Post Press Release at the PSA website and SSRCS webpage	None	30 minutes	SSD-SS Staff - SupSS - SSS - SSII - SSI - SA
	3.6. Transmittal of the following documents to survey proponent agency § For Approved Surveys - Reply Letter, - SSRCS Form 3 - SSRCS Form 4 - SSRCS Form 6 § For Disapproved Surveys – - Reply Letter, - SSRCS Form 3 - SSRCS Form 4 - SSRCS Form 6 § For On-Hold Surveys - Reply Letter, - SSRCS Form 3 - SSRCS Form 4 - SSRCS Form 6 § For Not Covered Surveys - Reply Letter, - SSRCS Form 3 - SSRCS Form 6	None	1 day	SSD-SS Staff - SupSS - SSS - SSII - SSI - SA
4. Accomplish and submit SSRCS Form 4 and SSRCS Form 6	4.1. Acknowledge receipt of submitted SSRCS Form 4 and SSRCS Form 6	None	10 minutes	SSD-SS Staff - SupSS - SSS - SSII - SSI - SA
<b>Total</b>		<b>None</b>	<b>20 days</b>	