**STATISTICAL SURVEY NOTIFICATION FORM**

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| ***PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM*** |
| **I. GENERAL INFORMATION** |
| 1 Title of the statistical survey |
| 2 Legal basis |
| 3.1 Proponent agency | 3.2 Conducting agency |
| *Name* |  |  | *Name* |  |  |
| *Address* |  |  | *Address* |  |  |
|  |  |  |  |  |  |
| 3.3 Other cooperating agencies | 3.4 Funding source/s |
|  |  |  |  | a | [ ]  | Gov’t of the Phils. (GOP) |  |  |
|  |  |  |  | b | [ ]  | Local private |  |  |
|  |  |  |  | c | [ ]  | Foreign |  |  |
|  |  |  |  |  |  |  |  |  |
| 3.5 Consultants |  |
|  | *Name of organization/person* |  |  | *Nature of consultancy service* |  |
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| 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 | 5.2 Status of survey form/questionnaire |
|  | a | [ ]  | Existing | (Proceed to 5.2) |  |  | a | [ ]  | Existing statistical survey form being reported for the first time. What year was this first used? |  |  |
|  | b | [ ]  | New | (Proceed to 5.3) |  |  | 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? | 5.4 Is this survey a component of a national or international program? |
|  | a | [ ]  | Yes (Specify) |  |  | a | [ ]  | Yes (Specify) |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | b | [ ]  | No |  |  | c | [ ]  | No |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **II. TECHNICAL DESCRIPTION** |
| 1 Type and number of respondents |
| *Type of respondent* | *Size of universe* | *Size of sample* | *Expected response rate* |
|  | a | [ ]  | Individual |  |  |  |
|  | b | [ ]  | Household |  |  |  |
|  | c | [ ]  | Establishment |  |  |  |
|  | d | [ ]  | Enterprise |  |  |  |
|  | e | [ ]  | Government agency |  |  |  |
|  | f | [ ]  | Others (Specify) |  |  |  |
| 2 Reference period of the survey | 3 Geographical area covered by the survey, e.g., Phils., Region IV, etc. | 4 Geographic disaggregation of the data to be produced |
|  |  |  | a | [ ]  | National |
|  | b | [ ]  | Regional |
|  | c | [ ]  | Provincial |
|  | d | [ ]  | Others (Specify) |
| 5 Frequency of data collection | 6 Method of data collection (Check as many as applicable) |
|  | a | [ ]  | One-shot | d | [ ]  | Annually |  |  | a | [ ]  | Personal interview | c | [ ]  | Telephone |  |
|  | b | [ ]  | Monthly | e | [ ]  | Others (Specify) |  |  | b | [ ]  | Mail | d | [ ]  | Others (Specify) |  |
|  | c | [ ]  | Quarterly |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |
| 7 Survey questionnaire titles |
| *Form No.* | *Form Title* |
|  |  |
|  |  |
|  |  |
|  |  |
| 8 Major data items to be collected (e.g., family income and expenditures, employment, compensation, prices) |
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| 9 List of tables and other outputs to be generated (attach table formats) |
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| 10 Type of data processing (Check as many as applicable) | 11 Statistical classification systems used (Check as many as applicable) |
|  | a | [ ]  | Manual |  | a | [ ]  | Phil. Standard Commodity Classification (PSCC) |  |
|  | b | [ ]  | Microcomputer |  | b | [ ]  | Phil. Standard Geographic Code (PSGC) |  |
|  | c | [ ]  | Minicomputer |  | c | [ ]  | Phil. Standard Industry Classification (PSIC) |  |
|  | d | [ ]  | Mainframe computer |  | d | [ ]  | Phil. Standard Occupational Classification (PSOC) |  |
|  |  |  |  |  | e | [ ]  | Phil. Standard Classification of Education (PSCED) |  |
|  |  |  |  |  | f | [ ]  | Others (Specify) |  |
|  |  |  |  |  |  |  |  |  |
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| **II. TECHNICAL DESCRIPTION *(cont.)*** |
| 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.) |
|  | a) | *Desired level of reliability and the proposed statistical measure to be used for assessing such reliability (e.g., standard errors of means)* |
|  |  |  |
|  |  |  |
|  | b) | *Type of sampling design (The details should be attached in separate sheet.)* |
|  |  |  |
|  |  |  |
|  | c) | *Sampling unit (per stage if applicable)* |
|  |  |  |
|  |  |  |
|  | d) | *Domain* |
|  |  |  |
|  |  |  |
|  | e) | *Sampling frame* |
|  |  |  |
|  |  |  |
|  | f) | *Sample size (total, per stratum/cluster/stage)*  |
|  |  |  |
|  |  |  |
|  | g) | *Method of determining sample size* |
|  |  |  |
|  |  |  |
|  | h) | *Estimation procedure (The details and formulas should be attached in separate sheet.)* |
|  |  |  |
|  |  |  |
|  | i) | *Imputation procedure for non-response* |
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| 13 Statistical analysis of results (e.g., descriptive, multivariate) |
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| **III. ESTIMATED DIRECT COST OF SURVEY (in pesos)** |
| 1 | Personal Services |  |  |  | Printing Expenses |  |  |
| 2 | Maintenance and Other Operating Expenses |  |  | Others (Specify) |  |  |
|  |  |  |  | 3 | Capital Outlay |  |  |
|  | Travelling Expenses |  |  | TOTAL COST |  |  |
|  | Supplies |  |  |  |  |  |  |
|  |  |
| **IV. TIMETABLE OF ACTIVITIES** |
| *Stage* | *Schedule* | *Agency Responsible* |
| A | Planning and preparation |  |  |
|  | 1 | Formulation of survey design*(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)* |  |  |
|  | 2 | Pre-test of the questionnaire |  |  |
|  | 3 | Revision based on pre-test of the questionnaire |  |  |
|  | 4 | Submission to PSA for review of survey design (allow 10 days after submission of all required documents) |  |  |
|  | 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 |
| Date Prepared | Date Approved |