**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 | | | | | | | | | | | | | | | | | | | | | |  |
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| **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 | | |  |  |  | | | | | |  | | |  |  | | |  | | | | |  | | | | | | |  | |  |  | | | |  |
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| 7 Survey questionnaire titles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Form No.* | | | | | | | | | | *Form Title* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | | | | | |