



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

STATISTICAL SURVEY NOTIFICATION FORM

PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM

I. GENERAL INFORMATION

1 Title of the statistical survey

2 Legal basis

3.1 Proponent agency

Name

Address

3.2 Conducting agency

Name

Address

3.3 Other cooperating agencies

3.4 Funding source/s (Specify)

- a Gov't of the Phils. (GOP) _____
 b Local private _____
 c Foreign _____

3.5 Consultants

Name of organization/person

Nature of consultancy service

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

- a Existing (Proceed to 5.2)
 b New (Proceed to 5.3)

5.2 Status of survey form/questionnaire

- a Existing statistical survey form being reported for the first time. What year was this first used? _____
 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?

- a Yes (Specify)

- b No

5.4 Is this survey a component of a national or international program?

- a Yes (Specify)

- b No _____

II. TECHNICAL DESCRIPTION			
1 Type and number of respondents			
<i>Type of respondent</i>	<i>Size of universe</i>	<i>Size of sample</i>	<i>Expected response rate</i>
a <input type="checkbox"/> Individual			
b <input type="checkbox"/> Household			
c <input type="checkbox"/> Establishment			
d <input type="checkbox"/> Enterprise			
e <input type="checkbox"/> Government agency			
f <input type="checkbox"/> 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 <input type="checkbox"/> National b <input type="checkbox"/> Regional c <input type="checkbox"/> Provincial d <input type="checkbox"/> Others (Specify)
5 Frequency of data collection		6 Method of data collection (Check as many as applicable)	
a <input type="checkbox"/> One-shot	d <input type="checkbox"/> Annually	a <input type="checkbox"/> Personal interview	c <input type="checkbox"/> Telephone
b <input type="checkbox"/> Monthly	e <input type="checkbox"/> Others (Specify) _____	b <input type="checkbox"/> Mail	d <input type="checkbox"/> Others (Specify) _____
c <input type="checkbox"/> Quarterly			
7 Survey questionnaire titles			
<i>Form No.</i>	<i>Form Title</i>		
8 Major data items to be collected (e.g., family income and expenditures, employment, compensation, prices)			
9 List of tables and other outputs to be generated (attach table formats)			
10 Type of data processing (Check as many as applicable)		11 Statistical classification systems used (Check as many as applicable)	
a <input type="checkbox"/> Manual	b <input type="checkbox"/> Microcomputer	a <input type="checkbox"/> Phil. Standard Commodity Classification (PSCC)	b <input type="checkbox"/> Phil. Standard Geographic Code (PSGC)
c <input type="checkbox"/> Minicomputer	d <input type="checkbox"/> Mainframe computer	c <input type="checkbox"/> Phil. Standard Industry Classification (PSIC)	d <input type="checkbox"/> Phil. Standard Occupational Classification (PSOC)
		e <input type="checkbox"/> Phil. Standard Classification of Education (PSCED)	f <input type="checkbox"/> Others (Specify)
		_____	_____
		_____	_____

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*

13 Statistical analysis of results (e.g., descriptive, multivariate)

III. ESTIMATED DIRECT COST OF SURVEY (in pesos)

1 Personal Services _____
 2 Maintenance and Other Operating Expenses

 Travelling Expenses _____
 Supplies _____

Printing Expenses _____
 Others (Specify) _____
 3 Capital Outlay _____
 TOTAL COST _____

IV. TIMETABLE OF ACTIVITIES

<i>Stage</i>	<i>Schedule</i>	<i>Budget</i>	<i>Agency Responsible</i>
A. Planning and preparation			
1. Formulation of survey design <i>(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)</i>			
2. Pre-test of the questionnaire			
3. Revision based on pre-test of the questionnaire			
4. Submission to PSA for review of survey design <i>(allow 15 days after submission of all required documents)</i>			
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:	
E-mail Address:		E-mail Address:	
Date Prepared:		Date Approved:	