



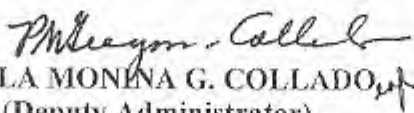
Republic of the Philippines  
**NATIONAL STATISTICS OFFICE**

Reference No. 08HSD02 - 164

**MEMORANDUM -**

**TO :** ALL Regional Directors (RDs) and OICs

**FROM :** FOR THE ADMINISTRATOR:

  
**PAULA MONINA G. COLLADO**  
(Deputy Administrator)  
Officer-in-Charge

**DATE :** 15 September 2008

**SUBJECT :** October 2008 Labor Force Survey (LFS),  
2008 Survey on Overseas Filipinos (SOF) and  
October 2008 Consumer Expectations Survey (CES)

In addition to the October round of the LFS and its rider survey SOF, the CES will be conducted in October this year. As in previous surveys, the LFS and SOF will be undertaken simultaneously from October 8 to 31, 2008. The October 2008 CES shall be conducted from October 1 to 15, 2008 in 58 provinces representing all regions except ARMM. It will cover sample housing units in a rotation group not sampled by LFS/SOF. (See Guideline No. 3). *Attachment 1* shows the national timetable of operations.

Attached are specific information and guidelines for the conduct of the three surveys. Please be reminded of the deadlines set for the submission of the needed reports.

Guidelines
1. LFS/SOF Provincial Timetable
2. Briefing
3. Sample Barangays/EAs, Sample Housing Units and Sample Households
4. List of Sample Housing Units and Sample Households (MS Form 6)
5. Cost Estimate and Hiring of SRs
6. Field Operation
7. Encoding of the Item "others specify" of the LFS
8. Submission of Data Files and Other Reports

Attachments
1. National Timetable
2. Sample of LFS Provincial Timetable
3. Format of Cost Estimate Report
4. Summary List of Reports
5. Error list by region and province
6. List of sample housing units and sample households by barangay/municipality/province

You are hereby required to disseminate all information contained in this memorandum to your respective provincial offices.

For your information and guidance.



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**October 2008 Labor Force Survey,  
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October 2008 Consumer Expectations Survey**

***Guideline no. 1: LFS/SOF Provincial Timetable***

The Regional Office is required to prepare the Provincial timetable for the October LFS/SOF activities following the guidelines below.

**Guidelines for the Preparation of the LFS/SOF Provincial Timetable**

Activity	Specifics
Enumeration	For LFS/SOF: Standard Output: 6 to 8 households per day Enumeration Days: 21 days (including Saturdays) to start October 8
Manual Processing at the Provincial Offices	Standard Output: LFS - 50 questionnaires per day
Data Entry, CCK and Machine Edit	Standard Output: LFS - 200 questionnaires per day
Submission of clean data files to the Regional Office	LFS: Oct 27 - Nov 14, 2008
LFS: Certification pass at Regional Office	LFS: Oct 28 - Nov 17, 2008
Submission of clean data files to the Central Office	LFS: Oct 29 - Nov 18, 2008
Submission of SOF Forms 1 and 2 to the Central Office	SOF: November 3 – 14, 2008

(See sample of the LFS Provincial Timetable in *Attachment 2*)

The Regional Office should send a copy of their respective LFS Provincial timetable to HSD, Attn: **Income and Employment Statistics Division (IESD)** on or before October 8, 2008.

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October 2008 Consumer Expectations Survey**

***Guideline no. 2: Briefing***

Activity	Participants	Venue	Date	Trainers
* Regional Briefing	RDs, Regional Stat., PSO/Prov'l Stat	Regional Offices	<u>LFS/SOF/CES:</u> Sept 26, 2008	Regional Stat.
* Provincial Briefing	PSOs, Prov'l Stat/Staff, DSOs, SCOs and Hired SRs	Provincial Offices	<u>CES:</u> Sept 29, 2008 <u>LFS/SOF:</u> Oct 6, 2008	PSO, Prov'l Stat

*\* NCR will have a separate date for the briefing.*

**Participants**

**1. Regional Briefing**

This briefing will be held in the Regional Offices. The participants in each region are the Regional Director, the Regional Statistician, the Provincial Statistics Officers (PSOs), and the Provincial Statisticians.

**2. Provincial Briefing**

This training will be held in the Provincial Offices. In each province, the participants are the DSOs, SCOs and hired SRs who will serve as interviewers for the LFS/SOF and CES. The PSO and/or the Provincial Statistician who attended in the regional briefing will serve as trainers.

**Training Materials**

The Enumerator's (EN) Manual should be used as a guide during the training. Please remind the participants for the Regional and Provincial briefings to bring their July 2008 LFS EN Manuals and the Guidelines on the Updating of List of Sample Housing Units and Households (MS Form 6). The CES and SOF Manuals will be sent directly to the provinces.

Training supplies such as ballpens and pencils should be provided by concerned field offices. Provisions for these are included in the budget to be sent to the Regional Offices.

**Training Schedule**

One day briefing has been allotted for the regional briefing. Half day will cover the CES and the other half day will cover LFS/SOF and updating of the MS Form 6.

The provincial briefing for CES shall be held for one day and a separate day also for LFS/SOF.

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**Briefing Content**

The briefing should stress the importance of probing and consistency for answers given by respondents. There will be mock interview and field practice during the provincial briefing as an exercise in filling up questionnaires and handling interview.

During the LFS briefing, particular attention should be given to the use of the PSIC and PSOC codes. Results of data processing revealed many inconsistencies in the PSOC and PSIC and class of worker. Edit specifications regarding these inconsistencies were added in the LFS system. (Please see attached error list for the July 2008 LFS for your reference).

For SOF, emphasis should be given on the discussion of the new question added (Q22): how the respondent usually spent the remittance received during the six-month period. (p.18 of the SOF EN manual).

***Guideline no. 3: Sample Barangays/EAs, Sample Housing Units and Sample Households***

The LFS and SOF shall use the four replicates covering 3,178 sample enumeration areas and about 51,000 sample households nationwide. This is to ensure the generation of reliable estimates of indicators of employment and social and economic data at the regional level.

For this round, LFS and SOF will use rotation group 12 of replicates 1 and 2 and rotation group 11 of replicates 3 and 4. The sample households in rotation group 12 of replicates 1 and 2 are all new while those in rotation group 11 of replicates 3 and 4 are sample households in the October 2007 LFS.

For CES, NCR shall cover approximately 2,500 sample housing units while the areas outside NCR shall cover about the same number. Detailed description will be provided in the CES EN manual.

At most 30 sample housing units will be enumerated per sample enumeration area (EA). Generally, all sample households in the sample housing units will be interviewed. However, if there are more than three households residing in a sample housing unit, three households will be randomly selected.

***Guideline no. 4: List of Sample Housing Units and Sample Households  
(MS Form 6)***

The list of sample households for the October 2008 LFS and SOF will be sent to the Regional Offices on September 24-30, 2008 by the Household Statistics Department (HSD). The Regional Offices will provide their respective provinces with the list.

List of CES samples will be sent on September 26, 2008 by IESD.

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***Guideline no. 5: Cost Estimate and Hiring of SRs***

The data collection for the LFS and SOF requires considerable manpower in order to accomplish the task on time. As such, SRs will be hired to supplement the DSOs/SCOs who will serve as interviewers. SRs to be hired are preferably those with experience in previous LFS or other household surveys. The number of SRs to be hired for LFS and SOF by province and the cost estimate will be provided by the Income and Employment Statistics Division (IESD) on or before September 23, 2008.

For the October CES, NCR will be provided with hired SRs. For areas outside NCR, it is recommended that the regular staff involved in previous CES operation be assigned in the October CES.

All queries regarding cost estimate for this round will be addressed to the **Income and Employment Statistics Division (IESD)**.

For proper fund monitoring, the Regional Directors are required to prepare a financial plan with breakdown by province and barangay based on the workload provided by the Central Office. *(See attached list of the sample housing units and sample households by barangay/municipality/province)*. The cost estimate to be prepared should follow the format in *Attachment 3* and should be submitted to HSD, **Attn: IESD** not later than October 8, 2008.

***Guideline no. 6: Field Operation***

Field operation is expected to be completed in 21 days, from October 8 to 31, 2008, including Saturdays for the LFS and SOF, while 13 days for CES from October 1 to 15, 2008, including Saturdays.

The interviewer is expected to meet a daily output rate of at least 6 completed ISH Form 2 and SOF Form 1.

For CES, the expected output is five completed questionnaires each day.

**SUPERVISION**

The RDs, Regional Statisticians, PSOs and their assistants and DSOs are provided with 5 mandays each for supervision for LFS/SOF. However, the mandays for supervision of DSOs should be allocated by the respective PSOs depending on the number of sample households and area of coverage of the DSOs. As such, DSOs with wider area of coverage should be given more mandays of supervision while DSOs with smaller area of coverage should be given lesser mandays. The PSO may likewise assign enumeration load to DSOs, if he deemed it necessary for the prompt delivery of results.

For CES, at most two days supervision will be provided to RDs, PSOs, Regional Statisticians and Provincial Statisticians depending on the number of samples.



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***Guideline no. 7: Encoding of the Item “others, specify” of the LFS***

The encoding of the specific entries in the item “others, specify” of the October 2008 LFS shall be done at the Provincial Offices. This will be included in the data entry system.

***Guideline no. 8: Submission of Data Files and Other Reports***

**LFS**

The Provincial Offices shall submit the LFS clean data files to their respective regions. The Regional Offices, on the other hand, will run the certification pass and shall submit an electronic copy of the clean data files of the LFS to these email addresses: [E.Fabian@census.gov.ph](mailto:E.Fabian@census.gov.ph) or [E.Marquez@census.gov.ph](mailto:E.Marquez@census.gov.ph) on or before November 18, 2008.

**SOF**

The provincial office shall submit the SOF Forms 1 and 2 to HSD, ATTN: IESD on November 3 -14, 2008.

**CES**

The regional office shall submit the CES clean data files to HSD, ATTN: IESD or to these email addresses: [E.Fabian@census.gov.ph](mailto:E.Fabian@census.gov.ph) or [B.Ortiz@census.gov.ph](mailto:B.Ortiz@census.gov.ph) on or before October 17, 2008.

**MS FORM 6**

A clear copy of the updated MS Form 6 will be submitted to the Regional Offices on Nov 3-14, 2008. The region will then reflect the corrections of MS Form 6 using the Master Sample Database Management System (MSDBMS).

The region will submit the updated MS Form 6 hard copy to Household Statistics Department **Attention: Glenn Barcenas** and the electronic copy of MS Form 6 to [G.Barcenas@census.gov.ph](mailto:G.Barcenas@census.gov.ph) within Nov 5-21, 2008.

**OTHER REPORTS**

The narrative report of the provinces for LFS and SOF shall be submitted fifteen days after the enumeration period and for the CES on October 20, 2008 directly to the Central Office, **ATTN: IESD**. The report should follow the outline and should include their observations, issues raised or problems that were encountered during training, enumeration, supervision, recommendations and any actions taken. Include also in the report the

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enumeration areas or barangays that were supervised as well as the budget received by the Provincial Office for the conduct of the survey. The Regional Offices should submit a separate narrative report.

Provincial financial reports are to be submitted to their regional offices. The consolidated financial reports shall be submitted by the Regional Offices to Central Office, **ATTN: IESD**, thirty (30) calendar days after the enumeration period.

A narrative report of the Regional Offices regarding the machine processing of the MS Form 6 shall also be submitted directly to the Central Office, **ATTN: HSD** or e-mail address: [G.Barceñas@census.gov.ph](mailto:G.Barceñas@census.gov.ph) on or before December 15, 2008. The report should include problems/errors/observations encountered during manual and machine updating of the MS Form 6 and recommendations or actions taken.

**OCTOBER 2008 LABOR FORCE SURVEY (LFS) WITH  
2008 SURVEY ON OVERSEAS FILIPINOS (SOF)  
AND OCTOBER 2008 CONSUMER EXPECTATIONS SURVEY (CES)**

**NATIONAL TIMETABLE OF ACTIVITIES**

ACTIVITY	DATES (2008 - 2009)
<b>I. Preparatory Phase</b>	
1. Preparation/printing of LFS/SOF questionnaires/national timetable, etc.	Aug. 1 - Sept. 26, 2008
2. Preparation/evaluation and finalization of field operation plan, cost estimates and workload and target dates for submission of survey forms	Aug. 1 - Sept. 26, 2008
3. Preparation/finalization of operational instructions, memo to RDs/PSOs/OICs, travel orders, etc.	Aug. 1 - Sept. 26, 2008
4. Recruitment of Statistical Researchers	Sept., 2008
5. Allocation and shipment of survey materials	Sept. 1 - 24, 2008
<b>II. Briefing</b>	
1. Regional Level (LFS/SOF/CES)	Sept. 26, 2008
2. Provincial Level	
a. CES	Sept. 29, 2008
b. LFS/SOF	Oct. 6, 2008
<b>III. Enumeration</b>	
1. CES	Oct. 1 - 15, 2008
2. LFS/SOF	Oct. 8 - 31, 2008
<b>IV. Data Processing and Submission</b>	
1. ISH Form 2	
a. Manual/machine processing & data encoding at the Provincial Office	Oct. 15 - Nov. 7, 2008
b. Submission of clean data files to Regional Office	Oct. 27 - Nov. 14, 2008
c. Certification pass at Regional Office	Oct. 28 - Nov. 17, 2008
d. Submission of clean data files to Central Office	Oct. 29 - Nov. 18, 2008
e. Certification & ID validation at Central Office	Oct. 30 - Nov. 28, 2008
f. Merging of data files	Dec. 1 - 2, 2008
g. Collapsing and raking of data files	Dec. 3 - 4, 2008
h. Generation of preliminary tables at Central Office	Dec. 4 - 5, 2008
i. Evaluation of preliminary tables at Central Office	Dec. 5 - 8, 2008
2. SOF	
a. Field editing of SOF Form 1	Oct. 13 - 31, 2008
b. Submission of SOF Form 1 and 2 to Central Office	Nov. 3 - 14, 2008
c. General review of SOF Forms 1 and 2 at Central Office	Nov. 6 - 28, 2008
d. Data encoding	Jan. 7 - Feb. 9, 2009
e. Verification	Feb. 11 - Mar. 6, 2009
f. Tabulation	Mar. 12 - 31, 2009
3. CES	
a. Manual processing at Provincial Office	Oct. 13, 2008
b. Submission of questionnaires to Regional Office	Oct. 14, 2008
c. Data encoding and verification at Regional Office	Oct. 15 - 16, 2008



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2008 SURVEY ON OVERSEAS FILIPINOS (SOF)  
AND OCTOBER 2008 CONSUMER EXPECTATIONS SURVEY (CES)**

**NATIONAL TIMETABLE OF ACTIVITIES**

ACTIVITY	DATES (2008 - 2009)
d. Submission of encoded data files to Central Office	Oct. 17, 2008
e. Certification pass at Central Office	Oct. 17 - 24, 2008
f. Merging and generation of tables	Oct. 17 - 24, 2008
4. MS Form 6	
a. Transmittal of MS Form 6 to Regional Office	Nov. 3 - 14, 2008
b. Updating of MS Form 6 at Regional Office	Nov. 4 - 17, 2008
c. Submission of updated MS Form 6 (data file and hard copy) to Central Office	Nov. 5 - 21, 2008
<b>V. Submission of Required Reports and Other Forms to Central Office</b>	
1. Narrative Report	
a. CES (Attn: IESD - narrative and financial report)	Oct. 20, 2008
b. LFS/SOF (Attn: IESD)	Nov. 17, 2008
c. MS Form 6 (Attn: HSD)	Dec. 15, 2008
2. Regional Consolidated Financial Report (LFS/SOF)	Dec. 1, 2008
<b>VI. Data Evaluation and Analysis</b>	
1. LFS	
a. Preliminary Results	Dec. 8 - 9, 2008
b. Final Results	Mar. 16 - 31, 2009
2. SOF	
a. Analysis and interpretation of data	Apr. 2 - 30, 2009
b. Report Writing	May 4 - 29, 2009
<b>VII. Publication of Results</b>	
1. LFS	
a. Press Release	Dec. 15, 2008
b. Special Release	Mar. 16, 2009
c. ISH Bulletin	Mar. 31, 2009
2. SOF	
a. Press Release	June 2 - 30, 2009
b. Preparation of national report	Jul. 30, 2009
3. CES	
a. Preparation of report	Oct. 17 - 30, 2008
b. Submission of report to Bangko Sentral ng Pilipinas	Nov. 3, 2008