



DEPARTMENT OF LABOR AND EMPLOYMENT
BUREAU OF LABOR AND EMPLOYMENT STATISTICS
3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila



ISO 9001:2008 Certified

LABOR TURNOVER SURVEY

National Capital Region

1st Quarter 2013

Status _____

Sir/Madam:

Your firm has been selected to take part in the Labor Turnover Survey (LTS) of top enterprises in Metro Manila which were drawn from the 2011 Edition of the Philippines Top 25,000 Corporations of the Securities and Exchange Commission. The survey aims to generate quarterly trend statistics on labor turnover as indicator of labor market activity and general business situation of the country. It gathers consolidated information about the enterprise and its branches, if any.

The information gathered in this survey will provide policy makers and other data users a complete picture of labor demand and job turnover and will serve as inputs to decision making and policy formulation.

Results of the survey are available at the BLES website (www.bles.dole.gov.ph) three (3) months after the reference quarter.

We look forward to your usual cooperation on this undertaking.

Very truly yours,


TERESA V. PERALTA
OIC-Director

Your completed form remains **confidential** to this office and will be strictly used for statistical purposes.

Please accomplish this form within five (5) working days after receipt thereof. Our field interviewer assigned in your establishment may pick up the accomplished form after the said period or you may send it via **TELEFAX: 527-3000 loc. 312/527-9324/527-5506** or **E-mail: bles_emsd@dole.gov.ph**

CERTIFICATION OF RESPONDENT
<i>Name/Signature:</i>
<i>Position:</i>
<i>Tel. No.:</i>
<i>Fax No.:</i>
<i>E-mail Address:</i>

SURVEY PERSONNEL	
<i>Field Personnel</i>	
<i>Enumerator:</i>	<i>Date:</i>
<i>Area Supervisor:</i>	<i>Date:</i>
<i>Bureau of Labor and Employment Statistics</i>	
<i>Reviewer:</i>	<i>Date:</i>

Changes in the address label should be written below:

Name of Enterprise: _____

Address: _____

Main Economic Activity: _____**Major Products/Goods or Services:** _____

ITEM OF INFORMATION	First Quarter 2013		
	January	February	March
I. EMPLOYMENT			
A. Total Employment (excludes agency-hired workers)			
II. LABOR TURNOVER			
A. Total Accessions (New Hires)			
1. Expansion			
2. Replacement			
B. Total Separations			
1. Employee-initiated			
2. Employer-initiated			
III. AGENCY-HIRED WORKERS (if any)			
A. Total Accessions (New Hires)			
B. Total Separations			
IV. EXISTING JOB VACANCIES AT THE END OF THE QUARTER (Pls. specify title of occupation/s. Use additional sheet if necessary.)		PSOC (Do not fill.)	Number of Vacancies
Total			
1.			
2.			
3.			
4.			
5.			

DEFINITION OF TERMS

Enterprise - refers to an economic unit consisting of one or more establishments under a single ownership or control. It may be a complex family of legal entities or a single legal entity such as a corporation, partnership or single proprietorship.

Main economic activity - refers to the activity that contributes the biggest or major portion of the gross income or revenues of the enterprise, e.g., metallic ore mining, food manufacturing, retail trade, education.

Major products/goods or services - refer to the specific product/goods produced or service given by the enterprise, e.g., gold, ice cream, electricity, residential buildings, automotive parts, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.

TOTAL EMPLOYMENT - refers to the number of persons who worked or received pay from the enterprise and **all its branches** during the reference month. This includes the following: 1) **Working Owners** - owners who are actively engaged in the management of the enterprise but do not receive regular pay; 2) **Unpaid Workers** - persons working without pay and work for at least 1/3 of the working time normal to the enterprise; and 3) **Paid Officials and Workers** - include full-time/part-time workers; employees on paid leaves (e.g., sick/vacation/maternity/holiday/study leave); and employees working away from the enterprise but paid by and under the control of the firm. **Excluded are workers hired through contractor/agency.**

New Hires (Accessions) - refer to permanent or temporary additions to employment in the enterprise due to 1) expansion of business activity and 2) replacement of separated workers and employment resulting from changes in methods/technology of production or service.

Separations - refer to terminations of employment due to a) quits or terminations initiated by the employees and b) layoffs or terminations initiated by the employers due to economic reasons (e.g., lack of market, financial losses, redundancy, end of contract) and non-economic reasons (e.g., gross negligence, AWOL).

Agency-Hired Workers - workers hired through agencies/contractors to perform or complete a job, work or service **within** the premises of the enterprise. They are **excluded** from the total employment of the enterprise.

EXISTING JOB VACANCIES - refer to the number of unfilled job openings, which are immediately available for placement and for which active recruitment steps are being undertaken anytime during the reference period.

HIGHLIGHTS OF SURVEY RESULTS
LABOR TURNOVER RATE, NCR:
4th Quarter 2012

Indicator	Rates
Accession Rate	8.14
Separation Rate	5.67
Percent Difference	2.47

- Employment in large enterprises in Metro Manila continued to expand in the fourth quarter of 2012.
- Measured in terms of the percent difference between accession rate and separation rate, employment growth or labor turnover rate for the fourth quarter of 2012 accelerated to 2.47% - slightly higher than the third quarter growth figure of 2.35%.
- More specifically, overall accession rate (8.14%) exceeded separation rate (5.67%), a percentage point difference or a labor turnover rate of 2.47%. This suggests an addition of 25 workers per 1,000 employed: 81 workers per 1,000 employed were added to the enterprise workforce due to expansion or replacement while 57 workers per 1,000 employed were terminated or quit their jobs.

For more information, please contact ☎ 527-3000 loc. 313
 Fax Nos. 527-3000 loc. 312/527-9324/527-5506
 or e-mail: bles_emsd@dole.gov.ph