



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

January 04, 2017

MEMORANDUM CIRCULAR
No. 2017 - 0002

TO : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, DIRECTORS OF BUREAUS, REGIONAL OFFICES AND SERVICES, EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS, CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES, HEADS OF ATTACHED AGENCIES; AND OTHER CONCERNED

SUBJECT: Letter from the Philippine Statistics Authority Requesting Submission of Proposed and/or Sponsored Survey for Technical Review and Clearance

Pursuant to Republic Act 10625, the Philippine Statistics Authority is requesting submission of all DOH proposed and/or sponsored survey to their office 45 days prior to the conduct of said surveys for technical review and clearance.

Attached is the Statistical Survey Notification Form and other requirements for clearance application.

For guidance and appropriate action of all concerned.

By Authority of the Secretary of Health:

A handwritten signature in black ink, appearing to read "Lilith", is written over the typed name.

LILIBETH C. DAVID, MD, MPH, MPM, CESO II
Undersecretary of Health,
Office for Policy & Health Systems I



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

PSA-CTCO-SS-SSD-1611-09

22 December 2016

The Honorable LILIBETH C. DAVID

Undersecretary of Health, Office for Policy and Health Systems
Department of Health
San Lazaro Compound, Tayuman, Sta. Cruz, Manila

Dear **Undersecretary David**:

Statistical Survey Review and Clearance System (SSRCS)

Mabuhay!

To achieve quality and harmony in the conduct of statistical activities, various coordination mechanisms were instituted by the Philippine Statistics Authority (PSA) for the Philippine Statistical System (PSS), one of which is the Statistical Survey Review and Clearance System (SSRCS).

Pursuant to the Republic Act No. 10625, the PSA implements the SSRCS to evaluate the design and instruments of statistical surveys or censuses sponsored and/or to be conducted by government agencies, including government corporations at the national and local levels. Its objectives are as follows:

- (a) to ensure sound design for data collection;
- (b) to minimize the burden placed upon respondents;
- (c) to effect economy in statistical data collection;
- (d) to eliminate unnecessary duplication of statistical data collection; and,
- (e) to achieve better coordination of government statistical activities.

Through the SSRCS, the PSA provides technical assistance and support to the statistical work of government agencies in the PSS, including the local government units (LGUs) and government-owned and controlled corporations (GOCCs).

With the technical review and clearance number issued by the PSA, public support and authority in the conduct of the survey could be emphasized.

In this regard, we would like to request your agency to submit your proposed and/or sponsored surveys to the PSA for review and clearance. The application for clearance should be supported by the following documents:

- SSRCS Form 1 (Statistical Survey Notification Form) (*Annex PSA-CTCO-SS-SSD-1611-09-01*)
- Survey questionnaire/s
- Accomplished SSRCS Form 4 (Statistical Survey Monitoring Form), for previously cleared surveys) (*Annex PSA-CTCO-SS-SSD-1611-09-02*)
- Enumerators' Manual/Manual of Instructions/Operations
- List of tables to be generated
- Compilation of policy uses of survey results
- Pre-test/Pilot survey results, if any, for new surveys and surveys with major changes in the forms content and sampling design

- Previous survey results, if any
- Survey proposal, if any
- Any additional information not stated in SSRCS Form 1

The required forms for the SSRCS can be accessed and downloaded from www.psa.gov.ph/ssrcs. The documentary requirements should be submitted at least 45 days before the conduct of the survey to:


Ms. Josie B. Perez
Deputy National Statistician
Censuses and Technical Coordination Office
Philippine Statistics Authority
17th Floor, Cyberpod Three, Eton Centris,
Pinyahan, EDSA cor. Quezon Avenue, Quezon City

The PSA shall process survey clearance applications within a period of fifteen (15) working days from receipt of the complete documents. The PSA shall review the various aspects of the survey/census. If necessary, the PSA shall convene a meeting with the survey's focal persons from the proponent agency and/or consult with other relevant agency to discuss and review the components of the survey.

Moreover, agencies will be provided an SSRCS Form 4 (Statistical Survey Monitoring Form) for them to accomplish and send back to the PSA along with the final survey questionnaire/s before the conduct of the survey.

We would like to encourage your agency to disseminate this information to all your attached-units and we look forward to your cooperation on this matter for the benefit of all stakeholders of the PSS and as well as the country's development on statistics.

Very truly yours,



LISA GRACE S. BERSALES, Ph.D.
National Statistician and Civil Registrar General



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 b <input type="checkbox"/> Monthly e <input type="checkbox"/> Others (Specify) c <input type="checkbox"/> Quarterly		a <input type="checkbox"/> Personal interview c <input type="checkbox"/> Telephone b <input type="checkbox"/> Mail d <input type="checkbox"/> Others (Specify)	
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 c <input type="checkbox"/> Minicomputer <input type="checkbox"/>		a <input type="checkbox"/> Phil. Standard Commodity Classification (PSCC) b <input type="checkbox"/> Phil. Standard Geographic Code (PSGC) c <input type="checkbox"/> Phil. Standard Industry Classification (PSIC) d <input type="checkbox"/> Phil. Standard Occupational Classification (PSOC) <input type="checkbox"/>	

(Use additional sheets if necessary)

d Mainframe computer	e Phil. Standard Classification of Education (PSCED) f Others (Specify) _____ _____
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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

(Use additional sheets if necessary)

<i>Stage</i>	<i>Schedule</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
Date Prepared		Date Approved



Republic of the Philippines

Philippine Statistics Authority

STATISTICAL SURVEY MONITORING FORM

Instruction: Please accomplish this form and send it back to the Censuses and Technical Coordination Office, PSA together with the final copy of the survey questionnaire.

1. Title of statistical survey

2. Conducting agency

3. Status of the Survey
Regular Ad-Hoc

4. Funding Source (any agency/ies other than the conducting agency, if any)

5. PSA Comments/Recommendations

6. Action Taken by the Proponent/Status

Submitted By:

Name and Signature _____ Agency: _____

Designation: _____ Date: _____