



# MINISTRY OF LABOUR

BUREAU OF RESEARCH AND STATISTICS  
UN DRIVE, MONROVIA, LIBERIA

## 2025 QUARTERLY ESTABLISHMENT SURVEY

Dear Sir/Madam,

This questionnaire seeks to gather information on the nature of your business, organization or institution. This questionnaire is free of charge. The information gathered from this questionnaire will be kept strictly confidential. Please fill the questionnaire by writing or typing legibly. Use block letters to fill the questionnaire. You are entitled to produce a copy of this questionnaire for yourself and return the original and duplicate copies to the Bureau of Research and Statistics, Ministry of Labour for stamping. After stamping, all duplicate copies will be returned to the entity for its keeping.

Thanks for the understanding.

COUNTY:

QUARTER:

YEAR:

### SECTION A. ESTABLISHMENT

NO.	QUESTION	RESPONSE
A1	Name of Establishment	
A2	Physical Location	
A3	Mailing Address (if any)	
A4	Email	
A5	Name of Person Providing Information	
A6	Telephone Number	

NO.	QUESTION	CODE	CATEGORY	
A7	Is the establishment ....?	1	currently operating	Please insert code in the box provided <input type="text"/>
		2	temporarily closed	
		3	under construction	
A8	Form of Establishment	1	sole/Individual Proprietorship	Please insert code in the box provided <input type="text"/>
		2	Partnership	
		3	Private Corporation	
		4	Public Corporation	
		5	NGO	
		6	Government Ministry/Agency	
A9	Ownership - Establishment is owned by  <i>Skip to A11 if response is either (2) foreign or (3)both</i>	1	Liberian	Please insert code in the box provided <input type="text"/>
		2	Foreign	
		3	Both	
A10	If Liberian owned, state whether	1	Male	Please insert code in the box provided <input type="text"/>
		2	Female	
		3	Both	
A11	Do workers in your enterprise/business belong to a trade union?  ⇒ If response is (2) No Go to A13	1	Yes	Please insert code in the box provided <input type="text"/>
		2	No	
A12	If yes, does your enterprise practice collective bargaining?	1	Yes	Please insert code in the box provided <input type="text"/>
		2	No	

A13. Main Economic Activity of Establishment:

ISIC CODE (Do not write code)

A. 14 What are the goods and services produced or activities performed in your establishment? <i>If more than one activity please start with the main activity in row one</i>	Activity 1		<i>For official use only</i>
			<input type="text"/>
	Activity 2		<input type="text"/>
	Activity 3		<input type="text"/>

A15. Year Establishment started operation:

## SECTION B. EMPLOYMENT

NO.	QUESTION	OPTIONS	Male	Female	Total
B1	How many persons (including proprietor, partners & family workers) are employed/working in this Establishment?		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
B2	Of the total employment, how many are ...?	Liberian (s)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Other African (s)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Non-African(s)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
B3	Employment Status	Paid worker/employee	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Working proprietor/partner/ contributing family worker	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
B4	Of the total employment, how many are in the following age group?	Less than 15 years	<b>Male</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Female</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Total</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		15 - 24 years	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		25 - 34 years	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		35 - 44 years	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		45 - 54 years	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		55 - 64 years	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		65 and above	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

B5	QUESTION	OPTIONS	Male	Female	Total
	Of the total present work force, what is the qualification of workers	Doctor's Degree	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Master's Degree	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Bachelor's Degree	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Vocational Education	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Associate Degree	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Undergraduate	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Senior High	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Junior High	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Elementary	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Never Attended	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## SECTION C. HOURS OF WORK

*Hours worked refer to the “total number of hours actually worked by all workers (including proprietor, partners and contributing family workers)”.*

No.		Male	Female	Total
C1	Total hours worked by all persons during the last three months:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



## SECTION D. WAGES /EARNINGS

No.		Amount in US Dollars					
D1	What were the average monthly earnings (in US\$) of workers in your establishment/institution?	Dollars				Cents	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D2	What was the hourly minimum wage (in US\$) of workers in your Establishment/institution?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## SECTION E. HIRE/SEPARATION

No.		Male	Female	Total
E1.	Total number of persons hired/recruited during the last three months, if any:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
E2.	Total number of persons separated (dismissed, resigned, retired, died, etc.) from the establishment during the last three months, if any:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## SECTION F: ASSESSING LABOUR DEMAND

No.	QUESTION	Code	Category	
F1	The volume of business in the next 12 months is expected to..?	1	Increase a great deal	<i>Please insert code in the cycle provided</i>  
		2	Increase a little	
		3	Stay the same	
		4	Decrease a little	
		5	Decrease a great deal	
F2	Overall employment in the enterprise for the next 12 months is expected to..?	1	Increase a great deal	<i>Please insert code in the cycle provided</i>  
		2	Increase a little	
		3	Stay the same	
		4	Decrease a little	
		5	Decrease a great deal	

**F3.To the best of your understanding, what are the most likely vacancies that are likely to be posted in the enterprise over the next 2-3 years? (BY OCCUPATION)**

IF NONE ,LEAVE BLANK

NO.	OCCUPATION	NUMBER OF VACANCIES	OFFICIAL USE: DATA CODERS ENTER ISCO CODE
1		<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2		<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

3		<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>

**F4. To the best of your understanding, what occupations are the most likely to reduce in demand in the enterprise over the next 2-3 years? (JOB CUTS)**

IF NONE ,LEAVE BLANK


NO.	OCCUPATION	NUMBER OF VACANCIES	OFFICIAL USE: DATA CODERS ENTER ISCO CODE
1		<input type="text"/>	<input type="text"/>
2		<input type="text"/>	<input type="text"/>
3		<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>
F5.	How many vacancies, if any, do you presently have?	<input type="text"/>	IF 0 (NONE), GO TO G1

**F6. Please list the current job vacancies in your business or enterprise or the vacancies that were opened in the last three months**

NO.	OCCUPATION	NUMBER OF VACANCIES	OFFICIAL USE: DATA CODERS ENTER ISCO CODE
1		<input type="text"/>	<input type="text"/>
2		<input type="text"/>	<input type="text"/>
3		<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>

## SECTION G. OCCUPATIONAL INJURY

Cases of injury are those cases where, as a result of their injuries, the injured workers did not work for **at least one day**, excluding the date of the accident.

G1. Was there any injury at the Establishment during the last three months? 1. Yes ☐ 2. No ☐  If No, Go to Section H

G2. Total number of injury cases:

G3. Type of injury: Choose all options that apply

### Code Category

- 1 Fracture
- 2 Dislocation, sprain, strain
- 3 Amputation resulting from injury
- 4 Concussion, internal injury
- 5 Burn, corrosion, scald
- 6 Acute poisoning or infection
- 7 Exposure to chemical


8 Other injury (specify)

## SECTION H: FUTURE MANPOWER PROJECTIONS

*Indicate the number of staff and skills required for future employment (human resource forecast). Indicate if you have any preference by sex, minimum education required and reasons for the future numbers*

### CODES FOR SECTION H

**Preferred sex for the job:** 1=Male, 2= Female, 3=Any

**Minimum education requirement:** 1=PhD, 2=Master's Degree, 3=Post Graduate Diploma, 4=Bachelor's Degree, 5=Technical/ Vocational Certificate, 6=High School Graduate 7=Others

**Reason:** 1=Expansion, 2=Change in technology, 3=Attrition, 4=Others

**No.:** Number of persons required for the job/vacancy

Job title/Category or job description/occupation	Preferred sex for the job	Minimum education requirement	2018		2019		2020		2021		Official use only ISCO code
			No.	Reason	No.	Reason	No.	Reason	No.	Reason	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>	



NAME OF EMPLOYEES AND THEIR MONTHLY SALARY/WAGE

No	Name of Employee	Employment status (permanent or non-permanent)	Sex	Age	Nationality	Job Title	Salary/ Wage (US)	Salary/ Wage (LD)	Tax Deductio n	Net Pay

## PENALTY

*“Any person, corporation, partnership or other legal entity who fails to respond to a request for information by the Bureau of Research and Statistics within a reasonable time shall be subject to a fine not less than one thousand United states dollars.”*

LIBERIA LABOUR LAW CODE: REGULATION NO. 17. 2009

## DECLARATION

THE UNDERSIGNED DO HEREBY DECLARE THAT THE INFORMATION HEREIN STATED ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IF IT IS DISCOVERED THAT THE INFORMATION IS FALSE AND MISLEADING, I ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THE QUARTERLY SURVEY OF ESTABLISHMENT FORM IS NULLIFIED.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR OFFICIAL USE ONLY	
REVIEWED BY ( <i>PLEASE PRINT</i> )	
POSITION	
SIGNATURE	
DATE REVIEWED	

AUTHORIZED SIGNATURE, \_\_\_\_\_  
MINISTRY OF LABOUR