

IMPLEMENTING GUIDELINES FOR THE CONDUCT OF FIELD OPERATIONS OF 2ND SEM 1999 BLES SURVEYS IN THE REGIONS

These guidelines are issued to ensure the uniform implementation of the three (3) nationwide surveys of the Bureau of Labor and Employment Statistics in the second semester of 1999. These are the 1st/2nd quarters 1999 Employment, Hours and Earnings Survey (EHES), 1999 Industrial Relations at the Workplace Survey (IRWS) and the 1998 Labor Cost Survey (LCS).

A. Administrative Concerns

1. Hiring of Area Supervisors and Enumerators (project based individuals)
 - 1.1. The PBIs shall be college graduates. They shall preferably be residents of the areas where most of the establishments are located. To facilitate the selection for qualified PBIs, the BLES shall provide the distribution of sample establishments by province and city/municipality (ANNEX B).
 - 1.2. The contracts of the PBIs (see format) shall specify their duties and responsibilities, the effectivity of their employment and the terms of their payment (ANNEX A - Tables 3 and 4) and the grounds for pre-termination of the contract, i.e. failure to meet the required outputs within the given time (see C.2.3, C.3.2 and C.3.4 below).
 - 1.3. The effectivity of employment of the PBI-area supervisors begins on the first day of the training for the surveys (see B.2 below). Those of the PBI-enumerators begin on the working day after the training (ANNEX A - Table 4). The regional supervisor/s (statistician/economist/designated staff by the Regional Director) shall prepare the identification cards of the PBIs and the letters of introduction of the enumerators to the establishments for signature of the Regional Director.
2. Fund Utilization
 - 2.1. The cost estimates for travelling expenses and per diems of regional and area supervisors, communications, supplies and training are indicative only (ANNEX A - Tables 1 and 2). These can be augmented from the unused budget for wages of enumerators due to non-retrieval (establishment closures, non-location of establishments or refusals and similar reasons).
 - 2.2. While no transportation allowances have been allocated for the enumerators, the Regional Director at his/her discretion can grant these payments subject to the usual accounting and auditing rules and as long as no additional budget will be requested from the BLES. The funds for this purpose can be sourced from the unused budget for wages of enumerators due to non-retrieval (establishment closures, non-location of establishments or refusals and similar reasons).
3. Report on the Conduct of Field Operations

The Regional Offices shall submit their respective reports on the implementation of the surveys to the Bureau of Labor and Employment Statistics no later than November 29, 1999. The prescribed format is made part of this document.

B. BLES Training

1. To ensure that statistical and survey standards are complied with; selected personnel from the BLES shall conduct a two-day training at the Regional Offices.

2. The regional and area supervisors and enumerators shall attend this training on the following dates. However due to the transportation schedule, the first session of some of the training will start in the afternoon.

Regional Office	Date
I	July 20 -21, 1999
CAR	July 22 - 23. 1999
II	July 19 -20, 1999
III	July 22 - 23. 1999
IV	July 29 - 30, 1999
V	July 21 - 23, 1999 (first session of training starts in the afternoon)
VI - Iloilo	July 19 - 20, 1999
Bacolod	July 22 -23 , 1999
VII	July 19 - 21, 1999 (first session of training starts in the afternoon)
VIII	July 22 -23 , 1999
IX	July 20 -21 , 1999
X	July 19 - 21, 1999 (first session of training starts in the afternoon)
XI	July 22 -23 , 1999
XII - Cotabato	July 21-22 , 1999
Iligan	July 22 -23 , 1999
Caraga	July 19 - 20, 1999

C. Field Operations

1. Duties and Responsibilities of Survey Personnel
 - 1.1. Regional Supervisors
 - a. Coordinate with the BLES on the conduct of the enumerators’ training on data collection and field editing at the DOLE Regional Offices;
 - b. Participate in the training on data collection and field editing at the DOLE ROs;
 - c. Supervise field operations in their respective regions within the allotted time period including conduct of spot checks or verification and regular monitoring and evaluation of the performance of the PBI area supervisors and enumerators;
 - d. Allocate questionnaires for distribution to Area Supervisors, if any, or to Enumerators/Data Collectors where there are no Area Supervisors, receive and control the questionnaires from the field and transmit the questionnaires to the BLES;
 - e. Check the completeness and consistency of the entries in the accomplished questionnaires (before submission to BLES) and return those for verification to the Area Supervisors or Enumerators/Data Collectors as the case may be; and
 - f. Ensure the confidentiality of the data provided by the establishments.

1.2. Area Supervisors

- a. Participate in the training on data collection and field editing at the DOLE Regional Offices;
- b. Supervise field operations in their respective areas within the allotted time period including conduct of spot checks or verification regular monitoring and evaluation of the performance of the enumerators;
- c. Allocate questionnaires for distribution to Enumerators/Data Collectors, receive and control the questionnaires from the field and submit the questionnaires to the Regional Supervisors;
- d. Check the completeness and consistency of the entries in the accomplished questionnaires (before submission to the Regional Supervisors) and return those for verification to the Enumerators/Data Collectors; and
- e. Ensure the confidentiality of the data provided by the establishments.

1.3. Enumerators/ Data Collectors

- a. Participate in the training on data collection and field editing at the DOLE Regional Offices;
- b. Distribute, collect, and edit the assigned questionnaires within the allotted time period;
- c. Submit the edited/undelivered questionnaires to the Regional or Area Supervisors as the case may be;
- d. Verify questionnaires, returned by the Regional or Area Supervisors, with the establishments; and
- e. Ensure the confidentiality of the data provided by the establishments.

2. Delivery of Questionnaires

- 2.1. The delivery of questionnaires shall be completed within **10 working days from the completion of the training** (ANNEX A - Table 4). The duration may be extended depending on the geographical distances of the sample establishments. However, as much as possible, the delivery shall be completed before collection of questionnaires in order that BLES will know the expected number of questionnaires to be retrieved and processed.

In instances that the establishment is located far from the regional/provincial office or is in a high-risk area, the pertinent questionnaire/s can be mailed. These establishments, that are still within the coverage of the regional offices, shall be instructed to mail back the accomplished questionnaires to the regional/provincial office and not to the BLES.

- 2.2. The questionnaire/s shall be delivered to a knowledgeable person in the establishment to ensure that the questionnaire/s will be officially received and the items of inquiry will be adequately explained. In instances that the enumerator is asked to leave the questionnaire/s with the security guard or receptionist, the enumerator shall ask for the name of the personnel whom he/she shall follow-up regarding the questionnaire/s.
- 2.3. The enumerator shall request the contact person/personnel who received the questionnaire/s in the establishment to accomplish his/her certificate of appearance. This certificate shall serve as the basis of payment for delivery. The **delivery cost per establishment is PHP 40**. On the average, an enumerator shall deliver to **five (5) establishments per day**.

- 2.4. A report by the enumerator that an establishment can not accomplish the questionnaire/s due to closure, non-location etc. shall be verified by the regional/ area supervisors. If confirmed, the enumerator is entitled to the full amount of PHP 40 per establishment.
3. Collection and Editing of Questionnaires
 - 3.1. The **period for collection/retrieval (ANNEX A - Table 4)** shall be adhered to in order that the Bureau's timetable for processing and report dissemination can also be complied with.
 - 3.2. An accomplished questionnaire that did not pass the review of the supervisor shall not be paid until it finally passes the supervisor's review. On the average, an area supervisor shall edit **five (5) to ten (10) questionnaires per day**.
 - 3.3. The enumerator therefore has to check the accomplished questionnaire/s for completeness and consistency, in accordance to the field editing guidelines of each survey, before he/she leaves the establishment premises to avoid callbacks.
 - 3.4. A properly accomplished questionnaire that is duly signed by the contact person in the establishment is proof of retrieval. The cost of a **correctly accomplished questionnaire is PHP 90**. On the average, an enumerator shall collect **2.5 questionnaires per day**.
 - 3.5. An accomplished questionnaire that has been directly sent to the BLES shall be counted for the account of the concerned enumerator. The BLES shall inform the regional supervisor/s on this. Thus, the enumerator shall be compensated accordingly.
4. Transmittal of Questionnaires to BLES
 - 4.1. Undelivered Questionnaires

At the end of the period of delivery, the regional supervisor/s shall send all undelivered questionnaires (due to establishment closures, non-location and similar reasons), sorted by survey, to the BLES. A copy of the transmittal form for each survey shall accompany these questionnaires. The specific instructions and prescribed formats for each survey transmittal are found in the pertinent field operations manuals.
 - 4.2. Retrieved and Properly Accomplished Questionnaires
 - a. At the end of each month during the period of collection of questionnaires, the regional supervisor/s shall transmit all properly accomplished questionnaires, sorted by survey, to the BLES. A copy of the transmittal form for each survey shall accompany these questionnaires. The specific instructions and prescribed formats for each survey transmittal are found in the pertinent field operations manuals.
 - b. Questionnaires not retrieved by the regional offices at the termination of field operations shall be considered unaccounted by the BLES. No payments for collection shall be made for these questionnaires.
 - c. On a regular basis, the BLES will inform the Regional Supervisors on the status of field operations in their regions based on the Bureau's records. The regional supervisor/s shall check this status with his/her own record for consistency purposes. Any discrepancy shall be communicated to the Bureau.

Following are the prescribed formats for the certificate of appearance, sample contracts and the report on survey implementation.

CERTIFICATE OF APPEARANCE

This is to certify that Mr./Ms. _____, of
DOLE Regional Office No. ____ appeared in this office to deliver the questionnaire/s for

Y

1st/2nd quarters 1999 Employment, Hours and Earnings Survey (EHES)

Y

1999 Industrial Relations at the Workplace Survey (IRWS)

Y

1998 Labor Cost Survey (LCS)

Name of Establishment: _____

Contact Person: _____

Signature _____

Name: _____

Position: _____

Tel. No. _____ Date: _____

CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This contract of service entered into and executed this _____ at _____, by and between:

The **DEPARTMENT OF LABOR AND EMPLOYMENT REGIONAL OFFICE NO.____**, an instrumentality of the government of the Republic of the Philippines, represented by _____, hereinafter referred to as the **FIRST PARTY**;

-and-

_____, Filipino, of legal age, (marital status), with residence and postal address at _____, hereinafter referred to as the **SECOND PARTY**.

WITNESSETH:

That pursuant to the provisions of CSC Memorandum Circular No. 38 (Omnibus Guidelines on Appointments) and the DOLE Administrative Order No. 121, series of 1997, authorizing the contracting of services in the DOLE where manpower is inadequate, to be able to effectively and efficiently deliver services, the following terms and conditions are hereby set:

1.

That the **SECOND PARTY** is fully competent to render services as a **Project-based Individual**-(Designation: Area Supervisor or Enumerator) in connection with the conduct of the **1st/2nd quarters 1999 Employment, Hours and Earnings Survey (EHES), 1999 Industrial Relations at the Workplace Survey (IRWS) and 1998 Labor Cost Survey (LCS)** in accordance with the professional qualifications he/she alleged in the attached information sheet.
2.

That the **SECOND PARTY** is specifically contracted by the **FIRST PARTY** to: (enumerate duties and responsibilities of area supervisor or enumerator as applicable)
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3. That the **FIRST PARTY** for and in consideration of the services rendered agrees to pay the **SECOND PARTY**, on a bi-monthly basis

Area Supervisor: --- the amount of _____ per month and the reimbursement of actual travelling expenses related to the conduct of the surveys but not to exceed the amount of _____.

Enumerator: ---the amount of **FORTY PESOS (PHP 40) per establishment delivery**, inclusive of transportation allowance. An establishment for which no delivery was made due to closure, non-location, duplication, strike, refusal and similar reasons shall also be remunerated at FORTY PESOS (PHP 40) per establishment subject to the validation of the establishment status by the regional/area supervisor. The amount of **NINETY PESOS (PHP 90) for each questionnaire collected/retrieved**, inclusive of transportation allowance, shall also be paid subject to the acceptance of the questionnaire by the regional/area supervisor as a properly accomplished/edited questionnaire.

4. That this contract takes effect from _____ to _____ (depends on designation and area of assignment).
5. That notwithstanding the fixed duration of the employment, this contract of services can be terminated anytime by the **FIRST PARTY** for just cause such as but not limited to the unsatisfactory performance of the **SECOND PARTY** i.e. failure to meet the required outputs and/or unavailability of funds and only after due notice to the **SECOND PARTY** at least five (5) days prior to his/her termination.
6. That the herein parties do hereby agree and accept that there will be no employee-employer relationship between them during the tenure of this contract of service. As such, the **SECOND PARTY** shall not be subject to pertinent CSC rules and regulations and shall not enjoy the benefits given to government employees.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this _____ day of _____ at _____.

_____ FIRST PARTY	_____ SECOND PARTY
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SIGNED IN THE PRESENCE OF:

_____ WITNESS	_____ WITNESS
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CERTIFIED FUNDS AVAILABLE:

<div>REPORT ON THE IMPLEMENTATION OF BLES SURVEYS FOR THE 2ND SEMESTER OF 1999 DOLE Regional Office No. _____</div>				
A. Timetable of Field Operations				
Planned:			Reason/s for deviation from plan:	
Actual:				
Duration is: Y short Y adequate Y long				
B. Manpower Requirements				
Personnel	Planned	Actual	Reason/s for deviation from plan:	
Total				
Regional Staff				
Area Supervisors				
Enumerators				
C. Financial Requirements (P)				
Object	Planned	Actual	Difference	Reason/s for deviation from plan:
Total				
02				
03				
07				
29				
Training				
Wages				
D. Problems Encountered				
1. Administrative Concerns				
a. Hiring of PBIs				
b. Fund Utilization				
2. Field Operations				
a. Delivery of Questionnaires				
b. Collection/Retrieval of Questionnaires				

<div>REPORT ON THE IMPLEMENTATION OF BLES SURVEYS FOR THE 2ND SEMESTER OF 1999 DOLE Regional Office No. _____</div>	
E. Measures to Solicit Cooperation of Sample Establishments	
F. Suggestions for Improvement of Survey Implementation	
1. Manpower Requirements/Allocation	
2. Financial Requirements (including terms of payment)	
3. Field Operations	
G. Evaluation of BLES Training	
1. Resource Person: In a scale where 1 - is unsatisfactory and 5 - is excellent, how would you rate him/her in terms of (Encircle answer.)	
• <i>time management</i> 1 2 3 4 5	
• <i>arousing the interest of participants</i> 1 2 3 4 5	
• <i>mastery of the subject matter</i> 1 2 3 4 5	
• <i>method and skill in imparting knowledge</i> 1 2 3 4 5	
2. Survey Manuals: In a scale where 1 - is ineffective and 5 - is very effective, how effective were the manuals in helping you understand the objectives, scope and coverage and data requirements of each survey? (Encircle answer.)	
• <i>Employment, Hours and Earnings Survey</i> 1 2 3 4 5	
• <i>Industrial Relations at the Workplace Survey</i> 1 2 3 4 5	
• <i>Labor Cost Survey</i> 1 2 3 4 5	
3. Survey Session: Was the session devoted for each survey 1 - short 2 - adequate 3 - long ? (Encircle answer.)	
• <i>Employment, Hours and Earnings Survey</i> 1 2 3	
• <i>Industrial Relations at the Workplace Survey</i> 1 2 3	
• <i>Labor Cost Survey</i> 1 2 3	
4. Suggestions for Improvement:	
Prepared by:	Noted by:
Signature: _____	Signature: _____
Name: _____	Name: _____
Position: _____	Position: Regional Director
Date: _____	Date: _____