

1998 LABOR COST SURVEY

FIELD OPERATIONS MANUAL

DEPARTMENT OF LABOR AND EMPLOYMENT
BUREAU OF LABOR AND EMPLOYMENT STATISTICS
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CHAPTER I

INTRODUCTION

The globalization of the world economy has brought about fundamental changes in the corporate structure and in the ways and cost of doing business. More technologies that are efficient, flexible working arrangements and outsourcing of some operations, among others, have been adopted by enterprises in their “drive for competitiveness, profits and productivity”.

These strategies have, in particular, affected the total cost of employing labor. In addition, the current Asian economic crisis that forced employers to lay-off workers and to some extent to modify their compensation packages, that over the years have provided salary increments, wage supplements and other amenities to workers, have resulted to changes in the levels and composition of labor cost.

1.1. Objectives of the Survey

At present, there is no regular inquiry on labor cost in the Philippines. While there are two (2) surveys---Employment, Hours and Earnings Survey (EHES) and Occupational Wages Survey (OWS) of the Bureau of Labor and Employment Statistics (BLES) that give insights on the wage situation, these however, show trends and do not provide information on labor cost structure. As such, the evolution of labor cost and its various components remain unaccounted.

The Labor Cost Survey (LCS), to be conducted every four (4) years, starting 1999 is the Bureau's response to address a gap in the wage statistics program of the country. EHES (conducted every semester) generates quarterly earnings statistics while OWS (conducted every 2 years) produces data on wage rates. The use of statistics on labor cost in association with the wage measurements of earnings and wage rates can guide labor, management and government to arrive at rational policies and sound decisions in wage and salary administration and collective bargaining negotiations. Further, data on labor cost can serve as a factor in determining viability of domestic industries and their competitiveness in international trade.

1.2. Collection Authority

Executive Order No. 126 that created the BLES to conduct nationwide surveys and studies that will generate trends and structures on labor and employment, among others, mandate the conduct of the LCS.

1.3. Confidentiality of Information

The BLES shall hold all survey data supplied by the establishments in confidence and these shall not be used for purposes other than statistical. The information obtained from each respondent shall be integrated with others of the same category and shall be disseminated in summary form or statistical tables so as not to reveal the identity of any establishment.

1.4 Scope and Coverage

The LCS is a nationwide establishment survey. It is an enumeration of establishments in the private sector with an average total employment of at least 20 persons. The survey covers 58 industries under the 1994 Philippine Standard Industrial Classification (PSIC). These industries are:

Description		1994 PSIC
MINING AND QUARRYING		C
1.	Metallic Ore Mining	C10
2.	Non-Metallic Mining and Quarrying	C11
MANUFACTURING		D
3.	Manufacture of Food Products	D15 (excl. D155)
4.	Manufacture of Beverages	D155
5.	Manufacture of Tobacco Products	D16
6.	Manufacture of Textiles	D17
7.	Manufacture of Wearing Apparel	D18
8.	Tanning and Dressing of Leather; Manufacture of Luggage and Handbags	D19 (excl. D192)
9.	Manufacture of Footwear	D192
10.	Manufacture of Articles of Bamboo, Cane, Rattan and the Like; Manufacture of Plaiting Materials	D20 (excl. D201)
11.	Manufacture of Wood, Wood Products and Cork, Except Furniture	D201
12.	Manufacture of Paper and Paper Products	D21
13.	Publishing, Printing and Reproduction of Recorded Media	D22
14.	Manufacture of Coke, Refined Petroleum and Other Fuel Products	D23
15.	Manufacture of Chemicals and Chemical Products	D24
16.	Manufacture of Rubber Products	D251
17.	Manufacture of Plastic Products	D252
18.	Manufacture of Glass and Glass Products	D261
19.	Manufacture of Cement	D262
20.	Manufacture of Other Non-Metallic Mineral Products, n.e.c.	D269
21.	Manufacture of Basic Metals	D27

Description		1994 PSIC
MANUFACTURING (cont'd.)		D
22.	Manufacture of Fabricated Metal Products, Except Machinery and Equipment	D28
23.	Manufacture of Machinery and Equipment	D29
24.	Manufacture of Office, Accounting and Computing Machinery	D30
25.	Manufacture of Electrical Machinery and Apparatus	D31
26.	Manufacture of Radio, Television and Communication Equipment and Apparatus	D32
27.	Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks	D33
28.	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	D34
29.	Manufacture of Other Transport Equipment	D35
30.	Manufacture and Repair of Furniture	D36
31.	Recycling	D37
32.	Manufacturing, N.E.C	D39
ELECTRICITY, GAS AND WATER SUPPLY		E
33.	Electricity, Gas, Steam and Hot Water Supply	E40
34.	Collection, Purification and Distribution of Water	E41
35.	CONSTRUCTION	F45
WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS		G
36.	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel	G50
37.	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles	G51
38.	Retail Trade, Except of Motor Vehicles and Motorcycles, Repair of Personal and Household Goods	G52
39.	HOTELS AND RESTAURANTS	H55
TRANSPORT, STORAGE AND COMMUNICATIONS		I
40.	Land Transport; Transport Via Pipelines	I60
41.	Water Transport	I61
42.	Air Transport	I62

Description		1994 PSIC
TRANSPORT, STORAGE AND COMMUNICATIONS		I
43.	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	I63
44.	Post and Telecommunications Services except National Postal Activities	I64 (excl. I64110)
FINANCIAL INTERMEDIATION		J
45.	Banking Institutions except Central Banking	J65 (excl. J65100)
46.	Non-Bank Financial Intermediation	J66
47.	Insurance and Pension Funding, Except Compulsory Social Security	J67
48.	Activities Auxiliary to Financial Intermediation	J68
REAL ESTATE, RENTING AND BUSINESS ACTIVITIES		K
49.	Real Estate Activities	K70
50.	Renting of Machinery and Equipment Without Operator, Personal and Household Goods	K71
51.	Computer and Related Activities	K72
52.	Research and Development	K73
53.	Miscellaneous Business Activities	K74
54.	PRIVATE EDUCATION SERVICES	M81
55.	HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH SERVICES	N85 (EXCL. N8511)
OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES		O
56.	Sewage and Refuse Disposal, Sanitation and Similar Activities	O90
57.	Recreational, Cultural and Sporting Activities	O92
58.	Other Service Activities	O93

The following industries are excluded from the 1998 Labor Cost Survey:

Description	1994 PSIC
Agriculture and Forestry	A
Fishery	B
National Postal Activities	I64110
Central Banking	J65100
Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, GSIS, SSS)	L75
Public Education Services	M80
Public Medical, Dental and Other Health Services	N8511
Activities of Membership Organizations (e.g. ECOP, TUCP)	O91
Extra-Territorial Organizations and Bodies (e.g. ILO, UNDP)	Q99

1.5. Bases for Sample Selection

The minimum industry grouping is at the 3-digit PSIC except for industries observed to be heterogeneous (within their 3-digit level) and therefore requires further breakdown at the 4-digit classification. This level of disaggregation was based on industries/sectors covered by the following:

- Industries affected under the General Agreement on Tariffs and Trade (GATT)
- Products under the Common Effective Preferential Tariff of the ASEAN Free Trade Agreement (AFTA)
- Industries under the Investment Priority Plan of the Board of investment (BOI)
- List of export winners of the Department of Trade and Industry (DTI)
- Deregulated / liberalized industries
- Industries with relatively few players

Establishments in each industry group were classified according to employment size i.e. 20-49, 50-199 and 200 and over. The formula for determining the sample size of an industry group in each size category is as follows:

$$n = \frac{NC_y^2}{C_y^2 + NC_v^2}$$

where:
n is sample size
N is establishment population
 C_y^2 is estimated variance of labor cost; **$C_y = 0.9$**
 C_v^2 is the expected coefficient of variation of average labor cost; **$C_v = 0.10$**

The value assumed for the variance was based on the findings of Dr. Arturo Y. Pacificador Jr. of the Institute of Statistics, UPLB on the natural variability of family income that ranges between 1.2-1.5. The variance of family income was used as a proxy indicator considering that, earnings are part of family income and of labor cost. However, a lower variance was used since income from wage and salary employment in establishments may be less variable than family income.

Further, if the actual retrieval rate for the survey is at least 80 percent, the sample size for each cell (industry and employment size) was adjusted to build-in replacement. Thus, the adjusted sample size was $n=0.8N$. The adjusted n was refined to consider instances where it may be bigger than N .

Geographical location was not considered in the stratification of industries since some components of labor cost e.g. expenses on establishment-owned facilities for the employees may not be easily segregated by region. The explanations on this labor cost component will be taken up in Chapter 6 of this Manual.

1.6. 1998 Labor Cost Survey Questionnaire

The LCS questionnaire has four parts:

Cover Page - This contains information on the purpose of the survey, coverage, reference period, collection authority, authorized field personnel, confidentiality clause, due date, availability of results and assistance available.

Part A: General Information - This portion inquires on the main economic activity, major product/s, goods or services, number of employees and their hours worked and paid for; and number of working owners, managerial staff remunerated predominantly by a share of profits and unpaid workers in the establishment.

Part B: Data on Labor Cost - This section requires data on the cost incurred in the employment of labor and its details.

Part C: Certification Portion

Remarks - This space is provided for the respondent's explanations on the given information and comments/suggestions on the survey.

Contact Person - This space is provided for the name, position, telephone/fax numbers and e-mail address of the person responsible for filling out the form and the date the questionnaire was accomplished.

Do Not Fill (For office use) - This contains names of enumerator/supervisors (field personnel), and reviewers (BLES staff) and dates of completion.

The items of information to be collected in the survey are:

- a. main economic activity
- b. major product/s, goods or services
- c. number of employees
- d. employee-hours worked and paid for
- e. number of working owners, managerial staff predominantly remunerated by a share of profits and unpaid workers
- f. labor cost
 - direct wages and salaries (payment for normal/regular working time; commissions and share in service charges of employees; overtime, night shift and premium pay; payments under bonus, productivity and other incentive schemes made on a monthly or more frequent basis; cost of living allowances and other guaranteed and regularly paid allowances)
 - remuneration for time not worked (payments for vacation, sick, regular holidays/rest days/special days, maternity, paternity, service incentive leave

- and other paid leaves)
- bonuses and gratuities (13th month pay, year-end, seasonal and similar one-time payments made at annual or longer intervals; profit sharing bonuses; additional payments in respect of vacation supplementary to normal vacation pay)
- food, drink, fuel and other payments in kind
- cost of workers' housing shouldered by employers (cost for establishment-owned dwellings and cost for dwellings not owned by establishment and other housing costs)
- employer's social security expenditures (compulsory social security contributions; collectively agreed and non-obligatory contributions to private social security schemes and pensions; direct payments by employer to employees regarded as social security benefits; cost of medical care and health services; retirement and separation/termination pay)
- cost of training
- cost of welfare services
- other labor costs

From these survey data, the BLES will generate statistics on:

- a. Average labor cost per employee-hour (or employee) by industry and employment size
- b. Average labor cost per employee-hour (or employee) by industry and nature of expenditure/component
- c. Percent distribution of labor cost in (industry) by nature of expenditure/component and employment size

1.7. Unit of Enumeration

The unit of enumeration for this survey is the establishment. An establishment is defined as an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a more or less fixed location. Thus, commercial farms/fishponds, mining/construction sites, factories, electric plants, stores, shops, hotels, restaurants, bus companies, banks, radio stations, real estate developers and the like are considered establishments.

For multi-unit enterprises with different outlets and subsidiaries or whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment. However, security detachments, janitorial units, power barges and fishing boats are not considered as establishments.

For firms engaged in activities which may be physically dispersed such as mining, construction, real estate development, transportation, communication, insurance, etc. the establishment is the base from which the personnel operate to carry out their activities or from which they are paid.

1.8. Frequency and Reference Period

The Labor Cost Survey will be undertaken once every 4 years. For this survey, the information to be collected refers to the period **January 1 - December 31, 1998**. The next

LCS will be conducted in 2003 with 2002 as reference period.

CHAPTER 2 OPERATIONAL STRATEGY AND TIMETABLE OF ACTIVITIES

This chapter discusses the pre-survey and field operations of the 1998 Labor Cost Survey and its timetable of activities.

2.1. Planning and Preparation

2.1.1. Formulation of Survey Design

This included the setting of objectives, scope and coverage, development of methodology, formulation of sampling design and frame, design of table formats, preparation of questionnaire and manuals. The Labor Standards Statistics Division (LSSD) of the BLES is responsible for the conduct of the Labor Cost Survey.

The concepts and definitions on the composition of labor cost used in the questionnaire were adopted from “*An Integrated System of Wages Statistics: A Manual of Methods*” of the International Labour Office published in 1979.

The sampling frame, largely drawn from the 1996 List of Establishments (LE) of the National Statistics Office (NSO) was updated based on the findings of 1st semester 1998 EHES and 1997 OWS and reports to the DOLE Regional Offices on workers’ terminations and establishment closures.

2.1.2. Approval of Survey Design

This involved the submission of the LCS design to the National Statistical Coordination Board (NSCB) for review and clearance to ensure conformity with statistical standards and classifications. The Statistical Survey Review and Clearance System instituted by the NSCB aims to achieve reliability, comparability and accuracy of statistics generated from government sponsored and/or implemented censuses and surveys.

2.1.3. Finalization and Reproduction of Questionnaires and Manuals

Some modifications on the items of inquiry in the questionnaire were made, to conform to the Philippine setting. Other agencies were consulted as to the comprehensibility and understandability of the questionnaire such as the Bureau of Working Conditions (BWC) of the DOLE as it is responsible for setting wage standards, Personnel Management Association of the Philippines (PMAP), Philippine Institute of Certified Public Accountants (PICPA), Employers Confederation of the Philippines (ECOP) and Philippine Chamber of Commerce and Industry (PCCI) as their members are possible respondents to the LCS.

2.2. Field Operations

2.2.1. Training of Personnel

This activity is conducted to ensure that survey standards on data collection and field editing are strictly complied with. The discussion on this is taken up in Chapter 4 of this Manual.

2.2.2. Distribution of Questionnaires

The field operations of the LCS will be conducted in cooperation with the DOLE Regional Offices. The regional statisticians, economists or personnel designated by the Regional Director will supervise the data collectors/enumerators in their respective regions. In provinces/areas where there are relatively many establishments to be covered, area supervisors will also be hired to assist the regional staff in the supervision of data collection activities. The BLES will handle the field operations in Metro Manila.

The supervisors will be furnished the following survey materials:

- a. workload (number of sample establishments by area)
- b. area control lists
- c. enumerator's manuals
- d. addressed questionnaires
- e. extra questionnaires

Each person involved in the data collection will be provided an enumerator's manual. The Regional/Area Supervisors will allocate the addressed questionnaires to the Data Collectors/Enumerators according to area of assignment. For purposes of monitoring the progress of the field operations, these supervisors must retain the workload and control lists of their covered areas.

Before distribution, the Data Collectors/Enumerators should prepare their respective control lists using LCS Form 1 (Enumerator's Control List). It must be carried at all times during the field operations to facilitate the systematic distribution and collection of questionnaires. A more detailed discussion on its accomplishment is found in Section 5.2 of this Manual.

Each enumerator must have a letter of introduction signed by the Regional or BLES Director where applicable to be shown to the sample establishments. Upon reaching the establishment, the enumerator introduces himself/herself to the receptionist or to any person who can refer him/her to the personnel manager, accountant or the designated employee responsible for answering government surveys. In such instance, the enumerator re-introduces himself/herself to this contact person. The enumerator is advised to establish rapport with the contact person to win his/her cooperation to the survey.

Below is a practice interview. The enumerator is not expected to quote the following word-for-word. The gist of the statements should be spoken conversationally, in the interviewer's own words.

"Good morning/afternoon, Ms./Mr. _____. I am _____, an interviewer of the Department of Labor and Employment (show letter of introduction). I am here concerning the 1998 Labor Cost Survey being conducted nationwide by the Bureau of Labor and Employment Statistics. The BLES is the statistical arm of the DOLE and is one of the major data producing agencies of our government. This inquiry is in response to the demand of various users for more information on wages, in this case, the detailed costs incurred in the employment of labor. For your particular needs you may find that labor cost statistics are useful in your wage and salary administration and collective bargaining negotiations.

We know that accomplishing this survey form will take up your valuable time. Nevertheless, your cooperation is important to come up with reliable statistics on labor cost. This survey is the first ever to be conducted by the BLES and the next LCS will be conducted four (4) years from now.

We assure you that any data from you will be held in confidence and will be used for statistical purposes only. Your establishment data shall be integrated with others of the same category and shall be released only in summary form or statistical tables.”

The LCS requires that the contact person will refer to the establishment records in 1998 and therefore the enumerator has to leave the questionnaire with the establishment. However, before leaving and if the contact person requests for assistance, the enumerator should explain clearly and correctly to the contact person the scope and procedures in accomplishing the questionnaire. This is essential to minimize incomplete/inconsistent responses in the questionnaire. Also a mutually agreed pick-up date for the accomplished questionnaire must be set, preferably no more than 20 days after acceptance of the questionnaire by the establishment.

The enumerator should write his/her name, DOLE contact address, telephone and fax numbers and e-mail address on the bottom portion of the cover page of the questionnaire. This is to facilitate coordination in cases where the respondent may still have some queries while accomplishing the questionnaire after the enumerator has left the establishment premises.

Checklist of materials of each enumerator:

- a. DOLE identification card
- b. Letter of introduction
- c. Enumerator's manual
- d. Enumerator's control list
- e. Assigned questionnaires
- f. Extra questionnaires
- g. Certificate of appearance
- h. Ballpen (blue or black)

2.2.3. Collection and Field Editing of Questionnaires

The accomplished questionnaire must be collected on the agreed date between the enumerator and respondent for the establishment. Reminder notices, phone calls and/or personal follow-ups should be made by the interviewer to ensure that the accomplished questionnaire is ready for pick-up on the due date. If the establishment fails to meet this date because of difficulties encountered in the accomplishment of the questionnaire, the data collector must provide the necessary assistance to the respondent and then set a new pick-up date. In case that the contact person misplaced the questionnaire earlier given to him/her, the enumerator should provide the respondent with another questionnaire. The data collector should write the following in the space provided for the address label in the address box of the questionnaire.

The Owner/Manager
Name of Establishment
Address 1
Address 2
Address 3

} To be discussed in Section 6.2.1

EIN ← This is important. This will be explained in Section 6.2.2.

Field editing must be done before leaving the establishment premises to avoid revisits. A detailed discussion on the procedures will be taken up in Section 6.2.11 of this Manual.

The supervisor or his designated staff must check the completeness and consistency of the entries in the accomplished questionnaires submitted by the enumerators. Incomplete and/or inconsistent entries must be verified with the concerned establishments through phone calls or callbacks to the establishments by the concerned enumerators.

2.2.4. Transmittal of Questionnaires

All questionnaires accounted for together with a copy of the LCS Form 2 (Transmittal Form of Questionnaires) must be sent to BLES by the Regional Supervisor who should retain a file copy of the transmittal form. The use of this form shall be explained further in Section 5.3 of this Manual. For BLES supervised areas in Metro Manila, the enumerators shall submit the questionnaires to their area supervisors.

Upon receipt of transmittals, the BLES will check the submitted questionnaires against the details in LCS Form 2. It will also review the edited questionnaires for completeness and consistency. Each questionnaire not properly edited by the regional offices shall be returned by the BLES directly to the establishment for verification. For BLES supervised areas in Metro Manila, questionnaires for verification will be coursed through its enumerators.

2.3. Timetable of Operations

Below is the timetable of the pre-survey and field operations of the 1998 Labor Cost Survey:

Activity	Agency Responsible	Schedule
PLANNING AND PREPARATION		
Formulation of Survey Design and other pre-survey activities	BLES	Jan-July 1999
Approval of Survey Design	NSCB	May
Finalization and Reproduction of Questionnaires and Manuals	BLES	May-June

Activity	Agency Responsible	Schedule
FIELD OPERATIONS		
Training of Personnel	BLES	July
Distribution of Questionnaires	BLES/DOLE ROs	July-Aug
Collection and Field Editing of Questionnaires	BLES/DOLE ROs	July-Oct
Transmittal of Questionnaires to BLES	DOLE ROs	Aug-Oct

Since 1998, the DOLE Regional Offices have handled the field operations of nationwide surveys undertaken by the BLES, starting with 1st semester EHES. This is in line with the Bureau's statistical capability building program for its regional counterparts. This chapter defines the responsibilities of those involved in the field operations of the 1998 Labor Cost Survey.

3.1. Bureau of Labor and Employment Statistics

- a. Provide addressed questionnaires and enumerator's manuals, workload, control list of establishments and extra questionnaires to the Regional Supervisors;
- b. Coordinate with the Regional Supervisors on the schedule of training activities at the DOLE Regional Offices;
- c. Conduct trainers' training at the BLES and the enumerators' training on data collection and field editing at the DOLE ROs;
- d. Coordinate with the Regional Supervisors on the receipt and control of the questionnaires and the transmittal of the questionnaires to the Bureau;
- e. Supervise field operations in designated areas in Metro Manila within the allotted time period;
- f. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to the establishments; and
- g. Ensure the confidentiality of the data provided by the establishments.

3.2. 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;
- d. Allocate questionnaires for distribution to Area Supervisors, if any, or to Data Collectors/Enumerators 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 Data Collectors/Enumerators as the case may be; and
- f. Ensure the confidentiality of the data provided by the establishments.

3.3. 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;
- c. Allocate questionnaires for distribution to Data Collectors/Enumerators, 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 Data Collectors/Enumerators; and
- e. Ensure the confidentiality of the data provided by the establishments.

3.4. Data Collectors/Enumerators

- 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/spoilage questionnaires to the Regional or Area Supervisors as the case may be;
- d. Verify questionnaires, returned by supervisors, with the establishments; and
- e. Ensure the confidentiality of the data provided by the establishments.

Training on data collection and field editing is part of a well-planned survey operation. This activity is conducted to ensure the smooth flow of field operations and the accuracy of the collected data.

4.1. Training Levels

The BLES through the LSSD shall be responsible for the conduct of the training on data collection and field editing. There are two levels of training for the 1998 LCS.

4.1.1. Training for Trainers and BLES Supervised Enumerators in Manila

The LSSD staff and some BLES personnel will participate in the first level training to be done at the BLES in July 1999. A separate training by the LSSD, also in July, will be conducted for the BLES supervised enumerators.

4.1.2. Training at the DOLE Regional Offices

The BLES personnel will conduct a second level training in all the DOLE ROs in July 1999. The designated Regional Supervisors, and Area Supervisors/Enumerators hired for the survey will participate in this activity.

4.2. Training Schedule

The training schedule below shall be followed in the BLES and all DOLE-ROs:

TIME	DURATION	ACTIVITY
<i>A.M.</i>		
8:00 - 8:30	30 minutes	Introduction
8:30 - 10:00	1 ½ hours	Field Editing Guidelines
10:00 - 10:15	15 minutes	Break
10:15 - 11:15	1 hour	Field Editing Guidelines (cont'd.)
11:15 - 11:30	15 minutes	Operational Strategy and Timetable of Activities
11:30 - 11:40	10 minutes	Duties and Responsibilities of the Regional Office
11:40 - 12:00	20 minutes	Administrative Concerns

4.3. Training Materials

Each participant shall be given the enumerator's manual and the 1998 LCS questionnaire.

This chapter focuses on the mechanics for the transmittal of questionnaires and other survey materials. It also discusses the reporting forms for monitoring the progress of the field operations.

5.1. Transmittal of Survey Materials to DOLE ROs

The DOLE ROs should receive the following materials from the BLES before the start of the field operations;

- a. workload (number of sample establishments by area)
- b. area control lists
- c. enumerator's manuals
- d. addressed and extra questionnaires

The materials should be checked for completeness. Any omission should be reported to the BLES immediately so that the Bureau can provide the lacking survey materials.

5.2. Accomplishment of LCS Form 1 (Enumerator's Control List)

Prior to the distribution of the questionnaires to the establishments, the Data Collector/Enumerator should prepare his/her own control list (page 18 of this Manual) based on the area control list. The guidelines in preparing this list are provided below:

- Area/s of assignment refer to the city/municipality and province of the sample establishments.
- Workload refers to the number of sample establishments in the area/s of assignment.
- Entries for col. 1 (EIN) and col. 2 (name/address of establishment) should be copied from the address label found in the cover page of each questionnaire or from the area control list. The EIN should be copied correctly. See Section 6.2.1 for a sample address label.
- Upon delivery, the date of delivery (col. 3), contact person (col. 4) and telephone no. of the contact person (col. 5) should be filled out to facilitate follow-ups, callbacks and collection of questionnaires.
- Cols. 6, 7 and 8 refer to the dates when personal callbacks/follow-ups were made to the sample establishments.
- Col. 9 refers to the mutually agreed date of pick-up of the accomplished questionnaire while col. 10 refers to the date when the questionnaire was actually picked up by the enumerator from the establishment. In instances where the establishment sent the accomplished questionnaire to the DOLE RO/Provincial Office, the actual date retrieved is the date of receipt of the questionnaire by the office. On the other hand, in the case of an invalid questionnaire (REF, STR, TCL, CBL, PCL, DUP, OSP, OTH), the date to be written in col.10 is the date when the status was confirmed/verified as such.
- Col. 11 refers to the status code of the questionnaire. Refer to Section 6.2.9 for the applicable status codes.

- Any changes in the name/address of the establishment discovered during delivery of the questionnaire should be written in the control list by crossing out neatly the previous entry/ies and writing above the new entry/ies.

5.3. Transmittal of Questionnaires to BLES

There are three (3) transmittal periods of the 1998 LCS questionnaires from the DOLE ROs to the Bureau. The schedules of transmittals are on or before the last working day of August, September and October. The Regional Supervisors are advised to set their own deadlines in cases where there are Area Supervisors in order to meet the Bureau deadlines.

LCS Form 2 (Transmittal Form of Questionnaires) should accompany every transmittal (page 19 of this Manual). The Regional Supervisor should prepare this in duplicate (original copy to BLES and duplicate for file). Below are guidelines in its preparation:

- Only those questionnaires that have passed the review of the supervisors should be sent back to BLES i.e. with status codes other than RFV1.
- Transmittal period refers to any of the four (4) schedules of submission e.g. August 27, 1999.
- No. of questionnaires, refer to the count of questionnaires being submitted. The Regional Supervisor should see to it that the number reported tallies with the actual count to avoid BLES notifications on inconsistent submissions. On each page of the transmittal form, indicate its page no. and total number of pages.
- List the questionnaires by ascending EIN.
- EIN (col. 1) refers to the first number found under the name/address of the establishment in the cover page of the questionnaire. Caution should be exercised in writing this unique number, as this is the establishment identifier.
- Col. 2 refers to the status code of the questionnaire. Refer to Section 6.2.9 for the applicable status codes. This status code should be consistent with the status code encircled in the cover page of the pertinent questionnaire.

Upon receipt of each transmittal from the DOLE ROs, the BLES will check that details reported in LCS Form 2 on the number of questionnaires, the EIN and status code are consistent with the corresponding questionnaires. If an EIN and its status code in the form are not similar with those of the submitted questionnaire, those in the questionnaire will prevail. In instances where there are missing questionnaires, the actual number of questionnaires received by the BLES will prevail for record purposes. The Bureau will immediately notify the Regional Supervisor of these discrepancies for him/her to correct the pertinent LCS Form 2.

For BLES supervised areas in Metro Manila, the enumerators should submit the questionnaires directly to their supervisors.

LCS Form 1 (Enumerator's Control List)
SURVEY

1998 LABOR COST

Page ____ of ____ pages

Name of Enumerator: _____

Area/s of Assignment: _____

Workload: _____

[illegible]

LCS Form 2 (Transmittal Form of Questionnaires)
1998 LABOR COST SURVEY

Page __ of __ pages

DOLE Regional Office No. _____

Transmittal Period: _____

No. of Questionnaires: _____

[illegible]

Editing guidelines are useful in assessing the completeness and consistency of survey data. These guidelines are prepared to help enumerators, supervisors and reviewers detect and correct errors in the accomplished form to ensure processing of correct information.

6.1. General Instructions

- Any attachments supplied by the establishment should be securely stapled on page 3 of the questionnaire. The corresponding EIN should be written on the upper right hand corner of each page of the attachment.
- Read the remarks of the respondent on page 4 of the questionnaire as they may provide explanations pertinent to the report.
- Do not erase or obliterate entries by the respondent. Line out neatly the original entry and write close to it the correct entry.
- Edited entries must be legibly written in ballpoint.
- The names of the enumerator and regional/area supervisor should be legibly written in the appropriate spaces provided on page 4 of the questionnaire.
- If problems arise, consult the supervisor.

6.2. Specific Instructions and Explanations

Following are the detailed instructions and explanations regarding the field operations.

6.2.1. Sample Address Label

All questionnaires have been pre-addressed by BLES. The address label is found on the upper portion of the cover page of the questionnaire (address box). A sample is shown below:

The Owner / Manager	xxxxxxxxxxxxx (ECN) - x (EO)
Solid Enterprises	Name of Establishment
3/F Solid Bldg., 17 Rizal St.	Address 1: Floor, Bldg., No., Street
Bgy. San Roque, San Pedro	Address 2: Bgy., City/Municipality
Laguna	Address 3: Province
11100 043424064 G51311 5	
EIN	GEO
Code	PSIC
	ATE
	Code

6.2.2. EIN

The first number under the name/address of the establishment is the establishment Identification number. This is a *unique and fixed* number assigned to each establishment by the BLES for reference purposes. Caution should be exercised in writing this number

on any document pertinent to the survey.

6.2.3. Geographic (GEO) Code

The second number under the name/address of the establishment is the 9-digit code to denote the geographical location of the establishment. The first and second digits refer to the region, the third and fourth digits to the province, the fifth and sixth digits to the city/municipality and the last three digits to the barangay. The reference year of the GEO code used in the 1998 LCS is 1996.

6.2.4. Philippine Standard Industrial Classification (PSIC) Code

The third code under the name/address of the establishment is the 6-alpha numeric code to denote the industrial classification of the establishment. The alpha character refers to the major industry group while the numeric characters refer to the specific industry group. The reference year of the PSIC code used in the 1998 LCS is 1994.

6.2.5. Average Total Employment (ATE)

The fourth number under the name/address of the establishment is the 1-digit code to denote the employment size or number of workers in the establishment. The code equivalents are as follows:

ATE Code	Employment Size	ATE Code	Employment Size
3	20-49	7	500-999
4	50-99	8	1000-1999
5	100-199	9	2000 and over
6	200-499		

6.2.6. Establishment Control Number (ECN) and Economic Organization (EO)

This set of numbers found beside the first line of the address label (The Owner/Manager) are the establishment identifier and the economic organization code of an establishment in the 1996 NSO List of Establishments, the major source of the sampling frame of the 1998 Labor Cost Survey. The ECN is the reference number in providing the NSO with establishment updates made by BLES.

6.2.7. Change in Establishment Location

There may be instances when the establishment cannot be located in the given address because it has moved to another location or the given address is erroneous.

IF	THEN
<i>Establishment moved to a known location</i> a. Establishment is within enumerator's assigned area	<u>Enumerator</u> : Write neatly the new address (Address1, Address2, Address3) in the spaces provided below the address label on the cover page of the

IF	THEN
<p><i>Establishment moved to a known location</i></p> <p>a. Establishment is within enumerator's assigned area (cont'd.)</p> <p>b. Establishment is outside enumerator's assigned area</p>	<p>questionnaire. Correct the address in his/her control list then deliver the questionnaire to the right address. Inform the Supervisor of the change.</p> <p><u>Supervisor</u>: Correct the establishment address in the area control list.</p> <p><u>Enumerator</u>: Write neatly the new address (Address1, Address2, Address3) in the spaces provided below the address label on the cover page of the questionnaire. Line out the establishment in his/her control list, adjust workload then return questionnaire to the Supervisor.</p> <p><u>Supervisor</u>: Assign the questionnaire to concerned enumerator who will in turn add the establishment to his/her control list and workload. Correct the establishment address in the area control list and adjust workloads of affected enumerators because of the address change.</p>
<p><i>Establishment moved to an unknown location</i></p>	<p><u>Enumerator</u>: Encircle status code CBL in the cover page of the questionnaire and indicate such in his/her control list then submit questionnaire to Supervisor.</p> <p><u>Supervisor</u>: Record establishment as CBL in area control list then file questionnaire for transmittal to BLES.</p>

6.2.8. Change in ATE

If at any time in the course of the field operations, information was obtained that, the establishment employs less than 20 workers, the enumerator should continue with the data collection from the establishment. The decline in employment may only be temporary.

6.2.9. Status Codes

Beside the address box are the status codes to determine whether a questionnaire is valid for processing or not (RET1, RFV1, RET2, REF, STR, TCL, CBL, PCL, DUP, OSP, OTH).

The enumerator or supervisor must encircle the appropriate code in the questionnaire to denote its status. This same code should be written corresponding to the establishment in the enumerator and supervisor's control lists.

Code	Description	Explanation/Procedures
RET1	Retrieved for processing after distribution	All information provided by the establishment at the first instance <u>passed</u> field editing by the <u>enumerator</u> . He/she then submits the questionnaire to the supervisor for review. If confirmed, the status is maintained.
RFV1	First verification	The accomplished questionnaire when reviewed by the supervisor was found with <u>unanswered items or inconsistent entries</u> . The <u>supervisor</u> encircles this code on the questionnaire and returns it to the enumerator for verification and follow-up. The <u>enumerator</u> changes the status of the establishment in his/her control list from RET1 to RFV1.
RET2	Retrieved for processing after first verification	All the items for verification have been <u>corrected and have passed</u> review of the supervisor. The <u>supervisor</u> encircles this code on the questionnaire and the enumerator writes this status on his/her control list. Otherwise, the status remains RFV1 and will be returned to the enumerator for further verification. When the questionnaire finally passes review, the supervisor encircles RET2 on the questionnaire. The <u>enumerator</u> changes the status of the establishment in his/her control list from RFV1 to RET2.
REF	Refusal	The establishment refuses to cooperate to the survey despite repeated persuasions and <u>three (3) callbacks</u> . The <u>enumerator</u> encircles this code.

Code	Description	Explanation/Procedures
STR	On strike	The establishment is on strike and <u>no</u> one could accomplish the questionnaire. The <u>enumerator</u> encircles this code.
TCL	Temporarily closed	The establishment is <u>not in operation</u> at the time of the field operations due to inventory, calamity/disaster, and repair/maintenance of equipment and the like. The <u>enumerator</u> encircles this code.
CBL	Cannot be located	There was <u>never</u> such an establishment in the given address or anywhere else in the area/s covered by the enumerator, or the previously existing establishment in the given address has moved to an <u>unknown</u> location. All possible sources of information should first be exhausted before an establishment is CBL. The <u>enumerator</u> encircles this code.
PCL	Permanently closed	The establishment has <u>permanently</u> ceased operations at the time of enumeration. The <u>enumerator</u> encircles this code.
DUP	Duplicate	The establishment has been confirmed as the <u>same</u> as another covered establishment relative to location and specific economic activity. <u>Discontinue</u> data collection. The <u>enumerator</u> encircles this code and writes beside the status the EIN of the establishment being duplicated.
OSP	Outside industry coverage	This refers to an establishment whose economic activity is <u>outside</u> the coverage of the survey as enumerated in page 5 of this Manual. <u>Discontinue</u> data collection. The <u>enumerator</u> encircles this code and writes beside the status the PSIC code of the establishment e.g. O91.
OTH	Status n.e.c.	This refers to a condition not classifiable in any of the preceding status codes. The <u>enumerator</u> encircles this code and writes beside the status the reason for OTH.

The box after the status codes is for **BLES use only**.

6.2.10. Address Box of the Questionnaire

Item (Below address label)	Instructions
<i>Name (of establishment)</i> a. No entry b. With entry	Accept. Check for completeness. Ask the establishment to provide <u>complete</u> name.
<i>Address</i> a. No entry b. With entry	Accept. Check for <u>completeness</u> . If incomplete, cross out neatly original entry and write complete address as shown in sample address label in Section 6.2.1 of this Manual i.e. Address1 (1 st line), Address 2 (2 nd line), Address 3 (3 rd line).

6.2.11. Part A: General Information

Item	Instructions
1. Main economic activity Major product/s goods or services	Entry should clearly describe the main economic activity based on that, which contributes the biggest share of <u>revenue</u> to the establishment e.g. metallic ore mining, food manufacturing, retail trade. Entry should refer to the <u>specific</u> product/goods/services produced or provided by the establishment e.g. gold, butter, shoes.
2. Employees	Entry should refer to the <u>monthly average</u> number of employees in 1998 (see definition and example of the computation to be made by the respondent on page 2 of the questionnaire). <u>If the establishment was on strike or temporarily closed at any time in 1998:</u> the number of employees on strike or temporarily not at work should be included in the determination of the monthly

Item	Instructions
2. Employees (cont'd.)	average as long as they were considered <u>employees</u> of the establishment during the strike or temporary closure i.e. employer-employee relations still exist.
3. Hours actually worked and/or paid for	Entry should refer to <u>total</u> hours actually worked and/or paid for of employees reported in Item 2 (see definition and example of the computation to be made by the respondent on page 2 of the questionnaire).
4. Working owners, managerial staff remunerated predominantly by a share of profits and unpaid workers	Entry should refer to those persons who <u>work</u> for the establishment but are <u>not</u> on the regular payrolls. These <u>exclude</u> silent or inactive partners, persons receiving commissions only and without employer control, consultants and persons on retainer basis, contractor/agency hired workers and homeworkers.
For information: <u>Employment</u> in the establishment is the total of entries in items 2 and 4. Silent or inactive partners; members of the board of directors paid solely for attendance at meetings; persons receiving commissions only and without employer control; consultants and persons on retainer basis; contractor/agency hired workers; homeworkers; workers on indefinite leave; laid-off workers for six (6) months or more are <u>not</u> part of establishment employment.	

6.2.12. Part B: Data on Labor Cost

As this is the first time that the Labor Cost Survey is being conducted, the BLES has not yet established the specific guidelines when or when not to accept an entry for this part of the questionnaire i.e. acceptable ranges for each item response. Nevertheless, the enumerators and supervisors are reminded that the reference period of the survey is the **whole year of 1998**. Further, the total labor cost should pertain to **all employees** (as defined in Part A-item 2 of the questionnaire). These should be emphasized to the establishment contact person. Below are the general guidelines in editing the responses of the establishment.

Item	Instructions
<p>1. Direct wages and salaries (in cash)</p> <p>a. Payment for normal/regular working time</p> <p>b. Commissions and share of employees in service charges</p> <p>c. Overtime, night shift and premium pay</p> <p>d. Payments under bonus, productivity and other incentive schemes made on a <u>monthly or more frequent basis</u></p>	<p>There should be entry here. If none, verify with establishment.</p> <p>This item refers to <u>cash</u> payments to employees for regular working hours.</p> <p>Accept, with or without entry.</p> <p>If there is entry, verify that the commissions reported pertain to those <u>received by employees</u> of the establishment and not those of persons receiving commissions only and who are outside employer control (not employees of the establishment).</p> <p>Most hotels and some restaurants, nightclubs and cocktail lounges, collect service charges. If the establishment is engaged in such economic activity and it collects service charges, then there must be entry in this item.</p> <p>Accept, with or without entry.</p> <p><u>Overtime pay</u> refers to additional remuneration for work performed beyond eight (8) hours on regular working days, regular holidays, rest days and special days. <u>Night shift pay</u> refers to payment for work performed between 10:00 p.m. to 6:00 a.m. of the next day. <u>Premium pay</u> refers to remuneration for work performed within eight (8) hours on non-working days, such as rest days and special days.</p> <p>Accept, with or without entry.</p> <p>This item refers to <u>monthly or more frequently granted</u> bonuses under contractual arrangements and relates to work performed or to current output e.g. productivity bonus for piece-rate workers whose outputs exceeded the daily quotas. It should be distinguished from item 3a, which inquires on less frequently granted bonuses and gratuities.</p>

Item	Instructions
<p>1. Direct wages and salaries (cont'd.)</p> <p>e. Cost of living allowances and other guaranteed and regularly paid allowances</p>	<p>Accept, with or without entry.</p> <p>Examples of these are <u>commutable</u> representation and transportation allowances. For purposes of this survey, guaranteed and regularly given house rent/allowances in cash should be <u>excluded</u> in this item but included in item 5b.</p>
<p>2. Remuneration for time not worked</p>	<p>There should be entry here. If none, verify with establishment.</p> <p>This item refers to payments of employers even when workers were not at work such as paid leaves, regular holidays and in some cases for rest days and special days per collective bargaining agreement.</p> <p>However, the establishment may have difficulty in providing the amount separately. In such a case, indicate on the space provided where it was <u>reported</u> e.g. Included in item 1a.</p>
<p>3. Bonuses and gratuities</p> <p>a. 13th month pay, year-end, seasonal and similar one-time payments made at <u>annual or longer intervals</u></p> <p>b. Profit sharing bonuses</p> <p>c. Additional payments in respect of vacation, supplementary to normal vacation pay</p>	<p>Examples of these are mid-year bonus, Christmas bonus, 13th month pay (obligatory), 14th, 15th month pay and the like.</p> <p>Even if only 13th month pay is given, there should be <u>entry</u> here. If none, verify with establishment.</p> <p>This item should be distinguished from item 1d, which inquires on monthly or more frequently granted bonuses.</p> <p>Accept, with or without entry.</p> <p>Accept, with or without entry.</p>

Item	Instructions
4. Food, drink, fuel and other payments in kind	<p>Accept, with or without entry.</p> <p>The amount referred here is from the standpoint of the employer (<u>employer's cost</u>). The value of all payments in kind should be at producers (produced within the establishment or wholesale price (acquisition cost) as bought/provided by the employer and not the market price or retailer's price as would have been bought/consumed by the employees (benefit accruing to the employees) e.g. rice/corn, ordinary clothing.</p> <p><u>Excluded</u> from this item are the imputed rental values of free/subsidized housing-included in item 5b, medical care and health services-included in item 6d, and canteen and other welfare services and facilities-included in item 8.</p>
<p>5. Cost of workers' housing shouldered by the employer</p> <p>a. Cost for establishment-owned dwellings</p> <p>b. Cost for dwellings not owned by the establishment and other housing costs</p>	<p>Accept, with or without entry.</p> <p>The amount referred here represents the <u>net cost to the employer of establishment-owned dwellings for the use of the employees</u> in the form of maintenance expenditures, fees, property taxes, insurance, interest, depreciation, etc. but <u>not</u> capital investment on building, equipment or land and labor cost of housing personnel.</p> <p>Accept, with or without entry.</p> <p>The cost referred here should be the <u>cost from the standpoint of the employer</u> and not what it would have cost the employees if they were to spend for their own housing.</p> <p>For purposes of this survey, guaranteed and regularly given house rent/allowances in <u>cash</u> should be <u>included</u> in this item.</p>

Item	Instructions
<p>6. Employer's social security expenditures</p> <p>a. Compulsory social security contributions</p> <p>b. Collectively agreed, contractual and non-obligatory contributions to private social security schemes and insurance</p> <p>c. Direct payments by employer to employees regarded as social security benefits</p> <p>d. Cost of medical care and health services</p>	<p>Examples of these are <u>statutory</u> employers' contributions to SSS/GSIS, MEDICARE, PAG-IBIG and State Insurance Fund. As such, there should be entry here. If none, verify with establishment.</p> <p>Accept, with or without entry.</p> <p>Examples of these are <u>premiums</u> paid for life, accident, and medical care and health insurance or pension plans of the employees.</p> <p>Accept, with or without entry.</p> <p>These refer to payments in respect of absence from work due to sickness, maternity or employment injury, etc. to compensate for loss of earnings given by employer <u>directly</u> to the employees. As such payments by GSIS/SSS are <u>excluded</u>.</p> <p>Accept, with or without entry.</p> <p>The amount referred here represents the actual medical care and health expenses by the employer on behalf of the <u>employees</u> e.g. medicines, hospitalization, <u>exclusive</u> of medical and health insurance that should be reported in item 6b.</p> <p>It <u>includes the net cost to the employer of establishment-owned building and equipment used for the medical care and health services of the employees</u> in the form of maintenance expenditures, fees, property taxes, insurance interest, depreciation, etc. but <u>not</u> capital investment on building, equipment or land and labor cost of medical care and health service personnel employed by the establishment.</p>

Item	Instructions
<p>6. Employer's social security expenditures</p> <p>d. Cost of medical care and health services (cont'd.)</p> <p>e. Retirement and termination/ separation pay</p>	<p>If the respondent is engaged in medical care or health services, cost to the employer does <u>not</u> refer to the maintenance, etc. of the hospital, for example, which is for patient-clients.</p> <p>Accept, with or without entry.</p>
<p>7. Cost of training</p>	<p>Accept, with or without entry.</p> <p>The amount referred here represents the cost to the employer in the training of its <u>employees</u>.</p> <p>It <u>includes</u> the net cost to the employer of <u>establishment-owned building and equipment used for employees' training</u> in the form of maintenance expenditures, fees, property taxes, insurance, interest, depreciation, etc. but <u>not</u> capital investment on building, equipment or land and labor cost of training personnel employed by the establishment.</p> <p>It also <u>includes</u> payments made to outside instructors and other training institutions on behalf of the workers and reimbursement of school fees to workers.</p> <p>If the respondent is engaged in the education services, cost to the employer does <u>not</u> refer to the maintenance, etc. of the educational institution, for example, which is for students.</p>
<p>8. Cost of welfare services</p>	<p>Accept, with or without entry.</p> <p>The amount referred here represents the cost incurred by the employer for the welfare or benefit of its employees <u>other than</u> for housing (included in item 5a), medical care and health (included in item 6d) and training (included in item 7).</p>

Item	Instructions
8. Cost of welfare services (cont'd.)	<p>It <u>includes</u> the net cost to the employer of establishment-owned building and equipment used for employees' welfare (such as canteen and food facilities, gymnasium/sport facilities) in the form of maintenance expenditures, fees property taxes, insurance, interest, depreciation, etc. but <u>not</u> capital investment on building, equipment or land and labor cost of welfare service personnel employed by the establishment.</p> <p>It also <u>includes</u> grants by employers to credit unions and cost of related services for employees. etc.</p> <p>If the respondent is engaged in the food or recreational business, cost to the employer does <u>not</u> refer to the maintenance, etc. of the restaurant or sports complex or beach resort, for example, which is for customers.</p>
9. Other labor costs	<p>In case other expenditures are enumerated which are not classifiable in the preceding items, check that the corresponding amounts are <u>reported</u>.</p> <p>Examples of these are cost of transport of workers to and from work undertaken by employer e.g. shuttle service, cost of work clothes/uniform (this is different from ordinary dothing which should be included in item 4), recruitment cost (travel expenses paid for interviews of new recruits, the cost of advertisements, fees paid to public and private employment services in connection with recruitment, the cost of documents, legal fees and similar expenses borne by the employer). Travel expenses included in recruitment cost is different from those reimbursed by salesmen employed by the establishment, which is <u>not</u> regarded as labor cost.</p>

Reminders:

1. The enumerator and supervisor should always bear in mind that the inquiry is on labor cost of **employees**. As such the costs to be reported pertain to employees in the establishment as defined in, Part A-item 2 of the questionnaire. Most of the components of labor cost are easily understood. However, there are some items which might be misinterpreted by the respondents e.g. costs for establishment owned/run housing, medical care and health services, training and welfare services. It is emphasized that should the establishment's business be in housing, medical care and health services, training and welfare, the costs inquired on are for the employees in the establishment and not for maintaining/providing the service to their clients/customers.
2. The various labor components of establishment personnel in establishment-owned/run facilities as mentioned above should be included in the appropriate cost items e.g. direct wages and salaries and not with the labor cost of the facilities.

6.2.13. Part C: Certification

Item	Instructions
Remarks	This is for use of the establishment. The enumerator/supervisor is advised to <u>read</u> these carefully as it could shed light on the establishment responses.
Contact Person	This is for use of the establishment. Check for <u>completeness</u> so that the BLES can refer to the contact person in case there may be items still for verification.
Enumerator and date	The <u>enumerator</u> should accomplish these.
Supervisor/s and date/s	The regional and/or area <u>supervisor</u> should accomplish these.
Reviewer/s and date/s	These are for <u>BLES</u> use.