

# **FIELD OPERATIONS MANUAL**

## **2004 Occupational Wages Survey and 2003/2004 BLES Integrated Survey**



**Bureau of Labor and Employment Statistics**  
Manila, Philippines



In coordination with  
**DOLE Regional Offices**  
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## OCCUPATIONAL WAGES SURVEY

From 1989 to 1995, the OWS was conducted by the Bureau of Labor and Employment Statistics (BLES) to monitor the wage rates of 22 low paid occupations in 21 non-agricultural industries. Its objective then was to generate wage estimates in aid to minimum wage determination.

In 1996, the survey was redesigned to focus on the wage rates of selected or key occupations, particularly in industries likely to be affected by the changing local and global economic structures. The 1997 and 1999 rounds of the revised OWS had October 31 as reference date of the data for international comparability since the ILO inquires on occupational wages through its annual October Inquiry on Occupational Wages and Hours of Work. The new design used the 1992 Philippine Standard Occupational Classification (PSOC) and the 1994 Philippine Standard Industrial Classification (PSIC).

In recent years, adjustments in the minimum wage rates have been implemented on a staggered basis. Each round of wage increases usually starts during the last quarter of the year and spills over until about the second quarter of the following year. Notwithstanding international comparability, the 2002 survey round reference date has been shifted to June 30 of every even year from October 31 of every odd year. This decision was made in order to capture the effects of minimum wage adjustments in the establishment wage structure. The lists of industries and occupations have also been expanded to cover other important industries and new occupations.

The June 2002 round of the OWS only covered Metro Manila due to budget constraints.

### 1.1. Survey Objectives and Uses of the Data

The main objective of this survey is to generate statistics for **wage and salary administration and wage determination in collective bargaining negotiations**. These statistics can also be used as basis for investment decisions and determining global competitiveness of our industries and occupations.

The data category *average monthly occupational wage rate of selected occupations* is also one of the variables listed by the Philippine government under the Special Data Dissemination Standard (SDDS) of the International Monetary Fund. The SDDS serves as reference to member countries in the dissemination of economic and financial data.

### 1.2. Collection Authority

The conduct of the OWS is mandated by:

- a. **Executive Order No. 126**, dated January 30, 1987, (creating the BLES) which mandates the Bureau, among others, to conduct nationwide surveys and studies which will generate trends and structures on labor and employment.
- b. **Executive Order NO. 352**, dated July 1, 1996, designating the OWS as one of the statistical activities that will generate critical data for decision-making of the government and the private sector.

1.3. Confidentiality of Information

The BLES and its field personnel shall hold all survey data supplied by the establishments in confidence. The information obtained from each respondent shall be for statistical purposes only and not for taxation, regulation nor investigation purposes. The data shall be processed 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 respondent-establishment.

1.4. Scope and Coverage

The OWS covers all establishments in 58 non-agricultural industries with an average total employment of at least 50 persons. It inquires on total employment, ownership, spread of operations (multinational or not) market orientation (domestic or export), unionism and existence of collective bargaining agreements. It also inquires on the distribution of time-rate workers on full-time basis.

1.4.1. *Benchmark Occupations:* The OWS specifically looks into employment and wage rates (hiring/entry and actual rates), minimum educational attainment and years of related experience. Two (2) benchmark occupations (common to all establishments) i.e., Accounting and Bookkeeping Clerks; and Unskilled Workers except Janitors, Messengers and Freight Handlers, shall be monitored in the following 58 non-agricultural industries:

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)

Description		1994 PSIC
<b>MANUFACTURING (cont'd.)</b>		<b>D</b>
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
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



	Description	1994 PSIC
	<b>ELECTRICITY, GAS AND WATER SUPPLY</b>	<b>E</b>
33.	Electricity, Gas, Steam and Hot Water Supply	E40
34.	Collection, Purification and Distribution of Water	E41
35.	<b>CONSTRUCTION</b>	<b>F45</b>
	<b>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS</b>	<b>G</b>
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.	<b>HOTELS AND RESTAURANTS</b>	<b>H55</b>
	<b>TRANSPORT, STORAGE AND COMMUNICATIONS</b>	<b>I</b>
40.	Land Transport; Transport Via Pipelines	I60
41.	Water Transport	I61
42.	Air Transport	I62
43.	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	I63
44.	Post and Telecommunications Services except National Postal Activities	I64 (excl. I64110)
	<b>FINANCIAL INTERMEDIATION</b>	<b>J</b>
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
	<b>REAL ESTATE, RENTING AND BUSINESS ACTIVITIES</b>	<b>K</b>
49.	Real Estate Activities	K70
50.	Renting of Machinery and Equipment Without Operator, Personal and Household Goods	K71

	Description	1994 PSIC
51.	Computer and Related Activities	K72
52.	Research and Development	K73
53.	Miscellaneous Business Activities	K74
54.	<b>PRIVATE EDUCATION SERVICES</b>	<b>M81</b>
55.	<b>HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH SERVICES</b>	<b>N85</b> (excl. N8511)
	<b>OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES</b>	<b>O</b>
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 survey:

	Description	1994 PSIC
	Agriculture and Forestry	A01-A05
	Fishing	B06
	National Postal Activities	I64110
	Central Banking	J65100
	Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, SSS, GSIS)	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

1.4.2. *Industry-Specific Occupations:* In addition to the two benchmark occupations (common to all establishments), at most 8 additional industry-specific occupations shall further be monitored from the following 43 specific industries (3, 4 or 5 digit PSIC code):

	Description	1994 PSIC
	<b>MINING AND QUARRYING</b>	<b>C</b>
1.	Metallic Ore Mining	C10
2.	Non-Metallic Mining and Quarrying	C11
	<b>SELECTED MANUFACTURING</b>	<b>D</b>
3.	Manufacture of Food Products and Beverages	D15
4.	Manufacture of Textiles	D17
5.	Manufacture of Wearing Apparel	D18
6.	Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear	D19
7.	Manufacture of Wood, Wood Products and Cork, Except Furniture;	D201
8.	Manufacture of Paper and Paper Products	D21
9.	Publishing and Printing	D221/D222/ D223
10.	Manufacture of Coke, Refined Petroleum and Other Fuel Products	D23
11.	Manufacture of Chemicals and Chemical Products	D24
12.	Manufacture of Rubber Products	D251
13.	Manufacture of Plastic Products	D252
14.	Manufacture of Other Non-Metallic Mineral Products	D26
15.	Manufacture of Basic Metals	D27
16.	Manufacture of Fabricated Metal Products, Except Machinery and Equipment	D28
17.	Manufacture of Machinery and Equipment	D29
18.	Manufacture of Electrical Machinery and Apparatus	D31
19.	Manufacture of Radio, Television and Communication Equipment and Apparatus	D32
20.	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	D34
21.	Building and Repairing of Ships and Boats	D351
22.	Manufacture and Repair of Furniture	D36

	Description	1994 PSIC
	<b>ELECTRICITY, GAS AND WATER SUPPLY</b>	<b>E</b>
23.	Electricity, Gas, Steam and Hot Water Supply	E40
24.	Collection, Purification and Distribution of Water	E41
25.	<b>CONSTRUCTION</b>	<b>F45</b>
	<b>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS</b>	<b>G</b>
26.	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles	G501/G502/ G503/G504
27.	Wholesale Trade, Except of Motor Vehicles and Motorcycles	G51
28.	Retail Trade, Except of Motor Vehicles and Motorcycles	G521/G522/ G523/G524/ G525
29.	<b>HOTELS AND RESTAURANTS</b>	<b>H55</b>
	<b>SELECTED TRANSPORT, STORAGE AND COMMUNICATIONS</b>	<b>I</b>
30.	Bus Line Operation	I6011
31.	Other Land Transport	I60 excl. I6011
32.	Water Transport	I61
33.	Air Transport	I62
34.	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	I63
35.	Post and Telecommunications except National Postal Activities	I64 (excl. I64110)
	<b>SELECTED FINANCIAL INTERMEDIATION</b>	<b>J</b>
36.	Banking Institutions except Central Banking	J65 (excl. J65100)
37.	Non-Bank Financial Intermediation	J66
38.	Insurance and Pension Funding, Except Compulsory Social Security	J67

	Description	1994 PSIC
	<b>SELECTED BUSINESS ACTIVITIES</b>	<b>K</b>
39.	Computer and Related Activities	K72
40.	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	K7412
41.	Architectural, Engineering and Related Technical Consultancy	K7421
42.	<b>PRIVATE EDUCATION SERVICES</b>	<b>M81</b>
43.	<b>PRIVATE MEDICAL, DENTAL AND OTHER HEALTH SERVICES</b>	<b>N8512</b>

1.4.3. Bases for Industry and Occupational Coverages

The 43 industries for which industry-specific occupations shall be monitored were identified based on the following:

- Investment Priority Plan of the Board of Investments
- Export winners identified by the Department of Trade and Industry
- Areas of cooperation under the BIMP-EAGA
- Industries likely to be affected by GATT
- Industries monitored by the ILO industrial committees and similar bodies
- Consultations with employers’ groups, labor organizations, other government agencies and the academe

Meanwhile, the specific occupations for which wage rates shall be monitored were selected on the basis of the following:

- Relative importance of the occupations in the industry
- 1992 Philippine Standard Occupational Classification
- Consultations with employers and workers groups, government agencies and the academe
- Initial List of Indicative Offers to the Coordinating Committee on Services – General Agreement on Trade in Services (ASEAN Bloc)
- Catalogue of the Occupational Skills Standards for National Certification Program of the Technical Education and Skills Development Authority
- Occupations covered by the ILO October Inquiry on Occupational Wages and Hours of Work
- 2001-2002 Key Indicators of the Labor Market of the International Labour Office
- Occupational Employment Survey (OES) of the US Bureau of Labor Statistics

At most 10 occupations shall be monitored in each of the 43 specific industries to represent the 7 major occupational groups in the 1992 PSOC for a total of 168 occupations. The occupations can be classified as supervisory; professional; technical; clerical; service; trade skills and machine operation; and laborers/unskilled workers. In some cases, however, more were drawn for a particular occupation group depending on the relative importance of occupations in a given industry.

For instance, in mining and quarrying, selected manufacturing industries, and construction, more occupations were drawn from trade skills and machine operation, given the manpower requirement of their operations. In trade, post and telecommunications, and most business services, more clerical occupations were selected. In hotels and restaurants, more service occupations were drawn.

The two (2) benchmark occupations are Accounting and Bookkeeping Clerks; and Unskilled Workers, except Janitors, Freight Handlers and Messengers.

Each establishment covered by the 43 industries will be provided its own occupational sheet. This sheet lists the pre-determined occupations and job descriptions for which employment and wage data will be asked from the establishment. The occupations in this sheet vary across establishments depending on their respective industry classification.

## 1.5. Survey Design

The OWS is a complete enumeration survey of non-agricultural establishments employing 50 persons or more.

### 1.5.1. Statistical Unit

The establishment is the statistical or enumeration unit. Each unit is classified in an industry that reflects its main economic activity---the activity that contributes the biggest or major portion of the gross income or revenues of 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 single fixed location. Thus, 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 and power barges 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.

### 1.5.2. Sampling Frame

The 2004 BLES Survey Sampling Frame (SSF2004) is a list frame of establishments that is a partial update of the 2003 BLES Sampling Frame based on the status of establishments reported in the 2003 BLES Integrated Survey (BITS) conducted nationwide. Reports on closures and retrenchments of establishments submitted to the Regional Offices of the Department of Labor and Employment in December 2003 and January 2004 were also considered in updating the 2004 frame.

The previous sampling frames were largely culled from the 2000 List of Establishments of the National Statistics Office that was also partially updated based on the establishment status in BLES conducted surveys in 2001. Similarly, previous sampling frames were partial updates of the 1996 List of Establishments of the NSO and also based on responses to the BLES surveys conducted since 1997.

## 1.6. Estimation Procedure

While the OWS is a complete enumeration survey, not all of the fielded questionnaires are accomplished. Due to the inadequacy of the frame used, there are reports of permanent closures, non-location, duplicate listing and shifts in industry and employment outside the survey coverage. Establishments that fall in these categories are not eligible elements of the frame and their count is not considered in the estimation. In addition to non-response of establishments because of refusals, strikes or temporary closures, there are establishments whose questionnaires contain inconsistent item responses that are not included in the processing as these have not replied to the verification queries by the time output table generation commences. Such establishments are also considered as non-respondents.

Respondents are post-stratified as to geographic, industry and employment size classifications. Non-respondents are retained in their classifications.

Sample values of basic pay and allowances for the monitored occupations whose basis of payment is an hour or a day are converted into a standard monthly equivalent, assuming 313 working days and 8 hours per day. Daily rate x 26.08333; Hourly rate x 208.66667.

Estimates are obtained by simple expansion, i.e. by multiplying the sample values at the cell level (region, industry and employment size: 50-199 workers and 200 or more) by the corresponding blowing-up factor which is the ratio of the eligible (retrieved, refusal, for verification, temporarily closed, on strike, unaccounted/no response) population of establishments to the number of responding establishments. These estimates are then aggregated to the desired totals.

Dividing the estimated total basic pay (or total allowances) in each occupation by the corresponding estimate of time rate workers on full-time basis results to the average monthly basic pay or average monthly allowances as the case may be. The monthly average basic pay and monthly average allowances are then summed up to provide the average monthly wage rates by occupation.

The median monthly basic pay is computed from the estimated distribution of workers by monthly basic pay. On the other hand, the median monthly allowance is computed only for those workers reported with allowances.

Table 1 - Distribution of Non-Agricultural Industries Covered  
by OWS, Philippines: 2004

PSIC	All Sizes	Employment Size		
		50-99	100-199	200& over
Total	8,779	5,013	1,620	2,146
C10	16	5	4	7
C11	25	18	4	3
D15 (excl. D 155)	501	275	79	147
D155	76	17	22	37
D16	16	3	2	11
D17	163	88	33	42
D18	404	185	72	147
D19 (excl. D 192)	23	15	1	7
D192	45	19	15	11
D20 (excl. D 201)	6	2	1	3
D201	73	47	8	18
D21	100	56	23	21
D22	104	68	17	19
D23	7	2	2	3
D24	197	114	46	37
D251	45	27	8	10
D252	160	84	45	31
D261	24	11	5	8
D262	20	3	3	14
D269	89	61	11	17
D27	113	60	33	20
D28	158	109	28	21
D29	113	69	26	18
D30	27	8	3	16
D31	90	41	16	33
D32	149	40	19	90
D33	38	13	8	17
D34	56	28	11	17
D35	44	25	4	15
D36	163	96	32	35
D37	0	0	0	0
D39	77	41	16	20
E40	211	71	70	70
E41	56	29	11	16
F45	314	192	49	73
G50	151	107	28	16
G51	404	256	86	62
G52	800	529	135	136
H55	604	500	57	47
I60	172	97	34	41
I61	55	35	10	10
I62	8	2	1	5
I63	232	137	44	51
I64 (excl. I 64100)	111	61	16	34
J65 (excl. J 65100)	123	74	12	37
J66	71	55	5	11
J67	84	53	11	20
J68	43	21	12	10
K70	102	71	19	12
K71	13	6	4	3
K72	65	37	15	13
K73	15	9	1	5
K74	737	321	142	274
M81	837	470	178	189
N85 (excl. N8511)	227	112	49	66
O90	5	3		2
O92	194	119	32	43
O93	23	16	2	5



Table 1 - Distribution of Non-Agricultural Industries with Monitored Occupations Covered by OWS, Philippines: 2004

PSIC	All Sizes	Employment Size		
		50-99	100-199	200& over
Total	7,465	4,362	1,382	1,721
C10	16	5	4	7
C11	25	18	4	3
D15	577	292	101	184
D17	163	88	33	42
D18	404	185	72	147
D19	68	34	16	18
D201	73	47	8	18
D21	100	56	23	21
D221/222/223	104	68	17	19
D23	7	2	2	3
D24	197	114	46	37
D251	45	27	8	10
D252	160	84	45	31
D26	133	75	19	39
D27	113	60	33	20
D28	158	109	28	21
D29	113	69	26	18
D31	90	41	16	33
D32	149	40	19	90
D34	56	28	11	17
D351	21	13	3	5
D36	163	96	32	35
E40	211	71	70	70
E41	56	29	11	16
F45	314	192	49	73
G501/502/503/504	127	86	27	14
G51	404	256	86	62
G521/522/523/524/525	779	514	130	135
H55	604	500	57	47
I60	83	65	10	8
I6011	89	32	24	33
I61	55	35	10	10
I62	8	2	1	5
I63	232	137	44	51
I64 (excl. I 64100)	111	61	16	34
J65 (excl. J 65100)	123	74	12	37
J66	71	55	5	11
J67	84	53	11	20
K72	65	37	15	13
K7412	11	4	2	5
K7421	44	29	9	6
M81	837	470	178	189
N8512	222	109	49	64

## 1.7. Occupational Wages Survey (OWS) Questionnaire

For the 2004 OWS questionnaire, the following revisions were made:

Part	Item	Page	Details	Basis
Cover Page	Assistance Available	1	<ul style="list-style-type: none"> <li>Added "Download this questionnaire at: <a href="http://www.manila-online.net/bles/download/2004OWS.pdf">http://www.manila-online.net/bles/download/2004OWS.pdf</a> or <a href="http://www.bles.dole.gov.ph/download/2004OWS.pdf">http://www.bles.dole.gov.ph/download/2004OWS.pdf</a></li> </ul>	Consistency with BITS questionnaire, also of the BLES
Address Box	Changes in address label	1	<ul style="list-style-type: none"> <li>Added a separate address line for No./Street/Subdivision</li> </ul>	-do-
Status Codes	For BLES	1	<ul style="list-style-type: none"> <li>Added status codes OSE and CON</li> </ul>	-do-
Information about the survey	Survey Objective and Uses of the Data	2	<ul style="list-style-type: none"> <li>Added uses of statistics such as: "as basis for investment decisions and determining global competitiveness of our industries and occupations"</li> <li>Added information on the number of industries and occupations covered and on the inclusion of average monthly wage rates in the IMF-SDDS</li> </ul>	Additional information
	Periodicity and Reference Period	2	<ul style="list-style-type: none"> <li>Added information on the periodicity of the survey</li> </ul>	-do-
Part A: General Information	Employment	3	<ul style="list-style-type: none"> <li>Deleted breakdown of total employment (time-rate on full time workers, time-rate on part-time workers, output workers and working owners and unpaid workers)</li> <li>In definition: lumped as non-regular workers the following: probationary, casual, contractual/project-based, seasonal and paid apprentices/learners</li> </ul>	Covered in BITS  Consistency with BITS questionnaire
	Normal or regular hours per day for majority of time-rate workers	3	<ul style="list-style-type: none"> <li>Deleted</li> </ul>	Covered in BITS
	Establishment Characteristic	3	<ul style="list-style-type: none"> <li>For ownership: added "wholly foreign"</li> <li>For market: changed to "export only", "domestic only" and "both"; applicable to all industries instead of limiting to manufacturing only</li> </ul>	Consistency with BITS questionnaire
Part B: Employment and Wage Rates of Time Rate Workers on Full-Time Basis	1. Basic Pay 2. Allowances	4 5	<ul style="list-style-type: none"> <li>Ranges for all hourly, daily and monthly rates were expanded</li> </ul>	Review of results of previous rounds
Part C: Employment and Wage Rates of Time Rate Workers on Full Time Basis	Instructions	6	<ul style="list-style-type: none"> <li>More detailed instructions/discussions on industry-specific and common occupations; reference to Part F of the questionnaire; use of reference to occupational sheets for selected industries</li> </ul>	Additional information
	1. Hiring/Entry Rate	6-16	<ul style="list-style-type: none"> <li>Provided table with columns on "wage component", "time unit" and "amount"</li> </ul>	Comment of ILS during the 2002 OWS consultation
	2. Minimum Educational Requirement	6-16	<ul style="list-style-type: none"> <li>Provided options as follows: "elementary graduate", "high school graduate", "trade school graduate", "college graduate" and "others, specify"</li> </ul>	Comment of data users (verbal)
	3. Minimum Years of Related Experience	6-16	<ul style="list-style-type: none"> <li>Provided options as follows: "none", "1 year", "2 years", "3 years" and "4 years or more, specify"</li> </ul>	
	4. Existing Wage Rates	6-16	<ul style="list-style-type: none"> <li>Re-formatted from the 2002 OWS as columns 4a "Basic Pay" and 4b "Allowances"</li> </ul>	To facilitate reporting of respondents

### 1.7.1. Cover Page (Page 1)

This contains the address box, contact particulars for assistance, spaces for changes in the name and location of sample establishment and head office information in case the questionnaire is endorsed to it and status codes of the establishment to be accomplished by BLES and its field personnel.

### 1.7.2. Survey Information (Page 2)

This contains the survey objective and uses of the data, confidentiality clause, collection authority, authorized field personnel, coverage, periodicity and reference period, due date for accomplishment and expected date when the results of the 2004 OWS would be available.

### 1.7.3. Part A: General Information (Page 3)

This portion inquires on:

- main economic activity
- major products/goods or services
- total employment
- establishment characteristics such as ownership, spread of operations, (multinational or not) market orientation (domestic or export), unionism and existence of a collective bargaining agreement.

### 1.7.4. Part B: Employment and Wage Rates of Time Rate Workers on Full Time Basis (Pages 4-5)

This section requires data on the number of time-rate workers on full-time basis by time unit and by basic pay and allowance intervals.

### 1.7.5. Part C: Employment and Wage Rates of Time Rate Workers on Full Time Basis in Selected Occupations (Pages 6-16)

This part inquires on the basic pay and allowance per time unit (hiring/entry and actual), minimum educational requirement, minimum years of related experience and corresponding number of workers in the benchmark occupations and in the **pre-determined occupations in 43 pre-selected industries**

### 1.7.6. Results of the 2002 OWS (Pages 17-18)

The results of the 2002 OWS conducted in the National Capital Region are found on pp. 17-18 of the questionnaire. The respondent in the establishment can detach these for his/her reference. These results can also serve as a guide to the survey personnel in editing/review of the entries in the questionnaire. More of the results can be obtained from the BLES Website at <http://www.manila-online.net/bles> or <http://www.bles.dole.gov.ph>.

### 1.7.7. Part D: Certification (Page 19)

This portion is provided for the respondent's name/signature, position, telephone no., fax no. and e-mail address and time spent in answering the questionnaire.

Appropriate spaces are also provided to elicit comments on:

- data provided for the 2004 OWS
- results of the 2002 OWS
- presentation/packaging, particularly on the definition of terms, layout, font and color

#### 1.7.8. *Part E: Survey Personnel (Page 19)*

This portion is for the particulars of the enumerators and area/regional supervisors and reviewers at the BLES and DOLE Regional Offices involved in the data collection and review of questionnaire entries.

#### 1.7.9. *Part F: Industries With Selected Industries (Page 20)*

The list of industries for occupational wage monitoring has been provided to guide the enumerators in determining the correct occupational sheet that should be furnished to the respondent.

### 1.8 Statistics to be Generated

From the survey, the BLES will generate statistics on:

- occupational wage rates (hiring/entry and actual rates) and employment of time-rate workers on full-time basis in selected industries and selected occupations
- minimum educational requirement and years of related experience of time-rate workers on full-time basis in selected industries and selected occupations
- median basic pay and allowances of time-rate workers on full-time basis by industry and establishment characteristics (ownership, spread of operations, market orientation, with union or without union, with collective bargaining agreement or without)
- distribution of time-rate workers on full-time basis by basic pay and allowance intervals by industry and establishment characteristics (ownership, spread of operations, market orientation, with union or without union, with collective bargaining agreement or without)
- total employment and total time-rate workers

### 1.9 Periodicity and Reference Period

The OWS is conducted every two (2) years. The reference of this survey round is the pay period that includes June 30, 2004.

### 1.10 Editing Guidelines

Completeness, consistency and authenticity of survey data are requisites to ensure processing of correct information. With this in mind, these editing guidelines have been prepared to help Enumerators, Supervisors and Reviewers detect and correct errors in the accomplished questionnaires.

#### 1.10.1 *General Instructions*

- a. Any attachments by the establishment should be stapled on p. 11 of the questionnaire. The corresponding **EIN** (see section 3.5.2 of Chapter 3) should be written on the upper right hand corner of each page of the attachment.
- b. The **comments** of the respondent on p.19 of the questionnaire should be read as these may provide explanations relevant to the accomplished questionnaire.

- c. Use **red** ballpoint in editing.

The Enumerator should **verify** with the establishment any reported data in the questionnaire that does not pass the editing guidelines.

If during the questionnaire review by the Supervisor/Reviewer, **inconsistent** entries are still noted, these should be encircled and the questionnaire returned to the concerned Enumerator for verification together with the accomplished OWS Form 1 (Verification Form).

Likewise, inconsistent entries in the accomplished questionnaires from the Regional Offices should also be encircled by BLES Reviewers and the questionnaires returned to the concerned Regional Supervisors for verification together with the accomplished OWS Form 1 (Verification Form).

- d. Entries by the respondent that need to be revised should not be erased or obliterated. The original entry should be **lined out** neatly. The correct/new entry should be legibly written close to the crossed out entry.
- e. Where there are no numeric values to report, entry should be '0'.
- f. Where details are provided, these should **add up** to respective totals.
- g. Where entries refer to unclassified categories i.e. Others (specify), description of the entry should be provided.
- h. If problems arise, the Enumerator should **consult** his/her Area Supervisor while the latter his/her Regional Supervisor.

### 1.10.2. Specific Instructions

#### 1.10.2.1. Cover Page (Page 1)

If there are any **changes in the name (trade/patented) and address** of the sample establishment, the Enumerator should fill out the space/s right after the label as specified. **He/she should not write on the pre-addressed label.** If the questionnaire is to be accomplished by the **head office**, the Enumerator should likewise fill out the allocated spaces as specified.

If the business name or that as registered with DTI, SEC or local government is given, it should **not** be considered as a change in name. Example, if the name of establishment in the pre-addressed label is 'Castillan Restaurant', there is no change in name if the franchise holder/business name is say, 'Castillan Food Industries'. *(Note: Survey Trainer should make this distinction clear to avoid changing of names from trade name to business name or from business name to trade name of the same establishment in the survey sampling frame.)*

At the bottom of the page are codes (see section 3.5.6 of Chapter 3) that will reflect the status of the questionnaire. The field personnel should accomplish only the portions applicable to them.

Validation of Economic Activity

Upon acceptance of the questionnaire by the contact person/respondent, the enumerator should ask for the complete description of the nature of business of the establishment. This should be done to ensure that the right occupational sheet has been inserted in the questionnaire.

In case the establishment has several activities, e.g. manufacturing and trading, that from which it derives the most income/revenues should be the basis of the industry classification.

**To illustrate:** *If the establishment is engaged in fruit juice manufacturing, then its questionnaire must have an occupational sheet with the caption “Manufacture of Food Products and Beverages (D15).*

*In case the establishment is not engaged in food or beverage manufacturing, the enumerator should check the list of industries given on pp. 6 - 8 of this Manual or Part F of the OWS questionnaire to see if the establishment should be given a different occupational sheet.*

*If the business of the establishment falls in any of the other listed industries, the enumerator should pull out the original occupational sheet and replace it with the correct one. On the other hand, if the establishment business does not fall in any of the other industries, the original sheet should simply be pulled out.*

**Note:** *Always bring extra copies of the occupational sheets.*

The compilation of all occupational sheets is found on the last part of this chapter.

1.10.2.2. Part A: General Information (Page 3)

1. Main economic activity	Entry should clearly describe the main economic activity based on that, which contributes the biggest share of <b>income/revenues</b> .
Major products/ goods or services	<p>Entry should refer to the <b>specific</b> products/goods produced or services provided. In case the establishment has several products/goods or services, the entries should be written in <b>order of importance</b>.</p> <p>It is <b>essential</b> that the respondent accomplish these items, as the entries will determine if the correct occupational sheet has been furnished to the establishment. As mentioned earlier, occupational sheets vary across establishments depending on their respective <b>industry classification</b>. Refer to pp. 6-8 of this manual or Part F of the questionnaire which contains the list of industries for which pre-determined occupations are being monitored.</p>

2. Total employment	Entry should be equal to or greater than reported Total (sum of cols. 2, 4 and 6) in col. 6 of Part B.1 - Basic Pay.
2. Establishment Characteristics	
a. Ownership	There should only be <b>one</b> box checked. Otherwise, verify with establishment.
b. Multinational	There should only be <b>one</b> box checked. Otherwise, verify with establishment.
c. Market	There should only be <b>one</b> box checked. Otherwise, verify with establishment.
d. With Union	There should only be <b>one</b> box checked. Otherwise, verify with establishment.
e. With CBA	If <b>Yes</b> in Item d, there should be a check mark in one of the boxes in this item. If answer is <b>No</b> in the preceding item, there should be no check mark in either box in this item. Otherwise, verify with establishment.

1.10.2.3. Part B: Employment and Wage Rates of Time-Rate Workers on Full-time Basis (Pages 4-5)

1. Basic Pay		
Cols. 2,4 and 6	Full-time workers	Entries should correspond to the <b>applicable</b> basic pay intervals in the questionnaire. An establishment would not necessarily have entries in all time unit of work, i.e. hourly, daily and monthly.
	Subtotals	These should be the corresponding sum of entries in cols. 2, 4 and 6.
	Total	Entry should be the sum of the sub-totals of cols. 2, 4 and 6. This should be <b>less than or equal</b> to total employment reported in Item 2 of Part A. Otherwise, verify with establishment.

1. Basic Pay

Hourly Rate		Daily Rate		Monthly Rate	
Basic Pay (P)	Full - time Workers (Both Sexes)	Basic Pay (P)	Full - time Workers (Both Sexes)	Basic Pay (P)	Full - time Workers (Both Sexes)
(1)	(2)	(3)	(4)	(5)	(6)
Below 9.59		Below 76.66		Below 2,000	
9.59 - 14.37		76.66 - 114.99		2,000 - 2,999	
14.38 - 19.16		115.00 - 153.33		3,000 - 3,999	
19.17 - 23.95		153.34 - 191.67		4,000 - 4,999	
23.96 - 28.75		191.68 - 230.01		5,000 - 5,999	
28.76 - 33.54	10	230.02 - 268.35	15	6,000 - 6,999	
33.55 - 38.33		268.36 - 306.69	40	7,000 - 7,999	
38.34 - 43.12		306.70 - 345.02		8,000 - 8,999	
43.13 - 47.92		345.03 - 383.36		9,000 - 9,999	
47.93 - 52.71		383.37 - 421.70		10,000 - 10,999	20
52.72 - 57.50		421.71 - 460.04		11,000 - 11,999	
57.51 - 62.29		460.05 - 498.38		12,000 - 12,999	15
62.30 - 67.08		498.39 - 536.72		13,000 - 13,999	
67.09 - 71.87		536.73 - 575.06		14,000 - 14,999	
71.88 - 76.66		575.07 - 613.40		15,000 - 15,999	
76.67 - 81.45		613.41 - 651.74		16,000 - 16,999	
81.46 - 86.24		651.75 - 690.08		17,000 - 17,999	
86.25 - 91.03		690.09 - 728.42		18,000 - 18,999	10
91.04 - 95.82		728.43 - 766.76		19,000 - 19,999	
95.83 and over		766.77 and over		20,000 and over	
Sub-total	10	Sub-total	55	Sub-total	45
TOTAL (sum of cols. 2, 4 and 6)					110



A common error of establishments in filling out this portion of the questionnaire is repetitive entries in cols. 2, 4 and 6 as in the following example:

Verify with the respondent if the entries in cols. 2, 4 and 6 refer to the same time-rate workers. If this is so, request for the applicable time unit then line out neatly the irrelevant entries and adjust Total.

Edited Entries

1. Basic Pay

Hourly Rate		Daily Rate		Monthly Rate	
Basic Pay (P)	Full - time Workers (Both Sexes)	Basic Pay (P)	Full - time Workers (Both Sexes)	Basic Pay (P)	Full - time Workers (Both Sexes)
(1)	(2)	(3)	(4)	(5)	(6)
Below 9.59		Below 76.66		Below 2,000	
::		::		::	
52.72 - 57.50	36	421.71 - 460.04	36	11,000 - 11,999	36
57.51 - 62.29	15	460.05 - 498.38	15	12,000 - 12,999	15
62.30 - 67.08	12	498.39 - 536.72	12	13,000 - 13,999	12
67.09 - 71.87		536.73 - 575.06		14,000 - 14,999	
71.88 - 76.66	7	575.07 - 613.40	7	15,000 - 15,999	7
76.67 - 81.45		613.41 - 651.74		16,000 - 16,999	
81.46 - 86.24		651.75 - 690.08		17,000 - 17,999	
86.25 - 91.03		690.09 - 728.42		18,000 - 18,999	
91.04 - 95.82		728.43 - 766.76		19,000 - 19,999	
95.83 and over		766.77 and over		20,000 and over	
Sub-total	70	Sub-total	70	Sub-total	70
TOTAL (sum of cols. 2, 4 and 6)					210 70

2. Allowances		
Cols. 8, 10 and 12	Full-time workers	If there are entries, these should correspond to the <b>applicable</b> allowance intervals in the questionnaire. An establishment would not necessarily have entries in all time unit of work, i.e. hourly, daily and monthly.
	Subtotals	These should be the corresponding sum of entries in cols. 8, 10 and 12.
	Total	Entry should be the sum of the sub-totals of cols. 8, 10 and 12. It should also be <b>less than or equal to Total (sum of cols. 2, 4 and 6)</b> of Item 1 - Basic Pay. Otherwise, verify with establishment.

2. Allowances

Hourly Rate		Daily Rate		Monthly Rate	
Allowance (P)	Full - time Workers (Both Sexes)	Allowance (P)	Full - time Workers (Both Sexes)	Allowance (P)	Full - time Workers (Both Sexes)
(7)	(8)	(9)	(10)	(11)	(12)
Below 1.20		Below 9.58		Below 250	
1.20 - 2.39		9.58 - 19.15		250 - 499	
2.40 - 3.59		19.16 - 28.73		500 - 749	
3.60 - 4.78		28.74 - 38.31		750 - 999	
4.79 - 5.98		38.32 - 47.90	10	1,000 - 1,249	
5.99 - 7.18		47.91 - 57.48		1,250 - 1,499	
7.19 - 8.38		57.49 - 67.07		1,500 - 1,749	
8.39 - 9.58		67.08 - 76.65		1,750 - 1,999	
9.59 - 10.78		76.66 - 86.24		2,000 - 2,249	30
10.79 - 11.97		86.25 - 95.82		2,250 - 2,499	
11.98 - 13.17		95.83 - 105.41		2,500 - 2,749	
13.18 - 14.37		105.42 - 114.99		2,750 - 2,999	
14.38 - 15.57		115.00 - 124.57		3,000 - 3,249	
15.58 - 16.77		124.58 - 134.15		3,250 - 3,499	
16.78 - 17.97		134.16 - 143.73		3,500 - 3,749	
17.98 - 19.17		143.74 - 153.31		3,750 - 3,999	
19.18 - 20.37		153.32 - 162.89		4,000 - 4,249	
20.38 - 21.57		162.90 - 172.47		4,250 - 4,499	
21.58 and over		172.48 and over		4,500 and over	5
Sub-total		Sub-total	10	Sub-total	35
TOTAL (sum of cols. 8, 10 and 12)					45

A common error of establishments in filling out this portion of the questionnaire is repetitive entries similar to the example in Basic Pay.

Verify with the respondent if the entries in cols. 8, 10 and 12 refer to the same time-rate workers. If this is so, ask for the applicable time unit then line out neatly the irrelevant entries and adjust Total.

1.10.2.4. Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations (Pages 6-16)

To guide the respondent, the relevant **occupational sheet** had been enclosed in each questionnaire of the establishments engaged in the pre-determined industries. This sheet lists at most eight (8) occupations and corresponding to each is its 1992 PSOC code and brief description of tasks/responsibilities.

**To illustrate:** If the PSIC code (as indicated in the address label) of a given establishment is D15930, the questionnaire assigned to it should have an occupational sheet with the caption “Manufacture of Food Products and Beverage (D15)”: The establishment should provide data on the basic pay, allowance and employment **only** for the occupations listed in this particular sheet in addition to the benchmark occupations mentioned in Section 1.4.1 of this Chapter. The occupations enumerated in this list are:

- Production Supervisors and General Foreman
- Food Technologist
- Chemical Engineering Technicians
- Quality Inspectors
- Production Clerks
- Food Processing and Related Trades Workers
- Food and Related Products Machine Operators

The compilation of all occupational sheets is found on the last part of this chapter. The occupations are grouped according to industrial classification for easy reference. This should be referred to during field operations and editing to ensure that the reported data refers to the covered occupations in the establishment. Further, it is for this reason that the enumerator should **validate the economic activity/confirm the industry** of the establishment during questionnaire delivery to ensure that the appropriate occupational sheet is given or if the establishment should not be provided one.

**Establishments that were not provided occupational sheets as the industries to which these belong are not listed in section 1.4.2 of this chapter, would have entries for the two benchmark occupations, if existing in the establishment.**

An illustration in filling out Part C is shown on page 6 of the questionnaire.

Occupation		The respondent should write the occupation title (as found in the occupational sheet) for which he/she is providing data.
1992 PSOC		This space is reserved for BLES use.
1. Hiring/ EntryRate		
Col. 2	Time unit (H-hour; D-day; M-month)	Entry should either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entry in col. 3.

1. Hiring/ EntryRate (cont'd)		
Col. 3	Basic Pay/ Allowance	Entry should refer to the basic pay and allowances applicable to new hires in the occupation as per plantilla. This should correspond to the reported time unit in col. 2.
2. Minimum Educational Requirement		There should only be one box checked. If Others is checked, answer should be specified.
3. Minimum Years of Related Experience		There should only be one box checked. If Others is checked, answer should be specified.
4. Existing Wage Rates		
4a. Basic Pay Col. 1	Time unit (H-hour; D-day; M-month)	Entry for each line could either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entries in cols. 2 and 3.
Col. 2	Basic Pay per Worker	Entry should refer to the <b>actual basic pay</b> corresponding to the reported time unit in col. 1. It should not be given in ranges nor the total/aggregate basic pay of all workers reported in the occupation. If there is an entry, there should be corresponding entries in cols. 1 and 3.  In case range is provided because it would be tedious for the respondent to report the details, ask the respondent to report instead the basic pay that is applicable to the majority of the workers in the occupation.
Col. 3	Full-Time Workers (Both Sexes)	Entry should refer to the number of full-time workers receiving the corresponding basic pay per reported time unit in col. 1. If there is an entry, there should be corresponding entries in cols. 1 and 2.
	Total (Sum of col. 3)	Entries in col. 3 should add up to the reported total. It should be <b>equal</b> to the total number of time-rate workers on full-time basis in the occupation reported in Item 5.

4b. Allowances		
Col. 4	Time unit (H-hour; D-day; M-month)	Entry for each line could either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entries in cols. 5 and 6.
Col. 5	Allowances per Worker	Entry should refer to the <b>actual allowances</b> corresponding to the reported time unit in col. 4. It should not be given in ranges nor total/aggregate allowances of all workers in the occupation. If there is an entry, there should be corresponding entries in cols. 4 and 6.  In case range is provided because it would be tedious for the respondents to report the details, ask the respondent to report instead the allowance that is applicable to the majority of the workers in the occupation.
Col. 6	Full-Time Workers (Both Sexes)	Entry should refer to the number of full-time workers receiving the corresponding allowance per reported time unit in col. 4. If there is an entry, there should be corresponding entries in cols. 4 and 5.
	Total (Sum of col. 6)	Entries in col. 6 should add up to the reported total. It should be <b>less than or equal</b> to reported total in col. 3.
5. Time rate workers on full-time basis		Entry should be the number of total full-time workers in the occupation referred to broken down by sex.

Following are some errors commonly committed by the establishments in accomplishing Part C of the questionnaire.

1. Time unit is not consistent with the basic pay or allowances
- Verify with respondent. There could be a typographical error. No one is paid this much on a daily basis.

Time Unit	Basic Pay Per Worker	Full-Time Workers (Both Sexes)
(1)	(2)	(3)
D	3,000.00	1

2. Extremely high values for basic pay (or allowances) for a given occupation like production clerk

Verify with the respondent if the given basic pay (or allowance) refers to one (1) worker or if it is the sum of the basic pay (or allowances) of the four (4) workers. If this is so, ask for the basic pay (or allowances) of each full-time worker.

Time Unit	Basic Pay Per Worker	Full-Time Workers (Both Sexes)
(1)	(2)	(3)
M	100,000	4

3. Basic pay (or allowance) ranges were provided instead of actual basic pay or allowance per worker

Persuade the respondent to provide the actual basic pay (or allowance) per worker. It would be difficult to compute the average wage rate of the occupation if ranges are given. However, if it would be tedious for the respondent to report details, record the basic pay (or allowances) that is applicable to majority of workers in the occupations.
4. The word “minimum” is reported in Basic Pay - col. 2

Request the respondent for the actual basic pay. It would be difficult to compute the average wage rate if the response is not numerical.
5. In the case of teachers where “per load” is reported under time unit

Request the respondent to convert the load to a time unit. e.g. hourly and report the corresponding basic pay.
- Non-cash allowances such as free meals, free board and lodging, rice subsidy, service charges are reported in Allowances - col. 5

Line out neatly the entire row. Allowances as required by the survey refer to guaranteed and regular **cash** payments.

1.10.2.5. Part D: Certification (Page 19)

To facilitate coordination in cases when some entries have to be verified, the Enumerator should see to it that the required information on the respondent are fully provided. The respondent’s signature in particular is important, as this means that the information provided by the establishment is official/approved for submission to BLES. (see section 3.8b of Chapter 3).

Information on time spent in answering the questionnaire as well as on their comments on the presentation and packaging of the questionnaire will provide inputs in questionnaire re-design for subsequent survey rounds. Comments on data provided for the 2004 OWS can facilitate processing of survey data while those on the results of previous survey would indicate the usefulness of the data generated by the OWS.

Name/Signature of Contact Person In the Establishment:		Juan dela Cruz
Position: Human Resource Manager		Fax No.: 831-5645
Tel. No. 831-5624		E-mail address:jdc@stc.com
Time spent in answering this questionnaire: <input type="checkbox"/> Less than 1 day <input type="checkbox"/> 1 - 2 days <input checked="" type="checkbox"/> More than 2 days		
<b>Comments:</b>		
a. On data provided for the 2004 OWS: Not all workers given allowance.		
b. On the results of the 2002 OWS: Useful in wage-setting		
c. On presentation/packaging:		Suggestions for improvement:
Definition of terms	<input checked="" type="checkbox"/> Easy to understand <input type="checkbox"/> Vague	
Layout	<input checked="" type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly	
Font, color	<input checked="" type="checkbox"/> Appealing <input type="checkbox"/> Not appealing	

1.10.2.6. Part E: Survey Personnel

In this portion, the persons involved in the field operations should write their names and the dates when the questionnaire was retrieved (Enumerator; Area Supervisor of NCR/Area or Regional Supervisor of ONCR as the case may be.) The Area or Regional Supervisor of ONCR as the case may be and BLES Reviewer only sign and write the date if the questionnaire is acceptable for processing. e.g. RET1 or RET2.

The dates are particularly important, as these would indicate the time it takes to retrieve or review the questionnaire---a measure of survey efficiency.

National Capital Region

	Enumerator	Area Supervisor	Reviewer
Name	Edna Castro	Nancy Dimapilis	Katrina Birad
Date	7/27/04	8/5/04	8/10/04

Outside National Capital Region

	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				

1.11. OWS Form 1 (Verification Form)

Notes

The Reviewer\* should accomplish OWS Form 1 (Verification Form) in duplicate, specifying the establishment's name, address, other particulars and details of entry/s for verification. The original copy should be stapled to the questionnaire and returned to:

- In BLES:

i) NCR questionnaire

Concerned Supervisor for verification of concerned Enumerator. Supervisor should acknowledge its receipt on the original copy of OWS Form 1 and the NCR Reviewer's duplicate copy. He/she should follow-up with the Enumerator on the questionnaire for verification.

ii) ONCR questionnaire

BLES Senior LEO in-charge for transmittal to the concerned Regional Supervisor for verification of concerned Enumerator. He/she should follow-up with the DOLE RO on the questionnaire for verification.

The duplicate copy of OWS Form 1 shall be retained by the NCR Reviewer to keep tab of the questionnaire for verification.

- In DOLE RO:

Concerned ONCR Enumerator for verification with the establishment.

The duplicate copy of OWS Form 1 shall be retained by the ONCR Supervisor to keep tab of the questionnaire for verification.

Once verification is completed, the verified questionnaire is to be submitted to:

- In BLES

i) NCR questionnaire

Concerned NCR Supervisor for review of concerned Reviewer. The Reviewer refers to the duplicate copy of the OWS Form 1 as necessary.

ii) ONCR questionnaire

BLES Senior LEO in-charge for action of the Reviewer. The Reviewer refers to the duplicate copy of the OWS Form 1 as necessary.
- In DOLE RO:

Concerned ONCR Supervisor for review. He/She refers to the duplicate copy of the OWS Form 1 as necessary.

If the questionnaire is acceptable, ONCR Supervisor/BLES Reviewer encircles RET2 in status code portion of the questionnaire. He/She signs and writes the date on the appropriate spaces in the certification portion of the questionnaire. Supervisor and Enumerator also record RET2 and date verified (date of RET2) in their respective control lists.

The ONCR Supervisor/BLES Reviewer signs and writes the date in the appropriate spaces of the duplicate copy of OWS Form 1.

\*In the DOLE-RO, the Supervisor may double up as Reviewer.



<b>To Our Valued Respondents:</b> Thank you for accomplishing the 2004 OWS questionnaire. We, however, have some queries regarding the encircled entry/s in the attached questionnaire which need verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/s, kindly do so and affix your initial beside the new entry/s in the questionnaire.		
<b>EIN:</b> _____ <b>GEO:</b> _____ <b>PSIC:</b> _____ <b>ATE:</b> _____	<b>NAME OF ESTABLISHMENT:</b> _____ <b>FLOOR/BLDG.:</b> _____ <b>No./STREET/SUBDIVISION:</b> _____ <b>BARANGAY/CITY/MUNICIIPALITY:</b> _____ <b>ZIP CODE/PROVINCE:</b> _____	
<b>Part A: General Information</b>		
<b>1. MAIN ECONOMIC ACTIVITY/MAJOR PRODUCTS/ GOODS OR SERVICES</b>		
<input type="checkbox"/> No/inadequate description of main economic activity <input type="checkbox"/> No entry for major products/ goods or services		
<b>2. EMPLOYMENT</b> <input type="checkbox"/> No entry		
<b>3. ESTABLISHMENT CHARACTERISTICS</b>		
a. Ownership <input type="checkbox"/> No check mark <input type="checkbox"/> Only one of the boxes should be checked		
c. Multinational <input type="checkbox"/> No check mark <input type="checkbox"/> Only one of the boxes should be checked		
c. Market <input type="checkbox"/> No check mark <input type="checkbox"/> Only one of the boxes should be checked		
d. With Union <input type="checkbox"/> No check mark <input type="checkbox"/> Only one of the boxes should be checked		
e. With CBA <input type="checkbox"/> No check mark <input type="checkbox"/> Only one of the boxes should be checked		
(answered Yes in item 4d)		
<b>Part B: Employment and Wage Rates of Time-Rate Workers On Full-time Basis</b>		
<b>1. BASIC PAY</b> <input type="checkbox"/> No entries <input type="checkbox"/> Repetitive entries		
<input type="checkbox"/> Details do not add up to respective sub-totals in: <input type="checkbox"/> Col. 2 <input type="checkbox"/> Col. 4 <input type="checkbox"/> Col. 6		
<input type="checkbox"/> Sub-totals do not add up to Total (sum of cols. 2, 4 and 6)		
<input type="checkbox"/> Total (sum of cols. 2, 4 and 6) is greater than total employment in Part A.2		
<b>2. ALLOWANCES</b> <input type="checkbox"/> No entries <input type="checkbox"/> Repetitive entries		
<input type="checkbox"/> Details do not add up to respective sub-totals in: <input type="checkbox"/> Col. 8 <input type="checkbox"/> Col. 10 <input type="checkbox"/> Col. 12		
<input type="checkbox"/> Sub-totals do not add up to Total (sum of cols. 8, 10 and 12)		
<input type="checkbox"/> Total (sum of cols. 8, 10 and 12) is greater than Total reported in Part B.1		
<b>Part C: Employment and Wage Rates of Time-rate Workers on Full-time Basis in Selected Occupations</b>		
<b>1. FOR ESTABLISHMENTS IN PRE-SELECTED INDUSTRIES</b> <input type="checkbox"/> No data provided (occupational sheet given is appropriate)		
<input type="checkbox"/> Change in industry classification discovered during review (provide appropriate occupational sheet)		
<b>2. OCCUPATION</b> <input type="checkbox"/> No occupation titles		
<input type="checkbox"/> Occupations reported not consistent with those in occupational sheet		
<input type="checkbox"/> Consolidated data provided/not classified by occupation		
<b>3. HIRING/ENTRY RATE</b> <input type="checkbox"/> No entry/s in cols. 2 and/or 3 for basic pay and/or allowances		
<input type="checkbox"/> Time unit and amount not consistent		
<b>4. MINIMUM EDUCATIONAL REQUIREMENT</b> <input type="checkbox"/> No check mark		
<input type="checkbox"/> Others is checked but not specified		
<b>5. MINIMUM YEARS OF RELATED EXPERIENCE</b> <input type="checkbox"/> No check mark		
<input type="checkbox"/> 4 years or more is checked but not specified		
<b>6. EXISTING WAGE RATES</b> <input type="checkbox"/> No entry/s in Col./s _____		
<input type="checkbox"/> Time unit and monetary value are not consistent		
<input type="checkbox"/> Cols. 1 and 2 (Basic Pay)		
<input type="checkbox"/> Cols. 4 and 5 (Allowances)		
<input type="checkbox"/> Details in col. 3 do not add up to its reported total		
<input type="checkbox"/> Details in col. 6 do not add up to its reported total		
<b>7. TIME-RATE WORKERS ON FULL TIME BASIS (MALE + FEMALE = BOTH SEXES)</b>		
<input type="checkbox"/> No entries <input type="checkbox"/> No breakdown by sex <input type="checkbox"/> Breakdown by sex does not add up to total		
<b>Received by Supervisor</b>		<b>Verification Accepted by Reviewer</b>
Signature:		Signature:
Date:		Date:

## INDUSTRIES WITH SELECTED OCCUPATIONS

Benchmark Occupations	i
Metallic Ore Mining (C10).....	ii
Non Metallic Mining and Quarrying (C11).....	iii
Manufacture of Food Products and Beverages (D15).....	iv
Manufacture of Textiles (D17).....	v
Manufacture of Wearing Apparel (D18).....	vi
Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear (D19).....	vii
Manufacture of Wood, Wood Products and Cork, except Furniture (D201).....	viii
Manufacture of Paper and Paper Products (D21).....	ix
Publishing and Printing (D221/D222/D223).....	x
Manufacture of Coke, Refined Petroleum and Other Fuel Products (D23).....	xi
Manufacture of Chemicals and Chemical Products (D24).....	xii
Manufacture of Rubber Products (D251).....	xiii
Manufacture of Plastic Products (D252).....	xiv
Manufacture of Other Non-Metallic Products (D26).....	xv
Manufacture of Basic Metals (D27).....	xvi
Manufacture of Fabricated Metal Products, except Machinery and Equipment (D28).....	xvii
Manufacture of Machinery and Equipment (D29).....	xviii
Manufacture of Electrical Machinery and Apparatus (D31).....	xix
Manufacture of Radio, Television and Communication Equipment and Apparatus (D32).....	xx
Manufacture of Motor Vehicles, Trailers Semi-Trailers (D34).....	xxi
Building and Repairing of Ships and Boats (D351).....	xxii
Manufacture and Repair of Furniture (D36).....	xxiii
Electricity, Gas, Steam and Hot Water Supply (E40).....	xxiv
Collection, Purification and Distribution of Water (E41).....	xxv
Construction (F45).....	xxvi
Sale, Maintenance and Repair of Motor Vehicles and Motorcycles (G501/G502/G503/G504).....	xxvii
Wholesale Trade, except of Motor Vehicles and Motorcycles (G51).....	xxviii
Retail Trade, except of Motor Vehicles and Motorcycles (G521/G522/G523/G524/G525).....	xxix
Hotels and Restaurants (H55).....	xxx
Bus Line Operation (I6011).....	xxxi
Other Land Transport (I60 except I6011).....	xxxii
Water Transport (I61).....	xxxiii
Air Transport (I62).....	xxxiv
Supporting and Auxiliary Transport Activities; Activities of Travel Agencies (I63).....	xxxv
Post and Telecommunications (I64).....	xxxvi
Banking Institutions (J65).....	xxxvii
Non-Bank Financial Intermediation (J66).....	xxxviii
Insurance and Pension Funding, except Compulsory Social Security (J67).....	xxxix
Computer and Related Activities (K72).....	xl
Accounting, Bookkeeping and Auditing Activities; Tax Consultancy (K7412).....	xli
Architectural, Engineering and Related Technical Consultancy (K7421).....	xlII
Private Education Services (M81).....	xlIII
Private Medical, Dental and Other Health Services (N8512).....	xliv

**BENCHMARK OCCUPATIONS COVERED BY 2004 OWS  
IN ALL NON-AGRICULTURAL INDUSTRIES**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

\* BLES CODE (no 1992 PSOC)  
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN METALLIC ORE MINING (C10)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct sector or unit concerned with extraction of metals from their ores or minerals from the earth; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2156	Mining Engineers and Metallurgists	Conduct research, design and develop and maintain commercial-scale methods of extracting metals from their ores, or minerals from the earth and study and advise on technological aspects of particular materials, products or processes.
3117	Mining and Metallurgical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of mining and metallurgical engineers, contributory to the improvement/development of methods of extracting from the earth, distribution, or processing of minerals and control of processes of extraction of metals from their ores.
7111	Miners	Extract ores and other solid minerals from underground or surface mines.
7112	Shotfirers and Blasters	Determine location and site of explosions required, charge and detonate explosives to fragments or dislodge ores or other solid minerals in mines.
8111	Mining Plant Operators	Operate and monitor machinery and equipment which cut channels in mines or drill holes for blasting or operate continuous-mining machines.
8112	Mineral Ore Processing Plant Operators	Operate and monitor machinery and equipment for processing mineral ore.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN NON-METALLIC MINING AND QUARRYING (C11)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct sector or unit concerned with extraction of minerals such as coal, liquids such as petroleum, gases such as natural gas and operation of quarries; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2156	Mining Engineers	Conduct research, design and develop and maintain commercial-scale methods of extracting minerals, liquids and gases from the earth and study and advice on technological aspects of particular materials, products or processes.
3117	Mining Engineering Technicians	Perform technical tasks, normally under the supervision of mining engineers, contributory to the improvement/ development of methods of extracting from the earth, distribution or processing of minerals, liquids and gases.
7111	Miners and Quarry Workers	Extract solid minerals from underground or surface mines or quarries.
8111	Mining Plant Operators	Operate and monitor machinery and equipment which cut channels in mine or quarry workplaces or drill holes for blasting or operate continuous-mining machines.
8112	Stone Processing Plant Operators	Operate machinery and equipment which crushes and breaks blocks of granite, marble and other stone.
8113	Well Drillers and Borers and Related Workers	Operate drilling machinery and equipment and perform related tasks in the sinking and operation of wells.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES (D 15)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2155	Food Technologist	Conduct research and develop commercial- scale chemical processes in the production of food and drink products.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of new or improved processes for the chemical or physical transformation of substances on a commercial scale.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
741	Food Processing and Related Trades Workers	Slaughter animals, kill fish, treat and prepare them and related food items for human and animal consumption; make various kinds of bread, cakes and other flour products; process and preserve fruits, vegetables and related foods, taste and grade various food products and beverages.
826	Food and Related Products Machine Operators	Operate and monitor machines which process foodstuffs and manufacture food and related products for human and animal consumption.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF TEXTILES (D 17)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
7431	Fiber Preparers	Prepare wool, cotton, flax, jute, hemp and other natural textile fibers for spinning and winding.
7432	Weavers, Knitters and Related Workers	Spin and wind yarn by hand, weave materials on hand looms, make carpets by using a knotting technique, knit garment fabrics by hand or hand-operated machines or perform similar manufacturing tasks by hand or hand-operated machines.
8251	Fiber Preparing, Spinning and Winding Machine Operators	Operate and monitor machines which prepare fibers, and spin, double, twist and wind yarn and thread.
8252	Weaving and Knitting Machine Operators	Operate and monitor weaving and knitting machines and related equipment used to produce materials and fabrics.
8254	Bleaching, Dyeing and Cleaning Machine Operators	Operate and monitor machines which bleach, dye, wash and otherwise treat fibers, yarn or dry-clean textiles.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF WEARING APPAREL (D 18)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7433	Tailors, Dressmakers and Hatters	Make suits, dresses and other garments from textile fabrics, leather or any other material, carry out alterations and repairs or make hats, or participate in the manufacture of ready-to-wear garments.
7434	Textile, Leather and Related Pattern Makers and Cutters	Make patterns and mark and cut textile, leather and other materials in the manufacture of garments, gloves and miscellaneous products.
7435	Sewers, Embroiderers and Related Workers	By hand or by using simple sewing machines, perform various sewing tasks in making, altering and repairing garments, gloves and other products of textile and other material; embroider decorative designs on garments or other materials.
8253	Sewing Machine Operators	Operate and monitor standard or specialized single or multiple-needle sewing machines to make or repair garments, gloves and miscellaneous products in textiles or leather, or embroider ornamental designs on garments or other materials.

Note: PSOC refers to Philippine Standard Occupational Classification.



**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN TANNING AND DRESSING OF LEATHER;  
MANUFACTURE OF LUGGAGE, HANDBAGS AND FOOTWEAR (D 19)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7441	Tanners	Make leather from hides and skins.
7442	Shoemakers and Related Workers	Make and repair standard or special footwear, and except for leather garments, hats and gloves, make natural or synthetic leather articles such as luggage, handbags, and belts, or participate in the manufacture of shoes and related goods.
8255	Leather Preparing Machine Operators	Operate and monitor various machines which prepare leather.
8256	Shoemaking and Related Machine Operators	Operate and monitor machines which produce and repair standard or special footwear, handbags and other accessories mainly made of leather.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF WOOD, WOOD PRODUCTS  
AND CORK, EXCEPT FURNITURE ( D 201)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7421	Wood Treaters	Season and preserve wood particularly through operation of steam - heated kilns or chemical treatment to protect wood against decay or parasites.
7423	Woodworking-Machine Setters and Setter-Operators	Set and operate woodworking machines, such as precision sawing, shaping, planing, boring, turning and woodcarving machines
8141	Wood Processing Plant Operators	Operate and monitor machinery and equipment for sawing wood, cutting veneer and making plywood and otherwise prepare wood for further use.
8240	Wood Products Machine Operators	Operate and monitor automatic or semi-automatic woodworking machines which perform repetitive work and are always set up by woodworking-machine setters.
8275	Wood and Related Products Assemblers	Assemble the components or parts made from wood or related materials of various types of products.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF PAPER AND PAPER PRODUCTS (D 21)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3115	Mechanical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of mechanical engineers, contributory in the design, development, manufacture, construction, installation, maintenance and repair of mechanically functioning plant and equipment.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8142	Paper Pulp Plant Operators	Operate and monitor machinery and equipment which converts materials such as wood, rags, esparto, straw, scrap-pulp and paper into stock for use in papermaking.
8143	Papermaking Plant Operators	Operate and monitor machinery and equipment which makes paper, paper board sheet pulp from pulp stock.
8276	Paperboard and Related Products Assemblers	Assemble the components or parts made from paperboard and related materials, of various types of products, according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN PUBLISHING AND PRINTING (D 221/D 222/D 223)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
7341	Compositors, Typesetters and Related Workers	Set and arrange printing type by hand, machine or computer.
7342	Stereotypers and Electrotypers	Make printing plates and printing forms from set-up type by stereotyping and electroplating process.
7343	Printing Engravers and Etchers	Engrave lithographic stones and printing plates, rollers, dies and blocks by various processes.
7345	Bookbinders and Related Workers	Operate and monitor machines which bind and emboss books by hand or machine.
7347	Pressman Letterpress and Related Workers	Prepare, operate and monitor offset press and various types of machines to print single and multi-color copies from lithographic plates and print on paper, tin plate and other materials.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF COKE, REFINED PETROLEUM  
AND OTHER FUEL PRODUCTS (D 23)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8153	Chemical-Filtering and Separating Equipment Operators	Operate and monitor machines and equipment which filter and separate chemicals and related materials.
8155	Petroleum Refining Plant Operators	Operate and monitor plant which refines, distills and treats petroleum, petroleum-based products and by-products.
8159	Coke Production Plant Operators	Operate and monitor machinery and equipment which produce coke from coal.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF CHEMICALS  
AND CHEMICAL PRODUCTS (D 24)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
8151	Crushing, Grinding and Chemical-Mixing Machinery Operators	Operate and monitor machinery which crushes, grinds, mixes and blends chemicals and other materials used in chemical and related processes.
8152	Chemical Heat-Treating Plant Operators	Operate and monitor machinery and equipment which cook, roast and provide other types of heat treatment in chemical and related processing.
8153	Chemical-Filtering and Separating Equipment Operators	Operate and monitor machines and equipment which filter and separate chemicals and related materials.
8221	Pharmaceutical and Toiletry Products Machine Operators	Operate and monitor machines which process a variety of chemicals and other ingredients used in the production of pharmaceuticals and toiletries.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF RUBBER PRODUCTS (D 251)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8231	Rubber Products Machine Operators	Operate and monitor machines which knead and blend rubber compounds, and produce various components and products, from natural and synthetic rubber such as molded footwear, domestic articles, insulating materials, industrial accessories, or tires for bicycles, automobiles, tractors, aircraft and other vehicles.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF PLASTIC PRODUCTS (D 252)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8232	Plastic Products Machine Operators	Operate and monitor machines which knead and blend compounds to obtain plastic materials and which make various plastic components and articles.

Note: PSOC refers to Philippine Standard Occupational Classification.



**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF OTHER NON-METALLIC  
MINERAL PRODUCTS (D 26)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
732	Potters, Glass-Makers and Related Trades	Make bricks, tiles, pottery, porcelainware and glassware, engrave and etch designs on glass articles and paint or decorate glass.
813	Glass, Ceramics and Related Plant Operators	Operate and monitor kilns, furnaces and other machinery and equipment used in the manufacture of glass as well as ceramic products.
8212	Cement and Other Mineral Products Machine Operators	Operate and monitor extrusion, molding, mixing, grinding and cutting machines which manufacture and finish various pre-cast concrete and stone products or which make cast stone for building purposes.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF BASIC METALS (D 27)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
7211	Metal Molders and Core Makers	Make molds and cores for casting metal.
7213	Sheet Metal Workers	Make install and repair articles and parts of articles of sheet metal such steel sheet, copper, tin, brass, aluminum, zinc or galvanized iron.
8121	Ore and Metal Furnace Operators	Operate and monitor ore-smelting, metal converting acid refining furnaces
8122	Metal Melters, Casters and Rolling-Mill Operators	Operate and monitor rolling mills to roll metal, or furnaces to melt or reheat metal, or machines to cast metals.
8123	Metal Heat Treating Plant Operators	Operate and monitor plant altering the physical properties of metal objects by heating, cooling and chemical treatment.
8124	Metal Drawers and Extruders	Operate and monitor machinery and equipment which draw and extrude metals to make wire, tubes and similar products.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF FABRICATED METAL PRODUCTS,  
EXCEPT MACHINERY AND EQUIPMENT (D 28)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
7212	Welder and Flamecutters	Weld and cut metal parts using gas flame, or an electric arc and other sources of heat to melt and cut, or to melt and fuse metal .
7214	Structural Metal Preparers	Shape, assemble heavy metal guides and plates to form structure and frameworks.
7221	Blacksmiths, Hammersmiths and Forging Press Operators	Draw wire, hammer and forge bars, rods, and plates of iron, steel or other metals to make and repair various kinds of tools, metal articles, piece of equipment, agricultural and related implements.
7223	Machine - Tool Setters and Setter-Operators	Set for operators, or set and operate various machine tools working to fine tolerances or to produce metal articles in standardized series.
8211	Machine Tool Operators	Operate and monitor automatic or semi-automatic metal working machines which perform repetitive work and are set up by machine-tool selters.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF MACHINERY AND EQUIPMENT (D 29)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7212	Welders and Flamecutters	Weld and cut metal parts using gas flame, or an electric arc and other sources of heat to melt and cut, or to melt and fuse metal.
7222	Tool Makers and Related Workers	Make engines or machinery components, and parts thereof, using hand and machine tools to work metal to fine tolerances.
7234	Agricultural or Industrial Machinery Mechanics and Fitters	Fit, install, examine, service and repair engines (except motor vehicle and aircraft engines), agricultural or industrial machinery and mechanical equipment.
8271	Mechanical Machinery Assemblers	Assemble the components or parts of mechanical machinery, according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF ELECTRICAL MACHINERY  
AND APPARATUS (D 31)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2152	Electrical Engineers	Conduct research, and advice on, design and direct construction of electrical systems, motors and equipment, and advice on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3113	Electrical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of electrical engineers, contributory to the design, development, construction, installation, maintenance and repair of electrical systems and equipment.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7242	Electrical Mechanics and Fitters	Fit, adjust, install and repair electrical machinery and other electrical apparatus and equipment in buildings, factories, workshops, or other places.
8272	Electrical Equipment Assemblers	Assemble the components or parts of electrical equipment, according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF RADIO, TELEVISION  
AND COMMUNICATION EQUIPMENT AND APPARATUS (D 32)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2153	Electronics and Telecommunications Engineers	Conduct research, and advice on, design and direct construction, installation and maintenance of electronic systems and equipment and advice on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3114	Electronics and Telecommunications Engineering Technicians	Perform technical tasks, normally under the supervision of electronics engineers, connected with electronic and telecommunications engineering research, as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment and electronic and electromechanical communications.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7243	Electronics Fitters	Fit, and adjust computer hardware, as well as sound and image recording and transmitting telecommunication and other electronic equipment.
8273	Electronic Equipment Assemblers	Assemble the components or parts of electronic equipment, according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE OF MOTOR VEHICLES, TRAILERS  
AND SEMI-TRAILERS (D 34)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3115	Mechanical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of mechanical engineers, contributory in the design, development, manufacture, construction, installation, maintenance and repair of mechanically functioning plant and equipment.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
7213	Sheet-Metal Workers	Install and repair sheet metal parts of vehicles.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair engines and related parts of motor vehicles.
8271	Mechanical Machinery Assemblers	Assemble the components or parts of engines and vehicles according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN BUILDING AND REPAIRING OF SHIPS AND BOATS (D 351)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Marine Engineers	Conduct research and advice on and design propulsion systems, hulls and superstructures of ships and other vessels.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7214	Structural-Metal Preparers, Erectors and Related Workers	Shape, assemble and erect heavy metal girders and plates to form structures and frameworks.
7215	Riggers and Cable Splicers	Erect tackle for lifting and hauling, or install and maintain cables, ropes and wires in ships.
7233	Marine Crafts Mechanics	Service, overhaul and repair vessels' engines, boilers and mechanical equipment.

Note: PSOC refers to Philippine Standard Occupational Classification.



**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN MANUFACTURE AND REPAIR OF FURNITURE (D 36)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7422	Cabinet Makers and Related Workers	Make and repair wooden articles such as cabinets and other furniture using woodworking machines and hard tools.
7424	Rattan, Bamboo and Other Wicker Furniture Workers	Make wicker furniture from bamboo, rattan, reeds, rushes and similar materials by hand.
7436	Upholsterers and Related Workers	Upholster furniture, make mattresses, or make and install interior decorations of textile, leather and similar materials.
8240	Wood Products Machine Operators	Operate and monitor automatic or semi-automatic woodworking machines which perform repetitive work and are always set up by woodworking-machine setters.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN ELECTRICITY, GAS, STEAM AND HOT WATER SUPPLY (E 40)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2152	Electrical Engineers	Conduct research and advise on, design and direct construction of electrical systems, motors and equipment, and advise on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3113	Electrical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of electrical engineers, contributory to the design, development, construction, installation, maintenance and repair of electrical systems and equipment.
4215	Debt Collectors and Related Workers	Collect payments and perform clerical duties associated with these collections.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
7242	Electrical Mechanics and Fitters	Fit, adjust and repair various kinds of electrical machinery and motors, generators, switch gear, control apparatus and instruments.
7246	Lineman, Line Installers and Cable Splicers	Install and repair power lines and cables.
8161	Power-Production Plant Operators	Operate and monitor machinery and equipment which produce electric or other power and control its distribution.

\* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER (E 41)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2151	Civil Engineers	Conduct research and advise on, design and direct construction, and manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.
3112	Civil Engineering Technicians	Perform technical tasks, normally under the direction and supervision of civil engineers, contributory to planning and execution of building and civil engineering projects, including design, construction, repair and maintenance of building and other structures such as water supply and sewerage systems, bridges, roads, dams and airports.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4215	Debt Collectors and Related Workers	Collect payments and perform clerical duties associated with these collections.
4225*	Customer Service Representative/Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
7136	Plumbers, Pipe Fitters and Other Related Workers	Assemble, fit, install and repair plumbing fixtures, or pipes and pipeline system.
8163	Water-Treatment and Related Plant Operators	Operate and monitor machinery and equipment which purify and clarify water for human consumption or use and later disposal into natural water systems.

\* BLES CODE (no 1992 PSOC)  
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN CONSTRUCTION (F 45)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2151	Civil Engineers	Conduct research and advise on, design and direct construction, and manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.
7122	Masons and Related Concrete Finishers	Prepare and place concrete for structures; finish masonry surfaces by plastering chipping, grinding, sand blasting, terrazo and other related processes; install, lay, fit or set masonry products such as brick, tile and mosaic panels; and apply plaster to construct decorative and ornamental surfaces.
7123	Carpenters and Joiners	Cut, shape, assemble, erect, maintain and repair various types of wooden structures and fittings.
7136	Plumbers, Pipe Fitters and Related Workers	Assemble, fit, install and repair plumbing fixtures, or pipes and pipeline system.
7214	Structural Metal Preparers, Erectors and Related Workers	Shape, assemble and erect heavy metal girders and plates to form structures and frameworks.
7234	Heavy Equipment Mechanic	Fit, install, examine, service and repair engines (except motor vehicle and aircraft engines), agricultural, industrial and mechanical equipment.
7241	Building and Related Electricians	Install, maintain and repair electrical wiring systems and related equipment.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES  
AND MOTORCYCLES (G 501/G 502/G 503/G 504)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
144	Sales Supervisors	Engage in, or directly associated with, buying and selling of goods and services for use on behalf of wholesale, retail, industrial or other establishments and organizations.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3415	Technical and Commercial Sales Representatives	Sell various goods on a wholesale basis including installations, equipment and technical products and related services and provide specialized information as required.
4131	Stock Clerks	Maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.
4211	Cashiers	Receive directly from clients, payments for goods and services bought in commercial establishments.
5220	Shop Salespersons and Demonstrators	Demonstrate and sell goods in wholesale establishments to retailers and large-scale consumers or to customers in retail establishments.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair engines and related equipment such as motorcycles, passenger cars and delivery trucks and other motor vehicles.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN WHOLESALE TRADE, EXCEPT OF MOTOR VEHICLES  
AND MOTORCYCLES (G 51)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
144	Sales Supervisors	Engage in, or directly associated with, buying and selling of goods and services for use on behalf of wholesale, retail, industrial or other establishments and organizations.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3415	Technical and Commercial Sales Representatives	Sell various goods on a wholesale basis including installations, equipment and technical products and related services and provide specialized information as required.
4131	Stock Clerks	Maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.
4211	Cashiers	Receive directly from clients, payments for goods and services bought in commercial establishments.
4224*	Telemarketers	Place or receive telephone calls on behalf of an organization in order to facilitate sales. They promote, take orders and process orders for products and services. They may also receive customer complaints and resolve problems with service, billing or credit.
5220	Shop Salespersons and Demonstrators	Demonstrate and sell goods in wholesale establishments to retailers and large-scale consumers or to customers in retail establishments.

\* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN RETAIL TRADE, EXCEPT OF MOTOR VEHICLES  
AND MOTORCYCLES (G 521/G 522/G 523/G 524/G 525)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
144	Sales Supervisors	Engage in, or directly associated with, buying and selling of goods and services for use on behalf of wholesale, retail, industrial or other establishments and organizations.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
4131	Stock Clerks	Maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.
4211	Cashiers	Receive directly from clients, payments for goods and services bought in commercial establishments.
4224*	Telemarketers	Place or receive telephone calls on behalf of an organization in order to facilitate sales. They promote, take orders and process orders for products and services. They may also receive customer complaints and resolve problems with service, billing or credit.
5220	Shop Salespersons and Demonstrators	Demonstrate and sell goods in wholesale establishments to retailers and large-scale consumers or to customers in retail establishments.

\* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN HOTELS AND RESTAURANTS (H 55)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
4222	Receptionist and Information Clerks	Receive clients, provide information and make appointments on behalf of the establishment.
5120*	Service Crew	Usually found in fast food stores; performs various tasks such as cooking, serving, cleaning and the like.
5121	Housekeepers and Related Workers	Organize, supervise and carry out housekeeping functions in hotels, clubs and other related enterprises.
5122	Cooks	Plan, organize, prepare and cook foodstuffs in hotels, restaurants and other public eating places.
5123	Waiters, Waitresses and Bartenders	Serve food and beverages in commercially-operated dining and drinking places.
9132	Helpers and Cleaners	Perform various cleaning tasks in order to keep clean and tidy the interiors and fixtures of hotels, lodging and other establishments.

\* BLES CODE (no 1992 PSOC)  
 Note: PSOC refers to Philippine Standard Occupational Classification.



**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN BUS LINE OPERATION (I 6011)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1421	Road Transport Service Supervisors	Supervise and coordinate one or more of the service activities of the traffic department, section or unit engaged in road transport undertaking.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4133	Transport Clerks (Dispatchers)	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
5112	Bus Conductors	Issue tickets and collect payments and take care of safety and comfort on buses.
5114*	Bus Inspectors	Inspect/check tickets of bus passengers.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair motor vehicle engines and related equipment.
8323	Bus Drivers	Drive and tend buses to transport local or long -distance passengers.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

\* BLES CODE (no 1992 PSOC)  
 Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN OTHER LAND TRANSPORT (I 60 except I 6011)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1421	Road Transport Service Supervisors	Supervise and coordinate one or more of the service activities of the traffic department, section or unit engaged in road transport undertaking.
4133	Transport Clerks (Dispatchers)	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair motor vehicle engines and related equipment.
8324	Heavy Truck and Lorry Drivers	Drive and tend heavy motor vehicles to transport goods, liquids and heavy materials over short or long distances.
9333	Freight Handlers	Carry out tasks such as packing, carrying, loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN WATER TRANSPORT (I 61)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1423	Maritime Transport Service Supervisors	Supervise and coordinate one or more activities of the traffic department, section or unit engaged in marine transport undertaking.
3141	Ship’s Engineers	Control and participate in the operation, maintenance and repair of mechanical, electrical and electronics equipment and machinery on board ship or perform related supporting functions on shore.
3142	Ships' Deck Officers and Pilots	Command and navigate ships and direct marine services on shore for shipping company vessels arriving in port.
4133	Transport Clerks	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
5111	Travel Attendants and Travel Stewards	Render personal services to ensure the comfort and safety of passengers, serve meals and beverages, or plan and coordinate housekeeping and social activities on board.
7233	Marine Craft Mechanics	Service, overhaul and repair vessels' engines, boilers and mechanical equipment.
8340	Ships' Deck Crews and Related Workers	Carry out deck duties on board ship and other water-borne craft.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN AIR TRANSPORT (I 62)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
1422	Air Transport Service Supervisors	Supervise and coordinate one or more activities of the traffic department, section or unit engaged in air transport undertaking.
3143	Aircraft Pilots, Navigators and Flight Engineers	Control the operation of mechanical, electrical and electronic equipment in order to navigate aircraft for transporting passengers, mail and freight and perform pre-flight and in-flight tasks.
4133	Transport Clerks	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
5111	Travel Attendants and Travel Stewards	Render personal services to ensure the comfort and safety of passengers, serve meals and beverages, or plan and coordinate housekeeping and social activities on board.
7232	Aircraft Engine Mechanics and Fitters	Fit, service, repair and overhaul aircraft components, engines, accessories and related equipment.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN SUPPORTING AND AUXILIARY TRANSPORT ACTIVITIES;  
ACTIVITIES OF TRAVEL AGENCIES (I 63)**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
3414	Travel Consultants and Organizers	Plans itinerary and schedule travel accomodations for customers, and organize or sell complete group travel tours for business or leisure.
3422	Clearing and Forwarding Agents	Carry out customs clearing procedures and ensure that insurance, export/import licenses and other formalities are in order.
4221	Travel Agency Clerks and Related Workers	Supply information, arrange, travel itineraries and obtain necessary reservations.
5113	Travel Guides	Accompany individual or groups on sightseeing tours or excursions, describe points of interests and provide other guide services.
8324	Heavy Truck and Lorry Drivers	Drive and tend heavy motor vehicles to transport goods, liquids and heavy materials over short or long distances.
9333	Freight Handlers	Carry out tasks such as packing, carrying, loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS IN  
POST AND TELECOMMUNICATIONS (I 64)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1429	Communications Service Supervisors	Supervise and coordinate one or more department, section or unit engaged in postal or telecommunications service operations.
2153	Electronics and Telecommunications Engineers	Conduct research, and advice on, design and direct construction, installation and maintenance of electronic systems and equipment and advice and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3114	Electronics and Telecommunications Engineering Technicians	Perform technical tasks, normally under the supervision of electronics engineers, connected with electronic and telecommunications engineering research as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment and electronic and electromechanical communications.
4112	Telefax/Teleprinters/ Telex Clerks	Send and receive messages and facsimiles by means of teleprinters, telefax or similar machines.
4223	Telephone Switchboard Operators	Operate a telephone switchboard or a section thereof, and deal with local or long distance calls, and various telephone inquiries.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
7245	Telecommunication Equipment Installers and Repairers	Install, service and repair telecommunication equipment in central sites or customer's premises.
9151	Messengers and Deliverers	Carry and deliver messages, packages and other items within an establishment, or between establishments, to households and elsewhere.

\* BLES CODE (no 1992 PSOC)  
 Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN BANKING INSTITUTIONS ( J 65 )**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2122	Statisticians	Conduct statistical research to improve or develop operational methods and techniques, and advice or engage in practical applications of statistics.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
2441	Economists	Conduct economic research to improve or develop operational methods used to understand and describe the behavior of national and international markets for goods, services and labor and advice or engage in practical applications of economics.
3433	Bookkeepers	Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.
4212	Tellers	Deal directly with clients of banks in connection with receiving, changing and paying out money.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.

\* BLES CODE (no 1992 PSOC)  
 Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN NON-BANK FINANCIAL INTERMEDIATION ( J 66 )**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2122	Statisticians	Conduct statistical research to improve or develop operational methods and techniques, and advice or engage in practical applications of statistics.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
2441	Economists	Conduct economic research to improve or develop operational methods used to understand and describe the behavior of national and international markets for goods, services and labor and advice or engage in practical applications of economics.
3411	Securities and Finance Dealers and Brokers	Buy and sell securities, stocks, bonds and financial instruments and deal on the foreign exchange on spot or on future markets, on behalf of their own company or for customers on a commission basis and recommend transactions to clients or senior management.
3433	Bookkeepers	Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.

\* BLES CODE (no 1992 PSOC)  
 Note: PSOC refers to Philippine Standard Occupational Classification.



**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN INSURANCE AND PENSION FUNDING, EXCEPT  
COMPULSORY SOCIAL SECURITY ( J 67 )**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2121	Actuaries	Conduct research and improve or develop mathematical and actuarial concepts, theories and operational methods and techniques and advise on or engage in their practical applications.
2122	Statisticians	Conduct statistical research to improve or develop operational methods and techniques, and advice or engage in practical applications of statistics.
2132	Computer Programmers	Write, test and maintain computer programs to meet the needs of users of computer systems.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3412	Insurance Representatives	Advise on and sell life, accident, automobile, liability, endowment, fire, marine and other types of insurance to new and established clients.
3417	Appraisers and Valuers	Determine the value of property and goods and assess losses covered by insurance policies.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.

\* BLES CODE (no 1992 PSOC)  
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN COMPUTER AND RELATED ACTIVITIES ( K 72 )**

<b>1992 PSOC</b>	<b>OCCUPATION</b>	<b>FUNCTIONS/RESPONSIBILITIES</b>
2131	Systems Analysts And Designers	Conduct research, improve or develop computing concepts and operational methods, and advise on or engage in their practical applications.
2132	Computer Programmers	Write, test and maintain computer programs to meet the needs of users of computer systems.
2139	Computer Engineers	Designing, implementing, maintaining and updating computer software applications, and computer operating system, installing computers and performing diagnostics on computer hardware.
2153	Electronics and Telecommunications Engineers	Conduct research, and advice on, design and direct construction, installation and maintenance of electronic systems and equipment and advice and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3114	Electronics and Telecommunications Engineering Technicians	Perform technical tasks, normally under the supervision of electronics engineers, connected with electronic and telecommunications engineering research as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment and electronic and electromechanical communications.
3121	Computer Assistants	Provide assistance to users of micro-computers and standard software systems at installation and when problems occur, install new computer programs on particular hardware and operating system configurations, install new peripheral units and maintain and update existing programs by making changes and adjustments to them under the guidance of computer professionals.
3122	Computer Equipment Operators	Operate and control peripheral and related computer equipment used for recording, storing, transmitting and processing digital data and for displaying data as letters, numbers or graphs on screen, paper or film.
4113	Data Entry Operators	Enter numerical and other data into electric equipment for processing and transmission or enter data on cards and tapes, using punching machines.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN ACCOUNTING, BOOKKEEPING AND AUDITING ACTIVITIES;  
TAX CONSULTANCY ( K 7412 )**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor’s report therein.
3433	Bookkeepers	Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.
4113	Data Entry Operators	Enter numerical and other data into electric equipment for processing and transmission or enter data on cards and tapes, using punching machines.
4114	Calculating Machine Operators	Operate bookkeeping and calculating machines.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN ARCHITECTURAL, ENGINEERING AND RELATED TECHNICAL  
CONSULTANCY ( K 7421 )**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2141	Architects	Conduct research and advice on and design residential, commercial and industrial buildings, landscape systems, and plan and monitor their construction, maintenance and rehabilitation.
2151	Civil Engineers	Conduct research and advise on, design and direct construction, and manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.
2152	Electrical Engineers	Conduct research, and advice on, design and direct construction of electrical systems, motors and equipment, and advice on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
2157	Geodetic Engineers	Apply surveying methods and techniques to determine exact position of natural and constructed features and boundaries of land, seas, underground areas and celestial bodies, and prepare or revise graphic, digital and pictorial representations.
3112	Civil Engineering Technicians	Perform technical tasks, normally, under the direction and supervision of civil engineers, building architects or geodetic engineers, contributory to planning and execution of building and civil engineering projects, including design, construction, repair and maintenance of building and other structures such as water supply and sewerage systems, bridges, roads, dams and airports.
3113	Electrical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of electrical engineers, contributory to the design, development, construction, installation, maintenance and repair of electrical systems and equipment.
3118	Draftsmen	Prepare technical drawings and maps and illustrations from sketches, measurements and other data and copy drawings and paintings onto printing plates.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN PRIVATE EDUCATION SERVICES ( M 81)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2310	College, University and Higher Education Teaching Professionals	Teach subjects at different levels after the termination of secondary education; conduct research and improve or develop concepts, theories and operational methods pertaining to their particular discipline.
2320	Technical and Vocational Instructors/Trainers	Teach specific vocational training subjects in specific trades to students or trainees at the post-secondary levels or in industrial plants.
2331	General Secondary Education Teaching Professionals	Teach academic subjects at the second level of education.
2332	Science and Mathematics Teaching Professionals	Teach academic subjects at the second level of education in science and mathematics.
2333	Vocational Education Teaching Professionals	Teach vocational and technical education subjects at the second level of education.
2341	General Elementary Education Teaching Professionals	Teach a range of subjects at the primary education level.
2342	Science and Mathematics Elementary Education Teaching Professionals	Teach science and mathematics in the first level of education.
2351*	Pre-Elementary Education Teaching Professionals	Organize group and individual play and educational activities to support and promote physical, mental and social development of children below primary-school age.

\* BLES CODE (no 1992 PSOC)  
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2004 OWS  
IN PRIVATE MEDICAL, DENTAL AND OTHER HEALTH  
SERVICE ( N 8512 )**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2221	Medical Doctors	Conduct research, improve or develop concepts, theories and operational methods, and apply preventive or curative measure.
2222	Dentists	Conduct research, improve or develop concepts, theories and operational methods, and apply medical knowledge in the field of dentistry.
2227	Medical Technologists	Engage in the work of medical technology (laboratory work) under the supervision of a pathologist or a licensed physician.
2225	Nutritionists-Dietitians	Plan and direct all aspects of food service in hospitals and other health care facilities.
2231	Professional Nurses	Assist medical doctors `in their tasks, deal with emergencies in their absence and provide professional nursing care for the sick, injured, physically and mentally disabled and others in need of such care.
2232	Professional Midwives	Deliver or assist in the delivery of babies, provide prenatal and postnatal care and instruct parents in baby care.
3133	Medical Equipment Operators	Control technical equipment used to diagnose or treat illnesses and disorders.

\* BLES CODE (no 1992 PSOC)  
Note: PSOC refers to Philippine Standard Occupational Classification.

**BLES INTEGRATED SURVEY**

For the second time, the Bureau of Labor and Employment Statistics is conducting the **BLES Integrated Survey** (BITS). Initially conducted in 2003, it is a nationwide survey of non-agricultural establishments that collects key information on labor and employment.

**2.1. Survey Objectives and Uses of the Data**

The main objective of this survey is to generate an **integrated data set on employment, labor relations and occupational safety in the workplace**. These data are inputs to studies on industry trends and practices and serve as bases for the formulation of policies on employment, conditions of work and industrial relations. To some extent, the survey results will also be used to assess the progress of decent work in the country.

On the operational level, the BITS aims to maximize the use of limited government resources and to improve the timeliness of information. This is in keeping with the continual process improvement of our Bureau's Quality Management System.

**2.2. Collection Authority**

The conduct of the BITS is under the authority of Executive Order No. 126 dated January 30, 1987, creating and mandating the BLES to conduct nationwide surveys and studies which will generate trends and structures on labor and employment.

**2.3. Confidentiality of Information**

The BLES and its field personnel shall hold all survey data supplied by the establishments in confidence. The information obtained from each respondent shall be for statistical purposes only and not for taxation, regulation nor investigation purposes. The data shall be processed with others of the same category and shall be disseminated in summary forms or statistical tables so as not to reveal the identity of any respondent-establishment.

2.4. Scope and Coverage

Notes

The BITS covers all establishments in 58 non-agricultural industries with an average total employment of at least 20 persons, as follows:

	Description	1994 PSIC
	<b>MINING AND QUARRYING</b>	<b>C</b>
1.	Metallic Ore Mining	C10
2.	Non-Metallic Mining and Quarrying	C11
	<b>MANUFACTURING</b>	<b>D</b>
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
	<b>MANUFACTURING (cont'd.)</b>	<b>D</b>
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
	<b>ELECTRICITY, GAS AND WATER SUPPLY</b>	<b>E</b>
33.	Electricity, Gas, Steam and Hot Water Supply	E40
34.	Collection, Purification and Distribution of Water	E41
35.	<b>CONSTRUCTION</b>	<b>F45</b>
	<b>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS</b>	<b>G</b>
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.	<b>HOTELS AND RESTAURANTS</b>	<b>H55</b>

Description		1994 PSIC
<b>TRANSPORT, STORAGE AND COMMUNICATIONS</b>		<b>I</b>
40.	Land Transport; Transport Via Pipelines	I60
41.	Water Transport	I61
42.	Air Transport	I62
43.	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	I63
44.	Post and Telecommunications Services except National Postal Activities	I64 (excl. I64110)
<b>FINANCIAL INTERMEDIATION</b>		<b>J</b>
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
<b>REAL ESTATE, RENTING AND BUSINESS ACTIVITIES</b>		<b>K</b>
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.	<b>PRIVATE EDUCATION SERVICES</b>	<b>M81</b>
55.	<b>HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH SERVICES</b>	<b>N85</b> (excl. N8511)
<b>OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES</b>		<b>O</b>
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 survey:

Description	1994 PSIC
Agriculture and Forestry	A01-A05
Fishing	B06
National Postal Activities	I64110
Central Banking	J65100
Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, SSS, GSIS)	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

2.5. Survey Design

2.5.1. Statistical Unit

The establishment is the statistical or enumeration unit. Each unit is classified in an industry that reflects its main economic activity--- the activity that contributes the biggest or major portion of the gross income or revenues of 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 single fixed location. Thus, 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 and power barges 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.

2.5.2. Sampling Frame

The 2004 BLES Survey Sampling Frame (SSF2004) is a list frame of establishments that is a partial update of the 2003 BLES Sampling Frame based on the status of establishments reported in the 2003 BLES Integrated Survey (BITS) conducted nationwide. Reports on closures and retrenchments of establishments submitted to the Regional Offices of the Department of Labor and Employment in December 2003 and January 2004 were also considered in updating the 2004 frame.

The previous sampling frames were largely culled from the 2000 List of Establishments of the National Statistics Office that was also partially updated based on the establishment status in BLES conducted surveys in 2001. Similarly, previous sampling frames were partial updates of the 1996 List of Establishments of the NSO and also based on responses to the BLES surveys conducted since 1997.

### 2.5.3. Stratification Scheme

Establishments in the sampling frame were stratified by 3-digit industry (domain) and by employment size (stratum), i.e. 20-99, 100-199 and 200 and over. However, industries observed to be heterogeneous within their 3-digit classification were further broken down at the 4-digit level. Geographical location was not considered in the stratification to allow for detailed industry groupings.

Based on past experiences and accounting for resource availability, total sample sizes of BLES surveys have been estimated at around 7,000. For the 2003/2004 BITS, establishments employing at least 100 workers were covered with certainty as their employment represents about 60 percent of total employment in non-agricultural establishments employing at least 20 workers. These establishments, however, comprise only 11 percent of the reference establishment population.

### 2.5.4. Sample Size Determination

The sample sizes for the industry groups in the non-certainty stratum (20 - 99) were derived as follows:

**Step 1:**  $n_{20-99} = 6,500 - (n_{100-199} + n_{\geq 200})$

where  $n_{20-99}$  is the residual sample size after excluding the sample sizes of the certainty strata from 6,500 (*Note: that the desired sample of around 7,000 includes the built-in replacement samples.*)

**Step 2:**  $n_{20-99,k} = (n_{20-99} * N_{20-99,k} / N_{20-99})$

The sample sizes of the industry groups (k) falling in the stratum were determined proportional to the establishment population (N) of the stratum.

**Step 3:**  $\text{adjusted } n_{20-99,k} = n_{20-99,k} / 0.8$

The sample size for each cell (industry group and employment size) was adjusted to build-in replacement, e.g. sample size divided by 0.8 as expected retrieval rate is 80 percent. A minimum of 5 samples per cell is maintained. If the establishment population of the cell is less than 5, all the establishments were taken as sample respondents.

For 2003/2004 BITS, the total sample size is 7,191.

## 2.6. Estimation Procedures

Estimates are obtained by simple expansion, i.e. by multiplying the sample values at the cell level (industry and employment size: 20-99 workers, 100-199 workers and 200 or more) by the corresponding blowing-up factor which is the ratio of the eligible (retrieved, refused, for verification, temporarily closed, on strike, unaccounted/no response)

population of establishments to the number of responding establishments. This weighing procedure takes non-response into account.

The estimates are aggregated to the desired levels to arrive at total estimates of the population, e.g. number of minimum wage earners or number of establishments with unions. A population ratio is obtained by dividing total estimate of a variable with the total estimate of another variable, e.g. total lost workdays of cases resulting to temporary incapacity divided by corresponding number of cases to derive average days lost.

A 90 percent level of reliability of survey estimates is desired. It is to be assessed through standard errors of population totals (employment, labor relations, occupational injuries) and population ratios (frequency/severity rates of injuries).

TABLE 1 - Distribution of Total Establishments and Sample Populations by Industry Group and Employment Size for 2003/2004 BITS, Philippines

Industry Group	ALL SIZES			Employment Size						
				20 - 99			100 - 199		200 and Over	
	N <sub>k</sub>	Π <sub>k</sub>	Π <sub>k</sub> adj	N <sub>hk</sub>	Π <sub>hk</sub>	Π <sub>hk</sub> adj	N <sub>hk</sub>	Π <sub>hk</sub>	N <sub>hk</sub>	Π <sub>hk</sub>
ALL INDUSTRIES	33,190	6,500	7,191	29,424	2,734	3,425	1,620	1,620	2,146	2,146
Metallic Ore Mining	42	14	16	31	3	5	4	4	7	7
Non-Metallic Mining and Quarrying	73	13	12	66	6	5	4	4	3	3
Mfg of Food Products	1,723	365	400	1497	139	174	79	79	147	147
Mfg of Beverages	129	65	63	71	7	5	22	22	37	37
Mfg of Tobacco Products	18	13	18	5	0	5	2	2	11	11
Mfg of Textiles	373	103	110	298	28	35	33	33	42	42
Mfg of Wearing Apparel	1,158	306	328	939	87	109	72	72	147	147
Tanning & Dressing of Leather; Mfg of Luggage & Handbags	57	13	13	49	5	5	1	1	7	7
Mfg of Footwear	180	40	44	154	14	18	15	15	11	11
Mfg of Articles of Bamboo, Cane, Rattan & the Like; Mfg of Plaiting Materials	54	9	9	50	5	5	1	1	3	3
Mfg of Wood, Wood Products & Cork, Except Furniture	223	44	49	197	18	23	8	8	18	18
Mfg of Paper & Paper Products	225	61	65	181	17	21	23	23	21	21
Publishing, Printing & Reproduction of Recorded Media	517	81	92	481	45	56	17	17	19	19
Mfg of Coke, Refined Petroleum & Other Fuel Products	15	6	10	10	1	5	2	2	3	3
Mfg of Chemicals & Chemical Products	532	125	135	449	42	52	46	46	37	37
Mfg of Rubber Products	128	28	31	110	10	13	8	8	10	10
Mfg of Plastic Products	423	108	116	347	32	40	45	45	31	31
Mfg of Glass & Glass Products	59	17	18	46	4	5	5	5	8	8
Mfg of Cement	27	18	22	10	1	5	3	3	14	14
Mfg of Other Non-Metallic Mineral Products, n.e.c.	309	54	61	281	26	33	11	11	17	17
Mfg of Basic Metals	358	81	88	305	28	35	33	33	20	20
Mfg of Fabricated Metal Products, Except Machinery & Equipment	540	95	106	491	46	57	28	28	21	21
Mfg of Machinery & Equipment	475	85	95	430	40	50	26	26	18	18
Mfg of Office, Accounting & Computing Machinery	28	20	24	9	1	5	3	3	16	16
Mfg of Electrical Machinery & Apparatus	177	61	64	128	12	15	16	16	33	33
Mfg of Radio, TV & Communication Equipment and Apparatus	200	117	114	91	8	5	19	19	90	90
Mfg of Medical, Precision & Optical Instruments, Watches & Clocks	60	28	30	35	3	5	8	8	17	17
Mfg of Motor Vehicles, Trailers & Semi-Trailers	163	41	44	135	13	16	11	11	17	17
Mfg of Other Transport Equipment	89	26	24	70	7	5	4	4	15	15
Mfg & Repair of Furniture	407	99	106	340	32	39	32	32	35	35
Recycling	2	0	2	2	0	2	0	0	0	0
Mfg, n.e.c.	202	51	55	166	15	19	16	16	20	20
Electricity, Gas, Steam & Hot Water Supply	303	155	159	163	15	19	70	70	70	70
Collection, Purification & Distribution of Water	170	40	44	143	13	17	11	11	16	16
Construction	1,162	219	243	1,040	97	121	49	49	73	73
Sale, Maintenance & Repair of Motor Vehicles & Motorcycles, Retail Sale of Automotive Fuel	1,325	163	193	1,281	119	149	28	28	16	16
Wholesale Trade & Comm Trade Except of Motor Vehicles & Motorcycle	2,158	335	381	2,010	187	233	86	86	62	62
Retail Trade, Except of Motor Vehicles & Motorcycles, Repair of Personal and Household Goods	4,986	709	819	4,715	438	548	135	135	136	136
Hotels & Restaurants	3,399	410	487	3,295	306	383	57	57	47	47
Land Transport: Transport Via Pipelines	646	128	141	571	53	66	34	34	41	41
Water Transport	132	30	33	112	10	13	10	10	10	10
Air Transport	26	8	11	20	2	5	1	1	5	5
Supporting & Auxiliary Transport Actvs; Actvs of Travel Agencies	882	168	186	787	73	91	44	44	51	51
Post & Telecomms Services except National Postal Actvs	345	77	84	295	27	34	16	16	34	34
Banking Institutions except Central Banking	1,114	148	173	1,065	99	124	12	12	37	37
Non-Bank Financial Intermediation	483	59	70	467	43	54	5	5	11	11
Insurance & Pension Funding, Except Compulsory Social Security	152	42	45	121	11	14	11	11	20	20
Activities Auxiliary to Financial Intermediation	142	33	36	120	11	14	12	12	10	10
Real Estate Activities	442	69	79	411	38	48	19	19	12	12
Renting of Machinery & Equipment w/o Operator, Personal & Hhold Good	92	15	12	85	8	5	4	4	3	3
Computer & Related Activities	168	41	44	140	13	16	15	15	13	13
Research & Development	30	8	11	24	2	5	1	1	5	5
Miscellaneous Business Activities	1,922	556	591	1,506	140	175	142	142	274	274
Private Education Services	2,460	561	610	2,093	194	243	178	178	189	189
Health & Social Work except Public Medical, Dental & Other Health Services	676	167	180	561	52	65	49	49	66	66
Sewage & Refuse Disposal, Sanitation & Similar Activities	9	3	7	7	1	5	0	0	2	2
Recreational, Cultural & Sporting Activities	775	140	156	700	65	81	32	32	43	43
Other Service Activities	225	27	32	218	20	25	2	2	5	5

Sample Size Determination *(Based on 2004 SSF)*

Stratum	N <sub>h</sub>	% of N	Emp	% of Emp	n <sub>h</sub>	
20 - 99	29,424	88.7	1,067,004	40.4	2,734	(difference of sample size of take all strata from 6,500)
100 - 199	1,620	4.9	228,718	8.7	1,620	
200 & over	2,146	6.5	1,342,177	50.9	2,146	
Total	33,190	100.0	2,637,899	100.0	6,500	(total sample size excluding replacement)

## **2.7. BLES Integrated Survey (BITS) Questionnaire**

The survey questionnaire has been designed to capture the key data requirements on labor statistics from establishments that used to be collected in BLES regular surveys.

### *2.7.1. Cover Page (Page 1)*

This contains the address box, contact particulars for assistance, spaces for changes in the name and location of sample establishment and for head office information in case the questionnaire is endorsed to it and status codes of the establishment to be accomplished by BLES and its field personnel.

### *2.7.2. Survey Information (Page 2)*

This contains the survey objectives and uses of the data, confidentiality clause, collection authority, authorized field personnel, coverage, reference periods, due date for accomplishment and expected date when the results of the 2003/2004 BITS would be available.

### *2.7.3. Part I: General Information (Pages 3 - 4)*

This portion inquires on:

- main economic activity
- major products/goods or services
- average employment
- average number of employees
- regular working hours per day for majority of employees
- days actually worked during the year for majority of employees
- days not worked but considered paid during the year for majority of employees
- establishment characteristics such as ownership, spread of operations (multinational or not), market orientation, unionism and membership, and existence and coverage of collective bargaining agreement/s

The definitions of terms used for this section are found at the bottom of each page while the instructions on how to compute for average total employment and number of employees for the year are found on page 3.

### *2.7.4. Part II: Employment (Pages 5 - 6)*

This section requires data on total employment and its breakdown into working owners, unpaid workers and employees (managers/executives, supervisors/foremen and rank and file: regular and non-regular workers). It also looks into the employment of specific groups of employees, types of jobs contracted out and the number of agency-hired workers.

The definition of terms used for this section are found at the right side of each page.

### 2.7.5. Part III: Industrial Relations Practices (Pages 7-9)

This part inquires on establishment practices in balancing work and family life, adoption of flexible work arrangements and those provided training. It also inquires on mechanisms for workers' participation, grievances/complaints raised, grievance handling and mode of settling grievances.

The definition of terms used for this section is incorporated in item 2 of the inquiry on flexible work arrangement.

### 2.7.6. Part IV: Occupational Injuries and Diseases (Page 10-11)

This inquires on the incidence of occupational accidents, cases of occupational injuries and lost workdays by incapacity for work (fatal, permanent, temporary), cases without lost workdays, cases of occupational diseases, incidence of commuting accidents, workers injured and hours actually worked by all employed persons. It also inquires on the classifications (type, part of body injured, cause and agent) of the occupational injury cases.

The definitions of terms used for this section are found after the items of inquiry on type of cases of occupational injuries on page 10 and incorporated in the items of inquiry on cases of occupational diseases on page 11. The definition of commuting accident and the instructions on how to estimate total hours actually worked of all employed persons are found after each item of inquiry on page 11. The components and the descriptions of the classifications are found in a loose sheet attached to this portion.

### 2.7.7. Part V: Certification (Page 12)

This portion is provided for the respondent's name/signature, position, telephone no., fax no. and e-mail address and time spent in answering the questionnaire.

Appropriate spaces are also provided to elicit comments on:

- data provided for the BITS questionnaire
- presentation/packaging, particularly on the definition of terms, layout, font and color.

### 2.7.8. Part VI: Survey Personnel (Page 12)

This portion is for the particulars of the enumerators and area/regional supervisors and reviewers at the BLES and DOLE Regional Offices involved in the data collection and review of questionnaire entries.

## 2.8. Output Tables to be Generated

The following information can be made available from the survey.

### A. Establishment Profile

1. Non-Agricultural Establishments by Employment Size and Industry Group, by (establishment characteristic), Philippines: June 2004  
*where employment size refers to: 20-99, 100-199, 200 and over and establishment characteristic refers to:*



- 1.1. *ownership (wholly Filipino, with foreign equity, wholly foreign)*
- 1.2. *spread of operations (multinational, not multinational)*
- 1.3. *market (domestic only, export only, both)*
- 1.4. *with union: registered, exclusive bargaining agent, with CBA (rank and file, supervisory, others), without union*
- 1.5. *regular working hours per day*
- 1.6. *days actually worked, days not worked but considered paid during the year*
- 1.7. *with shift work (day, afternoon, night), without shift work*
- 1.8. *with contracting arrangements (security services . . . others), without contracting arrangements*

**Notes:** 1. Reference period for data in Table 1.6 is CY 2003  
 2. Details of Table 1.8 will not add up to respective totals due to multiple counting

## B. Employment

2. Total Employment in Non-Agricultural Establishments by Employment Size and Industry Group, by (establishment characteristic), Philippines: June 2004  
*where establishment characteristic refers to:*
  - 2.1. *ownership (wholly Filipino, with foreign equity, wholly foreign)*
  - 2.2. *spread of operations (multinational, not multinational)*
  - 2.3. *market (domestic only, export only, both)*
  - 2.4. *with union (with CBA, without CBA) without union*
3. Total Employment in Non-Agricultural Establishments by Employment Size and Industry Group, by Position, Philippines: June 2004  
*where position refers to working owners, unpaid workers, employees (managers/executives, supervisors/foremen, rank and file: regular, non-regular workers)*
4. (employee category) in Non-Agricultural Establishments by Employment Size and Industry Group, Philippines: June 2004  
*where employee category refers to:*
  - 4.1. *male, female employees*
  - 4.2. *workers paid the minimum wage*
  - 4.3. *persons with disabilities*
  - 4.4. *unionized workers: male, female (rank and file, supervisory, others)*
  - 4.5. *union officers: male, female (rank and file, supervisory, others)*
  - 4.6. *union presidents: male, female (rank and file, supervisory, others)*
  - 4.7. *workers covered by CBAs (rank and file, supervisory, others)*
  - 4.8. *time-rate workers: full-time (hourly, daily monthly), part-time*
  - 4.9. *output rate workers: piece-rate, production standard (quota), "pakyao" or "takay", task, commission basis (with basic pay and commission, purely on commission with employer control and supervision, purely on commission without employer control)*  
**Note:** Workers purely on commission without employer control are not considered employees of establishments
  - 4.10. *non-regular workers (probationary, casual, contractual/project-based, seasonal, apprentices/learners)*
  - 4.11. *shift workers (day, afternoon, night)*
  - 4.12. *agency hired workers (security services...others)*  
**Note:** Agency hired workers are not considered employees of establishments

**C. Industrial Relations Practices**

**Note:** Statistical tables will also be prepared to show disaggregations along establishment characteristic, e.g. ownership, spread of operations, market, unionized or with CBA

5. Non-Agricultural Establishments by Establishment Practices on Balancing Work and Family Life and by Employment Size and Industry Group, Philippines: 2003
6. Non-Agricultural Establishments with Flexible Work Arrangements and by Employment Size and Industry Group, Philippines: 2003
7. Employees Covered by Flexible Work Arrangements by Employment Size and Industry Group, Philippines: 2003
8. Employees Provided with Job-Related Training by Sex and by Employment Size and Industry Group, Philippines: 2003
9. Non-Agricultural Establishments with Job-Related Training for (position) by Employment Size and Industry Group, by Type of Training, Philippines: 2003  
*Tables 9.1 to 9.3*
10. Non-Agricultural Establishments with Mechanisms for Workers' Participation in Decision and Policy Making Processes by Employment Size and Industry Group, Philippines: 2003
11. Non-Agricultural Establishments by Grievances/Complaints Raised and by Employment Size and Industry Group, Philippines: 2003
12. Non-Agricultural Establishments by Means of Pursuing Employees Grievances and by Employment Size and Industry Group, Philippines: 2003
13. Non-Agricultural Establishments by Mode of Settling Grievances and by Employment Size and Industry Group, Philippines: 2003
14. Non-Agricultural Establishments by Mode of Disposition for Unresolved Grievances and by Employment Size and Industry Group, Philippines: 2003

**D. Occupational Injuries and Diseases**

15. Non-Agricultural Establishments with Occupational Accidents and Number of Occupational Accidents by Employment Size and Industry Group, by (establishment characteristic), Philippines: 2003  
*Tables 15.1-15.4*
16. Non-Agricultural Establishments with Cases of Occupational Injuries by Employment Size and Industry Group, by Incapacity for Work, Philippines: 2003
17. Cases of Occupational Injuries in Non-Agricultural Establishments by Employment Size and Type of Injury, by Incapacity for Work, Philippines: 2003

**D. Occupational Injuries and Diseases** (*cont'd.*)

18. Cases of Occupational Injuries in Non-Agricultural Establishments, by Employment Size and Part of Body Injured, by Incapacity for Work, Philippines: 2003
19. Cases of Occupational Injuries in Non-Agricultural Establishments by Employment Size and Cause of Injury, by Incapacity for Work, Philippines: 2003
20. Cases of Occupational Injuries in Non-Agricultural Establishments by Employment Size and Agent of Injury, by Incapacity for Work, Philippines: 2003
21. Cases of Occupational Injuries with Lost Workdays in Non-Agricultural Establishments by Employment Size and Industry Group, by Type of Injury, Philippines: 2003
22. Cases of Occupational Injuries with Lost Workdays in Non-Agricultural Establishments by Employment Size and Industry Group, by Part of Body Injured, Philippines: 2003
23. Cases of Occupational Injuries with Lost Workdays in Non-Agricultural Establishments by Employment Size and Industry Group, by Cause of Injury, Philippines: 2003
24. Cases of Occupational Injuries with Lost Workdays in Non-Agricultural Establishments by Employment Size and Industry Group, by Agent of Injury, Philippines: 2003
25. Frequency Rates of Cases of Occupational Injuries with Lost Workdays in Non-Agricultural Establishments by Employment Size and Industry Group, by Incapacity for Work, Philippines: 2003
26. Severity Rates of Cases of Occupational Injuries Resulting to Temporary Incapacity in Non-Agricultural Establishments by Industry Group and Employment Size, Philippines, 2003
27. Average Days Lost of Occupational Injuries Resulting to Temporary Incapacity in Non-Agricultural Establishments by Industry Group and Employment Size, Philippines: 2003
28. Total Employment and Annual Average Hours Worked per Worker in Non-Agricultural Establishments by Industry Group and Employment Size, Philippines: 2003
29. Non-Agricultural Establishments with Cases of Occupational Diseases by Employment Size and Industry Group, Philippines: 2003
30. Cases of Occupational Diseases in Non-Agricultural Establishments by Employment Size and Industry Group, Philippines: 2003
31. Non-Agricultural Establishments with Cases of Commuting Accidents by Employment Size and Industry Group, Philippines: 2003
32. Number of Workers Injured in Commuting Accidents by Employment Size and Industry Group, Philippines: 2003

## 2.9. Periodicity and Reference Periods

The BITS is conducted annually with the inquiry on employment and occupational injuries and diseases as regular features of the survey. The inquiry on industrial relations tackles new topics each year.

For this round, the reference periods are:

Part I: General Information---June 30, 2004 and CY 2003

Part II: Employment---June 30, 2004

Part III: Industrial Relations Practices---CY 2003

Part V: Occupational Injuries and Diseases---CY 2003

## 2.10. Editing Guidelines

Completeness, consistency and authenticity of survey data are requisites to ensure processing of correct information. With this in mind, these editing guidelines have been prepared to help Enumerators, Supervisors and Reviewers detect and correct errors in the accomplished questionnaires.

### 2.10.1. General Instructions

- a. Any attachments by the establishment should be stapled on the relevant page of the questionnaire. The corresponding **EIN** (see section 3.5.2 of Chapter 3) should be written on the upper right hand corner of each page of the attachment.
- b. The **comments** of the respondent on p.12 of the questionnaire should be read as these may provide explanations relevant to the accomplished questionnaire.
- c. Use **red** ballpoint in editing.  
The Enumerator should **verify** with the establishment any reported data in the questionnaire that does not pass the editing guidelines.  
If during the questionnaire review by the Supervisor/Reviewer, **inconsistent** entries are still noted, these should be encircled and the questionnaire returned to the concerned Enumerator for verification together with the applicable BITS Form 1 (Verification Form).  
Likewise, inconsistent entries in the accomplished questionnaires from the Regional Offices should also be encircled by BLES Reviewers and the questionnaires returned to the concerned Regional Supervisors for verification together with the applicable BITS Form 1 (Verification Form).
- d. Entries by the respondent that need to be revised should not be erased or obliterated. The original entry should be **lined out** neatly. The correct/new entry should be legibly written close to the crossed out entry.
- e. Where there are no numeric values to report, entry should be '0'.
- f. Where details are provided, these should **add up** to respective totals.
- g. Where entries refer to unclassified categories i.e. Others (specify), description of the entry should be provided.
- h. If problems arise, the Enumerator should **consult** his/her Area Supervisor while the latter his/her Regional Supervisor.

### 2.10.2. Specific Instructions

#### 2.10.2.1. Cover Page (Page 1)

If there are any **changes in the name (trade/patented) and address** of the sample establishment, the Enumerator should fill out the space/s right after the label as specified. **He/she should not write on the pre-addressed label.** If the questionnaire is to be accomplished by the **head office**, the Enumerator should likewise fill out the allocated spaces as specified.

If the business name or that as registered with DTI, SEC or local government is given, it should **not** be considered as a change in name. Example, if the name of establishment in the pre-addressed label is 'Castillan Restaurant', there is no change in name if the franchise holder/business name is say, 'Castillan Food Industries'. *(Note: Survey Trainer should make this distinction clear to avoid changing of names from trade name to business name or from business name to trade name of the same establishment in the survey sampling frame.)*

At the bottom of the page are codes (see section 3.5.6 of Chapter 3) that will reflect the status of the questionnaire. The field personnel should accomplish only the portions applicable to them.

2.10.2.2. Part I: General Information (Pages 3 and 4)

**Below is an illustration of a questionnaire that has been properly accomplished for Part I.**

Item of Inquiry (1)	June 30, 2004 (2)	CY 2003 (3)	Guidelines
1. Main economic activity	Manufacture of products of leather and imitation leather	Manufacture of products of leather and imitation leather	The main economic activity should be completely described.
2. Major products/goods or services (in order of importance)	Luggage, handbags and wallets of leather and imitation leather	Luggage, handbags and wallets of leather and imitation leather	The first product/service reported is consistent with main economic activity.
3. Average employment		270	There should be entry here. It should not be less than entry in item 4.
4. Average number of employees		265	There should be entry here. It should not exceed entry in item 3.
5. Regular working hours per day for majority of employees (encircle only one)	6   7 <u>8</u> 12 Others (specify) _____	6   7 <u>8</u> 12 Others (specify) _____	There should be only one encircled answer in each column.
6. Days actually worked during the year for majority of employees (encircle only one)		250 <u>302</u> Others (specify) _____	There should be only one encircled answer.
7. Days not worked but considered paid during the year for majority of employees e.g. Sundays or rest days, special days and regular holidays (encircle only one)		<u>12</u> 63	There should be only one encircled answer.  <b>Note:</b> The sum of entries in items 6 and 7 for CY 2003 should not exceed 365.
		Others (specify) _____	
8. Ownership (check only one under each column)	<input type="checkbox"/> Wholly Filipino <input checked="" type="checkbox"/> With foreign equity specify percent of equity <u>10%</u> <input type="checkbox"/> Wholly foreign	<input type="checkbox"/> Wholly Filipino <input checked="" type="checkbox"/> With foreign equity specify percent of equity <u>10%</u> <input type="checkbox"/> Wholly foreign	There should be only one box checked in each column.  If "With foreign equity" is checked, % equity should be specified.
9. Multinational (check only one under each column)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, nationality: <u>American</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, nationality: <u>American</u>	There should be only one box checked in each column.  If "Yes" is checked, nationality/ies should be provided.
10. Market (check only one under each column)	<input type="checkbox"/> Domestic only <input checked="" type="checkbox"/> Export only <input type="checkbox"/> Both	<input type="checkbox"/> Domestic only <input checked="" type="checkbox"/> Export only <input type="checkbox"/> Both	There should be only one box checked in each column.

2.10.2.2. Part I: General Information (Pages 3 and 4) cont'd.

Item of Inquiry (1)	June 30, 2004 (2)				CY 2003 (3)	Guidelines
11. With union	<input checked="" type="checkbox"/> Yes, go to Items 12 to 14 <input type="checkbox"/> No, go to Part II				<input checked="" type="checkbox"/> Yes, go to Item 12.3 <input type="checkbox"/> No, go to Part II	<p>There should be only one box checked in each column.</p> <p>If "No" is checked in cols.2 or 3, there should be no entries in the rest of the succeeding items.</p>
	Total (2a)	Supervisory (2b)	Rank and File (2c)	Others (2d)	Others refer to a union whose membership is a mixture of supervisory and rank and file positions.	<p>If there are any entries in items 12 to 14 (col. 2a), these should be the sum of the corresponding entries in cols. 2b, 2c and 2d.</p>
12. Number of unions	2	1	1	0		<p>Entries in items 12.1, 12.2 and 12.3 (cols. 2a, 2b, 2c, and 2d) should not exceed corresponding entries in item 12.</p>
12.1. Registered	2	1	1	0		
12.2. Exclusive bargaining agents	2	1	1	0		
12.3. With collective bargaining agreements	2	1	1	0	<input checked="" type="checkbox"/> Yes, go to Part II <input type="checkbox"/> No, go to Part II	<p>If "Yes" is checked in item 11 for CY 2003, there should be only one box checked in item 12.3 for CY 2003.</p>
13. Union membership	300	80	220	0	<p>Entries should be other than '0' in item 13 (cols. 2a, 2b, 2c and 2d) if there are corresponding unions reported in item 12 (cols. 2a, 2b, 2c and 2d).</p>	<p>Entry in col. 2a should not exceed the sum of entries in Part II: items 1.3.2 (supervisors/foremen) and 1.3.3 (rank and file).</p> <p>Entries in cols. 2b and 2c should not exceed entries in Part II: items 1.3.2 and 1.3.3, respectively.</p>
13.1. Female members	70	15	55	0		<p>Entry in col. 2a should not exceed number of female employees reported in Part II: item 2.1.</p>
13.2. Union officers	12	6	6	0	<p>There should be entry in item 13.2 (cols. 2a, 2b, 2c and 2d) if there are corresponding entries in item 13 (cols. 2a, 2b, 2c and 2d).</p>	<p>Entries in items 13.1 and 13.2 (cols. 2a, 2b, 2c and 2d) should not exceed corresponding entries in item 13.</p>
13.2.1. Female officers	2	2	0	0	<p>There can only be female officers if there are female union members.</p>	<p>Entries in cols. 2a, 2b, 2c and 2d should not exceed corresponding entries in item 13.2.</p>
13.2.1.1. Female presidents	1	1	0	0	<p>There can only be female presidents if there are female union officers.</p>	<p>Entries in cols. 2a, 2b, 2c and 2d should not exceed corresponding entries in item 13.2.1.</p>
14. Workers covered by CBAs	350	80	270	0	<p>Entries should be other than '0' in item 14 (cols. 2a, 2b, 2c and 2d) if there are corresponding CBAs reported in item 12.3 (cols 2a, 2b, 2c and 2d).</p>	<p>Entry in col. 2a may be greater than entry in item 13 (col. 2a) but should not exceed the sum of entries in Part II: items 1.3.2 (supervisors/foremen) and 1.3.3 (rank and file).</p> <p>Entries in cols. 2b and 2c should not exceed entries in Part II: items 1.3.2 and 1.3.3, respectively.</p>

2.10.2.3. Part II: Employment (Pages 5 and 6)

**Below is an illustration of a questionnaire that has been properly accomplished for Part II.**

Item of Inquiry (1)	Number of Workers (2)	Guidelines
<b>1. Total Employment</b>	365	<i>Entry should be the sum of entries in items 1.1, 1.2 and 1.3.</i>
1.1. Working owners	5	<i>Entry should be less than entry in item 1.3.</i>
1.2. Unpaid workers	0	<i>Entry should be less than entry in item 1.3.</i>
1.3. Employees	360	<i>Entry should be the sum of entries in items 1.3.1, 1.3.2 and 1.3.3.</i> <i>This is also the sum of entries in items 2.4, 2.5, 2.6, 2.7, 2.8 and 2.9.2</i>
1.3.1. Managers/Executives	10	<i>Entry should be less than entry in item 1.3.</i>
1.3.2. Supervisors/Foremen	80	<i>Entry should be less than entry in item 1.3.</i>
1.3.3. Rank and file	270	<i>This should be the sum of entries in items 1.3.3.1 and 1.3.3.2.</i>
1.3.3.1. Regular workers	220	<i>Entry should be less than entry in item 1.3.3.</i>
1.3.3.2. Non-regular workers	50	<i>Entry should be less than entry in item 1.3.3.</i> <i>This should be the same entry as that in item 2.10.</i>
<b>2. Employment of Specific Groups of Employees</b>		<b>Note:</b> As applicable, workers may be reported in several categories.
2.1. Female workers	100	<i>Entry may be equal to or less than entry in item 1.3.</i>
2.2. Workers paid the minimum wage	100	<i>Entry may be equal to or less than entry in item 1.3.3.</i>
2.3. Persons with disabilities	5	<i>Entry should be less than entry in item 1.3.</i>
2.4. Time-rate workers	305	<i>Entry should be the sum of entries in items 2.4.1 and 2.4.2.</i>
2.4.1. Full-time workers	295	<i>Entry should be the sum of entries in items 2.4.1.1, 2.4.1.2 and 2.4.1.3.</i>
2.4.1.1. Hourly	5	<i>Entry should be less than entry in item 2.4.1.</i>
2.4.1.2. Daily	10	<i>Entry should be less than entry in item 2.4.1.</i>
2.4.1.3. Monthly	280	<i>Entry should be less than entry in item 2.4.1.</i>
2.4.2. Part-time workers	10	<i>Entry should be less than entry in item 2.4.</i> <b>Note:</b> Entry excludes consultants and those on retainer basis.
2.5. Piece-rate workers	20	<i>Entry should be equal to or less than entry in item 1.3.3.</i>
2.6. Quota workers	10	<i>Entry should be equal to or less than entry in item 1.3.3.</i>
2.7. “Pakyao” or “Takay” workers	10	<i>Entry should be equal to or less than entry in item 1.3.3.</i>
2.8. Task workers	0	<i>Entry should be equal to or less than entry in item 1.3.3.</i>
2.9. Commission workers	20	<i>This should be the sum of entries in items 2.9.1, 2.9.2 and 2.9.3.</i> <b>Note:</b> Establishments engaged in insurance, real estate selling and trade would normally have entries in items 2.9.1 and/or 2.9.2.
2.9.1. With basic pay and commission	5	<i>Entry should be less than entry in item 2.4 and/or entry in item 2.9.</i>
2.9.2. Purely on commission with employer control and supervision	15	<i>Entry should be equal to or less than entry in item 2.9.</i> <b>Note:</b> Entry here is not part of entry in item 1.
2.9.3. Purely on commission without employer control	0	<i>Entry should be equal to or less than entry in item 2.9.</i> <b>Note:</b> Entry here is not part of entry in item 1.



2.10.2.3. Part II: Employment (Pages 5 and 6) cont'd.

Item of Inquiry (1)			Number of Workers (2)	Guidelines		
2. Employment of Specific Groups of Employees (cont'd.)				<b>Note:</b> As applicable, workers may be reported in several categories.		
2.10. Non-regular workers			50	Entry should be the sum of entries in items 2.10.1, 2.10.2, 2.10.3, 2.10.4 and 2.10.5. Entry should be less than entry in item 1.3.3.		
2.10.1. Probationary workers			10	Entry should be less than entry in item 2.10.		
2.10.2. Casual workers			10	Entry should be less than entry in item 2.10.		
2.10.3. Contractual/project-based workers			25	Entry should be less than entry in item 2.10. <b>Note:</b> Entry excludes agency-hired workers, consultants and those on retainer basis.		
2.10.4. Seasonal workers			0	Entry should be less than entry in item 2.10.		
2.10.5. Apprentices/Learners			5	Entry should be less than entry in item 2.10.		
2.11. Workers who work on shifts <i>(in col. 1c, enumerate shift schedules corresponding to col. 1b; in col. 2a, provide total workers corresponding to col. 1c)</i>				<b>Accept with or without entry.</b> Entry in col.1b should be the number of shifts corresponding to the shift schedules reported in col. 1c. No. of shifts should be greater than 1. If not, there should be no entry in item 2.11. There should be corresponding no. of workers for each shift schedule reported in col. 1c. In establishments other than call centers, shift schedules should exclude the regular working time schedules of administrative workers (e.g. 7-4; 7:30-4:30; 8-5; 9:30-6:30). Thus, any period of time commencing before the start of the regular working schedule or any time that falls outside the regular working schedule is considered as shift work. In establishments engaged in provision of security and janitorial services, shift schedules and corresponding workers deployed in establishments whom agencies serve should be reflected here.		
Shift Period (1a)	No. of Shifts (1b)	Shift Schedules (1c)	Workers on Shift Basis (2a)			
Total	6		77			
Day	2	5:30 am - 1:30 pm 6:00 am - 2:00 pm	10 15			
Afternoon	2	1:30 pm - 9:30 pm 2:00 pm - 10:00 pm	12 15			
Night	2	9:30 pm - 5:30 am 10:00 pm - 6:00 am	10 15			
2.12. Engaged in contracting <input checked="" type="checkbox"/> Yes, go to item 2.13 <input type="checkbox"/> No, go to Part III  A job contracted out as checked in item 2.13 may not necessarily have an entry for the same job in item 2.14.  However, if there is entry in any of the jobs contracted out in item 2.14, the same jobs in item 2.13 should be checked.				In item 2.13, establishments engaged in the provision of security and janitorial services should not have checked boxes corresponding to codes 01 and 02 as it is unlikely that these establishments will contract out their security and janitorial needs to other establishments engaged in the same line of business. If the boxes have been checked, line out the entries.  If 'Others' is checked in item 2.13 or workers were reported in "Others" of item 2.14, jobs contracted out must be specified.  <b>Note:</b> Total workers reported in item 2.14 are not part of entry in item 1.		
Code (1)	2.13. Jobs contracted out (2)			Code (1)	2.14. Agency-hired Workers (2)	Number of Workers (3)
					<b>Total</b>	37
01	<input checked="" type="checkbox"/> Security services			01	2.14.1. Security services	8
02	<input checked="" type="checkbox"/> Janitorial			02	2.14.2. Janitorial	10
03	<input checked="" type="checkbox"/> General administrative services (accounting, auditing, legal and messengerial)			03	2.14.3. General administrative	4
04	<input type="checkbox"/> Marketing/Sales			04	2.14.4. Marketing/Sales	0
05	<input checked="" type="checkbox"/> Packaging			05	2.14.5. Packaging	15
06	<input type="checkbox"/> Transport services			06	2.14.6. Transport services	0
07	<input type="checkbox"/> Production/assembly			07	2.14.7. Production/assembly	0
08	<input checked="" type="checkbox"/> Research & development			08	2.14.8. Research & development	0
09	<input checked="" type="checkbox"/> IT services			09	2.14.9. IT services	0
10	<input checked="" type="checkbox"/> Others (specify) <u>Storage &amp; warehousing</u>			10	2.14.10. Others (specify)	0

Below is an illustration of a questionnaire that has been properly accomplished for Part III.

1. Which of the following practices on balancing work and family life apply to your establishment? (check “Yes” or “No” for each practice)

Guideline: There should be only one response for each statement.

Code (1)	Establishment Practice (2)	Yes (3)	No (4)
01	Adopts flexible working arrangements (See work arrangements enumerated in item 2)	√	
02	Allows extended maternity leave with pay		√
03	Allows extended maternity leave without pay		√
04	Employees are entitled to more leave benefits to care for sick family members	√	
05	Male employees are allowed extended paternity leave with pay		√
06	Male employees are allowed extended paternity leave without pay		√
07	Facilities have been specifically provided for employees with children (e.g. breastfeeding room/child care centers)		√
08	Allows woman worker with newly born child to take a special work arrangement (less than 8 hours a day) with necessary wage adjustments		√
09	Allows woman worker with sick/elderly family members to take a special work arrangement with necessary wage adjustment		√
10	Implements work and family programs (e.g. gender awareness and sensitivity seminars, family Christmas party/summer outings)	√	
11	Implements family planning service/reproductive health programs	√	

2. Does your establishment adopt any of the following flexible work arrangements? (check “Yes” or “No” for each work arrangement) If Yes, please indicate the number of employees covered in 2003.

- Guidelines:
- 1. If code 1 is checked in item 1, there should be flexible work arrangements reported in this item.
  - 2. There should be only one response for each flexible work arrangement. If column 3 (Yes) is checked, there must be a corresponding entry in col. 5.
  - 3. Entries in col. 5 should not exceed average number of employees reported in Part I: Item 4 for CY 2003.
  - 4. If flexible work arrangements are adopted other than those enumerated, these should be specified under “Others”.

Code (1)	Flexible Work Arrangement (2)	Yes (3)	No (4)	If Yes, Number of Employees (5)
01	Compressed workweek - an arrangement where a worker observes the normal weekly hours of work by prolonging his/her daily working hours but shortening his/her workweek. For instance, an employee may work for 10 hours a day for four days a week instead of eight (8) hours a day for five (5) days a week to comply with the 40-hour workweek.	√		75
02	Sliding flexible work schedule (Flexi time) - an arrangement where an employee works at least eight (8) hours each working day but may start and quit work at his/her convenient time provided that this does not disrupt the daily operation and delivery of service of the establishment.		√	
03	On-call - an arrangement where a worker is on standby and is only called when needed to do a job, and is only paid for the hours worked.		√	
04	Teleworking - an arrangement where an employee (teleworker) is allowed to work at home. A teleworker is different from a homemaker as he/she has greater control over his/her skills, and means of production and labor. Teleworkers often network; the popular practice is for them to work in their local vicinity and communicate with their establishment located elsewhere.		√	
05	Job-sharing – an arrangement where two (2) or more employees share one job. This arrangement is resorted to rather than cutting down on workforce. The employees would rather cut their wages and work time.		√	
06	Career breaks – an arrangement where an employee is allowed to go on a long term leave, similar to an extended leave, e.g., as long as three to six months.		√	
07	Others (specify) _____ _____ —			

2.10.2.4. Part III: Industrial Relations Practices (Pages 7-9) cont'd.

3. How many employees were given job-related training (subsidized or fully funded by your establishment) in 2003? (If none, write “0” in Both Sexes.)

- Guidelines:** 1. Details should add up to total.  
2. Entry for “Both Sexes” should not exceed average number of employees reported in Part I: Item 4 for CY 2003.

Both Sexes 123 = Female 48 + Male 75

4. Which of the following job-related trainings were provided to employees in 2003? (check as applicable)

- Guidelines:** 1. Multiple responses are acceptable for each type of training.  
2. If there are types of training other than those enumerated, these should be specified under “Others”.

Code (1)	Type of Training (2)	Managers/ Executives (3)	Supervisors/ Foremen (4)	Rank and File	
				Regular (5)	Non- Regular (6)
01	Managerial/Supervisory /Leadership	√			
02	Business planning/market forecasting				
03	Financial management				
04	Sales and marketing				
05	Information and communication technology (ICT)			√	
06	Skills upgrading (technical skills except ICT)		√		
07	Apprenticeship training				√
08	ISO trainings				
09	Productivity improvement			√	
10	Communication skills				
11	Occupational safety and health	√	√	√	
12	Team-building				
13	Stress management				
14	Language (Japanese, Chinese, etc.)	√			
15	Others (specify) _____ _____				

5. Do you have mechanisms for worker’s participation in decision and policy making process?  
(check “Yes” or “No” for each mechanism)

- Guidelines:** 1. There should only be one response for each mechanism.  
2. If there are mechanisms other than those enumerated, these should be specified under “Others”.

Code (1)	Mechanism (2)	Yes (3)	No (4)
01	Labor-Management Council/Committee (LMC)	√	
02	Grievance Machinery		√
03	Productivity Improvement Committee	√	
04	Quality and Productivity Circles	√	
05	Safety and Health Committee	√	
06	Joint Committee/Task Forces		√
07	Suggestion Schemes	√	
08	Others (specify) _____ _____		

2.10.2.4. Part III: Industrial Relations Practices (Pages 7-9) cont'd.

6. What grievances/complaints were raised in 2003? (check “Yes” or “No” for each grievance)

**Guidelines:** 1. There should be only one response for each Grievance/Complaint.  
2. If there are grievances/complaints reported for codes 13 - 16, these should be specified.

Code (1)	Grievance/Complaint (2)	Yes (3)	No (4)
01	Wage increases/Allowances/Bonuses	√	
02	Job grading/classification	√	
03	Promotion/career development/internal transfers		√
04	Physical working conditions/health and safety		√
05	Work practices/workload allocations		√
06	Working time/annual leave/time-off work		√
07	Performance appraisal		√
08	Sex discrimination		√
09	Sexual harassment		√
10	Relationship with supervisors/line managers		√
11	Bullying at work		√
12	Matters relating to interpretation and enforcement of company rules and regulations, company personnel policies, code of discipline, etc.		√
13	Matters relating to the interpretation and implementation of the economic provisions of the CBA (specify) _____		√
14	Matters relating to the interpretation and implementation of the non-economic provisions of the CBA (specify) <u>educational loans for dependents</u>	√	
15	Other unfair labor practices (specify) _____		√
16	Others (specify)_____		

7. How do your employees pursue their grievances? (check as applicable)

**Guidelines:** 1. Multiple responses are acceptable.  
2. If there are means of pursuing grievances other than those enumerated, these should be specified under “Others”.

- ☒ The employee him/herself files a written complaint/notice of grievance
- ☒ The employee files a written complaint/notice of grievance with the assistance of the union
- ☐ The employee files a written complaint/notice of grievance with the assistance of co-employees
- ☐ The employee airs his/her grievance verbally directly to his/her supervisor/shop steward
- ☐ The employee airs his/her grievance verbally directly to any union official
- ☒ The employee airs his/her grievance verbally directly to other responsible persons in the company
- ☐ Others (specify)\_\_\_\_\_

2.10.2.4. Part III: Industrial Relations Practices (Pages 7-9) cont'd.

8. How were these grievances settled? (check as applicable)

**Guidelines:** 1. Multiple responses are acceptable.  
2. If there are means of settling grievances other than those enumerated, these should be specified under "Others".

- |  |  |
|--|--|
| <input type="checkbox"/> Through the grievance machinery                           | <input type="checkbox"/> Resolved by a union official          |
| <input checked="" type="checkbox"/> Through the Labor Management Council/Committee | <input checked="" type="checkbox"/> Resolved by top management |
| <input type="checkbox"/> Resolved by the immediate supervisor                      | <input type="checkbox"/> Others (specify) _____                |

9. Which of the following modes of disposition are resorted to for unresolved grievances? (check as applicable)

**Guidelines:** 1. Multiple responses are acceptable.  
2. If there are means of disposing unresolved grievances other than those enumerated, these should be specified under "Others".

- ☒ Voluntary arbitration
- ☐ Compulsory arbitration
- ☒ NCMB (union files a notice of strike or request for preventive mediation)
- ☐ DOLE Regional Office
- ☐ Others (specify) \_\_\_\_\_

Below is an illustration of a questionnaire that has been properly accomplished for Part IV.

1. Did your establishment experience any occupational accidents during the year? <input checked="" type="checkbox"/> Yes, go to item 2 <input type="checkbox"/> No, go to item 7	2. How many occupational accidents were there? <u>5</u>
--	---

- Guidelines:** 1. There should be only one box checked in item 1.  
2. If “Yes” is checked in item 1, there should be an entry in item 2 other than “0”.

Type of Injury (See loose sheet for description of classifications) (1)	Fatal Cases (2)	Permanent Incapacity		Temporary Incapacity		Cases Without Lost Workdays (7)
		Cases (3)	Lost Workdays (4)	Cases (5)	Lost Workdays (6)	
3. Total (sum of corresponding entries in cols. 2 to 7)	1	1	200	2	50	3
3.1. Superficial injuries and open wounds						3
3.2. Fractures						
3.3. Dislocations, sprains and strains				2	50	
3.4. Traumatic amputations		1	200			
3.5. Concussion and internal injuries	1					
3.6. Burns, corrosions, scalds and frostbites						
3.7. Acute poisonings and infections						
3.8. Foreign body in the eye						
3.9. Others						

- Guidelines:** 1. Item 3 should be accomplished if there are occupational accidents reported in item 2.  
2. Details should add up to respective totals.  
3. If there are permanent and/or temporary incapacity cases, there should be corresponding lost workdays and vice versa.  
4. To check for acceptability of entries for lost workdays for permanent and/or temporary incapacity cases:  
    • divide the number of lost workdays by the corresponding number of cases  
    • computed maximum days per case should not exceed 365

Part of the Body Injured (See loose sheet for description of classifications) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases without Lost workdays (5)
4. Total (sum of corresponding entries in cols. 2 to 5; these should be the same as corresponding totals reported in cols.2, 3, 5 and 7 of item 3)	1	1	2	3
4.1. Head				
4.2. Neck				
4.3. Back				
4.4. Trunk or Internal Organs				
4.5. Upper Extremities		1	1	3
4.6. Lower Extremities			1	
4.7. Whole Body or Multiple Sites Equally Injured	1			
Cause of Injury (See loose sheet for description of classifications)				
5. Total (as reported in item 4))	1	1	2	3
5.1. Falls of persons	1			
5.2. Struck by falling objects				3
5.3. Stepping on, striking against or struck by objects, excluding falling objects				
5.4. Caught in or between objects		1		
5.5. Over-exertion or strenuous movement			2	
5.6. Exposure to or contact with extreme temperatures				
5.7. Exposure to or contact with electric current				
5.8. Exposure to or contact with harmful substances or radiation				
5.9. Others				

- Guidelines:** 1. Items 4 and 5 should be accomplished if there are occupational accidents reported in item 2.  
2. Details should add up to respective totals.  
3. Totals of cols. 2, 3, 4 and 5 should be the same as the totals of cols. 2, 3, 5 and 7 of item 3, respectively.

2.10.2.5. Part IV: Occupational Injuries and Diseases (Pages 10 and 11) cont'd.

Agent of Injury (See loose sheet for description of classifications) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases without Lost workdays (5)
6. Total (as reported in item 5)	1	1	2	3
6.1. Buildings, structures	1			
6.2. Prime movers				
6.3. Distribution systems				
6.4. Hand tools				
6.5. Machines, equipment			2	
6.6. Conveying/transport/ packaging equipment or vehicles		1		
6.7. Materials, objects				3
6.8. Chemical substances				
6.9. Human, animals, plants, etc.				
6.10. Others				

**Guidelines:** 1. Item 6 should be accomplished if there are occupational accidents reported in item 2.  
2. Details should add up to respective totals.  
3. Totals of cols 2, 3, 4 and 5 should be the same as the totals of cols. 2, 3, 4 and 5 of item 5, respectively.

7. Occupational Diseases (1)	Occupational disease - an abnormal condition or disorder other than one resulting from an occupational injury caused by exposure over a period of time to risk factors associated with work activity. This refers to a new case recognized, diagnosed and recorded during the year.	Cases (2)
7.1 Occupational dermatitis (including skin conditions due to chemical agents which are skin irritants and sensitizers)		1
7.2. Bronchial asthma (due to exposure to allergies in the working environment)		
7.3. Acute poisonings (due to exposure to chemical toxic substances)		
7.4. Heat stroke, cramps, exhaustion (due to exposure to excessive heat)		3
7.5. Chilblain, frostbite, freezing (due to exposure to excessive cold)		
7.6. Deafness (loss of or decreased hearing due to excessive exposure to noise)		
7.7. Infections (due to exposure to biologic hazards/agents, ex. anthrax, rabies, hepatitis A, B, C, D, PTB pneumonia)		
7.8. Cataract (due to exposure to glare of or rays from molten glass or red hot metal)		
7.9. Cardio-vascular diseases (cardiac injury or acute attack precipitated by unusual strains of work)		
7.10. Essential hypertension (primary hypertension that cause impairment of function of kidneys, ears, eyes and brain resulting in permanent disability)		
7.11. Peptic ulcer (due to prolonged emotional or physical stress at work)		1
7.12. Work-related musculoskeletal diseases (caused or made worst by work such as exposure to forceful exertions, highly repetitive motions, awkward body postures, vibrations, etc.)		
7.13. Others (specify) <u>osteoarthritis</u>		1

**Guidelines:** 1. There may be no entries in item 7.  
2. If there is an entry for "Others", the disease/s should be specified.

8. Did any of your workers experience commuting accidents during the year?  
☒ Yes, go to item 8.1      ☐ No, go to Item 9

8.1. How many commuting accidents were there?    1      8.2. How many workers were injured?    1

**Guidelines:** 1. There should only be one box checked in item 8.  
2. If "Yes" is checked in item 8, there should be entries in items 8.1 and 8.2 other than "0".

9. How many hours were actually worked by **all employed persons** in your establishment during the year?  
661,620

**Guidelines:** 1. There should be an entry in item 9.  
2. To check for acceptability of entry:  
• divide the number of hours actually worked by number of employed persons reported in Part I: item 3 for CY 2003  
• computed hours actually worked per person should fall within the range 1,200 - 3,600

2.10.2.6. Consistency of Some Entries for Common Samples

Both the OWS and BITS questionnaire ask for some information that pertain to a common reference period, that is June 30, 2004. These items are on:

Item of Inquiry	OWS Item No.	BITS Item No.
Main economic activity	Part A: item 1	Part I: item 1
Major products/goods or services	Part A: item 1	Part I: item 2
Employment	Part A: item 2	Part II: item 1
Ownership	Part A: item 3a	Part I: item 8
Multinational	Part A: item 3b	Part I: item 9
Market	Part A: item 3c	Part I: item 10
With union	Part A: item 3d	Part I: item 11
With CBA	Part A: item 3e	Part I: item 12.3
Time-rate workers on full-time basis	Part B: sum of totals of cols. 2, 4 and 6	Part II: item 2.4.1
Hourly	Part B: sum of entries of col. 2	Part II: item 2.4.1.1
Daily	Part B: sum of entries of col. 4	Part II: item 2.4.1.2
Monthly	Part B: sum of entries of col. 6	Part II: item 2.4.1.3

**Note:** The inquiry on CBAs in the OWS questionnaire is answerable by “Yes” or “No.” In the BITS questionnaire, an entry other than “0” indicates the existence of a CBA.

Establishments that are samples of OWS and BITS should reflect/have the same entries for these items of inquiries. It is the responsibility of the Supervisors to ensure that the entries referred to are the same when the questionnaires for the common samples are retrieved at the same time.

2.10.2.7. Part V: Certification (Page 12)

To facilitate coordination in cases when some entries have to be verified, the Enumerator should see to it that the required information on the respondent are fully provided. The respondent’s signature in particular is important, as this means that the information provided by the establishment is official/approved for submission to BLES.  
(see section 3.8b of Chapter 3)

Information on time spent in answering the questionnaire as well as on their comments on the presentation and packaging of the questionnaire will provide inputs in questionnaire re-design for subsequent survey rounds. Comments on data provided for the 2003/2004 BITS can facilitate processing of survey data.

Name/Signature of Contact Person		Juan dela Cruz	
In the Establishment:			
Position: Human Resource Manager		Fax No.: 831-5645	
Tel. No. 831-5624		E-mail address:jdc@stc.com	
Time spent in answering this questionnaire:			
<input type="checkbox"/> Less than 1 day <input type="checkbox"/> 1 - 2 days <input checked="" type="checkbox"/> More than 2 days			
<b>Comments:</b>			
a. On data provided for the 2003/2004 BITS:			
b. On presentation/packaging:		Suggestions for improvement:	
Definition of terms	<input checked="" type="checkbox"/> Easy to understand <input type="checkbox"/> Vague		
Layout	<input checked="" type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly		
Font, color	<input checked="" type="checkbox"/> Appealing <input type="checkbox"/> Not appealing		



2.10.2.8. Part VI Survey Personnel (Page 12)

In this portion, the persons involved in the field operations should write their names and the dates when the questionnaire was retrieved (Enumerator; Area Supervisor of NCR/Area or Regional Supervisor of ONCR as the case may be). The Area or Regional Supervisor of ONCR as the case may be and BLES Reviewer only sign and write the date if the questionnaire is acceptable for processing, e.g. RET1 or RET2.

The dates are particularly important, as these would indicate the time it takes to retrieve or review the questionnaire---a measure of survey efficiency.

National Capital Region			
	Enumerator	Area Supervisor	Reviewer
Name	Edna Castro	Nancy Dimapilis	Katrina Birad
Date	7/27/04	8/5/04	8/10/04

Outside National Capital Region				
	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				

2.11. BITS Form 1 (Verification Form)

The Reviewer\* should accomplish BITS Form 1 in duplicate, specifying the establishment's name, address, other particulars and details of entry/s for verification. The original copy should be stapled to the questionnaire and returned to:

- In BLES:

i) NCR  
questionnaire

Supervisor should acknowledge its receipt on the original copy of the form and the NCR Reviewer's duplicate copy. He/she should follow-up with the Enumerator on the questionnaire for verification.

ii) ONCR  
questionnaire

BLES Senior LEO in-charge for transmittal to the concerned Regional Supervisor for verification of concerned Enumerator. He/she should follow-up with the DOLE RO on the questionnaire for verification.

The duplicate copy of the verification form shall be retained by the NCR Reviewer to keep tab of the questionnaire for verification.

- In DOLE RO:

Concerned ONCR Enumerator for verification with the establishment.

The duplicate copy of the form shall be retained by the ONCR Supervisor to keep tab of the questionnaire for verification.

\*In the DOLE-RO, the Supervisor may double up as Reviewer.

Once verification is completed, the verified questionnaire is to be submitted to:

- In BLES**
- i) NCR questionnaire

NCR Supervisor for review of concerned Reviewer. The Reviewer refers to the duplicate copy of the form as necessary.
- ii) ONCR questionnaire

BLES Senior LEO in-charge for action of the Reviewer. The Reviewer refers to the duplicate copy of the form as necessary.

**In DOLE RO:** Concerned ONCR Supervisor for review. He/She refers to the duplicate copy of the form as necessary.

If the questionnaire is acceptable, ONCR Supervisor/BLES Reviewer encircles RET2 in status code portion of the questionnaire. He/She signs and writes the date on the appropriate spaces in the certification portion of the questionnaire. Supervisor and Enumerator also record RET2 and date verified (date of RET2) in their respective control lists.

The ONCR Supervisor/BLES Reviewer signs and writes the date in the appropriate spaces of the duplicate copy of BITS Form 1.



To facilitate accomplishment of the verification form and to standardize the observations or verification details, the possible verification cases (menu) for each section of the form are shown below.

Part I - GENERAL INFORMATION		
ITEM OF INQUIRY	June 30, 2004	CY 2003
1. Main economic activity	<input type="checkbox"/> No entry <input type="checkbox"/> Inadequate description	<input type="checkbox"/> No entry <input type="checkbox"/> Inadequate description
2. Major products/ goods or services	<input type="checkbox"/> No entry <input type="checkbox"/> First product/service not consistent with economic activity	<input type="checkbox"/> No entry <input type="checkbox"/> First product/service not consistent with economic activity
3. Average employment		<input type="checkbox"/> No entry <input type="checkbox"/> Entry is less than entry in item 4
4. Average number of employees		<input type="checkbox"/> No entry <input type="checkbox"/> Entry is greater than entry in item 3
5. Regular working hours per day for majority of employees	<input type="checkbox"/> No answer	<input type="checkbox"/> No answer
6. Days actually worked during the year for majority of employees		<input type="checkbox"/> No answer
7. Days not worked but considered paid during the year for majority of employees		<input type="checkbox"/> No answer <input type="checkbox"/> Sum of entry in this item and entry in item 6 exceeds 365
8. Ownership	<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> Checked "With foreign equity" but did not specify "percent of equity"	<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> Checked "With foreign equity" but did not specify "percent of equity"
9. Multinational	<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> Nationality/ies not specified for multinational establishment	<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> Nationality/ies not specified for multinational establishment
10. Market	<input type="checkbox"/> No check mark in any of the boxes	<input type="checkbox"/> No check mark in any of the boxes
11. With union	<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> "Yes" is checked but no entries in items 12-14	<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> "Yes" is checked but no entry in item 12.3
12. Number of unions (only for June 30, 2004)	<input type="checkbox"/> No entry but "Yes" is checked in item 11 <input type="checkbox"/> Entries for position categories do not add up to total	
12.1. Registered (only for June 30, 2004)	<input type="checkbox"/> Entry is higher than corresponding entry in Item 12 <input type="checkbox"/> Entries for position categories do not add up to total	
12.2. Exclusive bargaining agents (only for June 30, 2004)	<input type="checkbox"/> Entry is higher than corresponding entry in Item 12 <input type="checkbox"/> Entries for position categories do not add up to total	
12.3. With collective bargaining agreements	<input type="checkbox"/> Entry is higher than corresponding entry in item 12 <input type="checkbox"/> Entries for position categories do not add up to total	<input type="checkbox"/> No entry but "Yes" is checked in item 11
13. Union membership (only for June 30, 2004)	<input type="checkbox"/> No entry but "Yes" is checked in item 11 <input type="checkbox"/> Entries for position categories do not add up to total	<input type="checkbox"/> Entry for each position category is higher than entries in Part II items 1.3.2 and 1.3.3 respectively
13.1. Female members (only for June 30, 2004)	<input type="checkbox"/> No entry but "Yes" is checked in item 11 <input type="checkbox"/> Entries for position categories do not add up to total	<input type="checkbox"/> Entry is higher than corresponding entry in item 13 <input type="checkbox"/> Entry is higher than entry in Part II item 2.1.
13.2. Union officers (only for June 30, 2004)	<input type="checkbox"/> No entry but "Yes" is checked in item 11 <input type="checkbox"/> Entries for position categories do not add up to total	<input type="checkbox"/> Entry is higher than corresponding entry in item 13
13.2.1. Female officers (only for June 30, 2004)	<input type="checkbox"/> No entry but there is entry in item 13.1 <input type="checkbox"/> Entries for position categories do not add up to total	<input type="checkbox"/> Entry is higher than corresponding entry in item 13.2
13.2.1.1. Female presidents (only for June 30, 2004)	<input type="checkbox"/> No entry but there is entry in item 13.2.1 <input type="checkbox"/> Entries for position categories do not add up to total	<input type="checkbox"/> Entry is higher than corresponding entry in item 13.2.1
14. Workers covered by CBA (only for June 30, 2004)	<input type="checkbox"/> No entry but there is entry in item 12.3 <input type="checkbox"/> Entries for position categories do not add up to total	<input type="checkbox"/> Entry for each position category is higher than entries in Part II items 1.3.2 and 1.3.3

PART II - EMPLOYMENT		
ITEM OF INQUIRY	VERIFICATION DETAILS	
1. Total employment	<input type="checkbox"/> Entry is not the sum of entries in items 1.1, 1.2 and 1.3	
1.1. Working owners	<input type="checkbox"/> Entry is higher than entry in item 1.3	
1.2. Unpaid workers	<input type="checkbox"/> Entry is higher than entry in item 1.3	
1.3. Employees	<input type="checkbox"/> Entry is not the sum of entries in items 1.3.1, 1.3.2 and 1.3.3 <input type="checkbox"/> Entry is not the sum of entries in items 2.4, 2.5, 2.6, 2.7, 2.8 and 2.9.2	
1.3.1. Managers/Executives	<input type="checkbox"/> Entry is higher than entry in item 1.3	
1.3.2. Supervisors/Foremen	<input type="checkbox"/> Entry is higher than entry in item 1.3	
1.3.3. Rank and file	<input type="checkbox"/> Entry is higher than entry in item 1.3 <input type="checkbox"/> Entry is not the sum of entries in items 1.3.3.1 and 1.3.3.2	
1.3.3.1. Regular workers	<input type="checkbox"/> Entry is higher than entry in item 1.3.3	
1.3.3.2. Non-regular workers	<input type="checkbox"/> Entry is higher than entry in item 1.3.3 <input type="checkbox"/> Different entry from entry in item 2.10	
2.1. Female workers	<input type="checkbox"/> Entry is higher than entry in item 1.3	
2.2. Workers paid the minimum wage	<input type="checkbox"/> Entry is higher than entry in item 1.3.3	
2.3. Persons with disabilities	<input type="checkbox"/> Entry is higher than entry in item 1.3	
2.4. Time-rate workers	<input type="checkbox"/> Entry is not the sum of entries in items 2.4.1 and 2.4.2	
2.4.1. Full-time workers	<input type="checkbox"/> Entry is not the sum of entries in items 2.4.1.1, 2.4.1.2 and 2.4.1.3	
2.4.1.1. Hourly	<input type="checkbox"/> Entry is higher than entry in item 2.4.1	
2.4.1.2. Daily	<input type="checkbox"/> Entry is higher than entry in item 2.4.1	
2.4.1.3. Monthly	<input type="checkbox"/> Entry is higher than entry in item 2.4.1	
2.4.2. Part-time workers	<input type="checkbox"/> Entry is higher than entry in item 2.4	
2.5. Piece-rate workers	<input type="checkbox"/> Entry is higher than entry in item 1.3.3	
2.6. Quota workers	<input type="checkbox"/> Entry is higher than entry in item 1.3.3	
2.7. “Pakyao” or “takay” workers	<input type="checkbox"/> Entry is higher than entry in item 1.3.3	
2.8. Task workers	<input type="checkbox"/> Entry is higher than entry in item 1.3.3	
2.9. Commission workers	<input type="checkbox"/> Entry is not the sum of entries in items 2.9.1, 2.9.2 and 2.9.3	
2.9.1. With basic pay and commission	<input type="checkbox"/> Entry is higher than entry in item 2.4 and/or entry in item 2.9	
2.9.2. Purely on commission with employer control and supervision	<input type="checkbox"/> Entry is higher than entry in item 2.9	
2.9.3. Purely on commission without employer control	<input type="checkbox"/> Entry is higher than entry in item 2.9	
2.10. Non-regular workers	<input type="checkbox"/> Entry is not the sum of entries in items 2.10.1, 2.10.2, 2.10.3, 2.10.4 and 2.10.5 <input type="checkbox"/> Different entry from entry in item 1.3.3.2 <input type="checkbox"/> Entry is higher than entry in item 1.3.3	
2.10.1. Probationary workers	<input type="checkbox"/> Entry is higher than entry in item 2.10	
2.10.2. Casual workers	<input type="checkbox"/> Entry is higher than entry in item 2.10	
2.10.3. Contractual/project-based workers	<input type="checkbox"/> Entry is higher than entry in item 2.10	
2.10.4. Seasonal workers	<input type="checkbox"/> Entry is higher than entry in item 2.10	
2.10.5. Apprentices/learners	<input type="checkbox"/> Entry is higher than entry in item 2.10	
2.11. Workers who work on shifts	<input type="checkbox"/> Total workers higher than Total Employment <input type="checkbox"/> No. of shifts not equal to shift schedules <input type="checkbox"/> Workers on shift basis not reported <input type="checkbox"/> Details do not add up to respective totals	
2.12. Engaged in contracting	<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> “Yes” is checked but no entries in item 2.13	
2.13. Jobs contracted out	<input type="checkbox"/> “Others” is checked but jobs contracted out not specified	
2.14. Agency-hired workers	<input type="checkbox"/> Details do not add up to total <input type="checkbox"/> “Security services” and “Janitorial” checked in item 2.13 but no workers reported in items 2.14.1 and 2.14.2 <input type="checkbox"/> Number of workers reported in “Others” but jobs contracted out not specified	

PART III - INDUSTRIAL RELATIONS PRACTICES	
ITEM OF INQUIRY	VERIFICATION DETAILS
1. Which of the following practices on balancing work and family life apply to your establishment?	No check mark to indicate if the practice applies to establishment or not for code/s: <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11
2. Does your establishment adopt any of the following flexible work arrangements? If Yes, indicate number of employees covered in 2003.	No check mark to indicate if the flexible work arrangement is adopted by establishment or not for code/s: <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 Adopts flexible work arrangement but workers covered not indicated for code/s: <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 Entry for employees covered for code/s <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 is/are higher than the entry reported in Part I item 4 for CY 2003 <input type="checkbox"/> "Others" is checked but flexible work arrangement adopted not specified
3. How many employees were given job-related training (subsidized or fully funded by your establishment) in 2003?	<input type="checkbox"/> No breakdown by sex <input type="checkbox"/> Details do not add up to total <input type="checkbox"/> Entry for "Both Sexes" is higher than the entry reported in Part I Item 4 for CY 2003
4. Which of the following job-related trainings were provided to your employees in 2003?	<input type="checkbox"/> Reported in item 3 that employees were given job-related training but no check mark/s in this item <input type="checkbox"/> "Others" is checked but type of training not specified
5. Do you have mechanisms for workers participation in decision and policy making processes?	No check mark to indicate if establishment has or has no mechanism for workers participation for code/s: <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> "Others" is checked but mechanism for workers' participation not specified
6. What grievances/complaints were raised in 2003?	No check mark to indicate if the grievances/complaints were raised or not for code/s: <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 Grievances/complaints raised for code/s <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 not specified
7. How do your employees pursue their grievances?	<input type="checkbox"/> Reported in item 6 that grievances/complaints were raised in 2003 but no check mark/s in any of the boxes <input type="checkbox"/> "Others" is checked but means of pursuing grievances not specified
8. How were these grievances settled?	<input type="checkbox"/> Reported in item 7 the means of pursuing employees' grievances but no check marks in any of the boxes <input type="checkbox"/> "Others" is checked but modes of disposition of grievances not specified
9. Which of the following modes of disposition are resorted to for unresolved grievances?	<input type="checkbox"/> No check marks in any of the boxes <input type="checkbox"/> "Others" is checked but modes of disposition for unresolved grievances not specified

PART IV - OCCUPATIONAL INJURIES AND DISEASES	
ITEM OF INQUIRY	VERIFICATION DETAILS
1. Did your establishment experience any occupational accidents during the year?	<input type="checkbox"/> No check mark in any of the boxes
2. How many occupational accidents were there?	<input type="checkbox"/> "Yes" is checked in item 1 but no entry in this item
3. Occupational injuries by type of injury	<input type="checkbox"/> "Yes" is checked in item 1 but no entries in this item Details do not add up to respective totals: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5 <input type="checkbox"/> col. 6 <input type="checkbox"/> col. 7 With permanent and/or temporary incapacity cases but no corresponding lost workdays and vice versa for items: <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.2 <input type="checkbox"/> 3.3 <input type="checkbox"/> 3.4 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.6 <input type="checkbox"/> 3.7 <input type="checkbox"/> 3.8 <input type="checkbox"/> 3.9 Lost workdays for permanent and/or incapacity cases less than corresponding number of cases for items: <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.2 <input type="checkbox"/> 3.3 <input type="checkbox"/> 3.4 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.6 <input type="checkbox"/> 3.7 <input type="checkbox"/> 3.8 <input type="checkbox"/> 3.9
4. Occupational injuries by part of body injured	<input type="checkbox"/> "Yes" is checked in item 1 but no entries in this item Details do not add up to respective totals: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5 Totals different from corresponding totals in item 3: <input type="checkbox"/> col. 2 <input type="checkbox"/> col.3 <input type="checkbox"/> col. 4 vs. col. 5 of item 3 <input type="checkbox"/> col. 5 vs. col. 7 of item 3
5. Occupational injuries by cause of injury	<input type="checkbox"/> "Yes" is checked in item 1 but no entries in this item Details do not add up to respective totals: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5 Totals different from corresponding totals in item 4: <input type="checkbox"/> col. 2 <input type="checkbox"/> col.3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5
6. Occupational injuries by agent of injury	<input type="checkbox"/> "Yes" is checked in item 1 but no entries in this item Details do not add up to respective totals: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5 Totals different from corresponding totals in item 5: <input type="checkbox"/> col. 2 <input type="checkbox"/> col.3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5
7. Occupational diseases	<input type="checkbox"/> "Others" is checked but occupational diseases not specified
8. Did any of your workers experience commuting accidents during the year?	<input type="checkbox"/> No check mark in any of the boxes
8.1. How many commuting accidents were there?	<input type="checkbox"/> "Yes" is checked in item 8 but no entry in this item
8.2. How many workers were injured?	<input type="checkbox"/> "Yes" is checked in item 8 but no entry in this item
9. Hours actually worked	<input type="checkbox"/> No entry

OPERATIONAL STRATEGY

This chapter discusses the conduct of field operations of 2004 OWS and 2003/2004 BITS.

3.1. Training of Field Personnel

Field operations is a crucial part of any survey. The conduct of training on data collection and field editing aims to ensure that statistical and survey standards are observed.

The training schedule is as follows:

TIME	DURATION	ACTIVITY
<b>DAY 1</b>		
<i>A.M.</i>		
8:00	15 minutes	Registration
8:15	15 minutes	Opening Ceremonies
8:30	1 hour	Part I – General Information
9:30	1 hour	Part II – Employment
10:30	15 minutes	Break
10:45	1 hr. 15 min.	Part III – Industrial Relations Practices
12:00	1 hr. 30 min.	Lunch Break
<i>P.M.</i>		
1:30	1 hour	Part IV – Occupational Injuries and Diseases
2:30	15 minutes	Part V – Certification
		Part VI – Survey Personnel
2:45	15 minutes	Break
3:00	2 hours	Occupational Wages Survey
<b>DAY 2</b>		
7:45	15 minutes	Registration
8:00	4 hours	Operational Strategy
12:00	1 hr. 30 min.	Lunch Break
1:30	3 hrs. 30 min.	Survey Documents and Forms
		Administrative Concerns
		Allocation of Assignments

3.2. Duties and Responsibilities of Field Personnel

3.2.1. Regional Supervisors Outside NCR

- a. Participate in the training on data collection and field editing to be conducted by BLES;
- b. Conduct training to Area Supervisors and Enumerators;
- c. Ensure the implementation of the survey in their regions within the allotted time;
- d. Allocate questionnaires for delivery to field personnel, receive and control questionnaires from the field and send to BLES within the required period the spoilage/retrieved/verified questionnaires and those questionnaires for endorsement to NCR head offices, covered by the applicable transmittal forms;
- e. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to Area Supervisors or Enumerators;

**Note:** When held in the Regional Office, the BLES trainer conducts the training to Area Supervisors and Enumerators.



### 3.2.1. Regional Supervisor Outside NCR (cont'd.)

- f. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification;
- g. Submit the regional report on the implementation of the survey and other required reports to BLES;
- h. Monitor and evaluate the performance of field personnel for purposes of determining the survey status and payment of salaries; and
- i. Ensure the confidentiality of data provided by the establishments.

### 3.2.2. Area Supervisors

- a. Participate in the training on data collection and field editing;
- b. Conduct training to their Enumerators (*for NCR Supervisors*);
- c. Ensure the implementation of the survey in their areas within the allotted time;
- d. Allocate questionnaires to field personnel, receive and control the questionnaires from the field (*for NCR Supervisors*);
- e. Assist the Regional Supervisor in the allocation of questionnaires to field personnel, receive and control the questionnaires from the field (*for ONCR Area Supervisors*);
- f. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to Enumerators;
- g. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification;
- h. Monitor and evaluate the performance of Enumerators for purposes of determining the survey status and payment of salaries; and
- i. Ensure the confidentiality of data provided by the establishments.

**Note:** In NCR, duties “f and g” shall be undertaken by BLES Reviewers and monthly Project-Based Individuals (PBIs), respectively.

### 3.2.3. Enumerators

- a. Participate in the training on data collection and field editing;
- b. Deliver the questionnaires, explain the items of inquiries to the contact persons in the establishments, and collect and edit accomplished questionnaires within the allotted time;
- c. Submit the properly accomplished/edited and undelivered questionnaires to the Regional/Area Supervisor;
- d. Verify questionnaires returned by Regional/Area Supervisor with the establishments; and
- e. Ensure the confidentiality of data provided by the establishments.

## 3.3. Survey Respondents

The respondents to the survey are the HRD personnel/industrial relations managers, medical personnel, accountants or the designated employees by the establishments responsible for answering government surveys.

3.4. Materials of Field Personnel

Notes

Survey Material	Enumerator	Supervisor
Identification card	√	
Letter of introduction	√	
Field Operations Manual	√	√
Applicable control list	√	√
Pre-addressed questionnaires	√	
Extra questionnaires	√	
Extra OWS Occupational Sheets	√	
Extra Occupational Injuries Classification	√	
Certificate of appearance	√	
Letters to head offices of sample establishments	√	
Other applicable forms	√	√
Ballpen (blue/black and red)	√	√
Calculator		√

Notes: 1. Supervisors should have the relevant materials if they will double up as Enumerators.  
2. Letter to head office should already contain the signature of the Director. This letter should be addressed, filled-out and dated by the Enumerator before delivery to the head office.

3.5. General Information

3.5.1. Address Label

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

THE OWNER/MANAGER SOLID ENTERPRISES 3/F SOLID BLDG 17 RIZAL ST ANTONIO SUBD  BUROL MANDALUYONG CITY  1552 METRO MANILA 11100 137401014 G51311 5 *				Name of Establishment Address 1: Floor/Bldg., # Street, Subdivision Address 2: Barangay, City or Municipality Address 3: Zip Code, Province
EIN	GEO CODE	PSIC CODE	ATE CODE	<b>Note:</b> Address 3 for NCR is Metro Manila

On each address label of the questionnaire, an asterisk/s can be seen after the ATE Code:

- \* Establishment is a sample of BITS only
- \*\* Establishment is a sample of OWS only
- \*\*\* Establishment is a sample of BITS and OWS

3.5.2. Establishment Identification Number (EIN)

The first set of numbers 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.

3.5.3. Geographic (GEO) Code

The GEO Code 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 is 2003.

3.5.4. Philippine Standard Industrial Classification (PSIC) Code

The PSIC Code is the 6-alphanumeric 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 is 1994.

3.5.5. Average Total Employment (ATE) Code

The ATE Code 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		

3.5.6. Status Codes

The **final** status code of each questionnaire in the **Supervisor’s and Enumerator’s Control Lists** (FM-BLES 02-2.1a and FM-BLES 02-2.2a, respectively) should be **the same**. Only the following codes are **acceptable** and should be encircled in the applicable portion of **Status Code** found at the bottom of the cover page of the questionnaire.

Code	Description	Instruction
RET1	Retrieved for processing after distribution	All information provided by the establishment at the <b>first instance passed</b> the field editing by the Enumerator. He/she then submits the questionnaire to the Supervisor for review. If acceptable, the status is retained.
RFV	Returned for verification	The accomplished questionnaire when reviewed by the Supervisor/Reviewer was found with <b>incomplete/inconsistent entries or is a consolidated/nationwide report</b> . The Supervisor returns it to the enumerator for verification of incomplete or inconsistent entries or reporting of data specific to the establishment in the case of consolidated or nationwide data.
RET2	Retrieved for processing after verification	All the items for verification have been <b>corrected and have passed</b> the review of the Supervisor/Reviewer. Otherwise, the status remains RFV and will be returned to the Enumerator for further verification. When the questionnaire finally passes the review, the status becomes RET2.
REF	Refusal	The establishment refuses to cooperate to the survey despite repeated persuasions and <b>three (3) callbacks/follow-ups by the Enumerator and one (1) follow-up by the Supervisor (through phone, mail or personally)</b> .

Code	Description	Instruction
STR	On strike	The establishment is on strike and <b>no</b> one could accomplish the questionnaire.
TCL	Temporarily closed	The establishment is <b>not in operation</b> at the time of the field operations due to inventory, calamity/disaster, and repair/maintenance of equipment and the like.
CBL	Cannot be located	The establishment is <b>not</b> 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 <b>unknown</b> location. All possible sources of information e.g. knowledgeable persons in the area, phone directory, should first be exhausted before an establishment is coded as CBL.
PCL	Permanently closed	The establishment has <b>permanently</b> ceased operation at the time of enumeration.
DUP	Duplicate	<p>The establishment has been confirmed as the <b>same</b> as another sample establishment relative to address and specific economic activity. <b>Discontinue</b> data collection. Write beside the code the EIN of the establishment being duplicated.</p> <p>The establishment to be retained should be that with the <u>lower</u> EIN, e.g. EIN 450 and EIN 463 are the same establishments, then EIN 463 is DUP of EIN 450.</p>
OSP	Outside industry coverage of the survey	This refers to an establishment whose industry is <b>excluded</b> from the coverage of the survey. <b>Discontinue</b> data collection. Write beside the code, the PSIC of the establishment e.g. A01-A05, B06, I64110, J65100, L75, M80, N8511, O91 and Q99.
OTH	Status n.e.c.	<p>This refers to a condition <b>not classifiable</b> in any of the above status codes. <b>Discontinue</b> data collection. Write beside the code the reason for OTH.</p> <p>Examples of this are: economic units with family/unpaid workers <b>only</b>, warehouse with no employees or only with security guard, power barge, security detachments, janitorial units, musical band or “banda” in operation during fiestas, cockpits.</p>

**Tips to Enumerators**

***Bring** the necessary survey materials when on fieldwork.*

***Manage** your time. Follow an itinerary of travel for delivery and collection that would consume the least time.*

*Be **courteous** at all times. Establish rapport with the respondent and win his/her cooperation.*

- a. Each enumerator should have a **Letter of Introduction** signed by the Director (BLES/DOLE Regional Office), to be presented to the sample establishment. Upon reaching the establishment, the Enumerator introduces himself/herself to the receptionist or to any person who can refer him/her to the HRD/personnel/industrial relations manager, medical personnel, accountant or the designated employee responsible for answering government surveys. In such instance, the Enumerator re-introduces himself/herself to this contact person. It is important that the Enumerator is familiar with the objectives and concerns of the survey.

**Below is a practice interview.** The Enumerator is not expected to quote the following word-for-word.

*“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 2004 Occupational Wages Survey (OWS) and/or the 2003/2004 BLES Integrated Survey (BITS) 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. The inquiries are in response to the demand of various users for information on (wages and/or employment, labor relations and occupational safety, as the case may be) in the workplace. For your particular needs, you may find that these statistics are useful in your business planning and operations.*

*We know that accomplishing the survey form will take up your valuable time. Nevertheless, your cooperation is important to come up with reliable statistics in support of government programs and policies on labor and employment.*

*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.”*

- b. The delivery of questionnaires should be completed within the **prescribed time**. The duration may be extended depending on the geographical distances of the sample establishments. However, it is important that the **delivery should be completed before collection** of questionnaires in order that BLES will know the expected number of questionnaires to be retrieved and processed. The questionnaire should be delivered to a **knowledgeable person** in the establishment to ensure that the questionnaire will be officially received and the items of inquiry of the questionnaire are **clearly explained to minimize errors** in data reporting by the contact person and **callbacks** by the Enumerator. In instances that the Enumerator is asked to leave the questionnaire with the security guard or receptionist, the Enumerator should ask for the

name, position and telephone number of the person whom he/she shall follow-up regarding the questionnaire.

- c. After explaining the items of inquiries, the Enumerator and the contact person should agree on a “pick-up date” for the accomplished questionnaire preferably within **15 working days from delivery**.
- d. The NCR Enumerator should **leave** his/her name to facilitate coordination in case the respondent still has some queries. On the other hand, the ONCR Enumerator should also provide his/her name and write the address, telephone/fax numbers and e-mail address of the Regional Office in the spaces provided on the cover page of the questionnaire.
- e. The Enumerator should request the contact person/personnel who received the questionnaire to sign his/her **Certificate of Appearance** (FM-BLES 03-3.8). This certificate shall serve as evidence of questionnaire delivery/follow-ups/verification to the establishment. On the average, the Enumerator should deliver questionnaires to **5 establishments per day**.
- f. **No replacement** of sample establishment is allowed. If the establishment being subject of inquiry is no longer in the given address, the questionnaire should **not** be given to the establishment found in its place even if this establishment has the same economic activity and employment size.
- g. If information was obtained that the establishment employs **less than 20 workers**, the Enumerator should **continue** with the delivery of questionnaire. The decline in employment may only be temporary.
- h. A report by the Enumerator that an establishment cannot accomplish the questionnaire due to refusal (REF), strike (STR), closure (TCL or PCL), non-location (CBL), duplicate (DUP), outside survey coverage (OSP) or other reasons (OTH) should be **verified** by his/her Supervisor/Designated personnel. If **confirmed** by site verification or through other means, the Enumerator is **entitled** to the payment for delivery.

Actions on all **spoilage** questionnaires should be recorded in the Supervisor’s and Enumerator’s control lists as shown in Appendix II (Examples of Accomplished Control Lists - Case 1) of this Chapter.

- i. Actions to be taken in cases where an establishment has **moved to a known location** are shown on Appendix III (Flow Chart on Delivery Cases to Sample Establishments that Transferred to Known Locations). Examples on these are shown on Appendix IV (Examples of Control Lists on Delivery Cases to Sample Establishments that Transferred to Known Locations) of this Chapter.
- j. Actions to be taken in cases where a questionnaire is **endorsed to the head office** of the sample establishment are shown on Appendix V (Flow Chart on Delivery Cases to Head Offices of Sample Establishments). Examples on these are shown on Appendix VI (Examples of Control Lists on Delivery Cases to Head Offices of Sample Establishments) of this Chapter.

### 3.7. Collection and Field Editing of Questionnaires

- a. The period for collection/retrieval should be **within the prescribed schedule** in order that the Bureau's timetable for processing and report dissemination are met.
- b. **Phone calls and/or personal follow-ups** should be made by the Enumerator to ensure that the questionnaire is being accomplished or is ready for pick-up on the due date.
- c. In case the contact person has misplaced the questionnaire, the Enumerator should provide him/her a new one and the applicable sheet (OWS Occupational Sheet and/or Occupational Injuries Classification). The name and complete address, EIN, GEO/PSIC/ATE/Survey codes of the establishment should be copied **correctly** on the portion for address label.
- d. Upon pick-up of the accomplished survey form, the Enumerator should **check the entries for completeness and consistency** in accordance with the field editing guidelines of the survey. He/she should do this before leaving the establishment premises to avoid callbacks/return visits. The accomplished questionnaire shall be paid only after it finally passes the review of the Supervisor/Reviewer. The Enumerator should go back to the contact person in case of items for verification. Only a **correctly accomplished/edited questionnaire shall be paid**.
- e. On the average, an Enumerator should collect **1 to 2 questionnaires per day**. A properly accomplished/edited questionnaire that is duly signed by the contact person in the establishment is **evidence of retrieval**.
- f. The Enumerator should edit an accomplished questionnaire (delivered by him/her) that has been directly sent back to the office. When the questionnaire finally passes review of the Supervisor/Reviewer, the Enumerator should be **compensated** accordingly.
- g. Follow-ups on questionnaires that have been mailed should be done by the Supervisor at **least twice** during the duration of the field operations. For the purpose, the **prescribed letter format** should be used. The Supervisor should keep duplicate copies of the letters for reference.
- h. When a questionnaire that has been mailed is retrieved, the Supervisor/Reviewer should edit the questionnaire. If found acceptable, **no payment** should be made for retrieval considering that this questionnaire has been mailed and has been considered for the account of the Supervisor.
- i. As much as possible, the collection of questionnaires from establishments with at **least 100 workers** (ATE Code 5 and over) should be given priority.

### 3.8 Field Verification

- a. Supervisors should select **1 to 2** questionnaires from each Enumerator's weekly submissions for **authenticity** checks with the contact persons of establishments. See Appendix II (Examples of Accomplished Control Lists - Case 2) of this Chapter.
- b. Supervisors/Designated personnel should phone or personally visit the contact persons of **all** establishments that submitted seemingly spurious questionnaires. **Spurious** means no

certification/signature of contact person or forged signature, item entries written in pencil or many erasures, fabricated entries or same entries among questionnaires or other doubtful cases. Verification of **all** spurious questionnaires should be recorded in the Supervisor's and Enumerator's control lists. See Appendix II (Examples of Accomplished Control Lists - Case 3) of this Chapter.

**For information:** *In the review of questionnaires during past survey rounds, a BLES regular staff made some personal verification of inconsistent entries. The contact person in one establishment denied having answered a BLES survey questionnaire nor signed its certification portion. His establishment has ceased operation for quite some time. Another denied the existence of the contact person in her establishment.*

**3.9. Review of Questionnaires**

The BLES shall review all accomplished questionnaires.

In NCR, those found unacceptable by the Reviewers shall be returned to the concerned NCR Enumerators through the Area Supervisors. Questionnaires from the Regional Offices that need verification shall be sent back to the Regional Supervisors also for clarification with the establishments by concerned ONCR Enumerators. In both instances the applicable verification form shall be attached to the questionnaire.

These questionnaires shall be recorded as RFV in the control lists and in the BLES computerized status monitoring database before returning to the concerned Supervisor. Once the questionable entries are corrected, these shall be considered as finally retrieved. See Appendix II (Examples of Accomplished Control Lists - Case 4) of this Chapter.

Appendix I shows the flow chart on delivery, retrieval, verification and review of questionnaires.

**3.10. Survey Status Monitoring**

To keep track of the status of field operations electronically and to provide basis in updating the BLES Sampling Frame, the BLES Designated personnel encodes in the survey status monitoring database the following information from the submitted questionnaires and the **Sample Respondents with New Names and Addresses** (FM-BLES 03-3.9) or **Questionnaires for Endorsement to Head Offices** (FM-BLES 03.3.15)

- changes in names, addresses, GEO code, PSIC code
- reported employment
- head office particulars, if any
- entries in certification portion of the questionnaire
- status code of the questionnaire

Every 5<sup>th</sup> and 20<sup>th</sup> of the month and until office editing has been completed, the computerized status monitoring report **Assessment on the Implementation of BLES Survey/s** (FM BLES 03-3.17) is generated to reflect the performance of the NCR Supervisors/Enumerators and the DOLE-Regional Offices.

The Supervisors should also prepare the said reports manually based on the **Enumerators' Summary Performance Report** (FM-BLES 03-3.11) or control lists.



# **FLOW CHART ON DELIVERY, RETRIEVAL, VERIFICATION AND REVIEW OF QUESTIONNAIRES**

## DELIVERY, RETRIEVAL, VERIFICATION AND REVIEW OF QUESTIONNAIRES

Activity	Person Responsible	Details
<pre> graph TD     Start([Start]) --&gt; Deliver[ ]     Deliver --&gt; QD{Questionnaire delivered?}     QD -- No --&gt; Return[Return questionnaire to Supervisor for appropriate action]     Return --&gt; SD{Spoilage questionnaire?}     SD -- No --&gt; Deliver     SD -- Yes --&gt; B((B))     QD -- Yes --&gt; A((A))     </pre>	<p>Enumerator</p> <p>Enumerator</p> <p>Supervisor/ Designated Personnel</p>	<ul style="list-style-type: none"> <li>• <b>All</b> deliveries should be completed <b>within 10 working days</b> from the start of field operations.</li> <li>• Bring ID card, letter of introduction, field operations manual, control list, pre-addressed questionnaires for delivery, extra questionnaires, extra OWS occupational sheets, extra occupational injuries classification, certificate of appearance forms, signed letters to head offices of sample establishments, ballpen (blue/black and red) and calculator.</li> <li>• <b>No replacement</b> of sample establishment is allowed.</li> <li>• If information was obtained that the establishment employs <b>less than 20 workers</b>, the Enumerator should <b>continue</b> with the delivery.</li> <li>• See sections 3.5.6 and 3.6h of this Chapter.</li> <li>• Confirm <b>all</b> spoilage status.</li> <li>• If verified STR, TCL, PCL, CBL, DUP, OSP, OTH, see <b>Examples of Accomplished Control Lists-Case 1</b> (Appendix II) of this Chapter.</li> <li>• For a confirmed REF, three (3) callbacks/follow-ups by Enumerator and one (1) follow-up by the Supervisor/Designated Personnel (through phone, mail or personally) should have been done.</li> <li>• If establishment was found to be in operation in a new location, refer to <b>Flow Chart on Delivery Cases to Sample Establishments that Transferred to Known Locations</b> (Appendix III) and Appendix IV for examples of control lists.</li> <li>• For other delivery cases, refer to <b>Flow Chart on Delivery Cases to Head Offices of Sample Establishments</b> (Appendix V) and Appendix VI for examples of control lists.</li> <li>• On the average, the Enumerator should deliver questionnaires to <b>5 establishments per day</b>.</li> </ul>

**Note:** The field personnel should accomplish the applicable survey documents and forms during the relevant stages of the field operations. Refer to Chapter 5 of this Manual.

DELIVERY, RETRIEVAL, VERIFICATION AND REVIEW OF QUESTIONNAIRES (cont'd.)

Activity	Person Responsible	Details
<div><pre>graph TD; A((A)) --&gt; B[Explain survey details to contact person]; B --&gt; C[Collect and field edit questionnaire]; C --&gt; D[Submit questionnaire to Supervisor]; D --&gt; E((C)); F((D)) --&gt; D;</pre></div>	Enumerator	<ul style="list-style-type: none"><li>• Questionnaire should be retrieved <b>within 15 days from delivery</b> or on a mutually agreed date with the contact person of the establishment.</li><li>• State purpose of visit, objectives and concerns of the survey.</li><li>• Agree on pick-up date of accomplished questionnaire with respondent.</li><li>• Leave name to facilitate coordination in case the respondent still has some queries on the survey. In addition, the ONCR enumerator should leave the address, telephone/fax numbers and e-mail address of the Regional Office in the spaces provided on the cover page of the questionnaire.</li><li>• If asked to leave the questionnaire to a person (e.g. security guard, receptionist) other than a <b>knowledgeable</b> person in the establishment, ask for the name, position and telephone no. of the person responsible for filling out the questionnaire to facilitate follow-ups.</li><li>• Follow-up contact person through phone calls and/or personal visits, to ensure that questionnaire is ready for pick up on the agreed date.</li><li>• In case the contact person has misplaced the questionnaire, the Enumerator should provide him/her a new one and the applicable sheet (OWS Occupational Sheet and/or Occupational Injuries Classification). The name and complete address, EIN, GEO/PSIC/ATE/Survey codes of the establishment should be copied <b>correctly</b> on the portion for address label.</li><li>• Check entries of accomplished questionnaire for <b>completeness and consistency</b> in accordance with the field editing guidelines of the survey before leaving the establishment premises to avoid callbacks/return visits.</li><li>• As much as possible, the collection of questionnaires from establishments with at <b>least 100 workers</b> (ATE Code 5 and over) should be given priority.</li><li>• On the average, an Enumerator should collect <b>1 to 2 questionnaires per day</b>.</li></ul>

**Notes:** 1. The Enumerator should edit an accomplished questionnaire (delivered by him/her) that has been directly sent back to the office.  
2. Follow-ups on questionnaires that have been mailed should be done by the Supervisor at **least twice** during the duration of the field operations. For the purpose, the **prescribed letter format** should be used. The Supervisor should keep duplicate copies of the letters for reference.

## DELIVERY, RETRIEVAL, VERIFICATION AND REVIEW OF QUESTIONNAIRES *(cont'd.)*

Activity	Person Responsible	Details
<pre> graph TD     C((C)) --&gt; A[Review questionnaire]     A --&gt; D{Questionnaire pass editing guidelines?}     D -- No --&gt; E[Return to Enumerator for verification with establishment]     E --&gt; F[Verify with establishment]     F --&gt; D2((D))     D -- Yes --&gt; G((B))     G --&gt; H[End]         </pre>	<p>Supervisor/ Reviewer</p> <p>Supervisor</p> <p>Enumerator</p> <p>Supervisor/ Designated Personnel</p>	<ul style="list-style-type: none"> <li>Refer to survey editing guidelines</li> <li>If there are incorrect/ inconsistent/incomplete entries, fill out the pertinent Survey Verification Form/s in duplicate.</li> <li>Attach original copy of Verification Form to questionnaire. Keep duplicate copy for reference. See <b>Examples of Accomplished Control Lists-Case 4</b> (Appendix II) of this Chapter.</li> <li>ONCR questionnaires for verification are returned by BLES to the Regional Supervisors for verification of their Enumerators while those for NCR are returned to the Enumerators through the Area Supervisors.</li> <li>Select <b>1 to 2</b> questionnaires from each Enumerator's weekly submissions for <b>authenticity</b> checks with the contact persons of establishments. See <b>Examples of Accomplished Control Lists-Case 2</b> (Appendix II) of this Chapter.</li> <li><b>All</b> seemingly spurious questionnaires should be verified. See <b>Examples of Accomplished Control Lists-Case 3</b> (Appendix II) of this Chapter.</li> </ul>

**Notes:**

1. In NCR, Area Supervisors handle questionnaire delivery and collection while the Reviewers are in charge of review of accomplished questionnaires (including those from Regional Offices). The Designated Personnel (monthly PBIs) undertake confirmation of all spoilage questionnaires, random checks with establishments for authenticity of submissions and verification of seemingly spurious questionnaires. They are also tasked to deliver and collect/field edit questionnaires of sample establishments in regions outside NCR endorsed to head offices in NCR.
2. When a questionnaire that has been mailed is retrieved, the Supervisor/Reviewer should edit the questionnaire. If found acceptable, **no payment** should be made for retrieval considering that this questionnaire has been mailed and has been considered for the account of the Supervisor. See Examples on Delivery Cases to Sample Establishments that Transferred to Known Locations-Case 3 (Appendix IV) and Examples on Delivery Cases to Head Offices of Sample Establishments -Cases 3.1 and 3.2 (Appendix VI) of this Chapter.

# **EXAMPLES OF ACCOMPLISHED CONTROL LISTS**

Case 1: Spoilage Questionnaire

Enumerator’s Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00897 133902010 D15110 4  . . .	ADVINCULA BROS 50 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	*					7/31	CBL	Confirmed

Supervisor’s Control List

ENUMERATOR’S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Brenda  . . .	00897 133902010 D15110 4	ADVINCULA BROS 50 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	*				7/31	CBL	Confirmed

**Notes:** 1. All spoilage questionnaires should be confirmed by Supervisor/Designated Personnel.  
2. Date Retrieved (Actual) of Enumerator and Date Retrieved of Supervisor is date when questionnaire is considered as spoilage after verification by Supervisor/Designated Personnel.

Case 2: Retrieved Questionnaire

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00146 133902010 D15110 4  . . .	A B COSTELO 1546 NARRA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	***	Jun de la Islas HRD Manager	527-1234	7/5	BITS-7/15 OWS-7/19	BITS-7/15 OWS-7/19	BITS-RET 1 OWS-RET 1	Authenticated BITS-7/22 OWS-7/22

Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Liza  . . .	00146 133902010 D15110 4	A B COSTELO 1546 NARRA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	***	Jun de la Islas HRD Manager	527-1234	7/5	BITS-7/15 OWS-7/19	BITS-RET 1 OWS-RET 1	Authenticated BITS-7/22 OWS-7/22

**Note:** Supervisor/Designated Personnel should conduct random checks (1-2 reviewed questionnaires from Enumerator's weekly submission) with the contact persons of establishments on authenticity of submission.

Case 3: Spurious Questionnaire

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00900 133902010 D15110 4  . . .	REMEDIOS CORP 65 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	**	Jun Simon HRD Manager	527-4263	7/5	7/15	7/15	RET 1	

Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Cindy  . . .	00900 133902010 D15110 4  . . .	REMEDIOS CORP 65 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	**	Jun Simon HRD Manager	527-4263	7/5	<del>7/15</del>	<del>RET1</del>	7/23- Forged signature of contact person

**Notes:** 1. **All** seemingly spurious questionnaires should be verified by Supervisor/Designated Personnel. **Spurious** means e.g. no certification/signature of contact person or forged signature, item entries written in pencil or many erasures, fabricated entries or same entries among questionnaires or other doubtful cases.  
2. The finding that the questionnaire is spurious is a ground for dismissal of the Enumerator. See section 4.6b of Chapter 4 of this Manual.



Case 4: Questionnaire for Verification

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00543 133902010 D15110 4  . . .	A B NADAL INC 30 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	***	Jun de la Cruz HRD Manager	527-1696	7/3	BITS-7/16  OWS-7/16	BITS-7/16 <del>OWS-7/16</del> 7/19	BITS-RET1  <del>OWS-RET1</del> REF RET2	

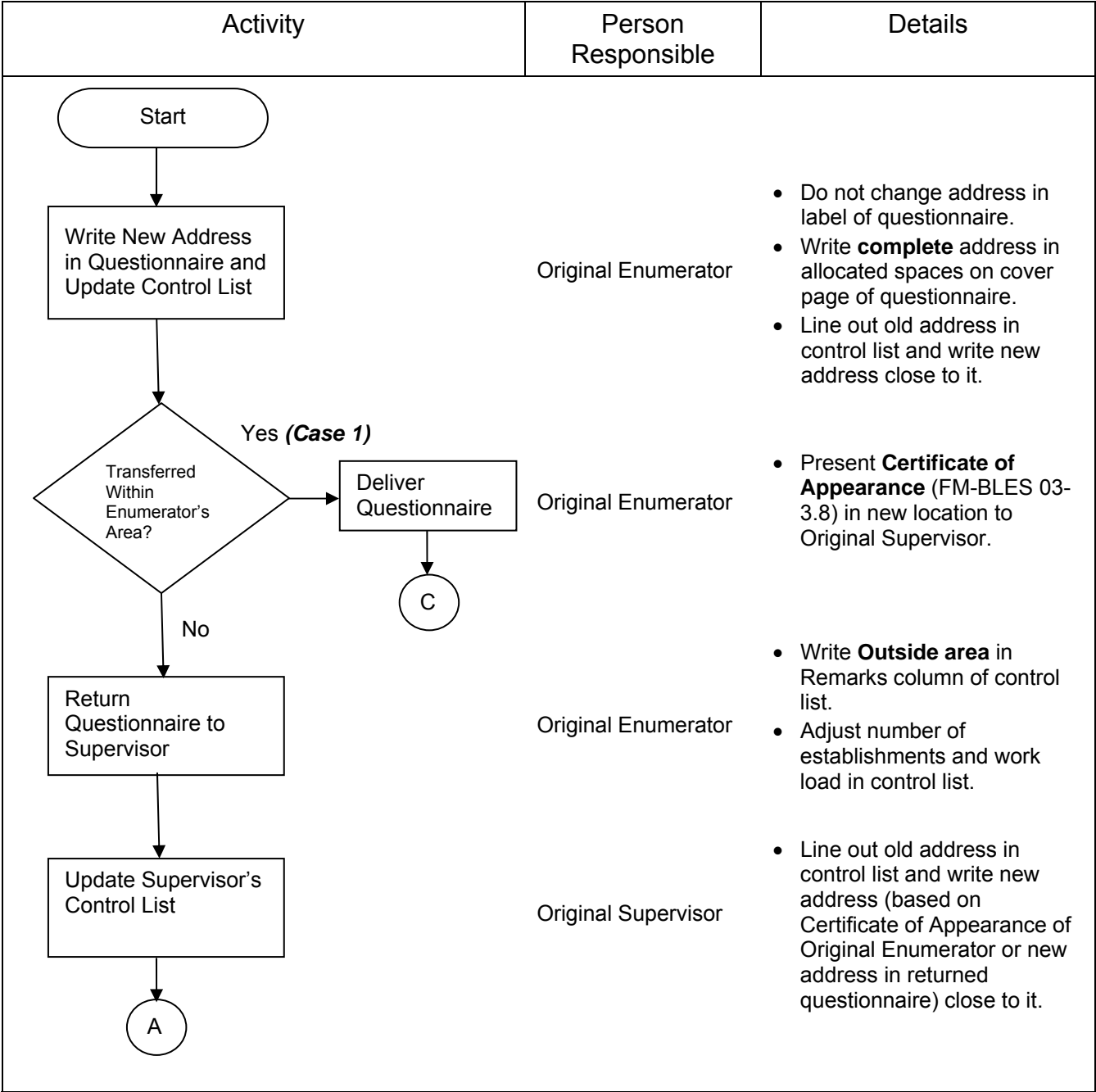
Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Bob  . . .	00543 133902010 D15110 4	A B NADAL INC 30 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	***	Jun de la Cruz HRD Manager	527-1696	7/3	BITS-7/16  OWS-7/19	BITS-RET1  <del>OWS-REF</del> RET2	

**Note:** Date Retrieved of Supervisor is date when entries in questionnaire for verification have been corrected and have the passed review of Supervisor/Reviewer.

**FLOW CHART ON DELIVERY CASES  
TO SAMPLE ESTABLISHMENTS  
TRANSFERRED TO KNOWN LOCATIONS**

SAMPLE ESTABLISHMENT TRANSFERRED TO KNOWN LOCATION



Cases Presented		Accountable Persons
1	Sample establishment still within area of Original Enumerator	Original Enumerator-Original Supervisor
2	Sample establishment outside area of Original Enumerator but still within area of Original Supervisor	New Enumerator-Original Supervisor
3	Sample establishment outside Region	Original Supervisor
4	Sample establishment outside area of Original Supervisor but still within Region	New Enumerator-New Supervisor

SAMPLE ESTABLISHMENT TRANSFERRED TO KNOWN LOCATION (cont'd.)

Activity	Person Responsible	Details
<pre>graph TD; A((A)) --&gt; D1{Establishment Within Supervisor's Area?}; D1 -- "Yes (Case 2)" --&gt; A1[Assign to New Enumerator]; A1 --&gt; A2[Deliver Questionnaire]; A2 --&gt; C((C)); D1 -- "No" --&gt; D2{Transferred within the Region?}; D2 -- "No (Case 3)" --&gt; A3[Mail the Questionnaire]; D2 -- "Yes (Case 4)" --&gt; B((B));</pre>		<ul style="list-style-type: none"><li>• Replace name of Original Enumerator with that of New Enumerator in control list.</li><li>• Adjust workloads of Original and New Enumerators in <b>Assessment on the Implementation of BLES Survey/s</b> (FM BLES 03-3.17). See section 4.4g of Chapter 4 of this Manual.</li><li>• Add establishment and its particulars in control list.</li><li>• Write <b>Additional</b> in Remarks column of control list.</li><li>• Adjust number of establishments and workload in control list.</li><li>• Present <b>Certificate of Appearance</b> (FM-BLES 03-3.8) in new location to Original Supervisor.</li><li>• Replace name of Original Enumerator with that of Original Supervisor in control list.</li><li>• Write <b>Moved to Region _ (mailed)</b> in Remarks column of control list.</li><li>• Workload should now be for the account of the Original Supervisor. This should be reflected accordingly in the <b>Assessment on the Implementation of BLES Survey/s</b> (FM BLES 03-3.17).</li><li>• Mail questionnaire together with <b>prescribed letter</b>. Keep duplicate letter for reference.</li><li>• Record date mailed under Date Delivered column of control list.</li><li>• Follow-up questionnaire at <b>least twice</b> during field operations using <b>prescribed letter</b>. Keep duplicate letters for reference.</li></ul>

**Note:** Case 4 does not apply to Regional Office where there is only one staff supervising field operations.

### SAMPLE ESTABLISHMENT TRANSFERRED TO KNOWN LOCATION (cont'd.)

Activity	Person Responsible	Details
<pre> graph TD     B((B)) --&gt; A1[Forward to New Supervisor]     A1 --&gt; A2[Assign to New Enumerator]     A2 --&gt; A3[Deliver Questionnaire]     A3 --&gt; End([End])     C((C)) --&gt; End           </pre>	<p>Original Supervisor</p> <p>New Supervisor</p> <p>New Enumerator</p>	<ul style="list-style-type: none"> <li>Write <b>To __ Supervisor</b> in Remarks column of control list.</li> <li>Adjust number of establishments in control list.</li> <li>Add name of Enumerator and establishment particulars in control list and write <b>Additional</b> in Remarks column.</li> <li>Adjust number of establishments in control list.</li> <li>Adjust workload of New Enumerator in <b>Assessment on the Implementation of BLES Survey/s</b> (FM BLES 03-3.17).</li> </ul> <p><u>For BLES:</u></p> <ul style="list-style-type: none"> <li>Original Supervisor accomplishes <b>Sample Respondents with New Names and Addresses</b> (FM-BLES 03-3.9) for Cases 1, 2, 3 and 4.</li> <li>New Supervisor acknowledges receipt of questionnaire by signing beside his/her name in the form.</li> <li>Original Supervisor <b>immediately</b> provides the accomplished form to Designated personnel for computerized status monitoring.</li> </ul> <p><u>For DOLE-RO-ROs:</u></p> <ul style="list-style-type: none"> <li><b>FM-BLES 03.3.9</b> should be accomplished by Regional Supervisor <b>only</b> for establishments that have not responded to the survey. The form should be sent to BLES <b>within 20 days after the termination of field operations</b>.</li> <li>Add establishment particulars in control list.</li> <li>Write <b>Additional</b> in Remarks column of control list.</li> <li>Adjust number of establishments and workload in control list</li> <li>Present <b>Certificate of Appearance</b> (FM-BLES 03-3.8) in new location to New Supervisor.</li> </ul>

### Payment Schemes:

1. Original Enumerator is paid **one-time** if he/she delivers the questionnaire to the establishment in new location that is within or outside his/her area or to establishment in new location outside the area of the Original Supervisor. He/she still reports to the Original Supervisor. No adjustments are made in the number of establishments and workload.
2. New Enumerator is paid as long as Certificate of Appearance in new location is presented.

**EXAMPLES OF CONTROL LISTS ON DELIVERY CASES  
TO SAMPLE ESTABLISHMENTS TRANSFERRED TO KNOWN LOCATIONS**

Case 1: Sample establishment still within area of Original Enumerator (Original Enumerator made delivery under Original Supervisor)

Original Enumerator’s Control List (Ben)

Total Establishments: 55  
Total Questionnaires (Workload): BITS: 50    OWS: 85

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
10444 137403029 D18110 4	CARMEL'S GARMENTS MFG <del>45 EVANGELISTA ST</del> <del>UGONG PASIG CITY</del> <del>1604 METRO MANILA</del>  15 SOLAR ST KAPITOLYO PASIG CITY 1603 METRO MANILA	***	Lynn Santos Asst. HRD Manager	620-5248	7/9	BITS 7/19 OWS 7/26			

Original Supervisor’s Control List (Linda)

Total Establishments: 150

ENUMERATOR’S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Ben	10444 137403029 D18110 4	CARMEL'S GARMENTS MFG <del>45 EVANGELISTA ST</del> <del>UGONG PASIG CITY</del> <del>1604 METRO MANILA</del>  15 SOLAR ST KAPITOLYO PASIG CITY 1603 METRO MANILA	***	Lynn Santos Asst. HRD Manager	620-5248	7/9			

General Note for Cases 1, 2, 3 and 4:

- 1. In **ONCR**, the number of establishments of the Supervisors refers to the total establishments for all Enumerators.
- 2. In **NCR**, the initial number of establishments of Original Supervisor and Original Enumerator are the same in their control lists since these are prepared per Enumerator. Enumerators have been pre-determined prior to control list generation.

**Notes:** 1. The number of establishments and workload of the Original Enumerator remain unchanged.  
2. The number of establishments of the Original Supervisor remains unchanged.

Case 2. Sample establishment outside area of Original Enumerator but still within area of Original Supervisor (New Enumerator made delivery under Original Supervisor)

Original Enumerator's Control List (Robin)

Total Establishments: ~~58~~ 57  
Total Questionnaires (Workload): BITS: ~~35~~ 34 OWS: ~~60~~ 59

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
9887 137401014 H55210 4	LE FRANCE CAFÉ <del>55 ESPERANZA ST</del> HULO MANDALUYONG CITY <del>1550 METRO MANILA</del>  3/F TNX BLDG SHAW BLVD BUROL MANDALUYONG CITY 1552 METRO MANILA	***							Outside area

New Enumerator's Control List (Annie)

Total Establishments: ~~60~~ 61  
Total Questionnaires (Workload): BITS: ~~45~~ 46 OWS: ~~30~~ 31

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
9887 137401014 H55210 4	LE FRANCE CAFÉ 3/F TNX BLDG SHAW BLVD. BUROL MANDALUYONG CITY 1552 METRO MANILA	***	Shiela Perez HRD Manager	525-2222	7/5	BITS 7/19 OWS 7/26			Additional

Original Supervisor's Control List (Rosie)

Total Establishments: 175

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
<del>Robin</del> Annie	9887 137401014 H55210 4	LE FRANCE CAFÉ <del>55 ESPERANZA ST</del> HULO MANDALUYONG CITY <del>1550 METRO MANILA</del>  3/F TNX BLDG SHAW BLVD BUROL MANDALUYONG CITY 1552 METRO MANILA	***	Shiela Perez HRD Manager	525-2222	7/5			

Notes: 1.) As the establishment is a common sample of BITS and OWS, the number of establishments and workload of the Original Enumerator are reduced by one (1) and two (2) respectively while those of the New Enumerator increased by one establishment (1) and two (2) questionnaires. 2.) The number of establishments of the Original Supervisor remains unchanged.



Case 3: Sample establishment outside Region (questionnaire to be mailed)

Original Enumerator’s Control List (Lani)

Total Establishments: ~~87~~ 86  
Total Questionnaires (Workload): BITS: 34    OWS: ~~59~~ 58

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
11326 137602001 C11200 8	MINES INTERNATIONAL <del>900 BATANGAS ST</del> <del>1233 BANGKAL MAKATI</del> <del>CITY METRO MANILA</del>  BANTOL ST AGDAO DAVAO CITY 8000 DAVAO DEL SUR	**							Outside area

Original Supervisor’s Control List (Hermie)

Total Establishments: 200

ENUMERATOR’S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURV EY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
<del>Lani</del> Hermie	11326 137602001 C11200 8	MINES INTERNATIONAL <del>900 BATANGAS ST</del> <del>1233 BANGKAL MAKATI</del> <del>CITY METRO MANILA</del>  BANTOL ST AGDAO DAVAO CITY 8000 DAVAO DEL SUR	**			7/25			Moved to Region XI (mailed)

**Notes:** 1. As the establishment is a sample of OWS only, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by one (1) questionnaire. The reduction in the number of establishments is for consistency with the reduction in the workload.  
2. The number of establishments of the Original Supervisor remains unchanged. However, the workload of the Original Enumerator is now for the account of the Original Supervisor.

Case 4: Sample establishment outside area of Original Supervisor but still within Region (New Enumerator made delivery under new Supervisor)

Original Enumerator’s Control List (Joy)

Total Establishments: ~~70~~ 69  
Total Questionnaires (Workload): BITS: ~~57~~ 56 OWS: 60

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
10152 133902004 J67010 4	PYRAMID INSURANCE INC <del>15 JUAN LUNA ST BINONDO MANILA 1006 METRO MANILA</del>  2/F D&Y BLDG DONGALO ST TAMBO PARANAQUE CITY 1701 METRO MANILA	*							Outside area

Original Supervisor’s Control List (Rupert)

Total Establishments: ~~250~~ 249

ENUMERATOR’S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Joy	10152 133902004 J67010 4	PYRAMID INSURANCE INC <del>15 JUAN LUNA ST BINONDO MANILA 1006 METRO MANILA</del>  2/F D&Y BLDG DONGALO ST TAMBO PARANAQUE CITY 1701 METRO MANILA	*						To Paranaque Supervisor

**Notes:** 1. As the establishment is a sample of BITS only, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by one (1) questionnaire.  
2. The number of establishments of the Original Supervisor is reduced by one (1).

Case 4: Sample establishment outside area of Original Supervisor but still within Region (New Enumerator made delivery under new Supervisor) *cont'd.*

New Enumerator's Control List (Carol)

Total Establishments: ~~75~~ 76  
Total Questionnaires (Workload): BITS: ~~50~~ 51 OWS: 40

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
10152 133902004 J67010 4	PYRAMID INSURANCE INC 2/F D&Y BLDG DONGALO ST TAMBO PARANAQUE CITY 1701 METRO MANILA	*	Susan Nieves HR Manager	827-5698	7/4	7/15			Additional

New Supervisor's Control List (Remy)

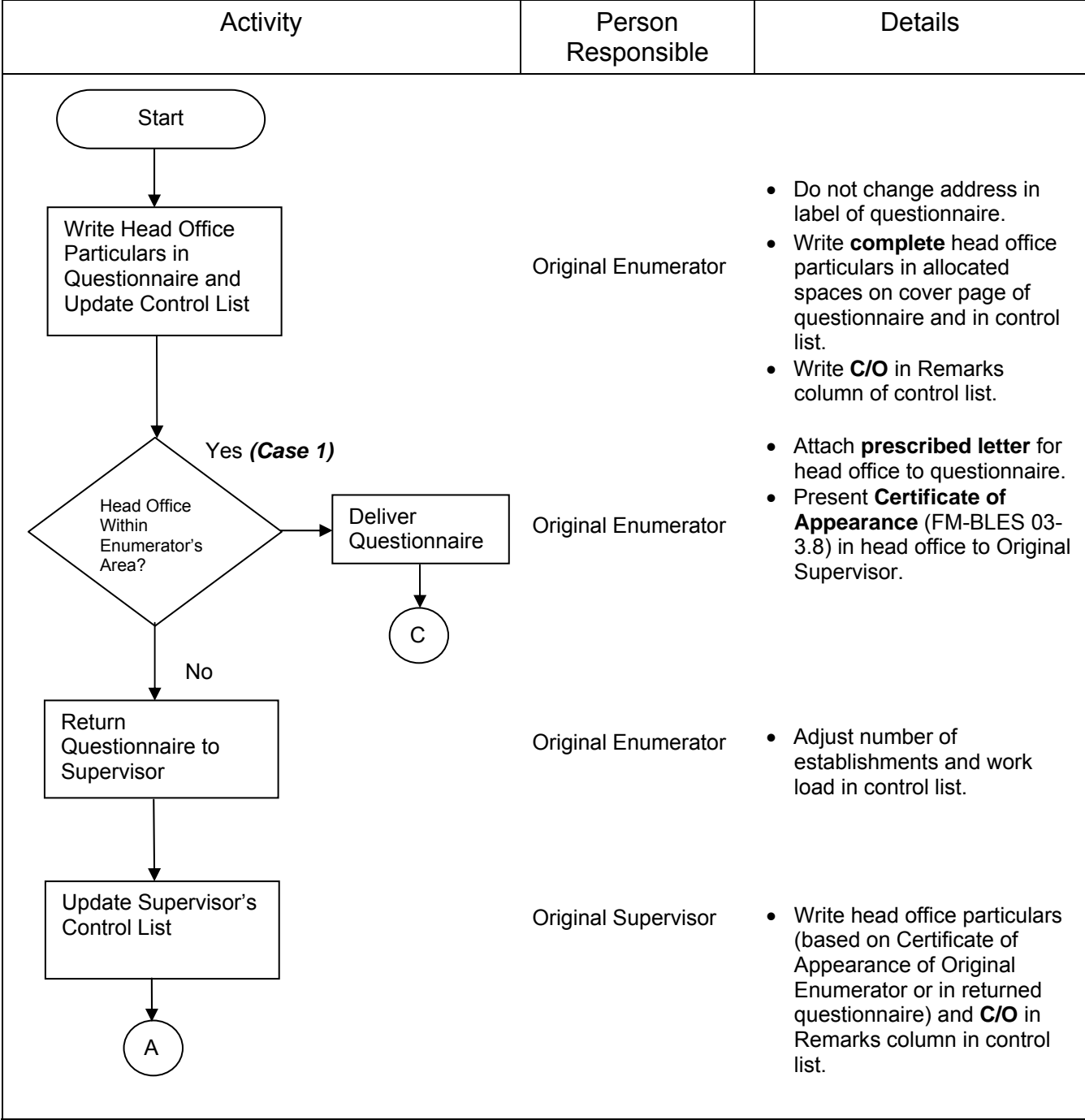
Total Establishments: ~~300~~ 301

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Carol	10152 133902004 J67010 4	PYRAMID INSURANCE INC 2/F D&Y BLDG DONGALO ST TAMBO PARANAQUE CITY 1701 METRO MANILA	*	Susan Nieves HR Manager	827-5698	7/4			Additional

**Notes:** 1. As the establishment is a sample of BITS only, the number of establishments of the New Enumerator is increased by one (1) and the workload is increased by one (1) questionnaire.  
2. The number of establishments of the New Supervisor is increased by one (1).

**FLOW CHART ON DELIVERY CASES TO  
HEAD OFFICES OF SAMPLE  
ESTABLISHMENTS**

SAMPLE QUESTIONNAIRE DELIVERED TO HEAD OFFICE



Cases Presented		Accountable Persons
1	Head office still within area of Original Enumerator	Original Enumerator-Original Supervisor
2	Head office outside area of Original Enumerator but still within area of Original Supervisor	New Enumerator-Original Supervisor
3.1/ 3.2	Head office outside Region	Original Supervisor
4	Head office outside area of Original Supervisor but still within Region	New Enumerator-New Supervisor

SAMPLE QUESTIONNAIRE DELIVERED TO HEAD OFFICE (cont'd.)

Activity	Person Responsible	Details
<div><pre>graph TD     A((A)) --&gt; D1{Head Office Within Supervisor's Area?}     D1 -- "Yes (Case 2)" --&gt; B1[Assign to New Enumerator]     B1 --&gt; B2[Deliver Questionnaire]     B2 --&gt; C((C))     D1 -- "No" --&gt; D2{Head Office within the Region?}     D2 -- "No (Cases 3.1 and 3.2)" --&gt; B3[Mail the Questionnaire]     D2 -- "Yes (Case 4)" --&gt; B4((B))</pre></div>	<div>Original Supervisor</div> <div>New Enumerator</div> <div>Original Supervisor</div>	<div><ul style="list-style-type: none"><li>• Replace name of Original Enumerator with that of New Enumerator in control list.</li><li>• Adjust workloads of Original and New Enumerators in <b>Assessment on the Implementation of BLES Survey/s</b> (FM BLES 03-3.17).</li><li>• Add establishment/head office particulars in control list.</li><li>• Write <b>C/O-additional</b> in Remarks column of control list.</li><li>• Adjust number of establishments and workload in control list.</li><li>• Attach <b>prescribed letter</b> for head office to questionnaire.</li><li>• Present <b>Certificate of Appearance</b> (FM-BLES 03-3.8) in head office to Original Supervisor.</li></ul><p><u>Case 3.1. Head Office Outside NCR: (for BLES and DOLE ROs):</u></p><ul style="list-style-type: none"><li>• Replace name of Original Enumerator with that of Original Supervisor in control list.</li><li>• Add <b>mailed to C/O</b> in Remarks column of control list.</li><li>• Workload should now be for the account of the Original Supervisor. This should be reflected accordingly in <b>Assessment on the Implementation of BLES Survey/s</b> (FM BLES 03-3.17).</li><li>• Mail questionnaire together with <b>prescribed letter</b>. Keep duplicate letter for reference.</li><li>• Record date mailed under Date Delivered column of control list.</li><li>• Follow-up questionnaire at least twice during field operations using <b>prescribed letter</b>. Keep duplicate letters for reference.</li></ul><p><u>Case 3.2. Head Office in NCR (for DOLE-ROs)</u></p><ul style="list-style-type: none"><li>• Replace name of Original Enumerator with that of Original Supervisor in control list.</li><li>• Add <b>BLES to C/O</b> in Remarks column of control list.</li><li>• Workload should now be for the account of the Original Supervisor. This should be reflected accordingly in <b>Assessment on the Implementation of BLES Survey/s</b> (FM BLES 03-3.17).</li><li>• Accomplish <b>Questionnaires for Endorsement to Head Offices</b> (FM-BLES 03.3.15) for similarly situated establishments and send <b>immediately</b> to BLES together with questionnaires.</li></ul><p><u>Case 3.1. Head Office Outside NCR: (for DOLE ROs):</u></p><p>Another <b>FM-BLES 03.3.15</b> should be accomplished by Regional Supervisor for questionnaires that <b>have not been retrieved</b> by end of field operations. The form should be sent to BLES <b>within 20 days after the termination of field operations</b>.</p><p><u>Case 3.2 Head Office in NCR (for BLES Sr. LEO/s in charge)</u></p><ul style="list-style-type: none"><li>• Write GEO code of the head office in FM-BLES 03-3.15. Attach <b>prescribed letter</b> to questionnaire then forward questionnaire to monthly-based PBI who acknowledges receipt by signing below the EIN of the head office.</li><li>• Monitor delivery and retrieval of questionnaire and record the same in the form below the signature of the PBI.</li><li>• Forward the form to Designated personnel for computerized status monitoring <b>within 10 days from the end of delivery period</b>.</li></ul></div>
<div><b>Notes:</b> 1. Case 4 does not apply to Regional Office where there is only one staff supervising field operations. 2. Case 3.2: When questionnaire is retrieved by BLES, it would be for the account of the Regional Office.</div>		

**SAMPLE QUESTIONNAIRE DELIVERED TO HEAD OFFICE** *(cont'd.)*

Activity	Person Responsible	Details
<pre> graph TD     B((B)) --&gt; A1[Forward to New Supervisor]     A1 --&gt; A2[Assign to New Enumerator]     A2 --&gt; A3[Deliver Questionnaire]     C((C)) --&gt; A3     A3 --&gt; End([End]) </pre>	<p>Original Supervisor</p> <p>New Supervisor</p> <p>New Enumerator</p>	<ul style="list-style-type: none"> <li>• Add __ <b>Supervisor</b> to <b>C/O</b> in Remarks column of control list.</li> <li>• Adjust number of establishments in control list.</li> <li>• Add name of Enumerator and establishment/head office particulars in control list and write <b>C/O-additional</b> in Remarks column.</li> <li>• Adjust number of establishments in control list.</li> <li>• Adjust workload of New Enumerator in <b>Assessment on the Implementation of BLES Survey/s</b> (FM BLES 03-3.17).</li> </ul> <p><u>For BLES:</u></p> <ul style="list-style-type: none"> <li>• Original Supervisor accomplishes <b>FM-BLES 03-3.15</b> for Cases 1, 2, 3 and 4.</li> <li>• New Supervisor (Case 4) acknowledges receipt of questionnaire by signing below the corresponding EIN in the form.</li> <li>• Original Supervisor forwards the accomplished form to Designated personnel for computerized status monitoring <b>within 10 days from the end of delivery period</b>.</li> <li>• Add establishment/head office particulars in control list.</li> <li>• Write <b>C/O-additional</b> in Remarks column of control list.</li> <li>• Adjust number of establishments and workload in control list.</li> <li>• Present <b>Certificate of Appearance</b> (FM-BLES 03-3.8) in head office to New Supervisor.</li> </ul>

### Payment Schemes:

1. Original Enumerator is paid **one-time** if he delivers the questionnaire to the head office that is within or outside his/her area or to head office outside the area of the Original Supervisor. He/she still reports to the Original Supervisor. No adjustments are made in the number of establishments and workload.
2. New Enumerator is paid as long as Certificate of Appearance in head office is presented.

**EXAMPLES OF CONTROL LISTS ON DELIVERY CASES  
TO HEAD OFFICES OF SAMPLE ESTABLISHMENTS**



Case 1: Head office still within area of Original Enumerator (Original Enumerator made delivery under Original Supervisor)

Original Enumerator's Control List (Rene)

Total Establishments: 45  
Total Questionnaires (Workload): BITS: 50 OWS: 40

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25294 137404115 D151620 3	MADRIGAL ENTERPRISES ROMULO ST COR AURORA BLVD SOCORRO QUEZON CITY 1109 METRO MANILA	*	Jose Almir VP - HR 113 Aurora Blvd. Socorro, Quezon City 1109 Metro Manila	911-2598	7/5	7/15			C/O

Original Supervisor's Control List (Lando)

Total Establishments: 145

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Rene	25294 137404115 D151620 3	MADRIGAL ENTERPRISES ROMULO ST COR AURORA BLVD SOCORRO QUEZON CITY 1109 METRO MANILA	*	Jose Almir VP - HR 113 Aurora Blvd. Socorro, Quezon City 1109 Metro Manila	911-2598	7/5			C/O

- General Note for Cases 1, 2, 3 and 4:**
1. In **ONCR**, the number of establishments of the Supervisors refers to the total establishments for all Enumerators.
  2. In **NCR**, the initial number of establishments of Original Supervisor and Original Enumerator are the same in their control lists since these are prepared per Enumerator. Enumerators have been pre-determined prior to control list generation.

- Notes:**
1. The number of establishments and workload of the Original Enumerator remain unchanged.
  2. The number of establishments of the Original Supervisor remains unchanged.

Case 2: Head office outside area of Original Enumerator but still within area of Original Supervisor (New Enumerator made delivery under Original Supervisor)

Original Enumerator’s Control List (Bert)

Total Establishments: 95 94  
Total Questionnaires (Workload): BITS: 46 OWS: 60 59

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/ POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25111 137404082 D24241 9	FAMILY DRUG CORP LYMANN BLDG V LUNA RD PINYAHAN QUEZON CITY 1100 METRO MANILA	**	Zeny de Leon HRD Manager 7 Mercury Ave. Libis, Quezon City 1110 Metro Manila	912-4058					C/O

New Enumerator’s Control List (Ana)

Total Establishments: 86 87  
Total Questionnaires (Workload): BITS: 46 OWS: 25 26

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/ POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25111 137404082 D24241 9	FAMILY DRUG CORP LYMANN BLDG V LUNA RD PINYAHAN QUEZON CITY 1100 METRO MANILA	**	Zeny de Leon HRD Manager 7 Mercury Ave. Libis, Quezon City 1110 Metro Manila	912-4058	7/8	7/18			C/O - additional

Original Supervisor’s Control List (Joven)

Total Establishments: 230

ENUMERATOR’S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/ POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Bert Ana	25111 137404082 D24241 9	FAMILY DRUG CORP LYMANN BLDG V LUNA RD PINYAHAN QUEZON CITY 1100 METRO MANILA	**	Zeny de Leon HRD Manager 7 Mercury Ave. Libis, Quezon City 1110 Metro Manila	912-4058	7/8			C/O

Notes: 1. As the establishment is a sample of OWS only, the number of establishments and workload of the Original Enumerator are both reduced by one (1) while those of the New Enumerator increased by one (1) establishment and one (1) questionnaire.  
2. The number of establishments of the Original Supervisor remains unchanged.

Case 3.1: Head office outside NCR (questionnaire to be mailed)

Original Enumerator's Control List (Emma)

Total Establishments: ~~87~~ 86  
Total Questionnaires (Workload): BITS: ~~49~~ 48 OWS: 59

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
13123 137602 C10100 5	ISABELA MINING BANCORP LEGASPI ST SAN LORENZO MAKATI CITY 1223 METRO MANILA	*	Oscar Kho Personnel Manager Tudao Bldg., Raja St. Ugac Norte, Tuguegarao 3500 Cagayan	(078) 844-2350					C/O

Original Supervisor's Control List (Aida)

Total Establishments: 487

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
<del>Emma</del> Aida	13123 137602 C10100 5	ISABELA MINING BANCORP LEGASPI ST SAN LORENZO MAKATI CITY 1223 METRO MANILA	*	Oscar Kho Personnel Manager Tudao Bldg., Raja St. Ugac Norte, Tuguegarao 3500 Cagayan	(078) 844-2350	7/8			C/O-mailed

**Notes:** 1. As the establishment is a sample of BITS only, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by one (1) questionnaire. The reduction in the number of establishments is for consistency with the reduction in the workload.  
2. The number of establishments of the Original Supervisor remains unchanged. However, the workload of the Original Enumerator is now for the account of the Original Supervisor.

Case 3.2: Head office outside Region and in NCR (For DOLE-ROs, questionnaire to be sent to BLES)

Original Enumerator’s Control List (Rhoda)

Total Establishments: ~~50~~ 49  
Total Questionnaires (Workload): BITS: ~~55~~ 54    OWS: ~~59~~ 58

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
13123 021529034 D24241 5	SOLAR MFG TUDAO BLDG RAJA ST UGAC NORTE TUGUEGARAO 3500 CAGAYAN	***	Priscilla Romu Personnel Manager 50 Mercury Ave. Libis, Quezon City 1110 Metro Manila	911-1345					C/O

Original Supervisor’s Control List (Susan)

Total Establishments: 287

ENUMERATOR’S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Rhoda Susan	13123 021529034 D24241 5	SOLAR MFG TUDAO BLDG RAJA ST UGAC NORTE TUGUEGARAO 3500 CAGAYAN	***	Priscilla Romu Personnel Manager 50 Mercury Ave. Libis, Quezon City 1110 Metro Manila	911-1345	7/8			C/O-BLES

**Notes:** 1. As the establishment is a common sample of BITS and OWS, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by two (2) questionnaires. The reduction in the number of establishments is for consistency with the reduction in the workload.  
2. The number of establishments of the Original Supervisor remains unchanged. However, the workload of the Original Enumerator is now for the account of the Original Supervisor.  
3. When the BLES retrieves the questionnaires, these would be credited for the account of the Regional Office.

Case 4: Head office outside area of Original Supervisor but still within Region (New Enumerator made delivery under New Supervisor)

Original Enumerator’s Control List (Joy)

Total Establishments: ~~75~~ 74  
Total Questionnaires (Workload): BITS: ~~45~~ 44 OWS: ~~59~~ 58

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25146 133902010 D28111 7	DELTA MANUFACTURING 744 IPIL ST BGY 289 BINONDO MANILA 1006 METRO MANILA	***	June Miraflor HRD- Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156					C/O

Original Supervisor’s Control List (Bella)

Total Establishments: ~~486~~ 185

ENUMERATOR’S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Joy	25146 133902010 D28111 7	DELTA MANUFACTURING 744 IPIL ST BGY 289 BINONDO MANILA 1006 METRO MANILA	***	June Miraflor HRD- Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156				C/O Makati Supervisor

- Notes:** 1. As the establishment is a common sample of BITS and OWS, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by two (2) questionnaires.
2. The number of establishments of the Original Supervisor is reduced by one (1).

Case 4: Head office outside area of Original Supervisor but still within Region (New Enumerator made delivery under New Supervisor) cont'd.

New Enumerator's Control List (Minda)

Total Establishments: ~~87~~ 88  
Total Questionnaires (Workload): BITS: ~~43~~ 44 OWS: ~~25~~ 26

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25146 133902010 D28111 7	DELTA MANUFACTURING 744 IPIL ST BGY 289 BINONDO MANILA 1006 METRO MANILA	***	June Miraflor HRD-Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156	7/10	BITS 7/20 OWS 7/20			C/O- additional

New Supervisor's Control List (Maura)

Total Establishments: ~~347~~ 348

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Minda	25146 133902010 D28111 7	DELTA MANUFACTURING 744 IPIL ST BGY 289 BINONDO MANILA 1006 METRO MANILA	***	June Miraflor HRD-Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156	7/10			C/O- additional

**Notes:** 1. As the establishment is a common sample of BITS and OWS, the number of establishments of the New Enumerator is increased by one (1) and the workload is increased by two (2) questionnaires.  
2. The number of establishments of the New Supervisor is increased by one (1).

## CHAPTER 4

## ADMINISTRATIVE CONCERNS

**Note:** The BLES survey personnel should conform to the field operations procedures under the BLES Quality Management System.

**4.1. Recruitment and Selection of Project-based Individuals**

- a. The PBI should be a graduate of any 4-year course, possesses good conversational skills and must be willing to do field work. He/she should preferably be a resident of or familiar with the assigned area/s.
- b. The contract of the PBI shall specify the duties and responsibilities, the duration and conditions of employment and the terms of payment. This should be signed by the contracting parties and approved by the hiring authority prior to questionnaire delivery.
- c. The PBI should be issued his/her office identification card and Letter of Introduction to Sample Establishment.

**4.2. Training of Field Personnel**

- a. To monitor the effectiveness of training/s conducted by BLES trainers participants should accomplish **Evaluation of Training for BLES Survey/s** (FM-BLES 03-3.23).
- b. Regional Offices that conduct their own training (without BLES participation) should transmit the accomplished forms to the BLES not later than 20 days after the training for processing and consolidation with other reports.
- c. The results of the training evaluation shall form part of the Terminal Report on Training.

**4.3. Work Allocation**

- a. The Supervisor should, as much as possible, equitably distribute assignments to his/her Enumerators relative to the workload or number of establishments/questionnaires under his/her concern. Work assignments should be finalized before the start of the delivery period.
- b. The Enumerator should acknowledge receipt of his/her **Enumerator's Control List** (FM-BLES 02-2.2a) from the Supervisor by affixing his/her signature and date on the appropriate spaces of the **Supervisor's Controls List** (FM-BLES 02-2.1a).

**4.4. Monitoring of Performance of Enumerators and Survey Status**

The Supervisor should closely monitor the conduct of the field operations in his/her area/s of concern and make certain that:

- a. time lines in the work plan are observed;

- b. the Enumerator submits a **Certificate of Appearance** (FM-BLES 03-3.8) for questionnaire delivery, follow-up, collection or verification;
- c. the Enumerator reports once a week on a mutually agreed day and time;
- d. the Enumerator communicates with him/her if the Enumerator can not report as scheduled since there is nothing to report or no retrieved questionnaires to submit;
- e. the performance of the Enumerator is monitored by requiring him/her to accomplish the **Enumerator's Weekly Performance Report** (FM-BLES 03-3.10) that serves as basis for the Supervisor's accomplishment of the **Enumerators' Summary Performance Report** (FM-BLES 03-3.11) and subsequently the **General Payroll for Piece-Rate Enumerators** (FM-BLES 03-3.12).
- f. the Enumerator's Control List is properly filled out/updated and that such details are consistent with those in the Supervisor's Control List; and
- g. the status of field operations in his/her area/s is manually tracked by accomplishing the **Assessment on the Implementation of Field Operations of BLES Surveys** (FM-BLES 03-3.17) every 5<sup>th</sup> and 20<sup>th</sup> of the month.

**Note:** The status of field operations are monitored electronically as well by BLES.

#### 4.5. Outputs and Terms of Payment

- a. An Enumerator should deliver the questionnaires to at least **five (5)** establishments in a day. Each establishment delivery regardless of the number of questionnaires per establishment costs **₱ 70.00**.
- b. A report by the Enumerator that an establishment cannot accomplish the questionnaire due to refusal (REF), strike (STR), closure (TCL or PCL), non-location (CBL), duplicate (DUP), outside survey coverage (OSP) or other reasons (OTH) should be **verified** by his/her Supervisor or designated personnel. If **confirmed** through site verification or other means by the Supervisor or designated personnel, the Enumerator is **entitled** to the payment for delivery.
- c. On the average, an Enumerator should collect **1 to 2 questionnaires per day**. A properly accomplished/edited questionnaire that is duly signed by the contact person/respondent in the establishment is **proof of retrieval**. However, his/her Supervisor/designated personnel should make random spot checks on the **authenticity** of the submissions (one or two accomplished questionnaires from each Enumerator's weekly submissions). He/she should also undertake verification of all seemingly spurious submissions. A correctly accomplished or edited questionnaire costs **₱ 170.00**.



#### 4.6. Pre-Termination of PBI Contract

- a. An Enumerator who decides to resign before the termination of field operations should file a letter of resignation at least five (5) days prior to the effectivity of his/her resignation. Otherwise, he/she shall not be issued a certificate of employment should a request for such be made.
- b. An Enumerator shall be issued a Notice of Termination of Contract of Services at least five (5) days prior to the effectivity of the termination should he/she fail to meet survey standards i.e., quota requirements, submission of authentic accomplished questionnaires or weekly reporting to Supervisors.
- c. An Enumerator should return his/her identification card, letter of introduction, field operations manual and other survey materials issued by his/her Supervisor before he/she can be officially cleared and be paid whatever monetary entitlements due him/her.

#### 4.7. Fund Utilization by DOLE ROs

- a. The amounts allocated for each object of expenditure including wages and salaries are indicative only. **Realignment** of the budget is allowed subject to the usual accounting and auditing procedures.
- b. Cash advances for Supervisors and reimbursement of traveling allowances of Enumerators, tokens of appreciation to establishments and related expenses for the conduct of the survey may also be given as long as no additional funds are requested from the BLES.
- c. The BLES shall provide the Regional Offices copies of their respective Advice Disbursement Limits (ADL).

#### 4.8. Transmittal of Questionnaires by DOLE ROs to BLES

- a. At the end of the delivery period, the Regional Supervisor should send all undelivered questionnaires (closures, refusals, non-location, etc.) to the Bureau, sorted by survey, province and ascending EIN, together with the accomplished **Transmittal of Spoilage Questionnaires in ONCR** (FM-BLES 03-3.14).
- b. Twice a month during the data collection period, the Regional Supervisor should send all correctly accomplished/edited and verified questionnaires to the Bureau, sorted by survey, province and ascending EIN, together with the accomplished **Transmittal of Retrieved/Verified Questionnaires in ONCR** (FM-BLES 03-3.13).
- c. Establishments whose questionnaires will be accomplished by the head offices in NCR should be immediately returned to the Bureau by the Regional Supervisor. The questionnaires sorted by survey, province and ascending EIN should be accompanied by the accomplished **Questionnaires for Endorsement to Head Offices** (FM-BLES 03-3.15).

#### 4.9. Sample Respondents with New Names and Addresses

To ensure that the BLES Survey Sampling Frame is updated and to minimize spoilage during delivery of questionnaires in future survey rounds:

- a. Regional Supervisors should accomplish the **Sample Respondents with New Names and Addresses** (FM-BLES 03.3-9) for questionnaires that have been delivered but not retrieved at the close of field operations. He/she should send this to the BLES not later than 20 days after termination of field operations in the region.
- b. NCR supervisors should accomplish the said form and forward it to the designated personnel for computerized status monitoring and if there are new reports until the end of the period of delivery.

#### 4.10. Form on Questionnaires for Endorsement to Head offices (FM-BLES 03-3.15)

Regional Supervisors should accomplish the **Questionnaires for Endorsement to Head Offices** (FM-BLES 03-3.15) for those head offices outside NCR that have not responded to the survey by the end of field operations. The form should be sent to BLES not later than 20 days after termination of field operations in the region.

#### 4.11. Report on the Conduct of Field Operations by DOLE ROs

The **Regional Report on the Implementation of BLES Surveys** (FM-BLES 03-3.16) should be accomplished by the Regional Supervisor and sent to the BLES not later than 20 days after termination of data collection activities.

## CHAPTER 5

### SURVEY DOCUMENTS AND FORMS

To ensure efficient and effective implementation of field operations, the BLES has standardized the documents and forms for its establishment surveys. These are as follows:

1. Contract of Services
2. Notice of Termination of Contract of Services
3. Letter of Introduction to Sample Establishment
4. Letter to Sample Establishment with Mailed Questionnaire
5. Letter to Head Office of Sample Establishment
6. Follow-up Letter to Sample Establishment or its Head Office (including refusal)
7. FM-BLES 03-3.23 Evaluation of Training for BLES Survey/s
8. FM-BLES 02-2.1a Supervisor's Control List
9. FM-BLES 02-2.2a Enumerator's Control List
10. FM-BLES 03-3.8 Certificate of Appearance
11. FM-BLES 03-3.10 Enumerator's Weekly Performance Report
12. FM-BLES 03-3.11 Enumerators' Summary Performance Report
13. FM-BLES 03-3.12 General Payroll for Piece-Rate Enumerators
14. FM-BLES 03-3.13 Transmittal of Retrieved/Verified Questionnaires in ONCR
15. FM-BLES 03-3.14 Transmittal of Spoilage Questionnaires in ONCR
16. FM-BLES 03-3.15 Questionnaires for Endorsement to Head Offices
17. FM-BLES 03-3.17 Assessment on the Implementation of Field Operations of BLES Surveys
18. FM-BLES 03-3.9 Sample Respondents with New Names and Addresses
19. OWS Form1 OWS Verification Form
20. BITS Form 1a-1d BITS Verification Forms
21. FM-BLES 03-3.16 Regional Report on the Implementation of BLES Surveys

Copies of these documents/forms are found in this chapter of the manual. The Regional Offices will be provided electronic copies of these or they can access these at the BLES Homepage ([www.manila-online.net/bles](http://www.manila-online.net/bles)).

## Contract of Services

### KNOW ALL MEN BY THESE PRESENTS:

This contract of service entered into and executed this \_\_\_\_\_ of \_\_\_\_\_ 2004 at \_\_\_\_\_, Philippines by and between:

The \_\_\_\_\_, an instrumentality of the government of the Republic of the Philippines, represented by \_\_\_\_\_, hereinafter referred to as the **FIRST PARTY**;

-and-

<Name>, Filipino, of legal age, (marital status), with residence and postal address at <Address>, 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 - (Area Supervisor or Enumerator) in connection with the conduct of the **2004 Occupational Wages Survey and the 2003/2004 BLES Integrated Survey (BITS)** in accordance with the professional qualifications he/she alleged in the attached information sheet.
2. That the **SECOND PARTY** hereby attests that he/she is not related within the third degree of consanguinity or affinity to the: a) hiring authority and /or representative of the **FIRST PARTY**; b) that he/she has not been previously dismissed from government by reason of an administrative offense; c) that he/she has not already reached the compulsory retirement age of sixty-five (65).
3. That the **SECOND PARTY** shall perform work at a time and schedule to be agreed upon by both parties.
4. That the **SECOND PARTY** is specifically contracted by the **FIRST PARTY** to: (enumerate duties and responsibilities of Area Supervisor or Enumerator)
5. That the **FIRST PARTY** for and in consideration of the services rendered agrees to pay the **SECOND PARTY**, on a bi-monthly basis

For Area Supervisor--the amount of \_\_\_\_\_ and the reimbursement of traveling expenses related to the conduct of the OWS and BITS but not to exceed the amount of \_\_\_\_\_.

For Enumerator:

- a. the amount of \_\_\_\_\_ per establishment delivery. An establishment for which no delivery was made due to closure, non-location, duplication, strike, refusal and similar reasons shall also be remunerated the same amount subject to the verification of the establishment status by the Supervisor; and
- b. the amount of \_\_\_\_\_ for each collected/retrieved OWS or BITS questionnaire, subject to the acceptance of the questionnaire/verification by the Supervisor/Reviewer.

- 6. That provisions for mandatory benefits provided by the Labor Code namely SSS, EC, Phil Health and Pag-IBIG representing the employer share shall form part of the contract price.
- 7. That the **SECOND PARTY** shall not enjoy the benefits of government employees and that his/her services rendered thereunder are not considered as government service.
- 8. That this contract takes effect from \_\_\_\_\_.
- 9. 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** and only after due notice to the **SECOND PARTY** at least five (5) days prior to his/her termination.
- 10. 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.

**IN WITNESS WHEREOF**, the parties have hereunto affixed their signatures this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

FIRST PARTYSECOND PARTY

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_  
WITNESSWITNESS

CERTIFIED FUNDS AVAILABLE:

\_\_\_\_\_

APPROVED BY:

**NOTICE OF TERMINATION OF CONTRACT OF SERVICES**  
Issued to **Mr./Ms.** \_\_\_\_\_

Based on the evaluation of your performance (see attached) on the conduct of the 2004 Occupational Wages Survey (OWS) and the 2003/2004 BLES Integrated Survey (BITS), your output has been noted to be below the requirements of:

- ☐ Delivery: on the average, 5 establishments per day
- ☐ Retrieval: on the average, 1 - 2 questionnaires collected per day

Others:

- ☐ Falsified all or some data in the questionnaire
- ☐ Forged signature of contact person
- ☐ Failed to report to Supervisor within two (2) consecutive weeks from last appearance or communication

Your services as PBI-Enumerator is therefore terminated effective \_\_\_\_\_ in accordance with the following provision/s of your contract:

“9. 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** and only after due notice to the **SECOND PARTY** at least five (5) days prior to his/her termination.”

Relative to this, you are instructed to turnover your identification card, letter of introduction to sample establishment, survey materials and pending assignments to your Supervisor/s before you can be officially cleared by this office of all obligations and be paid whatever monetary entitlements still due you.

Director

(Date)

## LETTER OF INTRODUCTION TO SAMPLE ESTABLISHMENT

Dear Valued Respondent,

The Bureau of Labor and Employment Statistics (*Note: add this phrase if ONCR PBI: through the DOLE Regional Office No. \_\_\_\_*) is currently conducting joint survey operations for the **2004 Occupational Wages Survey** (OWS) and the **2003/2004 BLES Integrated Survey** (BITS). This is to rationalize data collection activities for the purpose of providing our users with **an integrated data set on key labor and employment indicators**. To some extent, the survey results will also be used to assess the progress of decent work in the country.

The OWS is a nationwide inquiry that centers on employment and wage rates (hiring/entry and actual rates) of time-rate workers on full time basis in selected occupations in selected non-agricultural industries. These data are most useful in wage and salary administration and wage determination in collective bargaining negotiations.

On the other hand, the BITS is a nationwide establishment survey that contains key data requirements for the study of industry trends and practices and the formulation of policies on employment, conditions of work and industrial relations.

In some instances, an establishment was selected as respondent to both surveys, in which case, two (2) questionnaires are provided. Other establishments, however, were selected as sample to only one of the surveys.

In this regard, we request your active participation in one or both of our survey/s. Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

We have sent Mr./Ms. \_\_\_\_\_ of this office to help you in accomplishing the survey form/s.

Should you need further assistance in accomplishing the survey form, please do not hesitate to contact us through:

Office: BLES or DOLE Regional Office No. \_\_\_\_

Address:

Contact Person

Tel. No.

Fax No.

E-mail address

Thank you and we look forward to your cooperation in this statistical undertaking.

Very truly yours,

Director

(Date)

## LETTER TO SAMPLE ESTABLISHMENT WITH MAILED QUESTIONNAIRE

The Owner/Manager  
Name of Sample Establishment  
Address of Sample Establishment

Dear Valued Respondent,

The Bureau of Labor and Employment Statistics (*Note: add this phrase if ONCR PBI: through the DOLE Regional Office No. \_\_\_\_*) is currently conducting joint survey operations for the **2004 Occupational Wages Survey** (OWS) and the **2003/2004 BLES Integrated Survey** (BITS). This is to rationalize data collection activities for the purpose of providing our users with **an integrated data set on key labor and employment indicators**. To some extent, the survey results will also be used to assess the progress of decent work in the country.

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Should you need further assistance in accomplishing the survey form, please do not hesitate to contact us through:

Office: BLES or DOLE Regional Office No. \_\_\_\_  
Address:  
Contact Person  
Tel. No.  
Fax No.  
E-mail address

Thank you and we look forward to your cooperation in this statistical undertaking.

Very truly yours,

Director

(Date)  
encl/as:  
2004 OWS EIN \_\_\_\_\_  
2003/2004 BITS EIN \_\_\_\_\_



## LETTER TO HEAD OFFICE OF SAMPLE ESTABLISHMENT

Name of Contact Person in the Establishment  
Position  
Name of Head Office  
Address of Head Office

Dear

The Bureau of Labor and Employment Statistics (*Note: add this phrase if ONCR PBI: through the DOLE Regional Office No. \_\_\_\_*) is currently conducting joint survey operations for the **2004 Occupational Wages Survey** (OWS) and the **2003/2004 BLES Integrated Survey** (BITS). This is to rationalize data collection activities for the purpose of providing our users with **an integrated data set on key labor and employment indicators**. To some extent, the survey results will also be used to assess the progress of decent work in the country.

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In some instances, an establishment was selected as respondent to both surveys, in which case, two (2) questionnaires are provided. Other establishments, however, were selected as sample to only one of the surveys.

Your office/branch in \_\_\_\_\_ was chosen as one of our sample respondents for this survey round. Hence, we request for your active participation in our survey/s. We realize that this takes up valuable time as this inquires on data specific to one or in some instances, more of your offices/branches. However, providing us with consolidated data for all your offices will lead to over-representation of sample data and thus result to unreliable data estimates as not all of your offices or branches have been sampled to take part in this survey.

In this regard, we request your active participation in one or both of our survey/s. Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

Should you need further assistance in accomplishing the survey form, please do not hesitate to contact us through:

Office: BLES or DOLE Regional Office No. \_\_\_\_  
Address:  
Contact Person  
Tel. No.  
Fax No.  
E-mail address

Thank you and we look forward to your cooperation in this statistical undertaking.

Very truly yours,  
Director

(Date)  
encl/as  
2004 OWS EIN \_\_\_\_\_  
2003/2004 BITS EIN \_\_\_\_\_

**FOLLOW-UP LETTER TO SAMPLE ESTABLISHMENT OR ITS HEAD OFFICE (INCLUDING REFUSAL)**

Name of Contact Person in the Establishment  
Position  
Name of Sample Establishment or Head Office  
Address of Sample Establishment or Head Office

Dear

Our office, the (Bureau of Labor and Employment Statistics or DOLE Regional Office No. \_\_\_\_)  
reiterates our request for your establishment to accomplish our questionnaire/s for the:

- ☐ 2004 Occupational Wages Survey
- ☐ 2003/2004 BLES Integrated Survey

We realize that accomplishing our survey questionnaire/s takes up your valuable time for they could be tedious and requires looking into past records. Nevertheless, your response is most important to enable us to come up with reliable information that can be used by our government in assessing the current labor situation in the country.

On your end, as well, labor statistics are necessary for making sound and informed decisions in your business planning and operations. Our survey results are provided **free of charge** and can be accessed in our website at (<http://www.manila-online.net/bles> or <http://www.bles.dole.gov.ph>).

Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

Should you need further assistance in accomplishing the survey form, please do not hesitate to contact us through:

Office: BLES or DOLE Regional Office No. \_\_\_\_  
Address:  
Contact Person  
Tel. No.  
Fax No.  
E-mail address

Thank you and we look forward to your cooperation in this statistical undertaking.

Very truly yours,

Director

(Date)  
encl/as  
2004 OWS EIN \_\_\_\_\_  
2003/2004 BITS EIN \_\_\_\_\_

Name of Participant: \_\_\_\_\_

Area/s of Assignment: \_\_\_\_\_

1. Resource Person: In a scale where 1 - is unsatisfactory and 5 - is excellent, how would you rate him/her in terms of ( <i>encircle answer</i> )					
• <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 Manual: In a scale where 1 - is ineffective and 5 - is very effective, how effective were the chapters in helping you understand the requirements and procedures in the survey operations? ( <i>encircle answer</i> )					
• <i>Occupational Wages Survey (Chapter 1)</i>	1	2	3	4	5
• <i>BLES Integrated Survey (Chapter 2)</i>	1	2	3	4	5
• <i>Operational Strategy (Chapter 3)</i>	1	2	3	4	5
• <i>Administrative Concerns (Chapter 4)</i>	1	2	3	4	5
• <i>Survey Documents and Forms (Chapter 5)</i>	1	2	3	4	5
3. Duration of Training ( <i>encircle answer</i> ) Was the training     1 - short     2 - adequate     3 - long?					
4. Suggestions for Improvement of the Training					

<b>Noted by:</b>
Signature:
Name:
Position:
Date:

[illegible]

<b>FM-BLES 02-2.2a</b> Revision Code: 0 Effectivity Date: March 26, 2001		<b>ENUMERATOR'S CONTROL LIST: <u>(SURVEY ROUND)</u></b> <b>REGION: _____</b>					Page ____ of ____		
Name of Enumerator: _____ Area/s of Assignment: _____					Total Establishments: _____ Total Questionnaires (Workload): _____				
EIN GEO PSIC ATE	Name/Address of Sample Establishment	Survey Code	Contact Person/ Position	Tel. No.	Date Delivered	Date Retrieved		Status Code	Remarks
						Expected	Actual		

The control lists are integrated for OWS and BITS.

The **Supervisor’s Control List** (FM-BLES 02-2.1a) for ONCR contains the sample establishments to be covered and is sorted by province, city/municipality, and ascending EIN. For NCR, it is sorted by city/municipality, barangay and ascending EIN. The Supervisor should provide the following information in his/her control list.

- **Name of Supervisor**
- **Area/s of Assignment:** province (as applicable), city/municipality of the sample establishments
- **Total Establishments:** number of sample establishments covered in the area/s of assignment *(In NCR, the initial number of establishments of the Supervisor and his/her Enumerators are the same since the Supervisor’s Control List is prepared per Enumerator.)*
- **Received by:** signature of Enumerator upon receipt of workload
- **Date:** date when Enumerator received workload

Prior to delivery of questionnaires:

- **For NCR:** The Enumerator shall be provided with **Enumerator’s Control List** (FM-BLES 02-2.2a) of sample establishments.
- **For outside NCR:** The Enumerator should prepare his/her own control list following the format of the **Enumerator’s Control List** (FM-BLES 02-2.2a). The Supervisor should write the names of the Enumerators in the appropriate columns of his/her control list.

Upon delivery of the questionnaire/s to the establishment, the Enumerator should accomplish the appropriate columns for the following items to facilitate follow-ups and callbacks.

- **CONTACT PERSON/ POSITION**
- **TEL. NO.**
- **DATE DELIVERED**
- **DATE RETRIEVED (Expected):** mutually agreed date of pick-up of the accomplished questionnaire/s, preferably within **15 working days from delivery**.

Upon retrieval of the questionnaire, the Enumerator should accomplish the following for each establishment.

- **DATE RETRIEVED (Actual):** date when the questionnaire was actually picked up by the enumerator from the establishment. In the case of a questionnaire whose status is REF, STR, TCL, CBL, PCL, DUP, OSP or OTH, the **date to be written is the date when the status was confirmed/verified as such by the Supervisor/Designated personnel**.
- **STATUS CODE:** see section 3.5.6 of Chapter 3.
- **REMARKS:** any relevant statement to facilitate the monitoring of the survey/s

**Note:** The Supervisor and his/her enumerators should confer weekly to see to it that the information pertinent to each establishment in their respective control lists are consistent.

**FM-BLES 03-3.8**  
Revision Code: 1  
Effectivity Date: July 1, 2002

**CERTIFICATE OF APPEARANCE**

**CERTIFICATE OF APPEARANCE**

This is to certify that Mr./Ms. \_\_\_\_\_, of the Bureau of Labor and Employment Statistics appeared in this office to (pls. underline) deliver/follow-up/collect/verify the questionnaire/s for:

☐ 2004 OWS

☐ 2003/2004 BITS

EIN/UIN: \_\_\_\_\_

Name of Establishment/Labor Organization: \_\_\_\_\_

Address: (as located by enumerator)

Floor/Bldg./# Street Name: \_\_\_\_\_

Barangay/City/Municipality: \_\_\_\_\_

Zip Code/Province: \_\_\_\_\_

Contact Person/s:

**In Sample Respondent**

**In Head Office**

Signature: \_\_\_\_\_

\_\_\_\_\_

Name : \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

\_\_\_\_\_

Tel. No.: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Remarks: C/O Head Office      New location      Others, specify \_\_\_\_\_

<b>FM-BLES 03-3.10</b> Revision Code: 1 Effectivity Date: February 9, 2004	<b>ENUMERATOR'S WEEKLY PERFORMANCE REPORT</b>	Page ____ of ____																																																											
<p>This form is to be accomplished in duplicate by the Enumerator for <u>each</u> survey. It is to be accomplished separately for RET and spoilage questionnaires. Original copy together with the questionnaires sorted by EIN should be submitted to the Supervisor once a week. The Enumerator should retain duplicate copy for file. The "Status Code" of the questionnaire "After Review or Editing" should be filled out by the Survey Supervisor/Reviewer and the same should be reflected in the supervisor's and enumerator's control lists.</p>																																																													
<b>Name and Signature of Enumerator:</b>																																																													
<b>Area/s of Assignment:</b>																																																													
<b>Period Covered:</b>		<b>Date Submitted:</b>																																																											
<b>The attached _____ RET or Spoilage (encircle only one) questionnaires are for:</b>		<b>2004 OWS                      2003/2004 BITS</b> <b>(encircle only one)</b>																																																											
<b>EIN/UIIN</b>	<b>Name of Respondent</b>	<table border="1"><thead><tr><th colspan="2"><b>Status Code</b></th><th rowspan="2"><b>Remarks</b></th></tr><tr><th><b>As Submitted</b></th><th><b>After Review or Editing</b></th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	<b>Status Code</b>		<b>Remarks</b>	<b>As Submitted</b>	<b>After Review or Editing</b>																																																						
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Name:		Name:																																																											
Date:		Date:																																																											
<p><b>Remarks</b> may be:</p> <p>1- For payment</p> <p>2- For verification or spot-check</p> <p>3- For delivery by another enumerator</p> <p>4- For mailing by BLES; C/O head office in ONCR</p> <p>5- For mailing by DOLE-RO; C/O head office outside the region other than NCR</p> <p>6- Return to BLES, C/O head office in NCR</p> <p>7- Others, specify _____</p>																																																													











FM-BLES 03-3.15 Revision Code: 2 Effectivity Date: May 14,2004	QUESTIONNAIRES FOR ENDORSEMENT TO HEAD OFFICES		Page ____ of ____
<b>Regional Supervisor:</b> <u>Head Offices in NCR:</u> Accomplish in duplicate for <u>each</u> survey. Retain duplicate for file. Transmit the original copy to BLES together with the corresponding questionnaires, sorted by province and by EIN. Exercise <b>care</b> in writing EIN. <u>Head Offices in ONCR That Have Not Responded to the Survey:</u> Accomplish in duplicate for <u>each</u> survey. Retain duplicate for file. Forward to BLES <b>within 20 days after termination of field operations</b> . Exercise <b>care</b> in writing EIN. <b>NCR Supervisor:</b> List respondents and forward accomplished form to the designated personnel for computerized status monitoring <b>within 10 days from the end of the period of delivery</b> . Exercise <b>care</b> in writing EIN.			
(For ONCR only.) The attached ____ questionnaires are for (encircle only one):		2004 OWS	2003/2004 BITS
EIN	Name/Address of Sample Establishment	Name/Address of Head Office and Contact Person/Position/Tel. No.	GEOCODE <i>(For BLES use only)</i>
<b><i>DOLE Regional Office</i></b>			
Prepared by:		Noted by:	
Signature:		Signature:	
Name:		Name:	
Position:		Position: IMSD Chief	
Date:		Date:	
<b><i>Prepared by BLES</i></b>			
Signature:		Position:	
Name:		Date:	

[illegible]

<b>FM-BLES 03-3.17</b> Revision Code: 2 Effectivity Date: September 5, 2003	<b>ASSESSMENT ON THE IMPLEMENTATION OF FIELD OPERATIONS OF BLES SURVEY/S</b>	Page ___ of ___																																																																																								
<p>Notes:</p> <p>1.Bases for NCR Assessment: Points earned relative to performance rate, verification rate, refusal rate and bonus points (10 % of maximum points) for additional workload for each survey.</p> <table><thead><tr><th colspan="2">Performance Rate</th><th colspan="2">Verification Rate</th><th colspan="2">Refusal Rate</th><th colspan="2">Formulas Used (for purposes of performance assessment)</th></tr><tr><th>Points</th><th></th><th>Points</th><th></th><th>Points</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>25</td><td>90% and over</td><td>15</td><td>0 percent</td><td>10</td><td>2% or less</td><td><b>% Accounted</b></td><td>= (Total Accounted / Sample Questionnaires) * 100</td></tr><tr><td>22</td><td>85 - 89</td><td>12</td><td>&gt; 0 - 1</td><td>8</td><td>&gt; 2 - 6</td><td><b>Performance Rate</b></td><td>= {Retrieved / [Sample – (Refused + Spoilage)]} * 100</td></tr><tr><td>19</td><td>80 - 84</td><td>9</td><td>&gt; 1 - 2</td><td>6</td><td>&gt; 6 - 10</td><td></td><td>where Spoilage = Cannot be located, permanently/ temporarily closed, on strike, duplicate, outside industry or employment coverage, inactive (labor organizations), others not eligible for processing</td></tr><tr><td>16</td><td>75 - 79</td><td>6</td><td>&gt; 2 - 3</td><td>4</td><td>&gt; 10 - 14</td><td></td><td></td></tr><tr><td>13</td><td>70 - 74</td><td>3</td><td>&gt; 3 - 4</td><td>2</td><td>&gt; 14 - 18</td><td><b>Verification Rate</b></td><td>= [For Verification / (Sample - Spoilage)] * 100</td></tr><tr><td>10</td><td>65 - 69</td><td>0</td><td>&gt; 4</td><td>0</td><td>&gt; 18</td><td><b>Refusal Rate</b></td><td>= [Refused / (Sample - Spoilage)] * 100</td></tr><tr><td>7</td><td>60 - 64</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td>55 - 59</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td>Below 55</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>2. For Regional Assessment:</p> <ul style="list-style-type: none"><li>a. Regions are grouped in accordance to number of establishments/labor organizations covered by the survey/s.</li><li>b. Bases for assessment: Same as above.</li><li>c. Ranking in the group is based on total points earned by each region in all surveys. A maximum of 50 points is given per survey.</li></ul> <p>3. For NCR assessment, 1<sup>st</sup> column of the form should be Supervisor/Enumerator. For Regional assessment, 1<sup>st</sup> column of the form should be Region/Survey.</p> <p>4. Points earned and ranking shall be reflected at the end of field operations.</p>			Performance Rate		Verification Rate		Refusal Rate		Formulas Used (for purposes of performance assessment)		Points		Points		Points				25	90% and over	15	0 percent	10	2% or less	<b>% Accounted</b>	= (Total Accounted / Sample Questionnaires) * 100	22	85 - 89	12	> 0 - 1	8	> 2 - 6	<b>Performance Rate</b>	= {Retrieved / [Sample – (Refused + Spoilage)]} * 100	19	80 - 84	9	> 1 - 2	6	> 6 - 10		where Spoilage = Cannot be located, permanently/ temporarily closed, on strike, duplicate, outside industry or employment coverage, inactive (labor organizations), others not eligible for processing	16	75 - 79	6	> 2 - 3	4	> 10 - 14			13	70 - 74	3	> 3 - 4	2	> 14 - 18	<b>Verification Rate</b>	= [For Verification / (Sample - Spoilage)] * 100	10	65 - 69	0	> 4	0	> 18	<b>Refusal Rate</b>	= [Refused / (Sample - Spoilage)] * 100	7	60 - 64							4	55 - 59							1	Below 55						
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FM-BLES 03-3.9 Revision Code: 1 Effectivity Date: July 1, 2002		SAMPLE RESPONDENTS WITH NEW NAMES AND ADDRESSES			Page ____ of ____	
<p><u>Regional Supervisor:</u> Accomplish in duplicate for <u>each</u> survey. Retain duplicate for file and transmit the original copy to BLES <b>not later than 20 days after the termination of field operations</b> in the region. The list should contain the names of sample respondents with new names and addresses but whose questionnaires have <b>not</b> been accounted for at the close of field operations. Exercise <b>care</b> in writing EIN/UIN.</p> <p><u>NCR Supervisor:</u> List respondents and forward the form <b>immediately</b> to the designated personnel for computerized status monitoring and if there are new reports <b>until the end of the period of delivery</b>. Exercise <b>care</b> in writing EIN/UIN.</p>						
EIN/UIN	Name of Sample Respondent Please check: Old      New	Address of Sample Respondent Please check: <input type="checkbox"/> Old <input type="checkbox"/> New  ( <b>For ONCR</b> , provide Address 1, Address 2 and Address 3; <b>For NCR</b> , provide Address 1 only)	For BLES Use (accomplish applicable columns only)			
			New GEO Code (barangay level)	New Supervisor	New Enumerator	
DOLE Regional Office				BLES		
Prepared by:		Noted by:		Prepared by:		
Signature:		Signature:		Signature:		
Name:		Name:		Name:		
Position:		Position: IMSD Chief		Position:		
Date:		Date:		Date:		



OWS FORM 1 (VERIFICATION FORM)

<b>To Our Valued Respondents:</b> Thank you for accomplishing the 2004 OWS questionnaire. We, however, have some queries regarding the encircled entry/s in the attached questionnaire which need verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/s, kindly do so and affix your initial beside the new entry/s in the questionnaire.	
EIN: _____ GEO: _____ PSIC: _____ ATE: _____	NAME OF ESTABLISHMENT: _____ FLOOR/BLDG.: _____ No./STREET/SUBDIVISION: _____ BARANGAY/CITY/MUNICIIPALITY: _____ ZIP CODE/PROVINCE: _____
Part A: General Information	
1. MAIN ECONOMIC ACTIVITY/MAJOR PRODUCTS/ GOODS OR SERVICES	
<input type="checkbox"/> No/inadequate description of main economic activity <input type="checkbox"/> No entry for major products/ goods or services	
2. EMPLOYMENT <input type="checkbox"/> No entry	
3. ESTABLISHMENT CHARACTERISTICS	
a. Ownership <input type="checkbox"/> No check mark <input type="checkbox"/> Only one of the boxes should be checked	
c. Multinational <input type="checkbox"/> No check mark <input type="checkbox"/> Only one of the boxes should be checked	
c. Market <input type="checkbox"/> No check mark <input type="checkbox"/> Only one of the boxes should be checked	
d. With Union <input type="checkbox"/> No check mark <input type="checkbox"/> Only one of the boxes should be checked	
e. With CBA <input type="checkbox"/> No check mark <input type="checkbox"/> Only one of the boxes should be checked	
(answered Yes in item 4d)	
Part B: Employment and Wage Rates of Time-Rate Workers On Full-time Basis	
1. BASIC PAY <input type="checkbox"/> No entries <input type="checkbox"/> Repetitive entries	
<input type="checkbox"/> Details do not add up to respective sub-totals in: <input type="checkbox"/> Col. 2 <input type="checkbox"/> Col. 4 <input type="checkbox"/> Col. 6	
<input type="checkbox"/> Sub-totals do not add up to Total (sum of cols. 2, 4 and 6)	
<input type="checkbox"/> Total (sum of cols. 2, 4 and 6) is greater than total employment in Part A.2	
2. ALLOWANCES <input type="checkbox"/> No entries <input type="checkbox"/> Repetitive entries	
<input type="checkbox"/> Details do not add up to respective sub-totals in: <input type="checkbox"/> Col. 8 <input type="checkbox"/> Col. 10 <input type="checkbox"/> Col. 12	
<input type="checkbox"/> Sub-totals do not add up to Total (sum of cols. 8, 10 and 12)	
<input type="checkbox"/> Total (sum of cols. 8, 10 and 12) is greater than Total reported in Part B.1	
Part C: Employment and Wage Rates of Time-rate Workers on Full-time Basis in Selected Occupations	
1. FOR ESTABLISHMENTS IN PRE-SELECTED INDUSTRIES <input type="checkbox"/> No data provided (occupational sheet given is appropriate)	
<input type="checkbox"/> Change in industry classification discovered during review (provide appropriate occupational sheet)	
2. OCCUPATION <input type="checkbox"/> No occupation titles	
<input type="checkbox"/> Occupations reported not consistent with those in occupational sheet	
<input type="checkbox"/> Consolidated data provided/not classified by occupation	
3. HIRING/ENTRY RATE <input type="checkbox"/> No entry/s in cols. 2 and/or 3 for basic pay and/or allowances	
<input type="checkbox"/> Time unit and amount not consistent	
4. MINIMUM EDUCATIONAL REQUIREMENT <input type="checkbox"/> No check mark	
<input type="checkbox"/> Others is checked but not specified	
5. MINIMUM YEARS OF RELATED EXPERIENCE <input type="checkbox"/> No check mark	
<input type="checkbox"/> 4 years or more is checked but not specified	
6. EXISTING WAGE RATES <input type="checkbox"/> No entry/s in Col./s _____	
<input type="checkbox"/> Time unit and monetary value are not consistent	
<input type="checkbox"/> Cols. 1 and 2 (Basic Pay)	
<input type="checkbox"/> Cols. 4 and 5 (Allowances)	
<input type="checkbox"/> Details in col. 3 do not add up to its reported total	
<input type="checkbox"/> Details in col. 6 do not add up to its reported total	
7. TIME-RATE WORKERS ON FULL TIME BASIS (MALE + FEMALE = BOTH SEXES)	
<input type="checkbox"/> No entries <input type="checkbox"/> No breakdown by sex <input type="checkbox"/> Breakdown by sex does not add up to total	
Received by Supervisor	Verification Accepted by Reviewer
Signature:	Signature:
Date:	Date:

## **BITS FORM 1 (VERIFICATION FORM)**

**To Our Valued Respondent:** Thank you for accomplishing the 2003/2004 BITS questionnaire. We, however, have some queries regarding some entries in the attached questionnaire. To guide you, we are providing you this form which contains our observation/s on your report. Should there be a need to revise your data, kindly line out the original entry, write close to it the new entry and affix your initial beside it.

[illegible]

<b>FOR (SEMESTER/YEAR) FIELD OPERATIONS</b> <b>DOLE Regional Office No. _____</b>				
<b>A. Timetable of Field Operations</b>				
Activity	BLES Scheduled Dates		Actual Dates	
Training of PBIs				
Delivery				
Collection				
<b>B. Manpower Complement</b>				
Personnel	BLES Required Manpower		Manpower Utilized	
Total				
Regional Staff				
Area Supervisors				
Enumerators				
<b>C. Fund Utilization (P)</b>				
Object	Interfund Transfer/Current Appropriation	Actual Expenditures		
		Total	From Current Appropriation	From Balance of Previous Surveys
Total				
02				
03				
07				
29				
Training				
Wages				
<b>D. Problems Encountered</b>				
1. Administrative Concerns a. Training of Enumerators/Area Supervisors				
b. Manpower Complement including hiring of PBIs				
c. Fund Utilization				
2. Field Operations a. Delivery of Questionnaires				
b. Collection/Retrieval of Questionnaires On the average, how many callbacks were made to an establishment? _____				

<b>FOR __ (SEMESTER/YEAR) __ FIELD OPERATIONS</b> <b>DOLE Regional Office No. ____</b>	
<b>E. Measures Undertaken by the RO to Solicit Cooperation of Sample Establishments</b>	
<b>F. Suggestions for Improvement of Survey Implementation</b>	
1. Training of Enumerators and Area Supervisors	
2. Manpower Complement	
3. Fund Utilization	
4. Field Operations	
<b>Prepared by:</b>	<b>Noted by:</b>
Signature:	Signature:
Name:	Name:
Position: IMSD Chief	Position: Regional Director
Date:	Date: