

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. Participants should accomplish **Evaluation of Training for BLES Survey/s** (FM-BLES 03-3.23); **Enumerator's Evaluation Survey on the Delivery of Questionnaire** (FM-BLES 03-3.24) and **Enumerator's Evaluation Survey on the Retrieval of Questionnaire** (FM-BLES 03-3.25) to monitor the effectiveness of training/s conducted by BLES trainers.
- 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 Control 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 cannot 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 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 5th and 20th 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 **₱ 85.00**.
- 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 ₱ 225.00 for BITS and ₱ 250.00 for OWS**.

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 amount 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.