

2007/2008
BLES INTEGRATED SURVEY (BITS)

Part III

***Occupational
Shortages and
Surpluses***



ISO 9001:2000 Certified

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Bureau Of Labor And Employment Statistics

Reference Period: January 2007 to June 2008

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1. Were there job vacancies (vacancy positions) in your establishment from January 2007 to June 2008?
Job vacancies refers to the number of unfilled job openings, which are immediately available for placement and for which active recruitment steps are being undertaken anytime during the reference period. In case a job vacancy has been vacant for several times during the year, count it only once.

Please check appropriate box

Yes, please specify total number of vacant positions _____
No, go to item no. 2

- 1.1. Of the total number of vacancy positions, how many were hard to fill? _____
Hard-to-fill occupations = refer to those job vacancies for which no establishment has encountered difficulties in recruitment, for reasons stated in column (2)

† *Please indicate job title and provide details for each column. Use separate lines following the same format, if necessary.*

* Please provide the job title of previous duties for each candidate based upon the senior positions held and years of experience, if necessary.							
PSDC Code (do not fill)	Title of Job/Occupation	No. of yrs. exp. des.	No. of app. pils. exps.	Month Year (mm/yy)	Va cancel was	Reason Why Hired to Fill (omit Code)	Starting Salary Rate (in \$)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

For columns (1) to 5, please reflect the necessary information or the most recent vacancy. Please do not position become vacant several times during the reference period.

Code for Reason Code (Col. 7)	
1 - No applicant, i.e., no person applied for the job	5 - Applicant's expectation of high salary
2 - Applicant's lack of experience	6 - Location or work schedule problem
3 - Applicant's lack of knowledge/skill	7 - Applicant's previous employment
4 - Applicant's lack of professional license/ITBSA skills	8 - Other (specify _____)

- 1.2. For each job/occupation listed above, please specify the following requirements:

(Please use separate sheet following this page, if necessary)

[illegible]

- 1.3 Of the total number of vacant positions reported in item 1 how many were easy to fill?

(Please underline all file and indicate number of replicates. Use appropriate label following the same format if necessary)

[illegible]

For columns 1 to 5, please reflect the necessary information on the most recent vacancy in case the position became vacant several times during the reference period.

Continued

2. When was the last time you had vacancy?

3. How do you normally fill up your job vacancies?

(Please check appropriate box(es))

<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Through labor unions
<input type="checkbox"/> Network of relatives, friends, neighbors	<input type="checkbox"/> Vacancy posting outside firms/schools
<input type="checkbox"/> Classified ads	<input type="checkbox"/> Jobs Fair
<input type="checkbox"/> Phil-JobNet (DOLE)	<input type="checkbox"/> Private recruitment agency
<input type="checkbox"/> Internet (Job Boards)	<input type="checkbox"/> Promotion within the company
<input type="checkbox"/> Public Employment Office	<input type="checkbox"/> Others (specify) _____

4. Does your company have a particular school preference in recruiting new staff?

Does your company have:
(Please check appropriate box)

☐ Yes ☐ No

If yes, please indicate schools:

(Please use separate sheet, if necessary.)

12) Kąsoti laimę abiejų šalių dešimtis, o (Paklauskite)	

5. How much is your estimated recruitment cost per job?

(Please check appropriate box)

<input type="checkbox"/> No cost	<input type="checkbox"/> \$ 10,000 to \$ 19,999
<input type="checkbox"/> Less than \$ 5,000	<input type="checkbox"/> \$ 20,000 and over
<input type="checkbox"/> \$ 5,000 to \$ 9,999	

6. In general, how do you rate the job applicants in terms of the following traits?

(Please check applicable ratings for each tool)

Trait	Poor	Good	Very Good
(1)	(2)	(3)	(4)
1. Verbal skill			
2. Writing skill (if applicable)			
3. Computer skill (if applicable)			
4. Mathematics skill (if applicable)			
5. Analytical thinking/Reasoning skill			
6. English proficiency (if applicable)			
7. Confidence level			
8. Motivation/Disposition			
9. Personal appearance			
10. Ability to fill out application form correctly			
11. Practical knowledge of the job			
12. Previous work-related experience			

7. How do you rate the quality of job applicants compared with the previous years?

(Please check appropriate box)

☐ Have improved ☐ Have remained the same ☐ Have deteriorated

PART III: OCCUPATIONAL SHORTAGES AND SURPLUSES

Reference Period: January 2007 to June 2008

1. Were there job vacancies (vacant positions) in your establishment from January 2007 to June 2008?

Job vacancies - refer to the number of unfilled job openings, which are immediately available for placement and for which active recruitment steps are being undertaken anytime during the reference period. In case a job vacancy has been vacant for several times during the year, count it only once.

(Please check appropriate box)

<input type="checkbox"/>	Yes, please specify total number of vacant positions _____
<input type="checkbox"/>	No, go to item no. 2

1. Were there job vacancies (vacant positions) in your establishment from January 2007 to June 2008?

- *Appropriate box should be checked.*
- *If "Yes" is checked, the total number of vacant positions should be specified.*
- *If "No" is checked, proceed to item 2.*

Job vacancies - refer to the number of unfilled job openings, which are immediately available for placement and for which active recruitment steps are being undertaken anytime during the reference period. In case a job vacancy has been vacant for several times during the year, count it only once.

1.1. Of the total number of vacant positions, how many were hard to fill? _____

Hard-to-fill occupations - refer to those job vacancies for which an establishment has encountered difficulties in recruitment, for reasons stated in column (7).

(Please enumerate job title and provide details for each column. Use separate sheet following the same format, if necessary)

PSOC Code (Do not fill)	Title of Job/Occupation	No. of Vacancies	No. of Applicants	Month/Year (mm/yy) Vacancy was		Reason Why Hard to Fill (Use Code)	Starting Salary Rate (in ₱)
				Open-ed	Filled-up		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

For columns 3 to 8, please reflect the necessary information for the most recent vacancy in case the position became vacant several times during the reference period.

Code for Reason (Col. 7)

1 - No applicant, i.e., no person applied for the job
 2 - Applicants lack years of experience
 3 - Applicants lack competency/skill
 4 - Applicants lack professional license/TESDA Skills Certification

5 - Applicants' expectation of high salary
 6 - Location or work schedule problem
 7 - Applicants prefer overseas employment
 8 - Others (specify) _____

1.1. Of the total number of vacant positions, how many were hard to fill?

- *There should an entry here. If the answer is yes in item 1.*
- *Entry should be equal to or less than entry in item 1.*

Col. 1 - PSOC Code

- **Do not fill.**

Col. 2 - Title of Job/ Occupation

- *Specify (clearly and legibly) the complete occupation title of the vacant position e.g. Accountant, Nurse, Cashier, Marketing Manager*

Col. 3 - No. of Vacancies

- *In case a job/occupation has been vacant for several times during the reference period, it should be counted only once.*
- *Information for the **most recent vacancy** should be reflected in succeeding items i.e., col. 3 to 8 and item 1.2 col. 3 to 8*
- *The total number of jobs/occupations listed should tally with entry in item 1.1.*

Establishment ABC	
Vacant positions	Number of Vacancies
1. Total number of Vacant positions	10
1.1 Hard-to-fill	6
Training and Licensing Head	1
Sales manager	3
Marketing Coordinator	2
1.3 Easy-to-fill	4
Financial Accountant	1
Receptionist	3

Establishment XXX	
Vacant positions	Number of Vacancies
1. Total number of Vacant positions	7
1.1 Hard-to-fill	7
Marketing assistant	2
Asst. Project engineer	2
Documentation Asst.	1
Audit Asst.	1
Asst. Executive Secretary	1
1.3 Easy-to-fill	0

Establishment NLI	
Vacant positions	Number of Vacancies
1. Total number of Vacant positions	11
1.1 Hard-to-fill	5
Actuarial Manager	1
Actuarial Asst.	2
Sales Accountant	1
System Administrator	1
1.3 Easy-to-fill	6
System Analyst	2
Statistician	2
Marketing Staff	2

Establishment TBC	
Vacant positions	Number of Vacancies umber
1. Total number of Vacant positions Total Vacancies	26
1.1 Hard-to-fill	0
1.3 Easy-to-fill	26
1. Service crew	26

1.1. Of the total number of vacant positions, how many were hard to fill? _____

Hard-to-fill occupations - refer to those job vacancies for which an establishment has encountered difficulties in recruitment, for reasons stated in column (7).

(Please enumerate job title and provide details for each column. Use separate sheet following the same format, if necessary)

PSOC Code (Do not fill)	Title of Job/Occupation	No. of Vacancies	No. of Applicants	Month/Year (mm/yy) Vacancy was		Reason Why Hard to Fill (Use Code)	Starting Salary Rate (in ₱)
				Open-ed	Filled-up		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

For columns 3 to 8, please reflect the necessary information for the most recent vacancy in case the position became vacant several times during the reference period.

Code for Reason (Col. 7)

1 - No applicant, i.e., no person applied for the job
 2 - Applicants lack years of experience
 3 - Applicants lack competency/skill
 4 - Applicants lack professional license/TESDA Skills Certification

5 - Applicants' expectation of high salary
 6 - Location or work schedule problem
 7 - Applicants prefer overseas employment
 8 - Others (specify) _____

Col. 4 - No. of Applicants

- Entry should be the total number of applicants for each job/occupation listed in column (2).
- If the actual count of applicants cannot be provided, an estimate can be accepted.

**Col. 5 - Month/Year (mm/yy)
Vacancy was Opened.**

- Entry should be the month and year when the vacancy was opened for immediate placement

**Col. 6 - Month/Year (mm/yy)
Vacancy was Filled-up**

- Entry should be the month and year when the vacancy was filled up.

1.1. Of the total number of vacant positions, how many were hard to fill? _____

Hard-to-fill occupations - refer to those job vacancies for which an establishment has encountered difficulties in recruitment, for reasons stated in column (7).

(Please enumerate job title and provide details for each column. Use separate sheet following the same format, if necessary)

PSOC Code (Do not fill)	Title of Job/Occupation	No. of Vacancies	No. of Applicants	Month/Year (mm/yy) Vacancy was		Reason Why Hard to Fill (Use Code)	Starting Salary Rate (in ₱)
				Open-ed	Filled-up		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

For columns 3 to 8, please reflect the necessary information for the most recent vacancy in case the position became vacant several times during the reference period.

Code for Reason (Col. 7)

1 - No applicant, i.e., no person applied for the job
 2 - Applicants lack years of experience
 3 - Applicants lack competency/skill
 4 - Applicants lack professional license/TESDA Skills Certification

5 - Applicants' expectation of high salary
 6 - Location or work schedule problem
 7 - Applicants prefer overseas employment
 8 - Others (specify) _____

Col. 7 - Reason Why Hard to Fill

- Entry should be any code from 1-8.
- Enter only one code (**main reason** why job/occupation is hard to fill).

**Col. 8 - Starting Salary Rate
(in P)**

- If the information cannot be provided due to confidentiality of data, an estimate can be accepted.

1.2. For each job/occupation title listed above, please specify the following requirements.

⊕ (Please use separate sheet following the same format, if necessary)

PSOC Code (Do not fill)	Title of Job/Occupation	Minimum Educational Level	Code (Do not fill)	Main Skill/ Area of Specialization	Code (Do not fill)	Yrs. of Experience	TESDA Skills Certification Title
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

1.2 Requirements for filling-up hard to fill vacant positions

- If applicable, there should be entries.
- Entries should be the company's requirements/ qualification standards for the applicants to qualify for placement in a vacant position.

Col. 1 – PSOC Code

- Do not fill.

Col. 2 - Title of Job/ Occupation

- Entry should be the same with the job/occupation titles listed in column (2) of item 1.1.

Col. 3 - Minimum Educational Level

- Entry should be the **least** educational attainment required by the company for their applicants.

1.2. For each job/occupation title listed above, please specify the following requirements.

⊕ *(Please use separate sheet following the same format, if necessary)*

PSOC Code (Do not fill)	Title of Job/Occupation	Minimum Educational Level	Code (Do not fill)	Main Skill/ Area of Specialization	Code (Do not fill)	Yrs. of Expe- rience	TESDA Skills Certification Title
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Col. 5 - Main Skill/Area of
Specialization

• *Entry should be the specific skill or field of expertise of the applicants. e.g. **OR nurse, science or math teacher, shielded metal arc welding, automotive body painting, bartending,***

Col. 7 - Yrs. Of Experience

• *If applicable, entry should be the number of years of working experience acquired by the applicant from previous employment.*

Col. 8 - TESDA Skills
Certification Title

• *If applicable, entry should be the title of TESDA Certificate issued to an applicant who has undergone TESDA skills training. e.g. **automotive servicing NC II, Housekeeping NC III, masonry NC II***

1.3 Of the total number of vacant positions reported in Item 1, how many were easy to fill? _____

⊕ (Please enumerate job title and indicate number of applicants. Use separate sheet following the same format, if necessary)

PSOC Code (Do not fill)	Title of Job/Occupation	No. of Va- can- cies	No. of Ap- pli- cants	Starting Salary Rate (in ₱)
(1)	(2)	(3)	(4)	(5)

For columns 3 to 5, please reflect the necessary information for the most recent vacancy in case the position became vacant several times during the reference period.

1.3. Of the total number of vacant positions reported in Item 1, how many were easy to fill?

- If applicable, there should be entry.
- Entry should be equal to or less than entry in Item 1.

Col. 1 - PSOC Code

- Do not fill.

Col. 2 - Title of Job/ Occupation

- Specify the full occupation title of the vacant position e.g. service crew, sales clerk, encoder

Col. 3 - No. of Vacancies

- In case a job/occupation has been vacant for several times during the reference period, it should be counted only once.
- Information for the **most recent vacancy** should be reflected.
- Total number of job/occupations listed should tally with entry in item 1.3.

1.3 Of the total number of vacant positions reported in Item 1, how many were easy to fill? _____

+ (Please enumerate job title and indicate number of applicants. Use separate sheet following the same format, if necessary)

PSOC Code (Do not fill)	Title of Job/Occupation	No. of Va- can- cies	No. of Ap- pli- cants	Starting Salary Rate (in ₱)
(1)	(2)	(3)	(4)	(5)

For columns 3 to 5, please reflect the necessary information for the most recent vacancy in case the position became vacant several times during the reference period.

Col. 4 - No. of Applicants

- Entry should be the total number of applicants for each job/occupation listed in column (2). If the actual count of applicants cannot be provided, an estimate can be accepted.

Col. 5 - Starting Salary Rate
(in P)

- If the information cannot be provided due to confidentiality of data, an estimate can be accepted.

PART III: OCCUPATIONAL SHORTAGES AND SURPLUSES (cont'd)

2. When was the last time you had vacancy? _____

3. How do you normally fill up your job vacancies?

⊕ (Please check appropriate box/es)

<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>	Through labor unions
<input type="checkbox"/>	Network of relatives, friends, neighbors	<input type="checkbox"/>	Vacancy posting outside firm/schools
<input type="checkbox"/>	Classified ads	<input type="checkbox"/>	Jobs Fair
<input type="checkbox"/>	Phil-JobNet (DOLE)	<input type="checkbox"/>	Private recruitment agency
<input type="checkbox"/>	Internet (Job Boards)	<input type="checkbox"/>	Promotion within the company
<input type="checkbox"/>	Public Employment Office	<input type="checkbox"/>	Others (specify) _____
<input type="checkbox"/>		<input type="checkbox"/>	_____

4. Does your company have a particular school preference in recruiting new staff?

(Please check appropriate box)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, please indicate schools.

(Please use separate sheet, if necessary)

2. When was the last time you had vacancy?

- If applicable, there should be an entry.
- The month and year when the company had its latest vacancy should be indicated.

3. How do you normally fill up your job vacancies?

- Appropriated box/es should be checked.
- If "Others", is checked, details should be specified.

4. Does your company have a particular school preference in recruiting new staff?

- Appropriate box should be checked.
- If "Yes" is checked, there should be entry/ies in the space provided.

5. How much is your estimated recruitment cost per job?

☐ (Please check appropriate box)

<input type="checkbox"/>	No cost	<input type="checkbox"/>	₱ 10,000 to ₱ 19,999
<input type="checkbox"/>	Less than ₱ 5,000	<input type="checkbox"/>	₱ 20,000 and over
<input type="checkbox"/>	₱ 5,000 to ₱ 9,999	<input type="checkbox"/>	

6. In general, how do you rate the job applicants in terms of the following traits?

(Please check applicable rating for each trait)

Trait (1)	Poor (2)	Good (3)	Very Good (4)
1. Verbal skill			
2. Writing skill (if applicable)			
3. Computer skill (if applicable)			
4. Mathematics skill (if applicable)			
5. Analytical thinking/Reasoning skill			
6. English proficiency (if applicable)			
7. Confidence level			
8. Motivation/disposition			
9. Personal appearance			
10. Ability to fill out application form correctly			
11. Practical knowledge of the job			
12. Previous work-related experience			

7. How do you rate the quality of job applicants compared with the previous years?

(Please check appropriate box)

<input type="checkbox"/>	Have improved	<input type="checkbox"/>	Have remained the same	<input type="checkbox"/>	Have deteriorated
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5. How much is your estimated recruitment cost per job? 000

- *Appropriate box should be checked.*
- *Note: This would normally have one check mark in any of the boxes if any or all of the following have been checked in item 3: Classified Ads, Internet (Job Boards) and private recruitment agency.*

6. In general, how do you rate the job applicants in terms of the following traits?

- *For each applicable trait listed in column 1, corresponding rating in any of columns poor(2), good (3) or very good (4) should be checked.*

7. How do you rate the quality of job applicants compared with the previous years?

- *Appropriate box should be checked.*

*THANK YOU
AND
GOOD DAY*

**Presented during Regional Supervisors and Enumerators Training on Data
Collection and Field Editing of the 2007/2008 BITS and 2008 OWS**

August 2008