



**TRAINING ON
FIELD ENUMERATION AND EDITING**

**2007/2008
BITS**

(BLES INTEGRATED SURVEY OF ESTABLISHMENTS)



1. What is the main economic activity of your establishment?
Please specify your major products/goods or services in order of importance.

Main Economic Activity Manufacture of motor vehicles

Major Products/Goods or Services Assembling motor vehicles

Definition	Guidelines
Main Economic Activity - <i>activity that contributes the biggest or major portion of the gross income or revenues of the establishment.</i>	<i>The main economic activity should be completely described.</i>
Major Products/Goods or Services - <i>specific product/goods produced or service given by the establishment.</i>	<i>The first product/service reported should be consistent with the main economic activity.</i>

2. Ownership (*Please
check only one*)

Wholly Filipino

Wholly Foreign



With Foreign Equity
(*in terms of capital
shares*)

Guideline

*There should be only one box
checked.*

3. With union

✓ Yes

No, *go to Item 8*

Definition	Guideline
Union - <i>any registered group or association of employees that exists in whole or in part for the purpose of collective bargaining or dealing with employers concerning terms and conditions of employment.</i>	<i>There should be only one box checked.</i>

3.1 If Yes, please specify
scope of bargaining
unit. *(Please check as
applicable)*

Guideline

*There may be one or more
boxes checked.*

Supervisors only

✓ Rank and file only

Rank and file
including
supervisors

4. Number of Unions

Guideline

*There must be entry here if “Yes” is checked in item 3.
Entry should be more than one (1) if 2 or more boxes are checked in item 3.1.*

5. Union membership

Guidelines

If “Supervisors only” is checked in item 3.1, union membership should not exceed number of supervisors/foremen reported in Part II item 1.3.2.

If “Rank and File only” is checked in item 3.1, union membership should not exceed number of regular workers reported in Part II item 1.3.3.1.

If “Rank and File including Supervisors” is checked in item 3.1, union membership should not exceed the sum of entries in Part II items 1.3.2 (supervisory/foremen) and 1.3.3.1 (regular workers).

5.1. Female members

5.2. Union officers

5.2.1 Female officers

5.2.1.1 Female presidents

Guidelines

*Entry should not exceed
number of female employees
reported in Part II: Item 2.2*

*Entries should not exceed
entries in item 5.*

*Entries should not exceed
entries in item 5.2*

*Entries should not exceed
entries in item 4*

6. With collective bargaining agreements?

✓ Yes

No, *go to Item 8*

Definition	Guideline
Collective bargaining agreements (CBA) - <i>the negotiated contract between a legitimate labor organization and the employer concerning wages, hours of work, and all other terms and conditions of employment in a bargaining unit, including mandatory provisions for grievance and arbitration machinery.</i>	<i>There should be only one box checked.</i>

7.1 Female workers covered

Guideline

*Entry should not exceed
female workers reported in
Part II item 2.2.*

For Manufacturing Establishments Only

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8. Is your establishment part of a global production network (GPN)?

✓ Yes, please indicate:

parent country, if any: Japan

partner country/ies: Thailand

No, *go to Item 9*

Definition	Guidelines
<i>Global production network (GPN)</i> – a production scheme where stages of manufacturing process are undertaken in different geographic locations/countries where they can be carried out most efficiently. →	<p><i>All establishments with PSIC D should have an entry.</i></p> <p><i>There should be only one box checked.</i></p> <p><i>If “Yes” there may be entry in parent country.</i></p> <p><i>Partner country/ies should be specified.</i></p> <p><i>Write “NA” if there is no mother company.</i></p>

For Business Process Outsourcing (BPO) Only

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9. Please indicate your market

Local
✓ International
Both

Definition

Business process outsourcing (BPO) – the delegation to an organization/ establishment contracted to take primary responsibility of providing a business process or function.

Guidelines

All establishments engaged in business process outsourcing (BPO) activity/ies should have an entry.

There should be only one box checked.

BPO Industry

Real Estate Renting and Business Activities (Sector K)

Computer Related Activities (K72)

- Hardware Consultancy (K721)
- Software Publishing (K7221)
- Other Software and Consultancy and Supply (K7229)
- Data Processing (K723)
- Database Activities and On-line Distribution of Electronic Content (K724)
- Other Computer Related Activities (K729)
- Call Center Activities (K74996)
- Medical Transcription Activities (K74997)

Other Community, Social and Personal Service Activities (Sector O)

- Animated Films and Cartoons Production (O92112)



END of PART I
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