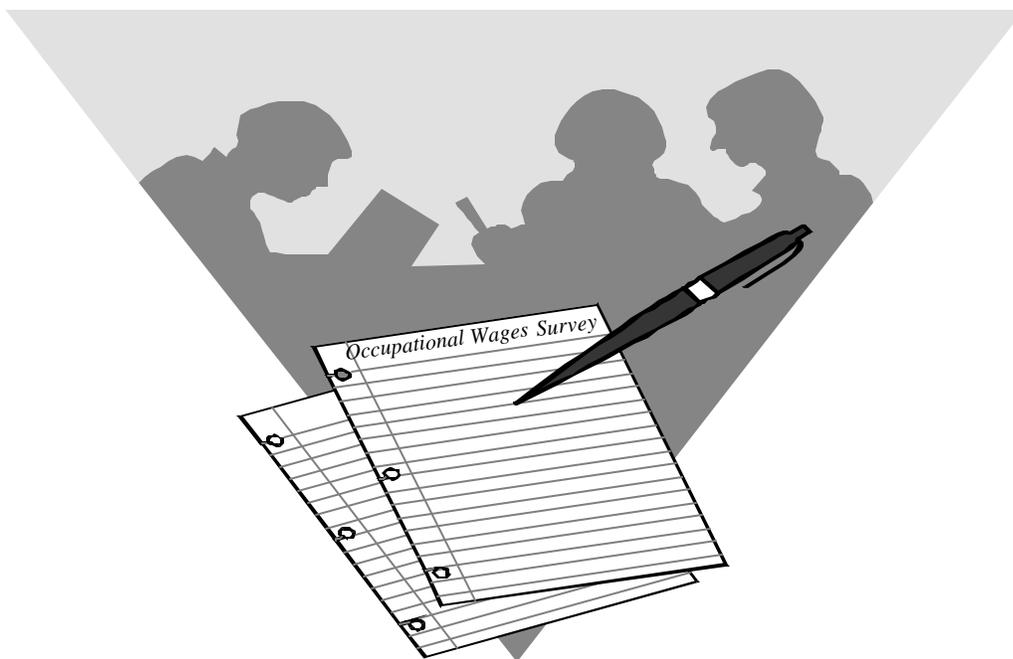


ENUMERATOR'S MANUAL

OCCUPATIONAL WAGES SURVEY



Bureau of Labor and Employment Statistics

in coordination with the

National Statistics Office

PART A

MANUAL OF INSTRUCTIONS

TABLE OF CONTENTS

Chapter I - <i>Introduction</i>	1
Chapter II - <i>Operational Strategy and Timetable of Activities</i>	13
Chapter III - <i>Duties and Responsibilities</i>	18
Chapter IV - <i>Training</i>	20
Chapter V - <i>Administrative Matters</i>	22
Chapter VI - <i>Field Editing Guidelines</i>	29
Chapter VII - <i>Common Errors in the Accomplishment of the OWS Questionnaire</i>	39

PREFACE

The Enumerator's Manual for the revised Occupational Wages Survey (OWS) is a guide to supervisors and enumerators in the conduct of field operations. Guidelines on enumeration and field editing aim to ensure uniformity and control of the quality of survey data.

Notes on the new survey design are presented in this manual for better understanding and appreciation of the current thrust of the OWS.

This manual has three parts. Part A is the Manual of Instructions for field operations and editing. Part B is the Occupational Handbook which contains the list of monitored occupations in each industry. The OWS questionnaire found in Part C of this manual has the terms and their corresponding definitions used in the survey to facilitate data provision by respondents.

March 1998

Manila, Philippines

CHAPTER I

INTRODUCTION

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 was to generate wage estimates in aid to minimum wage determination.

In order to improve the retrieval rate, field operations were contracted out by the Bureau to the National Statistics Office beginning 1994. In 1996, however, no survey operations were conducted as its survey design was then being reviewed.

Recent developments towards globalization like the approval of the GATT-WTO and the creation of the BIMP-EAGA however, pressed the need for employment and wage estimates that would address the emerging concerns of planners and policy makers. The BLES has, therefore, decided to redesign the OWS 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 structure.

Thus, in 1997 the OWS was redesigned to yield more precise wage estimates for an expanded set of occupations in each industry. The new design is based on the **1992 Philippine Standard Occupational Classification (PSOC) and the 1994 Philippine Standard Industrial Classification (PSIC)**.

1.1. Objectives of the Survey:

The objective of the revised OWS is to generate statistics for **wage determination in collective bargaining negotiations and wage and salary administration**. In business, these shall serve as indicators of **industry viability** for investment decision.

These data are useful in determining **wage differences across occupations, industries and geographic areas**. The new design likewise allows **international comparability of data**.

1.2. Collection Authority:

The conduct of the OWS is mandated by:

- a. **Executive Order No. 126** (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** - 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 the National Statistics Office (NSO) **shall hold all survey data supplied by the respondents in confidence**. It is embodied in Section 4 of Commonwealth Act No. 591 that the data furnished the Bureau of Census and Statistics will be kept strictly confidential and shall not be used as evidence in court for purposes of taxation, regulation or investigation; “nor shall such data or information be divulged to any person except authorized employees of the Bureau of the Census and Statistics, acting in the performance of their duties; nor such data be published except in the form of summaries or statistical tables in which no reference to any particular individual, corporation, partnership, institution or business enterprise shall appear...”. Persons violating the provisions of the above section shall, upon conviction, be punished by a fine of not more than six hundred pesos or by imprisonment for not more than six months, or both.

The information obtained from the establishments shall be integrated and presented by the BLES in aggregate form so as not to reveal the identity of the individual establishments that participated in the survey. Further, the respondents must be reassured that these information shall be used for statistical purposes only.

1.4. Scope and Coverage:

The revised OWS is an **establishment-based survey**. It is a **complete enumeration** of establishments with an **average total employment of 50 or more persons** in selected non-agricultural industries in the private sector.

The new series covers 52 **non-agricultural industries** under the 1994 PSIC from which data on total employment, distribution of time-rated workers on full-time basis, unionism and collective bargaining agreements shall be drawn.

Specifically, these industries are as follows:

	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 and Beverages	D15
4.	Manufacture of Tobacco Products	D16
5.	Manufacture of Textiles	D17
6.	Manufacture of Wearing Apparel	D18
7.	Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear	D19
8.	Manufacture of Wood, Wood Products and Cork, Except Furniture; Manufacture of Articles of Bamboo, Cane, Rattan and the Like; Manufacture of Plaiting Materials	D20
9.	Manufacture of Paper and Paper Products	D21
10.	Publishing, Printing and Reproduction of Recorded Media	D22
11.	Manufacture of Coke, Refined Petroleum and Other Fuel Products	D23
12.	Manufacture of Chemicals and Chemical Products	D24
13.	Manufacture of Rubber and Plastic Products	D25
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 Office, Accounting and Computing Machinery	D30
19.	Manufacture of Electrical Machinery and Apparatus	D31
20.	Manufacture of Radio, Television and Communication Equipment and Apparatus	D32
21.	Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks	D33
22.	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	D34
23.	Manufacture of Other Transport Equipment	D35
24.	Manufacture and Repair of Furniture	D36
25.	Recycling	D37
26.	Manufacturing, N.E.C	D39
	ELECTRICITY, GAS AND WATER SUPPLY	E
27.	Electricity, Gas, Steam and Hot Water Supply	E40
28.	Collection, Purification and Distribution of Water	E41
29.	CONSTRUCTION	F45
	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	G
30.	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel	G50
31.	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles	G51

32.	Retail Trade, Except of Motor Vehicles and Motorcycles, Repair of Personal and Household Goods	G52
33.	HOTELS AND RESTAURANTS	H55
	TRANSPORT, STORAGE AND COMMUNICATIONS	I
34.	Land Transport; Transport Via Pipelines	I60
35.	Water Transport	I61
36.	Air Transport	I62
37.	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	I63
38.	Post and Telecommunications except National Postal Activities	I64 (EXCL I64110)
	FINANCIAL INTERMEDIATION	J
39.	Banking Institutions except Central Banking	J65 (EXCL J65100)
40.	Non-Bank Financial Intermediation	J66
41.	Insurance and Pension Funding, Except Compulsory Social Security	J67
42.	Activities Auxiliary to Financial Intermediation	J68
	REAL ESTATE, RENTING AND BUSINESS ACTIVITIES	K
43.	Real Estate Activities	K70
44.	Renting of Machinery and Equipment Without Operator, Personal and Household Goods	K71
45.	Computer and Related Activities	K72
46.	Research and Development	K73

47.	Miscellaneous Business Activities	K74
48.	PRIVATE EDUCATION SERVICES	M81
49.	HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH SERVICES	N85 (EXCL 8511)
	OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES	O
50.	Sewage and Refuse Disposal, Sanitation and Similar Activities	O90
51.	Recreational, Cultural and Sporting Activities	O92
52.	Other Service Activities	O93

From these industries, **41 (3,4 or 5-digit) specific industries** have been further identified from which **occupational wages and employment of time-rated workers on full-time basis shall be monitored:**

	Description	1994 PSIC
	MINING AND QUARRYING	C
1.	Metallic Ore Mining	C10
2.	Non-Metallic Mining and Quarrying	C11
	SELECTED MANUFACTURING	D
3.	Manufacture of Food Products and Beverage	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 and Wood Products, Except Furniture	D201

8.	Manufacture of Paper and Paper Products	D21
9.	Publishing and Printing	D221/222/223
10.	Manufacture of Coke, Refined Petroleum and Other Fuel Products	D23
11.	Manufacture of Chemicals and Chemical Products	D24
12.	Manufacture of Rubber and Plastic Products	D25
13.	Manufacture of Other Non-Metallic Mineral Products	D26
14.	Manufacture of Basic Metals	D27
15.	Manufacture of Fabricated Metal Products, Except Machinery and Equipment	D28
16.	Manufacture of Machinery and Equipment	D29
17.	Manufacture of Electrical Machinery and Apparatus	D31
18.	Manufacture of Radio, Television and Communication Equipment and Apparatus	D32
19.	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	D34
20.	Building and Repairing of Ships and Boats	D351
21.	Manufacture and Repair of Furniture	D36
	ELECTRICITY, GAS AND WATER	E
22.	Electricity, Gas, Steam and Hot Water Supply	E40
23.	Collection, Purification and Distribution of Water	E41
24.	CONSTRUCTION	F45

	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES	G
25.	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles	G501/502/ 503/504
26.	Wholesale Trade Except of Motor Vehicles and Motorcycles	G51
27.	Retail trade, Except of Motor Vehicles and Motorcycles	G521/522/ 523/524/525
28.	HOTELS AND RESTAURANTS	H55
	SELECTED TRANSPORT, STORAGE AND COMMUNICATIONS	I
29.	Bus Line Operation	I6011
30.	Water Transport	I61
31.	Air Transport	I62
32.	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	I63
33.	Post and Telecommunications except National Postal Activities	I64 (EXCL I64110)
	SELECTED FINANCIAL INTERMEDIATION	J
34.	Banking Institutions except Central Banking	J65 (EXCL J65100)
35.	Non-Bank Financial Intermediation	J66
36.	Insurance and Pension Funding, except Compulsory Social Security	J67
	SELECTED BUSINESS ACTIVITIES	K
37.	Computer and Related Activities	K72
38.	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	K7412

39.	Architectural, Engineering and Related Technical Consultancy	K7421
40.	PRIVATE EDUCATION SERVICES	M81
41.	PRIVATE MEDICAL, DENTAL AND OTHER HEALTH SERVICES	N8512

Excluded from the survey are the agricultural and government sectors; predominantly household operated activities and; extra-territorial bodies:

Description	1994 PSIC
Agriculture, Hunting and Forestry	A01-05
Fishing	B06
Public Administration and Defense and Compulsory Social Security	L75
Public Education Services	M80
Public Medical, Dental and Other Health Services	N8511
Activities of Membership Organizations	O91
Extra-Territorial Organizations and Bodies	Q99

1.5. Bases for Industry and Occupational Coverages:

The 41 industries for which occupational wages and employment shall be monitored were identified based on the following:

- Investment Priority Plan of the Board of Investments
- Export winners identified by the Dept. 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

Meanwhile, the 165 occupations for which wage rates shall be monitored were selected on the basis of the following:

- 1992 Philippine Standard Occupational Classification
- Results of the Employment and Wage Structure Survey, another BLES survey

- Consultations with employers and workers groups, government agencies and the academe
- Catalogue of the Occupational Skills Standards for National Certification Program of the Technical Education and Skills Development Authority
- Occupations covered by the ILO Inquiry on Occupational Wages and Hours of Work
- Initial List of Indicative Offers to the Coordinating Committee on Services - General Agreement on Trade in Services (ASEAN Bloc)

At most, seven (7) occupations will be monitored in each of the 41 industries to represent the 7 major non-agricultural occupational groups in the 1992 PSOC. 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.

1.6. 1997 OWS Questionnaire, Occupational Sheet and Data Items:

The revised OWS questionnaire has the following six parts:

- Cover Page** - This contains information on the purpose of the survey, coverage, reference period, collection authority, authorized field personnel, confidentiality clause, due date, availability of latest survey results and assistance available.
- Part A** - **General Information** - This portion inquires on the main economic activity, major product/s, goods or service, total employment, unionism and existence of a collective bargaining agreement in the establishment.
- Part B** - **Employment and Wage Rates of Time-Rated Workers** - This section requires data on the number of time-rated workers on full-time basis by basic pay and allowance intervals.
- Part C** - **Employment and Wage Rates of Selected Occupations** - This part inquires on the employment and wage data of time-rated workers on full-time basis in selected occupations.

Remarks - This space is provided for the respondent's comments or suggestions on the survey.

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

To assist the respondents in classifying their occupations for which employment and wage data are required by the OWS (Part C), an Occupational Sheet will be enclosed in the questionnaire assigned to some establishments. The **Occupational Sheet** is a list of the occupations being monitored in each industry and their corresponding job descriptions based on the 1992 PSOC. The occupations in this sheet vary across establishments depending on their respective industry classification (PSIC). Use of the Occupational Sheets shall be discussed in detail in **Section 6.2 Chapter VI**.

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

- a. Total employment
- b. Total number of time-rated workers
- c. Total number of output-rated workers
- d. Unionism
- e. Collective bargaining agreement
- f. Number of time-rated workers on full-time basis by basic pay and allowance intervals
- g. Total number of time-rated workers on full-time basis in selected occupations
- h. Number of female time-rated workers on full-time basis in selected occupations
- i. Basic pay and allowance of time-rated workers on full-time basis in selected occupations

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

- a. Wage rates and employment of time-rated workers on full-time basis in 165 occupations in 41 industries.
- b. Median wage rates of time-rated workers on full-time basis in 52 industries (all establishments, non-unionized establishments, unionized establishments with CBA, unionized establishments without CBA).
- c. Total employment (time and output rated) in 52 industries.
- d. Distribution of time-rated workers on full-time basis by basic pay and allowance intervals in 52 industries (all establishments, non-unionized establishments, unionized establishments with CBA, unionized establishments without CBA).

1.7. Unit of Enumeration:

The unit of enumeration for this survey is the **establishment**. An establishment is defined as an economic unit, engaged in one or predominantly one kind of activity under a single ownership or control at a fixed location. Thus, stores, shops, factories, mining companies, construction companies, electric plants, transportation operators, warehouses, radio stations, hotels, restaurants, banks, 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.

1.8. Frequency and Reference Period:

All information to be collected from the establishments should refer to the reference date, **October 31, 1997**.

CHAPTER II

OPERATIONAL STRATEGY AND TIMETABLE OF ACTIVITIES

The OWS is a **joint undertaking of the BLES and the NSO**. This chapter discusses the major phases of the survey operations and the timetable of activities.

2.1. Flow of Operations

The major phases of survey operations are as follows:

2.1.1. Planning and Preparatory Activities:

To ensure the successful conduct of the survey under its new design, the **Labor Standards Statistics Division** of the BLES undertook the necessary planning and preparatory activities:

- Development of a survey design and questionnaire;
- Coordination with NSCB for approval and clearance to conduct the 1997 OWS;
- Coordination with NSO to use the latest available List of Establishments as sampling frame;
- Coordination with NSO for the conduct of field operations through a Memorandum of Agreement;
- Preparation of Enumerator's Manual and Occupational Sheets;
- Address labels and control list generation;
- Addressing of questionnaires and enclosure of occupational sheets;
- Training at the BLES and Regional Centers of the NSO.

2.1.2. Distribution of Questionnaires:

The BLES shall send the following survey materials to the NSO Provincial Statistics Offices:

- Provincial control list
- Distribution of establishments / Workload
- Enumerator's manuals
- Addressed questionnaires with occupational sheets as required

A copy of the enumerator's manual, provincial control lists and workload by province shall be given to the Regional Centers and Central Office - ITSD for monitoring purposes.

The addressed questionnaires and manuals will be distributed to the

assigned field collectors while the remaining copy of the provincial control list and a copy of the manual shall remain with the PSO to facilitate monitoring and office editing.

Before distribution, the enumerators should prepare their own control lists using **OWS Form 1 or the Enumerator's Control List**. It must be brought at all times to facilitate monitoring and the systematic distribution and collection of questionnaires. A more detailed discussion on its accomplishment is in **Section 5.2 Chapter V**.

The enumerators will personally deliver the questionnaires to the sample establishments. Upon delivery, the enumerator should **check / verify the PSIC code and location in the address label with the contact person in the establishment**. This is important as a change in any or both characteristics may require adjustments in distribution procedures as discussed in **Section 6.2 Chapter VI**.

Upon delivery, the enumerator and contact person should also agree on a **reasonable date for the enumerator to collect the accomplished questionnaire**. Assistance to the establishment in accomplishing the form must be accessible and available through the **address and telephone numbers of the PSO to be written by the enumerator on the first page of the questionnaire**. It is the enumerator's responsibility to answer correctly the queries of establishments regarding the survey.

2.1.3. Collection and Field Editing of Accomplished Questionnaires:

The accomplished questionnaires must be collected on the agreed date. **Reminder notices and / or phone calls** should be made to ensure that the accomplished questionnaire is available on the due date. If the establishment fails to meet this date due to difficulties encountered in its accomplishment, provide the necessary assistance and agree on a new date of collection.

Field editing must be done before leaving the establishment premises to avoid revisits.

2.1.4. Manual Processing and Transmittal of Reports:

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

All retrieved questionnaires together with two (2) copies of the accomplished **OWS Form 2 - Transmittal Form of Accomplished Questionnaires** or **OWS Form 3 - Transmittal Form of Spoilage Questionnaires** must be sent to the Central Office - ITSD. The Regional Center shall also be furnished a copy of OWS Form 2 or 3 for monitoring purposes. A file copy of the transmittal form should be retained by the PSO. Use of these forms shall be explained in **Section 5.3 Chapter V**.

Upon receipt of transmittals, the Central Office - ITSD **re-checks the completeness and consistency of entries** in the questionnaires. The questionnaires should also be checked against the details in OWS Form 2. If found in order, these shall be transmitted to BLES together with a copy of OWS Form 2 or 3. Meanwhile, questionnaires with incomplete and / or inconsistent entries shall be returned to the PSO for verification with the establishment.

The BLES shall review the edited questionnaires for correctness, completeness and consistency. **Questionnaires not properly edited shall be returned to the PSO through the Central Office - ITSD for verification.**

2.2. Timetable of Operations:

Activity	Office/Person Responsible	Due Date
PLANNING AND PREPARATORY ACTIVITIES		
a. Development of a survey design.	BLES	June - December 1997
b. Coordination with NSCB for approval and clearance to conduct the 1997 OWS.		October
c. Coordination with NSO to use the latest available List of Establishments as frame.	BLES / NSCB	August 1997- February 1998
d. Coordination with NSO for the conduct of field operations through a Memorandum of Agreement.	BLES / NSO	October 1997 - February 1998

- | | | |
|--|------------|--------------------------------|
| e. Preparation of enumerator's manual and occupational sheets. | BLES / NSO | September 1997 - February 1998 |
| f. Address labels and control list generation. | BLES | March |
| g. Addressing of questionnaires and enclosure of occupational sheets. | - do - | March |
| h. Training at the BLES and Regional Centers of the NSO by the BLES staff. | - do - | March |

DISTRIBUTION AND COLLECTION OF QUESTIONNAIRES

- | | | |
|---|--|------------|
| | BLES / NSO
(ITSD,
Regional
Centers, and
Provincial
Statistics
Offices) | May |
| a. Distribution of questionnaires. | Field collectors | May |
| b. Field collection and editing of the accomplished questionnaires. | - do - | May – July |

MANUAL PROCESSING AND TRANSMITTAL OF REPORTS

- | | | |
|---|---------|---|
| a. Review of questionnaires. | PSO | May – August |
| b. Transmittal of the reviewed questionnaires by PSOs to CO-ITSD. | - do - | Bi-monthly i.e.
21st of May; 7th /
21st of June – July
; 7th of August |
| c. Review of questionnaires. | CO-ITSD | May – August |
| d. Transmittal of the reviewed questionnaires by CO-ITSD to BLES. | - do - | Bi-monthly i.e.
31st of May; 15th/
30th or 31st of
June – August; |

e. Review and transmittal back to PSOs through CO-ITSD of questionnaires for verification.

BLES

Bi-monthly i.e. 7th / 21st of June– August; 7th of September

CHAPTER III

DUTIES AND RESPONSIBILITIES

The BLES entered into a **Memorandum of Agreement** with the **NSO to conduct the field operations of the OWS**. The MOA defines the responsibilities of the agencies involved in the field operations:

3.1 The BLES shall be responsible for:

- a. Printing and addressing of the questionnaires and the provision of enumerator's manual and control list of establishments. These shall be transmitted to the NSO Provincial Statistics Offices before the conduct of field operations;
- b. Coordination with the NSO Central Office-ITSD on the schedule of training activities at the NSO Regional Centers;
- c. Conduct of training at the BLES and the NSO Regional Centers on enumeration and editing of the OWS questionnaires;
- d. Coordination with the Central Office - ITSD on the receipt and control of the OWS questionnaires and the transmittal of the accomplished questionnaires to the BLES;
- e. Ensuring the confidentiality of the data provided by the respondents;
and
- f. Processing, analysis and dissemination of the results of the OWS.

3.2 The NSO through its offices and personnel shall be responsible for:

Central Office - ITSD:

- a. Administrative arrangements with the Regional Administrators for the conduct of the training at the Regional Centers on enumeration and editing of the OWS questionnaires;
- b. Receipt and control of the questionnaires from the PSOs and transmittal of the accomplished questionnaires to the BLES; and

- c. Checking the completeness of the entries in the accomplished questionnaires and transmittal back to the PSOs of the questionnaires for verification.

Regional Administrators:

- a. Coordination with the CO-ITSD on the conduct of the training on enumeration and editing at the Regional Centers;
- b. Participation and / or designation of a Regional Center staff for the OWS operations to participate in the training on enumeration and editing of the questionnaires to be conducted by the BLES at the Regional Centers; and
- c. Overall supervision of field operations in their respective regions.

Provincial Statistical Officers:

- a. Participation in the training to be conducted by the BLES and undertake the training on enumeration and editing for their respective field collectors;
- b. Supervision of field operations in their respective provinces;
- c. Receipt and control of the questionnaires from the field and transmittal of the accomplished questionnaires to the ITSD; and
- d. Checking the completeness of the entries and returning the questionnaires for verification to the field collectors.

Field Collectors:

- a. Participation in the training on enumeration and editing for the OWS to be conducted by the PSOs;
- b. Distribution, collection, and editing of the questionnaires;
- c. Submission of edited questionnaires to the supervisors; and
- d. Verification of questionnaires returned by supervisors.

CHAPTER IV

TRAINING

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

4.1 Training Levels:

The BLES staff shall be responsible for the conduct of training on enumeration and field editing. There will be two levels of training for this survey.

4.1.1 Trainers' Training in Manila:

The first level training will be done at the **BLES in March 1998**. This will be participated in by the **BLES and CO-ITSD staff** who will be designated to handle the OWS survey operations.

4.1.2 Training at the Regional Centers:

A second level training will be conducted in all the **Regional Centers** of the NSO in **March 1998**. The designated **Regional Center staff and PSOs** will participate in this activity.

4.2 Training Schedule:

A training schedule shall be prepared and followed in all regional centers as follows:

TIME	ACTIVITY
A.M.	
8:00 - 8:30	Introduction (Objectives, Scope and Coverage, Reference Period and the 1997 OWS Questionnaire)
8:30 - 10:00	Operational Strategy and Timetable of Activities
10:00 - 10:15	Break
10:15 - 10:45	Duties and Responsibilities
10:45 - 11:00	Administrative Matters
11:00 - 12:00	Field Editing Guidelines
12:00 - 1:00	Lunch

P.M.	
1:00 – 3:00	Field Editing Guidelines <i>(Cont.)</i>
3:00 – 3:15	Break
3:15 – 4:15	Workshop
4:15 – 5:00	Workshop Presentation

4.3 Materials for Training and Enumeration:

Each participant shall be given an **Enumerator’s Manual and the OWS questionnaire.**

CHAPTER V

ADMINISTRATIVE MATTERS

This chapter focuses on the mechanics for the transmittal of questionnaires and other survey materials / reports. It also discusses the progress report forms for monitoring the status of survey operations.

5.1. Transmittal of Addressed Questionnaires and Materials to NSO Field Offices:

The following materials were prepared and were transmitted by the BLES simultaneously to the Regional Centers and Provincial Statistics Office:

- Provincial Control lists
- Distribution of Samples/Workload by Province
- Enumerators' Manuals

The addressed questionnaires with occupational sheets, as required, were sent to the Provincial Statistics Office. The **contents of the packages should be checked against the attached transmittal**. Any omission should be coordinated with the CO-ITSD for proper notification of BLES. Accordingly, the BLES shall provide for the lacking materials.

5.2. Accomplishment of OWS Form 1:

Prior to actual field operations, the enumerator should prepare his own control list based on the provincial control list. Guidelines in preparing **OWS Form 1 (Enumerator's Control List)** are provided below:

- a. Area/s of assignment refers to the district / municipality of the assigned establishments.
- b. Workload refers to the number of assigned establishments.
- c. Entries for cols. 1(record no.), 2 (name / address of establishment) and 3 (PSIC code) may be copied from the address label found in the cover page of each questionnaire or from the control list. See **Section 6.2 of Chapter VI** for sample address label.
- d. Upon delivery, the date of delivery (col. 4), contact person (col. 9) and telephone no. (col. 10) should be filled out to facilitate callbacks and collection.

- e. Cols. 5,6 and 7 refer to the dates when callbacks were made to the establishment.
- f. In case of spoilage, the date retrieved (col. 8) should be the date when the status was confirmed / verified as such. The specific spoilage status code must be written in col. 11. Refer to **Section 6.2 of Chapter VI** for the applicable status codes.
- g. Any change / correction in the name / address / PSIC code of the establishment should be written in the control list by crossing out neatly the previous entry/ies and writing above the new entry/ies.

5.3. Transmittal of Questionnaires to the CO - ITSD:

All questionnaires must be sorted and arranged in batches for transmittal to the CO-ITSD. There are six (6) transmittal periods of questionnaires from the Provincial Statistics Office to the CO-ITSD. The schedule of transmittals are on the **21st of May; every 7th and 21st of June to July and the 7th of August.**

OWS Form 2 or OWS Form 3, as the case may be, should accompany every transmittal. The Provincial Statistics Office should prepare this in quadruplicate (Provincial Statistics Office, Regional Center, Central Office - ITSD and BLES). Below are guidelines in its preparation:

OWS Form 2 is the Transmittal Form of Accomplished Questionnaires:

- List the questionnaires sequentially by record number.
- In case of changes in establishment name, write the new / correct name.
- Under the "Remarks" column, indicate if there are changes in PSIC and / or GEO codes of the establishment. Referrals to main office and other comments pertinent to the establishment's characteristics should be indicated here.

OWS Form 3 is the Transmittal Form of Spoilage Questionnaires:

- List the questionnaires sequentially by record no.
- Indicate the specific status code in column 3 (**see Section 6.2 of Chapter VI**).

5.4. Transmittal of Questionnaires to the BLES:

Upon receipt of each transmittal from the PSO, the CO-ITSD should check the details in OWS Form 2 or 3 against the questionnaires. The completeness and consistency of entries in the transmitted questionnaires must likewise be checked. Questionnaires with incomplete and/or inconsistent entries shall be returned to the concerned Provincial Statistics Office for verification.

- All questionnaires in each transmittal should be accounted for in OWS Form 2 or OWS Form 3 as the case may be.
- The record no. and name of the establishment listed in OWS Form 2 should be consistent with those in the address label (if no change in name). In case of a change in establishment name, the new name as written in the space provided for in the cover page of the questionnaire must be reflected into OWS Form 2.
- The status code encircled in the questionnaire should be consistent with the status code reported in OWS Form 3.
- Any discrepancy should be corrected in the two copies of OWS Form 2 or 3.
- If several corrections are to be made and the list is no longer readable, there may be a need to rewrite/type the list in a new form.
- The provincial and regional offices must be furnished a photocopy of the reviewed / corrected OWS Form 2 or 3 for consistency of records.

The reviewed transmittals and the original copy of OWS Form 2 or 3 should be sent to the BLES on the 31st of May and every 15th and 30th/31st of June to August.

5.5. Transmittal of Questionnaires for Verification by BLES to the Provincial Statistics Office Through the CO-ITSD:

Upon receipt of transmittals from the CO-ITSD, the BLES shall check the questionnaires against OWS Form 2 or 3. Discrepancies noted shall be corrected in the transmittal forms. A copy of these forms shall then be furnished the CO-ITSD for the information of both the provincial and regional offices.

The completeness and consistency of entries in the questionnaires shall also be checked. **Questionnaires with incomplete and / or inconsistent entries shall be returned to the CO-ITSD on the 7th and 21st of June to August and 7th of September for verification by the concerned provincial office. The Regional Center should be informed of such action for consistency of records.**

CHAPTER VI

FIELD EDITING GUIDELINES

Editing guidelines are useful in assessing the completeness and consistency of survey data. These are prepared to help enumerators detect and correct errors in form accomplishment to facilitate data entry and tabulation.

6.1 General Instructions:

- a. All attachments, if any, supplied by the respondent should be securely stapled to the questionnaire. Each page of the attachment should bear the establishment's record number.
- b. Read the remarks of the respondent in the questionnaire as they may provide explanations pertinent to their report.
- c. Do not erase or obliterate entries by the establishment. Corrections must be done by crossing out neatly the original entry and writing close to it the correct entry.
- d. Edited entries must be legibly written in lead pencil.
- e. If there is an entry for "total", there should always be corresponding entries in the details and vice versa.
- f. As a rule, the sum of details must tally with the reported total. Otherwise, verify with the establishment.
- g. For items requiring numerical entries, line out entries written in words and enter the corresponding numerical figure.
- h. The name of the editor (field collector) and reviewer (supervisor) should be legibly written in the appropriate spaces provided on page 7 of the questionnaire.
- i. If problems arise, consult your supervisor.

6.2 Specific Instructions:

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

The Owner / Manager	xxxxxxxxxxxxx (ECN) - x (EO)
Solid Enterprises	Name of Establishment
3/F Solid Bldg., 17 Rizal St.	Address 1: Floor, Bldg., No., Street
Bgy. San Roque, San Pedro	Address 2: Brgy., City/Municipality
4023 Laguna	Address 3: Zip Code, Province

11100 043424064 G51311 5

Record No. GEO PSIC ATE

CHANGE IN PSIC:

Upon delivery, the enumerator should immediately ask the contact person for the establishment's economic activity. The PSIC in the address label should be checked against the response of the contact person who should be knowledgeable on the establishment's economic activity.

IF:

Case 1: The PSIC code in the address label is correct based on the response of the contact person.

Case 2: The PSIC code in the address label is erroneous / different from the response of the contact person.

THEN:

- Leave the questionnaire and the occupational sheet, if any, with the contact person for accomplishment.
- Cross out neatly the original PSIC code and write the correct code (5-digit) in your control list and questionnaire.
- Refer to Part B of the Enumerator's Manual to determine if an occupational sheet should be provided the establishment.
- Leave the questionnaire with or without the appropriate occupational sheet as the case may be.
- Inform your supervisor on the change in the PSIC code for recording purposes in the provincial control list.

Note: Always bring extra copies of the occupational sheets.

CHANGE IN LOCATION:

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

IF:

Case 1: Establishment moved to a known location:

THEN:

- Write the new / correct address in the space provided in the questionnaire. If necessary, change the GEO code in the questionnaire and enumerator's / supervisor's control lists. If the establishment is outside the area of jurisdiction of the field interviewer, confer with the supervisor for necessary action to be taken.

Case 2. Establishment moved to an unknown location.

- Encircle status code CBL in the questionnaire. Indicate the same in enumerator's / supervisor's control lists.

STATUS CODES:

Beside the address label are the status codes to determine whether a questionnaire is valid for processing or is a spoilage. As soon as this is verified, the appropriate code must be encircled.

CODE	TERMS	STATUS
RET	Retrieved for processing	- The establishment duly accomplished the questionnaire. The first RET code should be encircled by the enumerator.
RFV	Returned for verification	-The establishment accomplished the questionnaire but some items were found unanswered or had incomplete/inconsistent entries when reviewed by the supervisor. The code becomes RET if verification has been completed. The second RET code should be encircled by the enumerator.
REF	Refusal	-The establishment refuses to cooperate despite repeated persuasion and follow-up.

STR	On strike	- The establishment is on strike and no one could accomplish the questionnaire.
TCL	Temporarily closed	- The establishment is not in operation for a limited period of time due to inventory, calamity/disaster, repair/maintenance of equipment.
PCL	Permanently closed	-The establishment has permanently ceased operations at the time of enumeration.
CBL	Cannot be located	- The establishment cannot be located in the given address / moved to an unknown location. All possible sources of information should first be exhausted before classifying the establishment as CBL.
DUP	Duplicate	-This code is used only when it has been confirmed that the establishment is exactly the same as another sample relative to location and economic activity.
OTH	Others	-This refers to establishments outside the scope of the survey e.g., establishments in industries excluded from the survey as listed in page 9; establishments employing less than 50 persons.

COVER PAGE:

Name Of Establishment:

- No change - Leave the space blank or write "SAME".
- There are changes / differences from the name in the address label. - Write the new / correct establishment name in the space provided.

Location:

- No change - Leave the space blank or write "SAME".
- There are changes / differences from the address in the address label. - Write the new / correct complete address of the establishment in the space provided and change the GEO code accordingly. The new address must be complete to facilitate geographic coding up to the barangay level.

PART A: GENERAL INFORMATION

- 1. Main economic activity** - If establishment is in operation, there should be entry here. Entry should clearly describe the establishment's main economic activity based on that which contributes the biggest portion of income / revenues.
- Major product/s goods or services** - Entry should refer to the specific product / good/ service produced out of its main economic activity.
- 2. Total Employment** - Entry should be the sum of entries for time-rated and output-rated workers
- Time-rated** - There should be an entry here. Entry should refer to workers whose pay is based on a time unit of work such as an hour, a day or a month. Entry should be less than or equal to reported total employment.
- Output-rated** - There may or may not be entries here. Entry should refer to workers whose pay is based on their output i.e., piece, task or pakyao. Entry should be less than or equal to reported total employment.

- 3. **Union** - Only one of the boxes should have a check mark. Otherwise, verify with establishment.
- 4. **Collective bargaining agreement** - If Yes in item 3, there should be a check mark in one of the boxes in this item. If NO in item 3, there should be no check mark in either box. Otherwise, verify with establishment.

PART B: EMPLOYMENT AND WAGE RATES OF TIME-RATED WORKERS

1. Basic Pay:

- Cols. 2,4 Full-time workers and 6 - There should be entries corresponding to the applicable basic pay intervals in the establishment.
- Subtotals - This should be the sum of entries in each column.
- Total - Entry should be the sum of the sub-totals of cols. 2, 4 and 6. This should be less than or equal to the number of time-rated workers in item 2 of Part A.

2. Allowances:

- Cols. 8,10 Full-time workers and 12 - There are no entries here if the establishment reports '0' in the intervening question between items 1 and 2. If there are, the entries should correspond to the applicable allowance intervals in the establishment.
- Sub-totals - This should be the sum of entries in each column.
- Total - Entry should be the sum of the sub-totals of cols. 8, 10 and 12. This should be less than or equal to the sum of the subtotals of cols. 2, 4 and 6.

Example:

1. Basic Pay: Please provide the *number of time-rated workers on full-time basis* in your establishment for each time unit and basic pay range regardless of sex, job held or position occupied.

Hourly Rate		Daily Rate		Monthly Pay	
Basic Pay (P) (1)	Full - time Workers (2)	Basic Pay (P) (3)	Full - time Workers (4)	Basic Pay (P) (5)	Full - time Workers (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	10	153.34 - 191.67	15	4,000 - 4,999	
23.96 - 28.75		191.68 - 230.01	40	5,000 - 5,999	
28.76 - 33.54		230.02 - 268.35		6,000 - 6,999	
33.55 - 38.33		268.36 - 306.69		7,000 - 7,999	20
38.34 - 43.12		306.70 - 345.02		8,000 - 8,999	
43.13 - 47.92		345.03 - 383.36		9,000 - 9,999	15
47.93 - 52.71		383.37 - 421.70		10,000 - 10,999	
52.72 - 57.50		421.71 - 460.04		11,000 - 11,999	
57.51 and over		460.05 and over		12,000 and over	10
	10		55		45

Total (Sum of cols. 2, 4 and 6)

Entry should be equal or less than time-rated

110

Of the **Total** (Sum of cols. 2, 4 and 6) reported above, how many received allowances?

85

Entry should equal sum of cols. 8, 10 and 12.

2. Allowances: Please provide the *number of time-rated workers on full-time basis* in your establishment for each time unit and allowance range regardless of sex, job held or position occupied.

Hourly		Daily		Monthly	
Allowance (P) (7)	Full - time Workers (8)	Allowance (P) (9)	Full - time Workers (10)	Allowance (P) (11)	Full - time Workers (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	40	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	35
8.39 - 9.58		67.08 - 76.65		1,750 - 1,999	
9.59 and over		76.66 and over		2,000 and over	10
Sub-total		Sub-total	40	Sub-total	45

Total (Sum of cols. 8, 10 and 12)

85

PART C: EMPLOYMENT AND WAGE RATES OF SELECTED OCCUPATIONS

Occupational sheets have been enclosed in some questionnaires to guide establishments in identifying the pre-selected occupations for which employment and wage data are required in Part C. Each pre-selected industry has its own occupational sheet, which has at most seven (7) occupations. The sheet has three columns so that for each occupation, its 1992 PSOC code, occupation title and brief description of tasks / responsibilities are provided.

To illustrate: If the PSIC code of a given establishment is D15930, the questionnaire assigned to it must have an occupational sheet with the caption "Manufacture of Food Products and Beverage (D15)": The occupations listed in this particular sheet for which the establishment should provide data on the basic pay, allowance and employment are as follows:

- 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

Part B of this manual is the Occupational Handbook, which is a compilation of all the occupational sheets. 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 required data for each of the covered occupations have been provided by the establishment. Further, it is for this reason that the field interviewer should confirm the industry of the establishment to ensure that the appropriate occupational sheet is given or if the establishment should not be provided one.

Some establishments were not provided occupational sheets as the industries to which they belong to do not satisfy the criteria for industry selection as discussed in Section 1.5 of Chapter 1. Thus, there should be no entries in Part C for these establishments.

An illustration in filling out Part C is shown in page 4 of the questionnaire. The specifics are as follows:

Occupation - Entry for each should correspond to the occupation titles in the occupational sheet enclosed in the establishment's questionnaire or in Part B of the manual.

1992 PSOC - This space is provided for BLES coding only.

Time-Rated Workers on Full-Time Basis

Both Sexes - Entry should be the sum of male and female workers (both sexes) only in the occupation referred to. Entry should be less than the reported total (sum of cols. 2, 4 and 6) in item 1-Basic Pay of Part B.

Male - Entry should be the number of male workers only in the occupation referred to.

Female - Entry should be the number of female workers only in the occupation referred to.

Under each occupation, the respondent should provide the required information on basic pay and allowances.

Basic Pay:

Col. 1 Time unit - There should be entry here if there is/are entry/ies in cols. 2 and 4. Entry for each line could either be hourly (H), daily (D) or monthly (M).

Col. 2 Basic Pay - There should be entry here if there is/are entry/ies in cols. 1 and 4. Entry should refer to the actual basic pay corresponding to a time-unit.

Col. 3 - This column is provided for BLES editing only.

Col. 4 Full-time workers - There should be entry here if there is/are entry/ies in columns 1 and 2. Sum of entries here should be equal to the reported employment for both sexes in the occupation.

Allowances:

- | | | |
|---------------|--------------------------|--|
| Col. 5 | Time unit | - There should be entry here if there is/are entry/ies in cols. 6 and 8. |
| Col. 6 | Allowances | - There should be entry here if there is/are entry/ies in cols. 5 and 8. Entry should refer to the cash allowances corresponding to a time-unit. |
| Col. 7 | | - This column is provided for BLES editing only. |
| Col. 8 | Full-time workers | - There should be entry here if there is/are entry/ies in cols. 5 and 6. Sum of entries here should be less than or equal to the reported employment for both sexes in the occupation. |

CHAPTER VII

COMMON ERRORS IN THE ACCOMPLISHMENT OF THE OWS QUESTIONNAIRE

This chapter discusses the common errors of establishments in filling out the OWS questionnaire as noted in the previous survey rounds. Specific instructions on how to address these errors are also provided to guide the enumerators in field editing and the supervisor in the office editing/ review.

COMMON ERRORS

SPECIFIC INSTRUCTIONS

Part B: Employment and Wage Rates of Time-Rated Workers:

1. Repetitive entries in item 1- Basic Pay cols. 2,4 and 6 as well as in item- 2 Allowances cols. 8,10 and 12. - Verify with the contact person if entries in basic pay (cols. 2,4,6)/allowances (cols. 8,10,12) refer to the same time-rated workers. If so, ask for the existing time-unit. Cross out neatly other entries not applicable / relevant to the establishment and adjust Total.

Example:

Hourly Rate		Daily Rate		Monthly Pay	
Basic Pay (P) (1)	Full - time Workers (2)	Basic Pay (P) (3)	Full - time Workers (4)	Basic Pay (P) (5)	Full - time Workers (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	36	230.02 - 268.35	36	6,000 - 6,999	36
33.55 - 38.33		268.36 - 306.69		7,000 - 7,999	
38.34 - 43.12	15	306.70 - 345.02	15	8,000 - 8,999	15
43.13 - 47.92	12	345.03 - 383.36	12	9,000 - 9,999	12
47.93 - 52.71		383.37 - 421.70		10,000 - 10,999	
52.72 - 57.50		421.71 - 460.04		11,000 - 11,999	
57.51 and over	7	460.05 and over	7	12,000 and over	7
Sub-total	70	Sub-total	70	Sub-total	70

Total (Sum of cols. 2, 4 and 6)

210 70

Entry should be equal or less than time-rated workers reported in Part A.2.

- 2. There is an entry for the total number of time-rated workers who received allowances but there are no details in item 2- Allowances (cols. 8, 10 and 12). - Contact person should provide details on the number of time-rated workers who received allowances in item 2- Allowances (cols. 8, 10 and 12)
- 3. There is / are entry/ies in item 2- Allowances but there are no entries in item 1- Basic Pay. - Ask contact person if there are time-rated workers on full-time basis in the establishment. If there are no time-rated workers on full-time basis in the establishment, there should be no entries in items 1 and 2 of Part B.

Part C. Employment and Wage Rates of Selected Occupations:

- 1. The time unit is not consistent with the basic pay / allowance. - Verify with the contact person.

Example:

Time Unit	Basic Pay	Do not fill	Full-Time Workers
D	₱5,000.00		1

- 2. Extremely high values for basic pay / allowance for a given occupation like production clerk. - Verify with the contact person if the given basic pay refers to only one worker or if it is the sum of the basic pay of all corresponding full-time workers. If so, ask for the basic pay of each full-time worker.
Example:

Time Unit	Basic Pay	Do not fill	Full-Time Workers
M	₱48,000		4

- 3. Basic pay / allowance ranges were provided instead of actual basic pay / allowances. - Persuade the contact person to provide the actual basic pay / allowance. If this is not possible, the ranges should at least be consistent with those in Part B.
- 4. The word “minimum” is reported in column 2-Basic Pay - Ask the contact person for the actual basic pay in numerical figure.

5. Non-cash allowances such as free meals, free board and lodging, rice subsidy, service charges... are reported in column 6-Allowances. - Cross out neatly these entries. Only regularly paid cash allowances are accepted.
6. In the case of teachers, time-unit is sometimes reported as "per load". - Cross out neatly entries in cols. 1, 2 and 4.

PART B

OCCUPATIONAL HANDBOOK

TABLE OF CONTENTS

Metallic Ore Mining (C10)	i
Non Metallic Mining and Quarrying (C11)	ii
Manufacture of Food Products and Beverages (D15)	iii
Manufacture of Textiles (D17)	iv
Manufacture of Wearing Apparel (D18)	v
Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear (D19)	vi
Manufacture of Wood, Wood Products and Cork, except Furniture (D201)	vii
Manufacture of Paper and Paper Products (D21)	viii
Publishing and Printing (D221/D222/D223)	ix
Manufacture of Coke, Refined Petroleum and Other Fuel Products (D23)	x
Manufacture of Chemicals and Chemical Products (D24) ...	xi
Manufacture of Rubber and Plastic Products (D25)	xii
Manufacture of Other Non-Metallic Products (D26)	xiii
Manufacture of Basic Metals (D27)	xiv
Manufacture of Fabricated Metal Products, except Machinery and Equipment (D28)	xv
Manufacture of Machinery and Equipment (D29)	xvi
Manufacture of Electrical Machinery and Apparatus (D31)	xvii
Manufacture of Radio, Television and Communication Equipment and Apparatus (D32)	xviii
Manufacture of Motor Vehicles, Trailers Semi-Trailers (D34)	xix

Building and Repairing of Ships and Boats (D351)	xx
Manufacture and Repair of Furniture (D36)	xxi
Electricity, Gas, Steam and Hot Water Supply (E40)	xxii
Collection, Purification and Distribution of Water (E41)	xxiii
Construction (F45)	xxiv
Sale, Maintenance and Repair of Motor Vehicles and Motorcycles (G501/G502/G503/G504)	xxv
Wholesale Trade, except of Motor Vehicles and Motorcycles (G51)	xxvi
Retail Trade, except of Motor Vehicles and Motorcycles (G521/G522/G523/G524/G25)	xxvii
Hotels and Restaurants (H55)	xxviii
Bus Line Operation (I6011)	xxix
Water Transport (I61)	xxx
Air Transport (I62)	xxxi
Supporting and Auxiliary Transport Activities; Activities of Travel Agencies (I63)	xxxii
Post and Telecommunications (I64)	xxxiii
Banking Institutions (J65).	xxxiv
Non-Bank Financial Intermediation (J66)	xxxv
Insurance and Pension Funding , except Compulsory Social Security (J67)	xxxvi
Computer and Related Activities (K72)	xxxvii
Accounting, Bookkeeping and Auditing Activities; Tax Consultancy (K7412)	xxxviii
Architectural, Engineering and Related Technical Consultancy (K7421)	xxxix
Private Education Services (M81)	xl
Private Medical, Dental and Other Health Service (N8512) . . .	xli

**LIST OF OCCUPATIONS COVERED BY 1997 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 1997 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 1997 OWS
IN MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES (D 15)**

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	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 1997 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 1997 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 1997 OWS
IN TANNING AND DRESSING OF LEATHER;
MANUFACTURE OF LUGGAGE, HANDBAGS AND FOOTWEAR (D 19)**

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.
7441	Tanners	Make leather from hidiers 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 1997 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 1997 OWS
IN MANUFACTURE OF PAPER AND PAPER PRODUCTS (D 21)**

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.
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 1997 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 1997 OWS
IN MANUFACTURE OF COKE, REFINED PETROLEUM
AND OTHER FUEL PRODUCTS (D 23)**

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.
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 1997 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 1997 OWS
IN MANUFACTURE OF RUBBER AND PLASTIC PRODUCTS (D 25)**

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.
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.
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 1997 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 1997 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 1997 OWS
IN MANUFACTURE OF FABRICATED METAL PRODUCTS,
EXCEPT MACHINERY AND EQUIPMENT (D 28)**

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.
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 1997 OWS
IN MANUFACTURE OF MACHINERY AND EQUIPMENT (D 29)**

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.
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 1997 OWS
IN MANUFACTURE OF ELECTRICAL MACHINERY
AND APPARATUS (D 31)**

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.
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 1997 OWS
IN MANUFACTURE OF RADIO, TELEVISION
AND COMMUNICATION EQUIPMENT AND APPARATUS (D 32)**

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.
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 1997 OWS
IN MANUFACTURE OF MOTOR VEHICLES, TRAILERS
AND SEMI-TRAILERS (D 34)**

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.
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 1997 OWS
IN BUILDING AND REPAIRING OF SHIPS AND BOATS (D 351)**

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	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 1997 OWS
IN MANUFACTURE AND REPAIR OF FURNITURE (D 36)**

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.
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 1997 OWS
IN ELECTRICITY, GAS, STEAM AND HOT WATER SUPPLY (E 40)**

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.
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.
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.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 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.
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.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 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.
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 1997 OWS
IN SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES
AND MOTORCYCLES (G 501/G 502/G 503/G 504)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
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.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
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 1997 OWS
IN WHOLESALE TRADE, EXCEPT OF MOTOR VEHICLES
AND MOTORCYCLES (G 51)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
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	Advise 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.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
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.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 OWS
IN RETAIL TRADE, EXCEPT OF MOTOR VEHICLES
AND MOTORCYCLES (G 521/G 522/G 523/G 524/G 525)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
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	Advise 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.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
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.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 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.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4222	Receptionist and Information Clerks	Receive clients, provide information and make appointments on behalf of the establishment.
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.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 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.
4133	Transport Clerks	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.
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.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 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 1997 OWS
IN AIR TRANSPORT (I 62)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
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 1997 OWS
IN SUPPORTING AND AUXILIARY TRANSPORT ACTIVITIES;
ACTIVITIES OF TRAVEL AGENCIES (I 63)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
3414	Travel Consultants and Organizers	Plans itinerary and schedule travel accommodations 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 1997 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.
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.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 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.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as with cash payments.
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.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 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.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as with cash payments.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 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.
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.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as with cash payments.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 OWS
IN COMPUTER AND RELATED ACTIVITIES (K 72)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
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.
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 1997 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.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as with cash payments.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 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 1997 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.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 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.

Note: PSOC refers to Philippine Standard Occupational Classification.

PART C

OWS QUESTIONNAIRE