PSA Approval No. PSA-1244
Expires on May 31, 2015

REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

2014 OCCUPATIONAL WAGES SURVEY

In correspondence, please quote this reference number.

Assistance Available

If you have problems completing this form or in meeting the due date, please contact:

Metro Manila

Philippine Statistics Authority - Intramuros
3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila 1002
Tel. Nos. 527-3000 loc 311; 527-3489 Telefax 527-9325
E-mail **bles_lssd@dole.gov.ph**
bles_lssd@yahoo.com

Outside Metro Manila

Tel. Nos.
Fax No.
E-mail

To be accomplished by Enumerator *(except GEOCODE)*

1. Changes in the address label should be written below:

Business Name of Establishment ______________________________

Floor/Bldg./No./Street/Subdivision ______________________________

____

Barangay/City/Municipality ______________________________

Zip Code/Province ______________________________ **GEOCODE: |__|__|__|__|__|__|__|__|__|**

2. If questionnaire is endorsed to head office, particulars should be written below:

Business Name of Head Office ______________________________

Contact Person ______________________________ Tel. No. ______________

Position of Contact Person ______________________________

Floor/Bldg./No./Street/Subdivision ______________________________

____

Barangay/City/Municipality ______________________________

Zip Code/Province ______________________________ **GEOCODE: |__|__|__|__|__|__|__|__|__|**

Status Code

For Field Personnel			For PSA Personnel			
RET1	RFV	RET2	RET1	RFV	RET2	CET with EIN
REF	STR	TCL	REF	STR	TCL	__________
CBL	PCL		CBL	PCL	OSE	__________
DUP of EIN ________	OSP with PSIC ________		CON with EIN __________		OSP with PSIC ______________	
OTH *(specify)* ______________________________			DUP of EIN __________		OTH *(specify)* ______________	

The **BUREAU OF LABOR AND EMPLOYMENT STATISTICS (BLES),** along with three other agencies, namely, the **National Statistics Office (NSO),** the **National Statistical Coordination Board (NSCB),** and the **Bureau of Agricultural Statistics (BAS)** shall be known as the **PHILIPPINE STATISTICS AUTHORITY (PSA)** starting December 29, 2013 as per Republic Act 10625 otherwise known as the Philippine Statistical Act of 2013.

PLEASE READ BEFORE ACCOMPLISHING THE QUESTIONNAIRE

Survey Objective

Your establishment has been selected to participate in the 2014 Occupational Wages Survey (OWS). The main objective of this survey is to generate statistics for **wage and salary administration and wage determination in collective bargaining negotiations**.

Scope

The OWS monitors employment and wage data for at most 11 occupations in each of the selected industries listed in Part F of this questionnaire. This results to the monitoring of wage rates of 188 occupations across 50 industries. For **all establishments** covered by the survey, similar data are asked for two occupations considered as benchmark, *Accounting and Bookkeeping Clerks* and *Unskilled Workers except Janitors, Messengers and Freight Handlers.* In addition, basic pay and allowances in selected industries are made available through the survey.

Uses of the Data

Statistics on wage rates are useful economic indicators and are inputs to wage, income, productivity and price policies, wage fixing and collective bargaining. Specifically, occupational wage rates can be used to measure wage differentials, wage inequality in typical low wage and high wage occupations and for international comparability. Industry data on basic pay and allowance can be used to measure wage differentials across industries, for investment decisions and as reference in periodic adjustments of minimum wages.

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

Confidentiality of Information

Individual data furnished by a respondent to statistical inquiries, surveys and censuses of the PSA shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding.

The PSA may release aggregated information from statistical inquiries, surveys and censuses in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear.

Collection Authority

The information asked for is collected under authority of **Republic Act 10625,** approved on September 12, 2013, creating and mandating the Philippine Statistics Authority to prepare and conduct statistical sample surveys on all aspects of socioeconomic life including agriculture, industry, trade, finance, prices and marketing information, income and expenditure, education, health, culture and social situations as well as the government and the political sector for the use of the government and the public. Also, **Executive Order No. 352**, dated July 1, 1996, designates the OWS as one of the statistical activities that will generate critical data for decision-making of the government and the private sector.

Respondents of primary data collection activities such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries. The gathering, consolidation and analysis of such data shall likewise be done in the most truthful and credible manner.

Coverage

Your report should include data **only** for the establishment in the address box to avoid multiple reporting as your other branches may have also been selected to participate in our survey.

Periodicity and Reference Period

The OWS is conducted every two years. The reference period of this survey round is the pay period that includes **July 31, 2014**.

Concepts and Definition of Terms

To facilitate the accomplishment of this form, the definition of terms is found on the same page as the items of inquiry.

Due Date

Please complete this form and return it on the date agreed upon by you and our designated data collector. However, we would highly appreciate if you can accomplish the questionnaire within **ten (10) days** from your receipt.

Availability of Results

Some statistics from the 2012 OWS are found on the last page of this questionnaire. More details can be furnished upon request or by visiting our website *(http://www.bles.dole.gov.ph)*. Results of the 2014 OWS will be available by **July 2015**.

Part A

PART A: GENERAL INFORMATION

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

2009 PSIC Code : |__|__|__|__|__|__| *(Do not fill)*

Main Economic Activity ______________________________

Major Products/Goods or Services ______________________________

Establishment *- an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location, e.g., mine, factory, store, bank, restaurant.*

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.*

For firms engaged in activities which may be physically dispersed *such as mining, construction, real estate development, transportation, communication, insurance, etc., the establishment is the* ***base*** *from which the personnel operate to carry out their activities or from which they are paid.*

Main economic activity *- activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g., metallic ore mining, food manufacturing, retail trade, education.*

Major products/goods or services *- specific product/goods produced or service given by the establishment, e.g., gold, ice cream, electricity, residential buildings, automotive parts, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.*

2. How many persons did your establishment **employ** during the pay period that includes July 31, 2014?

Time-Rate on Full-Time Basis	+	Time-Rate on Part-Time Basis	+	Output Rate Workers	+	Workers Purely on Commission *(with employer control and supervision)*	+	Working Owners *(without regular pay)* and Unpaid Workers	=	TOTAL

Include

- working owners with or without regular pay
- salaried directors, managers and executives
- regular and non-regular workers, e.g., probationary, casual, contractual/project-based, seasonal, paid apprentices/learners
- persons on paid vacation, sick, maternity, paternity, service incentive leave and other paid leaves
- persons working away from the establishment but paid by and under its control, e.g., bus drivers
- workers on strike/lockout
- unpaid workers without regular pay who work for at least 1/3 of the working time normal to the establishment including apprentices without compensation or student on-the-job trainees

Exclude

- silent or inactive partners
- members of the board of directors paid solely for attendance at meetings
- consultants, persons on retainer basis, contract out/agency hired workers, homeworkers
- workers on indefinite leave, laid off workers for six (6) months or more
- persons purely on commission and without employer control

Time-rate workers *- workers paid on the basis of a time unit of work such as an hour, a day or a month.*

Part-time workers *- workers who work at jobs which provide less than the working time normal to the establishment.*

Output rate workers *- workers whose pay is in relation to their output, i.e., piece, quota, "pakyao" or task.*

Workers purely on commission with employer control and supervision *- persons working for the establishment paid purely on the basis of a certain percentage of money received for a transaction and are under employer control and supervision.*

Working owners *- working owners who do not receive regular pay.*

Unpaid workers *- persons without regular pay who work for at least 1/3 of the working time normal to the establishment including apprentices without compensation or student on-the-job trainees.*

Part B

PART B: EMPLOYMENT AND WAGE RATES OF TIME-RATE WORKERS ON FULL-TIME BASIS

Reference Period: Pay Period that includes July 31, 2014

1. Basic Pay: Please provide the number of time-rate workers on full-time basis in your establishment, **regardless** of job or position, in the applicable time unit and basic pay range.

For standardization purposes, hourly and daily rates are the corresponding equivalent of the monthly pay. They were computed on the basis of 313 working days a year and 8 hours per day.

Hourly Rate		**Daily Rate**		**Monthly Rate**	
Basic Pay (₱) (1)	Full-time Workers *(Both Sexes)* (2)	Basic Pay (₱)) (3)	Full-time Workers *(Both Sexes)* (4)	Basic Pay (₱)) (5)	Full-time Workers *(Both Sexes)* (6)
Below 14.38		Below 115.00		Below 3,000	
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		230.02 - 268.35		6,000 - 6,999	
33.55 - 38.33		268.36 - 306.69		7,000 - 7,999	
38.34 - 43.12		306.70 - 345.02		8,000 - 8,999	
43.13 - 47.92		345.03 - 383.36		9,000 - 9,999	
47.93 - 52.71		383.37 - 421.70		10,000 - 10,999	
52.72 - 57.50		421.71 - 460.04		11,000 - 11,999	
57.51 - 62.29		460.05 - 498.38		12,000 - 12,999	
62.30 - 67.08		498.39 - 536.72		13,000 - 13,999	
67.09 - 71.87		536.73 - 575.06		14,000 - 14,999	
71.88 - 76.66		575.07 - 613.40		15,000 - 15,999	
76.67 - 81.45		613.41 - 651.74		16,000 - 16,999	
81.46 - 86.24		651.75 - 690.08		17,000 - 17,999	
86.25 - 91.03		690.09 - 728.42		18,000 - 18,999	
91.04 - 95.82		728.43 - 766.76		19,000 - 19,999	
95.83 - 100.61		766.77 - 805.10		20,000 - 20,999	
100.62 - 105.40		805.11 - 843.44		21,000 - 21,999	
105.41 - 110.19		843.45 - 881.78		22,000 - 22,999	
110.20 - 114.98		881.79 - 920.12		23,000 - 23,999	
114.99 - 119.77		920.13 - 958.46		24,000 - 24,999	
119.78 and over		958.47 and over		25,000 and over	
Sub-total		**Sub-total**		**Sub-total**	

TOTAL *(sum of cols. 2, 4 and 6)*

Time unit - basis of computing, determining or fixing the basic pay or allowance, i.e., hour, day or month. This is **different** from frequency of payment such as twice a month.

Time-rate workers on full-time basis - those paid on the basis of a time unit and who work at jobs with hours of work equal to or more than those considered as normal or regular to the establishment.

Wage rate - refers to the sum of basic pay and regular/guaranteed cash allowances.

Basic pay includes:

- Pay for normal/regular working time before deductions for employees social security contributions (e.g., SSS/GSIS, PhilHealth, PAG-IBIG) and withholding taxes, etc.

Basic pay excludes:

- Overtime, night shift differential and other premium pay
- Commissions, tips and share of employees in service charges
- Payments in kind
- Allowances
- Bonuses and gratuities

PART B: EMPLOYMENT AND WAGE RATES OF TIME-RATE WORKERS ON FULL-TIME BASIS (cont'd)

Reference Period: Pay Period that includes July 31, 2014

2. Allowances: Please provide the number of time-rate workers on full-time basis in your establishment receiving allowances, **regardless** of job or position, in the applicable time unit and allowance range. *The total number of these workers (sum of cols. 8, 10 and 12) should **not exceed** the total number of workers (sum of cols. 2, 4 and 6) reported on page 4.*

For standardization purposes, hourly and daily rates are the corresponding equivalent of the monthly allowances. They were computed on the basis of 313 working days a year and 8 hours per day.

Of the **TOTAL** *(sum of cols. 2, 4 and 6)* reported on page 4, how many received allowances? *Entry should equal sum of cols. 8, 10 and 12 below.* [ ]

Hourly Rate		Daily Rate		Monthly Rate	
Allowances (₱) (7)	Full-time Workers *(Both Sexes)* (8)	Allowances (₱) (9)	Full-time Workers *(Both Sexes)* (10)	Allowances (₱) (11)	Full-time Workers *(Both Sexes)* (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		1,000 - 1,249	
5.99 - 7.18		47.91 - 57.48		1,250 - 1,499	
7.19 - 8.38		57.49 - 67.07		1,500 - 1,749	
8.39 - 9.58		67.08 - 76.65		1,750 - 1,999	
9.59 - 10.78		76.66 - 86.24		2,000 - 2,249	
10.79 - 11.97		86.25 - 95.82		2,250 - 2,499	
11.98 - 13.17		95.83 - 105.41		2,500 - 2,749	
13.18 - 14.37		105.42 - 114.99		2,750 - 2,999	
14.38 - 15.57		115.00 - 124.57		3,000 - 3,249	
15.58 - 16.77		124.58 - 134.15		3,250 - 3,499	
16.78 - 17.97		134.16 - 143.73		3,500 - 3,749	
17.98 - 19.17		143.74 - 153.31		3,750 - 3,999	
19.18 - 20.37		153.32 - 162.89		4,000 - 4,249	
20.38 - 21.57		162.90 - 172.47		4,250 - 4,499	
21.58 - 22.77		172.48 - 182.05		4,500 - 4,749	
22.78 - 23.97		182.06 - 191.63		4,750 - 4,999	
23.98 and over		191.64 and over		5,000 and over	
Sub-total		**Sub-total**		**Sub-total**	

TOTAL *(sum of cols. 8, 10 and 12)* [ ]

Allowances include:
- Cost of living allowances (COLA)
- Other guaranteed cash payments given monthly

Allowances exclude:
- Reimbursements for travel, entertainment, meals and other expenses, etc. incurred in conducting the business of the employer
- Cost of uniform/working clothes
- Bonuses and gratuities
- Family allowances
- Payments in kind

Part C