

# OFFICE EDITING AND DATA VALIDATION GUIDELINES

*2012 Occupational Wages Survey (OWS)*



*Republic of the Philippines*  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**BUREAU OF LABOR AND EMPLOYMENT STATISTICS**  
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## PREFACE

These Guidelines aim to facilitate office editing/review of questionnaires retrieved from the field and validation of data entry. In particular, these:

- Define the responsibilities of the Area Supervisor and Reviewer/Validator;
- Guide office personnel in the logical sequence of activities from receipt of questionnaires from the field to re-validation of re-encoded survey data;
- Enable the Reviewer/Validator to detect and correct errors in the accomplished questionnaires; and
- Provide quality standards in data collection and processing of survey questionnaires.

The scope of the Guidelines is from receipt of questionnaires from the field to re-validation of re-encoded survey data.

Attached are the annexes for reference by Area Supervisors, Reviewers and Validators.

- Annex A - Specific Guidelines on 2009 PSIC
- Annex B - List of 69 industries covered by 2012 OWS
- Annex C - List of the 50 specific industries for which occupations are being monitored
- Annex D - Lists of survey critical activities and the corresponding parameters and quality standards of quantity, accuracy and timeliness. These control points are being put in place in order to improve reliability and timeliness of survey data

## Chapter I

### SUPERVISOR'S GUIDELINES

#### 1.1. Completeness Check

##### *Cover Page*

- a. Check for completeness of address up to the barangay level.
- b. Any change in the name and address of the establishment should be written completely in the appropriate spaces and not in the address label. Establishment name should refer to its trade/patented name. Supervisor should indicate the new GEOCODE in the space provided if there are changes.
- c. If the questionnaire is accomplished by the **main/head office**, the complete details should be written in the spaces provided.
- d. Only one status code "**For Field Personnel**" should be encircled.
  - If status is DUP, EIN of duplicate questionnaire should be specified.
  - If status is OSP, the new PSIC should be written in the space provided.
  - If status is OTH, details should be provided.
- e. If status is CON, specify the EIN of questionnaire wherein the report is incorporated (EIN of CET questionnaire). In the other questionnaire/s where entries of the CON questionnaire/s were already incorporated, encircle CET and specify the EIN of CON questionnaire/s. The CON or CET codes should be encircled in the "**For BLES Personnel.**"
- f. See to it that the establishment's name and address are in accordance with the "**Guidelines on Naming and Addressing of Establishments.**"

##### *Part D. Certification*

- a. Check if all required information about the respondent/contact person in the establishment are complete and legibly written.
- b. The respondent/contact person should indicate the time spent in answering the questionnaire; his/her comments on data provided for the 2012 OWS, statistics from previous OWS and presentation and packaging; and should have check mark/s on participation in other government surveys.

##### *Part E. Survey Personnel*

- a. Make sure that the NCR enumerator has affixed his/her name and date when the questionnaire was retrieved or was found to be spoilage.
- b. If RET questionnaires passed the completeness check, Supervisor should affix his/her name and date in the space provided before turning over questionnaires, together with FM-BLES 03-3.10 "Enumerator's Weekly Performance Report" to the Reviewer. Ensure that Supervisor retains an objective evidence, either a photocopy of the forwarded FM-BLES 03-3.10 or a list of establishments forwarded to Reviewer, signed by the latter and the date it was received.

## Attachments

Any attachment by the establishment should be stapled on the pertinent page of the questionnaire. The corresponding **EIN** should be written on the upper right corner of each page of the attachment.

### 1.2. Consistency Check

BITS and OWS questionnaires ask for some information that pertain to reference periods which are a month apart, that is, June 30, 2012 for BITS and July 31, 2012 for OWS. These items are:

| Item of Inquiry                      | OWS Item No.   | BITS Item No.         |
|--------------------------------------|--|-----------------------|
| Main economic activity               | Part A: item 1   | Part I: item 1        |
| Major products/goods or services     | Part A: item 1   | Part I: item 1        |
| Employment                           | Part A: item 2   | Part II: item 1       |
| Time-rate workers on full-time basis | Part A: item 2<br>Part B: sum of sub-totals (cols. 2, 4 and 6) | Part II: item 2.4.1   |
| Hourly                               | Part B: sum of entries of col. 2                               | Part II: item 2.4.1.1 |
| Daily                                | Part B: sum of entries of col. 4                               | Part II: item 2.4.1.2 |
| Monthly                              | Part B: sum of entries of col. 6                               | Part II: item 2.4.1.3 |

BITS entries for these items of inquiries may reflect a plus (+) or minus (-) 20% difference from corresponding OWS entries, i.e., employment is 200 in BITS while entry in OWS may vary from 160 to 240. It is the responsibility of the Supervisors to ensure that the entries referred to are within the range ( $\pm 20\%$ ) when both questionnaires are retrieved from the same establishments **at the same time**. If not within the range, return both questionnaires to the enumerator for verification with the establishment. FM-BLES 03-3.10 "Enumerator's Weekly Performance Report" of the enumerator should be adjusted accordingly.

### 1.3. Authenticity Check

**One or two questionnaires** from the weekly RET submissions of each enumerator should be selected and verified for its authenticity with the contact person in the establishment. Authenticity check shall be recorded in the **Supervisor's Control List**. Confirm with contact person the enumerator visit, his/her actual participation in the survey and all contact details in the Certification portion. Remember that failure of the Enumerator on authenticity check is a ground for pre-termination of contract. In such cases, proceed with the proper action.

### 1.4. Verification of Spoilage

- a. Verify the status of **all** spoilage questionnaires, except REF. For a verified spoilage questionnaire, encircle appropriate status code in the portion "For BLES Personnel." If status is OSE, write beside the code the total employment reported in Part A item 2.
- b. Write name and date verified in space provided for Area Supervisor in "Part E:

Survey Personnel” of the questionnaire.

- c. Update FM-BLES 02-2.1a “Supervisor’s Control List.”
- d. For spoilage OWS questionnaires but with BITS questionnaire still with the respondent, note in the Control List that BITS is to be coded spoilage at the end of the survey period unless it is retrieved (good questionnaire).
- e. If found not a spoilage questionnaire, a new OWS questionnaire should be addressed and returned to enumerator for delivery. Area Supervisor should check completeness of address label.

**1.5. Follow-up on Refusals**

- a. Do **4<sup>th</sup> and final callback** to convince refusing respondent/establishment (REF) to participate in the survey/s. Record call backs in Supervisor’s Control List.
- b. If establishment still refuses, encircle REF in Status Code “For BLES Personnel” and affix name and date of refusal in space provided for Area Supervisor in “Part E: Survey Personnel” of the questionnaire.
- c. Update FM-BLES 02-2.1a “Supervisor’s Control List.”

**1.6. Batch Labeling of Spoilage Questionnaires**

- a. Arrange verified spoilage questionnaires in ascending EIN and batch by 25’s, separately for NCR and ONCR.
- b. Label each batch in the following format:

| 2012 OWS                      |             |                           |
|-------------------------------|-------------|---------------------------|
| <b>Batch No.:</b>             |             |                           |
| <b>No. of Questionnaires:</b> |             |                           |
|                               | <b>Date</b> | <b>Person Responsible</b> |
| <b>Batched</b>                |             |                           |
| <b>Status Encoded</b>         |             |                           |
| <b>Covered EINs:</b>          |             |                           |
|                               |             |                           |
|                               |             |                           |
|                               |             |                           |
|                               |             |                           |
|                               |             |                           |
|                               |             |                           |
|                               |             |                           |
|                               |             |                           |
|                               |             |                           |

The Batch Number follows the format:

| AREA | FORMAT  |
|------|---|
| NCR  | NCRX-Sn   |
| ONCR | ONCR-Sn<br><br>where:<br>X - Supervisor code<br>S - Spoilage<br>n - Sequence number from 1 to n |

- c. Supervisor for NCR (or Senior LEO for ONCR) affixes his/her name on batch label for activities done.
- d. Store in designated area.

**1.7. Questionnaires Considered RET1 or RET2**

- a. Receive FM-BLES 03-3.10 “Enumerator’s Weekly Performance Report” from Reviewer.
- b. Update FM-BLES 02-2.1a “Supervisor’s Control List.”

**1.8. Questionnaires for Verification**

- a. Receive questionnaires for verification from Reviewer together with the corresponding Verification Forms and FM-BLES 03-3.10 “Enumerator’s Weekly Performance Report.” Record these questionnaires as **RFV** in the Supervisor’s Control List.
- b. Return questionnaires and Verification Forms to Enumerator for verification with establishment. Request Reviewer, if necessary, to explain to the Enumerator the items to be verified.
- c. In case the NCR questionnaire for verification is not retrieved, inform Encoder about such establishments for status encoding (RFV). If there are changes in name and address, accomplish FM-BLES 03-3.9 “Sample Establishments with New Names and Addresses” and forward to Encoder for updating of the Status Monitoring Database.

**1.9. Questionnaires with New Names and/or Addresses**

List down establishments with new names and addresses using FM-BLES 03-3.9 “Sample Establishments With New Names and Addresses” and submit the accomplished form to the Encoder for updating of the Status Monitoring Database. Should concerned establishment refuse to accept the questionnaire because the address label does not reflect their new name/address, replace the address label. If there are changes in the address of the establishment, make sure that the corresponding 9-digit GEO code is written in the space provided for the new address. If the barangay is not indicated, barangay code should be “000”. Assign the questionnaire to appropriate Enumerator.

#### **1.10. Questionnaires for Endorsement to Head Office**

List down establishments using FM-BLES 03-3.15 “Questionnaires for Endorsement to Head Offices” and forward to Encoder for updating of the Status Monitoring Database. Make sure that the corresponding 9-digit GEO code is written in the space provided for head office. If the barangay is not indicated, barangay code should be “000”. Prepare prescribed letter to head offices and attach to the questionnaire. Assign the questionnaire to appropriate Enumerator.

## Chapter 2

### REVIEWER'S GUIDELINES

#### 2.1. General Instructions

- a. Use **green** ballpoint in editing the questionnaire.
- b. For NCR, receive questionnaires for review from the Area Supervisor together with FM-BLES 03-3.10 "Enumerator's Weekly Performance Report." For ONCR, receive batched questionnaires from Senior LEO or get questionnaires from the designated area.
- c. If the reported employment is **less than 16**, discontinue review. However, the PSIC code in Part A item 1 should be updated as applicable. Encircle OSE in status code "For BLES Personnel" and write beside it the reported total employment. Affix name and date in space provided for Reviewer in "Part E: Survey Personnel" of the questionnaire. Turn over spoilage questionnaires to Area Supervisor (NCR) or Senior LEO (ONCR) for batching.
- d. If the Reviewer finds out that the report is consolidated and it passes review, encircle "CET" in the status code "For BLES Personnel." Request Area Supervisor to look for the questionnaire/s where its reports are included in the CET questionnaire. Area Supervisor should **make the necessary coding of status of the CON questionnaires as they are considered as spoilage.**
- e. Entry by the respondent that needs to be revised should not be erased or obliterated. The original entry should be lined out neatly. The correct/new entry should be legibly written close to the lined-out entry.
- f. The Reviewer should affix his/her name beside data values he/she revised. For ONCR, the Senior LEO should affix his/her name beside the data values he/she accepted without establishment verification (e.g., those that can be decided at BLES level).
- g. If during the questionnaire review, **inconsistent** entries are noted in the questionnaire, the number of item of inquiry should be encircled. Fill out the EIN and Name of Establishment in the Verification Form in duplicate. Attach original copy of Verification Form to questionnaire and keep duplicate copy for reference. If necessary, explain to the NCR Enumerator the item/s in the Verification Form to be verified, otherwise, return the questionnaire with Verification Form to the Supervisor.
- h. **Likewise, item** numbers with inconsistent entries in the accomplished questionnaire from the Regional Offices should also be encircled. Accomplish the Verification Form and photocopy the section/s containing the encircled entries for verification. Indicate the EIN and name of the establishment on the upper right corner of the photocopied section of the questionnaire. The Senior LEO shall fax the photocopied section/s, together with the accomplished Verification Form, to the Regional Supervisor concerned.
- i. **All** seemingly spurious questionnaires should be recorded in the LSSD Activity Logbook by the Reviewer. (*Spurious means no certification/signature of contact person or forged signature, item entries written in pencil or many erasures, fabricated entries or same entries among questionnaires or other doubtful cases*). Verify specific data item/s with contact person in the establishment. Remember that spurious submission

is a ground for Enumerator's pre-termination of contract and payments for the retrieved questionnaires shall be withheld pending the review of all questionnaires for authenticity of entries. **Inform Area Supervisor to conduct appropriate action.**

- j. When there are no numeric values to report, entry should be "0". Where the item of inquiry is not applicable, entry should be "NAP".
- k. Where there are changes in the Main Economic Activity, verify with the establishment through the enumerator the correct/new economic activity and its major products/goods or services. The correct/new PSIC code should be legibly written on the boxes provided for in Part A item 1. **Ensure that the PSIC codes for BITS and OWS are the same.**
- l. Where details are provided, these should add up to respective totals. **In case of discrepancy, sum of details should prevail over reported total.**
- m. The **comments** of the respondent on page 10 of the questionnaire should be noted as these may provide explanations relevant to the accomplished questionnaire.
- n. Affix name of Reviewer and date of review in "Part E: Survey Personnel" of the questionnaire (NCR or ONCR as the case may be).
- o. Use FM-BLES 04-4.7 "Monitoring of Data Processing Activities" to determine the time spent/mandays in the review of questionnaires. This should be submitted to Senior LEO for compilation.
- p. If problems (not explicitly explained in the Office Editing and Data Validation Guidelines) arise, the Reviewer should **consult** his/her Senior LEO while the latter should consult his/her Supervising LEO or Chief LEO.

## 2.2. Specific Instructions

### 2.2.1. Cover Page

- a. If there are changes in the address of the establishment, make sure that the corresponding 9-digit GEO Code is reflected in the space provided for sample establishment. If the barangay is not indicated, barangay code should be "000".
- b. If the questionnaire is endorsed to its **Head Office** and appropriate head office particulars are provided, make sure that the corresponding 9-digit GEO Code is written in the space provided for head office. If the barangay is not indicated, barangay code should be "000".
- c. Questionnaires found unacceptable by the Reviewer shall be returned to the concerned NCR Enumerator through his/her Area Supervisor and recorded as RFV in the control lists and in the BLES computerized Status Monitoring Database. For ONCR, the Senior LEO shall transmit appropriate documents to concerned Regional Supervisor and record the questionnaire as RFV in the Control List.
- d. The Reviewer should accomplish the status code in the portion "For BLES Personnel."

**2.2.2. Part A: General Information** (Page 3)

| ITEM OF INQUIRY   | GUIDELINES   |
|---|--|
| <b>1. Main Economic Activity</b>                        | <p>Entry should clearly describe the main economic activity or business of the establishment.</p> <p>This serves as basis for determining the occupations to be reported in Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations.</p> |
| Major Products/ Goods or Services                       | <p>Major products/goods or services reported should be consistent with main economic activity.</p> <p>Fill out the 6-digit alpha-numeric 2009 PSIC code in the space provided, whether it is the same or not.<br/>(See Annex A "Specific Guidelines on PSIC")</p>                  |
| <b>2. Employment</b>                                    |  |
| Time-Rate on Full-Time Basis                            | Entry should be equal to reported Total (sum of cols. 2, 4 and 6) in Part B.1 - Basic Pay.   |
| Time-Rate on Part-Time Basis                            | Accept with or without entry depending on the nature of business.  |
| Output Rate Workers                                     | Accept with or without entry depending on the nature of business.  |
| Working Owners (without regular pay) and Unpaid Workers | Accept with or without entry depending on the nature of business.  |
| Total   | Entry should be the sum of entries in time-rate on full-time basis; time-rate on part-time basis; output rate workers; and working owners (without regular pay) and unpaid workers. Otherwise, verify with the establishment.  |

2.2.3. **Part B: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis** (Pages 4-5)

| <b>1. Basic Pay</b>   |                   |   |
|---|-------------------|---|
| Cols. 2, 4 and 6  | Full-time workers | If entries are repetitive (same entries reported in all columns), verify with establishment.<br><br>If there are no entries but Total Employment in Part A is equal to or greater than 16, verify with establishment. |
|   | Sub-totals        | These should be the corresponding sum of entries in cols. 2, 4 and 6.   |
|   | Total             | Entry should be the sum of the sub-totals of cols. 2, 4 and 6. This should be <b>equal</b> to time-rate workers on full-time basis reported in item 2 of Part A. Otherwise, verify with establishment.                |
| <b>2. Allowances</b>  |                   |   |
| Of the TOTAL ( <i>sum of cols. 2, 4 and 6</i> ) reported on page 4, how many received allowances? |                   | If there is entry here, there should be entries in Part B.2. Entry should equal to the sum of cols. 8, 10 and 12.   |
| Cols. 8, 10 and 12  | Full-time workers | If entries are repetitive (same entries reported in all columns), verify with establishment.<br><br>There should be entries here if there is allowance data reported in any of the occupations in Part C.             |
|   | Sub-totals        | These should be the corresponding sum of entries in cols. 8, 10 and 12.   |
|   | Total             | Entry should be the sum of the sub-totals of cols. 8, 10 and 12. It should also be less than or equal to Total (sum of cols. 2, 4 and 6) of Part B.1-Basic Pay. Otherwise, verify with establishment.                 |

**2.2.4 Part C: Employment and Wage Rates of Time-Rate Workers  
on Full-Time Basis in Selected Occupations** (Pages 6-9)

|                  |  |
|------------------|--|
| Occupation       | <p>The respondent should write the occupation title (as found in the occupational sheet) for which he/she is providing data.</p> <p>In case a monitored occupation corresponds to two or more occupations in the establishment (e.g., Production Supervisors and General Foremen were reported separately by the establishment), merge the details of such occupations under one occupation title and code accordingly.</p> <p>In case, there are occupations/data which are not being monitored by the survey, cross out neatly such entries.</p> |
| PSOC 2002 Update | <p>Care should be exercised in writing the 4-digit PSOC 2002 Update code for each occupation. Refer to the occupational sheets of the Field Operations Manual (pp. i-li).</p>  |

**2.2.4. Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations** (Pages 6-9) (cont'd)

| <b>1. Current Wage Rates</b>  |                                    |  |             |                   |  |             |             |        |       |        |       |        |          |         |          |           |
|---|------------------------------------|--|-------------|-------------------|--|-------------|-------------|--------|-------|--------|-------|--------|----------|---------|----------|-----------|
| <b>1a. Basic Pay</b>  |                                    |  |             |                   |  |             |             |        |       |        |       |        |          |         |          |           |
| Col. 1  | Time unit (H-hour; D-day; M-month) | Entry for each line could either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entries in cols. 2 and 3.  |             |                   |  |             |             |        |       |        |       |        |          |         |          |           |
| Col. 2  | Basic Pay per Worker               | Entry should refer to the <b>actual basic pay</b> corresponding to the reported time unit in col. 1.<br><br>In case range is provided, compute as follows: (Minimum + Maximum)/2.<br><br>Basic pay of Unskilled Workers should be the lowest compared to the other occupations reported. Otherwise, verify with establishment.   |             |                   |  |             |             |        |       |        |       |        |          |         |          |           |
|   |                                    | <table border="1"> <thead> <tr> <th rowspan="2">Time Unit</th> <th colspan="2">Acceptable Limits</th> </tr> <tr> <th>Lower Limit</th> <th>Upper Limit</th> </tr> </thead> <tbody> <tr> <td>Hourly</td> <td>15.00</td> <td>200.00</td> </tr> <tr> <td>Daily</td> <td>130.00</td> <td>1,000.00</td> </tr> <tr> <td>Monthly</td> <td>3,500.00</td> <td>75,000.00</td> </tr> </tbody> </table> | Time Unit   | Acceptable Limits |  | Lower Limit | Upper Limit | Hourly | 15.00 | 200.00 | Daily | 130.00 | 1,000.00 | Monthly | 3,500.00 | 75,000.00 |
|   |                                    | Time Unit  |             | Acceptable Limits |  |             |             |        |       |        |       |        |          |         |          |           |
|   |                                    |  | Lower Limit | Upper Limit       |  |             |             |        |       |        |       |        |          |         |          |           |
|   |                                    | Hourly   | 15.00       | 200.00            |  |             |             |        |       |        |       |        |          |         |          |           |
| Daily   | 130.00                             | 1,000.00   |             |                   |  |             |             |        |       |        |       |        |          |         |          |           |
| Monthly   | 3,500.00                           | 75,000.00  |             |                   |  |             |             |        |       |        |       |        |          |         |          |           |
| If entry falls outside acceptable limit, verify with the establishment. |                                    |  |             |                   |  |             |             |        |       |        |       |        |          |         |          |           |
| Col. 3  |                                    | Full-Time Workers (Both Sexes)   |             |                   |  |             |             |        |       |        |       |        |          |         |          |           |
| Total (Sum of col. 3)   |                                    | Entry should refer to the number of full-time workers receiving the corresponding basic pay per reported time unit in col. 1. If there is an entry, there should be corresponding entries in cols. 1 and 2.  |             |                   |  |             |             |        |       |        |       |        |          |         |          |           |
|   |                                    | Entries in col. 3 should add up to the reported total. It should be equal to the total number of time-rate workers on full-time basis in the occupation reported in Item 2. Otherwise, verify with establishment.<br><br>If <b>unverifiable</b> , entry here should prevail over Total in Item 2.  |             |                   |  |             |             |        |       |        |       |        |          |         |          |           |
| <b>1b. Allowances</b>   |                                    |  |             |                   |  |             |             |        |       |        |       |        |          |         |          |           |
| Col. 4  | Time unit (H-hour; D-day; M-month) | Entry for each line could either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entries in cols. 5 and 6.  |             |                   |  |             |             |        |       |        |       |        |          |         |          |           |

**2.2.4. Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations** (Pages 6-9) (cont'd)

|  |                                |   |                              |
|--|--------------------------------|---|------------------------------|
| Col. 5   | Allowances per Worker          | Entry should refer to the <b>actual allowances</b> corresponding to the reported time unit in col. 4.   |                              |
|  |                                | In case range is provided, compute as follows: (Minimum + Maximum)/2.   |                              |
|  |                                |   | Acceptable Limits            |
|  |                                | Time Unit   | Lower Limit      Upper Limit |
|  |                                | Hourly  | 2.00                  100.00 |
|  | Daily                          | 10.00                500.00   |                              |
|  | Monthly                        | 300.00               30,000.00  |                              |
|  |                                | If entry falls outside acceptable limit, verify with the establishment.   |                              |
| Col. 6   | Full-Time Workers (Both Sexes) | Entry should refer to the number of full-time workers receiving the corresponding allowance per reported time unit in col. 4. If there is an entry, there should be corresponding entries in cols. 4 and 5. |                              |
|  | Total (Sum of col. 6)          | Entries in col. 6 should add up to the reported total. It should be <b>less than or equal</b> to reported total in col. 3. Otherwise, verify with establishment.  |                              |
| <b>2. Time-rate workers on full-time basis</b>   |                                |   |                              |
| Total should be equal to the Total (sum of col. 3) in Item 1a. Otherwise, verify with establishment.   |                                |   |                              |
| <b>If unverifiable</b> , adjust the number of women and men worker using the following steps:          |                                |   |                              |
| 1. Divide entry for Women by original entry for Total to get share of women workers.                   |                                |   |                              |
| 2. Multiply this share with the Total in Item 1a col. 3 to get adjusted number of women workers.       |                                |   |                              |
| 3. Line out original entry for Total (in item 2) and copy the Total reflected in Item 1a col. 3.       |                                |   |                              |
| 4. Subtract adjusted number of women workers from revised Total to get adjusted number of men workers. |                                |   |                              |

**2.3. Verification of Inconsistent/Questionable Entries**

- a. The Reviewer should encircle the number of all items for inquiry in the questionnaire and accomplish OWS Form 1 (Verification Form) in duplicate, specifying the EIN, name of establishment and details of entry/ies for verification. Likewise, encircle RFV in the Status code - For BLES Personnel found on the cover page of the questionnaire.

For NCR, the original copy of the OWS Verification Form should be stapled to the questionnaire and returned to the Area Supervisor for verification of the concerned Enumerator. After verification, questionnaires coded RFV should be returned to the Reviewer by the Area Supervisor together with OWS Form 1.

For ONCR, the Senior LEO should transmit/fax to the concerned Regional Supervisor a photocopy of the questionnaire with entry/ies for verification and OWS Form 1.

- b. The duplicate copy of OWS Form 1 shall be retained by the Reviewer to keep track of the questionnaire for verification. Follow-up the questionnaire with Area Supervisor (NCR) or Senior LEO (ONCR) from time to time.
- c. In case the ONCR questionnaire is not retrieved, inform Encoder about such establishments for status encoding (RFV). If there are changes in name and address, accomplish FM-BLES 03-3.9 "Sample Establishments with New Names and Addresses" and forward to Encoder for updating of Status Monitoring Database.

**2.4. Batch Labeling of Retrieved Questionnaires**

- a. Batch RET1/RET2 questionnaires in ascending EIN, separately for NCR and ONCR.
- b. Fasten and label each batch of 25 questionnaires in the following format:

| 2012 OCCUPATIONAL WAGES SURVEY           |      |                    |   |      |                    |
|--|------|--------------------|---|------|--------------------|
| Batch No.:                               |      |                    |   |      |                    |
| No. of Questionnaires:                   |      |                    |   |      |                    |
| ACTIVITIES                               | DATE | PERSON RESPONSIBLE | ACTIVITIES  | DATE | PERSON RESPONSIBLE |
| Reviewed/Edited                          |      |                    | <i>Corrections Re-encoded/ printed (1<sup>st</sup>)</i> |      |                    |
| Status Encoded                           |      |                    | <b>1<sup>st</sup> Re-validation (green)</b>             |      |                    |
| Data Encoded (data entry)                |      |                    | <i>Re-validated entries re-encoded/printed</i>          |      |                    |
| <i>Validation Prooflist Printed</i>      |      |                    | <b>2<sup>nd</sup> Re-Validation (violet)</b>            |      |                    |
| <b>1<sup>st</sup> Validation (red)</b>   |      |                    | <i>Re-encoded ( 3<sup>rd</sup>)</i>                     |      |                    |
| <b>2<sup>nd</sup> Validation (green)</b> |      |                    | <i>Pertinent Records of Revalidated Entries Printed</i> |      |                    |
| <b>Covered EINs:</b>                     |      |                    |   |      |                    |
|  |      |                    |   |      |                    |
|  |      |                    |   |      |                    |
|  |      |                    |   |      |                    |
|  |      |                    |   |      |                    |
|  |      |                    |   |      |                    |

The Batch Number follows the format:

| AREA | FORMAT  |
|------|---|
| NCR  | NCRX-Rn   |
| ONCR | ONCRX-Rn (This includes ONCR samples with Head Offices in NCR)<br><br>where:<br>X – Reviewer code<br>R – Retrieved<br>n – Sequence number from 1 to n |

- c. Personnel involved affixes his/her name on batch label for activities done.
- d. Store in designated area.

## Chapter 3

### DATA VALIDATOR'S GUIDELINES

After batch encoding, a **validation prooflist** shall be generated to check accuracy of review/editing and data encoding.

- a. Use **red** ballpoint in 1<sup>st</sup> validation.
- b. Check accuracy of data encoding by comparing the data values in the **validation prooflist** with those in the corresponding **questionnaire**.
- c. If a seemingly erroneous data value in the questionnaire was initialed by the Reviewer or Senior LEO, accept data as is.
- d. Should there be a correction (error in review or encoding), write correction legibly and neatly beside the lined out data value in the validation prooflist.
- e. Use FM-BLES 04-4.7 "Monitoring of Data Processing Activities" to record data validation activities and affix name on batch label.
- f. Monitor accuracy of review and encoding using FM-BLES 04-4.8 "Monitoring of Accuracy in Data Processing."
- g. A second validation should be conducted by a different Validator using green ballpoint.
- h. If problems (not explicitly explained in the Office Editing and Data Validation Guidelines) arise, the Reviewer should **consult** his/her Senior LEO while the latter his/her Supervising LEO.

After incorrect data noted during data validation have been re-encoded, a **re-validation prooflist** should be printed containing the pertinent records to ensure that correct data were re-encoded.

- a. Use **green** ballpoint in 1<sup>st</sup> re-validation.
- b. Check accuracy of data re-encoding by comparing the data values in the re-validation prooflist with the original validation prooflist.
- c. Should there be a correction, (error in re-encoding), write correction legibly and neatly beside the data value in the re-validation prooflist. There should be another print-out containing the pertinent records to ensure the correctness of the 2<sup>nd</sup> re-encoding. This should also pass a 2<sup>nd</sup> re-validation using violet ballpoint.
- d. Use FM-BLES 04-4.7 "Monitoring of Data Processing Activities" to record data re-validation activities and affix name on batch label.
- e. Monitor accuracy of re-encoding using FM-BLES 04-4.8 "Monitoring of Accuracy in Data Processing." .
- f. All validation/re-validation prooflists should be inserted in the corresponding batch of questionnaires.
- g. If problems (not explicitly explained in the Office Editing and Data Validation

Guidelines) arise, the Reviewer should **consult** his/her Senior LEO while the latter his/her Supervising LEO.

Take note of the following during data re-validation:

- a. If there are no editing/encoding errors, write in the upper right hand portion of the validation prooflist, "No error". However, if there are errors in editing/encoding, indicate the number of errors (i.e., 5 editing errors; 2 encoding errors).
- b. Print validation prooflist for 2<sup>nd</sup> re-validation.

### Specific Guidelines on 2009 PSIC

1. If there are more than one (1) major products/services reported but one of these products/services is included in the original industry classification, retain the PSIC code.

**Example:**

If the main economic activity is:

- Selling of construction materials, oil and automotive fuel

Applicable PSIC:

- Selling of construction materials – G47524
- Selling of automotive fuel – G47300

Original PSIC - G47300, retain this PSIC code

- Private elementary education/private secondary education

Applicable PSIC

- private elementary education - P85212
- private secondary education - P85312

Original PSIC - P85212, retain this PSIC code

2. If the reported product is generic, but have the same first two (2) digits as the original PSIC, retain the PSIC code.

**Example:**

Main Economic Activity - manufacture of undergarments

Original PSIC - C14110 (manufacture of men's/boys garments), retain PSIC code

3. If the reported product is specific, apply the 5 digits specific code.

**Example:**

Main Economic Activity - manufacture of infants' powdered milk (C10530)

Original PSIC - C10520 - manufacture of powdered milk (except for infants) and condensed or evaporated milk, change the PSIC code to C10530

4. Change the PSIC Code if there is a reported change in main economic activity, the code should be based on the first product/service reported.

**Example:**

- a. From manufacturing to trade
- b. From construction to landscaping
- c. From wholesaling to business services
- d. From financing to trade
- e. From water transport to land transport ---- etc.

5. If in doubt, consult your division's PSIC code specialist.

## INDUSTRIES COVERED BY 2012 OWS

| <u>2009 PSIC</u>                           | <u>Description</u>  |
|--|---|
| <b>A AGRICULTURE, FORESTRY AND FISHING</b> |   |
| 1. A01/A02                                 | Crop and Animal Production, Hunting and Related Service Activities; Forestry and Logging                  |
| 2. A03                                     | Fishing and Aquaculture   |
| <b>B MINING AND QUARRYING</b>              |   |
| 3. B05/B06/<br>B08                         | Mining of Coal and Lignite; Extraction of Crude Petroleum and Natural Gas; and Other Mining and Quarrying |
| 4. B07                                     | Mining of Metal Ores  |
| 5. B09                                     | Mining Support Service  |
| <b>C MANUFACTURING</b>                     |   |
| 6. C10                                     | Manufacture of Food Products  |
| 7. C11                                     | Manufacture of Beverages  |
| 8. C12                                     | Manufacture of Tobacco Products   |
| 9. C13                                     | Manufacture of Textiles   |
| 10. C14                                    | Manufacture of Wearing Apparel  |
| 11. C15                                    | Manufacture of Leather and Related Products   |
| 12. C161                                   | Sawmilling and Planing of Wood  |
| 13. C162                                   | Manufacture of Products of Wood, Cork, Straw and Plaiting Materials                                       |
| 14. C17                                    | Manufacture of Paper and Paper Products   |
| 15. C18                                    | Printing and Reproduction of Recorded Media   |
| 16. C19                                    | Manufacture of Coke and Refined Petroleum Products  |
| 17. C20                                    | Manufacture of Chemicals and Chemical Products  |
| 18. C21                                    | Manufacture of Basic Pharmaceutical Products and Pharmaceutical Preparation                               |
| 19. C221                                   | Manufacture of Rubber Products  |
| 20. C222                                   | Manufacture of Plastic Products   |

| <u>2009 PSIC</u>            | <u>Description</u>  |
|-----------------------------|---|
| <b>C</b>                    | <b>MANUFACTURING (cont'd)</b>   |
| 21. C23                     | Manufacture of Other Non-Metallic Mineral Products                                |
| 22. C24                     | Manufacture of Basic Metals   |
| 23. C25                     | Manufacture of Fabricated Metal Products except Machinery and Equipment           |
| 24. C26                     | Manufacture of Computer, Electronic and Optical Products                          |
| 25. C27                     | Manufacture of Electrical Equipment   |
| 26. C28                     | Manufacture of Machinery and Equipment, n.e.c.                                    |
| 27. C29                     | Manufacture of Motor Vehicles, Trailers and Semi-Trailers                         |
| 28. C30 excl.<br>C301       | Manufacture of Other Transport Equipment except Building of Ships and Boats       |
| 29. C301                    | Building of Ships and Boats   |
| 30. C31                     | Manufacture of Furniture  |
| 31. C32/C33                 | Other Manufacturing; Repair and Installation of Machinery and Equipment           |
| 32. <b>D35</b>              | <b>ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY</b>                        |
| <b>E</b>                    | <b>WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES</b>        |
| 33. E36                     | Water Collection, Treatment and Supply  |
| 34. E37/E38                 | Sewerage; Waste Collection, Treatment and Disposal Activities; Materials Recovery |
| 35. <b>F41/F42/<br/>F43</b> | <b>CONSTRUCTION</b>   |
| <b>G</b>                    | <b>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES</b>       |
| 36. G45                     | Wholesale and Retail Trade and Repair of Motor Vehicles and Motorcycles           |
| 37. G46                     | Wholesale Trade except of Motor Vehicles and Motorcycles                          |
| 38. G47                     | Retail Trade except of Motor Vehicles and Motorcycles                             |

| <b><u>2009 PSIC</u></b> |                    | <b><u>Description</u></b>   |
|-------------------------|--------------------|---|
|                         | <b>H</b>           | <b>TRANSPORTATION AND STORAGE</b>   |
| 39.                     | H49 excl.<br>H492  | Land Transport and Transport via Pipelines except Transport via Buses   |
| 40.                     | H492               | Transport via Buses   |
| 41.                     | H50                | Water Transport   |
| 42.                     | H51                | Air Transport   |
| 43.                     | H52                | Warehousing and Support Activities for Transportation   |
| 44.                     | H53                | Postal and Courier Activities   |
| 45.                     | <b>I55/I56</b>     | <b>ACCOMMODATION AND FOOD SERVICE ACTIVITIES</b>  |
|                         | <b>J</b>           | <b>INFORMATION AND COMMUNICATIONS</b>   |
| 46.                     | J58                | Publishing Activities   |
| 47.                     | J59/J60            | Motion Picture, Video and Television Programme Production, Sound Recording and Music Publishing Activities except Animated Films and Cartoons Production; Programming and Broadcasting Activities |
| 48.                     | J590*              | Animated Films and Cartoons Production  |
| 49.                     | J61                | Telecommunications  |
| 50.                     | J62/J63            | Computer Programming, Consultancy and Related Activities; Information Service Activities  |
|                         | <b>K</b>           | <b>FINANCIAL AND INSURANCE ACTIVITIES</b>   |
| 51.                     | K64 excl.<br>K6411 | Financial Service Activities except Insurance, Pension Funding and Central Banking  |
| 52.                     | K65                | Insurance, Reinsurance and Pension Funding except Compulsory Social Security  |
| 53.                     | K66                | Activities Auxiliary to Financial Service and Insurance Activities  |
| 54.                     | <b>L68</b>         | <b>REAL ESTATE ACTIVITIES</b>   |

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\* *BLES code.*

| <b><u>2009 PSIC</u></b>                                  |                                  | <b><u>Description</u></b>  |
|--|----------------------------------|--|
| <b>M</b>   |                                  |  |
| <b>PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES</b> |                                  |  |
| 55.  | M excl. M692<br>and M711         | Professional, Scientific and Technical Activities except<br>Accounting, Architectural and Engineering Activities   |
| 56.  | M692                             | Accounting, Bookkeeping and Auditing Activities; Tax Consultancy   |
| 57.  | M711                             | Architectural and Engineering Activities and Related Technical<br>Consultancy  |
| <b>N</b>   |                                  |  |
| <b>ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES</b>     |                                  |  |
| 58.  | N77/N80/N81                      | Rental and Leasing Activities; Security and Investigation Activities;<br>Services to Buildings and Landscape Activities  |
| 59.  | N78                              | Employment Activities  |
| 60.  | N79                              | Travel Agency, Tour Operator, Reservation Service and Related<br>Activities  |
| 61.  | N82 excl.<br>N8221 and<br>N82226 | Office Administrative, Office Support and Other Business Support<br>Activities except Call Center Activities (Voice) and Medical<br>Transcription Activities   |
| 62.  | N8221                            | Call Center Activities (Voice)   |
| 63.  | N82226                           | Medical Transcription Activities   |
| 64.  | <b>P85</b>                       | <b>EDUCATION EXCEPT PUBLIC EDUCATION</b>   |
| <b>Q</b>   |                                  |  |
| <b>HUMAN HEALTH AND SOCIAL WORK ACTIVITIES</b>           |                                  |  |
| 65.  | Q86                              | Human Health Activities except Public Health Activities  |
| 66.  | Q87/Q88                          | Residential Care Activities; Social Work Activities without<br>Accommodation   |
| <b>R</b>   |                                  |  |
| <b>ARTS, ENTERTAINMENT AND RECREATION</b>                |                                  |  |
| 67.  | R90                              | Creative, Arts and Entertainment Activities  |
| 68.  | R91/R92/R93                      | Libraries, Archives, Museums and Other Cultural Activities;<br>Gambling and Betting Activities; Sports Activities and Amusement<br>and Recreational Activities |
| 69.  | <b>S95/S96</b>                   | <b>REPAIR OF COMPUTERS AND PERSONAL AND<br/>HOUSEHOLD GOODS; OTHER PERSONAL SERVICE<br/>ACTIVITIES</b>   |

The following industries are **excluded** from the survey:

| <u>2009 PSIC</u> | <u>Description</u>  |
|------------------|---|
| K6411            | Central Banking   |
| O                | Public Administration and Defense; Compulsory Social Security (e.g., DOLE, PNP, SSS, GSIS)  |
| P85111           | Public Pre-Primary/Pre-School Education   |
| P85121           | Public Pre-Primary Education for Children with Special Needs  |
| P85211           | Public Primary/Elementary Education   |
| P85221           | Public Primary/Elementary Education for Children with Special Needs   |
| P85311           | Public General Secondary Education  |
| P85321           | Public General Secondary Education for Children with Special Needs  |
| P85331           | Public Technical and Vocational Secondary Education   |
| P85341           | Public Technical and Vocational Secondary Education for Children with Special Needs   |
| P85401           | Public Higher Education   |
| Q8611            | Public Hospitals, Sanitaria and Other Similar Activities  |
| Q8621            | Public Medical, Dental and Other Health Activities  |
| S94              | Activities of Membership Organizations (e.g., ECOP, TUCP)   |
| T                | Activities of Households as Employers of Domestic Personnel; Undifferentiated Goods-and-Services-Producing Activities of Households for Own Use |
| U                | Activities of Extra-Territorial Organizations and Bodies (e.g., ILO, UNDP)  |

## INDUSTRIES WITH SELECTED OCCUPATIONS

| <u>2009 PSIC</u>   | <u>Description</u>  |
|--------------------|---|
| <b>A</b>           | <b>AGRICULTURE, FORESTRY AND FISHING</b>  |
| 1. A01/A02         | Crop and Animal Production, Hunting and Related Service Activities; Forestry and Logging                  |
| 2. A03             | Fishing and Aquaculture   |
| <b>B</b>           | <b>MINING AND QUARRYING</b>   |
| 3. B05/B06/<br>B08 | Mining of Coal and Lignite; Extraction of Crude Petroleum and Natural Gas; and Other Mining and Quarrying |
| 4. B07             | Mining of Metal Ores  |
| <b>C</b>           | <b>MANUFACTURING</b>  |
| 5. C10/C11         | Manufacture of Food Products and Beverages  |
| 6. C13             | Manufacture of Textiles   |
| 7. C14             | Manufacture of Wearing Apparel  |
| 8. C15             | Manufacture of Leather and Related Products   |
| 9. C162            | Manufacture of Products of Wood, Cork, Straw and Plaiting Materials                                       |
| 10. C17            | Manufacture of Paper and Paper Products   |
| 11. C18            | Printing and Reproduction of Recorded Media   |
| 12. C19            | Manufacture of Coke and Refined Petroleum Products  |
| 13. C20            | Manufacture of Chemicals and Chemical Products  |
| 14. C21            | Manufacture of Basic Pharmaceutical Products and Pharmaceutical Preparation                               |
| 15. C221           | Manufacture of Rubber Products  |
| 16. C222           | Manufacture of Plastic Products   |
| 17. C23            | Manufacture of Other Non-Metallic Mineral Products  |
| 18. C24            | Manufacture of Basic Metals   |
| 19. C25            | Manufacture of Fabricated Metal Products except Machinery and Equipment                                   |

|     | <b><u>2009 PSIC</u></b> | <b><u>Description</u></b>   |
|-----|-------------------------|---|
| 20. | C26                     | Manufacture of Computer, Electronic and Optical Products                    |
| 21. | C27                     | Manufacture of Electrical Equipment   |
| 22. | C28                     | Manufacture of Machinery and Equipment, n.e.c.                              |
| 23. | C29                     | Manufacture of Motor Vehicles, Trailers and Semi-Trailers                   |
| 24. | C301                    | Building of Ships and Boats   |
| 25. | C31                     | Manufacture of Furniture  |
| 26. | <b>D35</b>              | <b>ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY</b>                  |
| 27. | <b>E36</b>              | <b>WATER COLLECTION, TREATMENT AND SUPPLY</b>                               |
| 28. | <b>F41/F42/<br/>F43</b> | <b>CONSTRUCTION</b>   |
|     | <b>G</b>                | <b>WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES</b> |
| 29. | G45                     | Wholesale and Retail Trade and Repair of Motor Vehicles and Motorcycles     |
| 30. | G46                     | Wholesale Trade except of Motor Vehicles and Motorcycles                    |
| 31. | G47                     | Retail Trade except of Motor Vehicles and Motorcycles                       |
|     | <b>H</b>                | <b>TRANSPORTATION AND STORAGE</b>   |
| 32. | H49 excl.<br>H492       | Land Transport and Transport via Pipelines except Transport via Buses       |
| 33. | H492                    | Transport via Buses   |
| 34. | H50                     | Water Transport   |
| 35. | H51                     | Air Transport   |
| 36. | H52                     | Warehousing and Support Activities for Transportation                       |
| 37. | <b>I55/I56</b>          | <b>ACCOMMODATION AND FOOD SERVICE ACTIVITIES</b>                            |
|     | <b>J</b>                | <b>INFORMATION AND COMMUNICATIONS</b>                                       |
| 38. | J58                     | Publishing Activities   |
| 39. | J590*                   | Animated Films and Cartoons Production                                      |

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\* **BLES code.**

|     | <b><u>2009 PSIC</u></b> | <b><u>Description</u></b>   |
|-----|-------------------------|---|
| 40. | J61                     | Telecommunications  |
| 41. | J62/J63                 | Computer Programming, Consultancy and Related Activities;<br>Information Service Activities |
|     | <b>K</b>                | <b>FINANCIAL AND INSURANCE ACTIVITIES</b>   |
| 42. | K64 excl.<br>K6411      | Financial Service Activities except Insurance, Pension Funding and<br>Central Banking       |
| 43. | K65                     | Insurance, Reinsurance and Pension Funding except Compulsory<br>Social Security             |
|     | <b>M</b>                | <b>PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES</b>                                    |
| 44. | M692                    | Accounting, Bookkeeping and Auditing Activities; Tax Consultancy                            |
| 45. | M711                    | Architectural and Engineering Activities and Related Technical<br>Consultancy               |
|     | <b>N</b>                | <b>ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES</b>  |
| 46. | N79                     | Travel Agency, Tour Operator, Reservation Service and Related<br>Activities                 |
| 47. | N8221                   | Call Center Activities (Voice)  |
| 48. | N82226                  | Medical Transcription Activities  |
| 49. | <b>P85</b>              | <b>EDUCATION EXCEPT PUBLIC EDUCATION</b>  |
| 50. | <b>Q86</b>              | <b>HUMAN HEALTH ACTIVITIES EXCEPT PUBLIC HEALTH<br/>ACTIVITIES</b>                          |



<sup>3</sup>To be determined by Sr. LEO *prior to table generation*, i.e., status reconciliation.

**QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING (cont'd)**

(The standards/specifications are in bold italics.)

| Activity                   | Parameter             | Reference Document/ Record  | Performance Rating for the Semester |                           |  |                       |
|----------------------------|-----------------------|---|-------------------------------------|---------------------------|--|-----------------------|
|                            |                       |   | Rating                              | Quantity                  | Quality  | Time                  |
| Encode data                | Quantity              | -FM-BLES 04-4.7<br>-Encoded questionnaires  | 5                                   | 69 or more                | <b>No error</b>  | Fixed, not for rating |
|                            | Accuracy <sup>4</sup> | -FM-BLES 04-4.8<br>-Validation proof list   | 4                                   | 58 - 68                   | 1 - 10% error rate                                     |                       |
|                            |                       |   | 3                                   | <b>50 - 57 qns/manday</b> | 11 - 25% of total encoded questionnaires with errors   |                       |
|                            |                       |   | 2                                   | 26 - 49                   | 26 - 50% error rate                                    |                       |
|                            |                       |   | 1                                   | 25 or lower               | More than 50% error rate                               |                       |
| Validate encoded data      | Quantity              | -FM-BLES 04-4.7<br>-Encoded questionnaires  | 5                                   | 82 or more                | <b>No error</b>  | Fixed, not for rating |
|                            | Accuracy <sup>5</sup> | -FM-BLES 04-4.8<br>-Output tables<br>-Validation prooflist<br>-Rejection list<br>-Edited questionnaires | 4                                   | 69 - 81                   | 1 - 10% error rate                                     |                       |
|                            |                       |   | 3                                   | <b>60 - 68 qns/manday</b> | 11 - 25% of total validated questionnaires with errors |                       |
|                            |                       |   | 2                                   | 31 - 59                   | 26 - 50% error rate                                    |                       |
|                            |                       |   | 1                                   | 30 or lower               | More than 50% error rate                               |                       |
| Re-encode corrected data   | Accuracy <sup>6</sup> | -FM-BLES 04-4.8<br>-Re-validation prooflist (pertinent establishment record)                            | 5                                   | XXXXXXXXXXXXXX            | No error   | Fixed, not for rating |
|                            |                       |   | 4                                   | XXXXXXXXXXXXXX            | XX           |                       |
|                            |                       |   | 3                                   | XXXXXXXXXXXXXX            | With errors  |                       |
|                            |                       |   | 2                                   | XXXXXXXXXXXXXX            | XX           |                       |
|                            |                       |   | 1                                   | XXXXXXXXXXXXXX            | XX           |                       |
| Revalidate re-encoded data | None                  |   |                                     |                           |  | Fixed, not for rating |

<sup>4</sup>To be determined by Validator. Encoder commits no error if *all* data in questionnaires are correctly encoded.

<sup>5</sup>To be determined by Sr. LEO *during output table generation*, i.e., errors in 1<sup>st</sup> validation attributable to Validator; those in 2<sup>nd</sup> validation attributable to Encoder.

<sup>6</sup>To be determined by Validator. Encoder commits no error if *all* data in questionnaires are correctly re-encoded.

**QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING (cont'd)**

(The standards/specifications are in bold italics.)

| Activity   | Parameter             | Reference Document/ Record  | Performance Rating for the Semester |                |                                       |                                     |
|--|-----------------------|---|-------------------------------------|----------------|---------------------------------------|-------------------------------------|
|  |                       |   | Rating                              | Quantity       | Quality                               | Time                                |
| Consolidate NCR enumerator's weekly performance report | Timeliness            | SPR   | 5                                   | XXXXXXXXXXXXXX | <b><i>No error</i></b>                | 50% or less of time allotted        |
|  | Accuracy <sup>7</sup> | -FM-BLES 03-3.10<br>-Edited and verified spoilage questionnaires<br>-Certificates of Appearance | 4                                   | XXXXXXXXXXXXXX | 1 summary report with errors          | 51 - 99% of time allotted           |
|  |                       |   | 3                                   | XXXXXXXXXXXXXX | 2 summary reports with errors         | <b><i>100% of time allotted</i></b> |
|  |                       |   | 2                                   | XXXXXXXXXXXXXX | 3 summary reports with errors         | 101 - 129% of time allotted         |
|  |                       |   | 1                                   | XXXXXXXXXXXXXX | 4 or more summary reports with errors | 130% or more of time allotted       |
| Review NCR enumerators summary report                  | Timeliness            | SPR   | 5                                   | XXXXXXXXXXXXXX | <b><i>No error</i></b>                | 50% or less of time allotted        |
|  | Accuracy <sup>8</sup> | -FM-BLES 03-3.11<br>-Edited and verified spoilage questionnaires<br>-Certificates of Appearance | 4                                   | XXXXXXXXXXXXXX | 1 summary report with errors          | 51 - 99% of time allotted           |
|  |                       |   | 3                                   | XXXXXXXXXXXXXX | 2 summary reports with errors         | <b><i>100% of time allotted</i></b> |
|  |                       |   | 2                                   | XXXXXXXXXXXXXX | 3 summary reports with errors         | 101 - 129% of time allotted         |
|  |                       |   | 1                                   | XXXXXXXXXXXXXX | 4 or more summary reports with errors | 130% or more of time allotted       |
| Prepare payroll  | Timeliness            | -SPR  | 5                                   | XXXXXXXXXXXXXX | <b><i>No error</i></b>                | 50% or less of time allotted        |
|  | Accuracy <sup>9</sup> | -FM-BLES 03-3.11<br>-FM-BLES 03-3.12  | 4                                   | XXXXXXXXXXXXXX | 1 payroll report with errors          | 51 - 99% of time allotted           |
|  |                       |   | 3                                   | XXXXXXXXXXXXXX | 2 payroll report with errors          | <b><i>100% of time allotted</i></b> |
|  |                       |   | 2                                   | XXXXXXXXXXXXXX | 3 payroll report with errors          | 101 - 129% of time allotted         |
|  |                       |   | 1                                   | XXXXXXXXXXXXXX | 4 or more payroll report with errors  | 130% or more of time allotted       |

<sup>7</sup> A statistical table is considered without error if data is correctly encoded and formula used is correct. Evaluation on accuracy is to be determined by Supervising LEO. Concerned staff has to record evaluation in his/her Staff Performance Report (SPR).

<sup>8</sup> To be determined by Supervising LEO. Evaluation on accuracy is to be recorded by Sr. LEO in her SPR.

<sup>9</sup> To be determined by Supervising LEO. Evaluation on accuracy is to be recorded by Designated Personnel in her SPR.

**Notes:**

1. The DOLE Modified Performance Evaluation System is the reference in the development of performance ratings on quantity, time and acceptability.
2. Regardless of the number of errors committed in **one** questionnaire for a **specific** data processing activity, treatment is only **one** questionnaire with error.

**QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING (cont'd)**

(The standards/specifications are in bold italics.)

|  |  |   |  |
|--|--|---|--|
| <b>Performance Rating for Quantity</b> |  | Example:                                    |  |
| 5                                      | more than 135% of planned target   | 55 questionnaires or more/manday            |  |
| 4                                      | 115 - 135% of planned target   | 47 – 54 questionnaires/manday               |  |
| 3                                      | 100 -114% of planned target  | <i>40 – 46 questionnaires/manday</i>        |  |
| 2                                      | Derived from upper limit of Performance Rating 1 (i.e., upper limit of Performance Rating 1 plus 1) and lower limit of Performance Rating 3 (i.e., lower limit of Performance Rating 3 less 1) | 21 – 39 questionnaires/manday               |  |
| 1                                      | 50% or less of planned target  | 20 questionnaires or lower/manday           |  |
| <b>Performance Rating for Time</b>     |  | <b>Example 1:</b>                           | <b>Example 2:</b>                            |
| 5                                      | 50% or less of time allotted   | <i>Target:</i> 4 weeks                      | <i>Target:</i> 3 days                        |
| 4                                      | 51 - 99% of time allotted  | <i>Accomplished:</i> 1 week                 | <i>Accomplished:</i> 5 days                  |
| 3                                      | 100% of time allotted  | <i>Computation:</i> $1/4 \times 100 = 25\%$ | <i>Computation:</i> $5/3 \times 100 = 167\%$ |
| 2                                      | 101 - 129% of time allotted  | <i>Rating:</i> 5 or Outstanding             | <i>Rating:</i> 1 or Poor                     |
| 1                                      | 130% or more of time allotted  |   |  |