

# 2008 Occupational Wages Survey (OWS)



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
BUREAU OF LABOR AND EMPLOYMENT STATISTICS  
Intramuros, Manila



ISO 9001:2000 Certified

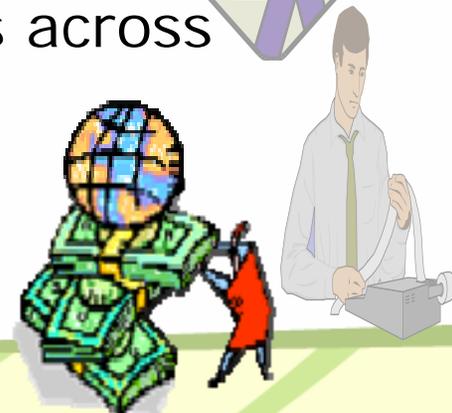
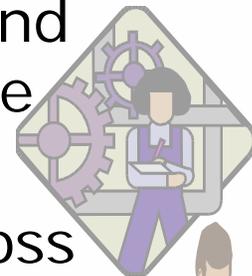
## **SURVEY OBJECTIVE**

Aims to generate statistics for wage and salary administration and for wage determination in collective bargaining negotiations.



## **USES OF THE DATA**

- Inputs to wage, income, productivity and price policies, wage fixing and collective bargaining
- Determination of wage differences across occupations and industries
- International comparability



## **COLLECTION AUTHORITY**

**EO No. 126** – mandates the Bureau to conduct nationwide surveys and studies which will generate trends and structures on labor and employment.

**EO No. 352** – designates OWS as one of the statistical activities that will generate critical data for decision-making of the government and the private sector.

## **CONFIDENTIALITY OF INFORMATION**

- Respondents' information shall be used for statistical purposes only.
- Survey results shall be disseminated in summary form or statistical tables.

## PERIODICITY

Every two years

## REFERENCE PERIOD

July 31

## COVERAGE

*Geographical*

Whole country

*Establishments*

All non-agricultural establishments employing 20 workers or more

*Workers*

Time-rate on full-time basis

*Industries*

65 non-agricultural industries (*FOM pp. 1-2 to 1-5*)

*Occupations*

180 occupations (*FOM pp. i-xlvii*)  
across 46 industries  
(*FOM pp. 1-6 to 1-8*)



## **Bases for Industry Coverage**

- Investment Priority Plan of the Board of Investments
- Export winners identified by the Department 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
- Emerging industries as in the case of Call Center Activities; Medical Transcription and Related Outsourcing Activities; Animated Films and Cartoons Production

## **Bases for Occupational Coverage**

- Relative importance of the occupations in the industry
- Philippine Standard Occupational Classification (PSOC) 2002 Update
- Consultations with employers and workers groups, government agencies and the academe
- Initial List of Indicative Offers to the Coordinating Committee on Services-General Agreement on Trade in Services (ASEAN Bloc)

## **Bases for Occupational Coverage**

- Catalogue of the Occupational Skills Standards for National Certification Program of the Technical Education and Skills Development Authority
- Occupations covered by the ILO October Inquiry on Occupational Wages and Hours of Work
- 2001-2002 Key Indicators of the Labor Market of the International Labour Office
- Occupational Employment Survey (OES) of the Bureau of Labor Statistics
- 2006 BLES Integrated Survey (BITS)-employment module on vital occupations and the 2006 National Human Resource Conference

## Survey Design

### Statistical Unit

**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.

### Sampling Frame

**2008 BLES Survey Sampling Frame (SSF 2008)** is an integrated list culled from:

- 2006 NSO List of Establishments
- Updated 2006 BLES sampling frame
- Lists of establishments from Department of Trade and Industry and Philippine Chamber of Commerce and Industries

# Survey Design

## Stratification Scheme

- 3-digit industry (domain); Other industries broken down into 4, 5 or 6-digit levels (e.g., call center activities; medical transcription and related outsourcing activities; and animated films and cartoons production)
- employment size (stratum): 20-99, 100-199 and 200 and over
- Geographical location not considered

## Sample Size Determination (Kish Allocation Formula)

Total sample size = 6,460  
(NCR = 3,220; ONCR = 3,240) *(FOM pp. 1-11 to 1-13)*

Employment size 20-99	2,824
Employment size 100-199	1,223
Employment size 200 & over	2,413

# DEFINITION OF TERMS

## 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

*Sum of basic pay and regular/guaranteed cash allowances.*

## **BASIC PAY**

*Pay for normal/regular working time before deductions for employees' social security contributions and withholding taxes. It excludes overtime, night shift differential and other premium pay; commissions, tips and share of employees in service charges; and payments in kind.*



## ALLOWANCES



*Include living allowance but 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; and family allowances.*



## Editing Guidelines *(General Instructions)*

- Staple any attachments by the establishment on page 7 of the questionnaire.
- Write the EIN on the upper right corner of each page of attachment
- Read the comments of the respondent on page 10 of the questionnaire as these may provide explanations relevant to the accomplished questionnaire.
- Use red ballpoint in editing.

DEPARTMENT OF LABOR AND EMPLOYMENT  
BUREAU OF LABOR AND EMPLOYMENT STATISTICS  
2008 OCCUPATIONAL WAGES SURVEY

Assistance Available  
If you have problems completing this form or in meeting the due date, please contact:  
Metro Manila: Bureau of Labor and Employment Statistics, Office of Data Collection, 1000 EDSA, Alabang, Muntinlupa City, Metro Manila. Tel. No. 527-3000 loc 111, 527-3488. Fax No. 527-3325. E-mail: [bls\\_wages@doel.doe.gov.ph](mailto:bls_wages@doel.doe.gov.ph)

To be accomplished by Enumerator (visit GEODES)  
1. Changes in the address information should be written below:  
Business Name of Establishment: \_\_\_\_\_  
Flooring No./Street/Subdivision: \_\_\_\_\_  
Barangay/City/Municipality: \_\_\_\_\_  
Zip Code/Province: \_\_\_\_\_

2. If questionnaire is endorsed to main office, particulars should be written below:  
Business Name of Establishment: \_\_\_\_\_  
Current Person: \_\_\_\_\_  
Position of Contact Person: \_\_\_\_\_  
Flooring No./Street/Subdivision: \_\_\_\_\_  
Barangay/City/Municipality: \_\_\_\_\_  
Zip Code/Province: \_\_\_\_\_

Status Code: \_\_\_\_\_  
For Field Personnel: RET1, REF, CRN, STN, PCL, OTH ready  
For BLES Personnel: RET1, REF, CRN, STN, PCL, OTH ready

## Editing Guidelines *(General Instructions)*

- Verify inconsistent entries noted by the Supervisor/Reviewer as specified in OWS Form 1 (Verification Form).
- In correcting entry, line out neatly the original entry and then write close to it the new entry.
- Check if details add up to corresponding total.
- Consult Area Supervisor if problems arise.



## **Editing Guidelines** *(Specific Instructions)*

### **✚ Cover Page**

#### **Changes in business name and address**

- fill out the space/s provided for the purpose
- do not write on the address label

#### **Questionnaire to be accomplished by head office**

- fill out the spaces provided for the purpose

#### **Registered name given (with DTI , SEC or local government)**

- not considered as a change in name  
Ex. name in pre-addressed label is 'McDonalds',  
no change in name if the registered name is say,  
"McGeorge Food Industries"

#### **Status Codes**

- to be discussed in Chapter 3 of the FOM
- encircle one code only "For Field Personnel"

## **Editing Guidelines** (*Specific Instructions*)

### + Validation of Economic Activity

#### **Ensure that correct occupational sheet is provided**

- inquire complete description of nature of business
- check that industry of establishment is listed in Part F of questionnaire; if not listed no occupational sheet should be given

#### **Multiple economic activities**

- preference given to activity where most income is derived

To illustrate:

## Editing Guidelines (*Specific Instructions*)

### ✚ Part A: General Information

### Example

<b>1. Main economic activity</b>	Entry should clearly describe the main economic activity or business of the establishment.
Major products/ goods or services	<p>Entry should refer to the specific products/goods produced or services provided. In case the establishment has several products/goods or services, the entries should be written in order of importance.</p> <p>It is <b>essential</b> that the respondent accomplish these items, as the entries will determine if the correct occupational sheet has been furnished to the establishment. As mentioned earlier, the occupational sheet depends on nature of activity of establishment.</p>
<b>2. Time-Rate on Full-Time Basis</b>	Entry should be equal to reported Total (sum of cols. 2, 4 and 6) in Part B.1 - Basic Pay ( <i>page 4</i> ).
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 establishment.

## Editing Guidelines (*Specific Instructions*)

### ✚ Part B: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis Example

#### 1. Basic Pay

Cols. 2, 4 and 6	Full-time Workers (Both Sexes)	Entries should correspond to the <b>applicable</b> basic pay intervals in the questionnaire. An establishment would not necessarily have entries in all time unit of work, i.e. hourly, daily and monthly.
	Sub-totals	These should be the corresponding sum of entries in cols. 2, 4 or 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.

## Editing Guidelines (*Specific Instructions*)

### ✚ Part B: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis Example

#### 2. Allowances

Cols. 8, 10 and 12	Full-time Workers (Both Sexes)	Entries should correspond to the <b>applicable</b> allowance intervals in the questionnaire. An establishment would not necessarily have entries in all time unit of work, i.e. hourly, daily and monthly.
	Sub-totals	These should be the corresponding sum of entries in cols. 8, 10 or 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.

## **Editing Guidelines** (*Specific Instructions*)

- ✚ Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations
  - inquires on hiring/entry rate, current wage rates and time-rate workers of each occupation monitored
  - applicable occupational sheet inserted in questionnaire
  - contains at most 9 occupations based on PSOC 2002 Update
  - all establishments monitored for wage rates in benchmark occupations

## Editing Guidelines (*Specific Instructions*)

### ✚ Part C: (cont'd)

<b>Occupation</b>	Occupation title (as found in the occupational sheet)
<b>PSOC 2002 Update</b>	This space is reserved for BLES use.
<b>1. Hiring/ Entry Rate</b>	This part should be accomplished for all the monitored occupations.
a. Basic Pay	Entry should refer to the basic pay applicable to new hires in the occupation. The corresponding time unit should be given by encircling H (hour), D (day) or M (month). The said basic pay should not be given in ranges.
b. No Allowances or With allowances	There should be only one check mark. If "With allowances" is checked, the allowances applicable to new hires should be provided together with the corresponding time unit by encircling H (hour), D (day) or M (month). The said allowances should not be given in ranges.

## Editing Guidelines (*Specific Instructions*)

### + Part C: (cont'd)

2. Current Wage Rates	
<i>2a. Basic Pay</i>	
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. It should not be given in ranges nor the total/aggregate basic pay of all workers reported in the occupation. If there is an entry, there should be corresponding entries in cols. 1 and 3. In case range is provided because it would be tedious for the respondent to report the details (basic pay per worker varies by centavos only), ask the respondent to report instead the basic pay that is applicable to the majority of the workers in the occupation.
Col. 3 Full-Time Workers (Both Sexes)	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.
Total (Sum of col. 3)	Entries in col. 3 should add up to the reported total. It should be <b>equal</b> to the total number of time-rate workers on full-time basis in the occupation reported in Item 3.

## Editing Guidelines (*Specific Instructions*)

### + Part C: (cont'd)

2. Current Wage Rates	
<i>2b. Allowances</i>	
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.
Col. 5 Allowances per Worker	<p>Entry should refer to the <b>actual allowances</b> corresponding to the reported time unit in col. 4. It should not be given in ranges nor the total/aggregate allowances of all workers reported in the occupation. If there is an entry, there should be corresponding entries in cols. 4 and 6.</p> <p>In case range is provided because it would be tedious for the respondent to report the details (allowance per worker varies by centavos only), ask the respondent to report instead the allowance that is applicable to the majority of the workers in the occupation.</p>
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.

## Editing Guidelines (*Specific Instructions*)

### + Part C: (cont'd)

<b>3. Time-Rate Workers on Full-time Basis</b>	Entry should be the number of total full-time workers in the occupation referred to broken down by men and women.
--	---

### Example

## Editing Guidelines (*Specific Instructions*)

### ✚ Part C: (cont'd)

#### Common Errors that should be verified with the establishment

##### 1. Time unit not consistent with basic pay or allowances

Time Unit	Basic Pay Per Worker	Full-Time Workers (Both Sexes)
D	3,000.00	1

##### 2. Extremely high values for basic pay (or allowances); basic pay reported is for all workers and not for one worker

Time Unit	Basic Pay Per Worker	Full-Time Workers (Both Sexes)
M	100,000	4

##### 3. Ranges were provided and not actual basic pay (or allowance per worker)

- average can not be computed if range is given
- if it would be difficult for the establishment, request for basic pay (or allowances) applicable to majority of workers in the occupation

## **Editing Guidelines** (*Specific Instructions*)

### **+** Part C: (cont'd)

#### **Common Errors that should be verified with the establishment**

4. Word "minimum" is reported in basic pay (or allowances)
  - request for actual value as average can not be computed
5. "Per load" is reported as in the case of teachers
  - request respondent to convert to time unit, e.g. hour and report corresponding basic pay
6. Non-cash allowances such as free meals/board/lodging, rice subsidy, service charges reported in allowances
  - survey requires data on regular cash allowances
  - line out neatly the entire row (data reported for time unit, amount, full-time workers)

## Editing Guidelines (*Specific Instructions*)

### + Part D: Certification

#### Example

- basis for authenticity of data provided; signature of respondent is a “must”
- facilitates data verification as respondent is identified
- information on time spent in questionnaire serve as inputs in questionnaire re-design

#### Comments

- information on presentation and packaging, establishment suggestions serve as inputs to questionnaire re-design
- feedback on results of previous survey round provide indications on data usefulness

#### Participation in Other Government Surveys (only for OWS)

- indication on respondent burden

## Editing Guidelines (*Specific Instructions*)

### + Part E: Survey Personnel

- accomplish applicable spaces
- dates particularly important as time spent from data retrieval to review provides measure of survey efficiency

<b>National Capital Region</b>				
Name	Enumerator	Area Supervisor	Reviewer	
	Edna Castro	Nancy Dimapilis	Kathrina Birad	
<b>Date</b>	8/29/08	9/1/08	9/5/08	
<b>Outside National Capital Region</b>				
Name	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
<b>Date</b>				

**OWS FORM 1**  
**Verification Form**

*THANK YOU  
AND  
GOOD DAY*

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

August 2008