

## LETTER TO HEAD OFFICE OF SAMPLE ESTABLISHMENT

Date

Name of Contact Person in the Establishment

Position

Name of Head Office

Address of Head Office

Dear Valued Respondent,

The Bureau of Labor and Employment Statistics (*Note: add this phrase if ONCR PBI: through the DOLE Regional Office No. \_\_\_\_*) is currently conducting joint survey operations for the **2006 Occupational Wages Survey (OWS)** and the **2006 BLES Integrated Survey (BITS)**. This is to rationalize data collection activities for the purpose of providing our users with **an integrated data set on key labor and employment indicators**.

The OWS is a nationwide survey that inquires on wage rates of time-rate workers on full time basis in selected occupations in selected non-agricultural industries. These data are most useful in wage and salary administration and wage determination in collective bargaining negotiations.

On the other hand, the BITS is a nationwide establishment survey that aims to generate an **integrated data set on occupational employment pattern, wage and compensation practices**. These data are inputs to studies on industry trends and practices and serve as bases for the formulation of policies on employment, conditions of work and industrial relations.

Your establishment was selected as respondent to both surveys, in which case, two (2) questionnaires are provided.

In this regard, we request your active participation in one or both of our survey/s. Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

Should you need further assistance in accomplishing the survey form, please do not hesitate to contact us through:

Office: BLES or DOLE Regional Office No. \_\_\_\_

Address:

Contact Person

Tel. No.

Fax No.

E-mail address

Thank you and we look forward to your cooperation in this statistical undertaking.

Very truly yours,  
Director

(Date)

encl/as

2006 OWS EIN \_\_\_\_\_

2006 BITS EIN \_\_\_\_\_