

STATUS MONITORING GUIDELINES

2009/2010 BLES Integrated Survey
2010 Occupational Wages Survey

1. Open the Microsoft Access to view the contents of the SELECTION MENU.
2. Click appropriate button to go to the selected report/form

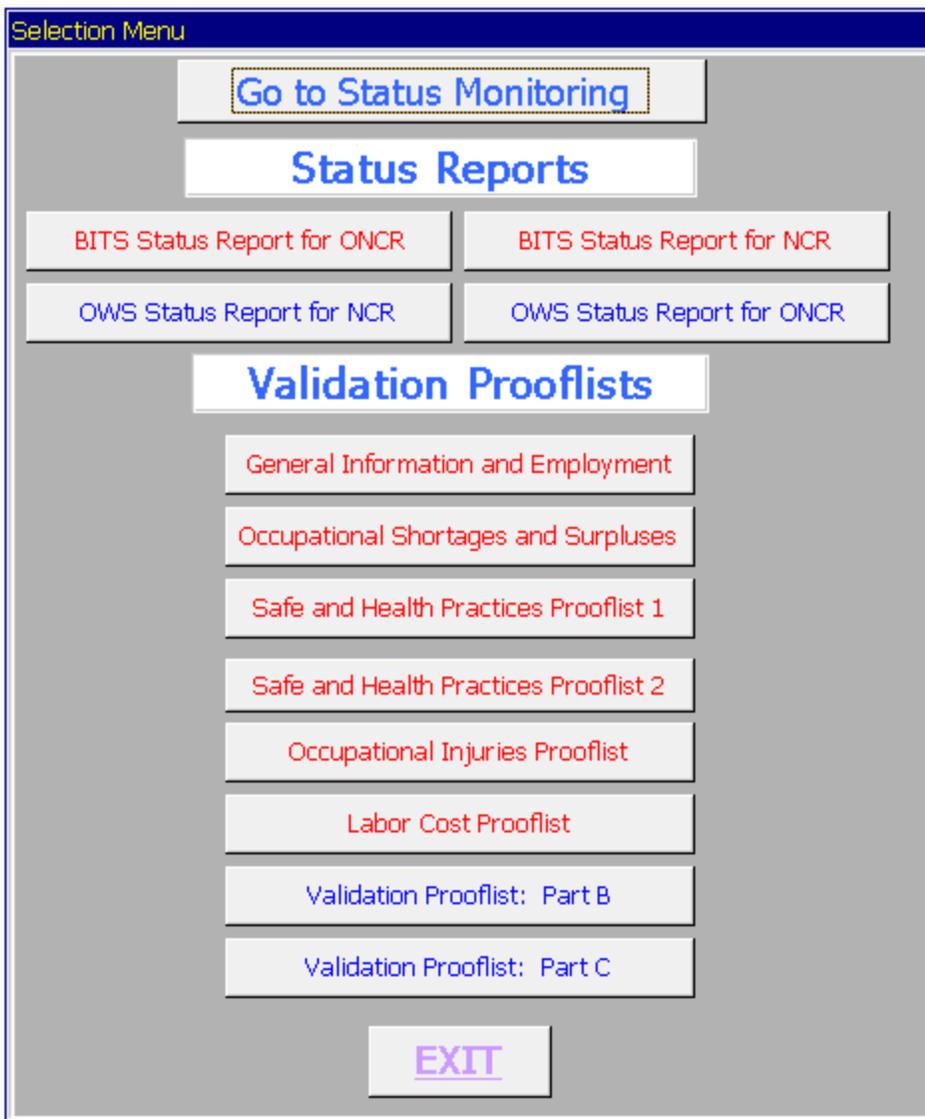


Figure 1. Selection Menu.

For example, if you click this button



The Status Monitoring Screen will appear.

A. 2007/2008 BLES INTEGRATED SURVEY

Microsoft Access - [ESTABLISHMENT DATA]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

for BITS Only

OPEN BITS Form
Part 1 and 2

Bureau of Labor and Employment Statistics
2007/2008 BITS and OWS Survey
Status Monitoring

Main Menu

for OWS Only

Go to Basic Pay

Business Name: ILOCOS NORTE ELECTRIC COOP INC
 New Name of Establishment: _____
 Address 1: NATL RD
 New Address 1: _____
 EIN: _____
 Geographic Code: 012809 030

HEAD OFFICE PARTICULARS (if Questionnaire is endorsed to Head Office)

Business Name: _____
 Contact Person: _____ Tel. No.: _____
 Position of Contact Person: _____
 Head Office Address 1: _____
 Geocode of Head office: _____ HO_indicator: _____

Batch No. for BITS _____ Batch No. for OWS _____

GENERAL INFORMATION

BITS

June 2008 CY 2007

Status Code: _____
 DUP of EIN: _____ Remarks: _____
 CET with EIN: _____
 CON with EIN: _____
 OSP w/ PSIC: _____
 OTH (specify) _____

Industry Code: E40100 _____
 Total Employment: 366 _____

Main Economic Activity: ELECTRIC COOPERATIVE
 Major Products/Goods or Services: ELECTRICITY

OWS

Status Code: _____
 DUP of EIN: _____ Remarks: _____
 CET with EIN: _____
 CON with EIN: _____
 OSP w/ PSIC: _____
 OTH (specify) _____

Industry Code: E40100 _____
 Total Employment: 366 _____

Time-rate on Full-time Basis: _____
 Time-Rate on Part-time Basis: _____
 Output Rate Workers: _____
 Working Owners and Unpaid Workers: _____
 TOTAL: _____

Main Economic Activity: ELECTRIC COOPERATIVE
 Major Products/Goods or Services: ELECTRICITY

PART D. CERTIFICATION PORTION

BITS

Contact Person: _____
 Position Title: _____
 Telephone Number: _____
 Fax Number: _____
 E-mail Address: _____

Comments - BITS

Time spent in answering this questionnaire: _____
 specify if more than 2 days _____

Comment on data provided: _____
 Employment: _____
 Wage and Compensation: _____
 Occupational Injuries: _____
 Labor Cost of Employees: _____

Presentation /Packaging **Suggestions for improvement**

Definition of terms: _____
 Layout: _____
 Font color: _____

OWS

Contact Person: _____
 Position Title: _____
 Telephone Number: _____
 Fax Number: _____
 E-mail Address: _____

Comments - OWS

Time spent in answering this questionnaire: _____
 specify if more than 2 days _____

Comment on data provided: _____
 Comment on results: _____

Presentation /Packaging **Suggestions for improvement**

Definition of terms: _____
 Layout: _____
 Font color: _____

Participation in Other Government Surveys

In 2006, have you been a recipient of a questionnaire in any of these surveys? (check as applicable)

- Annual Survey of Philippine Business and Industry
- Quarterly Survey of Philippine Business and Industry
- Labor Turnover Survey
- Others _____

PART E: SURVEY PERSONNEL

	Enumerator	Area Supervisor	Reviewer-BITS	Reviewer-OWS
Name		REGION 1		
Date				

Figure 2. Status Monitoring Screen.

The status monitoring for the 2007/2008 BLES Surveys already includes both BITS and OWS Buttons for the two surveys which are located on top of the screen (BITS – left corner; OWS-right corner).

STATUS MONITORING GUIDELINES (see Figure 2)

1. EIN	Press CTRL+F to find the desired EIN
2. New Name	See Guidelines on Establishments Naming and Addressing.
3. New Address 1	
4. New GeoCode	Type the corresponding entry for each item as reflected in the questionnaire
5. Head Office Particulars	
<i>Business Name of Establishment</i>	
<i>Contact Person</i>	
<i>Position of Contact person</i>	
<i>Telephone Number</i>	
<i>Head Office Address 1</i>	
<i>Geocode of Head Office</i>	Select from the list.
<i>Head Office Indicator</i>	
6. Batch Number for BITS and OWS	See Batch Label For Retrieved questionnaires NCRx-Rn where x - Reviewer Code ONCRx-Rn n - Sequence no. from 1 to n For Spoilage questionnaires NCRx-Sn where x - Reviewer Code ONCRx-Sn n - Sequence no. from 1 to n
7. Status Code for BITS and OWS	Select from the List
DUP	Enter EIN for DUP, CET, CON
CET	
CON	Enter Industry Code Specify reason
OSP	
OTH	
7a. Remarks	Enter as applicable
FOR BITS ONLY	
<i>Main Economic Activity</i>	Type the corresponding entry for each item as reflected in the questionnaire.
<i>Major products / goods or services</i>	
<i>New Industry Code</i>	
<i>New Total Employment</i>	
FOR OWS ONLY	
<i>Main Economic Activity</i>	Type the corresponding entry for each item as reflected in the questionnaire.
<i>Major products / goods or services</i>	
<i>New Industry Code</i>	
<i>Time-rate on Full-time Basis</i>	
<i>Time-rate on Part-time Basis</i>	
<i>Output Rate Workers</i>	
<i>Working Owners and Unpaid Workers</i>	
<i>Total</i>	Entry should be equal to Time-rate on Full-time Basis + Part-time+Output Rate+Working Owners and Unpaid Workers
8. Certification Portion for BITS & OWS	
<i>Name of Contact Person</i>	Type the corresponding entry for each item as reflected in the questionnaire.
<i>Position Title</i>	
<i>Telephone Number</i>	
<i>Fax Number</i>	
<i>E-mail address</i>	
<i>Time spent in answering the questionnaire</i>	Select from the List Less than a day 1-2 days More than 2 days
<i>If more than 2 days specify</i>	Type the corresponding entry for each item as reflected in the questionnaire.

STATUS MONITORING GUIDELINES (cont'd)

Comments on BITS	
<i>On the data provided for the 2007/2008 BITS</i>	Type the corresponding entry for each item as reflected in the questionnaire.
<i>On statistics from previous BITS</i>	
<ul style="list-style-type: none"> • <i>Employment</i> • <i>Wage and Compensation Practices</i> • <i>Occupational Injuries</i> • <i>Labor Cost of Employees</i> 	Type the corresponding entry for each item as reflected in the questionnaire.
Comments on OWS	
<i>On the data provided for the 2008 OWS</i>	Type the corresponding entry for each item as reflected in the questionnaire.
<i>On results of the 2006 OWS</i>	
Presentation/Packaging for BITS and OWS	
Definition of terms	Select from the list
Layout	
Font, color	
Suggestions for improvement	Type the corresponding entry for each item as reflected in the questionnaire.
Participation in Other Government Survey (OWS only)	Check as applicable
If Others is checked	Type the corresponding entry for each item as reflected in the questionnaire.
9. Survey Personnel for BITS and OWS	Type the corresponding entry for each item as reflected in the questionnaire.
Enumerator	
Date	
Area Supervisor	
Date	
Reviewer	
Date	

DATA ENTRY GUIDELINES

- A. 2009/2010 BLES Integrated Survey
- B. 2010 Occupational Wages Survey

B. OCCUPATIONAL WAGES SURVEY

BUREAU OF LABOR AND EMPLOYMENT STATISTICS
2010 OCCUPATIONAL WAGES SURVEY
FORM BASIC PAY

[Go To ALLOWANCES](#)

[Go To PART C](#)

EIN: BATCH NO.

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

Hourly Rate		Daily Rate		Monthly Rate	
Basic Pay	Full-time Workers	Basic Pay	Full-time Workers	Basic Pay	Full-time Workers
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		TOTAL	

Figure 3. PART B - Screen Layout (Basic Pay)

<p>PART B: EMPLOYMENT AND WAGE RATES OF TIME RATE WORKERS ON FULL TIME BASIS (Basic Pay)</p>	<p>Type the corresponding entry for each item as reflected in the questionnaire</p>
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[Go To ALLOWANCES](#) Open Figure 4. Part B – Screen Layout (Allowances)

[Go To PART C](#) Open Figure 5. Part C – Screen Layout

PART C: EMPLOYMENT AND WAGE RATES OF TIME-RATE WORKERS ON FULL-TIME BASIS IN SELECTED OCCUPATIONS	Type the corresponding entry for each item as reflected in the questionnaire
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[Go To Status](#)

Open Figure 2. Status Monitoring Screen Layout.

NOTE: ANY INCONSISTENCIES THAT MAY ARISE DURING THE ENCODING PROCESS, PLEASE CONSULT YOUR Senior LEOs. DO NOT TRY TO CORRECT THE PROBLEM BY YOURSELF, ERRORS FOUND SHOULD BE RECORDED IN THE FM-BLES 04-4.8 MONITORING OF ACCURACY IN DATA PROCESSING.