TABLE OF CONTENTS

I. INTRODUCTION

Importance of Layoff Statistics

One of the important sources of labor market statistics in the country is the DOLE Job Displacement Monitoring System (JDMS). The JDMS complements the unemployment data derived from the Labor Force Survey of the National Statistics Office which together provide DOLE officials and policy makers in the government and business sectors timely information critical in monitoring the country's employment situation.

Since its inception in 1990, the JDMS has been useful in analyzing the labor response to economic crisis and other important developments of firms or establishments that represent the modern production sector of the economy. It has been used extensively by the business sector in planning and decision making and by government agencies as basis in providing assistance to distressed industries and their workers displaced by the economic crisis. The JDMS has been used to monitor the employment effects of Mt. Pinatubo eruption in 1991, the Mindanao power and Luzon power crises in 1993 and 1994 and the effects of the Asian financial crises in 1997.

This monitoring scheme is a systematic filling, compiling and processing of notices of shutdown/retrenchment submitted by employers or establishments to the DOLE regional Offices. The submission of termination notices to DOLE has its legal basis in Article 283 of the Philippine Labor Code which provides that ""Termination of employment due to closure of establishment and reduction of workforce by employers should be made by serving a written notice to workers and the Department of Labor and Employment at least one (1) month before the intended date thereof." This provision applies to all employers of establishment or undertakings, whether for profit or non-profit, including establishments resorting to work rotation or reduced working time.

Objective of JDMS

The main objective of the JDMS is to ensure the generation of timely, accurate and accessible data on establishment closures and displacement of workers. Specifically, the JDMS aims to:

- Provide timely signals to policy makers on the extent and causes of establishment closures and job displacements in the country; and

- Establish and maintain databases that will generate the lists of distressed establishments and displaced workers.

The Computerized JDMS

In order to manage the growing volume of termination notices submitted to the DOLE ROs over the years, the BLES in 1997 developed a computerized data processing program for the JDMS. The computerized JDMS was developed in a PC environment using PC-edit for encoding and SPSS for data processing and generation of statistical tables. This computerized program has been installed in seven DOLE ROs including NCR and Region IV.

The JDMS is made up of two (2) sub-programs, namely:

(1). Establishment Database - generates the list of establishments reporting closures/retrenchment. This list is submitted to the BLES on a regular basis for purposes of monitoring the number of establishments closures and retrenchments of workers.

(2) Database on Displaced Workers - generates the list of displaced workers. This list remained in the region and will be very useful in monitoring the various assistance provided by to displaced workers in support of the QRT monitoring of the region.

REPORTING FLOW IN THE JDMS

PROCEDURE	PERSON RESPONSIBLE	DETAILS
START		
Submission of RKS Form 5 "Establishment Termination Report"	Employer	♦ Employer files RKS Form 5 with DOLE-RO
Receive and check RKS Form 5	Statistician/ Designated Staff	♦ The designated staff shall check for completeness and accuracy of information before accepting the report from the employer.
Edit, code and review	Statistician/ Designated Staff	♦ Edit data and indicate appropriate codes for each item in RKS Form 5 (Refer to Editing and Coding Guidelines.)
Encode data	Statistician/ Designated Staff	♦ Encode data from RKS Form 5 refer to Guidelines on Data Entry of Establishment's Name and Address (attachment II - C).
A		

PROCEDURE	PERSON RESPONSIBLE	DETAILS

(A)

Validate encoded data	Statistician/ Designated Staff	♦ Generate prooflist and counter check each line item with corresponding line item in the source document and incorporate corrections.
Generate Daily/Monthly Summary Report	Statistician/ Designated Staff	♦ Generate daily/monthly summary report using JDMS Form 1/2. ♦ Review report for correction and consistencies. ♦ Submit report to Division Chief for approval/initial, then to the Director for signature.
Director approve/sign the report	Regional Director	♦ Director signed the report for transmission to BLES.
Transmit report to BLES thru e-mail	Statistician/ Designated Staff	♦ Daily Summary Report on termination due to economic reasons is to be transmitted to BLES not later than 4:00 p.m. everyday thru e-mail. ♦ Monthly Report on termination due to non-economic reasons is to be submitted on or before the 15th day of the following month thru e-mail.

END

II. EDITING AND CODING OF RKS Form 5 ESTABLISHMENT TERMINATION REPORT

A. Concepts and Terms

1. **Termination of Employment**

   Under Book Six Articles 279, 282 and 283 of the Philippine Labor Code, termination of employment in cases of regular employment is allowed only on the following cases:

   Art.282. Termination by employer. - an employer may terminate an employment for any of the following causes:

   (a) Serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in connection with his work;
   (b) Gross and habitual neglect by the employee of his duties;
   (c) Fraud or willful breach by the employee of the trust reposed in him by his employer or duly authorized representative;
   (d) Commission of a crime or offense by the employee against the person of his employer or any immediate member of his family or his duly authorized representative; and
   (e) Other causes analogous to the foregoing.

   Art.283. Closure of establishment and reduction of personnel - the employer may also terminate the employment of any employee due to the following reasons:

   - Installation of labor saving devices;
   - Redundancy
   - Retrenchment to prevent losses

2. Permanent Shutdown/Closure of Establishment – total shutdown/ closure of a plant/ office/unit/operation

3. Temporary Shutdown/Closure of Establishment – temporary shutdown/ closure of a plant/ office/unit/operation

4. Permanent layoffs –   complete and total separation of workers from the establishment.

5. Temporary layoffs – separation of workers from the establishment for not more than six (6) months.

6. Rotation of workers – workers are given full-day work but for only a limited/ lesser number of days in a week/month.

7. Reduced working time – workers are given full-week work but for shorter working hours in a day

8. Number of Workers Affected - total number of workers laid-off, workers on rotation and workers with reduced working time due to closures/shutdowns and retrenchments.

9. Effectivity Date – starting date of layoff, rotation or reduction in working time.

10. Duration – length of temporary terminations.

11. **Reasons for closures/shutdowns and retrenchments**

   a) Economic Reasons
   1. Increase in minimum wage rate
   2. Competition from imported products
   3. Uncompetitive price of product
   4. Redundancy
   5. Change in management/merger
   6. Company reorganization/downsizing
   7. Lack of market/slump in demand
   8. Lack of raw materials
   9. Lack of capital
   10. High cost of production
   11. Peso devaluation
   12. Economic crisis
   13. Financial losses
   14. Others, specify

   b) Non-Economic Reasons
   1. Calamities (fire, typhoon, etc.)
   2. Repair/general maintenance
   3. Inventory
   4. Project completion
   5. Others, specify (e.g. strike)

12. **Standard Codes**

   a. **GEOCODE 1996 Philippine Standard Geographic Code** – a system of classification of regions, provinces, municipalities and barangays.

   b. **PSIC 1994 Philippine Standard Industrial Classification** – a system of statistical classification of all economic activities.

   c. **PSOC 1992 Philippine Standard Occupational Classification** – a system of classification of occupations.

Attachment I-A

REGIONAL JOB DISPLACEMENT MONITORING SYSTEM

GENERAL GUIDELINES

1. All establishments submitting termination report to DOLE Regional Offices shall accomplish the new prescribed reporting form as shown in Annex A (RKS Form 5: Establishment Termination Report). Establishments not submitting reports in the required format shall be notified by the Regional Statisticians or designated staff to accomplish the new reporting form.

2. Regional Statistician/designated staff shall ensure the accuracy and complete-ness of information before accepting the report from the establishment.

   Specific attentions should be given to the following indicators, which are often not reported or erroneously reported:

   b. **Total employment of the establishment** – include all workers in the establishment whether terminated or not. Should be equal or greater than the total number of workers laid off.

   c. **Principal product or main activity (PSIC CODE)** – specify in some details the main product produced or service provided by the establishment, e.g. manufacturing of baby dresses, commercial bank, fast food restaurant, etc.

   d. **Occupation/skills** – specify the occupation/skills of workers terminated, e.g. manager, clerk, machine operator, waiter, etc.

   e. **Reason for termination** – use designated code as prescribed in the manual. If not included in the prescribed code, provide brief but clear explanation. Do not use abbreviation.

3. Regional Statistician/designated staff should develop and maintain a master file containing the list of names or workers terminated by establishments in their respective regions. The list should be updated on a regular basis as reports are submitted. A monthly or quarterly report may be prepared and provided to various users particularly the PESOs as inputs to the Regional Manpower Registry or use as referrals for vacancies solicited in their respective areas.

4. In compliance to Memorandum of the Secretary dated November 21, 2001, a daily summary report shall be submitted to the Bureau of Labor and Employment Statistics using the prescribed format as shown in Annex B. Late

reports received during the day should be incorporated in the daily summary report for the next reporting day.

II. EDITING AND CODING OF RKS Form 5 ESTABLISHMENT TERMINATION REPORT

A. Basic Terms

1. **Terminations -** displacement of workers due to establishment shutdowns/closures or retrenchments.

2. **Sources of Terminations**

   a. **Shutdown/Closure of Establishment** – stoppage of work which is either total or partial shutdown/closure of a plant/unit/operation because of economic reasons.

      - **Permanent** Shutdown/Closure – total shutdown/closure of a plant/unit/operation
      - **Temporary** Shutdown/Closure - partial shutdown/closure of a plant/unit/operation

   b. **Retrenchment** – reduction of work which resulted to layoffs, rotation of workers or reduction of hours/days/shifts in any or all units of operation of the establishment due to economic or non-economic reasons.

3. **Nature of Terminations**

   a. **Layoffs** – separation of workers from the establishment

      - **Permanent layoffs** – complete and total separation of workers from the establishment.

      - **Temporary layoffs** – separation of workers from the establishment for not more than six (6) months.

   b. **Rotation of workers** – workers are given full-day work but for only a limited/ lesser number of days in a week/month

   c. **Reduced working time** – workers are given full-week work but for shorter working hours in a day

4. **Number of Workers Affected** - total number of workers laid-off, workers on rotation and workers with reduced working time due to closures/shutdowns and retrenchments.

5. **Effectivity Date** – starting date of layoff, rotation or reduction in working time.

6. **Duration** – length of temporary terminations.

7. **Reasons for closures/shutdowns and retrenchments**

   a) **Economic Reasons**
      1. Increase in minimum wage rate
      2. Competition from imported products
      3. Uncompetitive price of product
      4. Redundancy
      5. Change in management/merger
      6. Company reorganization/downsizing
      7. Lack of market/slump in demand
      8. Lack of raw materials
      9. Lack of capital
      10. High cost of production
      11. Peso devaluation
      12. Economic crisis
      13. Financial losses
      14. Others, specify

   b) **Non-Economic Reasons**
      1. Calamities (fire, typhoon, etc.)
      2. Repair/general maintenance
      3. Inventory
      4. Project completion
      5. Others, specify (e.g. strike)

8. **Standard Codes**

   a. **GEOCODE 1996 Philippine Standard Geographic Code** – a system of classification of regions, provinces, municipalities and barangays.

   b. **PSIC 1994 Philippine Standard Industrial Classification** – a system of statistical classification of all economic activities.

   c. **PSOC 1992 Philippine Standard Occupational Classification** – a system of classification of occupations.

B. Editing and Coding Guidelines for the RKS Form 5 Establishment Termination Report

INDICATOR	GUIDELINES	REFERENCE
ESTABLISHMENT INFORMATION	Information should refer to the establishment which has cases of terminated workers due to shutdown/ closures or retrenchments.	
Name of Establishment	Complete the name of establishment (including acronym, if any) filing the notice of termination. Follow the rules in writing the name of establishment.	Guidelines on Data Entry of Establishment's Name and Addresses
Address	Complete the address where establishment is located, i.e. room/suite numbers; floor number/building; street number; street name; subdivision; barangay; city/municipality; ZIP code and province. Follow the rules in writing the addresses of establishments.	*Guidelines on Data Entry of Establishment's Name and Addresses*
GEOCODE	Indicate the 6-digit code corresponding to the address of the establishment, i.e. 1st & 2nd digits – **Region**; 3rd & 4th digits – **Province**; 5th & 6th digits – **Municipality**.	*1996 Philippine Standard Geographic Code*

INDICATOR	GUIDELINES	REFERENCE
Principal Product/Main Activity	Main activity or service provided by the establishment should be written in a more detailed description, e.g. softdrinks manufacturing, commercial bank, etc.	
PSIC CODE	Indicate the 6-digit industry code corresponding to the main activity of the establishment. 1ST digit – Major division 2nd & 3rd digit – Division 4th digit - Group 5th digit - Class 6th digit - Subclass E.g. Softdrinks manufacturing - D15541 D – Manufacturing D15 – Mfg of food products and beverages D155 – Mfg of beverages D1554 – Mfg of softdrinks; bottling of mineral water D15541 –Mfg of softdrinks	*1994 Philippine Standard Industrial Classification*
Total Employment	This should refer to the total number of workers in the establishment regardless of employment status.	

4

INDICATOR	GUIDELINES	REFERENCE
SHUTDOWNS/CLOSURES **1. Total Workers Affected due to Shutdown/Closure of Establishment**	This portion should contain information on the workers terminated due to permanent or temporary shutdown/closure of plant/unit/operation of establishment because of economic reasons.	
***Permanent** (Shutdown/Closure)* ***Temporary** (Shutdown/Closure)*	Categorizes the terminated workers by type of shutdown/closure of establishment's plant/unit/operation.	
Number of Workers Affected	This should contain the corresponding total number of workers terminated by type of shutdown/closure. The column sum of the number of workers affected should not exceed the total employment.	
Effectivity Date	This should refer to the corresponding month, day and year of effectivity or starting date of termination. For each date of effectivity, make sure that the corresponding workers terminated are indicated.	

INDICATOR	GUIDELINES	REFERENCE
RETRENCHMENTS 2. **Total Workers Affected due to Retrenchments**	This portion should contain information on the number of workers retrenched due to economic or non-economic reasons. Information is categorized by nature of terminations due to retrenchment.	
Layoffs *Permanent* *Temporary*	Layoffs are separation of worker from the establishment. Permanent – complete and total separation Temporary – separation for not more than 6 months	
Rotation of Workers	Rotation of Workers refers to full-day work but for only a limited/lesser number of days in a week/month.	
Reduced Working Time	Reduced Working Time refers to full-week work but for shorter working hours a day.	

INDICATOR	GUIDELINES	REFERENCE
Number of Workers Affected	This should contain the corresponding total number of workers displaced by nature of terminations due to retrenchment. The column sum of the number of workers affected should not exceed the total employment.	
Effectivity Date	This should refer to the corresponding month, day and year of effectivity or starting date of layoff, rotation of worker or reduced working time. For each date of effectivity, make sure that the corresponding workers retrenched are indicated.	
Duration	This should refer to the 1-digit code for length of temporary lay-offs, rotation of workers or reduced working time.	***Duration Code:*** *1 - Less than one week* *2 - 1 to 2 weeks* *3 - 3 to 4 weeks* *4 - 5 to 12 weeks* *5 - 13 wks to less than 6 months* *6 - 6 months* *7 - Indefinite* *8 - Not stated*

INDICATOR	GUIDELINES	REFERENCE
REASONS FOR ESTABLISHMENT RESORTING TO SHUTDOWN/ CLOSURE/RETRENCHMENT **3. Reasons for shutdown/closure/ retrenchment of workers** 　　**Main Reasons** 　　**Other Reasons**	Shutdown/closures/retrenchment may be due to economic and non-economic reasons. This should refer to the primary reason for resorting to shutdown/closure/retrenchment. This should refer to the secondary reasons for resorting to shutdown/closure/retrenchment.	*Coding System:* *Reasons for Establishment Shutdown/Closure/Retrenchment*

INDICATOR	GUIDELINES	REFERENCE
LIST OF TERMINATED WORKERS	This should include all the workers reported in Items 1 and 2, page 1 of the RKS Form 5. Thus, the total number of workers in this list is equal to the sum of the reported total number of workers affected in Items 1 and 2, page l of the RKS Form 5.	
Names of Workers Terminated	Complete name of terminated workers, if possible.	
Contact Address	Complete contact address of terminated workers, i.e. street number; street name; subdivision; barangay, city/municipality and province.	*Guidelines on Data Entry of Establishment's Name and Addresses*

Sex	Indicate whether the terminated worker is a male or female.	*Code:*
		    F – female
		    M – male
		    X – not reported

Age	Age should be as of last birthday.	

9

INDICATOR	GUIDELINES	REFERENCE
Educational Attainment	Should be the highest degree of education earned.	*Educational Attainment Code:* *0 - Not reported* *1 - No grade completed* *2 - Elementary level* *3 - Elementary graduate* *4 - High school level* *5 - High school graduate* *6 - Vocational* *7 - College level* *8 - College graduate* *9 - wih MA units* *10 - MA graduate* *11 - with PhD units* *12 - PHD graduate*
Occupation/Skills	Indicate the corresponding 4-digit Occupation Code beside the occupation entry. If skills are reported instead of occupation, refer to the occupation code for possible occupation categorization.	*1992 Philippine Standard Occupational Classification*
Salary	Should be expressed in monthly salary.	

RKS Form 5
Establishment Termination Report

CODING SYSTEM:
REASONS FOR ESTABLISHMENT
SHUTDOWN/CLOSURES AND RETRENCHMENTS

REASONS	CODE

a) **Economic Reasons**

1. Increase in minimum wage rate	MR
2. Competition from imported products	CI
3. Uncompetitive price of product	UCP
4. Redundancy	R
5. Change in management/merger	CMM
6. Company reorganization/downsizing	RDS
7. Lack of market/slump in demand	LM
8. Lack of raw materials	LRM
9. Lack of capital	LC
10. High cost of production	HCP
11. Peso devaluation	PD
12. Economic crisis	EC
13. Financial losses	FL
14. Others, specify	OTH

b) **Non-Economic Reasons**

1. Calamities (fire, typhoon, etc.)	NCL
2. Repair/general maintenance	NRM
3. Inventory	NIV
4. Project completion	PC
5. Others, specify (e.g. strike)	OTH

GUIDELINES ON DATA ENTRY
OF ESTABLISHMENT'S NAME AND ADDRESSES

A. SYSTEMS REQUIREMENT OF THE COMPUTERIZED REGIONAL JOB DISPLACEMENT MONITORING SYSTEM

1. SOFTWARE REQUIREMENTS

SOFTWARE TO BE USED IN DATA ENTRY AND GENERATION OF TABLES:
PC-Edit and X-Table

SOFTWARE TO BE USED IN THE GENERATION OF LIST OF ESTABLISHMENTS REPORTING CLOSURE/RETRENCHMENT AND LIST OF DISPLACED WORKERS:
Microsoft EXCEL

2. MINIMUM HARDWARE REQUIREMENTS TO RUN PC-Edit/X-Table:
- IBM-PC, XT, AT or compatible
- 256 K of memory
- DOS 2.0 or later
- A floppy disk drive

B. INSTALLATION OF PC-Edit/X-Table:
- Double-click the *SETUP.EXE* in drive A or
- Go to start, then choose **RUN** and select *SETUP.EXE* from drive A (**PC-Edit Installation disk**).

DEFAULT FOLDER INSTALLATION OF PC-Edit/X-Table:
C:\PCEDXTAB

C. FILE LAYOUT

LAYOUT file – describes all the characteristics of the data that to be entered, including information on the edit rules that will be applied to each field in the record during the data entry.

LAYOUT TO BE USED: *LAYOFF.LAY (please refer to Attachment III-A, page 43)*

D. OPENING PC-EDIT

Once you have installed PC-Edit/X-Table, follow the steps below to start the software whenever needed.
1. Go to **START**, choose **PROGRAMS**, then look for **PC-Edit & X-Table** and click **PC-Edit**

Or you can *double-click* the **desktop icon of PC-Edit**.

PC-EDIT 4.19

2. Then the computer will show the starting screen of PC-Edit. **Press any key to continue** as indicated in the last line in the screen.
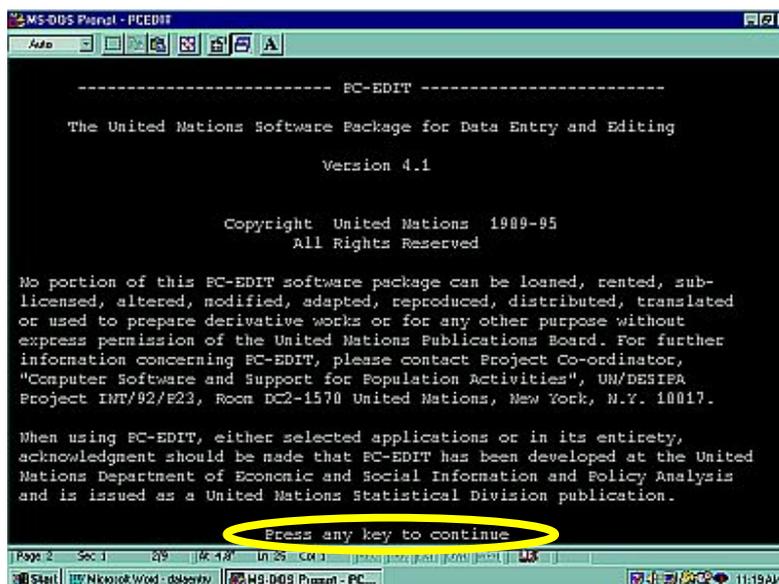
3. **Hit any key,** as indicated in the bottom of the screen, to view the **PC-Edit main menu**.
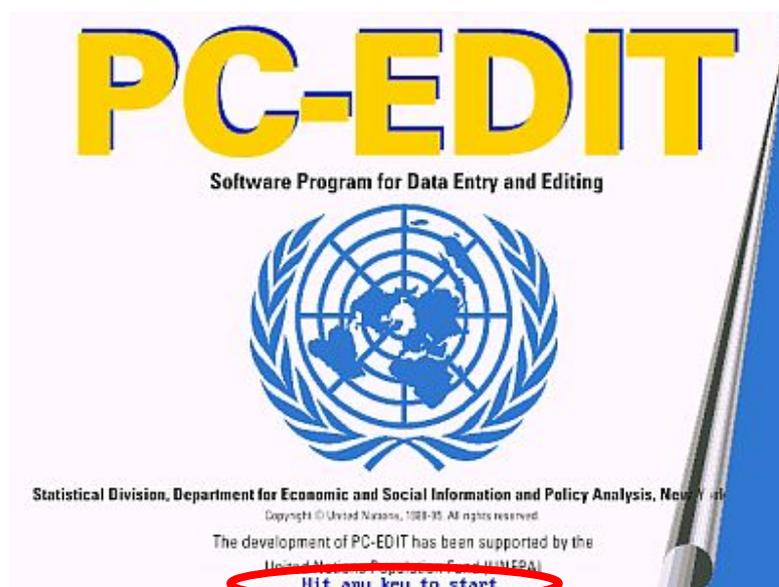
4. Then the **PC-Edit main menu** will be displayed.


```
┌──────────────────────────────────────────────────┐
│              🌐 PC-EDIT                           │
├──────────────┬──────────────────────┬─────────────┤
│  May    1996 │ AUTHOR: Mathieu Pageau │Version: 4.19a│
│              └─ ? General Help ──────┘             │
│                                                    │
│ F1  - Create/modify file layout.  F6  - Display file statistics. │
│                                                    │
│ F2  - Enter data.                 F7  - Change system parameters. │
│                                                    │
│ F3  - Verify data.                F8  - Batch editing. │
│                                                    │
│ F4  - Modify data.                F9  - Convert to fixed length. │
│                                                    │
│ F5  - Pad numeric field           F10 - Screen design. │
│                                                    │
│ Esc - Return to DOS.              PgDn - XTABLE main menu. │
└──────────────────────────────────────────────────┘
```
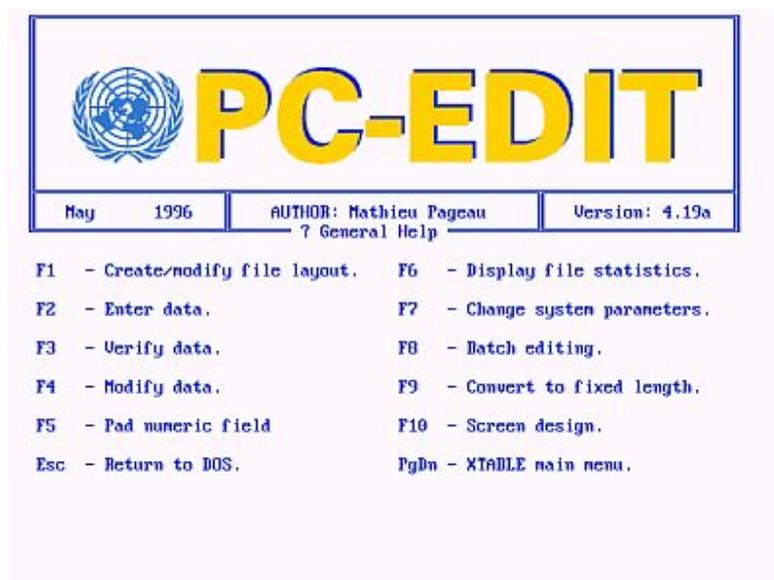
5. You can now start using **PC-Edit** or **X-Table**.

E. DATA ENTRY, DATA FILE MODIFICATION AND PREPARATION

1. DATA ENTRY

a. To start your data entry, press **F2** from the *PC-Edit main menu*.
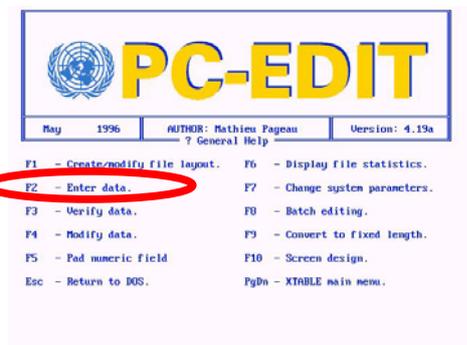

b. Type the exact location and filename of the layout you are going to use and the data file you want to contain all your data entries.

   NOTE:
   Filename must follow the DOS rules & **cannot be longer than 30 characters**. The file can reside in any directory.

   1. If the data filename you typed does not exist, the system proceeds to **step c**. But if the filename you choose already exists, the system will ask you if you want to **APPEND** to the existing file or to **CREATE** a new one.

   2. If you choose to **APPEND**, then the system will proceed to **step c**. Otherwise, if you choose to **CREATE** a new file, you will be asked again to type the exact location and filename of the data file you want to contain all your data entries. You would repeat **step b**.
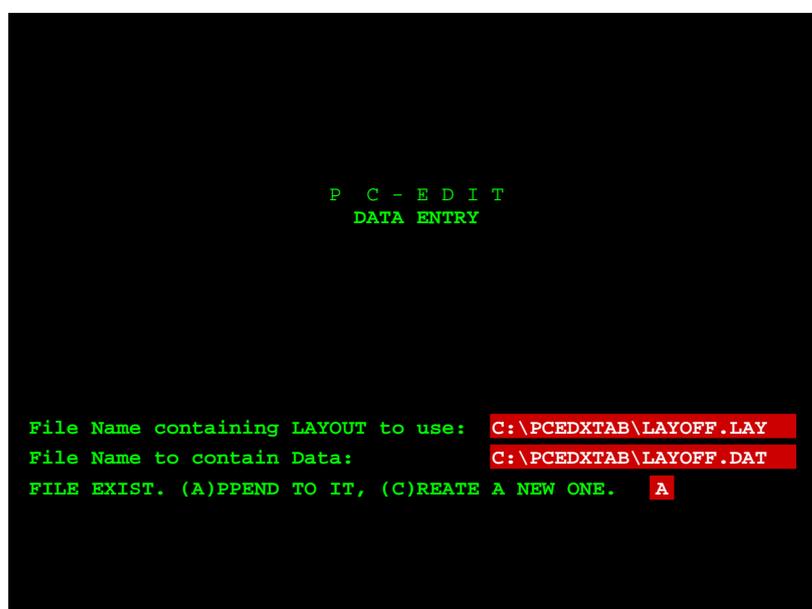
c. The system will ask you if you want to use the screen.
   1. If you choose to use the screen, the system will proceed to **step d**. But if you choose not to use the screen, the system will allow you to choose the **LINE MODE** or the **PROMPT MODE**

   ▪ *IT IS RECOMMENDED TO USE THE SCREEN.*

```
                    P  C - E D I T
                     DATA ENTRY




File Name containing LAYOUT to use:  C:\PCEDXTAB\LAYOFF.LAY
File Name to contain Data:           C:\PCEDXTAB\LAYOFF.DAT

Use screen  (Y/N)?  Y
```

d. Start your data entry.

```
MS-DOS Prompt - PCENTER                                    _ |B|X
 Auto    ▼ □ ⊞ ⓑ ⊞ ⓕ⊟ A

                 REPUBLIC OF THE PHILIPPINES
              DEPARTMENT OF LABOR AND EMPLOYMENT
                   (REVISED RKS FORM 5 1997)


                 ESTABLISHMENT TERMINATION REPORT
                 DATE OF ENCODING:  █ /  /
                 COUNTER FOR ESTABLISHMENT:

  REGION:        (NCR = 00)  (CAR = 13)  (ARMM = 14)  (Caraga = 15)
  NAME OF ESTABLISHMENT:

  ADDRESS:

  GEOCODE:         PSIC:           STATUS:

  INDUSTRY:

  TOTAL EMPLOYMENT:
                      (P - PERMANENT TERMINATION)
  TERMINATION CODE:   (T - TEMPORARY TERMINATION)
                      (O - ROTATION/REDUCED WORKING TIME)

Field| MONTH      | CASE| 000001| RECORD| 0000006| COLUMN| 0002 | F1 FOR HELP

Start | Microsoft Word - manual-img | MS-DOS Prompt - PC...      10:26 PM
```

Here are some keys and their functions that can help you in your data entry.

KEYS	FUNCTION
F2	Show field valid values
Backspace	Preceding position in field
Left arrow	Preceding field in record
Enter	Next field in record
Right arrow	Next position in record
Up arrow	Preceding record in file
Down arrow	Next record in file
Ctrl + E	Edit mode for field
Ctrl + F	Force a value into field
Ctrl + G	Go to field/column
Ctrl + L	List labels if available
Ctrl + Q	Save data & quit
Ctrl + S	Save data & continue
Ctrl + W	Display work content

e. After encoding one record for the establishment, you will be asked to enter the **RECORD TYPE** of the data you want to encode next. You can choose between **E** or **W**, that is, **E for establishment** and **W for workers**.

1. If you choose **E**, encode data for the next establishment record. But if you choose **W**, encode data of the workers for the establishment you have just encoded.
2. Each time you finish encoding one record for a worker or establishment, you will be asked to enter the **RECORD TYPE** of the data you want to encode next.

- ***IT IS RECOMMENDED TO ENCODE THE DATA FOR THE ESTABLISHMENT FIRST, AFTER WHICH YOU WILL INSERT THE DATA OF THE WORKERS FOR THE CORRESPONDING ESTABLISHMENT RECORD.***
- ***ENCODING THE DATA OF WORKERS FOR THE LAST ESTABLISHMENT RECORD SHOULD BE DONE RIGHT AFTER THE ENCODING OF THE ESTABLISHMENT RECORD BECAUSE INSERTING RECORDS OF WORKERS AT THE END OF THE DATAFILE IS DIFFICULT TO DO.***

2. DATA MODIFICATION

2.a. Inserting Records in a Data File

1. To insert records in a data file, choose **F4** in the *PC-Edit main menu*.
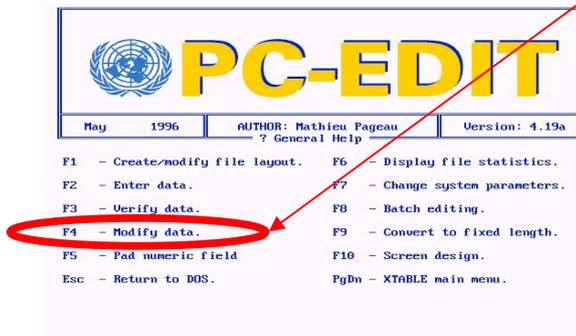
2. Upon choosing **F4**, the **recently used layout file** is displayed as the *default*. You can change this default file if this is not the desired layout file you want to use.
3. Then specify the **data file to be updated or modified**. Again, the **recently used data file** is displayed as the default. You can change this default file if this is not the desired data file you want to use.
4. In our layout, a screen design was saved as part of it; hence we have the option of using it during the modification. The system will then ask if you want to use it.
   a. If you type "**Y**" (for **YES**) and press the **ENTER key**, the saved screen design will be used.
   b. But if you type "**N**" (for **NO**) and press the **ENTER key**, line entry format will be used.

   - *IT IS RECOMMENDED TO USE THE SCREEN DESIGN IN MODIFYING THE DATA FILE.*
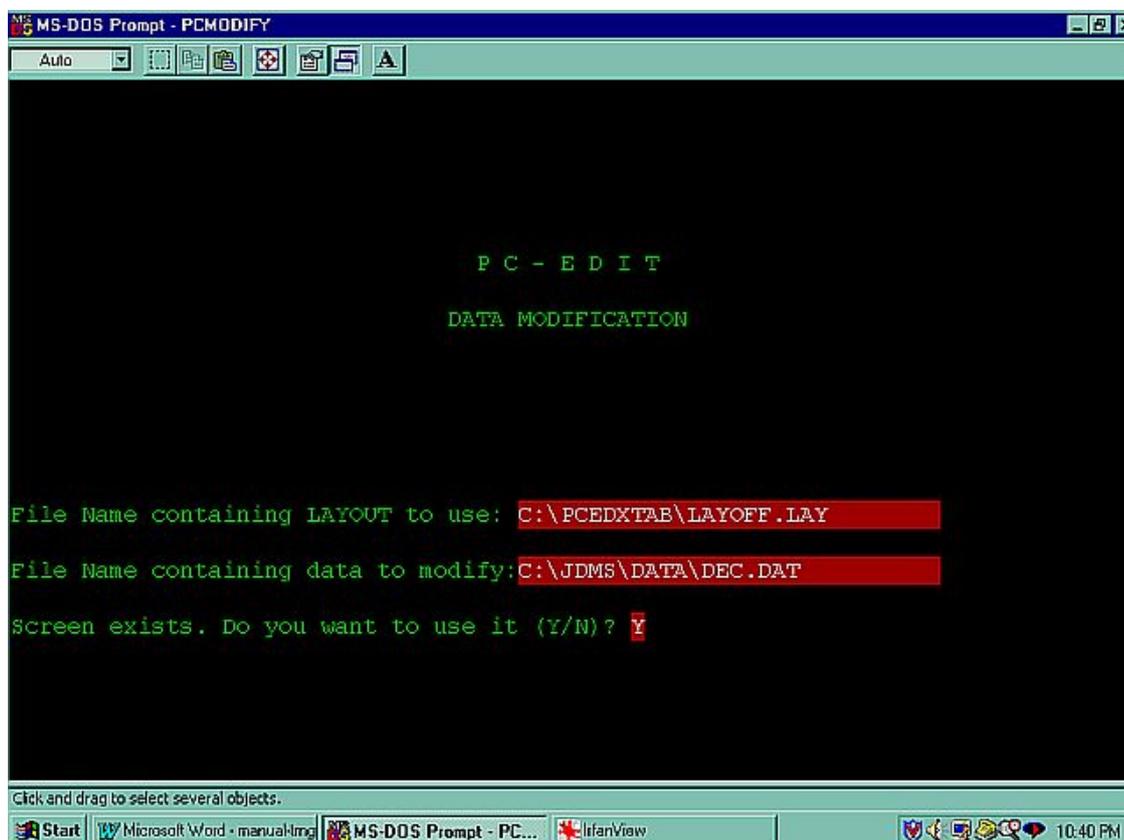
5. Then the system asks if there is a file containing an error listing that you want to display on the screen, simply press the **ENTER key**.
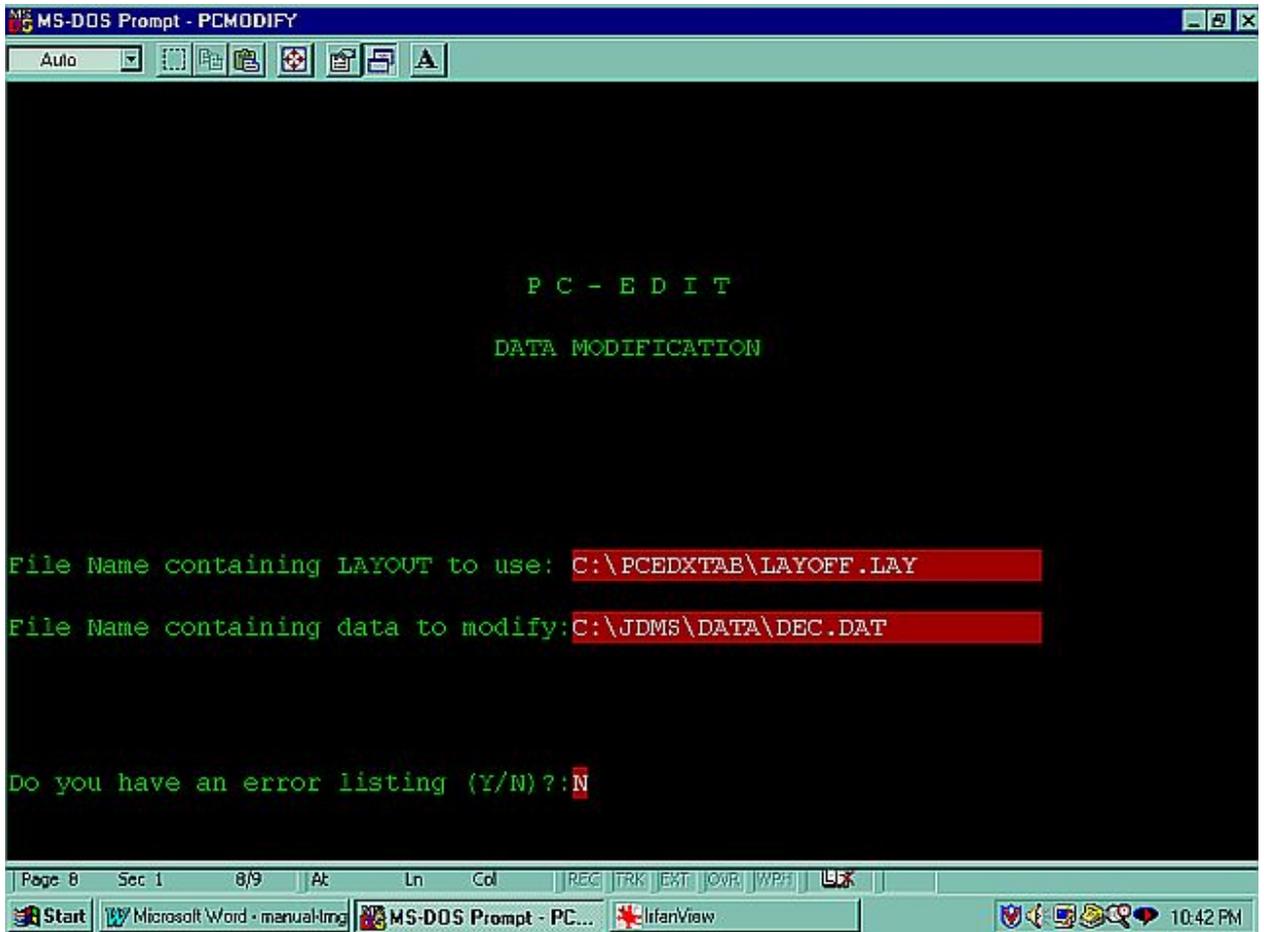

```
P C - E D I T

DATA MODIFICATION




File Name containing LAYOUT to use: C:\PCEDXTAB\LAYOFF.LAY

File Name containing data to modify:C:\JDMS\DATA\DEC.DAT



Do you have an error listing (Y/N)?:N
```

6. Then the data file you chose to modify will be opened.


```
MS-DOS Prompt - PCMODIFY                                                    _ 8 X

 Auto    ▼  □ ▣ ▣ ▣ ▣ ▣ A

                    REPUBLIC OF THE PHILIPPINES
                 DEPARTMENT OF LABOR AND EMPLOYMENT
                      (REVISED RKS FORM 5 1997)


                   ESTABLISHMENT TERMINATION REPORT
                   DATE OF ENCODING: 01/22/2002
                   COUNTER FOR ESTABLISHMENT: 00002

   REGION: 00      (NCR = 00)  (CAR = 13)  (ARMM = 14)  (Caraga = 15)
   NAME OF ESTABLISHMENT: A D GOSECO CORP

   ADDRESS: 5 CAMPANILLA ST NEW MLA QC

   GEOCODE: 007404   PSIC: F 45203   STATUS:

   INDUSTRY: CONSTRUCTION

   TOTAL EMPLOYMENT: 00035
                              (P - PERMANENT TERMINATION)
   TERMINATION CODE:      P   (T - TEMPORARY TERMINATION)
                              (O - ROTATION/REDUCED WORKING TIME)

Field| MONTH         | CASE| 000001| RECORD| 0000001| COLUMN| 0002 | F1 FOR HELP
Page 8   Sec 1    8/9   At 9.1"  Ln 18  Col 5    REC TRK EXT OVR WPH  □X
Start  Microsoft Word - manual-img  MS-DOS Prompt - PC...  IrfanView        10:45 PM
```

7. Go to the *establishment record succeeding the desired establishment record*, then press **CTRL+I**.
8. The system will ask you to enter the **RECORD TYPE** of the data you want to encode, simply type "**W**".
9. You can now start encoding the data of the workers for the desired establishment.
10. Each time you finish encoding one record of a worker, you will be asked you to enter the **RECORD TYPE** of the data you want to encode next, type "**W**" until you finish encoding all the workers for the desired establishment.
11. Upon completing the last worker's record for the desired establishment, you will be asked again you to enter the **RECORD TYPE** of the data you want to encode type "**E**" and press **CTRL+I**.
12. Then save the file by pressing **CTRL+S**.

2.b. Locating a Subsequent Record in the File
1. To locate a subsequent record in the file, you can use the **arrow down key** or the **CTRL+N** command.
2. The **CTRL+N** function will prompt you to enter the new search string to be located. If the system cannot locate the search string, the message: "**STRING NOT FOPUND. DO YOU WANT TO TRY AGAIN (Y/N)?**" will appear.

2.c. Deleting Cases for Records

1. In a multiple record type file, it is also possible to delete a single record as long ad it is not a primary record type.
2. To delete a record, position the cursor on the record to be deleted and press **CTRL+D**.

3. DATA FILE PREPARATION

After the data entry and data modification, it is advisable to use the **F5** and **F8** function to prepare the data files for processing.

3.a. Using F5 from the PC-Edit Main Menu:

1. From the *PC-Edit main menu*, press **F5**.
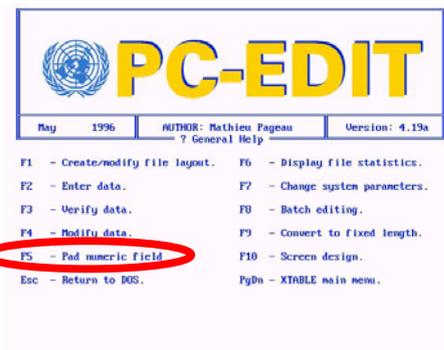
2. Upon choosing **F5**, the **recently used layout file** is displayed as the *default*. You can change this default file if this is not the desired layout file you want to use.
3. **Recently used data file** is also displayed as the default. You can also change this default file if this is not the desired data file you want to use. Specify the **data file to be processed** and type **Y** and press **ENTER key** to continue processing.

4. The data file will be processed and the following screen will be displayed after processing.

5. **Hit any key** and you will return to *PC-Edit main menu*.

3.b. **Using F8 from the PC-Edit main menu:**

1. From the *PC-Edit main menu*, press **F8**.
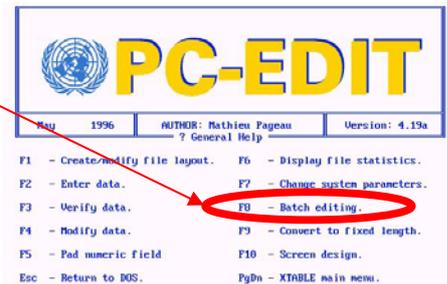
2. Upon choosing **F8**, the **recently used layout file** is displayed as the *default*. You can change this default file if this is not the desired layout file you want to use.
3. **Recently used data file** is displayed as the default. You can also change this default file if this is not the desired data file you want to use.

4. A default error listing, **ERROR.LST**, is displayed. Simply press the **ENTER key**. Since **ERROR.LST** already exists, the system will ask you if you want to over-write the file, type **N** and press **ENTER key**.

5. Then it will ask you if you want to impute values. Type **Y** and press **ENTER key**.

6. The data file will be processed and the following screen will be displayed.

7. **Hit any key** and you will return to *PC-Edit main menu*.

F. GENERATION OF FREQUENCY DISTRIBUTIONS AND STATISTICAL TABLES

In generating frequencies and cross-tabulations of data, we will use the software **X-Table**. This software comes with PC-Edit.

1. OPENING X-TABLE

   1. In the *PC-Edit main menu*, press **PAGE DOWN**.
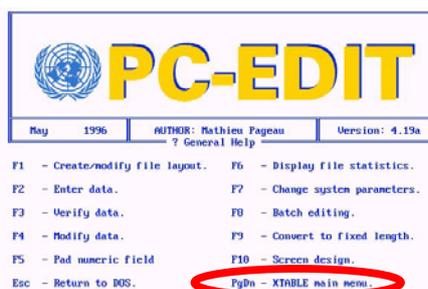
   2. Then **X-Table main menu** will be shown.
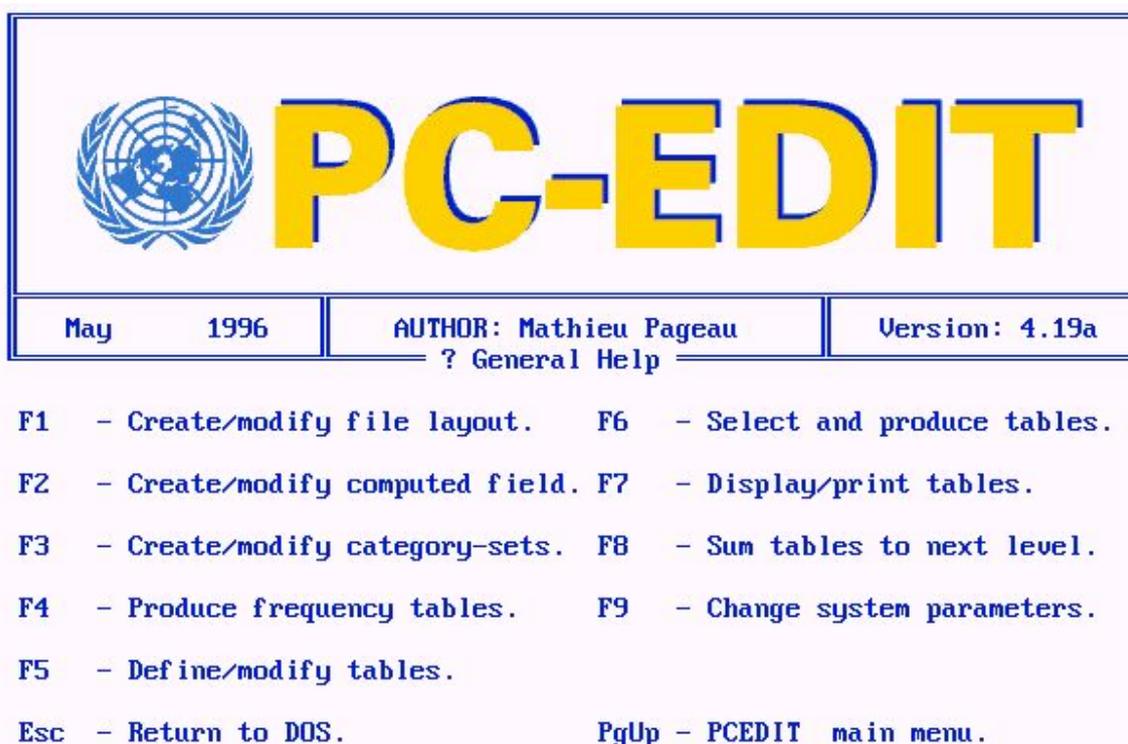
2. HOW TO CREATE FREQUENCY DISTRIBUTIONS IN X-TABLE:

1. Create a **category sets** for your frequency distributions.
   CATEGORY-SETS – is a set of intervals used to define the rows and columns of a frequency or cross-tabulation. It determines how the variable/field will be displayed in the tabulations.
   Creating a category-set involves:
   1. ***Specifying the variable/field name from which the category-set will be derived***
   2. ***Giving the variable/field name a category set name***
   3. ***Defining the values that will comprise each category***
   4. ***Assigning both the print position or order for the value in the table and a descriptive label***
2. Produce your frequency distributions.
3. Print the frequency distributions that have been produced.

2.a CREATING THE CATEGORY-SETS FOR FREQUECY DISTRIBUTIONS AND CROSS-TABULATIONS

1. In the X-Table main menu, press F3 to create a **category sets** for your frequency distribution.


```
                 PC-EDIT

  May    1996    AUTHOR: Mathieu Pageau    Version: 4.19a
                    ? General Help

  F1   - Create/modify file layout.    F6   - Select and produce tables.

  F2   - Create/modify computed field. F7   - Display/print tables.

  F3   - Create/modify category-sets.  F8   - Sum tables to next level.

  F4   - Produce frequency tables.     F9   - Change system parameters.

  F5   - Define/modify tables.

  Esc  - Return to DOS.                 PgUp - PCEDIT  main menu.
```

2. Specify the **layout** you want to use.

3. Specify the **variable/field name** from which the category-set will be derived, the **category-set name** and the **label for its total**.
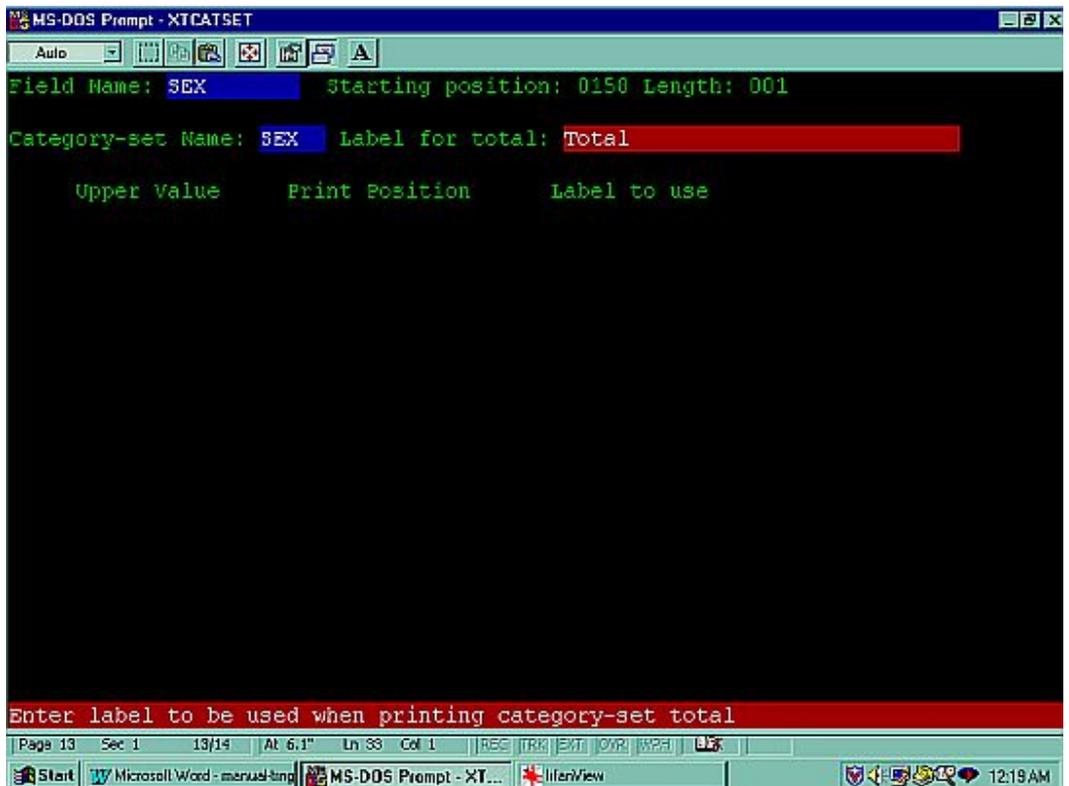
4. Then specify the its **upper value**, **print position** and **label**.
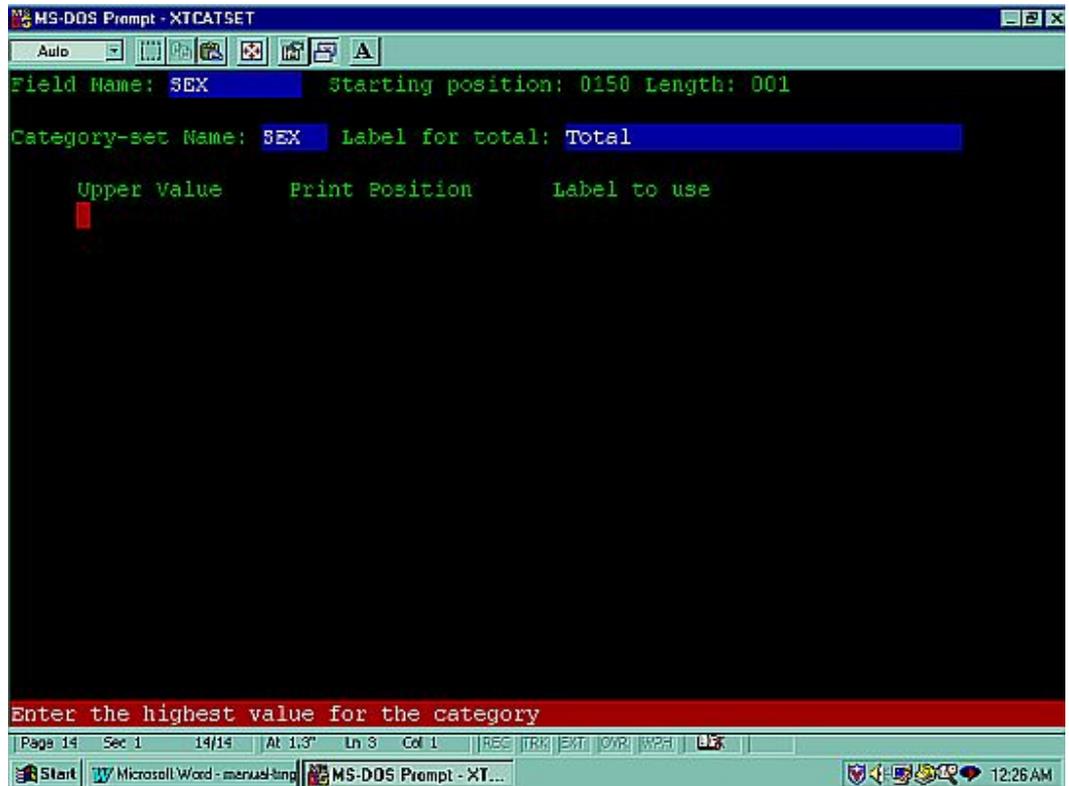
5. Then save what you have done, by pressing **CTRL+S**. Then the system will display the message, "**Category-set modified. Save it (Y/N) :**", press **Y** and press **ENTER key**.
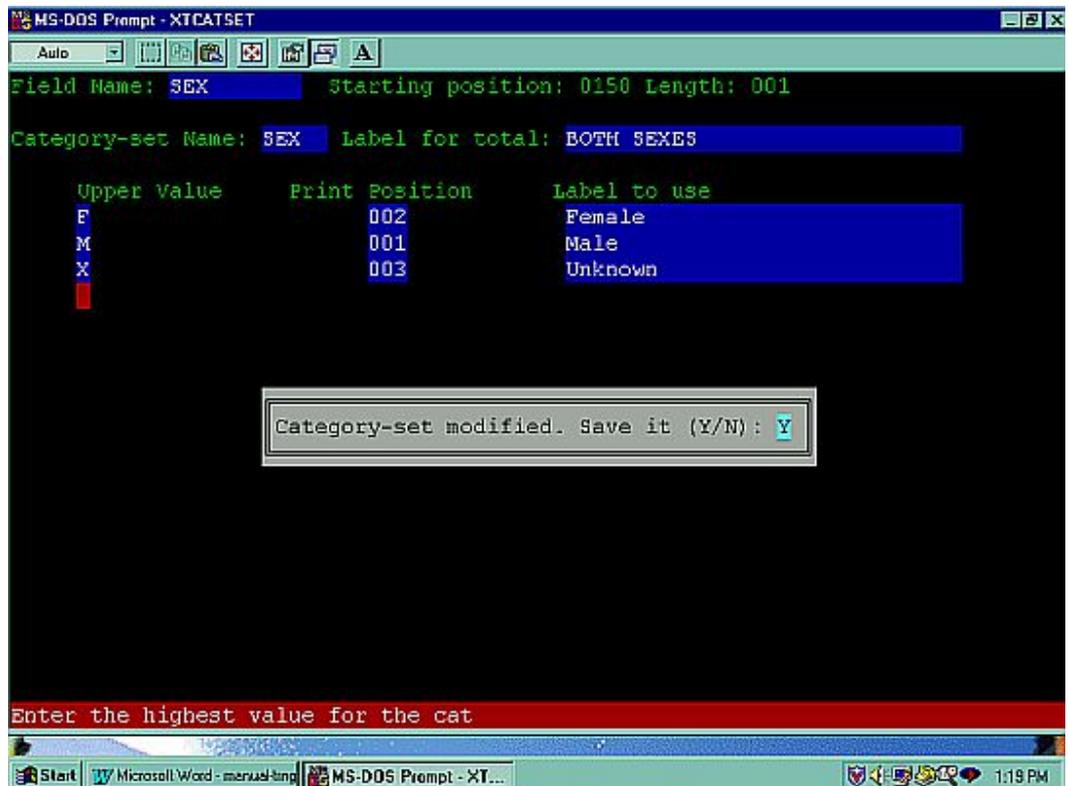
6. The recently use layout, **LAYOFF.LAY**, will be displayed. Just press **ENTER key**. Since it already exists, the system will prompt you if it is ok to over write the file, press **Y** and then the **ENTER key**.
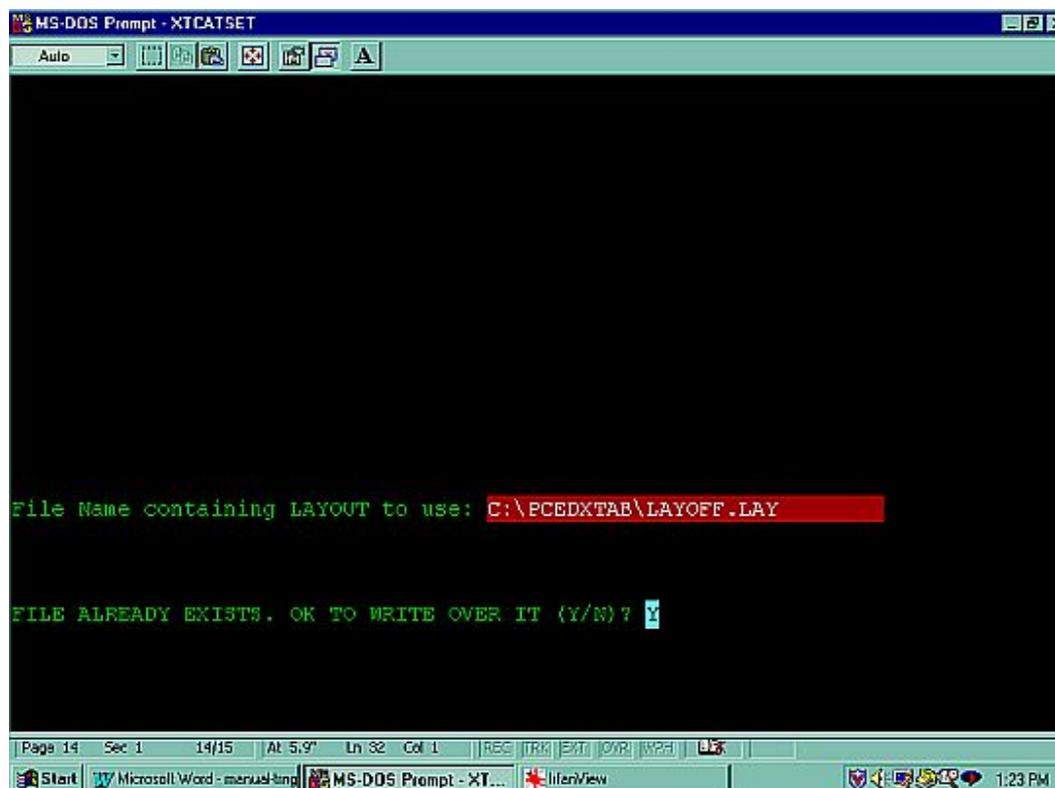
7. Then you can continue creating another category-sets for other variables/fields by repeating steps **3 to 5**. After creating all category-sets needed for the frequency distribution and cross-tabulations, simply press **CTRL+Q** to quit.

CATEGORY-SETS SAVED WITH THE LAYOUT:

1. **FIELD NAME:** *SEX*
   CATEGORY-SET NAME: *SEX*
   LABEL FOR TOTAL: *BOTH SEXES*

UPPER VALUE	PRINT POSITION	LABEL TO USE
F	2	Female
M	1	Male
X	3	Unknown

2. **FIELD NAME:** *AGE*
   CATEGORY-SET NAME: *AGE*
   LABEL FOR TOTAL: *TOTAL*

UPPER VALUE	PRINT POSITION	LABEL TO USE
0	9	Not Reported
14	1	< 15
19	2	15 – 19
24	3	20 – 24
34	4	25 – 34
44	5	35 – 44
54	6	45 – 54
64	7	55 – 64
99	8	65 & over

3. **FIELD NAME:** *EDUC*
   CATEGORY-SET NAME: *EDUC*
   LABEL FOR TOTAL: *TOTAL*

UPPER VALUE	PRINT POSITION	LABEL TO USE
0	13	Not Reported
1	1	No Grade completed
2	2	Elem Level
3	3	Elem Grad
4	4	HS Level
5	5	HS Grad
6	6	Vocational
7	7	College Level
8	8	College Grad
9	9	with MA units
10	10	MA Grad
11	11	with PhD units
12	12	PhD Grad

4. **FIELD NAME:** *PSOC*
   CATEGORY-SET NAME: *OCCUP*
   LABEL FOR TOTAL: *TOTAL*

UPPER VALUE	PRINT POSITION	LABEL TO USE
999	10	Not Reported
1999	1	CEO & Professionals
2999	2	Professionals
3999	3	Tech & Associate Professionals
4999	4	Clerks
5999	5	Social Workers
6999	6	Farmers, Forestry & Fishermen
7999	7	Trade & Related Workers
8999	8	Plant & Machine Operators
9999	9	Laborers

5. **FIELD NAME:** *SALARY*
   CATEGORY-SET NAME: *SALAR*
   LABEL FOR TOTAL: *TOTAL*

UPPER VALUE	PRINT POSITION	LABEL TO USE
0.00	11	Not Reported
4,999.99	1	< 5,000
7,999.99	2	5,000 – 7,999
9,999.99	3	8,000 – 9,999
14,999.99	4	10,000 – 14,999
19,999.99	5	15,000 – 19,999
29,999.99	6	20,000 – 29,999
39,999.99	7	30,000 – 39,999
59,999.99	8	40,000 – 59,999
99,999.99	9	60,000 – 99,999
999,999.99	10	100,000 & over

2.b PRODUCING FREQUENCY TABLES

1. In the *X-Table main menu*, press **F4** to produce the **frequency tables**.


```
May      1996     AUTHOR: Mathieu Pageau     Version: 4.19a
                  = ? General Help =

F1  - Create/modify file layout.     F6  - Select and produce tables.

F2  - Create/modify computed field. F7  - Display/print tables.

F3  - Create/modify category-sets.   F8  - Sum tables to next level.

F4  - Produce frequency tables.      F9  - Change system parameters.

F5  - Define/modify tables.

Esc - Return to DOS.                 PgUp - PCEDIT  main menu.
```

2. Specify the **layout** you want to use.
3. Type the variable/field that will be used to weight the results, if weighted tabulations are to be produced. For data that *does not need to be weighted*, simply press **ENTER key**.
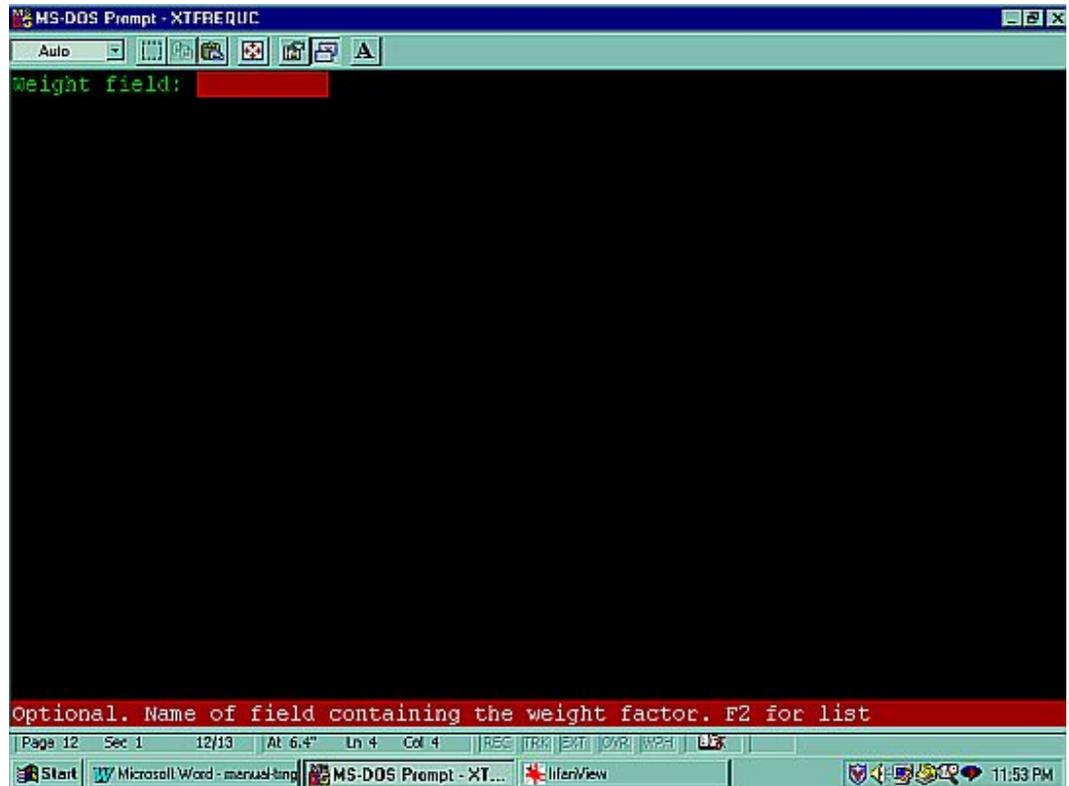
4. Specify the **field names**, **category-set names**, **missing and not applicable values**. To view the choices for the field name and category name, press **F2**. To browse these choices use the **arrow keys** and press **ENTER key** to choose the appropriate field name or category name. For the **missing and not applicable values**, just press the **ENTER key**.
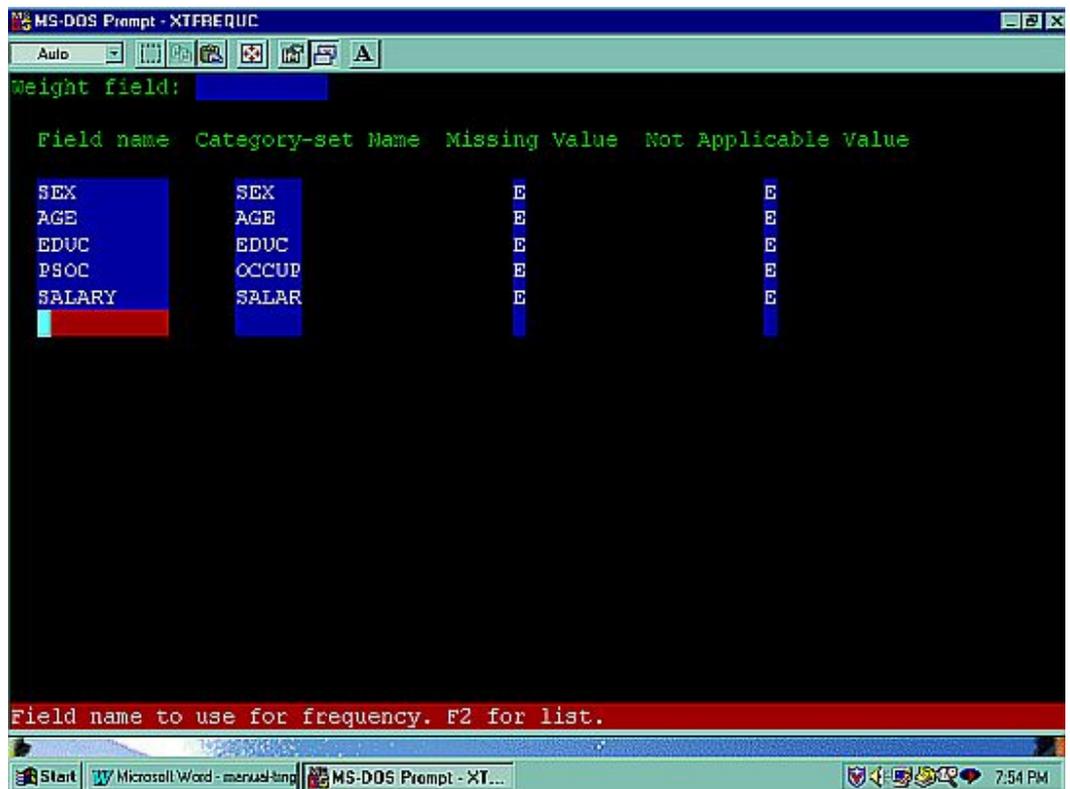
FIELD NAMES, CATEGORY-SET NAMES, MISSING & NOT APPLICABLE VALUES TO BE USED:

Field Name	Category-Set	Missing Value	Not Applicable values
SEX	SEX	E	E
AGE	AGE	E	E
EDUC	EDUC	E	E
PSOC	OCCUP	E	E
SALARY	SALAR	E	E

5. Save what you have done by pressing **CTRL+S**. Then specify the **data file**, which contains the data to be processed and the **file to contain frequency distributions** to be produced. The file that will contain the frequency distributions should have an extension filename **.FRQ** to remind you of its contents
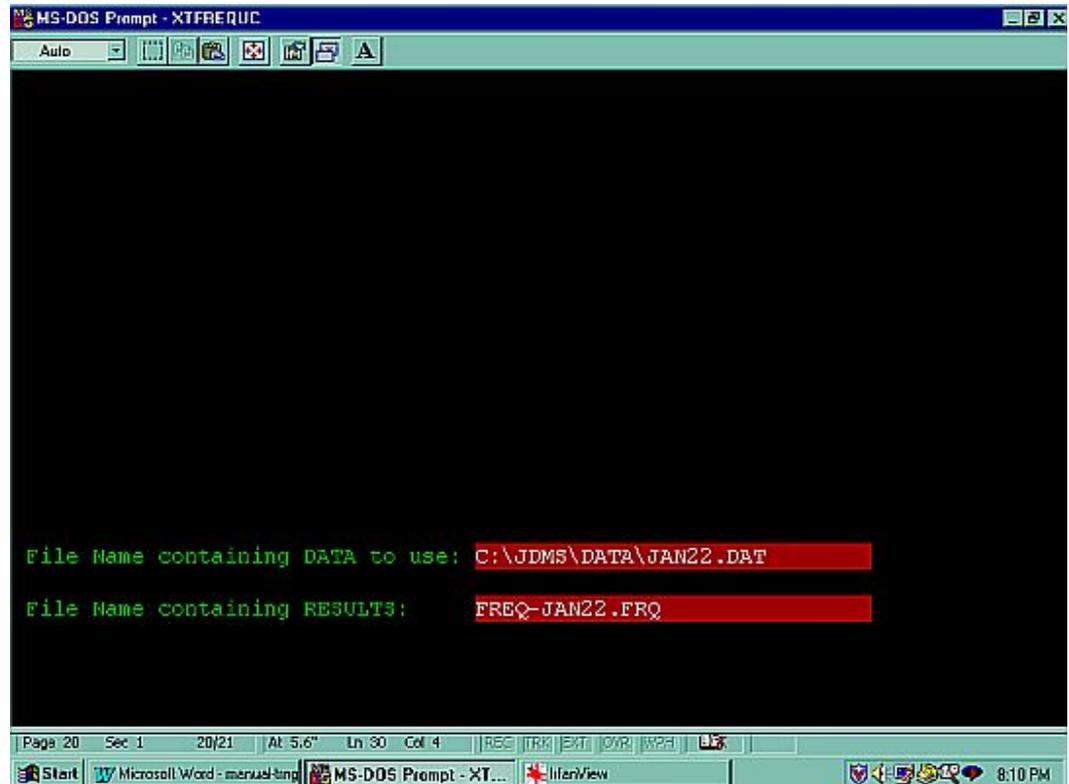
6. Then the system will process that data. After processing, specify if you want to continue processing other data files. If you do not have any data file to process, type **N** and press **ENTER key**.
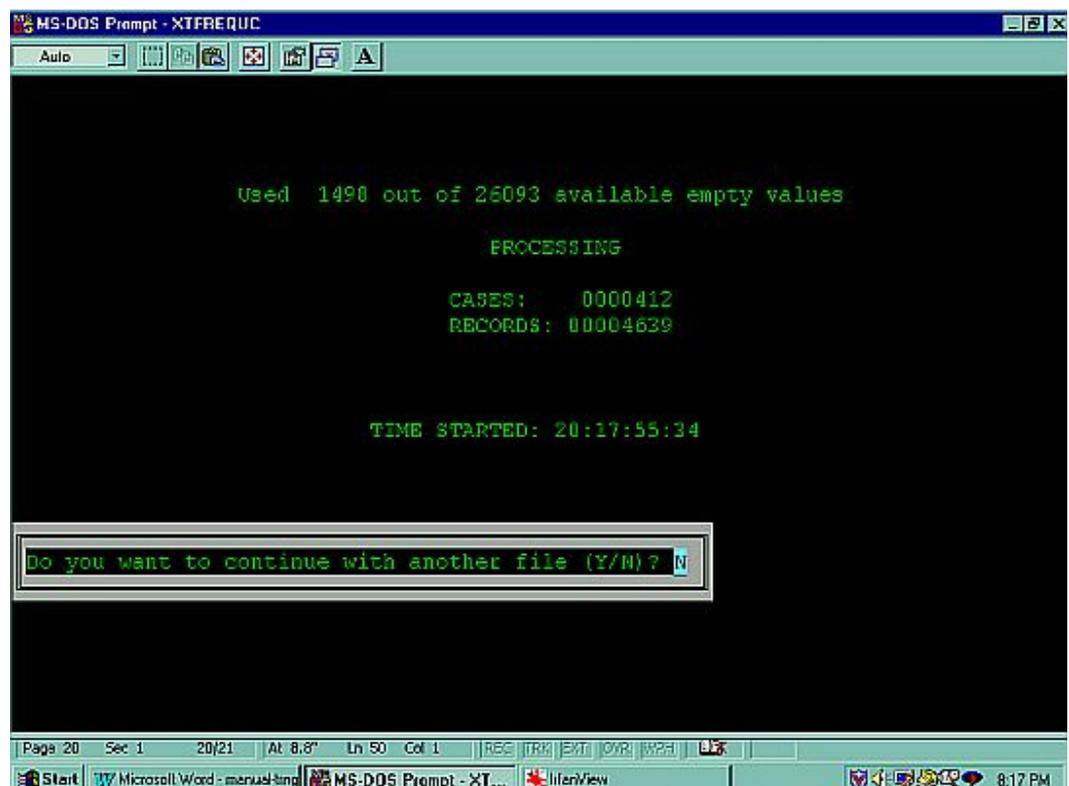
But if you have other files to process, type **Y** and press **ENTER key**. Then system will ask for the **additional data file** you want to process.
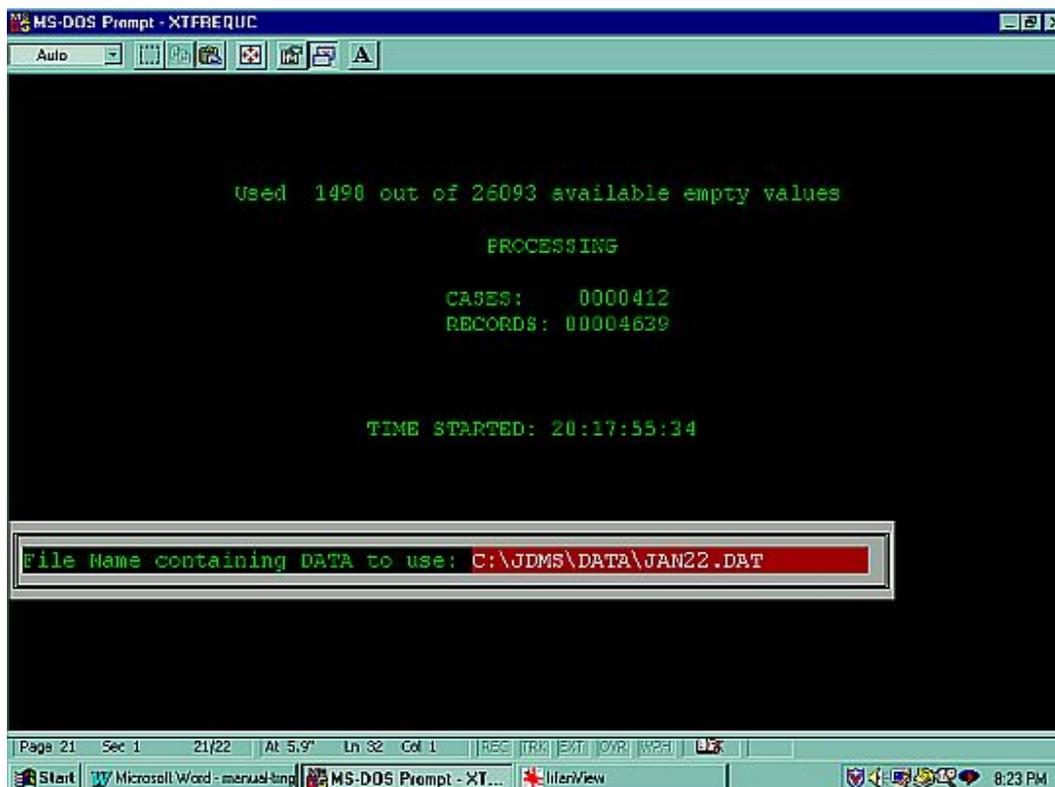
7. After processing the data file, **hit any key** and you will return to *X-Table main menu*. The results can be viewed and printed using the **EDIT menu**. To go to the *EDIT menu* from the main X-Table menu, simply press **CTRL+F1**, then type **EDIT**. Open the file, which contains the created frequency distribution.
8. The created frequency table looks like this:
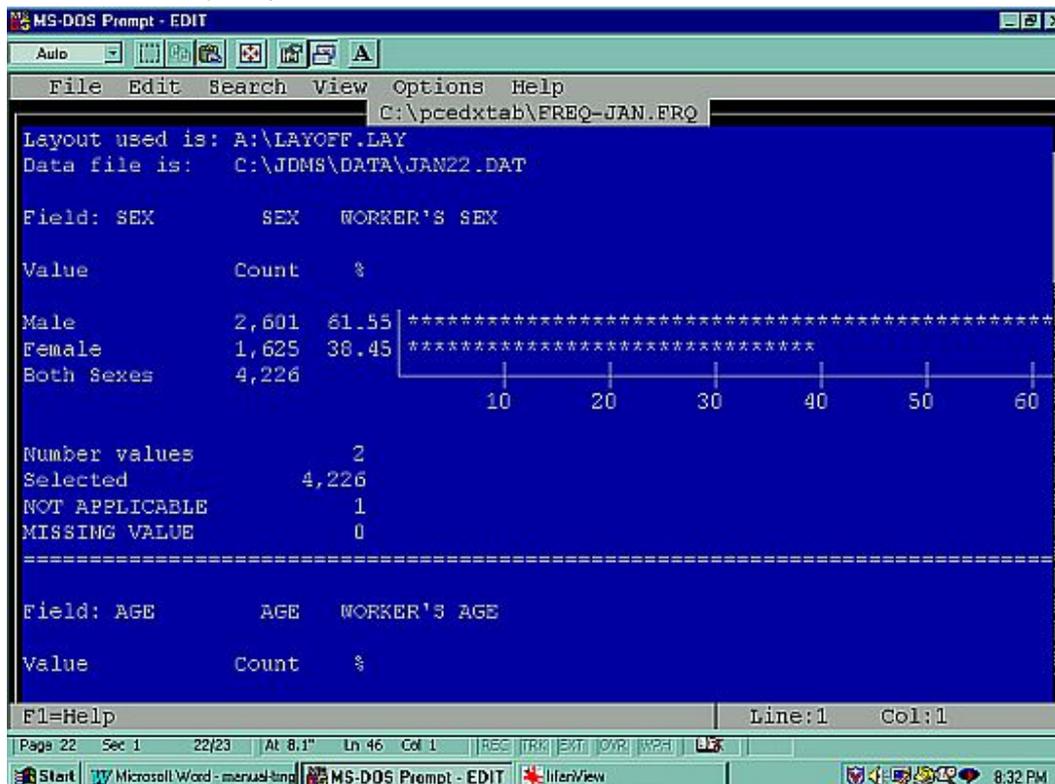
2.c PRINTING THE FREQUENCY DISTRIBUTIONS FROM DOS OR OTHER SOFTWARES

Frequency distributions generated from the X-Table can be printed using DOS or other Windows-based software such as **Microsoft Word** or **Wordpad** or **Notepad**.

▪ **IT IS RECOMMENDED TO USE MICROSOFT WORD IN PRINTING YOUR FREQUENCY DISTRIBUTIONS.**

1. **PRINTING FREQUENCY DISTRIBUTIONS FROM MICROSOFT WORD**
   a. Open the Microsoft Word.
   b. Open the file containing the frequency distributions. Look for the **file you have created in step 5 on page 24**, the file with an extension file name **.FRQ**. Be sure that the *file type* is on the **ALL FILES mode**, if not change it, to be able to view and select the desired file with an extension file name **.FRQ**.
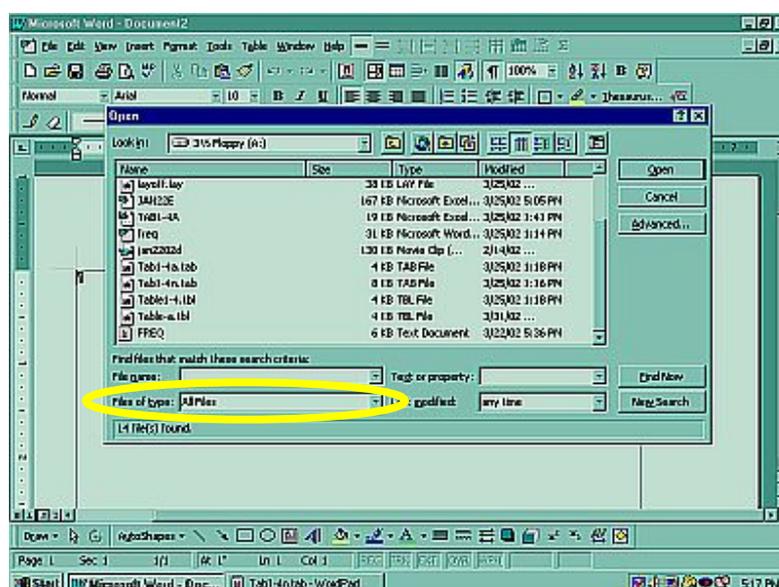
   c. Upon opening the desired file, **find and replace the following characters:**

FIND	REPLACE
³	:
Ã	–
Ä	–
Å	+

In replacing the special characters, be sure that **MATCH CASE option** in the *find and replace window* is **tick-marked/checked**.
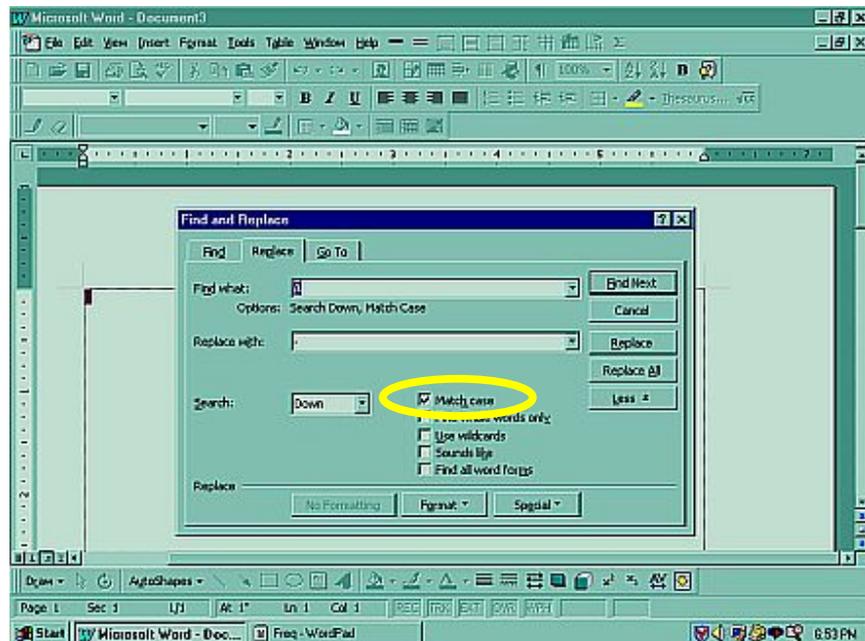
d. After fixing the special characters shown above, fix the **margins, page setup and fonts** in such a way the tables can be printed in a comprehensive form.
e. Save the file and print the frequency distributions.

2. PRINTING THE FREQUENCY DISTRIBUTIONS FROM WORDPAD OR NOTEPAD

a. Open the **Wordpad** or the **Notepad** by clicking the **START button**, then choose **ACCCESSORIES** and click **WORPAD** or **NOTEPAD**.
b. Open the file containing the frequency distributions. Look for the **file you have created in step 5 on page 24**, the file with an extension file name **.FRQ**. Be sure that the *file type* is on the **ALL FILES mode**, if not change it, to be able to view and select the desired file with an extension file name **.FRQ**.
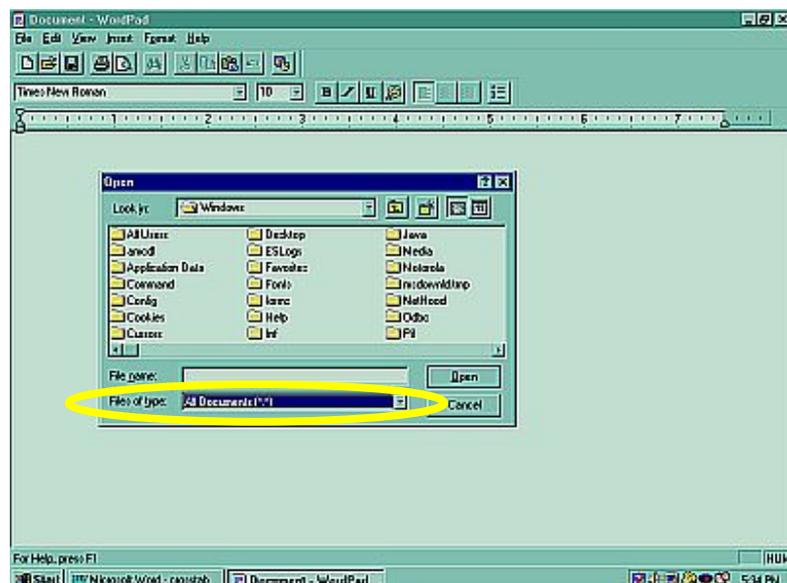
c. Upon opening the desired file, **find and replace the following special characters**:

FIND	REPLACE
3	:
Ã	–
Ä	–
Å	+

In replacing the special characters, be sure that **MATCH CASE option** in the *find and replace window* is **tick-marked/checked**:
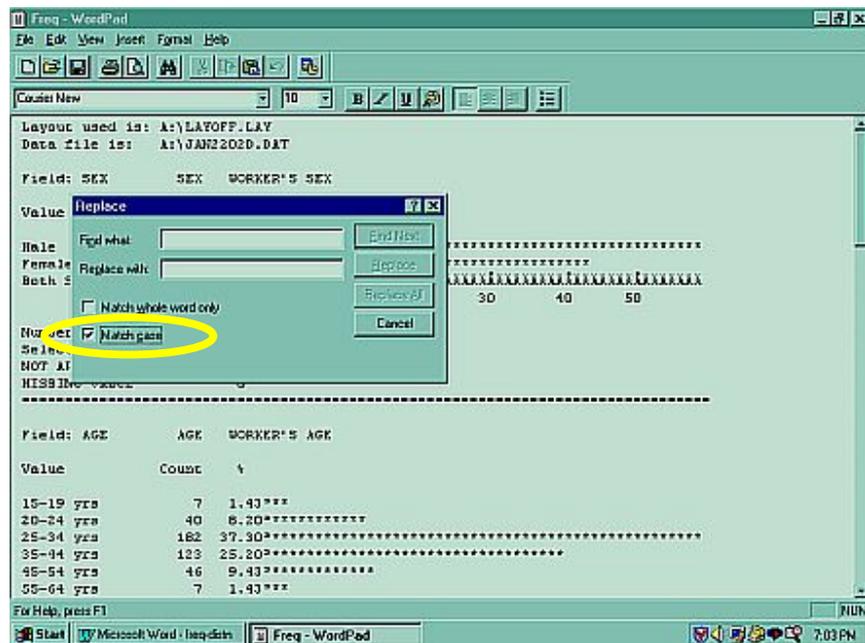
d. After fixing the special characters shown above, fix the **margins, page setup and fonts** in such a way the tables can be printed in a comprehensive form.
e. Save the file and print the frequency distributions.

3. PRODUCING CROSS-TABULATIONS

1. Create a **category sets** for your tables.
2. **Specify the table contents and format** by using **F5 function**.
3. **Select, put titles to tables to be produced** using the **F6 function**.
4. **Display your tables, enhance its appearance and save these tables** using **ASCII**, **delimited ASCII** or **Lotus 1-2-3** format by using the **F7** function.
5. **Print table result files from DOS or other software**.

3.a CREATING THE CATEGORY-SETS FOR CROSS-TABULATIONS – please refer to section 2.a on page 16.

3.b SPECIFY THE TABLE CONTENTS AND FORMAT BY USING <u>F5</u> FUNCTION

a. Specify the **layout file name** containing the field and category-set definitions.
b. Enter the **name of the table to be produced**.
c. Enter the **field and category-set names to be used as columns and rows in the table** in hierarchical order.
d. Enter applicable field names if field values are to be summed in the table. Simply press the **ENTER key** if not applicable.
e. Specify the conditions for rejecting a record, if any. Press **ENTER key** if not applicable.
f. Repeat **steps 2 to 5**, as many times as there are tables to define.
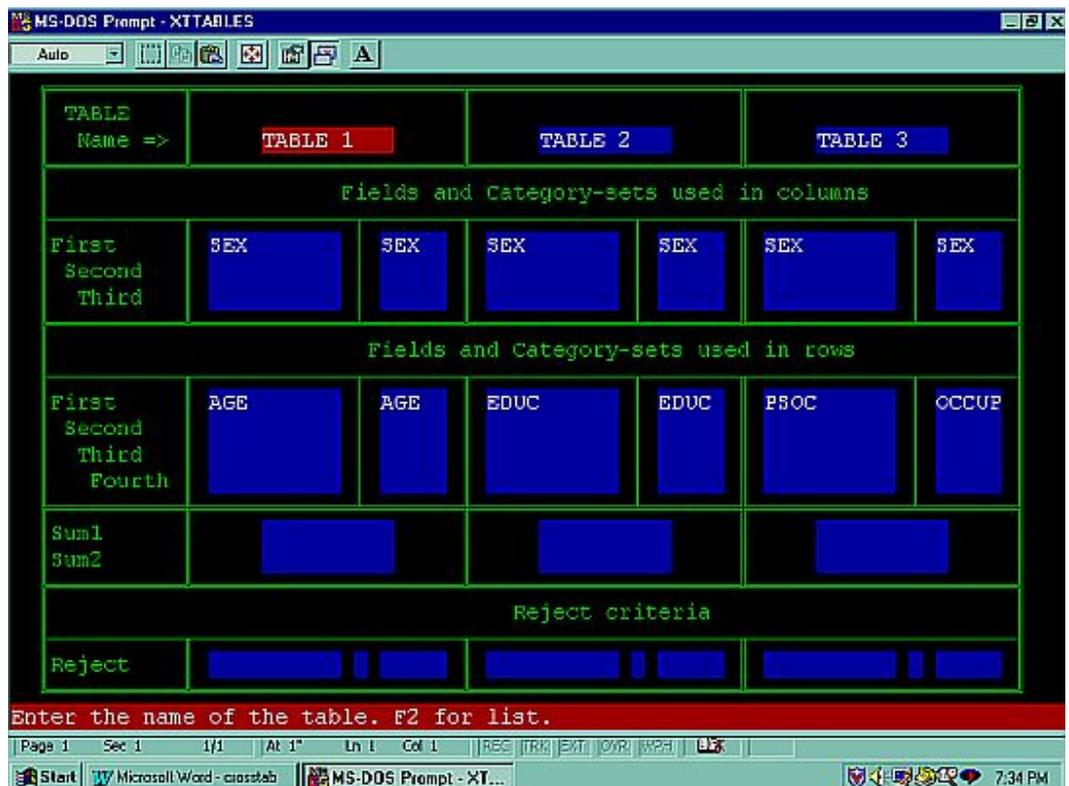
g. Save the layout file containing the table descriptions by pressing **CTRL+S**.
h. Then quit by pressing **CTRL+Q**.

3.c SELECT AND PUT TITLES TO TABLES TO BE PRODUCED USING THE F6 FUNCTION

1. Specify the **layout file name** with the table descriptions and the **file that will contain the raw tables**. The file that will contain the raw tables should have an extension file name **.TBL**.

2. Enter the field name that will be used to weight the results, if weighted tabulations will be produced. For data that **does not need to be weighted**, just press the **ENTER key**.

3. Select each table to be produced by **typing its name and title that describes its contents**.
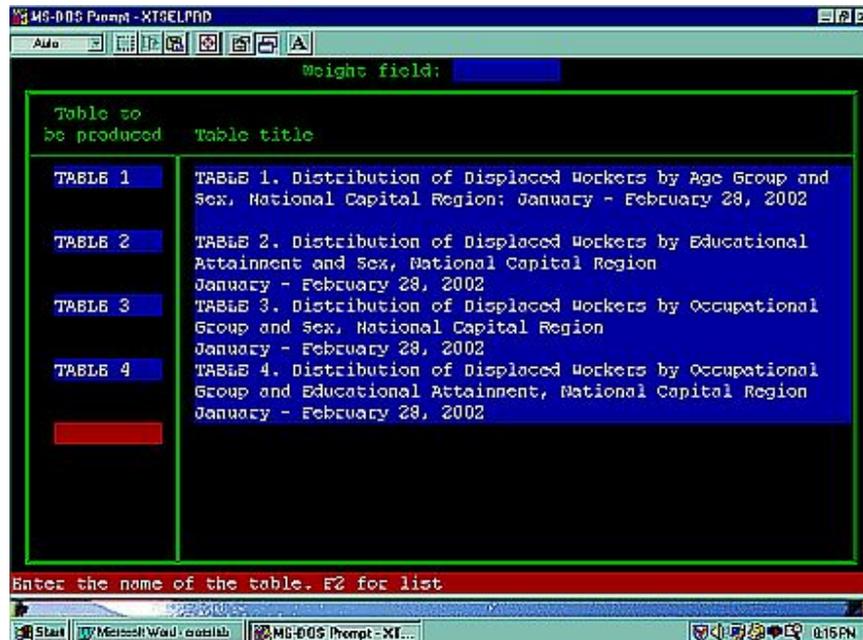
4. Process data file using the **CTRL+S** command. Upon pressing CTRL+S, results are written to the raw table file specified on the opening screen, the file you created in **step 1 on page 30** with an extension file name **.TBL**. Then the system will also ask if you want to process another file. If you do not want to process additional file, type **N** and press **ENTER key** then **hit any key**, otherwise, type **Y** and press **ENTER key** then specify the additional data file to process.
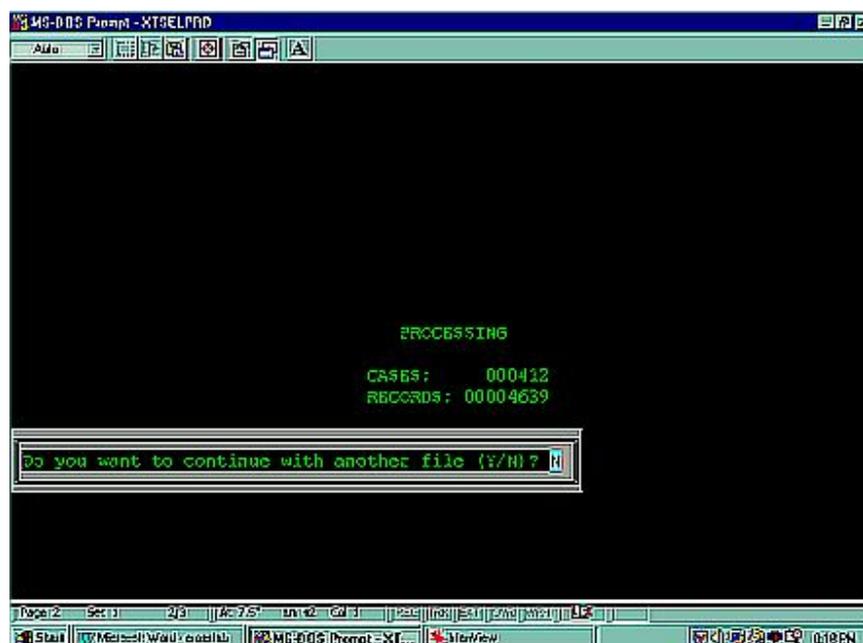
3.d DISPLAY YOUR TABLES, ENHANCE ITS APPEARANCE AND SAVE THESE TABLES USING ASCII, DELIMITED ASCII OR LOTUS 1-2-3 FORMAT BY USING THE <u>F7 FUNCTION</u>

1. Select **F7** from the *X-Table main menu*. On the opening screen, specify **file names for the raw tables** (with extension file name **.TBL,** the file created in **step 1 on page 30**) and the **results with an ASCII, delimited ASCII or Lotus 1-2-3 file format** (with extension file name **.TAB**).
    - If you want to save the tables in **normal ASCII format**, press **N** then the **ENTER key**.
    - If you want to save the tables in **delimited ASCII format**, press **A** then the **ENTER key**.
    - If you want to save the tables in **Lotus 1-2-3 format**, press **L** then the **ENTER key**.

2. On the Table Titles Screen, **change the titles accordingly** then press **CTRL+S** to display the first table.
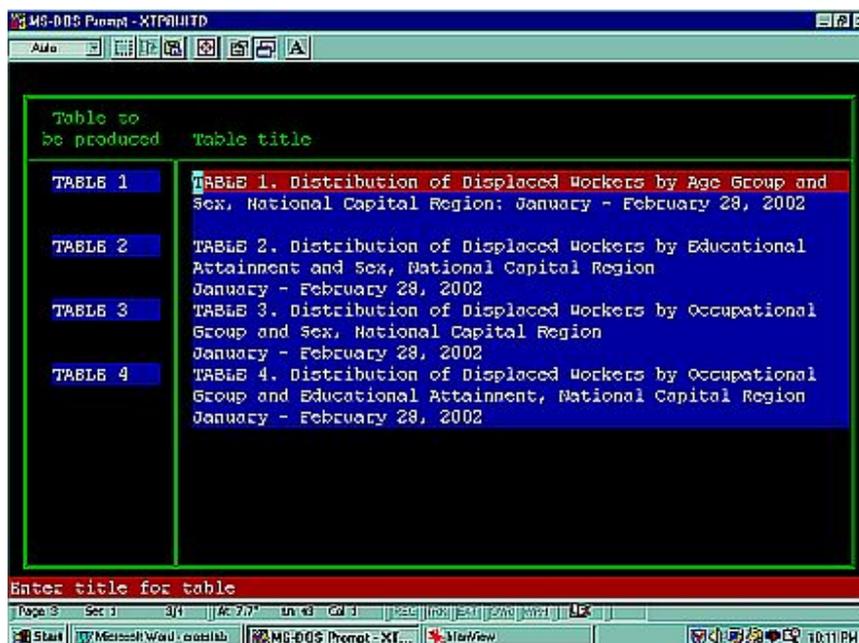
3. When **CTRL+S** is executed, the *table will be displayed*. You can format the displayed
table using **CTRL+O**.

When you press **CTRL+O**, you can choose from the following formatting that you want to
perform:
1 – Perform computation
2 – Perform no computation
3 – Display total last
4 – Display total first
5 – Change column size, number of decimals and row label size
ESC – exit

COLUMN AND ROW LABEL SIZE TO BE USED:

TABLE NUMBER	COLUMN SIZE	NO. OF DECIMALS	ROW LABEL SIZE
Table 1	11	1	13
Table 2	11	1	13
Table 3	11	1	21
Table 4	13	1	21

4. If the formatting is already the desired format, save the table as displayed by pressing
CTRL+S.
5. Display another table by pressing **CTRL+N**.
6. Repeat **steps 3 and 4** until all the desired tables to be produced are finished and have
been saved.
7. Press **CTRL+Q** to quit.

3.e PRINT TABLE RESULT FILES FROM DOS OR OTHER SOFTWARE

The table result generated from the X-Table can be printed using DOS or other Windows-based software such as **Microsoft Word** or **Wordpad** or **Notepad**.

▪ **IT IS RECOMMENDED TO USE MICROSOFT WORD IN PRINTING YOUR TABLES.**

1. PRINTING TABLE RESULT FILES FROM MICROSOFT WORD

f. Open the Microsoft Word.

g. Open the file containing the table results. Look for the **file you have created in step 1 using the F7 function on page 32**, the file with an extension file name **.TAB**. Be sure that the *file type* is on the **ALL FILES mode**, if not change it, to be able to view and select the desired file with an extension file name **.TAB**.
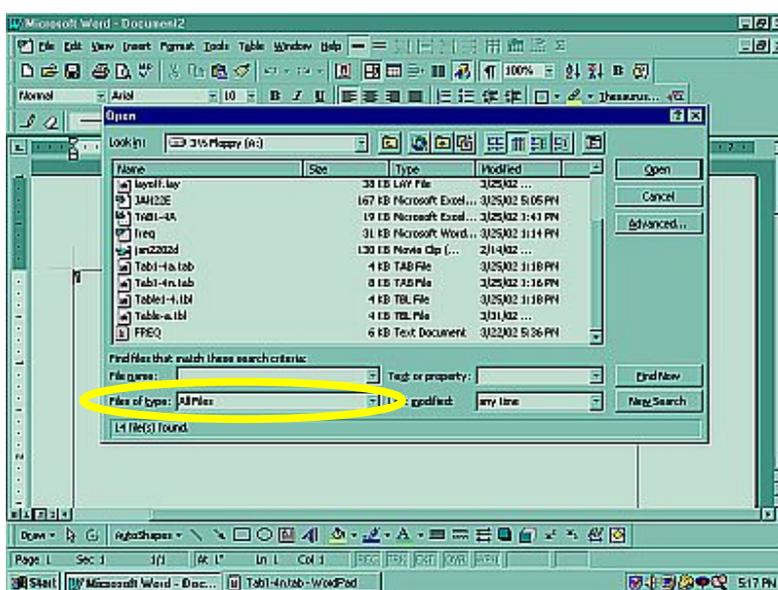
h. Upon opening the desired file, fix the **margins, page setup and fonts** in such a way the tables can be printed in a comprehensive form.

i. Save the file and print the tables.

f. PRINTING TABLE RESULT FILES FROM WORDPAD OR NOTEPAD

a. Open the **Wordpad** or the **Notepad** by clicking the **START button**, then choose **ACCCESSORIES** and click **WORPAD** or **NOTEPAD**.

b. Open the file containing the table results. Look for the **file you have created in step 1 using the F7 function on page 32**, the file with an extension file name **.TAB**. Be sure that the *file type* is on the **ALL FILES mode**, if not change it, to be able to view and select the desired file with an extension file name **.TAB**.

c. Upon opening the desired file, fix the **margins, page setup and fonts** in such a way the tables can be printed in a comprehensive form.

d. Save the file and print the tables.

G. GENERATION OF LIST OF ESTABLISHMENTS (JDMS FORM 1) AND DISPLACED WORKERS

In generating list of establishments reporting closure/retrenchment and the list of displaced workers, the encoded database will be saved in a **DBF format** and enhancement will be done using **Microsoft EXCEL**.

1. CONVERTING THE DATABASE FROM DAT FILE TO DBF FORMAT:

3. In the *PC-Edit/X-Table main menu*, press **CTRL+F1**.
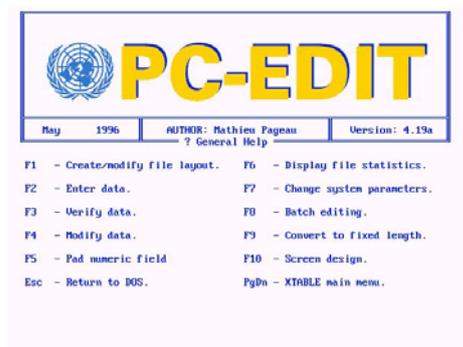
4. On the prompt, type **PCTODBF**.

5. Specify the **layout file name** and the **DBF file name** to contain the converted database. The DBF file should have an extension file name **.DBF**.

6. Specify the **data file** containing the data to be converted.

7. Then the data file will be processed/converted.

8. After processing, **hit any key** and you will return to the prompt. On the prompt, type **EXIT** and press the **ENTER key**.
9. After pressing the ENTER key, you will return to *PC-Edit/X-Table main menu*. Press **ESC** to quit **PC-Edit/X-Table**.

2. ENHANCING AND PRINTING THE LISTS IN MICROSOFT EXCEL:

a. Open the Microsoft EXCEL and open the **file you have created in step c on page 37**, the file with an extension file name **.DBF**. Be sure that the *file type* is on the **DBASE FILES mode**, if not change it, to be able to select the desired file with an extension file name **.DBF**. The file you created in **step c** has **2 parts**, the **establishment part** and the **workers part**. The file with the letter **E** at the end of its file name is the establishment part while the file with the letter **W** at the end of its file name is the workers part.
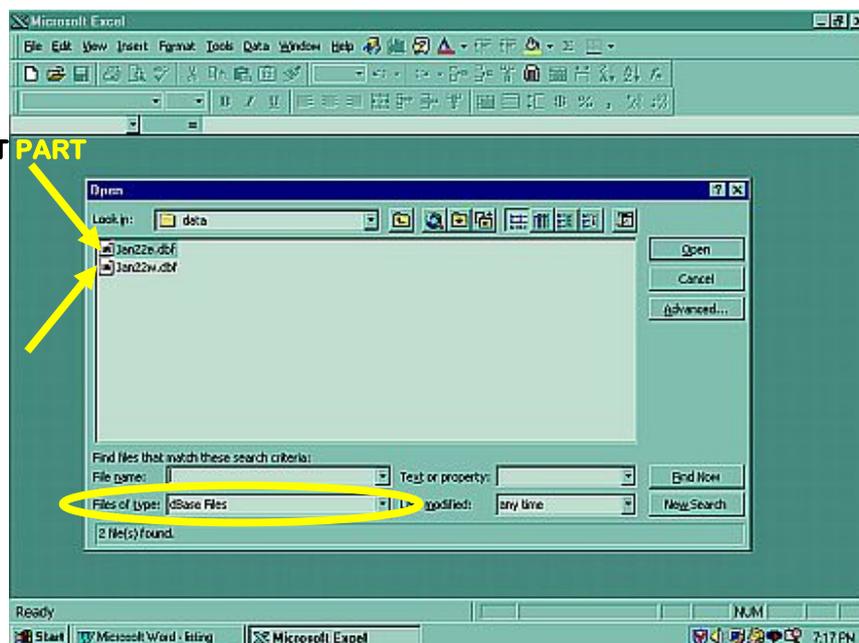
b. Open the **two DBF files**, that is the establishment part and the workers part. Then combine them in one file by moving the sheet for the workers part to the file of with sheet containing the establishment part. To move one sheet go to **EDIT**, then choose **MOVE or COPY SHEET**.
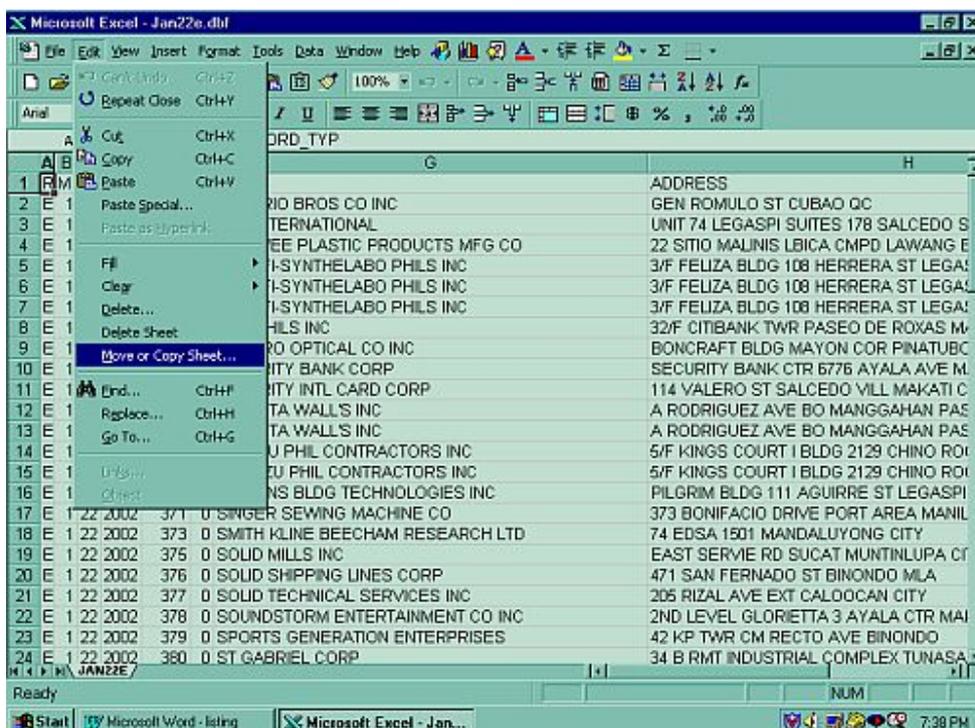
c. Then a **MOVE OR COPY window** will appear. In the **TO BOOKS: portion** of the **MOVE OR COPY WINDOW**, be sure to **specify the file containing the establishment part**. Change the file displayed in the **TO BOOKS: portion** of the **MOVE OR COPY WINDOW** by clicking the arrow at its right to show a list of files and click the desired file. Click the **button OK**.
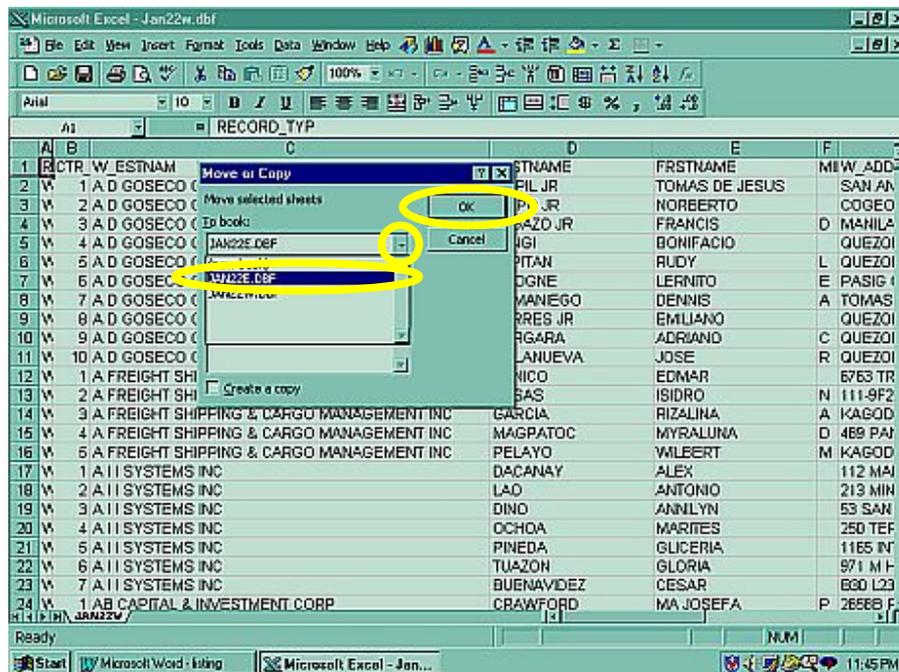
d. Then save the file as a **MICROSOFT EXCEL WORKBOOK** by changing its file type upon saving.
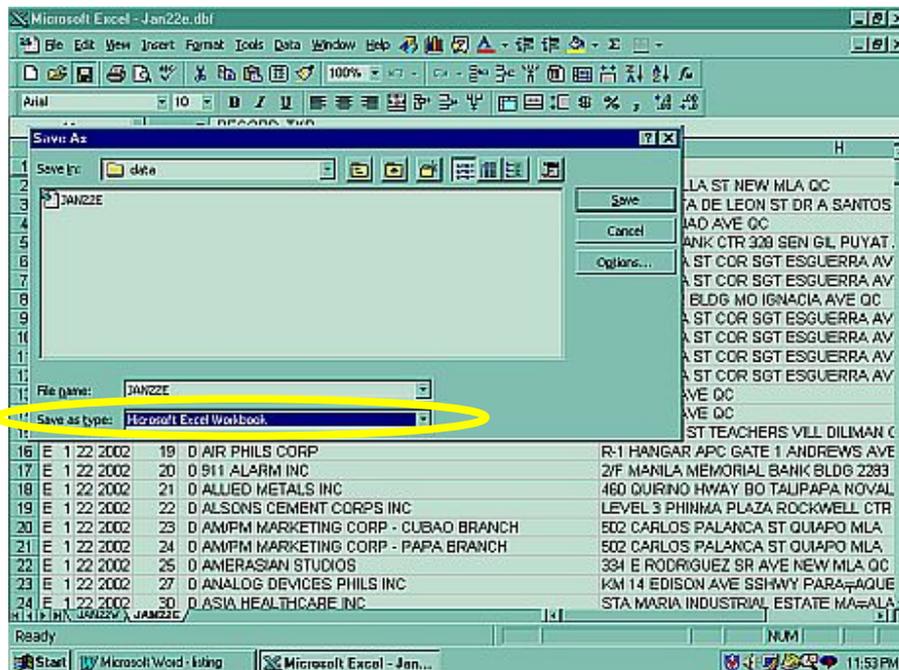
e. Start the enhancement by inserting some columns, pasting formulas/functions, merging cells, etc. The following is a summary table that contains some enhancements to be done.

FOR THE ESTABLISHMENT PART
Font Size: 8
Page Setup:
Paper Size: Custom, 8.5 x 13, Landscape
Margins: Top – 1.0, Bottom – 0.5, Left - 0.25, Right – 0.25, Header – 0.0, Footer – 0.3
Footer: Custom, Right Section, Page 1 of ?
Page to repeat on top: $1:$2

Column Title as imported (Variable/field)	Column Reference Letter		Column Title when edited	Column Size	Functions to be used	Format
RECORD_TYP	A	**Hide**				
MONTH	B	**Hide**				
DAY	C	**Hide**				
YEAR	D	**Hide**				
CTR_EST	E	**Hide**				
REGION	F	**Hide**				
NAME	G		**Name**	20.00		Wrap text, Center
ADDRESS	H		**Address**	20.00		Wrap text, Center
GEOCODE	I		**GEOCODE**	5.43		Wrap text, Center
PSIC1	J		**PSIC**	1.00		Wrap text, Center
PSIC2	K			4.57		Wrap text, Center
STATUS	L		**Status**	3.00		Wrap text, Center
INDUSTRY	M		**Industry**	14.00		Wrap text, Center
TOT_EMPL	N		**Total Employment**	6.70		Wrap text, Center
TERM_CD	O		**Termination Code**	6.86		Wrap text, Center
NUM_PERM	P		**No. of Workers Affected**	7.57		Wrap text, Center
	Q	**Insert**	**Date**	8.00	Function Date with **Column T** as its **year**, **Column R** as its **Month** and **Column S** as its **day**	Wrap text, Center, Custom (mm/dd/yyyy)
MM_PERM	R	**Hide**				Wrap text, Center
DD_PERM	S	**Hide**				Wrap text, Center
YR_PERM	T	**Hide**				Wrap text, Center
REAS_PER	U		**Reason**	4.00		Wrap text, Center
NUM_TEMP	V		**No. of Workers Affected**	7.57		Wrap text, Center
	W	**Insert**	**Date**	8.00	Function Date with **Column Z** as its **year**, **Column X** as its **Month** and **Column Y** as its **day**	Wrap text, Center, Custom (mm/dd/yyyy)
MM_TEMP	X	**Hide**				Wrap text, Center
DD_TEMP	Y	**Hide**				Wrap text, Center
YR_TEMP	Z	**Hide**				Wrap text, Center

Column Title as imported	Column Reference Letter		Column Title when edited	Column Size	Functions to be used	Format
REAS_TEM	AA		**Reason**	4.00		Wrap text, Center
DUR_TEMP	AB		**Duration**	3.71		Wrap text, Center
NUM_OTH	AC		**No. of Workers Affected**	7.57		Wrap text, Center
	AD	**Insert**	**Date**	8.00	Function Date with **Column AG** as its **year**, **Column AE** as its **Month** and **Column AF** as its **day**	Wrap text, Center, Custom (mm/dd/yyyy)
MM_OTH	AE	**Hide**				Wrap text, Center
DD_OTH	AF	**Hide**				Wrap text, Center
YR_OTH	AG	**Hide**				Wrap text, Center
REAS_OTH	AH		**Reason**	4.00		Wrap text, Center
DUR_OTH	AI		**Duration**	3.71		Wrap text, Center

FOR THE DISPLACED WORKERS PART

Font Size: 8
Page Setup:
Paper Size: 8.5 x 11, Landscape
Margins: Top – 1.0, Bottom – 0.5, Left - 0.25, Right – 0.25, Header – 0.0, Footer – 0.3
Footer: Custom, Right Section, Page 1 of ?
Page to repeat on top: $1:$1

Column Title as imported (Variable/field)	Column Reference Letter		Column Title when edited	Column Size	Format
RECORD_TYP	A	Hide			
CTR_WORK	B	Hide			
W_ESTNAM	C		**Establishment's Name**	20.00	Wrap text, Center
LASTNAME	D		**Name of Worker**	15.00	
FRSTNAME	E			15.00	
MID_INTL	F			2.00	
W_ADD	G		**Worker's Contact Address**	21.71	
SEX	H		**Sex**	3.14	Wrap text, Center
AGE	I		**Age**	3.43	Wrap text, Center
EDUC	J		**Educational Attainment**	9.29	Wrap text, Center
PSOC	K		**PSOC**	4.57	Wrap text, Center
OCCUP	L		**Occupation**	15.00	Wrap text, Center
SALARY	M		**Salary**	8.00	Wrap text, Center, Comma "**,**", 2 decimal point

f. Enhance the lists in such a way these can be printed in a comprehensive form.
g. After finishing all the enhancements save the file and print the lists.

ATTACHMENT III-A

LAYOUT

FILENAME: LAYOFF.LAY

RECORD TYPE	FIELD NAME	TYPE	LENGTH	VALUES
E	MONTH	Numeric	2	Values 1 – 12 1 – January 2 – February 3 – March 4 – April 5 – May 6 – June 7 – July 8 – August 9 – September 10 – October 11 – November 12 – December
E	DAY	Numeric	2	Values 1 – 31
E	YEAR	Numeric	4	Values 1995 – 9999
E	CTR_EST	Numeric	5	Autonumber
E	REGION	Numeric	2	Values 1 – 15 1 – Region I 2 – Region II 3 – Region III 4 – Region IV 5 – Region V 6 – Region VI 7 – Region VII 8 – Region VIII 9 – Region IX 10 – Region X 11 – Region XI 12 – Region XII 13 – National Capital Region (NCR) 14 – Cordillera Administrative Region (CAR) 15 – Autonomous Region in Muslim Mindanao (ARMM) 16 – Caraga
E	NAME	Alphanumeric	50	
E	ADDRESS	Alphanumeric	60	
E	GEOCODE	Numeric	6	
E	PSIC1	Alphabet	1	Alphabets A – Q
E	PSIC2	Numeric	5	
E	STATUS	Alphabet	3	PCL – Permanent Closure TCL – Temporary Closure
E	INDUSTRY	Alphabet	30	
E	TOT_EMPL	Numeric	5	
E	TERM_CD	Alphabet	1	Alphabets P, T, O P – Permanent Termination T – Temporary Termination O – Rotation/Reduced working Time
E	NUM_PERM	Numeric	4	

RECORD TYPE	FIELD NAME	TYPE	LENGTH	VALUES
E	MM_PERM	Numeric	2	Values 1 – 12 1 – January 2 – February 3 – March 4 – April 5 – May 6 – June 7 – July 8 – August 9 – September 10 – October 11 – November 12 – December
E	DD_PERM	Numeric	2	Values 1 – 31
E	YR_PERM	Numeric	4	Values 1995 – 9999
E	REAS_PER	Alphabet	4	**Economic Reasons:** LM – Lack of Market HCP – High Cost of Production LRM – Lack of Raw Materials CI – Competition from Imports LC – Lack of Capital R – Redundancy UCP – Uncompetitive Price of Product RDS – Downsizing PD – Peso Devaluation FL – Financial Losses EC – Economic Crisis MR – Minimum Wage Rate Increase CMM – Change of Management/ Merger OTH – Others **Non-Economic Reasons:** PC – Project Completion AWOL – Absence without Leave SM – Serious Misconduct GHN – Gross Habitual Neglect CCO – Commission of a Crime and Offense FUD – Fraud LLDA – Cease and Desists Order NCL – Natural Calamities NRM – Repair/General maintenance INV – Inventory FDL– Forced Leave RES – Resignation RET – Retirement OTHS – Others
E	NUM_TEMP	Numeric	4	

RECORD TYPE	FIELD NAME	TYPE	LENGTH	VALUES
E	MM_TEMP	Numeric	2	Values 1 – 12 1 – January 2 – February 3 – March 4 – April 5 – May 6 – June 7 – July 8 – August 9 – September 10 – October 11 – November 12 – December
E	DD_TEMP	Numeric	2	Values 1 – 31
E	YR_TEMP	Numeric	4	Values 1995 – 1999
E	REAS_TEM	Numeric	4	**Economic Reasons:** LM – Lack of Market HCP – High Cost of Production CI – Competition from Imports LRM – Lack of Raw Materials LC – Lack of Capital R – Redundancy UCP – Uncompetitive Price of Product RDS – Downsizing PD – Peso Devaluation FL – Financial Losses EC – Economic Crisis MR – Minimum Wage Rate Increase CMM – Change of Management/ Merger OTH – Others **Non-Economic Reasons:** PC – Project Completion AWOL – Absence without Leave SM – Serious Misconduct GHN – Gross Habitual Neglect CCO – Commission of a Crime and Offense FUD – Fraud LLDA – Cease and Desists Order NCL – Natural Calamities NRM – Repair/General maintenance INV – Inventory FDL– Forced Leave RES – Resignation RET – Retirement OTHS – Others

RECORD TYPE	FIELD NAME	TYPE	LENGTH	VALUES
E	DUR_TEMP	Numeric	1	Values 1 – 9 1 – Less than one week 2 – 1 to 2 weeks 3 – 3 to 4 weeks 4 – 5 to 12 weeks 5 – 13 weeks to less than 6 months 6 – 6 months 7 – Indefinite 9 – Not Stated
E	NUM_OTH	Numeric	4	
E	MM_OTH	Numeric	2	Values 1 – 12 1 – January 2 – February 3 – March 4 – April 5 – May 6 – June 7 – July 8 – August 9 – September 10 – October 11 – November 12 – December
E	DD_OTH	Numeric	2	Values 1 – 31
E	YR_OTH	Numeric	4	Values 1995 – 9999

RECORD TYPE	FIELD NAME	TYPE	LENGTH	VALUES
E	REAS_OTH	Numeric	4	**Economic Reasons:** LM – Lack of Market HCP – High Cost of Production CI – Competition from Imports LRM – Lack of Raw Materials LC – Lack of Capital R – Redundancy UCP – Uncompetitive Price of Product RDS – Downsizing PD – Peso Devaluation FL – Financial Losses EC – Economic Crisis MR – Minimum Wage Rate Increase CMM – Change of Management/ Merger OTH – Others **Non-Economic Reasons:** PC – Project Completion AWOL – Absence without Leave SM – Serious Misconduct GHN – Gross Habitual Neglect CCO – Commission of a Crime and Offense FUD – Fraud LLDA – Cease and Desists Order NCL – Natural Calamities NRM – Repair/General maintenance INV – Inventory FDL– Forced Leave RES – Resignation RET – Retirement OTHS – Others
E	DUR_OTH	Numeric	1	Values 1 – 9 1 – Less than one week 2 – 1 to 2 weeks 3 – 3 to 4 weeks 4 – 5 to 12 weeks 5 – 13 weeks to less than 6 months 6 – 6 months 7 – Indefinite 9 – Not Stated
W	CTR_WORK	Numeric	4	Autonumber
W	W_ESTNAM	Alphanumeric	50	
W	LASTNAME	Alphabet	20	
W	FRSTNAME	Alphabet	20	
W	MID_INTL	Alphabet	2	
W	W_ADD	Alphanumeric	60	
W	SEX	Alphabet	1	Alphabets M, F, X M – Male F – Female X – Not Reported
W	AGE	Numeric	2	Values 0-99

RECORD TYPE	FIELD NAME	TYPE	LENGTH	VALUES
W	EDUC	Numeric	2	Values 0 – 15 0 – Not Reported 1 – No Grade Completed 2 – Elementary Level 3 – Elementary Graduate 4 – High School Level 5 – High School Graduate 6 – Vocational 7 – College Level 8 – College Graduate 9 – with MA units 10 – MA Graduate 11 – with PhD units 12 – PhD Graduate
W	PSOC	Numeric	4	
W	OCCUP	Numeric	30	
W	SALARY	Numeric	9 with 2 decimal position	0.0 – Confidential/Not Reported

ATTACHMENT III-B

SAMPLE FREQUENCY DISTRIBUTIONS

```
Layout used is: C:\PCEDXTAB\LAYOFF.LAY
Data file is:   C:\JDMS\WORKERS\JAN22.DAT


Field: SEX        SEX   WORKER'S SEX

Value           Count    %

Male            2,601  61.55:*********************************************
Female          1,625  38.45:****************************
Both Sexes      4,226       :-------+-------+-------+-------+-------+-------+--
                              10      20      30      40      50      60


Number values         2
Selected          4,226
NOT APPLICABLE        1
MISSING VALUE         0
==============================================================================

Field: AGE        AGE   WORKER'S AGE

Value           Count    %

15-19 yrs          22    .52:*
20-24 yrs         324   7.67:***********
25-34 yrs       1,382  32.69:*************************************************
35-44 yrs         901  21.32:******************************
45-54 yrs         421   9.96:***************
55-64 yrs          55   1.30:**
65 yrs & o          5    .12:
Not Report      1,117  26.43:*************************************
Total           4,227       :--------------+--------------+--------------+-----
                                  10             20             30


Number values        51
Selected          4,227
NOT APPLICABLE        0
MISSING VALUE         0
==============================================================================

Field: EDUC       EDUC  EDUCATIONAL ATTAINMENT

Value           Count    %

Elem Grad          43   1.02:*
HS Level           25    .59:
HS Grad           842  19.92:***********************
Vocational        254   6.01:*******
College Le        217   5.13:******
College Gr      1,771  41.90:***************************************************
w/ MA Unit         14    .33:
MA Grad            12    .28:
Not Report      1,048  24.79:***************************
```

```
31                    1     .02:
Total             4,227        :----------+-----------+-----------+-----------+---
                                         10          20          30          40


Number values        10
Selected          4,227
NOT APPLICABLE        0
MISSING VALUE         0
================================================================================

Field: PSOC       OCCUP WORKER'S OCCUPATIONAL CLASSIFACTION

Value             Count    %

CEO & Mana          665  15.73:*************************************
Profession          405   9.58:**********************
Tech & Ass          563  13.32:******************************
Clerks              824  19.49:**********************************************
Social Wor          518  12.25:****************************
Farmers, F            3    .07:
Trade & Re          526  12.44:****************************
Plant & Ma          197   4.66:***********
Laborers            514  12.16:****************************
Not Report           12    .28:
Total             4,227        :------------------------+------------------------
                                                        10


Number values       236
Selected          4,227
NOT APPLICABLE        0
MISSING VALUE         0
================================================================================

Field: SALARY     SALAR WORKER'S MONTHLY SALARY

Value             Count    %

< 5000               33    .78:*
5,000-7,99        1,220  28.86:*******************************************
8,000-9,99          606  14.34:**********************
10,000-14,          341   8.07:*************
15,000-19,          312   7.38:************
20,000-29,          217   5.13:********
30,000-39,           81   1.92:***
40,000-59,           81   1.92:***
60,000-99,           29    .69:*
100,000 &            22    .52:*
Not Report        1,285  30.40:**********************************************
Total             4,227        :---------------+---------------+---------------+
                                               10              20              30


Minimum:     .00                    Mean :9,740.0193
Maximum: 900,000.00                 Variance:        N/A
Range  : 900,000.00        Standard Deviation:       N/A
Mode   :     .00           Coef. of Variation:       N/A
Median :  6,890.00          Coef. of Skewness:       N/A
```

```
Number values        1,199
Selected             4,227
NOT APPLICABLE           0
MISSING VALUE            0
===============================================================================
```

ATTACHMENT III-C

SAMPLE TABLES

```
TABLE 1  Distribution of Displaced Workers by Age Group
and Sex, National Capital Region:  January 2002


             Both Sexes       Male    Female    Unknown
Total              976         558       418          0
<15 yrs old          0           0         0          0
15-19 yrs           14           6         8          0
20-24 yrs           80          44        36          0
25-34 yrs          364         200       164          0
35-44 yrs          246         144       102          0
45-54 yrs           92          64        28          0
55-64 yrs           14           6         8          0
65 yrs & over        0           0         0          0
Not Reported       166          94        72          0

Records read    :        976
Records rejected:          0
```

TABLE 2 Distribution of Displaced Workers by Educational
Attainment and Sex, National Capital Region: January 200

	Both Sexes	Male	Female	Unknown
Total	976	558	418	0
No grade comp	0	0	0	0
Elem Level	0	0	0	0
Elem Grad	4	4	0	0
HS Level	4	4	0	0
HS Grad	294	180	114	0
Vocational	64	50	14	0
College Level	66	48	18	0
College Grad	466	218	248	0
w/ MA units	0	0	0	0
MA Grad	0	0	0	0
w/ PhD units	0	0	0	0
PhD Grad	0	0	0	0
Not reported	78	54	24	0

Records read   :   976
Records rejected: 0

TABLE 3 Distribution of Displaced Workers by Occupational
Group and Sex, National Capital Region: January 2002

	Both Sexes	Male	Female	Unknown
Total	976	558	418	0
CEO & Prop	132	66	66	0
Professionals	114	52	62	0
Tech & Asso Prof	124	46	78	0
Clerks	166	60	106	0
Social Workers	80	56	24	0
Farm, Forest & Fisher	2	2	0	0
Trade & Rel Workers	118	68	50	0
Plant & Mach Oper	112	100	12	0
Laborers	124	108	16	0
Not Reported	4	0	4	0

Records read   :   976
Records rejected: 0

TABLE 4 Distribution of Displaced Workers by Occupational

Group and Educational Attainment, National Capital Region
January 2002

	Total	No grade com	Elem Level	Elem Grad	HS Level	HS Grad	Vocational	College Leve	College Grad	w/ MA units	MA Grad	w/ PhD units	PhD Grad	Not reported
Total	976	0	0	4	4	294	64	66	466	0	0	0	0	78
CEO & Prop	132	0	0	0	0	8	4	6	110	0	0	0	0	4
Professionals	114	0	0	0	0	10	2	2	98	0	0	0	0	2
Tech & Asso Prof	124	0	0	0	0	16	14	8	82	0	0	0	0	4
Clerks	166	0	0	0	0	26	4	14	106	0	0	0	0	16
Social Workers	80	0	0	0	0	18	4	8	42	0	0	0	0	8
Farm, Forest & Fisher	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Trade & Rel Workers	118	0	0	0	0	80	14	2	10	0	0	0	0	12
Plant & Mach Oper	112	0	0	4	4	58	6	18	8	0	0	0	0	14
Laborers	124	0	0	0	0	78	16	8	8	0	0	0	0	14
Not Reported	4	0	0	0	0	0	0	0	2	0	0	0	0	2

Records read   :   976
Records rejected: 0

V. SUBMISION OF SUMMARY REPORTS AND DATA FILES TO BLES

1. Daily Summary Report on Termination Due to Economic Reasons

In view of the need to closely monitor business closures and establishments experiencing layoffs to give statistical support to the Quick Response Teams (QRT), the DOLE Secretary issued in November 21, 2000 a memorandum to all Regional Directors containing the following instructions:

- To submit a ***daily summary report*** of notices to termination <u>due to economic reasons</u> received by their respective offices starting 01 December 2001 to the BLES.

- The report shall be transmitted to the BLES including the corresponding database file of the report as "attachment" <u>not later than 4:00 p.m. everyday</u> through the following e-mail addresses:

  blesemsd@bles.dole.gov.ph

  dolebles@manila-online.net   or emsd@manila-online.net

- The daily summary report should follow the format prescribed by BLES (see JDMS Form 1).

- All notice of terminations received during the day whether advance or delayed should be included in the daily summary report.

- In case there are no notices received by the RO for the day, the same should be reported to BLES using JDMS Form 1.

2. Monthly Summary Report on Terminations Due to Non- Economic Reasons

- For notice of terminations <u>due to non-economic reasons</u>, summary report should be prepared monthly instead of daily.

- The format of the summary report should follow the format prescribed by BLES (see JDMS Form 1). This should be transmitted to BLES through e-mail <u>every 15th day following the end of the reporting period</u> in accordance with AO 167 s. 1999. For example monthly report for April 2002 should be transmitted to BLES on or before May 15, 2002.

BLES JDMS Form 1
Summary Report on Termination of Employees
Due to Shutdown/Retrenchments

VI. DATA ANALYSIS AND REPORT WRITING

This portion presents some guidelines in data analysis and interpretation designed to help staff write an effective report. These guidelines were culled from the experiences of BLES staff and are by no means intended to be either exhaustive, or a hard set of rules.

Some Guidelines in Analysis and Interpretation of Data

1. Know your audience

   A report should be written with a specific reader in mind. The writer should know who is going to read the report and why? What information does the reader need and whether the message will be understood by the target user.

2. Prepare the Outline

   Report writing takes a lot of planning. Clear, concise writing comes from thinking your way through the essentials, eliminating the extraneous and irrelevant. One of the best ways of doing this is to prepare an outline. An outline forces authors to organize their material and argument to achieve clarity and coherence.

   More specifically, writers should ask themselves critical questions as they plan the analysis for the report. What is the issue to be addressed and why is it important? What are the observed or emerging trends? Are there reasonable explanations for the observed facts?

3. Stating Causality –

   Writers must weigh their words carefully when stating or implying causality. Unless authors are certain that a specific causality is the single one consistent with the facts, an article should cite all possible explanations, not just one.

4. Describe only significant changes in the data

   Look for the most significant event or unusual change (growth or decline) in the data that occurred between comparative periods. Always refer first to the current period.

5. Provide details on the growth or decline in the figure

   Highlight the sources or possible reasons that contributed to the growth or decline in the figure.

Some Guidelines in Writing Report

1. Organized for style and clarity

   An essential characteristic of a good article is organization. Ideas must flow in a logical sequence, building to a point where the reader becomes convinced of the report's arguments and conclusions.

   Arrange ideas in logical order, and in order of their relevance or importance, to add force to an argument. Headings and subheadings are effective tools for strengthening the organization of an article. They help show the relationship between ideas and break the text into manageable, meaningful portions.

2. Always be brief and simple

   Use short paragraphs and keep most sentences short and simple. Limit each paragraph to a single idea. Never use a long word when a short one will do as well.

3. Use of topic sentence

   Start paragraphs with topic sentence which introduces a theme or idea without a lot of data. This gives readers a better grasp of points which you want to convey. The data can follow later.

4. Avoid using jargons

   Use plain and understandable words in order to reach as many readers as possible. Do not use big words when you can exactly say the same thing with simple words. There is always an acceptable way of explaining layoffs in a more meaningful way for readers without using jargons.

5. Keep human interest in mind

   Instead of discussing what the data are doing (an index goes up or down), write about the real world in which real people do real things. Use the active voice, and help readers understand how the data affect them.

6. Number and charts: the right balance

   Try not to burden the reader with too many numbers. Put only key figures in the text; less important figures can be relegated to accompanying tables.

7. Control for quality

     The writer has a responsibility to check, cross-check and re-check every detail in the report This includes ensuring the consistency of figures used in text, tables and checking that simple arithmetic is correct.

DATA DISSEMINATION

     The general public is an important audience for statistics produced by the JDMS. It is important therefore that care should be observed in releasing data to the public. The following are some guidelines in releasing data derived from the JDMS.

1.   Release of data to the public should always get the approval of the Regional Director.

2.   Report on Layoffs should contain only data on **permanent closure/ retrenchment.**

     In many retrenchment cases, a worker may be reported several times in a given period before he/she is finally terminated permanently. For this reason, report on layoffs should include only permanent layoffs. There have been many cases in the past that data users lump up all types of retrenchments (temporary layoffs, rotation and reduced working time) into permanent layoffs which resulted in overcounting of layoff data for the region.

3.   Response to erroneous media report

     Response must be made promptly in writing to erroneous or misinterpretation of data or misleading statements in the media.

ATTACHMENT III-E

SAMPLE LIST FOR DISPLACED WORKERS

RKS-JDMS FORM 2	Republic of the Philippines **DEPARTMENT OF LABOR AND EMPLOYMENT** REGION #, (RO ADDRESS) **LIST OF DISPLACED WORKERS** [X] Due to Economic Reasons [ ] Due to Non-Economic Reasons	Date (Month/Day/Year)

Sex (Column 4) M - Male F - Female X - Not Reported	**Educational Attainment (Column 6)** 0 – Not Reported 5 – High School Graduate 10 – MA Graduate 1 – No Grade Completed 6 – Vocational 11 – with PhD units 2 – Elementary Level 7 – College Level 12 – PhD Graduate 3 – Elementary Graduate 8 – College Graduate 4 – High School Level 9 – with MA units	**Age (Column 5)** 0 – Not Reported **Salary (Column 9)** 0.00 – Confidential/Not Reported

Establishment's Name [1]	Name of Worker [2]	Worker's Contact Address [3]	Sex [4]	Age [5]	Educational Attainment [6]	PSOC [7]	Occupation [8]	Salary (₱) [9]

(Signature)	(Signature)	(Signature)
(NAME)	(NAME)	(NAME of the Regional Director)
(Position)	(Position)	(Position)
(Date)	(Date)	

ATTACHMENT III-D

SAMPLE LIST FOR ESTABLISHMENT

RKS-JDMS FORM 1	Republic of the Philippines **DEPARTMENT OF LABOR AND EMPLOYMENT** REGION #, (RO ADDRESS) **REGIONAL SUMMARY REPORT ON TERMINATION** [X] Daily Report due to Economic Reasons [ ] Monthly Report due to Non-Economic Reasons	Date (Month/Day/Year)

Duration (Cols. 15 and 19)

1 - < one week	5 - 13 weeks to < 6 mos.
2 - 1 to 2 weeks	6 - 6 months
3 - 3 to 4 weeks	7 - Indefinite
4 - 5 to 12 weeks	9 - Not stated

Economic Reasons: (for Cols. 11, 14 and 18)

LM - Lack of Market/Slump in demand EC - Economic Crisis
UCP - Uncompetitive Price of Product RDS - Reorganization/Downsizing
CI - Competions from Imports R - Redundancy
HCP - High Cost of Production CMM - Change in management/Merger
LC - Lack of Capital LRM - Lack of Raw Materials
PD - Peso Depreciation MR - Minimum Wage Rate Increase
FL - Financial Losses OTH - then specify the reason

Non-Economic Reasons: (for Cols. 11, 14 and 18)

PC - Project Completion LLDA - Ceased and Desist Order
AWOL - Absence without Leave NRM - Repair/General Maintenance
SM - Serious Misconduct INV - Inventory
GHN - Gross Habitual Neglect FDL - Forced Leave
CCO - Commission of a Crime or Offense RES - Resigned
FUD - Fraud RET - Retirement
NCL - Natural Calamities (fire, typhoon, etc.) OTHS - then specify the reason

Status (Column 5)

PCL - Permanent Closure   TCL - Temporary Closure

Termination Code (Column 8)

P - Permanent Retrenchment   T - Temporary Retrenchment   O - Rotation/Reduced Working time

NAME [1]	ADDRESS [2]	GEO CODE [3]	PSIC [4]	Sta-tus [5]	Specific Industry/ Economic Activity [6]	Total Employ-ment [7]	Termina-tion Code [8]	Permanent No. [9]	Permanent Effectivity Date [10]	Permanent Rea-son [11]	Temporary No. [12]	Temporary Effectivity Date [13]	Temporary Rea-son [14]	Temporary Dura-tion [15]	Rotation No. [16]	Rotation Effectivity Date [17]	Rotation Rea-son [18]	Rotation Dura-tion [19]

Note: Columns under "WORKERS TERMINATED/AFFECTED DUE TO SHUTDOWN/RETRENCHMENT" — Permanent [9][10][11], Temporary [12][13][14][15], Rotation/Reduced Working Time [16][17][18][19].

Prepared by:	Certified Correct:	Noted by:
(Signature)	(Signature)	(Signature)
(NAME)	(NAME)	(NAME of the Regional Director)
(Position)	(Position)	(Position)
(Date)	(Date)	(Date)

| **RKS-JDMS FORM 1** | Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
REGION #, (RO ADDRESS)
REGIONAL SUMMARY REPORT ON TERMINATION
[ ] Daily Report due to Economic Reasons   [ ] Monthly Report due to Non-Economic Reasons | Date (Month/Day/Year) |

Duration (Cols. 15 and 19)

1 - < one week   5 - 13 weeks to < 6 mos.
2 - 1 to 2 weeks   6 - 6 months
3 - 3 to 4 weeks   7 - Indefinite
4 - 5 to 12 weeks   9 - Not stated

Economic Reasons: (for Cols. 11, 14 and 18)

LM - Lack of Market/Slump in demand   EC - Economic Crisis
UCP - Uncompetitive Price of Product   RDS - Reorganization/Downsizing
CI   - Competions from Imports   R   - Redundancy
HCP - High Cost of Production   CMM - Change in management/Merger
LC - Lack of Capital   LRM - Lack of Raw Materials
PD - Peso Depreciation   MR - Minimum Wage Rate Increase
FL - Financial Losses   OTH - then specify the reason

Non-Economic Reasons: (for Cols. 11, 14 and 18)

PC   - Project Completion   LLDA - Ceased and Desist Order
AWOL - Absence without Leave   NRM - Repair/General Maintenance
SM   - Serious Misconduct   INV - Inventory
GHN - Gross Habitual Neglect   FDL - Forced Leave
CCO - Commission of a Crime or Offense RES - Resigned
FUD - Fraud   RET - Retirement
NCL - Natural Calamities (fire, typhoon, etc.)   OTHS - then specify the reason

Status (Column 5)
PCL - Permanent Closure   TCL - Temporary Closure

Termination Code (Column 8)
P - Permanent Retrenchment   T - Temporary Retrenchment   O - Rotation/Reduced Working time

NAME [1]	ADDRESS [2]	GEO CODE [3]	PSIC [4]	Sta-tus [5]	Specific Industry/ Economic Activity [6]	Total Employ-ment [7]	Termina-tion Code [8]	Permanent No. [9]	Permanent Effectivity Date [10]	Permanent Rea-son [11]	Temporary No. [12]	Temporary Effectivity Date [13]	Temporary Rea-son [14]	Temporary Dura-tion [15]	Rotation No. [16]	Rotation Effectivity Date [17]	Rotation Rea-son [18]	Rotation Dura-tion [19]

(Header spanning columns [9]–[19]: WORKERS TERMINATED/AFFECTED DUE TO SHUTDOWN/RETRENCHMENT — Permanent [9]–[11], Temporary [12]–[15], Rotation/Reduced Working Time [16]–[19])

Prepared by:

_____
(Signature)
(NAME)
(Position)
(Date)

Certified Correct:

_____
(Signature)
(NAME)
(Position)
(Date)

Noted by:

_____
(Signature)
(NAME of the Regional Director)
(Position)
(Date)

ATTACHMENT III-G

SAMPLE LIST FOR DISPLACED WORKERS

RKS-JDMS FORM 2	Republic of the Philippines **DEPARTMENT OF LABOR AND EMPLOYMENT** REGION #, (RO ADDRESS) **LIST OF DISPLACED WORKERS** [X] Daily Report due to Economic Reasons [ ] Monthly Report due to Non-Economic Reasons	Date (Month/Day/Year)

Sex (Column 4)
M - Male
F - Female
X - Not Reported

Educational Attainment (Column 6)
0 – Not Reported   5 – High School Graduate   10 – MA Graduate
1 – No Grade Completed   6 – Vocational   11 – with PhD units
2 – Elementary Level   7 – College Level   12 – PhD Graduate
3 – Elementary Graduate   8 – College Graduate
4 – High School Level   9 – with MA units

Age (Column 5)
0 – Not Reported
Salary (Column 9)
0.0 – Confidential/Not Reported

Establishment's Name [1]	Name of Worker [2]		Worker's Contact Address [3]		Sex [4]	Age [5]	Educational Attainment [6]	PSOC [7]	Occupation [8]	Salary (P) [9]

(Signature)	(Signature)	(Signature)
(NAME)	(NAME)	(NAME of the Regional Director)
(Position)	(Position)	(Position)
(Date)	(Date)	