

**CODING GUIDE**  
**(INDUSTRIAL RELATIONS AT THE WORKPLACE SURVEY)**

	<b>Description</b>	<b>Code/ Accepted Value</b>	<b>Variable Name</b>
	<b>PART A- ESTABLISHMENT PROFILE</b>	<b>Copy EIN from the mailing label</b>	<b>EIN</b>
A.3	PSIC	Please refer to the new PSIC	PSIC
A.4	Total Emploment		A4
A.5	Female Employment		A5
	Ownership		A6
	With Foreign Equity	1	
	Wholly Filipino	2	
	Export Oriented		EXP- OR
	Yes	1	
	No	2	
A.7	Union		A7
	Yes	1	
	No	2	
A.8	CBA		A8
	Yes	1	
	No	2	
	<b>PART B- EMPLOYMENT PRACTICES</b>		
B.1.1	For each occupation/Skill	Please refer to 1992 Philippine Standard Occupational Classification	B11_1 ti B11_6
	If the answer is "None/NAP"	0000	
	If the answer is "Not Stated"	9999	
B.1.2	For items with check	1	
	For items without check	leave it blank	
	Advertising through newsprint		B121
	Posting vacancies on bulletin boards with in establishment.		B122
	Promotion internally		B123
	Use of private recruitment agencies/ employment services		B124
	Public Employment Services Offices (PESO)		B125
	Referrals/ Recommendation from present or previous employers		B126
	Word of mouth		B127
	Posting vacancies on bulletin boards		B128

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	Description	Code/ Accepted Value	Variable Name
	in exc. School		
	Others		B129
	Specify 1		B129S1
	Specify 2		B129S2
	Specify 3		B129S3
B.1.3	Managerial Positions	1-2 digits	B131
	Professional, technical workers		B132
	Clerical Workers		B133
	Sales Workers		B134
	Production Workers		B135
	If "No policy"	00	
	If "NAP"	99	
B.2.1	Yes--- How many?	1	B21,B21NO
	No	2	
B.2.2	For items with check	1	
	For items without check	leave it blank	
	Natural attrition/ Freeze hiring		B221
	Redeployment to sister company/ subsidiary		B222
	Early retirement		B223
	Voluntary resignation		B224
	Layoff/ Retrenchment		B225
	Dismissal		B226
B.2.3	For items with check	1	
	For items without check	leave it blank	
	Performance (output)		B231
	Length of service		B232
	Health		B233
	Material Status		B234
	Sex		B235
	Age		B236
	Work Attitude		B237
	Educational Attainment		B238
B.2.4	For Items with check	1	
	For items without check	leave it blank	
	Lack of market/ slump in demand		B241
	Uncompetitive price of products		B242
	Competition from imports		B243
	High production cost		B244
	Lack of capital		B245

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	Description	Code/ Accepted Value	Variable Name
	Peso depreciation		B246
	Financial losses		B247
	Reorganization/ downsizing redundancy		B248
	Change in management/ merger		B249
	Minimum wage rate increase		B2410
	Projection Completion		B2411
	Others		B2412
	Specify 1		B2412S1
	Specify 2		B2412S2
	Specify 3		B2412S3
B.2.5	For items with check	1	
	.For items without check	leave it blank	
	Absenteeism		B251,B251N
	Frequent tardiness		B252,B252N
	Recurring illness		B253,B253N
	Immorality		B254,B254N
	Sexual Harassment		B255,B255N
	Use of drugs		B256,B256N
	Drinking during office hours		B257,B257N
	Gambling during office hours		B258,B258N
	Falsification of documents		B259,B259N
	Graft and corruption		B2510,B2510N
	Theft/ Embezzlement		B2511,B2511N
	Others		B2512,B2512N
	Specify 1		B2512S1,B2512S1N
	Specify 2		B2512S2,B2512S2N
	Specify 3		B2512S3,B2512S3N
	PART C- WAGE PRACTICES		
C.1	Collective Bargaining Agreement	1	C1
	Individual Agreement between employer and union	2	
	Employer's decision	3	
	Agreement between employer and union	4	
	Wage restructuring due to minimum wage insurances of RTWPB	5	
	Others	6	
	Specify 1		C1S1
	Specify 2		C1S2
	Specify 3		C1S3
C.2	Daily	1	C2
	Weekly	2	
	Semi- monthly	3	

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	Description	Code/ Accepted Value	Variable Name
	Monthly	4	
	Output	5	
C.3	Wholly in cash	1	C3
	Partly in cash and partly in kind	2	
	Wholly in kind	3	
C.4	For items with check on "Under CBA"	1	
	For items with check on Employer's Decision	2	
	If there is no answer	leave it blank	
	Vacation leave		C4L1
	Sick leave		C4L2
	Birthday leave		C4L3
	Maternity leave		
	Paternity leave		
	Study/ Scholarship leave		
	Union leave		
	Service Incentive leave		
	Paid regular holidays		
	Paid special holidays		
	Specify 1==>Code(How Provided)		
	Specify 2==>Code(How Provided)		
	Specify 3==>Code(How Provided)		
	Cost of living allowances		C4A1
	Productivity bonuses		C4A2
	Transportation allowances		C4A3
	Representation allowances		C4A4
	Incentive Pay		C4A5
	Profit Sharing bonuses		C4A6
	Performances bonuses		C4A7
	Mid-year bonus		C4A8
	Christmas bonus		C4A9
	3th month pay		C4A10
	14th,15th month pay and the like		C4A11
	Specify 1==>CODE(How Provided)		C4A12S1,C4A12S1C
	Specify 2==>CODE(How Provided)		C4A12S2,C4A12S2C
	Specify 3==>CODE(How Provided)		C4A12S3,C4A12S3C
	Separation/ Termination pay		C4S1
	Retirement pay		C4S2
	Pension Plan		C4S3
	Life Insurance		C4S4
	Accident and sickness insurance plan		C4S5
	Medical/ dental benefits		C4S6
	Hospitalization plan		C4S7

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	Description	Code/ Accepted Value	Variable Name
	Medicines		C4S8
	Bereavement/ Burial aid		C4S9
	Specify 1==>CODE(How Provided)		C4S10S1,C4S10S1C
	Specify 2==>CODE(How Provided)		C4S10S2,C4S10S2C
	Specify 3==>CODE(How Provided)		C4S10S3,C4S10S3C
	Rice allowances		C401
	Meal subsidies/ allowances		C402
	Uniform/ Clothing allowances		C403
	Free/subsidized housing		C404
	Light and water allowances		C405
	Study grants		C406
	Educational plan		C407
	Skills development/training		C408
	Recreational Facilities/ activities		C409
	Child care facilities		C4010
	Family planning services		C4011
	Credit/ loan services 1		C4012S1,C4012S1C
	Credit/ loan services 2		C4012S2,C4012S2C
	Credit/ loan services 3		C4012S3,C4012S3C
	Specify 1==>CODE(How Provided)		C4013S1,C4013S1C
	Specify 2==>CODE(How Provided)		C4013S2,C4013S2C
	Specify 3==>CODE(How Provided)		C4013S3,C4013S3C
C.5	Salary of employees	1	C5
	Percent of net profit	2	
	Others	3	
	Specify 1		C5S1
	Specify 2		C5S2
	Specify 3		C5S3
C.6	For items with check on " Fixed number of days"	1	
	For items with check on " Graduated no. of days"	2	
	Entitlement for sick leave		C6S
	Entitlement for vacation leave		C6V
PART D- LABOR MANAGEMENT RELATIONS			
D.1.1	Excellent/ Outstanding	1	D11
	Very satisfactory	2	
	Unsatisfactory	4	
D.1.2	For items with check	1	
	For items without check	leave it blank	
	Number of grievances		D121

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	<b>Description</b>	<b>Code/ Accepted Value</b>	<b>Variable Name</b>
	Labor turnover		D122
	Number of industrial dispute/strikes		D123
	Open communication between workers and management		D124
	Employees morale		D125
	Transparency of management		D126
	Others		D127
	Specify 1		D127S1
	Specify 2		D127S2
	Specify 3		D127S3
D.1.3	For items with check	1	
	For items without check	leave it blank	
	Workplace newsletter/staff bulletin		D131
	Regular meetings between senior managers and employees		D132
	Task forces, ad hoc joint committees or working parties		D133
	Regular meetings between employees and supervisors or line mgt.		D134
	Daily "walk around" the workplace by senior management officials		D135
	Formal joint consultative committee meetings		D136
	Quality circles/ productivity improvement groups		D137
	Suggestions schemes for employees		D138
	Employee representatives sitting on board of directors meetings		D139
	Regular social functions		D1310
	Others		D1311
	Specify 1		D1311S1
	Specify 2		D1311S2
	Specify 3		D1311S3
D.1.4	Always	1	
	Sometimes	2	
	Never	3	
	Not Stated	4	
	Staffing levels		D141
	Wage increases		D142
	Occupational health and safety		D143
	Introduction of new technology		D144
	Dismissal and disciplinary action		D145
	Changes in work practices		D146
	Major change in product/services		D147

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	<b>Description</b>	<b>Code/ Accepted Value</b>	<b>Variable Name</b>
D.2.1	Union members	1-5 digits	
	Total		D21T
	Female		D21F
D.2.2	Male	1	D22
	Female	2	
D.2.3	CBA coverage	1-5 digits	
	Total		D23T
	Female		D23F
D.2.4	For items with check	1	
	For items without check	leave it blank	
	Access to an office or meeting room		D241
	Access to secretarial assistance		D242
	Access to printing or photocopying facilities		D243
	Access to phone, fax or similar facilities		D244
	Use of bulletin boards		D245
	Time off from work for union business/ activities		D246
	None of the above		D247
D.2.5	Once a week	1	D25
	Once a month	2	
	Once in three (3) months	3	
	Only when an issue arises	4	
	Never	5	
D.2.6	For items with check	1	
	For items without check	leave it blank	
	Wage increase		D261
	Payment of allowances		D262
	Overtime (Hours/Pay)		D263
	Leave benefits		D264
	Working condition/ environment		D265
	Hours of works		D266
	Occupational safety and health measures		D267
	Change in working time arrangements		D268
	Change in work practice		D269
	Management practices		D2610
	Introduction of new technology		D2611
	Participation in training programs		D2612
	Introduction of career paths of		D2613

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## (INDUSTRIAL RELATIONS AT THE WORKPLACE SURVEY)

	Description	Code/ Accepted Value	Variable Name
	employees		
	Change in dispute settling procedures		D2614
	Discriminatory clauses in awards/ CBAs		D2615
	Staffing levels(Hiring/Promotion)		D2616
	Dismissal/diciplinary measures		D2617
	Regularization of casual/contractual employees		D2618
	Individual grievances		D2619
	Others		D2620
	Specify 1		D2620S1
	Specify 2		D2620S2
	Specify 3		D2620S3
D.2.7	For items with check	1	
	For items without check	leave it blank	
	Individual union member		D271
	Union president		D272
	Committee of union delegates		D273
	Union officers		D274
	Federation/Labor Center		D275
	All of the above		D276
	Others		D277
	Specify 1		D277S1
	Specify 2		D277S2
	Specify 3		D277S3
D.2.8	For items with check	1	
	For items without check	leave it blank	
	Wage inceases		D281
	Payment of allowances		D282
	Overtime (Hours/Pay)		D283
	Leave benefits		D284
	Working condition/ environment		D285
	Hours of work		D286
	Occupational safety and health measures		D287
	Change in working time arrangements		D288
	Change in work practices		D289
	Introduction of consultative employee participation arrangements		D2810
	Management practices		D2811
	Introduction of new technology		D2812
	Workers education program and development		D2813



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### (INDUSTRIAL RELATIONS AT THE WORKPLACE SURVEY)

	Description	Code/ Accepted Value	Variable Name
	Dispute settlement procedures		D2814
	Removal of discriminatory clauses in awards/ CBA		D2815
	Staffing levels(Hiring/Promotion)		D2816
	Introduction of new career paths		D2817
	Regularization of casual/contractual employees		D2818
	Dismissal/ Diciplinary measures		D2819
	Organizational structuring		D2820
	Company merger		D2821
	None of the above		D2822
	Others		D2823
	Specify 1		D2823S1
	Specify 2		D2823S2
	Specify 3		D2823S3
D.2.9	Agreements reached in all concerns were incorporated in the CBA	1	D29
	Only some concerns were incorporated in the CBA	2	
	CBA registered with the DOLE	3	
	CBA not registered with the DOLE	4	
	Negotiation still in process	5	
	Combination of 1 and 3	6	
	Combination of 1 and 4	7	
	Combination of 2 and 3	8	
	Combination of 2 and 4	9	
D.3.1	Yes	1	
	No	2	
D.3.2	For items with check	1	
	For items without check	leave it blank	
	Grievance manchinery/ committee		D321
	Labor-Management committee		D322
	Conciliation by DOLE		D323
	Voluntary arbitration		D324
	Compulsory arbitration		D325
	Voluntary arbitration and Compulsory arbitration		D326
D.3.3	Yes	1	
	No	2	
D.3.4	Strike	1	D34
	Sympathetic strike	2	

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### (INDUSTRIAL RELATIONS AT THE WORKPLACE SURVEY)

	Description	Code/ Accepted Value	Variable Name
	Boycott	3	
	Mass leave	4	
	Sitdown strike	5	
	Slowdown	6	
	Overtime ban	7	
D.3.5	For items with check	1	
	For items without check	leave it blank	
	Wage increases		D351
	Payment of allowances		D352
	Overtime(Hours/Pay)		D353
	Leave benefits		D354
	Working condition/environment		D355
	Hours of work		D356
	Occupational safety and health measures		D357
	Change in working time arrangements		D358
	Change in work practices		D359
	Management practices		D3510
	Introduction of new technology		D3511
	Introduction of or change to, dispute settling procedures		D3512
	Discriminatory clauses in awards/CBA		D3513
	Dismissal/disciplinary action		D3514
	Staffing levels(Hiring/Promotion)		D3515
	Layoff/downsizing		D3516
	Organizational structuring		D3517
	Company merger		D3518
	Shutdown of redundant unit/department		D3519
	Regularization of casual/contractual employees		D3520
	Government policy pronouncement/s		D3521
	Others		D3522
	Specify 1		D3522S1
	Specify 2		D3522S2
	Specify 3		D3522S3
D.3.6	Less than one(1) day	1	D36
	One (1) day	2	
	Up to two (2) days	3	
	Up to five (5) days	4	
	Up to ten (10) days	5	
	Ten (10) or more days	6	
	On going	7	
D.3.7	Yes	1	
	No	2	
D.3.8	For items with check	1	
	For items without check	leave it blank	

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### (INDUSTRIAL RELATIONS AT THE WORKPLACE SURVEY)

	Description	Code/ Accepted Value	Variable Name
	Redirect production or service to sister company/ subsidiary		D381
	Use of overtime		D382
	Temporary increase in staff		D383
	Run down of inventories		D384
	Use of management labor		D385
	Use of contract services		D386
	Non-striking employees continue working		D387
	Others		D388
	Specify 1		D388S1
	Specify 2		D388S2
	Specify 3		D388S3
	PART E- COPING MECHANISMS		
E.1	Yes	1	E1
	No	2	
	Still developing	3	
E.2	For items with check	1	
	For items without check	leave it blank	
	Acquisition of appropriate technology		E21
	Investment in HRD(enhance skill level and adaptability of the workforce)		E22
	Shutdown of redundant unit/department		E23
	Improvement of quality of products/services		E24
	Increase in R&D for product development		E25
	Streamlining of work practices		E26
	Diversification and expansion(product & market)		E27
	Employment flexibility		E28
	Hiring of more none-regular workers		E28A
	Contracting out services		E28B
	Seeking other partners		E29
	Foreign		E29A
	Local		E29B
	Others		E210
	Specify 1		E210S1
	Specify 2		E210S2
	Specify 3		E210S3
E.3	Year adopting the coping mechanism	4-digit	E3
E.4	Yes	1	
	No	2	
	Managerial positions		E41

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	Description	Code/ Accepted Value	Variable Name
	Professional, technical workers		E42
	Clerical workers		E43
	Sales workers		E44
	Production workers		E45
E.5	Acquisition of appropriate technology	1	E5
	Investment in HRD	2	
	Shutdown of redundant unit/department	3	
	Improvement of quality of products/services	4	
	Increase in R&D for product development	5	
	Streamlining of work practices	6	
	Diversification and expansion	7	
	Employment flexibility	8	
	Seeking other partners	9	
	Others	10	
	Specify 1		E5S1
	Specify 2		E5S2
	Specify 3		E5S3
	Employment flexibility		E58
	Hiring of more non-regular workers	1	
	Contracting out services	2	
	Seeking other partners		E59
	Foreign	1	
	Local	2	
E.6	For items with check on "Implemented"	1	
	For items with check on "Plan Implement"	2	
	Freeze hiring for all positions		E61
	Freeze hiring for all managerial positions		E62
	Freeze hiring for most positions(both managerial, technical,sales,clerical)		E63
	Granting smaller salary increases		E64
	Suspension of salary increases		E65
	Suspension of some benefits		E66
	Layoff		E67
	Reduce work time(days/hours)		E68
	Job rotation		E69
	Contracting out some services		E610
	Budget cuts on training		E611
	Defer expansion plans		E612
	Specify 1		E613S1,E613S1C
	Specify 2		E613S2,E613S2C
	Specify 3		E613S3,E613S3C