



CONFIDENTIAL
For Statistical Use Only

INDUSTRIAL RELATIONS AT THE WORKPLACE SURVEY 1999

Collection Authority

The information asked for is collected under Executive Order 126 creating the Bureau of Labor and Employment Statistics (BLES). This form should be accomplished by the senior management representative responsible for personnel and/or industrial relation matters. Your cooperation is sought in accomplishing and returning this form on the date specified below.

Purpose of Survey

The survey aims to determine the prevailing employment, labor-management relations and wage and salary policies and practices in non-agricultural establishments nationwide.

Due Date

Please complete this form and return it to the BLES or to your nearest DOLE Regional Office within 10 working days after receipt of this survey form.

GENERAL INSTRUCTION:

Unless otherwise stated, report required data as of **June 30, 1999**. Do not leave any item blank. When the answer is none enter "0" and when not applicable enter "NAP". Data reported herein shall only refer to the establishment in the above address. If establishment name and address are different from the address box above, please write any corrections on the spaces provided below; otherwise write "SAME". **Definition of terms used are included for your reference and clarification.**

PART A – ESTABLISHMENT PROFILE

A.1 Name of Establishment:

A.2 Location:

A.3 Main Economic Activity/Principal Product (*Specify*):

A.4 Total Employment:

A.5 Female Employment:

A.6 Ownership: (*check as applicable*)

☐ With Foreign Equity

☐ Wholly Filipino

Export Oriented: (*check as applicable*)

☐ Yes

☐ No

A.7 Is this establishment with union?

☐ Yes

☐ No (*Go to Part B*)

A.8 Is there an existing CBA?

☐ Yes

☐ No

DEFINITION OF TERMS

(continuation on page 9)

<p>Establishment – An economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control situated at a more or less fixed location, e.g. an individual farm, mine, factory, store, etc. For multi-unit enterprises with branches, outlets and subsidiaries or whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment.</p> <p>For firms engaged in activities which may be physically dispersed such as construction, real estate development, transportation, communication, insurance agencies and similar activities, the establishment is the base from which the personnel operate to carry out their activities or from which they are paid.</p> <p>Main Economic Activity – Refers to the activity that contributes the biggest or major portion of the gross income or revenues of the establishment.</p> <p>Total Employment – Refers to the number of workers in the establishment as of June 30, 1999, which includes working owners, unpaid workers and paid officials and employees. <u>EXCLUDE</u> workers receiving commission only and without employer's control, managers and directors paid solely for their attendance at Board of Directors meeting, silent or inactive partners and contractor/agency hired workers.</p> <p>Union – Any registered group or association of employees that exists in whole or in part for the purpose of collective bargaining or dealing with employers concerning terms and conditions of employment.</p> <p>Collective Bargaining Agreement (CBA) – The negotiated contract between a legitimate labor organization and the employer concerning wages, hours of work, and all other terms and conditions of employment in a bargaining unit, including mandatory provisions for grievance and arbitration machinery.</p> <p>Natural Attrition – Gradual reduction in workforce usually done by not filling up the position once it is vacated.</p> <p>Voluntary Resignation – Involves employees volunteering to resign when management calls for workforce reduction.</p>	<p>Layoff – Termination of employment initiated by the employer due to economic reasons. It may be permanent or temporary.</p> <p>Permanent – Complete and total separation of the worker from the establishment.</p> <p>Temporary – Layoff of worker for not more than six months.</p> <p>Dismissal – Termination from employment initiated by the employer due to misconduct, incompetence of employees, etc.</p> <p>Grievance – A complaint or dissatisfaction arising from the interpretation or implementation of the CBA and those arising from the interpretation or enforcement of company personnel policies.</p> <p>Industrial Action – A concerted work stoppage resorted to by workers concerning any controversy or matter relating to terms or conditions of employment or company policies. It is also resorted to by workers in protest or in support of a national issue or pronouncement not arising from conflicts between workers and employers.</p> <p>Strike – Any temporary stoppage of work by the concerted action of employees as a result of an industrial or labor dispute. Includes actual strike (with or without notice) filed at the National Conciliation and Mediation Board (NCMB).</p> <p>Conciliation/Mediation – Mode of settlement bringing together the two parties in a dispute to come to negotiations and settlement of the dispute.</p> <p>Labor-Management Cooperation – Any arrangement, mechanism, activity, or process, apart from the grievance committee, which is made up of workers and management whether unionized or not in order to improve labor-management relations and working conditions, increase productivity, and enhance the quality of work life.</p> <p>Voluntary Arbitration – Mode of settling labor-management disputes by which the parties select a competent, trained and impartial person who shall decide on the merits of the cases and whose decision is final, executory and unappealable.</p>
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PART B – EMPLOYMENT PRACTICES

B.1 HIRING and RETIREMENT

- 1** Based on past experience, what occupations/skills were difficult to find suitable applicants? Please use additional sheet if needed and label accordingly.

_____	_____
_____	_____
_____	_____

- 2** Which of the following methods are being adopted in hiring and filling up of vacancies?

(check as many as applicable)

- ☐ Advertising through newsprints
☐ Posting vacancies on bulletin boards within the establishment
☐ Promotion internally
☐ Use of private recruitment agencies/employment services
☐ Public Employment Service Offices (PESOs)
☐ Referrals/Recommendation from present or previous employers
☐ Word of mouth
☐ Posting vacancies on bulletin board in exclusive schools
☐ Others, specify _____

- 3** What is the minimum age requirement in hiring employees in this establishment for:

Category	Age
Managerial positions	_____
Professional, technical workers	_____
Clerical workers	_____
Sales workers	_____
Production workers	_____

- 4** What is the maximum age and service requirement in retirement for:

Category	Age	Years of service
Managerial positions	_____	_____
Professional, technical workers	_____	_____
Clerical workers	_____	_____
Sales workers	_____	_____
Production workers	_____	_____

B.2 WORKFORCE REDUCTION

- 1** Has management intentionally reduced the size of the workforce at any time in 1998?

☐ Yes ☐ No
↓ ↓
How many? _____ (Go to Part C)

- 2** Which of the following methods were used to reduce the size of workforce?

(check as many as applicable)

- ☐ Natural attrition/Freeze hiring
☐ Redeployment to sister company/subsidiary
☐ Early retirement
☐ Voluntary resignation
☐ Layoff/Retrenchment
☐ Dismissal

- 3** What factors were considered in reducing the size of the workforce? (check as many as applicable)

- ☐ Performance (output)
☐ Length of service
☐ Health
☐ Marital status
☐ Sex
☐ Age
☐ Work attitude
☐ Educational attainment

- 4** What were the reasons in reducing the size of the workforce?

(check as many as applicable)

- ☐ Lack of market/slump in demand
☐ Uncompetitive price of products
☐ Competition from imports
☐ High production cost
☐ Lack of capital
☐ Peso depreciation
☐ Financial losses
☐ Reorganization/downsizing/redundancy
☐ Change in management/merger
☐ Minimum wage rate increase
☐ Project completion
☐ Others, specify _____

5

If dismissal of employees was resorted to, which of the following were the reasons for such action?
Also indicate the number of employees terminated opposite each reason. *(check as many as applicable)*

Reason	Number
<input type="checkbox"/> Absenteeism	_____
<input type="checkbox"/> Frequent tardiness	_____
<input type="checkbox"/> Recurring illness	_____
<input type="checkbox"/> Immorality	_____
<input type="checkbox"/> Sexual harassment	_____
<input type="checkbox"/> Use of drugs	_____
<input type="checkbox"/> Drinking during office hours	_____
<input type="checkbox"/> Gambling during office hours	_____
<input type="checkbox"/> Falsification of documents	_____
<input type="checkbox"/> Graft and corruption	_____
<input type="checkbox"/> Theft/Embezzlement	_____
<input type="checkbox"/> Others, specify _____	_____

C.4

Does this establishment grant its employees any of the following? *(check as many as applicable and the appropriate column how each benefit/grant is provided)*

Leave Benefit	Under CBA	Employer's Decision
<input type="checkbox"/> Vacation leave	_____	_____
<input type="checkbox"/> Sick leave	_____	_____
<input type="checkbox"/> Birthday leave	_____	_____
<input type="checkbox"/> Maternity leave	_____	_____
<input type="checkbox"/> Paternity leave	_____	_____
<input type="checkbox"/> Study/Scholarship leave	_____	_____
<input type="checkbox"/> Union leave	_____	_____
<input type="checkbox"/> Service incentive leave	_____	_____
<input type="checkbox"/> Paid regular holidays	_____	_____
<input type="checkbox"/> Paid special holidays	_____	_____
<input type="checkbox"/> Others, specify _____	_____	_____

Allowances, Bonuses and Gratuities

<input type="checkbox"/> Cost of living allowances	_____	_____
<input type="checkbox"/> Productivity bonuses	_____	_____
<input type="checkbox"/> Transportation allowances	_____	_____
<input type="checkbox"/> Representation allowances	_____	_____
<input type="checkbox"/> Incentive pay	_____	_____
<input type="checkbox"/> Profit sharing bonuses	_____	_____
<input type="checkbox"/> Performance bonus	_____	_____
<input type="checkbox"/> Mid-year bonus	_____	_____
<input type="checkbox"/> Christmas bonus	_____	_____
<input type="checkbox"/> 13 th month pay	_____	_____
<input type="checkbox"/> 14 th , 15 th month pay and the like	_____	_____
<input type="checkbox"/> Others, specify _____	_____	_____

Social Security Schemes

<input type="checkbox"/> Separation/Termination pay	_____	_____
<input type="checkbox"/> Retirement pay	_____	_____
<input type="checkbox"/> Pension plan	_____	_____
<input type="checkbox"/> Life insurance	_____	_____
<input type="checkbox"/> Accident and sickness insurance plan	_____	_____
<input type="checkbox"/> Medical/dental benefits	_____	_____
<input type="checkbox"/> Hospitalization plan	_____	_____
<input type="checkbox"/> Medicines	_____	_____
<input type="checkbox"/> Bereavement/Burial aid	_____	_____
<input type="checkbox"/> Others, specify _____	_____	_____

PART C – WAGE PRACTICES

C.1

What method is used in fixing or revising wage and salaries of majority of the employees?
(check only one)

<input type="checkbox"/> Collective Bargaining Agreement
<input type="checkbox"/> Individual Agreement between employer and employee
<input type="checkbox"/> Employer's decision
<input type="checkbox"/> Agreement between employer and union
<input type="checkbox"/> Wage restructuring due to minimum wage issuances of Regional Tripartite Wage and Productivity Boards (RTWPB)
<input type="checkbox"/> Others, specify _____

C.2

What is the basis of payment for majority of the employees? *(check only one)*

<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly
<input type="checkbox"/> Semi-monthly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Output	

(Output – basis of payment wherein the workers are paid in relation to their output, i.e.piece, task or “pakyao”)

C.3

How are the wages and salaries paid for majority of the employees? *(check only one)*

<input type="checkbox"/> Wholly in cash
<input type="checkbox"/> Partly in cash and partly in kind
<input type="checkbox"/> Wholly in kind

<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; width: 30%;">Other Welfare Benefits</th> <th style="text-align: center; width: 10%;">Under CBA</th> <th style="text-align: center; width: 10%;">Employer's Decision</th> </tr> <tr><td><input type="checkbox"/> Rice allowances</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td><input type="checkbox"/> Meal subsidies/allowances</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td><input type="checkbox"/> Uniform/Clothing allowances</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td><input type="checkbox"/> Free/subsidized housing</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td><input type="checkbox"/> Light and water allowances</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td><input type="checkbox"/> Study grants</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td><input type="checkbox"/> Educational plan</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td><input type="checkbox"/> Skills development/training</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td><input type="checkbox"/> Recreational facilities/activities</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td><input type="checkbox"/> Child care facilities</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td><input type="checkbox"/> Family planning services</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td><input type="checkbox"/> Credit/loan services, specify _____</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td><input type="checkbox"/> Others, specify _____</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> </table>	Other Welfare Benefits	Under CBA	Employer's Decision	<input type="checkbox"/> Rice allowances	_____	_____	<input type="checkbox"/> Meal subsidies/allowances	_____	_____	<input type="checkbox"/> Uniform/Clothing allowances	_____	_____	<input type="checkbox"/> Free/subsidized housing	_____	_____	<input type="checkbox"/> Light and water allowances	_____	_____	<input type="checkbox"/> Study grants	_____	_____	<input type="checkbox"/> Educational plan	_____	_____	<input type="checkbox"/> Skills development/training	_____	_____	<input type="checkbox"/> Recreational facilities/activities	_____	_____	<input type="checkbox"/> Child care facilities	_____	_____	<input type="checkbox"/> Family planning services	_____	_____	<input type="checkbox"/> Credit/loan services, specify _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Others, specify _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> 2 What factors were taken into account in making the above rating? <i>(check as many as applicable)</i> <table style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Number of grievances</td></tr> <tr><td><input type="checkbox"/></td><td>Labor turnover</td></tr> <tr><td><input type="checkbox"/></td><td>Number of industrial dispute/strikes</td></tr> <tr><td><input type="checkbox"/></td><td>Open communication between workers and management</td></tr> <tr><td><input type="checkbox"/></td><td>Employees morale</td></tr> <tr><td><input type="checkbox"/></td><td>Transparency of management</td></tr> <tr><td><input type="checkbox"/></td><td>Others, specify _____</td></tr> <tr><td colspan="2">_____</td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> 3 Which, if any, of the following methods does management regularly do to communicate to its employees? <i>(check as many as applicable)</i> <table style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Workplace newsletter/staff bulletin</td></tr> <tr><td><input type="checkbox"/></td><td>Regular meetings between senior managers and employees</td></tr> <tr><td><input type="checkbox"/></td><td>Task forces, ad hoc joint committees or working parties</td></tr> <tr><td><input type="checkbox"/></td><td>Regular meetings between employees and supervisors or line management</td></tr> <tr><td><input type="checkbox"/></td><td>Daily "walk around" the workplace by senior management officials</td></tr> <tr><td><input type="checkbox"/></td><td>Formal joint consultative committee meetings</td></tr> <tr><td><input type="checkbox"/></td><td>Quality circles/productivity improvement groups</td></tr> <tr><td><input type="checkbox"/></td><td>Suggestions schemes for employees</td></tr> <tr><td><input type="checkbox"/></td><td>Employee representatives sitting on board of directors meetings</td></tr> <tr><td><input type="checkbox"/></td><td>Regular social functions</td></tr> <tr><td><input type="checkbox"/></td><td>Others, specify _____</td></tr> <tr><td colspan="2">_____</td></tr> </table> </div>	<input type="checkbox"/>	Number of grievances	<input type="checkbox"/>	Labor turnover	<input type="checkbox"/>	Number of industrial dispute/strikes	<input type="checkbox"/>	Open communication between workers and management	<input type="checkbox"/>	Employees morale	<input type="checkbox"/>	Transparency of management	<input type="checkbox"/>	Others, specify _____	_____		<input type="checkbox"/>	Workplace newsletter/staff bulletin	<input type="checkbox"/>	Regular meetings between senior managers and employees	<input type="checkbox"/>	Task forces, ad hoc joint committees or working parties	<input type="checkbox"/>	Regular meetings between employees and supervisors or line management	<input type="checkbox"/>	Daily "walk around" the workplace by senior management officials	<input type="checkbox"/>	Formal joint consultative committee meetings	<input type="checkbox"/>	Quality circles/productivity improvement groups	<input type="checkbox"/>	Suggestions schemes for employees	<input type="checkbox"/>	Employee representatives sitting on board of directors meetings	<input type="checkbox"/>	Regular social functions	<input type="checkbox"/>	Others, specify _____	_____	
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C.5 What is the basis of granting allowances, bonuses and gratuities in this establishment? <i>(check only one)</i> <table style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Salary of employees</td></tr> <tr><td><input type="checkbox"/></td><td>Percent of net profit</td></tr> <tr><td><input type="checkbox"/></td><td>Others, specify _____</td></tr> <tr><td colspan="2">_____</td></tr> </table>	<input type="checkbox"/>	Salary of employees	<input type="checkbox"/>	Percent of net profit	<input type="checkbox"/>	Others, specify _____	_____		4 Does management consult with employee representatives or union officers on the following: <i>(encircle appropriate code (1-3) for each area of concern)</i> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"></th> <th style="width: 10%;">Always</th> <th style="width: 10%;">Sometimes</th> <th style="width: 10%;">Never</th> </tr> <tr><td>Staffing levels</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td>Wage increases</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td>Occupational health and safety</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td>Introduction of new technology</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td>Dismissals and disciplinary action</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td>Changes in work practices</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td>Major change in product/services</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> </table>		Always	Sometimes	Never	Staffing levels	1	2	3	Wage increases	1	2	3	Occupational health and safety	1	2	3	Introduction of new technology	1	2	3	Dismissals and disciplinary action	1	2	3	Changes in work practices	1	2	3	Major change in product/services	1	2	3
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C.6 If sick and vacation leave benefits are provided to employees, what is the policy being adopted in determining the days entitlement. <i>(check as applicable for each type of leave benefit)</i> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; width: 30%;">Policy</th> <th style="text-align: center; width: 10%;">Sick Leave</th> <th style="text-align: center; width: 10%;">Vacation Leave</th> </tr> <tr><td>Fixed number of days</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Graduated number of days depending on length of service</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> </table>			Policy	Sick Leave	Vacation Leave	Fixed number of days	_____	_____	Graduated number of days depending on length of service	_____	_____
Policy	Sick Leave	Vacation Leave									
Fixed number of days	_____	_____									
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PART D – LABOR MANAGEMENT RELATIONS									
D.1 LABOR MANAGEMENT COMMUNICATION									
1 How would you rate the relationship between employees and management in this establishment? <i>(check only one)</i> <table style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Excellent/Outstanding</td></tr> <tr><td><input type="checkbox"/></td><td>Very Satisfactory</td></tr> <tr><td><input type="checkbox"/></td><td>Satisfactory</td></tr> <tr><td><input type="checkbox"/></td><td>Unsatisfactory</td></tr> </table>	<input type="checkbox"/>	Excellent/Outstanding	<input type="checkbox"/>	Very Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Unsatisfactory	
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D.2 NION ORGANIZATION *(To be answered only if the establishment is with union. If not go to Item D.3).*

1 How many union members are there in this establishment?

Total _____ Female _____

2 Is the union president

☐ Male? ☐ Female?

3 How many are covered by CBA in this establishment?

Total _____ Female _____

4 Which of the following privileges are provided by management to union officers/members?

(check as many as applicable)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Access to an office or meeting room |
| <input type="checkbox"/> | Access to secretarial assistance |
| <input type="checkbox"/> | Access to printing or photocopying facilities |
| <input type="checkbox"/> | Access to phone, fax or similar facilities |
| <input type="checkbox"/> | Use of bulletin boards |
| <input type="checkbox"/> | Time off from work for union business/activities |
| <input type="checkbox"/> | None of the above |

5 How often does the union discuss employee relation matters with management?

(check only one)

- | | |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Once a week |
| <input type="checkbox"/> | Once a month |
| <input type="checkbox"/> | Once in 3 months |
| <input type="checkbox"/> | Only when an issue arises |
| <input type="checkbox"/> | Never |

6 What issues were frequently raised by the union with management? *(check as many as applicable)*

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Wage increase |
| <input type="checkbox"/> | Payment of allowances |
| <input type="checkbox"/> | Overtime <i>(Hours/Pay)</i> |
| <input type="checkbox"/> | Leave benefits |
| <input type="checkbox"/> | Working condition/environment |
| <input type="checkbox"/> | Hours of work |
| <input type="checkbox"/> | Occupational safety and health measures |
| <input type="checkbox"/> | Change in working time arrangements |

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Change in work practices |
| <input type="checkbox"/> | Management practices |
| <input type="checkbox"/> | Introduction of new technology |
| <input type="checkbox"/> | Participation in training programs |
| <input type="checkbox"/> | Introduction of career paths of employees |
| <input type="checkbox"/> | Change in dispute settling procedures |
| <input type="checkbox"/> | Discriminatory clauses in awards/CBAs |
| <input type="checkbox"/> | Staffing levels <i>(Hiring/Promotion)</i> |
| <input type="checkbox"/> | Dismissal/disciplinary measures |
| <input type="checkbox"/> | Regularization of casual/contractual employees |
| <input type="checkbox"/> | Individual grievances |
| <input type="checkbox"/> | Others, specify _____ |

7 Who from the labor union were directly involved in bargaining negotiations? *(check as many as applicable)*

- | | |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Individual union member |
| <input type="checkbox"/> | Union president |
| <input type="checkbox"/> | Committee of union delegates |
| <input type="checkbox"/> | Union officers |
| <input type="checkbox"/> | Federation/Labor Center |
| <input type="checkbox"/> | All of the above |
| <input type="checkbox"/> | Others, specify _____ |

8 Which of the following were the subjects of negotiations? *(check as many as applicable)*

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Wage increases |
| <input type="checkbox"/> | Payment of allowances |
| <input type="checkbox"/> | Overtime <i>(Hours/Pay)</i> |
| <input type="checkbox"/> | Leave benefits |
| <input type="checkbox"/> | Working condition/environment |
| <input type="checkbox"/> | Hours of work |
| <input type="checkbox"/> | Occupational health and safety measures |
| <input type="checkbox"/> | Change in working time arrangements |
| <input type="checkbox"/> | Change in work practices |
| <input type="checkbox"/> | Introduction of consultative employee participation arrangements |
| <input type="checkbox"/> | Management practices |
| <input type="checkbox"/> | Introduction of new technology |
| <input type="checkbox"/> | Workers education program and development |
| <input type="checkbox"/> | Dispute settlement procedures |
| <input type="checkbox"/> | Removal of discriminatory clauses in awards/CBA |
| <input type="checkbox"/> | Staffing levels <i>(Hiring/Promotion)</i> |
| <input type="checkbox"/> | Introduction of new career paths |
| <input type="checkbox"/> | Regularization of casual/contractual employees |

<div style="margin-bottom: 10px;"> <input type="checkbox"/> Dismissal/Disciplinary measures <input type="checkbox"/> Organizational structuring <input type="checkbox"/> Company merger <input type="checkbox"/> None of the above <input type="checkbox"/> Others, specify _____ <input type="checkbox"/> _____ </div> <div> 9 What was the outcome of the negotiation? <i>(check as applicable)</i> <input type="checkbox"/> Agreements reached in all concerns were incorporated in the CBA <input type="checkbox"/> Only some concerns were incorporated in the CBA <input type="checkbox"/> CBA registered with the DOLE <input type="checkbox"/> CBA not registered with the DOLE <input type="checkbox"/> Negotiation still in process </div>	<div> 4 Please indicate the type of industrial action that occurred in this establishment in 1998? <i>(check as applicable)</i> <input type="checkbox"/> Strike <input type="checkbox"/> Sympathetic strike <input type="checkbox"/> Boycott <input type="checkbox"/> Mass leave <input type="checkbox"/> Sitdown strike <input type="checkbox"/> Slowdown <input type="checkbox"/> Overtime ban </div>
<div> D.3 GRIEVANCE HANDLING 1 Does this establishment have the machinery for handling grievances? <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> Yes <div style="text-align: center;"> <input type="checkbox"/> No ↓ <i>(Go to Item D.3.3)</i> </div> </div> </div> <div> 2 What methods are being used in settling grievances? <i>(check as many as applicable)</i> <input type="checkbox"/> Grievance machinery/committee <input type="checkbox"/> Labor-Management committee <input type="checkbox"/> Conciliation by DOLE <input type="checkbox"/> Voluntary arbitration <input type="checkbox"/> Compulsory arbitration <input type="checkbox"/> Voluntary arbitration and Compulsory arbitration </div>	<div> 5 What issues were raised by the workers in their industrial action? <i>(check as many as applicable)</i> <input type="checkbox"/> Wage increase <input type="checkbox"/> Payment of allowances <input type="checkbox"/> Overtime <i>(hours/pay)</i> <input type="checkbox"/> Leave benefits <input type="checkbox"/> Working condition/environment <input type="checkbox"/> Hours of work <input type="checkbox"/> Occupational safety and health measures <input type="checkbox"/> Change in working time arrangements <input type="checkbox"/> Change in work practices <input type="checkbox"/> Management practices <input type="checkbox"/> Introduction of new technology <input type="checkbox"/> Introduction of or change to, dispute settling procedures <input type="checkbox"/> Discriminatory clauses in awards/CBA <input type="checkbox"/> Dismissal/disciplinary action <input type="checkbox"/> Staffing levels <i>(Hiring/Promotion)</i> <input type="checkbox"/> Layoff/downsizing <input type="checkbox"/> Organizational structuring <input type="checkbox"/> Company merger <input type="checkbox"/> Shutdown of redundant unit/department <input type="checkbox"/> Regularization of casual/contractual employees <input type="checkbox"/> Government policy pronouncement/s <input type="checkbox"/> Others, specify _____ _____ </div>
<div> 3 Was there any industrial action that occurred in this establishment in 1998? <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> Yes <div style="text-align: center;"> <input type="checkbox"/> No ↓ <i>(Go to Part E)</i> </div> </div> </div>	<div> 6 How long did the industrial action last? <input type="checkbox"/> Less than one day <input type="checkbox"/> One day <input type="checkbox"/> Up to 2 days <input type="checkbox"/> Up to 5 days <input type="checkbox"/> Up to 10 days <input type="checkbox"/> 10 or more days <input type="checkbox"/> On-going </div>

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 7 During the industrial action, was there any effect on output or service of this establishment? <div style="display: flex; justify-content: space-around; align-items: center;"> <input style="width: 40px; height: 20px;" type="checkbox"/> Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No </div> <div style="text-align: center; margin-top: 5px;"> (Go to Part E) </div> </div> <div style="border: 1px solid black; padding: 5px;"> 8 If yes, what efforts were made to offset or recover these effects? <i>(check as many as applicable)</i> <div style="display: flex; flex-direction: column; gap: 5px;"> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Redirect production or service to sister company/subsidiary</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Use of overtime</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Temporary increase in staff</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Run down of inventories</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Use of management labor</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Use of contract services</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Non-striking employees continue working</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Others, specify _____</div> </div> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> E.3 In what year did you start adopting the above coping mechanism/s? _____ </div> <div style="border: 1px solid black; padding: 5px;"> E.4 Has any of the following group of employees been affected by the above changes? <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;">Category</th> <th style="text-align: center; width: 20%;">Yes</th> <th style="text-align: center; width: 20%;">No</th> </tr> </thead> <tbody> <tr><td>Managerial positions</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Professional, technical workers</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Clerical workers</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Sales workers</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Production workers</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> </tbody> </table> </div>	Category	Yes	No	Managerial positions	_____	_____	Professional, technical workers	_____	_____	Clerical workers	_____	_____	Sales workers	_____	_____	Production workers	_____	_____
Category	Yes	No																	
Managerial positions	_____	_____																	
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Clerical workers	_____	_____																	
Sales workers	_____	_____																	
Production workers	_____	_____																	
PART E – COPING MECHANISMS																			
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> E.1 Globalization is now a common byword in the Philippines especially in industries. Has this establishment already developed mechanism/s to cope with the possible effects of globalization? <div style="display: flex; justify-content: space-around; align-items: center;"> <input style="width: 40px; height: 20px;" type="checkbox"/> Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/> Still developing </div> <div style="text-align: center; margin-top: 5px;"> (Go to Item E.6) </div> </div> <div style="border: 1px solid black; padding: 5px;"> E.2 What are the coping mechanisms being adopted in this establishment? <i>(check as many as applicable)</i> <div style="display: flex; flex-direction: column; gap: 5px;"> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Acquisition of appropriate technology</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Investment in HRD <i>(enhance skill level and adaptability of the workforce)</i></div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Shutdown of redundant unit/department</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Improvement of quality of products/services</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Increase in R & D for product development</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Streamlining of work practices</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Diversification and expansion <i>(product & market)</i></div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Employment flexibility</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Hiring of more non-regular workers</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Contracting out services</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Seeking other partners</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Foreign</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Local</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Others, specify _____</div> </div> </div>	<div style="border: 1px solid black; padding: 5px;"> E.5 Of those mentioned in Item 2, which one had the most effect on the survival/operations of the establishment? <i>(check only one)</i> <div style="display: flex; flex-direction: column; gap: 5px;"> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Acquisition of appropriate technology</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Investment in HRD <i>(enhance skill level and adaptability of your workforce)</i></div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Shutdown of redundant unit/department</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Improvement of quality of products/services</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Increase in R & D for product development</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Streamlining of work practices</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Diversification and expansion <i>(product & market)</i></div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Employment flexibility</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Hiring of more non-regular workers</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Contracting out services</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Seeking other partners</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Foreign</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Local</div> <div><input style="width: 40px; height: 20px;" type="checkbox"/> Others, specify _____</div> </div> </div>																		

E.6 Philippine establishments are affected by the recent Asian financial crisis. What measures have been implemented by management or plan to implement to cope with the crisis?
(check as many as applicable)

	Implemented	Plan to Implement
<input type="checkbox"/> Freeze hiring for all positions	_____	_____
<input type="checkbox"/> Freeze hiring for all managerial positions	_____	_____
<input type="checkbox"/> Freeze hiring for most positions (both managerial, technical, sales, clerical)	_____	_____
<input type="checkbox"/> Granting smaller salary increases	_____	_____
<input type="checkbox"/> Suspension of salary increases	_____	_____
<input type="checkbox"/> Suspension of some benefits	_____	_____
<input type="checkbox"/> Layoffs	_____	_____
<input type="checkbox"/> Reduce work time (days/hours)	_____	_____
<input type="checkbox"/> Job rotation	_____	_____
<input type="checkbox"/> Contracting out some services	_____	_____
<input type="checkbox"/> Budget cuts on training	_____	_____
<input type="checkbox"/> Defer expansion plans	_____	_____
<input type="checkbox"/> Others, specify	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DEFINITION OF TERMS (con't.)

Sympathetic Strike – A form of concerted work stoppage resulting from strong support for a group of workers already on strike but have no particular dispute or difference with their own employer.

Boycott – A form of concerted action by employees and their union to refrain from patronizing the products of their company.

Mass Leave – A form of concerted work stoppage where the union and the workers avail en masse of their paid leaves under their CBA or by law or where said workers/union members go on a massive absence without official leave.

Sitdown – A form of concerted work stoppage where workers refuse to work inside a factory or establishment after punching their time cards.

Slowdown – A deliberate lessening of work effort for a definite purpose and time. In motive, it is similar to a strike and differs from the latter only in the degree of stoppage involved.

Overtime Ban – A deliberate refusal of workers and their union to render overtime work in connection with a labor dispute.

Globalization – The increasingly freer movement of capital, managerial skills and technical expertise across countries amid decreasing impediments to such movements. It is characterized by increasing economic liberalization and falling tariff barriers, integrated financial markets and multinational companies that operate on the premise of homogeneous world market.

CERTIFICATION	
<p>This report is substantially accurate to the best of my knowledge and belief.</p> <p>Signature: _____</p> <p>Printed Name: _____</p> <p>Position: _____</p> <p>Telephone: _____</p> <p>Fax No.: _____</p> <p>E-mail Address: _____</p> <p>Date Accomplished: _____</p>	<p style="text-align: center;"><i>DO NOT FILL</i></p> <p>Field/Edited by: _____</p> <p>Coded/Edited by: _____</p> <p>Verified by: _____</p> <p>Date Accomplished: _____</p>
<p>FOR FURTHER INQUIRIES:</p> <p>METRO MANILA: Contact ☎ 527-35-78 / 527-35-77 / 527-93-10</p> <p>Office Address: 3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila</p> <p>E-mail address: lrsd@manila-online.net</p> <p>Fax: 527-35-79</p> <p>Contact Persons: Mr. Ferdie C. Solayao/Ms. Ochie G. Fajardo</p> <p>OUTSIDE METRO MANILA: Contact your nearest DOLE Regional Office</p>	

Thank you for accomplishing this form.