



2015/2016 INTEGRATED SURVEY ON LABOR AND EMPLOYMENT

In correspondence, please quote this reference number.

Dear Sir/Madam:

The Philippine Statistics Authority (PSA) is conducting the **2015/2016 Integrated Survey on Labor and Employment (ISLE)**. The main objective of this survey is to generate an integrated data set on unionism and collective bargaining, employment of specific groups of workers, occupational shortages and surpluses, training of workers, productivity-based incentive schemes, occupational safety and health practices, and occupational injuries and diseases.

This Office is authorized to collect information from businesses and industries under Republic Act No. 10625 (RA 10625). Section 27 of the same law obliges the establishments to provide required data. The information collected shall be kept strictly confidential and shall not be used for purposes of taxation, investigation or regulation as provided under Article 55 of Implementing Rules and Regulations of RA 10625.

We appreciate your utmost cooperation in accomplishing this questionnaire.

Thank you very much.

Lisa Grace S. Bersales
LISA GRACE S. BERSALES, Ph.D.
National Statistician

Assistance Available:

If you have problems completing this form or in meeting the due date, please contact:

PSA Central Office:

Employment Demand Statistics Division
(EDSD)/Labor Standards and Relations
Statistics Division (LSRSD)/
Philippine Statistics Authority
16/F Eton Cyberpod Centris 3
EDSA cor Quezon Avenue, Quezon City
Telefax Nos.: 376-1921/376-1952
Email: edsd.staff@psa.gov.ph
lrsd.staff@psa.gov.ph

PSA Field Office:

Tel. Nos.
Fax No.
E-mail

To be accomplished by Enumerator (except GEOCODE)

1. Changes in the address label should be written below:

Business Name of Establishment _____
Floor/Bldg./No./Street/Subdivision _____
Barangay/City/Municipality _____
Zip Code/Province _____ **GEOCODE:** | | | | | | | | | |

2. If questionnaire is endorsed to head office, particulars should be written below:

Business Name of Head Office _____
Contact Person _____ Tel. No. _____
Position of Contact Person _____
Floor/Bldg./No./Street/Subdivision _____
Barangay/City/Municipality _____
Zip Code/Province _____ **GEOCODE:** | | | | | | | | | |

Status Code

For Field Personnel			For Central Office Personnel							
			June 2016				CY 2015			
RET1	RFV	RET2	RET1	RFV	RET2	CET with ECN	RET1	RFV	RET2	CET with ECN
REF	STR	TCL	REF	STR	TCL	_____	REF	STR	TCL	_____
CBL	PCL		CBL	PCL	OSE	_____	CBL	PCL	OSE	_____
DUP of ECN	_____		CON with ECN	_____			CON with ECN	_____		
OSP with PSIC	_____		DUP of ECN	_____			DUP of ECN	_____		
OTH (specify)	_____		OSP with PSIC	_____			OSP with PSIC	_____		
			OTH (specify)	_____			OTH (specify)	_____		

PLEASE READ BEFORE ACCOMPLISHING THE QUESTIONNAIRE

Survey Objective and Uses of the Data

Your establishment has been selected to participate in the 2015/2016 Integrated Survey on Labor and Employment (ISLE). The main objective of this survey is to generate an **integrated data set on unionism and collective bargaining, employment of specific groups of workers, occupational shortages and surpluses, training of workers, productivity-based incentive schemes, occupational safety and health practices, and occupational injuries and diseases**. These data are inputs to studies on industry trends and practices, and serve as bases for the formulation of policies on employment, conditions of work and industrial relations.

Confidentiality of Information

Individual data furnished by a respondent to statistical inquiries, surveys and censuses of the PSA shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding.

The PSA may release aggregated information from statistical inquiries, surveys and censuses in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear.

Collection Authority

The information asked for is collected under authority of **Republic Act 10625**, approved on September 12, 2013, creating and mandating the Philippine Statistics Authority to prepare and conduct statistical sample surveys on all aspects of socio-economic life including agriculture, industry, trade, finance, prices and marketing information, income and expenditure, education, health, culture and social situations as well as the government and the political sector for the use of the government and the public.

Respondents of primary data collection activities such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries. The gathering, consolidation and analysis of such data shall likewise be done in the most truthful and credible manner.

Coverage

Your report should **only** include data for the establishment in the address box in the cover page to avoid multiple reporting as your other branches may have also been selected to participate in our survey.

Periodicity and Reference Period

The ISLE is conducted every two years. The reference periods for this survey are as follows:

Part I: Unionism and Collective Bargaining - June 30, 2016

Part II: Employment - June 30, 2016

Part III: Occupational Shortages and Surpluses - January 2015 to June 2016

Part IV: Training of Workers - Calendar Year 2015

Part V: Productivity-Based Incentive Schemes - Calendar Year 2015

Part VI: Occupational Safety and Health Practices - Calendar Year 2015

Part VII: Occupational Injuries and Diseases - Calendar Year 2015

Concepts and Definition of Terms

To facilitate the accomplishment of this questionnaire, the definition of terms is usually found on the same page as the items of inquiry.

Due Date

Please complete this questionnaire and return it on the date agreed upon by you and our designated data collector. However, we would highly appreciate if you can accomplish this questionnaire within **ten (10) days** from your receipt.

Availability of Results

Selected statistics from the 2013/2014 ISLE are found on the last four (4) pages of this questionnaire. More details can be furnished upon request or by visiting our website (<http://www.psa.gov.ph>). Results of the 2015/2016 ISLE will be available by **October 2017**.

GENERAL INFORMATION

Reference Period: June 30, 2016

1. What is the main economic activity of your establishment?		2009 PSIC Code: <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> (Do not fill)											
Main Economic Activity _____													
Major Products/Goods or Services _____													
(Please specify your major products/goods or services in order of importance)													
2. Ownership (Please check only one)	<input type="checkbox"/> Filipino <input type="checkbox"/> Foreign	<input type="checkbox"/> Joint Venture <input type="checkbox"/> Multinational											
3. Type of market (Only for establishments engaged in agriculture, forestry and fishing; mining and quarrying; and manufacturing) (Please check only one)	<input type="checkbox"/> Domestic Market only <input type="checkbox"/> Both Domestic and Export	<input type="checkbox"/> Export/International Market											

PART I: UNIONISM AND COLLECTIVE BARGAINING

Reference Period: June 30, 2016

1. With union? (Registered or under process as of reference date)	<input type="checkbox"/> Yes <input type="checkbox"/> No, go to Item 6		
1.1. If yes, please specify scope of bargaining unit. (Please check as applicable)	<input type="checkbox"/> Supervisors only	<input type="checkbox"/> Rank & File only	<input type="checkbox"/> Rank & File including Supervisors
2. Number of unions (Registered or under process as of reference date)			
3. Union membership			
3.1. Female members			
3.2. Union officers including members of the Board			
3.2.1. Female officers			
3.2.1.1. Female presidents			
4. With collective bargaining agreement? (Please check as applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Workers covered by CBA including those paying agency fees			
5.1. Female workers covered			
6. Do you have an operating/active labor management cooperation/committee/council (LMC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Establishment - an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location, e.g., mine, factory, store, bank, restaurant.

For multi-unit enterprises with different outlets and subsidiaries or whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment.

For firms engaged in activities which may be physically dispersed such as mining, construction, real estate development, transportation, communication, insurance, etc., the establishment is the **base** from which the personnel operate to carry out their activities or from which they are paid.

Main economic activity - activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g., mining of metal ores, manufacture of food products, retail trade, education.

Major products/goods or services - specific product/goods produced or service given by the establishment, e.g., gold, ice cream, electricity, residential buildings, automotive parts, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.

Joint venture - a contractual agreement joining together two or more parties who contribute equity for the purpose of executing a particular business undertaking. Under such agreement, all parties agree to share in the profits and losses of the business.

Multinational - has its management headquarters in one country, known as the home country, and operates in several countries, known as host countries.

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. It also refers to a union whose registration is still in process as of reference date.

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.

Labor Management Cooperation/Committee/Council (LMC) - a state of relations where labor and management worked hand-in-hand to accomplish certain goals using mutually acceptable means.

Part II (see next page)

Employment - persons who worked or received pay from the establishment.

Include:

- working owners with or without regular pay
- salaried directors, managers and executives
- regular and non-regular workers, e.g., probationary, casual, contractual/project-based, seasonal, paid apprentices/learners
- workers on paid vacation, sick, maternity, paternity, service incentive leave and other paid leaves
- persons working away from the establishment but paid by and under its control, e.g., bus drivers
- workers on strike/lockout
- unpaid workers without regular pay who work for at least 1/3 of the working time normal to the establishment

Exclude:

- silent or inactive partners
- members of the board of directors paid solely for attendance at meetings
- consultants, persons on retainer basis, contract out/agency-hired workers, homeworkers
- workers on indefinite leave, laid-off workers for six (6) months or more
- workers paid purely on commission without employer control
- students under on-the-job training (OJT)

PART II: EMPLOYMENT

Reference Period: June 30, 2016

Item of Inquiry (1)	Number of Workers (2)	Number of Females (3)
1. Total Employment <i>(sum of entries in items 1.1, 1.2 and 1.3)</i>		
1.1. Working owners <i>(without regular pay)</i>		
1.2. Unpaid workers		
1.3. Employees <i>(sum of entries in items 1.3.1, 1.3.2 and 1.3.3)</i>		
1.3.1. Managers/Executives <i>(including working owners receiving regular pay)</i>		
1.3.2. Supervisors/Foremen		
1.3.3. Rank and file workers <i>(sum of entries in items 1.3.3.1 and 1.3.3.2)</i>		
1.3.3.1. Regular workers		
1.3.3.2. Non-regular workers <i>(as reported in item 2.8)</i>		
2. Employment of Specific Groups of Workers <i>(as applicable, workers may be reported in several categories)</i>		
2.1. Young workers <i>(sum of entries in items 2.1.1 and 2.1.2)</i>		
2.1.1. 15-24 years old		
2.1.2. 25-30 years old		
2.2. Older workers (50-65 years old)		
2.3. Persons with disabilities (PWDs)		
2.4. Workers paid the exact minimum wage		
2.5. Time-rated workers <i>(sum of entries in items 2.5.1 and 2.5.2)</i>		
2.5.1.Full-time workers <i>(sum of entries in items 2.5.1.1, 2.5.1.2 and 2.5.1.3)</i>		
2.5.1.1. Hourly		
2.5.1.2. Daily		
2.5.1.3. Monthly		
2.5.2. Part-time workers <i>(except consultants and those on retainer basis)</i>		
2.6. Commission workers <i>(sum of entries in items 2.6.1, 2.6.2 and 2.6.3)</i>		
2.6.1. With basic pay and commission		
2.6.2. Purely paid on commission with employer control and supervision		
2.6.3. Purely paid on commission without employer control and supervision		
2.7. Output-rated workers <i>(sum of entries in items 2.7.1, 2.7.2, 2.7.3 and 2.7.4)</i>		
2.7.1. Piece-rated workers		
2.7.2. Production standard (quota) workers		
2.7.3. "Pakyao" or "Takay" workers		
2.7.4. Task workers		

- 1.1. Working owners** - working owners who do not receive regular pay.
- 1.2. Unpaid workers** - workers without regular pay who work for at least one-third of the working time normal to the establishment.
- 1.3. Employees** – workers including managers/executives, supervisors/foremen, rank and file and working owners receiving regular pay.
- 1.3.1. Managers/Executives** - workers whose main responsibilities are to determine and formulate policies and plan, direct, control and coordinate the activities of enterprises and organizations, or their internal departments or sections. Working owners receiving regular pay are **included**.
- 1.3.2. Supervisors/Foremen** - workers whose main responsibilities are to plan, direct, organize and supervise the daily activities of workers in the section or unit concerned with the production of goods or the provision of services, subject to the general directive of managers.
- 1.3.3. Rank and file workers** - workers who do not fall within the managerial or supervisory classification of employees.
- 1.3.3.1. Regular workers** - workers hired to perform activities which are **usually necessary or desirable** in the usual business or trade of the employer and usually worked on permanent status.
- 2.1. Young workers** - workers aged 15 to 24 years old (UN definition), or 15-30 years old (Philippine definition) as of reference date.
- 2.2. Older workers** - workers aged 50 to 65 years old as of reference date.
- 2.3. Persons with disabilities** (PWDs) - workers who have physical, mental or sensory impairments which may hinder their full and effective participation in the workplace on an equal basis with others.
- 2.4. Workers paid the exact minimum wage** - workers who are paid the **applicable** minimum wage rates fixed by the Regional Tripartite Wages and Productivity Boards.
- 2.5. Time-rated workers** - workers paid on the basis of a time unit of work such as an hour, a day or a month.
- 2.5.2. Part-time workers** - workers who work at jobs which provide less than the working time normal to the establishment.
- 2.6.1. With basic pay and commission** - persons working for the establishment who receive a basic pay plus a certain percentage of money received for a transaction. They are on the regular payroll of the establishment and are **included** in its total employment (e.g., sales representatives).
- 2.6.2. Purely paid on commission with employer control and supervision** - persons working for the establishment who are paid purely on the basis of a certain percentage of money received for a transaction. They are under employer control and supervision and are **on the regular payroll** of the establishment, and are **included** in its total employment.
- 2.6.3. Purely paid on commission without employer control and supervision** - persons working for the establishment who are paid purely on the basis of a certain percentage of money received for a transaction. They are outside employer control and supervision and are **not on the regular payroll** of the establishment, and are **excluded** in its total employment (e.g., insurance underwriters).
- 2.7. Output-rated workers** - workers whose pay is in relation to their output, i.e., piece-rate, quota, "pakyao" or "takay", or task.
- 2.7.1. Piece-rated workers** - workers who are paid on the basis of the number of units produced rather than the time spent in production. Production standard (quota), "pakyao" or "takay", task, commission workers and homeworkers are **excluded**.
- 2.7.2. Production standard (quota) workers** - workers whose performance is measured based on an imposed minimum amount or quantity of production for a given period, usually eight (8) hours. Piece-rated, "pakyao" or "takay", task, commission workers and homeworkers are **excluded**.
- 2.7.3. "Pakyao" or "Takay" workers** - workers whose job or work to be performed is in bulk or volumes which are difficult to quantify (commonly practiced in the agricultural industry). Piece-rated, production standard (quota), task, commission workers and homeworkers are **excluded**.
- 2.7.4. Task workers** - workers who are paid for performing specific work irrespective of the time consumed. Piece-rated, production standard (quota), "pakyao" or "takay", commission workers and homeworkers are **excluded**.

PART II: EMPLOYMENT (cont'd)

Item of Inquiry (1)	Number of Workers (2)
2. Employment of Specific Groups of Workers (cont'd)	
2.8. Non-regular workers (sum of entries in items 2.8.1, 2.8.2, 2.8.3, 2.8.4 and 2.8.5; this should be the entry reported in item 1.3.3.2)	
2.8.1. Probationary workers	
2.8.2. Casual workers	
2.8.3. Contractual/Project-based workers (except workers hired through agencies/contractors)	
2.8.4. Seasonal workers	
2.8.5. Apprentices/Learners	
2.9. Workers who work on evening/graveyard shifts (workers hired through agencies/contractors are excluded)	
Shift Schedules (e.g., 3:00 P.M. - 11:00 P.M. ;10:00 P.M - 6:00 A.M.) (1)	Number of Workers Per Shift (2)
Total	

2.8. Non-regular workers - workers who worked on temporary status for a particular project or specific period of time; classified into probationary, casual, contractual, seasonal or apprentices/learners.

2.8.1. Probationary workers - workers on trial period during which the employer determines their fitness to qualify for regular employment, based on reasonable standards made known to them at the time of engagement.

2.8.2. Casual workers - workers whose work is not usually necessary and desirable to the usual business or trade of the employer.

2.8.3. Contractual/project-based workers - workers whose employment has been fixed for a specific project or undertaking, the completion or termination of which has been determined at the time of engagement. Workers hired through agencies/contractors are **excluded and should be reported in Item 3.1.1.**

2.8.4. Seasonal workers - workers whose employment, specifically its timing and duration, is significantly influenced by seasonal factors.

2.8.5. Apprentices/learners - workers covered by TESDA apprenticeship/learnership programs who are paid at least 75% of the minimum wage.

2.9. Workers who work on evening/graveyard shift - workers who work on shifts that wholly or partly cover the 10:00 P.M. to 6:00 A.M. window.

3. Outsourcing/Contracting out - refers to an arrangement whereby a principal agrees to put out or farm out with a contractor the performance or completion of a specific job, work or service within a definite or predetermined period, regardless of whether such job, work or service is to be performed or completed within or outside the premises of the principal.

3. Did you outsource/contract out jobs? <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>go to Part III</i>																																																																													
3.1. <input type="checkbox"/> Job, work or service done <u>WITHIN</u> the premises of the establishment	3.2. <input type="checkbox"/> Job, work or service done <u>OUTSIDE</u> the premises of the establishment																																																																												
<table><tr><th>Type of Processes Outsourced/Contracted out (1)</th><th>Number of Workers Hired through Agencies/Contractors (2)</th></tr><tr><td>3.1.1. Total (sum of items 3.1.1.1 to 3.1.1.21)</td><td></td></tr><tr><td>3.1.1.1. Security services</td><td></td></tr><tr><td>3.1.1.2. Janitorial</td><td></td></tr><tr><td>3.1.1.3. General administrative</td><td></td></tr><tr><td>3.1.1.4. Marketing/Sales</td><td></td></tr><tr><td>3.1.1.5. Packaging</td><td></td></tr><tr><td>3.1.1.6. Production/Assembly (Please specify activity/process)</td><td></td></tr><tr><td>3.1.1.7. Research and development</td><td></td></tr><tr><td>3.1.1.8. IT services</td><td></td></tr><tr><td>3.1.1.9. Food/Catering services</td><td></td></tr><tr><td>3.1.1.10. Logistics/Transport</td><td></td></tr><tr><td>3.1.1.11. Repair/Maintenance/Construction</td><td></td></tr><tr><td>3.1.1.12. Warehousing</td><td></td></tr><tr><td>3.1.1.13. Medical and health services</td><td></td></tr><tr><td>3.1.1.14. Cashier</td><td></td></tr><tr><td>3.1.1.15. Messengerial</td><td></td></tr><tr><td>3.1.1.16. Billing/Payment</td><td></td></tr><tr><td>3.1.1.17. Human resource</td><td></td></tr><tr><td>3.1.1.18. Data processing/Encoding</td><td></td></tr><tr><td>3.1.1.19. Finance/Accounting</td><td></td></tr><tr><td>3.1.1.20. Learning/Training</td><td></td></tr><tr><td>3.1.1.21. Others (Please specify)</td><td></td></tr></table>	Type of Processes Outsourced/Contracted out (1)	Number of Workers Hired through Agencies/Contractors (2)	3.1.1. Total (sum of items 3.1.1.1 to 3.1.1.21)		3.1.1.1. Security services		3.1.1.2. Janitorial		3.1.1.3. General administrative		3.1.1.4. Marketing/Sales		3.1.1.5. Packaging		3.1.1.6. Production/Assembly (Please specify activity/process)		3.1.1.7. Research and development		3.1.1.8. IT services		3.1.1.9. Food/Catering services		3.1.1.10. Logistics/Transport		3.1.1.11. Repair/Maintenance/Construction		3.1.1.12. Warehousing		3.1.1.13. Medical and health services		3.1.1.14. Cashier		3.1.1.15. Messengerial		3.1.1.16. Billing/Payment		3.1.1.17. Human resource		3.1.1.18. Data processing/Encoding		3.1.1.19. Finance/Accounting		3.1.1.20. Learning/Training		3.1.1.21. Others (Please specify)		<table><tr><td colspan="2">Type of Processes Outsourced/Contracted out (Please check as applicable)</td></tr><tr><td>3.2.1. <input type="checkbox"/> Production/Assembly (Please specify activity/process)</td><td></td></tr><tr><td>3.2.2. <input type="checkbox"/> Finance/Accounting</td><td></td></tr><tr><td>3.2.3. <input type="checkbox"/> Data processing/Encoding</td><td></td></tr><tr><td>3.2.4. <input type="checkbox"/> Human resource (HR)/Recruitment</td><td></td></tr><tr><td>3.2.5. <input type="checkbox"/> Learning/Training</td><td></td></tr><tr><td>3.2.6. <input type="checkbox"/> Billing/Payment</td><td></td></tr><tr><td>3.2.7. <input type="checkbox"/> Transport services</td><td></td></tr><tr><td>3.2.8. <input type="checkbox"/> Courier services</td><td></td></tr><tr><td>3.2.9. <input type="checkbox"/> Packaging/Crating</td><td></td></tr><tr><td>3.2.10. <input type="checkbox"/> Research and development</td><td></td></tr><tr><td>3.2.11. <input type="checkbox"/> Marketing/Sales</td><td></td></tr><tr><td>3.2.12. <input type="checkbox"/> Medical and health services</td><td></td></tr><tr><td>3.2.13. <input type="checkbox"/> Messengerial</td><td></td></tr><tr><td>3.2.14. <input type="checkbox"/> Others (Please specify)</td><td></td></tr></table>	Type of Processes Outsourced/Contracted out (Please check as applicable)		3.2.1. <input type="checkbox"/> Production/Assembly (Please specify activity/process)		3.2.2. <input type="checkbox"/> Finance/Accounting		3.2.3. <input type="checkbox"/> Data processing/Encoding		3.2.4. <input type="checkbox"/> Human resource (HR)/Recruitment		3.2.5. <input type="checkbox"/> Learning/Training		3.2.6. <input type="checkbox"/> Billing/Payment		3.2.7. <input type="checkbox"/> Transport services		3.2.8. <input type="checkbox"/> Courier services		3.2.9. <input type="checkbox"/> Packaging/Crating		3.2.10. <input type="checkbox"/> Research and development		3.2.11. <input type="checkbox"/> Marketing/Sales		3.2.12. <input type="checkbox"/> Medical and health services		3.2.13. <input type="checkbox"/> Messengerial		3.2.14. <input type="checkbox"/> Others (Please specify)	
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3.1.1. Workers hired through agencies/contractors - workers employed by the contractors to perform or complete a job, work or service pursuant to a service agreement **within** the premises of the establishment. They are **excluded** from the total employment of the establishment.

PART III: OCCUPATIONAL SHORTAGES AND SURPLUSES

Reference Period: January 2015 to June 2016

1. Were there job vacancies in your establishment from January 2015 to June 2016? *(Please check appropriate box)*
☐ Yes, please specify total number of job vacancies _____ ☐ No, go to Part IV
2. What were the job vacancies in your establishment during the reference period? *(Please enumerate job title/occupation and provide corresponding details for each column in the table below. Use separate sheet following the same format, if necessary)*

2012 PSOC Code (Do not fill)	Job Title/Occupation	Status (Use Code)	Category (Use Code)	Number of Vacancies	Number of Applicants	Length of Recruitment Period (in months)	If applicable, indicate specialization/specific skills (e.g., welder – with experience in Gas Metal Arc Welding (GMAW); nurse – with ER experience)	Reason (ONLY for Hard-to-Fill Vacancies) (Use Code)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

For columns 3 to 9, please reflect the necessary information for the most recent vacancy for the position if in case the position became vacant several times during the reference period.

Code for Status (Col. 3)

- 1 - Regular position
2 - Non-regular position

Code for Category (Col. 4)

- 1 - Hard-to-fill vacancies
2 - Easy-to-fill vacancies

Code for Reason (Col. 9)

- 1 - No/few applicants applied for the job
2 - Applicants lack years of experience
3 - Applicants lack needed competency/skill
4 - Applicants lack professional license/ TESDA Skills Certification

- 5 - Applicants expect high salary
6 - Location or work schedule problem
7 - Competition with overseas jobs
8 - Others *(Please specify)* _____

Job vacancies - refer to unfilled job openings which are immediately available for placement and for which active recruitment steps are being undertaken anytime during the reference period.

Hard-to-fill vacancies - refer to those job vacancies for which an establishment has encountered difficulties in recruitment, for reasons stated in the codes for column (9) above. Otherwise, they are considered **easy-to-fill vacancies**.

PART IV: TRAINING OF WORKERS

Reference Period: Calendar Year 2015

1. Did your establishment provide job-related training/s to your employees in 2015?
☐ Yes ☐ No, go to Part V
2. How many employees were provided job-related training/s during the reference period? *(Please fill-out the table below. Specify number of employees trained and corresponding training cost in pesos)*

Category of Employees	Number of Employees Trained	Training Cost (₱)
(1)	(2)	(3)
Managers/Executives		
Supervisors/Foremen		
Rank and File Workers		

For columns 2 and 3, employees provided with more than one training during the reference period should be counted once only. The training cost for all the trainings he/she has attended should be added.

3. Who conducted the training? *(Please check as applicable)*
☐ Your establishment (In-house) ☐ Local private institution ☐ Government institution
☐ Foreign institution ☐ Others *(Please specify)* _____

Job-related trainings - trainings conducted by the establishment and by other institutions. General orientations, team buildings and similar activities are excluded.

Training cost - cost incurred by the establishment in providing employees with job-related trainings either in-house or by other institutions (e.g., professional fees, supplies and materials, etc.).

PART V: PRODUCTIVITY-BASED INCENTIVE SCHEMES

Reference Period: Calendar Year 2015

Employment as of December 31, 2015:

1. Did your establishment have a Productivity Program/s in 2015? ☐ Yes ☐ No, go to Part VI

(Please use the codes below in answering columns 2 to 8)

Name of Productivity Program/s (Enumerate all) (1)	Productivity Program developed/initiated by (Select only one code per program) (2)	Primary objective of the Productivity Program (Select only one code per program) (3)	Coverage of the Productivity Program		Productivity technique/s or tool/s used in the Productivity Program (Select as many codes as applicable per program) (6)	Agency/ies which have assisted in developing your Productivity Program (Select as many codes as applicable per program) (7)	Type/s of assistance provided by government and/or private agencies in the development of the Productivity Program (Select as many codes as applicable) (8)	Availment of tax incentive under RA 6971 (Productivity Incentives Act) (9)
			Type of workers (Select as many codes as applicable per program) (4)	Number of workers (Provide number of workers per corresponding code in (4)) (5)				
								<input type="checkbox"/> Yes
								<input type="checkbox"/> No (Please state reason/s)

Codes for Productivity Program developed/initiated by (Col.2)

- 1 – Labor Management Cooperation/Committee/Council (LMC)
- 2 – Union
- 3 – Management
- 4 – Supervisors
- 5 – Rank and File
- 6 – Others (Please specify) _____

Codes for Primary objective (Col. 3)

- 1 – Shorten process cycle time
- 2 – Reduce downtime (e.g., personnel, machine)
- 3 – Reduce rework
- 4 – Reduce rework accidents/injuries
- 5 – Reduce waste
- 6 – Reduce customer complaints
- 7 – Increase level of customer satisfaction
- 8 – Others (Please specify) _____

Codes for Type of workers (Col. 4)

- 1 – All
- 2 – Rank and File
- 3 – Supervisors
- 4 – Managers
- 5 – Others (Please specify) _____

Codes for Productivity technique/s or tool/s (Col. 6)

- 1 – 5S (Good Housekeeping)
- 2 – Lean Manufacturing
- 3 – Six Sigma
- 4 – Kaizen (Continuous Process)
- 5 – Total Quality Management (TQM)
- 6 – Suggestion Scheme
- 7 – Just in Time
- 8 – Others (Please specify) _____
- 9 – None

Codes for Agency/ies which have assisted in the program (Col. 7)

- 1 – Department of Labor and Employment (DOLE)
- 2 – Department of Trade and Industry (DTI)
- 3 – Department of Science and Technology (DOST)
- 4 – Other government agencies (Please specify) _____
- 5 – NGO (Please specify) _____
- 6 – Private sector organization (Please specify) _____
- 7 – None

Codes for Type/s of assistance/s provided (Col. 8)

- 1 – Skills training or upgrading
- 2 – Skills assessment and certification
- 3 – Technology acquisition or upgrade
- 4 – Credit/financial assistance
- 5 – Information/advice
- 6 – Others (Please specify) _____

2. How many managers, supervisors and rank and file employees received productivity-based incentives?

Type of Incentive	Manager/s	Supervisor/s	Rank and File Employees	
			Regular Workers	Non-Regular Workers
TOTAL				
Cash Incentive				
Below ₱5,000				
₱5,000 – ₱9,999				
₱10,000 – ₱14,999				
₱15,000 – ₱19,999				
₱20,000 and over				
Non-Cash Incentive				

3. What forms of non-cash productivity-based incentives were provided in 2015?

- ☐ Plaque/trophy/certificate of recognition
- ☐ Gift certificate/cheque
- ☐ Food (e.g., sack of rice)
- ☐ Non-food (e.g., home appliance, electronic gadget)
- ☐ Free/subsidized travel/leisure
- ☐ Scholarship
- ☐ Others (Please specify) _____

Productivity Program – workplace programs aimed at improving worker and/or enterprise productivity.

5s of Good Housekeeping – structured approach to achieve a clean and orderly workplace.

Lean Manufacturing – systematic and continuous improvement approach that concentrates on creating more value for customers by eliminating activities that are considered wastes, i.e., any activity or process that consumes resources and adds cost or time without creating value.

Six Sigma - disciplined, data-driven approach and methodology for eliminating defects (driving toward six standard deviations between the mean and the nearest specification limit) in any process.

Kaizen – philosophy of small and incremental continuous improvements in work processes.

Total Quality Management – management philosophy that seeks to integrate all organizational objectives.

Suggestion Scheme – formal mechanism which encourages employees to contribute constructive ideas for improving their organization.

Just in Time – system that ensures that only the required products or parts are made and supplied at the required time and in the required amount thereby reducing production lead in times with high flexibility and avoiding overproduction and unnecessary inventory of products or work in progress.

PART VI: OCCUPATIONAL SAFETY AND HEALTH PRACTICES

Reference Period: Calendar Year 2015

1. What activities were conducted or practiced in the company as part of your prevention/control measures/activities against work safety and health hazards? *(Please check as applicable for each measure/activity)*

Code	Prevention and Control Measures/Activities	Yes	No
(1)	(2)	(3)	(4)
01	Organized safety and health committee		
02	Appointed safety/health officers and/or first-aiders		
03	Posting of safety signages or warnings		
04	Workers' orientation on safety and health hazards at work		
05	Installation of machine guards on moving parts/equipments		
06	Emergency response preparedness activities for earthquake, fire, chemical spills, etc.		
07	Regular monitoring of hazards such as chemicals, noise and heat in work areas		
08	Dissemination of info materials on safety and health		
09	Submission of required reports on illnesses/injuries to DOLE		
10	Trainings on safety and health for officers and workers		
11	HIV and AIDS education in the workplace		
12	Regular inspection and maintenance of equipment		
13	Advocacy, education and training on drug-free workplace		
14	Provision of work accommodation measures to support workers with tuberculosis (e.g., flexible leave/work schedule)		
15	Smoke-free workplace		
16	Periodic/annual medical exam of workers		
17	Hepatitis B education in the workplace		
18	Practice proper handling of chemicals/hazardous materials (appropriate labels, handling and storage)		
19	Use of safety manuals, labels or maintenance procedures		
20	Use of safety data sheet for chemicals		
21	Perform corrective action programs and audits		
22	Proper maintenance of mechanical and electrical facilities		
23	Provision of appropriate personal protective equipment (PPE) such as hard hat, safety shoes, safety goggles, gloves, etc.		
24	Adoption of DOTs (Directly Observed Treatment Short Course) in management or referral of workers with tuberculosis		
25	Random drug testing of officers and employees		
26	Others <i>(Please specify)</i> _____		

2. Which of the following Occupational Safety and Health policies and programs were implemented in your establishment? *(Please check box applicable for each policy/program)*

Code	Occupational Safety and Health Policies/Programs	Yes	No	Not Needed
(1)	(2)	(3)	(4)	(5)
01	Hearing Conservation Program			
02	Monitoring/Surveillance of Occupational and Work-Related Injuries and Illnesses			
03	Healthy Lifestyle Program such as smoking cessation, regular physical exercise, good nutrition and stress management			
04	DOLE-Approved Construction Safety and Health Program			
05	Policy on non-discrimination of workers who have/had Pulmonary Tuberculosis (PTB)			
06	Policy on non-discrimination of workers confirmed/suspected/ perceived to have HIV infection			
07	Policy on non-discrimination of workers confirmed/suspected/ perceived to have Hepatitis B infection			
08	Accident Prevention Program			
09	Emergency Response Preparedness Program			
10	Tuberculosis Prevention and Control Program			



PART VI: OCCUPATIONAL SAFETY AND HEALTH PRACTICES (cont'd)

2. Which of the following Occupational Safety and Health policies and programs were implemented in your establishment? (cont'd) *(Please check box applicable for each policy/program)*

Code	Occupational Safety and Health Policies/Programs	Yes	No	Not Needed
(1)	(2)	(3)	(4)	(5)
11	Anti-Sexual Harassment Program			
12	HIV and AIDS Prevention and Control Policy and Program			
13	Indoor Air Quality Program			
14	Drug-Free Workplace Policy and Program			
15	Employee Assistance Program related to substance abuse to include treatment, rehabilitation and referral services			
16	Hepatitis B Prevention and Control Policy and Program			
17	Ergonomics Program			
18	Anti-Sexual Harassment Policy			
19	Chemical Safety Program such as provision of Globally Harmonized System (GHS) labels and safety data sheet			
20	Fire Prevention and Control Program			
21	Others <i>(Please specify)</i> _____			

3. What work safety and health-related trainings/seminars were availed by your employees and which agency/organization conducted it? *(Please check as applicable and indicate **at most 3** training agencies/organizations using the code below)*

Code	Trainings/Seminars		Training Agency/Organization <i>(Use Code)</i>		
(1)	(2)		(3)	(4)	(5)
01	<input type="checkbox"/>	40-Hour Basic Occupational Safety and Health Training			
02	<input type="checkbox"/>	40-Hour Construction Safety and Health Training			
03	<input type="checkbox"/>	1-Day Occupational Safety and Health Orientation			
04	<input type="checkbox"/>	HIV and AIDS Prevention and Control in the Workplace			
05	<input type="checkbox"/>	Safe Work Procedures/Lock Out Tag Out Training			
06	<input type="checkbox"/>	Drug-Free Workplace Training			
07	<input type="checkbox"/>	Tuberculosis Prevention and Control in the Workplace			
08	<input type="checkbox"/>	Smoke-Free Workplace/Tobacco Control in the Workplace			
09	<input type="checkbox"/>	Hepatitis B Prevention and Control in the Workplace			
10	<input type="checkbox"/>	Stress Management			
11	<input type="checkbox"/>	Prevention and Control of Lifestyle-Related Disease/Healthy Lifestyle			
12	<input type="checkbox"/>	Fire Safety Training			
13	<input type="checkbox"/>	Industrial Hygiene (ventilation, work environment measurement, etc.)			
14	<input type="checkbox"/>	Chemical Safety Training			
15	<input type="checkbox"/>	Ergonomics Training			
16	<input type="checkbox"/>	Emergency Preparedness			
17	<input type="checkbox"/>	Safety Audit/Accident Investigation			
18	<input type="checkbox"/>	OSH Management System			
19	<input type="checkbox"/>	Family Planning and Reproductive Health			
20	<input type="checkbox"/>	Scaffold Safety Training			
21	<input type="checkbox"/>	Others <i>(Please specify)</i> _____			

Codes for training agency/organization (Cols. 3-5)

1 – DOLE Regional/Provincial Office

2 – Occupational Safety and Health Center (OSHC)/OSHNet

3 – Bureau of Working Conditions (BWC)

4 – Bureau of Fire Protection (BFP)

5 – Professional Organizations (ASPPi, OHNAP, PCOM, etc.)

6 – DOLE Accredited Safety Training Organizations (SOPi, etc.)

7 – Employer's Organizations (ECOP, PMAP, PCCI)

8 – Worker's Group (TUCP, FFW, APL, etc.)

9 – Academe/Universities

10 – Own company

11 – Others *(Please specify)* _____

4. Who is/are the designated health and safety personnel in your establishment? *(Check as many boxes as applicable)*

☐ Trained First-Aider

☐ Occupational Health Nurse

☐ Occupational Health Physician

☐ Dentist

☐ Industrial Hygienist

☐ Safety Officer

Is your safety officer accredited by DOLE?

☐ Yes☐ No

☐ Others *(Please specify)* _____

PART VII: OCCUPATIONAL INJURIES AND DISEASES

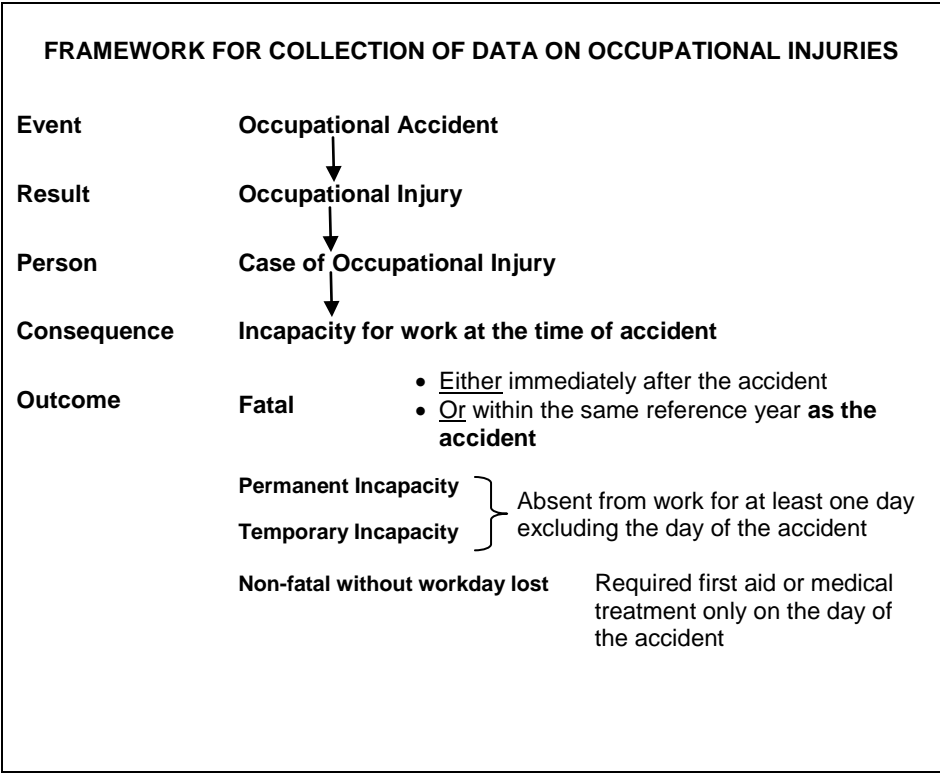
Reference Period: Calendar Year 2015

1. Did your establishment experience any **occupational accidents** during the year? ☐ Yes ☐ No, *go to item 8*
If answer is **YES**, indicate in items 3-7, as applicable, the number of cases of **occupational injuries**.

2. How many occupational accidents were there? _____

Type of Injury (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity		Temporary Incapacity		Cases Without Workdays Lost (7)
		Cases (3)	Workdays Lost (4)	Cases (5)	Workdays Lost (6)	
3. Total (sum of corresponding entries in cols. 2 to 7)						
3.1. Superficial injuries and open wounds						
3.2. Fractures						
3.3. Dislocations, sprains and strains						
3.4. Traumatic amputations						
3.5. Concussions and internal injuries						
3.6. Burns, corrosions, scalds and frostbites						
3.7. Acute poisonings and infections						
3.8. Foreign body in the eye						
3.9. Others (Please specify) _____						

3. Type of Injury
- 3.1. **Superficial injuries** - include abrasions, blisters (non-thermal), contusions, puncture wounds (without major open wounds), insect bites (non-venomous)
Open wounds - include cuts, lacerations, punctures wounds (with penetrating foreign body), animal bites
 - 3.2. **Fractures** - closed fractures, open fractures, other fractures (dislocated, displaced)
 - 3.3. **Dislocations, sprains and strains** - include avulsions, lacerations, sprains, strains, traumatic haemarthroses, ruptures, subluxations and tears of joints and ligaments
 - 3.4. **Traumatic amputations** – the lost of a body part – usually a finger, toe, arm or leg, that includes traumatic enucleation of the eye.
 - 3.5. **Concussions and internal injuries** - include blast injuries, bruises, concussions, crushing, lacerations, traumatic haematoma, punctures, ruptures and tears of internal organs
 - 3.6. **Burns, corrosions, scalds and frostbites** - thermal burns (including from electrical heating appliances, electricity, flames, friction, hot air and hot gases, hot objects, lightning, radiation), chemical burns (corrosions), scalds, frostbites
 - 3.7. **Acute poisonings** - acute effects of the injection, ingestion, absorption or inhalation of toxic, corrosive or causatic substances; including toxic effects of contact with venomous animals
Infections - include intestinal infectious diseases, specified zoonoses, protozoal diseases, viral diseases, mycoses
 - 3.8. **Foreign body in the eye**
 - 3.9. **Others** - effects of radiation, heat and light, hypothermia, effects of air pressure and water pressure, asphyxiation, effects of maltreatment (including physical abuse, psychological abuse), effects of lightning (shock from lightning, struck by lightning not otherwise specified), drowning and non-fatal submersion, effects of noise and vibration (including acute hearing loss), effects of electric current (electrocution, shock from electric current), injuries not specified



PART VII: OCCUPATIONAL INJURIES AND DISEASES (cont'd)

Temporary incapacity - case where an injured person was absent from work for at least one day, excluding the day of the accident, and 1) was able to perform again the normal duties of the job or position occupied at the time of the occupational accident; or 2) will be able to perform the same job but his/her total absence from work is expected not to exceed a year starting the day after the accident; or 3) did not return to the same job but the reason for changing the job is not related to his/her inability to perform the job at the time of the occupational accident.

Workdays lost - refer to working days (consecutive or staggered) an injured person was absent from work, starting the day after the accident. If the person is still absent from work by the end of the reference year, his/her workdays lost cover the period from the day after the accident up to the end of the reference year. Temporary absences from work of less than one day for medical treatment are not included in workdays lost.

Case without workdays lost - where the injured person required only first aid or medical treatment on the day of the accident and was able to perform again, on the day after the accident, the normal duties of the job or position occupied at the time of the occupational accident.

Part of the Body Injured (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
4. Total (sum of corresponding entries in cols. 2 to 5; these should be the same as corresponding totals reported in cols. 2, 3, 5 and 7 of item 3)				
4.1. Head				
4.2. Neck				
4.3. Back				
4.4. Trunk or internal organs				
4.5. Arm and shoulder				
4.6. Wrist and hand				
4.7. Lower extremities				
4.8. Whole body or multiple sites equally injured				

4. Part of the Body Injured
- 4.1. Head - includes scalp, skull, brain and cranial nerves and vessels; ear(s); eye(s); tooth/teeth; other specified parts of the facial area; head, multiple sites affected
 - 4.2. Neck - includes spine and vertebrae in the neck
 - 4.3. Back - includes spine and vertebrae in the back
 - 4.4. Trunk or internal organs - include rib cage (ribs including sternum and shoulder blades); other parts of thorax, including internal organs; pelvic and abdominal area, including internal organs; external genitalia; trunk, multiple sites affected
 - 4.5. Arm and shoulder - include shoulder, shoulder joints, upper arm, elbow; forearm; upper extremities, multiple sites affected
 - 4.6. Wrist and hand - include thumb and other fingers
 - 4.7. Lower extremities - include hip and hip joint; leg, including knee; ankle; foot; toe(s); lower extremities, multiple sites affected
 - 4.8. Whole body or multiple sites equally injured - systemic effect (for example, from poisoning or infection); this classification is to be used if several different parts of the body were equally injured/affected

Cause of Injury (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
5. Total (same as reported total in item 4)				
5.1. Falls of persons				
5.2. Struck by falling objects				
5.3. Stepping on, striking against or struck by objects, excluding falling objects				
5.4. Caught by or in between objects				
5.5. Over-exertion or strenuous movements				
5.6. Exposure to or contact with extreme temperatures				
5.7. Exposure to or contact with electric current				
5.8. Exposure to or contact with harmful substances				
5.9. Exposure to radiation				
5.10. Others (Please specify) _____				

5. Cause of Injury
- 5.1. Falls of persons - falls of persons from heights (trees, building, scaffolds, ladders, machines, vehicles) and into depths (wells, ditches, excavations, holes in the ground); falls of persons on the same level
 - 5.2. Struck by falling objects - slides and cave-ins (earth, rocks, stones); collapses (buildings, walls, scaffolds, ladders, piles of goods); struck by falling objects during handling; struck by falling objects, not elsewhere classified
 - 5.3. Stepping on, striking against or struck by objects, excluding falling objects - stepping on objects; striking against stationary objects (except impact due to a previous fall); striking against moving objects; struck by moving objects (including flying fragments and particles) excluding falling objects
 - 5.4. Caught by or in between objects - caught by an object; caught in between a stationary object and a moving object; caught in between moving objects (except flying or falling objects)
 - 5.5. Over-exertion or strenuous movements - over-exertion in lifting objects; over-exertion in pushing or pulling objects; over-exertion in handling or throwing objects; strenuous movements
 - 5.6. Exposure to or contact with extreme temperatures - exposure to heat (atmosphere or environment); exposure to cold (atmosphere or environment); contact with hot substances or objects; contact with very cold substances or objects
 - 5.7. Exposure to or contact with electric current - contact with electricity resulting to electric shock or burns
 - 5.8. Exposure to or contact with harmful substances - contact by inhalation, ingestion or absorption of harmful substances
 - 5.9. Exposure to radiation - exposure to ionizing radiations; exposure to radiation other than ionizing radiations
 - 5.10. Others - include other causes of injury not mentioned above; cause of injury unspecified



PART VII: OCCUPATIONAL INJURIES AND DISEASES (cont'd)

Agent of Injury (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
6. Total (same as reported totals in items 4 & 5)				
6.1. Buildings, structures				
6.2. Prime movers				
6.3. Distribution systems				
6.4. Hand tools				
6.5. Machines, equipment				
6.6. Conveying/Transport/Packaging equipment or vehicles				
6.7. Materials, objects				
6.8. Chemical substances				
6.9. Human, animals, plants, etc.				
6.10. Others (Please specify) _____				

6. Agent of Injury

- 6.1. Buildings, structures - include all types of buildings, scaffolding, other structures; also include stepladders, harnesses, drilling platforms, excavation trenches
- 6.2. Prime movers - include all types of engines, motors, electrical transformers, generators and power transmission systems
- 6.3. Distribution systems - include stationary or movable pipes for distributing gas, liquids, solid matter, and drains and sewers
- 6.4. Hand tools - those that are hand-held or hand-guided
- 6.5. Machines, equipment - include all types of machine or equipment, including machine tools
- 6.6. Conveying/transport/packaging equipment or vehicles - include all means of conveying, transportation and stockpiling
- 6.7. Materials, objects - include all materials or objects or parts of a machine
- 6.8. Chemical substances - may be solid, liquid or gas; may be caustic, corrosive, harmful, toxic, flammable, explosive, vaporous, radioactive or biological
- 6.9. Human, animals, plants, etc. - include also trees, insects, snakes and micro-organisms
- 6.10. Others - include other agents of injury not mentioned above

Major Occupation Group (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
7. Total (same as reported totals in items 4, 5 & 6)				
7.1. Managers				
7.2. Professionals				
7.3. Technicians and associate professionals				
7.4. Clerical support workers				
7.5. Service and sales workers				
7.6. Skilled agricultural, forestry and fishery workers				
7.7. Craft and related trades workers				
7.8. Plant and machine operators and assemblers				
7.9. Elementary occupations				

7. Major Occupation Group

- 7.1. Managers - workers in this group plan, direct, coordinate and evaluate the overall activities of enterprises, governments and other organizations, or of organizational units within them, and formulate and review their policies, laws, rules and regulations.
- 7.2. Professionals - workers in this group increase the existing stock of knowledge, apply scientific or artistic concepts and theories, teach about the foregoing in a systematic manner, or engage in any combination of these activities.
- 7.3. Technicians and associate professionals - workers in this group perform mostly technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods, and government or business regulations.
- 7.4. Clerical support workers - workers in this group record, organize, store, compute and retrieve information related, and perform a number of clerical duties in connection with money-handling operations, travel arrangements, requests for information, and appointments.
- 7.5. Service and sales workers - workers in this group provide personal and protective services related to travel, housekeeping, catering, personal care, or protection against fire and unlawful acts, or demonstrate and sell goods in wholesale or retail shops and similar establishments, as well as at stalls and on markets.
- 7.6. Skilled agricultural, forestry and fishery workers - workers in this group grow and harvest field or tree and shrub crops, gather wild fruits and plants, breed, tend or hunt animals, produce a variety of animal husbandry products, cultivate, conserve and exploit forests, breed or catch fish and cultivate or gather other forms of aquatic life in order to provide food, shelter and income for themselves and their households.
- 7.7. Craft and related trades workers – workers in this group apply specific knowledge and skills in the fields to construct and maintain buildings, form metal, erect metal structures, set machine tools, or make, fit, maintain and repair machinery, equipment or tools, carry out printing work, produce or process foodstuffs, textiles, or wooden, metal and other articles, including handicraft goods.
- 7.8. Plant and machine operators and assemblers - workers in this group operate and monitor industrial and agricultural machinery equipment on the spot or by remote control, drive and operate trains, motor vehicles and mobile machinery and equipment, or assemble products from component parts according to strict specifications and procedures.
- 7.9. Elementary Occupations – occupations in this group involve the performance of simple routine tasks which may require the use of hand held tools and considerable physical effort.



PART VII: OCCUPATIONAL INJURIES AND DISEASES (cont'd)

8. Occupational Diseases (1)	Occupational disease - an abnormal condition or disorder other than one resulting from an occupational injury caused by exposure over a period of time to risk factors associated with work activity such as contact with certain chemicals, inhaling coal dust, carrying out repetitive movements. This refers to a <u>new</u> case recognized, diagnosed and recorded during the year.	Cases (2)																								
8.1. Occupational dermatitis (includes skin conditions due to chemical agents which are skin irritants and sensitizers)																										
8.2. Occupational asthma (due to exposure to allergenic particles in the working environment)																										
8.3. Occupational kidney disease caused by heavy metals or organic solvents																										
8.4. Other diseases caused by chemicals																										
8.5. Heat stroke, cramps, exhaustion (due to exposure to excessive heat)																										
8.6. Chilblain, frostbite, freezing (due to exposure to excessive cold)																										
8.7. Deafness (loss of or decreased hearing due to excessive exposure to noise)																										
8.8. Tuberculosis (infections due to mycobacterium tuberculosis)																										
8.9. Occupational lung diseases (Pneumoconiosis)																										
8.10. Other Infections (due to exposure to biologic hazards/agents, e.g., anthrax, brucellosis, leptospirosis, tetanus, ornithosis, rabies, viral encephalitis, viral hemorrhagic fevers, hepatitis A, B, C, D, HIV, mycoses, protozoal and parasitic diseases)																										
8.11. Cataract (due to exposure to glare of or rays from molten glass or red hot metal)																										
8.12. Cardio-vascular diseases (cardiac injury or acute attack precipitated by unusual strains of work)																										
8.13. Essential hypertension (primary hypertension that causes impairment of function of kidneys, ears, eyes and brain resulting in permanent disability)																										
8.14. Work-related musculoskeletal disorders (caused or made worst by work such as exposure to forceful exertions, highly repetitive motions, awkward body postures, vibrations, etc.)																										
8.14.1. Carpal tunnel syndrome (tingling, numbness or pain in wrist and hand from compression of the median nerve at the wrist area due to repetitive or forceful hand movement)																										
8.14.2. Shoulder tendinitis (inflammation of the tendon affecting the shoulder joint due to use, overuse and pressure)																										
8.14.3. Neck-shoulder pain (affecting the bones, joints, connective tissue, muscles and nerves of the cervical area)																										
8.14.4. Back pain (affecting the bones, joints, connective tissues, muscles and nerves at the lumbar or sacral regions but not due to trauma)																										
8.14.5. Other work-related musculoskeletal disorders (Please specify) _____																										
8.15. Others (Please specify)																										
8.15.1. _____																										
8.15.2. _____																										
8.15.3. _____																										
9. Did any of your workers experience commuting accidents in 2015? <input type="checkbox"/> Yes <input type="checkbox"/> No, go to Item 10																										
9.1. How many commuting accidents were there? _____ 9.2. How many workers were injured? _____																										
Commuting accident - an accident which results to death or personal injury occurring on the habitual route of a worker, in either direction, between the place of work or work-related training and the worker's principal or secondary residence, the place where the worker usually takes his/her meals or the place where he/she usually receives his/her remuneration.																										
10. How many hours were actually worked by all employed persons in your establishment in 2015? <div></div> To estimate for total hours actually worked (in the absence of actual record on hours worked): <div><div></div> x <div></div> x <div></div> + <div></div> + <div></div> = <div></div> Average employment Regular working hours per day Days actually worked during the year Total overtime hours on regular working days of all persons who rendered overtime work Total hours worked on rest days, special days and regular holidays of all persons who rendered work on these days Hours actually worked Ex. 6, 7, 8, or 12 Ex. 250 or 302</div>																										
Hours actually worked Include: <ul style="list-style-type: none">• normal or regular hours of work• overtime• time spent at the place of work such as the preparation of workplace, repairs, maintenance, preparation and cleaning of tools and preparation of receipts, time sheets and reports• time spent at the place of work waiting or standing by for reasons such as lack of supply of work, breakdown of machinery or accident, or time during which no work is done but for which payment is made• time corresponding to lunch/meal breaks of less than one (1) hour and to short rest periods at the workplace including tea and coffee breaks/meriendas An example to compute for average employment for CY 2015 End of the month employment: <table><tr><td>January</td><td>50</td><td>July</td><td>53</td></tr><tr><td>February</td><td>49</td><td>August</td><td>54</td></tr><tr><td>March</td><td>48</td><td>September</td><td>52</td></tr><tr><td>April</td><td>52</td><td>October</td><td>52</td></tr><tr><td>May</td><td>51</td><td>November</td><td>51</td></tr><tr><td>June</td><td>50</td><td>December</td><td>50</td></tr></table> Exclude: <ul style="list-style-type: none">• hours paid for but not worked due to vacation, sick, maternity, paternity, service incentive leave and other paid leaves, rest days, special days and regular holidays• lunch/meal breaks of one hour or more and time spent on travel from home to workplace and vice versa Average employment: 50+49+48+52+51+50+53+54+52+52+51+50 = 612/12 = 51			January	50	July	53	February	49	August	54	March	48	September	52	April	52	October	52	May	51	November	51	June	50	December	50
January	50	July	53																							
February	49	August	54																							
March	48	September	52																							
April	52	October	52																							
May	51	November	51																							
June	50	December	50																							

PART VIII: CERTIFICATION

This is to certify as to the accuracy of the data provided in this questionnaire.

Name/Signature of Contact Person in the Establishment:		
Position:	Fax No.:	
Tel. No.:	E-mail Address:	
Time spent in answering this questionnaire:		
<input type="checkbox"/> Less than a day <input type="checkbox"/> 1 - 2 days <input type="checkbox"/> More than 2 days <i>(Please specify)</i> _____		
Comments:		
A. On data provided for the 2015/2016 ISLE		
B. On selected statistics from 2013/2014 ISLE		
<ul style="list-style-type: none">• Employment		
<ul style="list-style-type: none">• Occupational Shortages and Surpluses		
<ul style="list-style-type: none">• Productivity Improvement and Gainsharing Practices		
<ul style="list-style-type: none">• Occupational Safety and Health Practices		
<ul style="list-style-type: none">• Occupational Injuries and Diseases		
<ul style="list-style-type: none">• Labor Cost		
C. On presentation/packaging of questionnaire		Suggestions for improvement:
Definition of terms	<input type="checkbox"/> Easy to understand <input type="checkbox"/> Vague	
Layout	<input type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly	
Font, color	<input type="checkbox"/> Appealing <input type="checkbox"/> Not appealing	

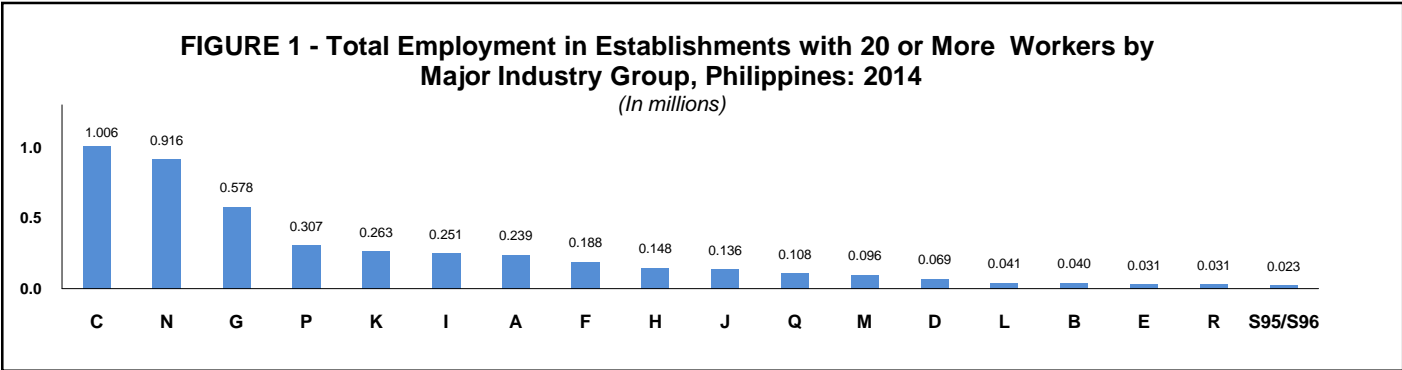
Thank you for your patience and full cooperation to our undertaking.

PART IX: SURVEY PERSONNEL

Name/ Signature	Enumerator	Assistant Supervisor	Provincial Supervisor	Reviewer (Central Office)
Date				

Selected Statistics from the 2013/2014 Integrated Survey on Labor and Employment (ISLE)

A. Employment



A - Agriculture	J - Information & Communication
B - Mining & Quarrying	K - Financial and Insurance Activities
C - Manufacturing	L - Real Estate Activities
D - Electricity, Gas, Steam & Airconditioning Supply	M - Professional, Scientific & Technical Activities
E - Water Supply; Sewerage, Waste Mgt. & Remediation Activities	N - Administrative & Support Service Activities
F - Construction	P - Private Education
G - Wholesale & Retail Trade	Q - Private Health & Social Work Activities
H - Transportation & Storage	R - Arts, Entertainment & Recreation
I - Accommodation & Food Service Activities	S95/S96 - Repair of Computers & Personal & Household Goods

B. Occupational Shortages and Surpluses

Table 1 - Top Hard-to-Fill Occupations in Establishments Employing 20 or More Workers, Philippines: January 2013 to June 2014

MAJOR OCCUPATION GROUP	Number of Vacancies
Corporate Executives, Managers, Managing Proprietors and Supervisors	
1 Production Supervisors and General Foremen	1,179
2 Sales and Marketing Managers	1,149
3 Finance and Administration Managers	558
Professionals	
1 Systems Analysts and Designers	4,144
2 College, University and Higher Education Teaching Professionals	3,355
3 Accountants and Auditors	2,613
Technicians and Associate Professionals	
1 Technical and Commercial Sales Representatives	18,160
2 Administrative Secretaries and Related Associate Professionals	1,154
3 Safety, Health and Quality Inspectors	1,051
Clerks	
1 Customer Service Representatives/Associates	16,083
2 Accounting and Bookkeeping Clerks	3,702
3 Receptionists and Information Clerks	2,765
Service Workers and Shop and Market Sales Workers	
1 Shop Salespersons and Demonstrators	2,408
2 Protective Services Workers Not Elsewhere Classified	989
Farmers, Forestry Workers and Fishermen	
1 Deep-Sea Fishermen	267
Craft and Related Trades Workers	
1 Sewers, Embroiderers and Related Workers	2,298
2 Welders and Flamecutters	727
Plant and Machine Operators and Assemblers	
1 Car, Tax and Van Drivers	1,634
2 Tobacco Production Machine Operators	824
3 Heavy Truck and Lorry Drivers	698
Laborers and Unskilled Workers	
1 Building Construction Laborers	1,235
2 Fishery Laborers and Helpers	758

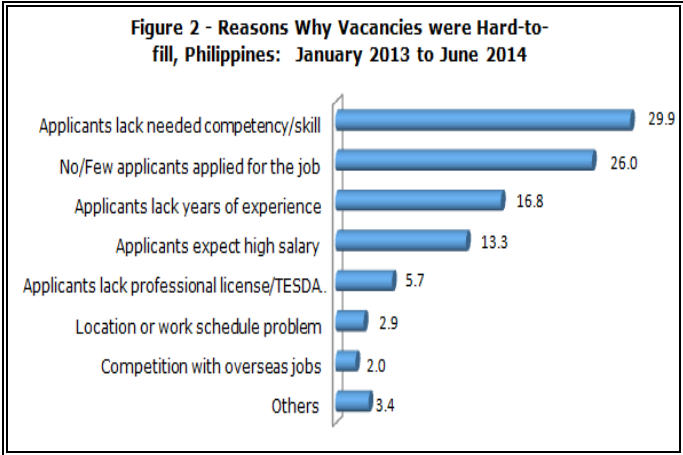
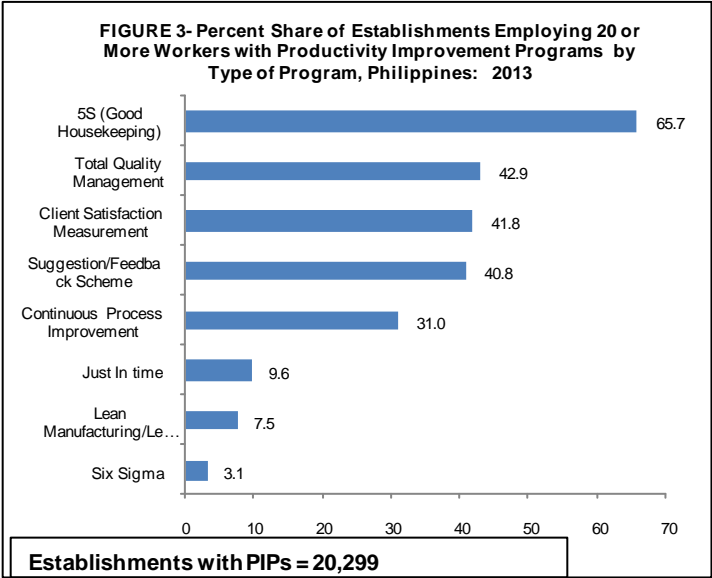


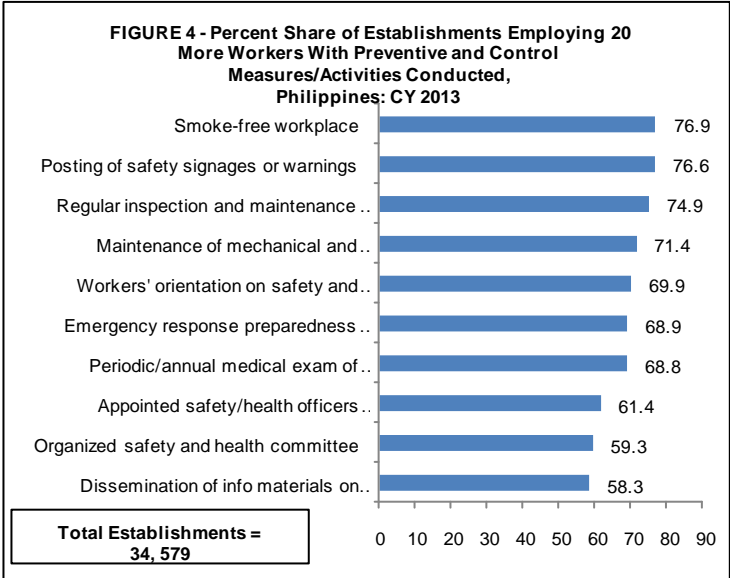
Table 2 - Top 10 In Demand Occupations in Establishments Employing 20 or More Workers, Philippines: January 2013 to June 2014

MAJOR OCCUPATION GROUP	Number of Vacancies
1 Customer Service Representatives/Associates	238,874
2 Receptionists and Information Clerks	52,997
3 Shop Salespersons and Demonstrators	27,584
4 Technical and Commercial Sales Representatives	23,980
5 Service Crew	22,605
6 Other Office Clerks	18,602
7 Cashiers and Ticket Clerks	16,154
8 Accounting and Bookkeeping Clerks	16,013
9 Electronic Equipment Assemblers	12,686
10 Other Finance and Sales Associate Professionals	12,324

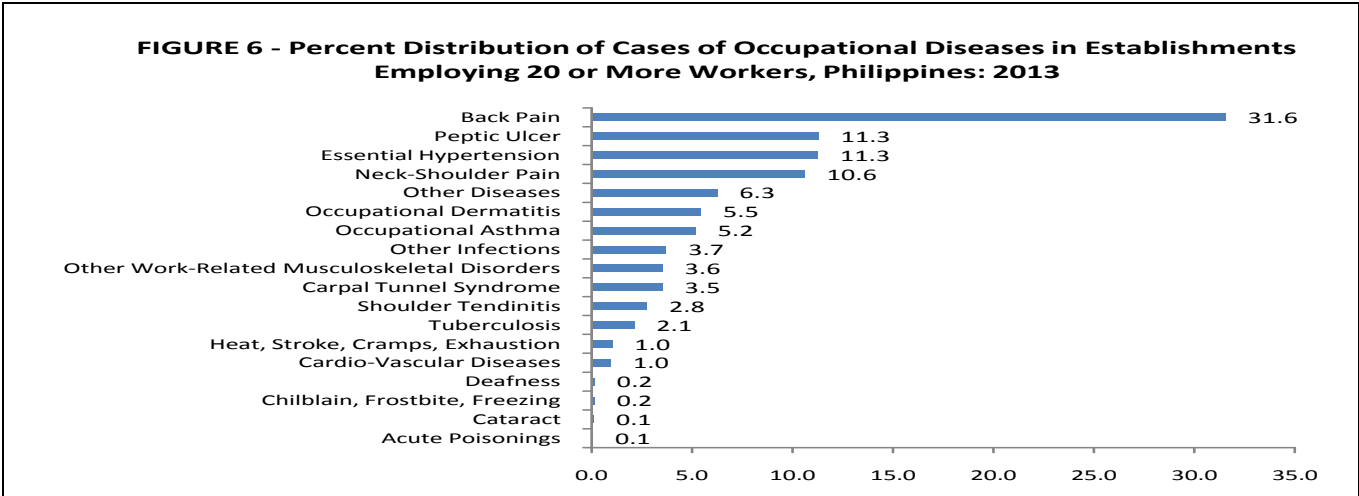
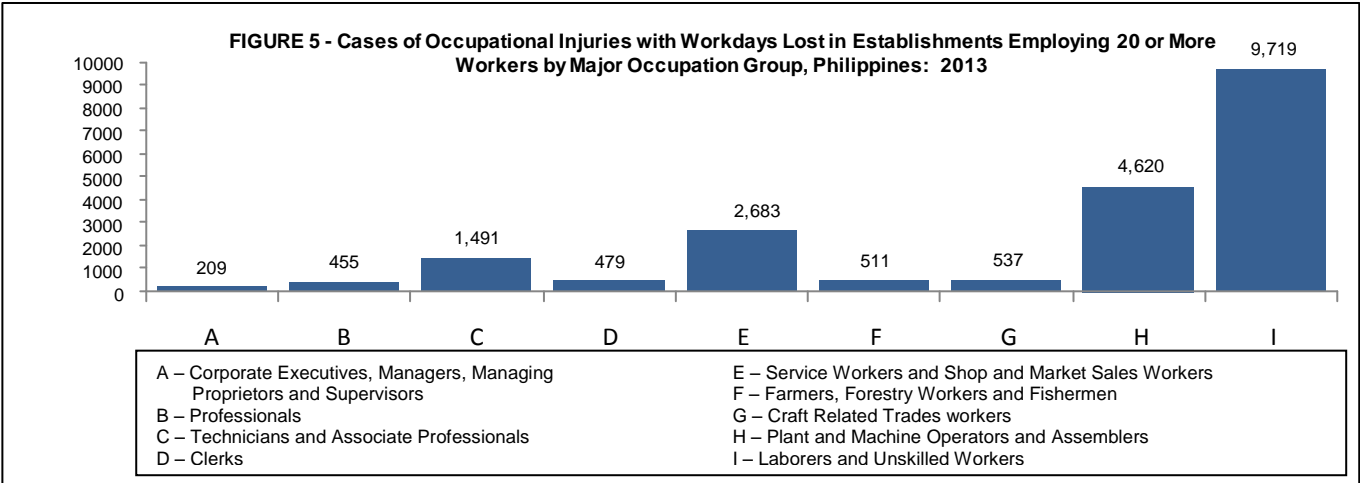
C. Productivity Improvement and Gainsharing Practices



D. Occupational Safety and Health Practices



E. Occupational Injuries and Diseases



F. Labor Cost

