

PLEASE READ BEFORE ACCOMPLISHING THE QUESTIONNAIRE

SURVEY INFORMATION

Survey Objective

The 2019/2020 ISLE aims to generate an integrated data set on employment of specific groups of workers, unionism and collective bargaining, occupational shortages and surpluses, job-related training of workers, productivity improvement program and gainsharing practices, occupational safety and health practices, occupational injuries and diseases and labor cost of employees.

Uses of the Data

These data will be used as critical inputs to studies on industry trends and practices, and serve as bases for the formulation of policies and programs on employment, conditions of work and industrial relations.

Confidentiality of Information

Section 26 of RA 10625 and Article 55 of the Implementing Rules and Regulations of RA 10625 state that:

“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...”

In adherence to the stipulations of **Data Privacy Act of 2012 (RA 10173)** and **Article 55 of the IRR of RA 10625**, *“the information collected from this survey shall be kept strictly confidential and shall not be used for purposes of taxation, investigation or regulation.”*

Legal Authority

The information asked for in this survey is collected under the authority of Republic Act 10625, approved on September 12, 2013, creating and mandating the PSA 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.

Establishments as respondents to primary data collection activities of the PSA such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries. For its part, the gathering, processing, consolidation and analysis of such data shall likewise be done by the PSA in the most truthful and credible manner.

Coverage

The coverage of the required data you will report depends on the legal organization (LO) and economic organization (EO) of your establishment. LO refers to the legal form of the economic entity that owns the establishment while EO relates to the organizational structure or role of the establishment in the organization.

Periodicity and Reference Period

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

Part I: General Information

Part II: Employment - June 30, 2020

Part III: Unionism and Collective Bargaining - June 30, 2020

Part IV: Occupational Shortages and Surpluses – July 1, 2019 to June 30, 2020

Part V: Training of Workers - Calendar Year 2019

Part VI: Occupational Safety and Health Practices - Calendar Year 2019

Part VII: Occupational Injuries and Diseases - Calendar Year 2019

Part VIII: Labor Cost of Employees - Calendar Year 2019

Part IX: Productivity Improvement Program and Gainsharing Practices - Calendar Year 2019

with questions on COVID-19: Impact of Recovery Measures - June 30, 2020

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 of Submission

The completion and return of this questionnaire will be on the date agreed upon by the establishment and the designated Statistical Researcher. It is suggested however that the questionnaire be accomplished and submitted within ten (10) days after receipt.

Availability of Results

The results of the 2019/2020 ISLE will be available by **October 2021**. For reference, selected statistics from the previous results of the 2017/2018 ISLE are found on the last page of this questionnaire. More details can be furnished upon request thru info@psa.gov.ph or by visiting our website (<http://www.psa.gov.ph>).

PART I: GENERAL INFORMATION

1. What is the economic activity or business of your establishment?

1.A. Main Economic Activity

(Refers to the 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.)

Do Not Fill (For PSA Use Only)

2009 PSIC							
-----------	--	--	--	--	--	--	--

1.B. Major products/goods produced or sold or type of service rendered

(Refers to 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.)

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 branches or whose activities are located at different locations, each branch or outlet is considered an establishment.

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

Enterprise - the smallest legal unit producing goods or services which benefits from a certain degree of autonomy in decision-making, especially for the allocation of its current resources. It carries out one or more activities at one or more locations. It maintains all records relating to its production activities and transactions including financial and balance sheet accounts, international transactions, international investment position (when applicable), consolidated financial position, and net worth can be derived.

2. What is the legal organization (LO) of the establishment?

Mark (✓) the box corresponding to the best description of this establishment.

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1 <input type="checkbox"/> Single Proprietorship</p> <p>2 <input type="checkbox"/> Partnership</p> <p>3 <input type="checkbox"/> Government-Owned and Controlled Corporation (GOCC)</p> <p>4 <input type="checkbox"/> Stock Corporation</p> | <p>5 <input type="checkbox"/> Non-Stock, Non-Profit Corporation</p> <p>6 <input type="checkbox"/> Cooperative</p> <p>7 <input type="checkbox"/> Others, <i>Please specify:</i> _____</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

3. What is the economic organization (EO) of the establishment?

Mark (✓) the box corresponding to the best description of this establishment.

- 1 Single Establishment
- 2 Branch only *(Please go to items 3.A. and 3.B.)*
- 3 Establishment and Main Office (both located in the same address and with branch/es elsewhere)
- 4 Main Office only
- 5 Ancillary Unit other than Main Office *(Please go to items 3.A. and 3.B.)*

Economic Organization (EO) relates to the organizational structure or role of the establishment in the organization as follows:

Single establishment (EO=1) is an establishment which has neither branch nor main office. It may have ancillary unit/s, other than the main office, located elsewhere.

Branch only (EO=2) is an establishment which has a separate main office located elsewhere.

Establishment and main office (EO=3) is one where the establishment is located in the same address as the main office and with branch/es elsewhere.

Main office (EO=4) is a unit which controls, supervises and directs one or more establishments of an enterprise.

Ancillary unit other than Main Office (EO=5) is the unit that operates primarily or exclusively for a related establishment or group of related establishments or its parent establishment and provides services that supports those establishments.

3.A. Registered Name of Main Office

3.B. Address of Main Office

No./Street Name Room No./Floor No./Building Name

Subdivision/Barangay City/Municipality

Province

Do Not Fill (For PSA Use Only)

PROV	MUN	BGY	
------	-----	-----	--

--	--	--	--

PART II: EMPLOYMENT

Reference Period: June 30, 2020

Item of Inquiry	Total Number of Workers	Number of Female Workers	
(1)	(2)	(3)	
1. Total Employment <i>(sum of items 1.1 to 1.3)</i>			<p>1. Employment – refers to the total number of persons, whether paid or unpaid, who work in or for this establishment.</p> <p>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.</p> <p>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).</p> <p>1.1. Working owners - owners who are already engaged in the management of the establishment but do not receive regular pay.</p> <p>1.2. Unpaid workers - workers without regular pay who work for at least one-third of the working time normal to the establishment.</p> <p>1.3. Paid Employees – workers who work as full-time and part-time employees working in or for the establishment and receiving regular pay, as well as those working away from this establishment and paid by and under the control of this establishment. This includes managers/executives, supervisors/foremen, rank and file and working owners receiving regular pay.</p> <p>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.</p> <p>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.</p> <p>1.3.3. Rank and file workers - workers who do not fall within the managerial or supervisory classification of employees.</p> <p>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.</p> <p>2.1. Young workers - workers aged 15 to 24 years old (UN definition), or 15-30 years old (Philippine definition) as of reference date.</p> <p>2.2. Older workers - workers aged 50 to 65 years old as of reference date.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>2.5. Full-time workers - workers paid on the basis of a time unit of work and who work at jobs with hours of work equal to or more than those considered as normal or regular to the establishment.</p> <p>2.5.2. Part-time workers - workers who work at jobs which provide less than the working time normal to the establishment.</p> <p>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).</p> <p>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.</p> <p>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).</p>
1.1 Working Owners <i>(without regular pay)</i>			
1.2 Unpaid Workers			
1.3 Paid Employees <i>(sum of items 1.3.1 to 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 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 items 2.1.1 to 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 items 2.5.1 and 2.5.2)</i>			
2.5.1 Full-time workers <i>(sum of items 2.5.1.1 to 2.5.1.3)</i>			
2.5.1.1 Hourly-paid workers			
2.5.1.2 Daily-paid workers			
2.5.1.3 Monthly-paid workers			
2.5.2 Part-time workers <i>(except consultants and those on retainer basis)</i>			
2.6 Commission workers <i>(sum of items 2.6.1 to 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 w/o employer control and supervision			
2.7 Output-rated workers <i>(sum of items 2.7.1 to 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			

PART II: EMPLOYMENT (Cont'd)

Reference Period: June 30, 2020

Item of Inquiry	Total Number of Workers	Number of Female Workers	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 . 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 on a very short term or on an occasional and intermittent basis, often for a specific number of hours, days or weeks, in return for a wage set by the terms of the daily or periodic work agreement. 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. EXCLUDE agency-hired workers. 2.10.1 Telecommuting - as stated in the Republic Act No. 11165 otherwise known as Telecommuting Act also referred to as Work From Home Law, the term "telecommuting" refers to a work arrangement that allows an employee in the private sector to work from an alternative workplace with the use of telecommunication and/or computer technologies. 2.10.2 Skeleton workforce refers to "the operational capacity which utilizes the smallest number of people needed for a business or organization to maintain its basic functions." 2.10.3 Other alternative work schemes refers to any other work arrangements which may be temporary in nature such as reduction of normal workdays, job rotation, etc.
(1)	(2)	(3)	
2.8 Non-regular workers <i>(sum of items 2.8.1 to 2.8.5; this should be the entry reported in item 1.3.3.2)</i>			
2.8.1 Probationary workers			
2.8.2 Casual workers			
2.8.3 Contractual/Project-based workers <i>(except workers hired through agencies/contractors)</i>			
2.8.4 Seasonal workers			
2.8.5 Apprentices/Learners			
2.9 Workers who work on evening/graveyard shifts <i>(sum of a to g)</i> <i>Please specify shift schedules</i> <i>(e.g., 3:00 P.M. - 11:00 P.M.; 10:00 P.M - 6:00 A.M.)</i>			
a. _____			
b. _____			
c. _____			
2.10 Workers under alternative work arrangements <i>(sum of items 2.10.1 to 2.10.3)</i>			
2.10.1 Telecommuting/work-from-home			
2.10.2 Skeleton workforce			
2.10.3 Others, specify			
a. _____			
b. _____			
c. _____ <i>(use additional sheet if necessary)</i>			

3. Did your establishment outsourced/contracted out jobs? 1 - Yes 2 - No, *Go to Part III*

3.1. Job, work or service done WITHIN the premises of the establishment

Type of Processes Outsourced/Contracted-out (1)	Number of Workers Hired through Agencies/Contractors (2)	Type of Processes Outsourced/Contracted-out (1)	Number of Workers Hired through Agencies/Contractors (2)
3.1.1. Total <i>(sum of items 3.1.1.1 to 3.1.1.21)</i>		3.1.1.11. <input type="checkbox"/> Repair/Maintenance/Construction	
3.1.1.1. <input type="checkbox"/> Security services		3.1.1.12. <input type="checkbox"/> Warehousing	
3.1.1.2. <input type="checkbox"/> Janitorial services		3.1.1.13. <input type="checkbox"/> Medical and health services	
3.1.1.3. <input type="checkbox"/> General administrative		3.1.1.14. <input type="checkbox"/> Cashier	
3.1.1.4. <input type="checkbox"/> Marketing/Sales		3.1.1.15. <input type="checkbox"/> Messengerial	
3.1.1.5. <input type="checkbox"/> Packaging		3.1.1.16. <input type="checkbox"/> Billing/Payment	
3.1.1.6. <input type="checkbox"/> Production/Assembly <i>(sum of a to c) (Please specify activity/process)</i>		3.1.1.17. <input type="checkbox"/> Human resource	
a. _____		3.1.1.18. <input type="checkbox"/> Data processing/Encoding	
b. _____		3.1.1.19. <input type="checkbox"/> Finance/Accounting	
c. _____		3.1.1.20. <input type="checkbox"/> Learning/Training	
3.1.1.7. <input type="checkbox"/> Research and development		3.1.1.21. <input type="checkbox"/> Others <i>(sum of items a to c)</i> <i>(Please specify)</i>	
3.1.1.8. <input type="checkbox"/> IT services		a. _____	
3.1.1.9. <input type="checkbox"/> Food/Catering services		b. _____	
3.1.1.10. <input type="checkbox"/> Logistics/Transport		c. _____	

PART II: EMPLOYMENT (Cont'd)

Reference Period: June 30, 2020

3.2. <input type="checkbox"/> Job, work or service done <u>OUTSIDE</u> the premises of the establishment	
Type of Processes Outsourced/Contracted out <i>(Please check as applicable)</i>	
3.2.1. <input type="checkbox"/> Production/Assembly <i>(Please specify activity/process)</i> a. _____ b. _____ c. _____ d. _____ e. _____	3.2.14. <input type="checkbox"/> Others <i>(Please specify)</i> a. _____ b. _____ c. _____ d. _____ e. _____
3.2.2. <input type="checkbox"/> Finance/Accounting	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. 3.1.1. 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.
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	

PART III: UNIONISM AND COLLECTIVE BARGAINING

Reference Period: June 30, 2020

1. With union? <i>(Registered or still in process at DOLE as of June 30, 2020)</i>	<input type="checkbox"/> 1 - Yes	<input type="checkbox"/> 2- No, <i>Go to Item 7</i>
1.1. If yes, please specify scope of bargaining unit. <i>(Please check as applicable)</i>	<input type="checkbox"/> Supervisors only	<input type="checkbox"/> Rank and File only
2. Number of unions <i>(Registered or under process as of June 30, 2020)</i>		
3. Total number of union members		
3.1. Female members		
3.2. Male members		
4. Number of union officers including members of the Board		
4.1. Female officers		
4.1.1. Female presidents		
4.2. Male officers		
4.2.1. Male presidents		
5. With collective bargaining agreement? <i>(Please check as applicable)</i>	<input type="checkbox"/> 1-Yes <input type="checkbox"/> 2 – No	<input type="checkbox"/> 1-Yes <input type="checkbox"/> 2 - No
6. Total number of workers covered by CBA including those paying agency fees		
6.1. Female workers covered		
6.2. Male workers covered		
7. Do you have an operating labor management scheme/ committee/council (LMC)?	<input type="checkbox"/> 1 - Yes	<input type="checkbox"/> 2 - No

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.

Bargaining Unit - a group of employees sharing mutual interest within a given employer, comprise of all or less than all of the entire body of employees in the employer unit or any specific occupational or geographical grouping with such employer unit. According to law a bargaining unit or scope of bargaining unit can be the following:

- **Rank and File Employees** - an employee whose functions are neither managerial or supervisory in nature.
- **Supervisory Employees** - an employee who, in the interest of the employer, effectively recommends managerial actions and the exercise of such authority is not merely routinary or clerical but requires the use of independent judgement.

Labor Management Scheme/Committee/Council (LMC) – the operating mechanism of labor-management (LMC) program in an organized (with union) and unorganized establishment (without union). The LMC enables workers to participate in policy and decision-making processes in the establishment insofar as said processes will directly affect their rights, benefits and welfare. Further, LMC aims to foster better relations between labor and management to supplement the grievance process when necessary and to supplement the CBA.

PART IV: OCCUPATIONAL SHORTAGES AND SURPLUSES

Reference Period: July 2019 to June 2020

1. Were there job vacancies in your establishment from July 1, 2019 to June 30, 2020? *(Please check appropriate box)*

1 - YES

2 - NO *(Please go to Item no. 3)*

2. What were the job vacancies in your establishment during the reference period?

(Please enumerate the job title/occupation of the job vacancies and provide the corresponding details for each of the column in the table below. Use separate sheet following the same format, if necessary)

2012 PSOC Do Not Fill <i>(For PSA Use Only)</i> (1)	Job Title/Occupation (2)	Type of Position (Use Code) (3)	Status of Position (Use Code) (4)	Category of Vacancy (Use Code) (5)	Reason (ONLY for Hard-to- Fill Vacancies) <i>(Use Code)</i> (6)	Number of Vacancies		Number of Applicants (9)	Length of Recruitment Period (in months) (10)	Required Hard Skills (e.g. computer programming, welding skills, carpentry skills) (11)	Required Soft Skills (e.g. flexibility/adaptability, effective communication skills, problem solving, etc.) (12)	Required Span of Experience (in years) (13)
						From July 1, 2019 (7)	As of June 30, 2020 (8)					

*For columns 3 to 13, 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 Type of Position (Col. 3)

- 1 – Entry-level position
- 2 – Junior position
- 3 – Senior position
- 4 – Executive position

Code for Status (Col.4)

- 1 - Regular position
- 2 - Non-regular position

Code for Category (Col.5)

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

Code for Reason (Col. 6) (Pls. choose only 1)

- 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 (13) above. Otherwise, they are considered **easy-to-fill vacancies**.

Entry-level Jobs - refers to starting positions that require little or no experience.

Hard skills – capabilities that are job or occupation specific (e.g. computer programming, welding skills, carpentry skills).

Soft skills – refer to a broad set of skills, competencies, behaviors, attitudes, and personal qualities that enable people to effectively navigate their environment, work well with others, perform well, and achieve their goals (e.g. flexibility/adaptability, effective communication skills, problem solving, etc.).

PART IV: OCCUPATIONAL SHORTAGES AND SURPLUSES (Cont'd)

Reference Period: July 2019 to June 2020

3. How do you get applicants to fill-up vacancies in your establishment? *(Please check as applicable)*

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>01 <input type="checkbox"/> On-the-job trainees/apprentices</p> <p>02 <input type="checkbox"/> Walk-in</p> <p>03 <input type="checkbox"/> Public Employment Service Office (PESO) referral</p> <p>04 <input type="checkbox"/> Posting in Job Portals</p> <p style="padding-left: 20px;">41 <input type="checkbox"/> Phil-JobNet</p> <p style="padding-left: 20px;">42 <input type="checkbox"/> JobStreet</p> <p style="padding-left: 20px;">43 <input type="checkbox"/> Kalibr</p> <p style="padding-left: 20px;">44 <input type="checkbox"/> JobsDB</p> <p style="padding-left: 20px;">45 <input type="checkbox"/> Others (please specify)</p> | <p>06 <input type="checkbox"/> Head hunters/Private Recruitment Agencies</p> <p>07 <input type="checkbox"/> Job Fairs</p> <p>08 <input type="checkbox"/> On-site Campus Recruitment</p> <p>09 <input type="checkbox"/> Posting in School/Company's Bulletin Board</p> <p>10 <input type="checkbox"/> Newspaper Ads</p> <p>11 <input type="checkbox"/> Word of Mouth (through friends or relatives)</p> <p>12 <input type="checkbox"/> Employee Referral</p> <p>13 <input type="checkbox"/> Union Recommendation</p> <p>14 <input type="checkbox"/> Others (please specify)</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- 05 Online advertisements in social networking sites

Public Employment Service Office (PESO) – is a non-fee charging multi-employment service facility or entity established or accredited pursuant to Republic Act No. 8759 otherwise known as the PESO Act of 1999. The PESO responds to a full range of employment services. This includes provision of career guidance and employment coaching, labour market information and analysis and employment facilitation services. Its main objective is to ensure the prompt, timely and efficient delivery of employment service and provision of information on the other DOLE programs.

Job Portal – also known as a career portal, is a modern name for an online job board that helps applicants find jobs and aids employers in their quest to locate ideal candidates. A web site where employers can post job offers, and people looking for employment can post their skills.

- **Phil-JobNet** - is an internet-based job and applicant matching system which aims to advance jobseekers search for jobs and employers search for manpower.
- **JobStreet** - features a job matching engine and a job posting platform and provides other online recruitment products and services such as online recruitment, outsourced human capital service, software as a service, e-commerce and e-business and jobseekers services.
- **Kalibr** - is a recruiting platform that uses assessments to drive faster hiring decisions. A technology company that transforms the way candidates find jobs and companies hire talent.
- **JobsDB** - provide a cost-effective recruitment platform for employees and fastest jobseekers in order to pair the most suitable talents with job vacancies.

4. Were there any new/emerging occupation/s created in your establishment? *(Please list down new/emerging occupations and describe briefly their main function. Use additional sheet if necessary)*

New/Emerging Occupations	Main Function/Task

New/emerging occupations – defined as occupations/position titles that were brought about by the changes in technology, market or regulations and that is not classified in the 2012 Philippine Standard Occupational Classification (PSOC).

PART V: JOB-RELATED TRAININGS OF WORKERS

Reference Period: Calendar Year 2019

1. Did your establishment provide job-related training/s to your employees in 2019?

- 1 - Yes 2 - No, *Please go to Part VI*

2. How many employees were provided with 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 (1)	Number of Employees Trained (2)	Training Cost (₱) (3)
Managers/Executives		
Supervisors/Foremen		
Rank and File Workers		

While an employee provided with more than one job-related training during CY 2019 should only be counted once under column 2, all the training costs incurred by the establishment in all the job-related trainings he/she has attended should be added under column 3.

3. Who conducted the job-related training? *(Please check as applicable)*

- 1 - Your establishment (In-house) 2 - Local private institution 3 - Government institution
- 4 - Foreign institution 5 - Others *(Please specify)* _____

Job-related trainings –trainings to employees to acquire knowledge or new skills for a current job or a future job 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 VI: OCCUPATIONAL SAFETY AND HEALTH PRACTICES

Reference Period: Calendar Year 2019

1. What activities were conducted or practiced in your establishment as part of its prevention/control measures/activities against work safety and health hazards? (**ALL prevention and control measures/activities (column 2) should be checked by either "Yes" or "No"**)

Code (1)	Prevention and Control Measures/Activities (2)	1 - Yes (3)	2 - No (4)
01	Organized safety and health committee		
02	Appointed safety/health officers and/or first-aiders		
03	Regularly conducted identification, assessment and control of occupational safety and health hazards and risks such as fall from height, slips, trips or exposure to chemicals, noise, ergonomic hazards, etc. in the workplace		
04	Conducted Work Environment Measurement (WEM)		
05	Assessed efficiency of ventilation system		
06	Conducted periodic/annual medical examination of workers		
07	Installed machine guards on moving parts/equipment		
08	Regularly inspected and conducted maintenance of equipment, mechanical and electrical facilities		
09	Developed safety manuals, labels or maintenance procedures		
10	Practiced proper labeling, handling, storage and disposal of chemicals/hazardous materials		
11	Utilized safety data sheet for chemicals		
12	Provided appropriate personal protective equipment (PPE) such as respirators, hard hat, safety shoes, safety goggles, gloves, etc. and regularly monitored its proper use and maintenance		
13	Performed corrective action programs and audits		
14	Conducted emergency response preparedness activities for earthquake, fire, chemical spills, etc.		
15	Disseminated information materials on safety and health		
16	Posted safety signages or warnings		
17	Analyzed/Evaluated safety and health performance		
18	Submitted OSH Program to DOLE as required by Department Order No. 198-18		
19	Submitted reports on illnesses/injuries to DOLE as required by the Occupational Safety and Health Standards (OSHS)		
20	Others (<i>Please specify</i>) _____		

2. Which of the following occupational safety and health policies and programs were implemented in your establishment? (**EACH of the coded occupational safety and health policies/programs (column 2) should have a check mark by either "Yes", "No" or "Not Needed/Applicable"**)

Code (1)	Occupational Safety and Health Policies/Programs (2)	1 - Yes (3)	2 - No (4)	3 - Not Needed/ Applicable (5)
01	Comprehensive Policy on OSH			
02	Policy on Smoke-Free Workplace			
03	Policy and Program on Anti-Sexual Harassment			
04	Work Accident Prevention Program			
05	Industrial Hygiene Program			
06	Indoor Air Quality Program			
07	Chemical Safety Program such as provision of Globally Harmonized System (GHS) labels and safety data sheet			
08	Fire Prevention and Control Program			
09	Program on Monitoring/Surveillance of Occupational and Work-Related Injuries and Illnesses			
10	Emergency Response Preparedness and Response Program			
11	Program on Ergonomics			
12	Program on the Promotion of Healthy Lifestyle such as smoking cessation, regular physical exercise and good nutrition			
13	DOLE-Approved Construction Safety and Health Program (for contractors in the construction industry)			
	Policy on non-discrimination of workers confirmed/suspected/ perceived to have:			
14	- Tuberculosis			
15	- HIV infection			
16	- Hepatitis B			
17	- Mental health condition			

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

Reference Period: Calendar Year 2019

2. Which of the following Occupational Safety and Health policies and programs were implemented in your establishment?
(EACH of the coded occupational safety and health policies/programs (column 2) should have a check mark by either "Yes", "No" or "Not Needed/Applicable") (Cont'd)

Code (1)	Occupational Safety and Health Policies/Programs (2)	1 - Yes (3)	2 - No (4)	3 - Not Needed/ Applicable (5)
	Policy on work accommodation for workers with:			
18	- Tuberculosis			
19	- HIV infection			
20	- Hepatitis B			
21	- Mental health condition			
	Policy on confidentiality of medical information for workers with:			
22	- Tuberculosis			
23	- HIV infection			
24	- Hepatitis B			
25	- Mental health condition			
	Program on Advocacy/ Training/ Information dissemination for:			
26	- Promotion of drug-free workplace			
27	- Prevention and control of tuberculosis			
28	- Prevention and control of HIV infection			
29	- Prevention and control of Hepatitis B infection			
30	- Promotion of mental health			
	Program for Drug-Free Workplace with the following elements:			
31	- Employee Assistance Program related to illicit drug use and/or other - substances of abuse to include treatment, rehabilitation and referral services			
32	- Random drug-testing activities			
33	- Creation of Drug Assessment Team			
34	- Return to Work Arrangement after treatment and rehabilitation			
	Program for HIV Prevention and Control in the Workplace with the following elements:			
35	- Promotion of non-mandatory HIV testing			
36	- Accessible diagnosis, treatment and referral mechanisms to workers			
	Program for Prevention and Control of Tuberculosis in the Workplace with the following elements:			
37	- Adoption of DOTS (Directly Observed Treatment Short Course) in the treatment of workers with tuberculosis			
38	- Referral of workers to TB DOTS facilities			
	Program for Hepatitis B Prevention and Control in the Workplace with the following elements:			
39	- Promotion of immunization for Hepatitis B			
40	- Accessible diagnosis, treatment and referral mechanism to workers			
	Program for the Promotion of Mental Health in the Workplace with the following elements:			
41	- Stress Management			
42	- Accessible diagnosis, treatment and referral mechanisms to workers			
43	Program on Rewards and Recognition of Good OSH Performance or Practices of employees			
44	Other Risk-Based Program/s: Examples: Hearing Conservation Program, Heat Stress Management Program, Respiratory Protection Program, etc. <i>(Please specify all other risk-based programs)</i> _____ _____ _____			

Risk-Based Programs - OSH program that will reduce the risk of accident, injury or illness due to exposure to specific hazards.

Example: (If sound level in a workplace is 85 decibels or more, the risk of noise-induced hearing loss. Thus, the company may implement a risk-based program which is hearing conservation program).

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

Reference Period: Calendar Year 2019

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

Example:

19	<input checked="" type="checkbox"/>	Ergonomic Training	2	3	12	Department of Health
----	-------------------------------------	--------------------	---	---	----	----------------------

Code (1)	Health-Related Training/Seminar (2)		Training Agency/Organization <i>(Use Codes Below)</i>			
			(3)	(4)	(5)	(6) Others, <i>(Please specify if not in the list of codes 01-11)</i>
01	<input type="checkbox"/>	40-Hour Basic Occupational Safety and Health Training for Safety Officer 2				
02	<input type="checkbox"/>	40-Hour Construction Safety and Health Training				
03	<input type="checkbox"/>	10-Hour Occupational Safety and Health Training for Safety Officer 1				
04	<input type="checkbox"/>	8-Hour Workers' Occupational Safety and Health Seminar				
05	<input type="checkbox"/>	First Aid Training				
06	<input type="checkbox"/>	HIV and AIDS Prevention and Control in the Workplace				
07	<input type="checkbox"/>	Safe Work Procedures/Lock-Out Tag-Out Training				
08	<input type="checkbox"/>	Drug-Free Workplace Training				
09	<input type="checkbox"/>	Tuberculosis Prevention and Control in the Workplace				
10	<input type="checkbox"/>	Smoke-Free Workplace/Tobacco Control in the Workplace				
11	<input type="checkbox"/>	Hepatitis B Prevention and Control in the Workplace				
12	<input type="checkbox"/>	Stress Management				
13	<input type="checkbox"/>	Prevention and Control of Lifestyle-Related Disease/Healthy Lifestyle				
14	<input type="checkbox"/>	Fire Safety Training				
15	<input type="checkbox"/>	Fundamentals of Industrial Hygiene				
16	<input type="checkbox"/>	Work Environment Measurement Training				
17	<input type="checkbox"/>	Industrial Ventilation Training				
18	<input type="checkbox"/>	Chemical Safety Training				
19	<input type="checkbox"/>	Ergonomics Training				
20	<input type="checkbox"/>	Emergency Preparedness				
21	<input type="checkbox"/>	Safety Audit/Accident Investigation				
22	<input type="checkbox"/>	OSH Management System				
23	<input type="checkbox"/>	Family Planning and Reproductive Health				
24	<input type="checkbox"/>	Scaffold Safety Training				
25	<input type="checkbox"/>	Others <i>(Please specify)</i> _____				

Codes for training agency/organization (Cols. 3-5)	
01 – DOLE Regional/Provincial Office 02 – Occupational Safety and Health Center (OSHC)/OSHNet 03 – Bureau of Working Conditions (BWC) 04 – Bureau of Fire Protection (BFP) 05 – Professional Organizations (ASPPI, OHNAP, PCOM, etc.) 06 – DOLE-Accredited Safety Training Organizations (SOPI, etc.)	07 – Employers' Organizations (ECOP, PMAP, PCCI) 08 – Worker's Groups (TUCP, FFW, APL, etc.) 09 – Academe/Universities 10 – Own company 11 – Philippine Red Cross 12 – Others <i>(Please specify the name of the Training Agency/Organization in column 6)</i>

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

		<i>Is the Safety Officer accredited by the DOLE?</i>
01 <input type="checkbox"/> Trained First-Aider	06 <input type="checkbox"/> Safety Officer 1	<input type="checkbox"/> Yes <input type="checkbox"/> No
02 <input type="checkbox"/> Occupational Health Nurse	07 <input type="checkbox"/> Safety Officer 2	<input type="checkbox"/> Yes <input type="checkbox"/> No
03 <input type="checkbox"/> Occupational Health Physician	08 <input type="checkbox"/> Safety Officer 3	<input type="checkbox"/> Yes <input type="checkbox"/> No
04 <input type="checkbox"/> Dentist	09 <input type="checkbox"/> Safety Officer 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
05 <input type="checkbox"/> Industrial Hygienist	10 <input type="checkbox"/> Others <i>(Please specify position title of designated health and safety personnel)</i>	
	11 <input type="checkbox"/> None	

Safety Officer 1 (SO1) - refers to an employee who has completed the mandatory eight (8)-hour OSH orientation course as prescribed in the OSH Standards and two (2)-hour trainers' training.

Safety Officer 2 (SO2) - refers to an employee who has completed the mandatory forty (40)-hour OSH training course applicable to the industry as prescribed in the OSH Standards

Safety Officer 3 (SO3) - refers to an employee who has completed the mandatory forty (40)-hour OSH training course applicable to the industry, additional forty-eight (48) hours of advanced/specialized occupational safety training course relevant to the industry, relevant experience in OSH for at least two (2) years, and other requirements as prescribed in the OSH Standards. Qualified SO3 shall be eligible for certification as OSH practitioner.

Safety Officer 4 (SO4) - refers to an employee who has completed the mandatory forty (40)-hour OSH training course applicable to the industry, additional eighty (80) hours of advanced/specialized occupational safety training course relevant to the industry, an aggregate of three hundred twenty (320) hours of OSH related training or experience, an actual experience as SO3 for at least four (4) years, and other requirements as prescribed by the OSH standards. Additional training may be converted to years of experience where eighty (80) hours of training may equal to one (1) year of experience and vice versa. Qualified SO4 shall be eligible for certification as OSH consultant.

Part VII: OCCUPATIONAL INJURIES AND DISEASES

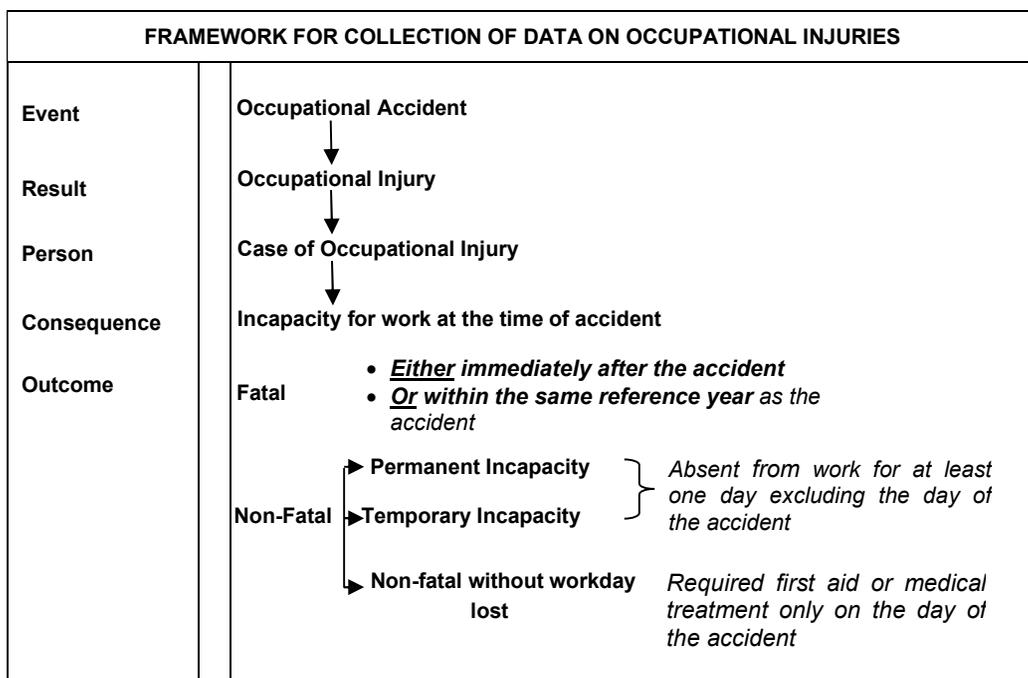
Reference Period: Calendar Year 2019

1. Did your establishment experience any occupational accident/s during the year? <input type="checkbox"/> 1 - Yes <input type="checkbox"/> 2 - No, Go to Item 8 If the answer is YES , indicate in items 3-7 below, the number of cases/counts of occupational injuries.	2. How many occupational accident/s occurred in 2019? <input style="width: 50px; height: 20px;" type="text"/>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

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 (vertical sum of entries from item 3.1 to 3.13)						
3.1. Superficial injuries						
3.2. Open wounds						
3.3. Fractures						
3.4. Dislocations, sprains and strains						
3.5. Injury of nerve/s of part of body injured						
3.6. Injury of blood vessel/s of part of body injured						
3.7. Injury of muscles and tendons						
3.8. Crushing injury						
3.9. Traumatic amputations						
3.10. Foreign body entering through natural opening (eyes, ears, respiratory tract, GIT, GUT)						
3.11. Burns and corrosions						
3.12. Toxic effect of substances (non-medicinal)						
3.13. Others (Please specify) _____						

3. Type of Injury

- 3.1. Superficial injuries** - include abrasions, blisters (non-thermal), bruises, contusions, haematomas, insect bites (non-venomous)
- 3.2. Open wounds** - include animal bites, cuts, lacerations, puncture wounds
- 3.3. Fractures** - closed fractures, open fractures, other fractures (dislocated, displaced)
- 3.4. Dislocations, sprains and strains** - include avulsions, lacerations, sprains, strains, traumatic haemarthroses, ruptures, subluxations and tears of joints and ligaments
- 3.5. Injury of nerve/s of part of body injured** - include division of nerve, haematomyelia (bleeding or clot within the spinal cord), paralysis (transient), paraplegia, quadriplegia or tetraplegia
- 3.6. Injury of blood vessels of part of body injured** - include avulsion, cut, injury, laceration, (traumatic) aneurysm or fistula (arteriovenous), arterial haematoma, and rupture of blood vessels, an injury by an object that causes compression of the limb or body
- 3.7. Injury of muscles and tendons** - include avulsion, cut, injury, laceration, sprain, strain and traumatic rupture of muscle/s and tendon/s
- 3.8. Crushing injury** - caused by strong pressure against a body part, often a limb. It may result in serious damage to underlying tissue, causing bruising, bleeding, lacerations, fractures, shock and internal injuries
- 3.9. Traumatic amputations** - the loss of a body part – usually a finger, toe, arm or leg, that includes traumatic enucleation of the eye.
- 3.10. Foreign body entering through natural opening (eyes, ear, respiratory tract, gastrointestinal tract or GIT, genitourinary tract GUT)**
- 3.11. Burns, corrosions** - burns (thermal) from electrical heating appliances, electricity, flame, friction, hot air and hot gases, hot objects, lightning, radiation, chemical burns (corrosions – external/internal), scalds
- 3.12. Toxic effect of substances (non-medicinal)** - effects non-medicinal substances such as alcohol (excluding acute alcohol intoxication or “hangover” effects), organic solvents, halogen derivatives of aliphatic and aromatic hydrocarbons, corrosive substances, soaps and detergents, metals, inorganic substances, carbon monoxide, other gases, fumes and vapours, pesticides, noxious substances eaten as seafood, venomous animals, aflatoxin and other mycotoxin food contaminants.
- 3.13. 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



Occupational accident - an unexpected and unplanned occurrence, including acts of violence arising out of or in connection with work which results in one or more workers incurring a personal injury, disease or death. It can occur outside the usual workplace/premises of the establishment while the worker is on business on behalf of his/her employer i.e., in another establishment or while on travel, transport or in road traffic.

Occupational injury - an injury which results from a work-related event or a single instantaneous exposure in the work environment (occupational accident). Where more than one person is injured in a single accident, each case of occupational injury should be counted separately. If one person is injured in more than one occupational accident during the reference period, each case of injury to that person should be counted separately. Recurrent absences due to an injury resulting from a single occupational accident should be treated as the continuation of the same case of occupational injury not as a new case.

Part VII: OCCUPATIONAL INJURIES AND DISEASES (Cont'd)

Reference Period: Calendar Year 2019

Fatal case - case where a person is fatally injured as a result of occupational accident whether death occurs immediately after the accident or within the same reference year as the accident.

Permanent incapacity - case where an injured person was absent from work for at least one day, excluding the day of the accident, and 1) was never 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 to exceed a year starting the day after the accident.

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 (vertical sum of entries from item 4.1 to 4.10; should be equal to corresponding Totals under item 3 above as reported in cols. 2, 3, 5 and 7)				
4.1. Head				
4.2. Neck				
4.3. Trunk				
4.4. Abdomen, lower back, lumbar spine, pelvis				
4.5. Shoulder and upper arm				
4.6. Elbow and forearm				
4.7. Wrist and hand				
4.8. Hip and thigh				
4.9. Lower extremities				
4.10. 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. Trunk - include rib cage; chest; internal organs in the upper chest such as heart, lungs

4.4. Abdomen, lower back, lumbar spine, pelvis - abdominal area and pelvic, including internal organs; external genitalia; mid and lower trunk, multiple sites affected

4.5. Shoulder and upper arm - include shoulder and shoulder joints, upper arm; upper extremities, multiple sites affected

4.6. Elbow and forearm - elbow is the juncture of the long bones in the middle portion of the upper extremity; forearm is the portion of the upper limb from the elbow to the wrist

4.7. Wrist and hand - include thumb and other fingers

4.8. Hip and thigh - include hip and hip joint

4.9. Lower extremities - include leg, including knee; ankle; foot; toe(s); lower extremities, multiple sites affected

4.10. 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 (vertical sum of entries from item 5.1 to 5.10; should be equal to corresponding Totals under item 4 above as reported in cols. 2,3,4,5)				
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)

Reference Period: Calendar Year 2019

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 (vertical sum of entries from item 6.1 to 6.10; should be equal to corresponding Totals under item 4 and item 5 above as reported in cols. 2,3,4,5)				
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 Based on 2012 PSOC (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
7. Total (vertical sum of entries from item 7.1 to 7.9; should be equal to corresponding Totals under item 4, item 5 and item 6 above as reported in cols. 2,3,4,5)				
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)

Reference Period: Calendar Year 2019

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 new case recognized, diagnosed and recorded during the year.

8. Occupational Diseases (1)	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. Work-related musculoskeletal disorders (caused or made worst by work such as exposure to forceful exertions, highly repetitive motions, awkward body postures, vibrations, etc.)	
8.13.1. 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)	
8.13.2. Shoulder tendinitis (inflammation of the tendon affecting the shoulder joint due to use, overuse and pressure)	
8.13.3. Neck-shoulder pain (affecting the bones, joints, connective tissue, muscles and nerves of the cervical area)	
8.13.4. Back pain (affecting the bones, joints, connective tissues, muscles and nerves at the lumbar or sacral regions but not due to trauma)	
8.13.5. Other work-related musculoskeletal disorders (Please specify) _____	
8.14. Others (Please specify)	
8.14.1. _____	
8.14.2. _____	
8.14.3. _____	

9. Did any of your worker/s experience **commuting accidents** in 2019?

1 - Yes 2 - No, *Go to Item 10*

9.1. How many commuting accidents occurred?

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 2019?

10.1 What is the establishment's **average employment** for CY 2019?

If without actual record on total hours actually worked as required in item 10 above, estimates may be done as follows:

	x		x		+		+		=	
A. Average employment in 2019		B. Regular working hours per day Ex. 6, 7, 8, or 12		C. Days actually worked during the year Ex. 250 or 302		D. Total overtime hours on regular working days of all persons who rendered overtime work		E. Total hours worked on rest days, special days and regular holidays of all persons who rendered work on these days		F. Hours actually worked

Hours actually worked include:

- 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 2019

End of the month employment:

January	50	July	53
February	49	August	54
March	48	September	52
April	52	October	52
May	51	November	51
June	50	December	50

Hours actually worked exclude:

- 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:

$$50+49+48+52+51+50+53+54+52+52+51+50 = 612/12 = 51$$

PART VIII: LABOR COST OF EMPLOYEES

Reference Period: Calendar Year 2019

(If the establishment uses a Fiscal Year (FY) that does not coincide with the CY 2019, please indicate under Item 1 the beginning and ending month of the 12-month FY used.)

(Example: schools whose school year usually starts at June or August.)

Labor cost - is the cost incurred by the employer in the employment of labor in a specified reference period. It comprises remuneration for work performed, payments in respect of time paid for but not worked, bonuses and gratuities, the cost of food, drinks and other payments in kind, cost of workers' housing borne by employers, employers' social security expenditures, cost to the employer for vocational training, welfare services and miscellaneous items, such as transport of workers, work clothes and recruitment, together with taxes regarded as labor cost.

1. Reference period if other than CY 2019 was used (month/year)	Start: _____	LN NO.	2.1. Direct wages and salaries - payments by employer to employees before any deductions is made in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees; these exclude payments/overhead costs which are reimbursements to employees for travel, entertainment, meals and other expenses incurred in conducting the business of the employer.
	End: _____	1	
2. Labor Cost Component	Amount (₱)	2	2.2. Remuneration for time not worked - payments for vacation, sick, maternity, paternity, service incentive leave, union/emergency/bereavement/burial leaves and other paid leaves.
(1)	(PhP)	3	
2.1. Direct wages and salaries (in cash)		4	2.4. Payments in kind - goods and services, valued at producer's or wholesale prices given to workers as part of their remuneration; these exclude general amenities provided by the employer such as imputed rental value of free/ subsidized housing, medical services and canteen and other welfare services and facilities.
2.1.1. Pay for normal/regular working time		5	
2.1.2. Commissions of employees and their share in service charges		6	2.5.1 Cost for establishment-owned dwellings - net cost, i.e., maintenance expenditures, fees, property taxes, insurance, interest, depreciation and other costs, less grants-in aid, tax rebates, subsidies, etc. received from government and other institutions in respect of employee housing; excluded are capital investment on building, equipment or land made during the year and labor cost of personnel employed by the establishment for maintenance and other work related to establishment-owned houses.
2.1.3. Overtime, night shift and premium pay		7	
2.1.4. Payments under bonus, productivity, performance and other incentive schemes (regular payments on the basis of work performed or current output)		8	Note: For purposes of this survey, the labor cost of personnel employed in establishment-owned housing, medical care and health, training and welfare facilities for employees of the establishment should be included in the appropriate cost items and not with the cost of the facilities.
2.1.5. Cost of living allowances and other guaranteed and regularly paid allowances (exclude housing allowances and rents in cash which should be reported in Item 2.5.2)		9	
2.2. Remuneration for time not worked		10	
2.3. Bonuses and gratuities		11	
2.3.1. Year-end, seasonal and other one- time bonuses (Mid-year/Christmas bonus, 13th/14th/15th month pay and the like)		12	
2.3.2. Profit sharing bonuses		13	
2.3.3. Additional payments in respect of vacation, supplementary to normal vacation pay		14	
2.4. Payments in kind (e.g., ordinary clothing and footwear)		15	
2.5. Cost of workers' housing shouldered by employer		16	
2.5.1. Cost for establishment-owned dwellings		17	
2.5.2. Cost for dwellings not owned by establishment and other housing costs (housing allowances, rents, subsidies, etc.)		18	

PART VIII: LABOR COST OF EMPLOYEES (Cont'd)

Reference Period: Calendar Year 2019

2. Labor Cost Component (cont'd) (1)	Amount (₱) (PhP) (2)	19
2.6. Employer's social security expenditures <i>(exclude employees' share)</i>		20
2.6.1. Compulsory social security contributions (GSIS, SSS, PhilHealth, PAG-IBIG, ECC)		21
2.6.2. Collectively agreed, contractual and non-obligatory contributions to private social security schemes and insurance (e.g., pension, life, accident, medical and health, hospitalization)		22
2.6.3. Direct payments by employer to employees regarded as social security benefits (in respect of absence from work due to sickness, maternity or occupational injury)		23
2.6.4. Cost of medical care and health services		24
2.6.5. Retirement and termination/ separation pay		25
2.7. Cost of training		26
2.8. Cost of welfare services		27
2.9. Other labor costs		28
2.9.1. Cost of work clothes/protective gear		29
2.9.2. Transport of workers to and from work undertaken by employers		30
2.9.3. Recruitment cost		31
2.9.4. Others <i>(Please specify)</i> _____ _____		32

2.6.4 Cost of medical care and health services- medical care and health expenses (except insurance), e.g., medicines, incurred by the employer on behalf of the employees; it also includes cost of establishment-owned medical care and health facility and equipment for employees.

2.7 Cost of training - net cost of fees, salaries and other payments for services of outside instructors, payments made to outside training institutions on behalf of the workers in the establishment and the reimbursement of school fees to workers; it also includes cost of establishment-owned training facility and equipment for employees.

2.8 Cost of welfare services- grants to credit unions and related services for employees, cost of services such as canteens and other food services, educational, cultural, recreational and related facilities and services (See definition of cost for establishment-owned dwellings).

4. Total cost- all expenses incurred by the establishment whether paid or payable, valued at market price. Aside from labor cost, these are costs of:

- purchased materials, supplies, fuel and electricity
- industrial and non-industrial services done by others
- costs of good for resale
- interest expenses
- indirect taxes

Donations and contributions, bad debts, income taxes, losses, depreciation are excluded.

3. How many hours were actually worked by all employees in your establishment in 2019?

If without actual record on total hours actually worked as required in Item 3 above, estimates may be done as follows:

<input style="width: 60px; height: 20px;" type="text"/>	x	<input style="width: 60px; height: 20px;" type="text"/>	x	<input style="width: 60px; height: 20px;" type="text"/>	+	<input style="width: 60px; height: 20px;" type="text"/>	+	<input style="width: 60px; height: 20px;" type="text"/>	=	<input style="width: 60px; height: 20px;" type="text"/>
A. Average number of employees in 2019		B. Regular working hours per day Ex. 6, 7, 8 or 12		C. Days actually worked during the year Ex. 250 or 302		D. Total overtime hours on regular working days of all employees who rendered overtime work		E. Total hours worked on rest days, special days and regular holidays of all employees who rendered work on these days		F. Hours actually worked

See Part VII: Occupational Injuries and Diseases-Item 10 for definition of hours actually worked and example to compute for average number of employees for CY 2019.

4. Percent share of labor cost to total cost (Please check only one box.)

1- Less than 5%
 2- 5% - 9%
 3- 10% - 19%
 4- 20% - 29%
 5- 30% or more
(Please specify) _____

To compute for the percent share of labor cost: (Labor Cost / Total Cost) x 100

PART IX: PRODUCTIVITY IMPROVEMENT PROGRAM AND GAINSHARING PRACTICES

Reference Period: Calendar Year 2019

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

1. What productivity improvement program/s was/were developed in your establishment that was/were being implemented during Calendar Year 2019? *(Please check the applicable programs and its respective program developers using the indicated codes below)*

Productivity Improvement Program	Developed by <i>(Use Code)</i>	Productivity Improvement Program	Developed by <i>(Use Code)</i>
01 <input type="checkbox"/> 7S of Good Housekeeping		07 <input type="checkbox"/> Just-In-Time	
02 <input type="checkbox"/> Client Satisfaction Measurement (CSM)		08 <input type="checkbox"/> Continuous Process Improvement	
03 <input type="checkbox"/> Total Quality Management (TQM)		09 <input type="checkbox"/> Others <i>(Please specify)</i>	
04 <input type="checkbox"/> Lean Management/Lean Production		91 _____	
05 <input type="checkbox"/> Suggestion/Feedback Scheme		92 _____	
06 <input type="checkbox"/> Six Sigma		10 <input type="checkbox"/> None <i>(Go to item 8)</i>	

Code	Initiated/Developed by	Code	Initiated/Developed by	Code	Initiated/Developed by
1	Labor-Management Committee	4	Supervisors/Line Leaders	7	Others <i>(Please specify the name of the program developer beside the program)</i>
2	Management	5	Rank-and-File/Production Workers		
3	Union	6	Productivity Consultants		

7S of Good Housekeeping – refers to a training program on waste elimination through workplace organization. 7S means sort, set in order, shine, standardize, sustain, safety and spirit.

Client Satisfaction Measurement (CSM) – refers to the assessment of performance from the customer's point of view.

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

Lean Management – refers to a productivity program on doing more with less, i.e., less time, inventory, space, labor and money.

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

Six Sigma – refers to a program aimed at the near elimination of defects from every product, process and transaction.

Just-in-Time – refers to a production technology system which promotes economic efficiency, with a central principle of "produce appropriately what is necessary, just as much as needed, when needed".

Continuous Process Improvement – act of implementing improvements to a product, service or process.

2. What is/are the objective/s of your productivity improvement program/s? Was/were the objective/s of your PIPs met/attained? *(Please check as applicable)*

Objective	Met the Objective/s?		Objective	Met the Objective/s?	
	Fully Met	No/ Partially Met		Fully Met	No/ Partially Met
01 <input type="checkbox"/> Reduce cost			03 <input type="checkbox"/> Reduce complaints		
11 <input type="checkbox"/> work accidents/injuries/diseases			31 <input type="checkbox"/> queuing time		
12 <input type="checkbox"/> wastage			32 <input type="checkbox"/> after sales service		
13 <input type="checkbox"/> personnel downtime			33 <input type="checkbox"/> product returns		
14 <input type="checkbox"/> machine downtime			34 <input type="checkbox"/> basic customer service		
15 <input type="checkbox"/> rework					
16 <input type="checkbox"/> process cycle time			04 <input type="checkbox"/> Others <i>(Please specify)</i>		
02 <input type="checkbox"/> Improve product/service quality			41 _____		
21 <input type="checkbox"/> skills training			42 _____		
22 <input type="checkbox"/> technology			43 _____		
23 <input type="checkbox"/> innovation					

3. Of the total number of workers/employees in your establishment, how many are covered by any of the productivity improvement program/s? *(If a worker is covered by more than one productivity improvement program, the worker should only be counted once.)*

Category of Employees	Total	Male	Female
TOTAL			
Managers/Executives			
Supervisors/Foremen			
Rank-and-File/Production Workers			

4. What is/are the reasons for the non-attainment of your productivity improvement program/s objectives? *(Please check as applicable)*

01 <input type="checkbox"/> Lack of funds	06 <input type="checkbox"/> Earthquake
02 <input type="checkbox"/> Change in the owner/s' or management's priorities	07 <input type="checkbox"/> Fire
03 <input type="checkbox"/> Lack of manpower or support from the employees	08 <input type="checkbox"/> Human acts of terror (i.e. sieges, coup d' etat)
04 <input type="checkbox"/> Strike/lockout/work stoppage	09 <input type="checkbox"/> Disease outbreak (i.e. COVID-19)
05 <input type="checkbox"/> Typhoon/flood/landslide	10 <input type="checkbox"/> Others <i>(Please specify)</i> _____

PART IX: PRODUCTIVITY IMPROVEMENT PROGRAM AND GAINSHARING PRACTICES (Cont'd)

Reference Period: Calendar Year 2019

5. Do/does the productivity improvement program/s include/s gainsharing schemes/practices or any similar schemes/practices, and in what form/s are these incentives given in these schemes/practices?

1 - Yes *(Please check as applicable)* 2 - No *(Go to Item 6)*

Type of Gainsharing Schemes/Practices	Type of Incentives		
	Cash	Non-Cash	Usual Form of Non-Cash Incentive <i>(Use one (1) code only)</i>
01 <input type="checkbox"/> Gainsharing (i.e. productivity or performance incentive, etc.)			
02 <input type="checkbox"/> Profit sharing			
03 <input type="checkbox"/> Employee stock/s option plan			
04 <input type="checkbox"/> Others (e.g. 14th month pay) <i>(Please specify)</i>			
41 _____			

Code	Form of Non-Cash Incentives	Code	Form of Non-Cash Incentives	Code	Form of Non-Cash
1	Grocery items	3	Gift certificate/cheque	5	Home appliance
2	Electronic gadget	4	Subsidized travel/leisure	6	Others <i>(Please specify)</i> _____

Gainsharing – refers to a group incentive or bonus system that shares improved performance with most or all employees of a unit and thus motivates higher employee involvement. (OECD)

Profit Sharing – refers to a definite arrangement under which workers regularly receive, in addition to their wages and salaries, a share on some pre-determined basis, in the profits of the undertaking, the sum allocated to workers varying with the level of profits. (OECD)

Employee Stock/s Option Plan – refers to a form of equity compensation granted by companies to their employees and executive. An ESO gives the holder the right to purchase the underlying asset – the company's stock – at a specified price for a finite period of time. (Investopedia)

6. Of the total number of workers/employees covered by any of PIPs reported in item 3, how many employees benefitted from any of the incentives referred to in item 5? *(If a worker is covered by more than one incentive, the worker should only be counted once.)*

Category of Employees	Total	Male	Female
TOTAL			
Managers/Executives			
Supervisors/Foremen			
Rank-and-File/Production Workers			

7. Have you availed of tax incentives related to your productivity improvement program/s?

1 – Yes *(Please check as applicable)* 2 - No

01 <input type="checkbox"/> RA 6971 or Productivity Incentives Act of 1990	
02 <input type="checkbox"/> Others (e.g. PEZA Code) <i>(Please specify)</i> _____	

8. Has your establishment been assisted by any government agency in the development and implementation of your productivity improvement program/s?

1 – Yes *(Please check as applicable)* 2 - No

01 <input type="checkbox"/> Department of Labor and Employment (DOLE)	05 <input type="checkbox"/> Department of Trade and Industry (Negosyo Center)
02 <input type="checkbox"/> Regional Tripartite Wage and Productivity Board (RTWPB)	06 <input type="checkbox"/> UP Institute for Small-Scale Industries (UP-ISSI)
03 <input type="checkbox"/> Department of Science and Technology (DOST)	07 <input type="checkbox"/> Others <i>(Please specify)</i> _____
04 <input type="checkbox"/> Development Academy of the Philippines (DAP)	

9. Has your establishment/staff attended any of the following training programs conducted by the RTWPBs?

1 – Yes *(Please check as applicable)* 2 - No *(Please specify reason)* _____
(Go to item 12)

01 <input type="checkbox"/> Productivity 101	07 <input type="checkbox"/> Green ME (My Enterprise)
02 <input type="checkbox"/> 7S (Good Housekeeping)	08 <input type="checkbox"/> Service Quality
03 <input type="checkbox"/> ISTIV-PAP (Productivity Awareness Program)	09 <input type="checkbox"/> Retail Service: Merchandising and Visual Merchandising
04 <input type="checkbox"/> ISTIV-Bayanihan	10 <input type="checkbox"/> Lean Management
05 <input type="checkbox"/> DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	11 <input type="checkbox"/> Social Media Marketing
06 <input type="checkbox"/> ISTIV Plus-SIB (Succeeding in Business)	12 <input type="checkbox"/> Others <i>(Please specify)</i> _____

Productivity 101 – refers to a training program of the basic orientation on productivity concepts, measures, tools and techniques.

ISTIV-PAP (Productivity Awareness Program) – refers to training program of a values-driven human resource intervention for quality and productivity improvement rooted in the five ideal attributes of a productive individual.

ISTIV-Bayanihan – refers to a training program and networking intervention for Barangay Micro Business enterprises that supports the growth of micro enterprises by enhancing the entrepreneurs' way of managing the enterprises.

DOLE Integrated Livelihood and Emergency Employment Program (DILEEP) – refers to the program that seeks to contribute to poverty reduction and reduce the vulnerability to risks of the working poor, vulnerable and marginalized workers either through emergency employment, and promotion of entrepreneurship and community enterprises

ISTIV Plus-SIB (Succeeding in Business) – refers to a training program combining productivity values and techniques using knowledge dialogue mechanism between labor and management. I stand for Industrious, S for Systematic, T for Time-conscious, I for Innovative, and V for strong Value for work.

Green ME (My Enterprise) – refers to a training program for sustainable growth and environment protection that recognizes the workforce as the driver of change in the enterprise.

Service Quality – refers to a training program which is quality management intervention which makes used to prescribed tools and techniques in developing creative solutions to reduce errors in service.

Retail Service: Merchandising and Visual Merchandising – refers to a training program of the fundamentals of merchandising, marketing of the product, at the right price, in the right quantity, in the right place, at the right time. Visual Merchandising includes all aspects of the total visual impact of the store and its merchandise.

PART IX: PRODUCTIVITY IMPROVEMENT PROGRAM AND GAINSHARING PRACTICES (Cont'd)

Reference Period: Calendar Year 2019

10. For establishments/staff who had availed/attended any of the training programs of the RTWPBs, did you implement any productivity improvement program? 1- Yes 2 - No

11. How often did the RTWPBs visit/monitor your establishment's implementation productivity improvement program/s?

01 <input type="checkbox"/> Once	03 <input type="checkbox"/> Thrice or more
02 <input type="checkbox"/> Twice	04 <input type="checkbox"/> Never

12. What other technical assistance does your establishment need from RTWPBs to improve the productivity and performance of your establishment/enterprise?

01 <input type="checkbox"/> Training	04 <input type="checkbox"/> Others <i>(Please specify)</i> _____
02 <input type="checkbox"/> Consulting	05 <input type="checkbox"/> None
03 <input type="checkbox"/> Information materials	

COVID-19: Impact of Recovery Measures

Reference Period: June 30, 2020

13. How was your business operations affected by the Quarantines and Lockdowns? *(Please check as applicable)*

<p>01 Cost of Production Inputs</p> <p>11 <input type="checkbox"/> cost of production inputs increased</p> <p>12 <input type="checkbox"/> cost of production inputs decreased</p> <p>13 <input type="checkbox"/> cost of production inputs did not change</p> <p>02 Sales Position as compared to June 2019</p> <p>21 <input type="checkbox"/> sales position increased</p> <p>22 <input type="checkbox"/> sales position decreased</p> <p>23 <input type="checkbox"/> sales position did not change</p>	<p>03 Work Arrangements Adopted</p> <p>31 <input type="checkbox"/> stopped operations, but continued compensating workers</p> <p>32 <input type="checkbox"/> stopped operations, and did not compensate workers</p> <p>33 <input type="checkbox"/> implemented Work-From-Home arrangements</p> <p>34 <input type="checkbox"/> reduced working hours</p> <p>35 <input type="checkbox"/> temporarily laid-off of workers</p> <p>36 <input type="checkbox"/> Others <i>(Please specify)</i> _____</p> <p>04 <input type="checkbox"/> None</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

14. During the quarantines/lockdowns, what were your sources of funds to stay liquid? *(Please check as applicable)*

<p>01 <input type="checkbox"/> early payments from customers</p> <p>02 <input type="checkbox"/> delayed payments to suppliers</p> <p>03 <input type="checkbox"/> delayed payment of taxes</p> <p>04 <input type="checkbox"/> loans from family/friends</p> <p>05 <input type="checkbox"/> loans from banks</p> <p>06 <input type="checkbox"/> loans from informal lenders (i.e. five-six)</p>	<p>07 <input type="checkbox"/> loans from non-bank financial institutions (i.e. pawnshops, coops, etc.)</p> <p>08 <input type="checkbox"/> loans from digital financing platforms</p> <p>09 <input type="checkbox"/> loans from government institutions</p> <p>10 <input type="checkbox"/> Others <i>(Please specify)</i> _____</p> <p>11 <input type="checkbox"/> None</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

15. In the next six months, what business action/s is/are you considering for business recovery? *(Please check as applicable)*

<p>01 <input type="checkbox"/> request the government for delayed payments on taxes, SSS contributions, etc.</p> <p>02 <input type="checkbox"/> request lending institutions for delayed repayment of loans</p> <p>03 <input type="checkbox"/> reduce employees' wages/salaries</p> <p>04 <input type="checkbox"/> lay-off workers</p>	<p>05 <input type="checkbox"/> cancel contracts with suppliers</p> <p>06 <input type="checkbox"/> apply for bankruptcy</p> <p>07 <input type="checkbox"/> Others <i>(Please specify)</i> _____</p> <p>08 <input type="checkbox"/> None</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PART X: CERTIFICATION

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

Name/Signature of Contact Person in the Establishment:			_____ Signature Over Printed Name
Name:	_____ <i>Last Name</i> <i>First Name</i> <i>M.I.</i>	Position:	
Tel. No.:	Fax. No.:	E-mail Address:	
Time spent in answering this questionnaire:			
<input type="checkbox"/> 1- Less than a day <input type="checkbox"/> 2- 1 to 5 days <input type="checkbox"/> 3- 6 to 10 days <input type="checkbox"/> 4- More than 10 days (<i>Please specify</i>) _____			
Comments:			
A. On the data provided for the 2019/2020 Integrated Survey on Labor and Employment (ISLE)			
• Employment			
• Unionism and Collective Bargaining			
• Occupational Shortages and Surpluses			
• Training of Workers			
• Occupational Safety and Health Practices			
• Occupational Injuries and Diseases			
• Labor Cost of Employees			
• Productivity Improvement Program and Gainsharing Practices			
B. On the presented selected statistics from the 2017/2018 ISLE as outputs of the previous survey for your information/reference. (Pages 22-24) _____			
C. On the presentation/packaging of questionnaire:		Suggestions for improvement:	
Definition of Terms	<input type="checkbox"/> 1- Easy to understand <input type="checkbox"/> 2- Vague		
Layout	<input type="checkbox"/> 1- User-friendly <input type="checkbox"/> 2- Not user-friendly		
Font, color	<input type="checkbox"/> 1- Appealing <input type="checkbox"/> 2- Not appealing		
Remarks (if any):			

Thank you for your patience and full cooperation to this survey.

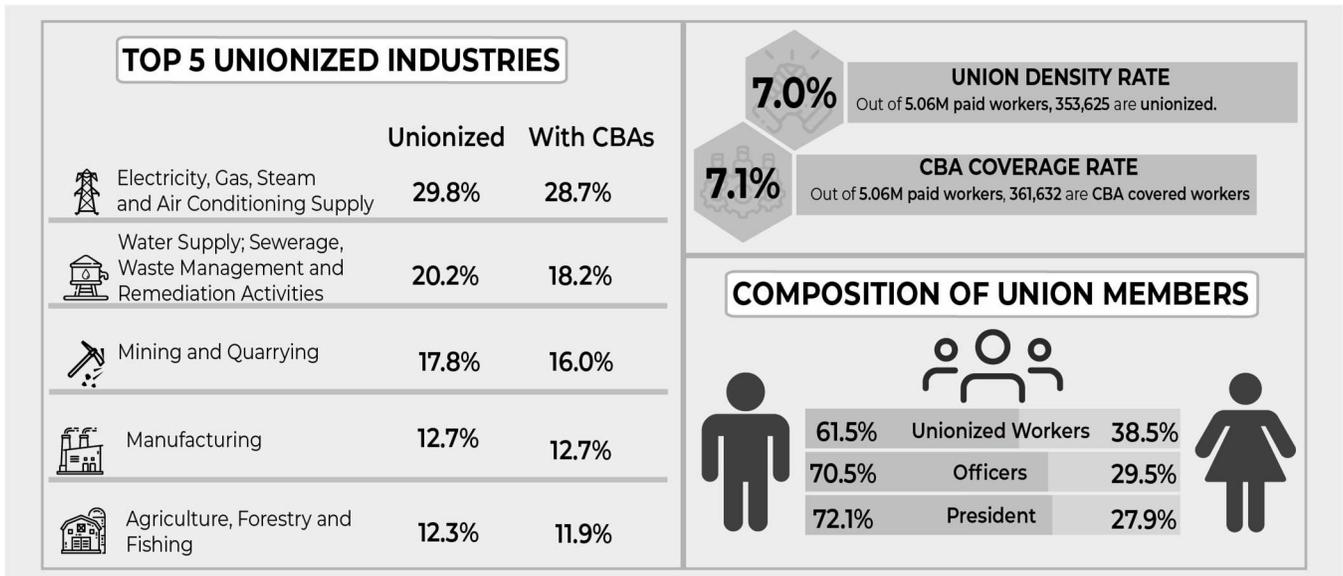
FOR PSA USE ONLY:

PART XI: SURVEY PERSONNEL

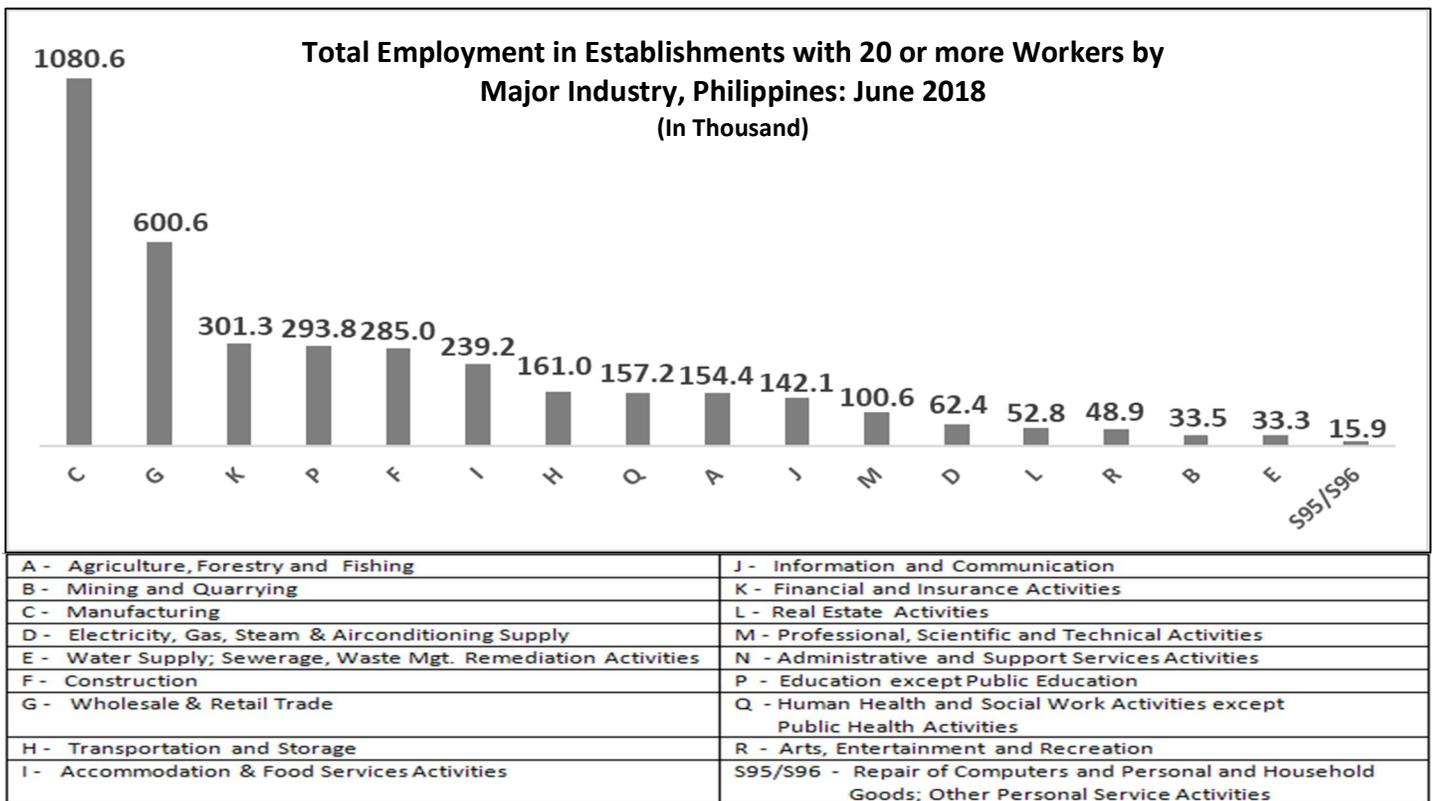
Activity	Name	Signature	Date (mm/dd/yyyy)
Enumerated/Field Edited by:			
Manually Processed by:			
Machine Processed by:			
Assessed by: (if applicable)			

Selected Statistics from the 2017/2018 Integrated Survey on Labor and Employment (ISLE)

Unionism and Collective Bargaining

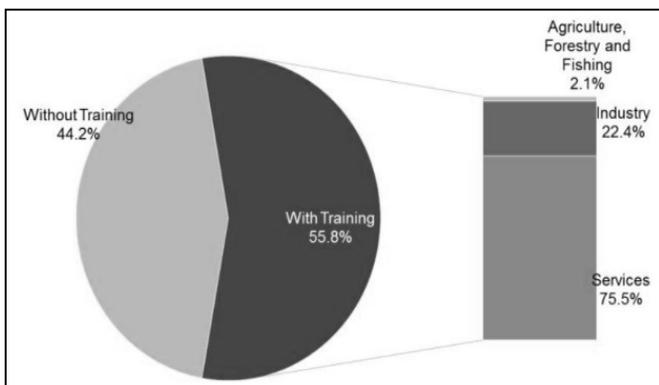


Employment

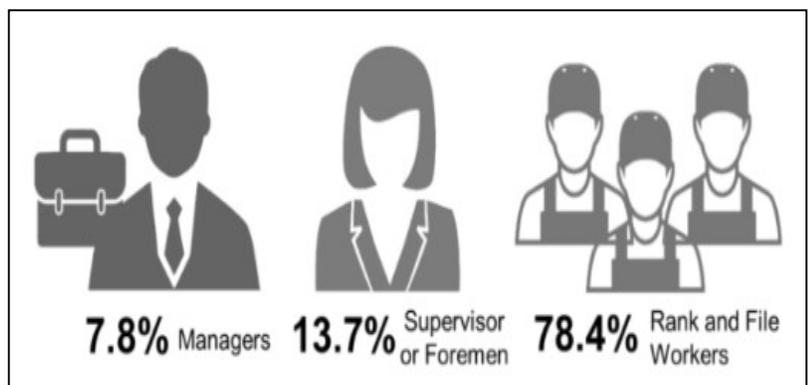


Training of Workers

Percent of Establishments Providing Job-Related Trainings by Sector, Philippines: 2017



Percent of Employees Provided Job-Related Trainings in Establishments by Type of Worker, Philippines: 2017



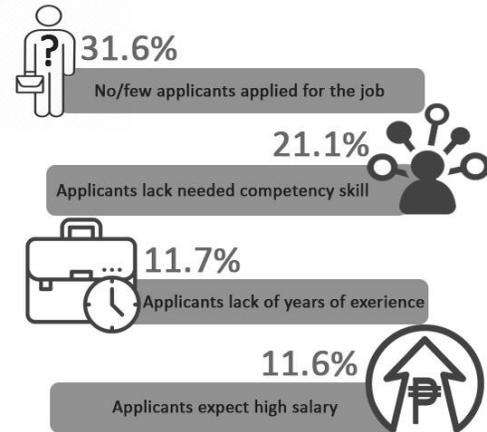
Selected Statistics from the 2017/2018 Integrated Survey on Labor and Employment (ISLE) (Cont'd)

Occupational Shortages and Surpluses

Hard-to-fill Occupations Sorted by Number of Vacancies in Establishments with 20 or More Workers, Philippines: July 2017 to June 2018

OCCUPATION TITLE	Number of Vacancies
ALL OCCUPATIONS	221,232
Managers	5,956
1 Sales and Marketing Managers	1,904
2 Aquaculture and Fisheries Production Managers	999
3 Financial and Insurance Services Branch Managers	622
Professionals	36,825
1 Nursing Professionals	7,574
2 Advertising and Marketing Professionals	3,364
3 Secondary Education Teachers	2,198
Technicians and associate professionals	29,111
1 Process Control Technicians Not Elsewhere Classified	6,385
2 Commercial Sales Representatives	3,867
3 Accounting Associate Professionals	3,632
Clerical support workers	103,046
1 Contact Centre Information Clerks	92,973
2 General Office Clerks	4,113
3 Accounting and Bookkeeping Clerks	1,163
Service and sales workers	15,531
1 Cashiers and Ticket Clerks	4,617
2 Waiters	2,015
3 Security Guards	1,607
Skilled agricultural, forestry and fishery workers	481
1 Other Aqua Products Producers	275
2 Subsistence Crop Farmers	150
3 Livestock Farmers	52
Craft and related trades workers	15,683
1 Stonemasons, Stone Cutters, Splitters and Carvers	5,195
2 Sewing, Embroidery and Related Workers	1,715
3 Welders and Flame Cutters	1,708
Plant and machine operators and assemblers	7,482
1 Car, Tax and Van Drivers	2,209
2 Mechanical Machinery Assemblers	1,111
3 Bus and Tram drivers	1,110
Elementary occupations	7,119
1 Messengers, Package Deliverers and Luggage Porters	1,956
2 Manufacturing Laborers Not Elsewhere Classified	1,871
3 Building Construction Laborers	818

Top Reasons Why Vacancies in Establishments were Hard to Fill, Philippines: July 2017 to June 2018

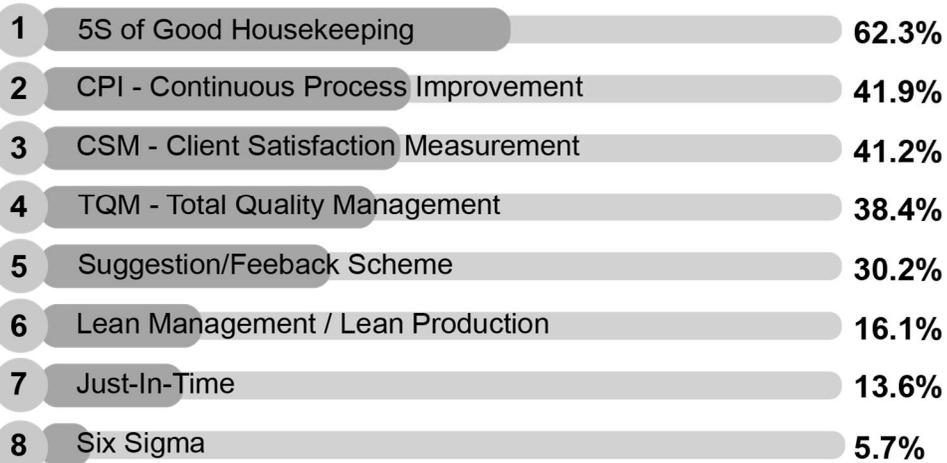


Top Three Industries with the Most Vacancies in Establishments with 20 or More Workers, Philippines: July 2017 to June 2018



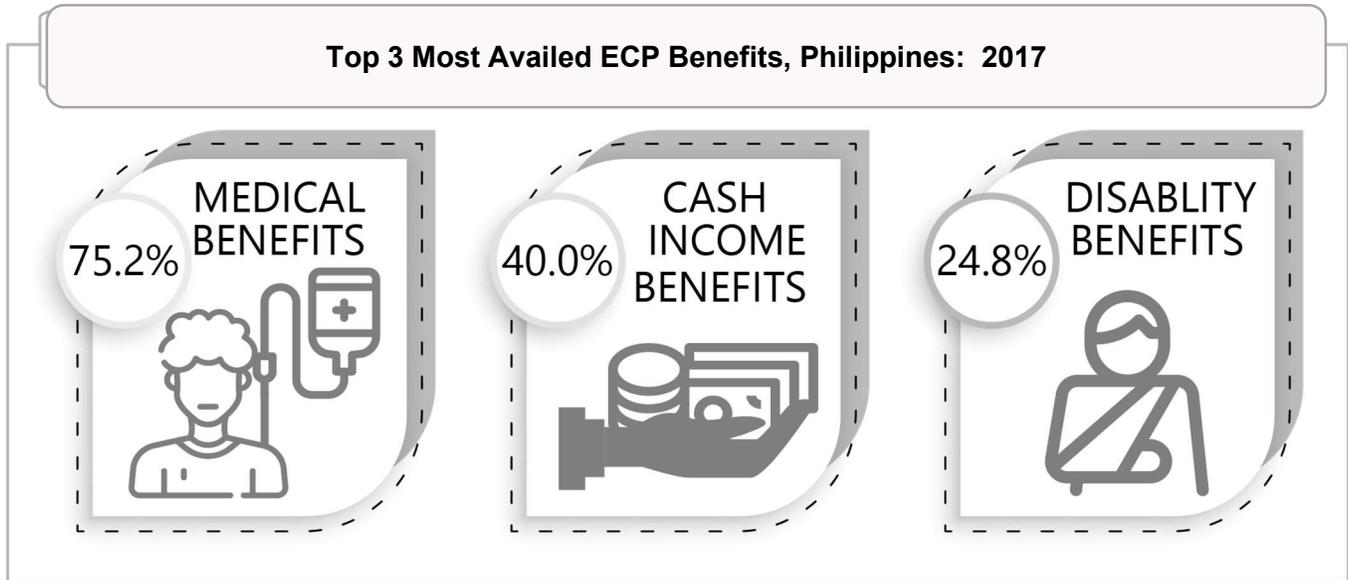
Productivity Improvement Program and Gainsharing Practices

Percent Share of Establishments with PIPs by Productivity Improvement Programs Implemented, Philippines: 2017



Selected Statistics from the 2017/2018 Integrated Survey on Labor and Employment (ISLE) (Cont'd)

Employee's Compensation Program



Occupational Safety and Health Practices



Occupational Injuries and Diseases

