



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
BUREAU OF LABOR AND EMPLOYMENT STATISTICS



2011/2012 BLES INTEGRATED SURVEY

In correspondence, please quote this reference number.

Assistance Available

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

Metro Manila

Bureau of Labor and Employment Statistics
3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila 1002
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Outside Metro Manila

Tel. Nos.
Fax No.
E-mail

To be accomplished by Enumerator *(except GEOCODE)*

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

Business Name of Establishment _____
Floor/Bldg./No./Street/Subdivision _____

Barangay/City/Municipality _____
Zip Code/Province _____ **GEOCODE: | | | | | | | |**

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

Business Name of Head Office _____
Contact Person _____ Tel. No. _____
Position of Contact Person _____
Floor/Bldg./No./Street/Subdivision _____

Barangay/City/Municipality _____
Zip Code/Province _____ **GEOCODE: | | | | | | | |**

Status Code

For Field Personnel	For BLES Personnel			
	June 2012		CY 2011	
RET1 RFV RET2	RET1 RFV RET2	CET with EIN	RET1 RFV RET2	CET with EIN
REF STR TCL	REF STR TCL	_____	REF STR TCL	_____
CBL PCL	CBL PCL OSE	_____	CBL PCL OSE	_____
DUP of EIN _____	CON with EIN _____		CON with EIN _____	
OSP with PSIC _____	DUP of EIN _____		DUP of EIN _____	
OTH (specify) _____	OSP with PSIC _____		OSP with PSIC _____	
	OTH (specify) _____		OTH (specify) _____	

PLEASE READ BEFORE ACCOMPLISHING THE QUESTIONNAIRE

Survey Objectives and Uses of the Data

Your establishment has been selected to participate in the 2011/2012 BLES Integrated Survey (BITS). The main objective of this survey is to generate an **integrated data set on employment of specific groups of workers, occupational shortages and surpluses, training of workers, recruitment and hiring practices for entry-level jobs, safety and health practices, Employees' Compensation Program, and occupational injuries and diseases.** These data are inputs to the studies on industry trends and practices, and serve as bases for the formulation of policies on employment, conditions of work and industrial relations.

On the operational level, the BITS aims to maximize the use of limited government resources and to improve the timeliness of information. This is in keeping with the continual process improvement of the Bureau's Quality Management System.

Confidentiality

Your completed form remains **confidential** to the BLES and to our field personnel. All information will be used for statistical purposes only and **not for taxation, regulation or investigation purposes.** Further, all information from your establishment will be integrated with those of the rest of the respondents, and will be disseminated only in summaries or statistical tables.

Collection Authority

The information asked for is collected under the authority of **Executive Order No. 126**, dated January 30, 1987, creating and mandating the Bureau of Labor and Employment Statistics to conduct nationwide surveys, and studies which will generate trends and structures on labor and employment, among others. The BLES is one of the major statistical agencies of the government.

Authorized Field Personnel

The Bureau of Labor and Employment Statistics will supervise data gathering in Metro Manila. For the rest of the country, our Bureau has hired personnel under the supervision of the **DOLE Regional Offices** to undertake the field operations of the survey.

Coverage

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

Reference Periods

The reference periods for this survey are as follows:

Part I: General Information - June 30, 2012

Part II: Employment - June 30, 2012

Part III: Occupational Shortages and Surpluses - January 2011 to June 2012

Part IV: Training of Workers - Calendar Year 2011

Part V-A: Recruitment and Hiring Practices for Entry-Level Jobs - Calendar Year 2011

Part V-B: Occupational Safety and Health Practices - Calendar Years 2010-2011

Part VI: Employees' Compensation Program - June 30, 2012

Part VII: Occupational Injuries and Diseases - Calendar Year 2011

Concepts and Definition of Terms

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

Due Date

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

Availability of Results

Selected statistics from the 2009/2010 BITS are presented in the last four pages of this questionnaire. More details can be furnished upon request or by visiting our website (<http://www.bles.dole.gov.ph>). Results of the 2011/2012 BITS will be available by **October 2013.**

PART I: GENERAL INFORMATION

Reference Period: June 30, 2012

1. What is the main economic activity of your establishment? (Please specify your major products/goods or services in order of importance.)		2009 PSIC Code: (Do not fill)	
Main Economic Activity _____			
Major Products/Goods or Services _____			
2. Ownership (Please check only one.)	<input type="checkbox"/> Filipino <input type="checkbox"/> Foreign	<input type="checkbox"/> Joint Venture <input type="checkbox"/> Multinational	
3. Type of market (Indicate market only if engaged in production, e.g., agriculture, mining and quarrying, and manufacturing) (Please check only one.)	<input type="checkbox"/> Domestic Market only <input type="checkbox"/> Both Domestic and Export	<input type="checkbox"/> Export/International Market	
4. With union? (Registered or under process as of reference date.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No, go to Item 9	
4.1. If yes, please specify scope of bargaining unit. (Please check as applicable.)	<input type="checkbox"/> Supervisors only	<input type="checkbox"/> Rank & File only	<input type="checkbox"/> Rank & File including Supervisors
5. Number of unions (Registered or under process as of reference date)			
6. Union membership			
6.1. Female members			
6.2. Union officers including members of the Board			
6.2.1. Female officers			
6.2.1.1. Female presidents			
7. With collective bargaining agreement? (Please check as applicable.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Workers covered by CBAs including those paying agency fees			
8.1. Female workers covered			
9. What are the two most important problems the management faces in running the establishment? (Please check only two boxes.)			
<input type="checkbox"/> Business information	<input type="checkbox"/> Competition from imports	<input type="checkbox"/> Labor costs	
<input type="checkbox"/> Legal regulations	<input type="checkbox"/> Financial losses	<input type="checkbox"/> Productivity	
<input type="checkbox"/> Political uncertainties	<input type="checkbox"/> Lack of capital	<input type="checkbox"/> Access to technology	
<input type="checkbox"/> Product development	<input type="checkbox"/> Cost of production material, energy	<input type="checkbox"/> Others (Please specify.)	
<input type="checkbox"/> Marketing assistance services	<input type="checkbox"/> Downsizing/redundancy	_____	

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

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

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

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

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

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

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

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

Include:

- working owners with or without regular pay
- salaried directors, managers and executives
- regular and non-regular workers, e.g., probationary, casual, contractual/project-based, seasonal, paid apprentices/learners
- persons 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 including apprentices without compensation or student on-the-job trainees

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
- persons purely on commission and without employer control

Employees - include managers/executives, supervisors/foremen, and rank and file workers. Working owners receiving regular pay are also included.

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.

Part II ➡

PART II: EMPLOYMENT

Reference Period: June 30, 2012

Item of Inquiry (1)	Number of Workers (2)	
1. Total Employment (sum of entries in items 1.1, 1.2 and 1.3)		1.1. Working owners - working owners who do not receive regular pay.
1.1. Working owners (without regular pay)		1.2. Unpaid workers - persons without regular pay who work for at least one-third of the working time normal to the establishment. Apprentices without compensation or student on-the-job trainees are included .
1.2. Unpaid workers		1.4.1. Managers/Executives - workers whose main responsibilities are to determine and formulate policies and plan, direct, control and coordinate the activities of enterprises and organizations, or their internal departments or sections. Working owners receiving regular pay are included .
1.3. Employees (sum of entries in items 1.4.1, 1.4.2 and 1.4.3)		1.4.2. Supervisors/Foremen - workers whose main responsibilities are to plan, direct, organize and supervise the daily activities of workers in the section or unit concerned with the production of goods or the provision of services, subject to the general directive of managers.
1.3.1. Female employees		1.4.3. Rank and file workers - workers who do not fall within the managerial or supervisory classification of employees.
1.4. Category of Employees		1.4.3.1. 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.
1.4.1. Managers/Executives (including working owners receiving regular pay and female managers/executives)		2.1. Young workers - workers aged 15 to 24 years old, or 15-30 years old as of reference date.
1.4.1.1. Female managers/executives		2.2. Female workers - women working as working owners, unpaid workers or employees.
1.4.2. Supervisors/Foremen (including female supervisors)		2.3. Workers paid the minimum wage - workers who are paid the applicable minimum wage rates fixed by the Regional Tripartite Wages and Productivity Boards.
1.4.2.1. Female supervisors		2.4. Time-rated workers - workers paid on the basis of a time unit of work such as an hour, a day or a month.
1.4.3. Rank and file workers (sum of entries in items 1.4.3.1 and 1.4.3.2)		2.4.2. Part-time workers - workers who work at jobs which provide less than the working time normal to the establishment.
1.4.3.1. Regular workers		2.5.1. 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).
1.4.3.2. Non-regular workers (as reported in item 2.7)		2.5.2. Purely on commission with employer control and supervision - persons working for the establishment who are paid purely on the basis of a certain percentage of money received for a transaction. They are under employer control and supervision and are on the regular payroll of the establishment, and are included in its total employment.
2. Employment of Specific Groups of Workers (As applicable, workers may be reported in several categories.)		2.5.3. Purely on commission without employer control - 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 are not on the regular payroll of the establishment, and are excluded in its total employment (e.g., insurance underwriters).
2.1. Young workers		2.6. Output-rated workers - workers whose pay is in relation to their output, i.e., piece rate, quota, "pakyao" or task.
2.1.1. 15-24 years old		2.6.1. 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 .
2.1.2. 15-30 years old		2.6.2. 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 rate, "pakyao" or "takay", task, commission workers and homeworkers are excluded .
2.2. Female workers		2.6.3. "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 rate, production standard (quota), "pakyao" or "takay", commission workers and homeworkers are excluded .
2.3. Workers paid the minimum wage		2.6.4. Task workers - workers who are paid for performing specific work irrespective of the time consumed. Piece-rate, production standard (quota), "pakyao" or "takay", commission workers and homeworkers are excluded .
2.4. Time-rated workers (sum of entries in items 2.4.1 and 2.4.2)		
2.4.1. Full-time workers (sum of entries in items 2.4.1.1, 2.4.1.2 and 2.4.1.3)		
2.4.1.1. Hourly		
2.4.1.2. Daily		
2.4.1.3. Monthly		
2.4.2. Part-time workers (except consultants and those on retainer basis)		
2.5. Commission workers (sum of entries in items 2.5.1, 2.5.2 and 2.5.3)		
2.5.1. With basic pay and commission		
2.5.2. Purely on commission with employer control and supervision		
2.5.3. Purely on commission without employer control		
2.6. Output-rated workers (sum of entries in items 2.6.1, 2.6.2, 2.6.3 and 2.6.4)		
2.6.1. Piece-rated workers		
2.6.2. Production standard (quota) workers		
2.6.3. "Pakyao" or "Takay" workers		
2.6.4. Task workers		



PART II: EMPLOYMENT (cont'd)

Item of Inquiry (1)		Number of Workers (2)
2. Employment of Specific Groups of Workers (cont'd)		
2.7. Non-regular workers (sum of entries in items 2.7.1, 2.7.2, 2.7.3, 2.7.4 and 2.7.5; this should be the entry reported in item 1.4.3.2)		
2.7.1. Probationary workers		
2.7.2. Casual workers		
2.7.3. Contractual/project-based workers (except workers hired through contractors)		
2.7.4. Seasonal workers		
2.7.5. Apprentices/learners		
2.8. Workers who work on shifts (in col. 1b, enumerate inclusive time corresponding to col. 1a; in col. 2, provide total workers corresponding to col. 1b)		
Shift Period (1a)	Inclusive Time (e.g., 6:00 A.M.-2:00 P.M.) (1b)	Number of Workers per Shift (2)
Total		
1 st Shift		
2 nd Shift		
3 rd Shift		

2.7.1. 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.

2.7.2. Casual workers - workers whose work is not usually necessary and desirable to the usual business or trade of the employer. Their employment is not for a specific undertaking or seasonal in nature.

2.7.3. 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 contractors are **excluded and should be reported in Item 3.1.1.**

2.7.4. Seasonal workers - workers whose employment, specifically its timing and duration, is significantly influenced by seasonal factors, e.g., Christmas.

2.7.5. Apprentices/learners - workers who are covered by written apprenticeship/learnership agreements with individual employers or any of the entities with duly recognized programs. Apprentices without compensation are **excluded.**

2.8. Workers who work on shifts - workers who work on work schedules, whether successive or overlapping, within a 12-hour or 24-hour day of work.

3. Contracting or subcontracting - 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. Engaged in contracting or subcontracting?

- ☐ Yes, ____ % of production process if establishment is engaged in agriculture/manufacturing
- ☐ No, go to Part III

3.1. Job, work or service done <u>WITHIN</u> the premises of the establishment		3.2. Job, work or service done <u>OUTSIDE</u> the premises of the establishment
Type of Process Contracted/Subcontracted (1)	Number of Workers Hired through Contractors (2)	Type of Process Contracted/Subcontracted (Please check as applicable.) (1)
3.1.1. Total (sum of items 3.1.1.1 to 3.1.1.9)		3.2.1. <input type="checkbox"/> Production/Assembly (Please specify activity/process.)
3.1.1.1. Security services		3.2.2. <input type="checkbox"/> Finance/Accounting
3.1.1.2. Janitorial		3.2.3. <input type="checkbox"/> Data processing/Encoding
3.1.1.3. General administrative		3.2.4. <input type="checkbox"/> Human resource (HR)/Recruitment
3.1.1.4. Marketing/Sales		3.2.5. <input type="checkbox"/> Learning/Training
3.1.1.5. Packaging		3.2.6. <input type="checkbox"/> Billing and payment
3.1.1.6. Production/Assembly (Please specify activity/process.)		3.2.7. <input type="checkbox"/> Transport services
		3.2.8. <input type="checkbox"/> Courier services
3.1.1.7. Research and development		3.2.9. <input type="checkbox"/> Packaging/Crating
3.1.1.8. IT services		3.2.10. <input type="checkbox"/> Research and development
3.1.1.9. Others (Please specify.) _____ _____		3.2.11. <input type="checkbox"/> Others (Please specify.) _____ _____

3.1.1. Workers hired through contractors - workers employed by the contractors to perform or complete a job, work or service pursuant to a service agreement **within** the premises of the establishment. They are **excluded** from the total employment of the establishment.



PART III: OCCUPATIONAL SHORTAGES AND SURPLUSES

Reference Period: January 2011 to June 2012

1. Were there job vacancies in your establishment from January 2011 to June 2012?

(Please check appropriate box.)

☐ **Yes**, please specify total number of job vacancies _____ ☐ **No**, go to Part IV

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

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

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

2002 PSOC Code (Do not fill)	Job Title/Occupation	Status (Use Code)	Category (Use Code)	Number of Vacancies	Number of Applicants	Length of Recruitment Period (in months)	If applicable, indicate specialization/ specific skills (e.g., welder—with experience in Gas Metal Arc Welding (GMAW); nurse – with ER experience)	Reason (ONLY for Hard to Fill Vacancies) (Use Code)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

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

Code for Status (Col. 3)

- 1 - Regular position
2 - Non-regular position

Code for Category (Col. 4)

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

Code for Reason (Col. 9)

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

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

PART IV: TRAINING OF WORKERS

Reference Period: Calendar Year 2011

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

☐ Yes ☐ No, go to Part V-A

2. How many employees were provided job-related training/s during the reference period? _____

Managers/Executives _____ Supervisors/Foremen _____ Rank and File Workers _____

3. **Total training cost** to the establishment: P. _____

4. Who provided the training/s? (Please check as applicable.)

☐ Your establishment ☐ Private training institution

☐ Government training institution ☐ Others (Please specify.) _____

Job-related trainings - include trainings conducted by the establishment and those which were offered by other institutions but are financed by the establishment.

Part V-A ➡

Recruitment and Hiring Practices for Entry-Level Jobs

Reference Period: Calendar Year 2011

- Entry-level jobs** - refer to starting positions that require little or no experience.

☐ No, *go to Part V-B*

- (Please fill-out the table below. Use separate sheet, if necessary.)

Code for Status (Col. 3)	Code for Minimum Educational Requirement (Col. 4)		Code for Sex (Col. 7)	Code for Age (Col. 8)
1 – Regular position	1 – Primary education	5 – College undergraduate	1 – Male	1 – 15-24 years old
2 – Non-regular position	2 – Secondary education	6 – College graduate	2 – Female	2 – 25-30 years old
	3 – Post-secondary education	7 – Masters/Postgraduate course	3 – No preference	3 – More than 30 years old
	4 – Technical/Vocational (Indicate specific training/ short course required)	8 – No preference		4 – Others (Please specify.) _____

- (Please check as applicable.)*

<input type="text"/>	School/University <i>(Please specify.)</i>
<input type="text"/>	Degree
<input type="text"/>	Grade point/General weighted average
<input type="text"/>	Awards/Recognitions received
<input type="text"/>	Membership/Affiliation in organizations
<input type="text"/>	Work experience
<input type="text"/>	Character references
<input type="text"/>	Others <i>(Please specify.)</i>

PART V-A: INDUSTRIAL RELATIONS PRACTICES (cont'd)

4. Identify the important skills you look for in applicants for entry-level jobs.

(Please rate on a scale of 1 [no importance] to 5 [extremely important] by encircling the appropriate response for each item.)

Code (1)	SKILLS (2)	No Importance (3)	Limited Importance (4)	Important (5)	Very Important (6)	Extremely Important (7)
01	Communication skills (oral and written)	1	2	3	4	5
02	Computing/Mathematical skills	1	2	3	4	5
03	Problem-solving and decision-making skills	1	2	3	4	5
04	Leadership, critical and creative thinking skills	1	2	3	4	5
05	Organization, managing and planning skills	1	2	3	4	5
06	Negotiation skills	1	2	3	4	5
07	Teamwork including interpersonal skills	1	2	3	4	5
08	Flexibility and adaptability skills	1	2	3	4	5
09	IT and computer skills	1	2	3	4	5
10	Machine and equipment operation skills	1	2	3	4	5

5. Based on your assessment of entry-level job applicants, please rate their general aptitude level in the following skills/areas. (Please rate as applicable on a scale of 1 [very poor] to 5 [excellent] by encircling the appropriate response for each item.)

Code (1)	SKILLS (2)	Very Poor (3)	Poor (4)	Adequate (5)	Good (6)	Excellent (7)
01	Numerical skills	1	2	3	4	5
02	Writing skills	1	2	3	4	5
03	Oral communication skills	1	2	3	4	5
04	Technical skills	1	2	3	4	5
05	IT and computer skills	1	2	3	4	5
06	Machine and equipment operation skills	1	2	3	4	5
07	Leadership, critical and creative thinking skills	1	2	3	4	5
08	Problem-solving and decision-making skills	1	2	3	4	5
09	Organization, managing and planning skills	1	2	3	4	5
10	Ability to work independently	1	2	3	4	5
11	Flexibility and adaptability skills	1	2	3	4	5
12	Teamwork	1	2	3	4	5
13	Extent of educational training	1	2	3	4	5
14	Ability to apply knowledge learned in school to work environment	1	2	3	4	5

6. How do you get applicants to fill-up vacancies for entry-level jobs in your establishment? (Please check as applicable.)

<input type="checkbox"/> On-the-job trainees/apprentices	<input type="checkbox"/> Head hunters/Private recruitment agencies
<input type="checkbox"/> Walk-in	<input type="checkbox"/> Jobs fair
<input type="checkbox"/> Public Employment Service Office (PESO) referral	<input type="checkbox"/> On-site campus recruitment
<input type="checkbox"/> Postings in Job Portals	<input type="checkbox"/> Posting in school/company's bulletin board
<input type="checkbox"/> Phil-JobNet	<input type="checkbox"/> Newspaper ads
<input type="checkbox"/> Jobstreet	<input type="checkbox"/> Word of mouth (through friends or relatives)
<input type="checkbox"/> JobsDB	<input type="checkbox"/> Employee referral
<input type="checkbox"/> Others (Please specify.) _____	<input type="checkbox"/> Union recommendation
<input type="checkbox"/> Online advertisements in social networking sites	<input type="checkbox"/> Others (Please specify.) _____

7. What are the bases for determining the starting salary for entry-level positions? (Please check as applicable.)

<input type="checkbox"/> Minimum wage/DOLE wage order	<input type="checkbox"/> Based on qualifications of the employee
<input type="checkbox"/> Standard internal pay scale	<input type="checkbox"/> Others (Please specify.) _____
<input type="checkbox"/> Prevailing rate within the industry	



PART V-B: INDUSTRIAL RELATIONS PRACTICES

Occupational Safety and Health Practices

Reference Period: Calendar Years 2010-2011

1. What activities were conducted or practiced in the company as part of your prevention and control measures against work safety and health hazards in 2010 - 2011? *(Please check as applicable for each measure/activity.)*

Code	Prevention and Control Measures/Activities	Yes	Not Yet (In Planning Stage)	None	Not Needed
(1)	(2)	(3)	(4)	(5)	(6)
01	Organized safety and health committee				
02	Appointed safety/health officers and/or first-aiders				
03	Posting of safety signages or warnings				
04	Workers' orientation on safety and health hazards at work				
05	Installation of machine guards on moving parts/equipment				
06	Emergency response preparedness program/activities				
07	Monitoring and control of safety/health hazards in work areas				
08	Dissemination of info materials on safety and health				
09	Submission of required reports on illness/injuries to DOLE				
10	Trainings on safety and health for officers and workers				
11	Policy on non-mandatory HIV testing of employees				
12	Policy on random drug testing procedure				
13	Work accommodation for workers with pulmonary tuberculosis				
14	Tobacco control policies/programs (e.g., designated smoking areas)				
15	Periodic/annual medical exam of workers				
16	Measures to control effect of work safety and health hazards (e.g., administrative controls, engineering control, use of PPE)				
17	Construction safety and health policy/program				
18	Others <i>(Please specify.)</i>				

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

Code	Trainings/Seminars	Training agency/organization (Use Code)		
(1)	(2)	(3)		
01	<input type="checkbox"/> 40-Hour Occupational Safety and Health Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/> 40-Hour Construction Safety Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/> 1-day Occupational Safety and Health Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/> Workers' Health Trainings (e.g., HIV and AIDS, tuberculosis, drugs, tobacco, ergonomics/stress, work-related diseases, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input type="checkbox"/> Work Safety Trainings (e.g., crane, forklift, lag/tagout, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	<input type="checkbox"/> Fire Safety Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	<input type="checkbox"/> Industrial Hygiene (e.g., ventilation, work environment measurement, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	<input type="checkbox"/> Chemical Safety Trainings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	<input type="checkbox"/> Work Improvement in Small Enterprises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/> Emergency Preparedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/> Safety Audit/Accident Investigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/> Others <i>(Please specify.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Code for training agency/organization (Col. 3)

1 - DOLE Regional/Provincial Office 2 - Occupational Safety and Health Center (OSHC) 3 - Bureau of Working Conditions (BWC) 4 - Bureau of Fire Protection (BFP)	5 - Professional Organizations (OSHNet, OHNAP, PCOM, etc.) 6 - Safety Training Organizations (SOPI, ASPPI, etc.) 7 - Employers' Organizations (ECOP, PMAP, PCCI) 8 - Workers' Groups (TUCP, FFW, APL)	9 - Academe/Universities 10 - Own company 11 - Others <i>(Please specify.)</i>
--	--	---

3. How frequent did you avail of the services of the following training agencies/organizations? *(Please check as applicable.)*

Code	Training Agencies/Organizations	Often (3 or more trainings)	Sometimes (1-2 trainings)	Never
(1)	(2)	(3)	(4)	(5)
01	DOLE Regional/Provincial Office			
02	Occupational Safety and Health Center (OSHC)			
03	Bureau of Working Conditions (BWC)			
04	Bureau of Fire Protection (BFP)			
05	Professional Organizations (OSHNet, OHNAP, PCOM, etc.)			
06	Safety Training Organizations (SOPI, ASPPI, etc.)			
07	Employers' Organizations (ECOP, PMAP, PCCI)			
08	Workers' Groups (TUCP, FFW, APL)			
09	Academe/Universities			
10	Own company			
11	Others <i>(Please specify.)</i>			

PART VI: EMPLOYEES' COMPENSATION PROGRAM

Reference Period: June 30, 2012

A. Awareness of the Employees' Compensation Commission (ECC) and the Employees' Compensation Program (ECP)

- Are you aware of a government agency called Employees' Compensation Commission or ECC?
☐ Yes ☐ No
- Are you aware of the ECP that provides benefits and services for employees who were hurt, met an accident, got sick or died in the course of their work or employment?
☐ Yes ☐ No, *go to Part VII*

- How did you learn about the ECP? *(Please check as applicable.)*

<input type="checkbox"/> Radio <input type="checkbox"/> Television <input type="checkbox"/> Newspapers <input type="checkbox"/> Flyers <input type="checkbox"/> Posters <input type="checkbox"/> Comics	<input type="checkbox"/> Streamers <input type="checkbox"/> Internet/Website of : <input type="checkbox"/> ECC <input type="checkbox"/> SSS <input type="checkbox"/> GSIS <input type="checkbox"/> Seminars/Lectures of the Employees' Compensation Commission <input type="checkbox"/> Seminars/Lectures of the Social Security System	<input type="checkbox"/> Seminars/Lectures of the Government Service Insurance System <input type="checkbox"/> Co-workers <input type="checkbox"/> Friends and relatives <input type="checkbox"/> Others <i>(Please specify.)</i> _____
--	---	--

- What information on ECP did you learn from your source/s? *(Please check as applicable.)*

<input type="checkbox"/> Benefits for workers with work-related contingencies <input type="checkbox"/> Services for workers with work-related contingencies	<input type="checkbox"/> Message is not clear <input type="checkbox"/> Others <i>(Please specify.)</i> _____
--	---

- What specific benefits and services of ECP did you learn? *(Please check as applicable.)*

Benefits		Services
<input type="checkbox"/> Cash income benefits for sickness, disability or death <input type="checkbox"/> Medical benefits/services <input type="checkbox"/> Rehabilitation services	<input type="checkbox"/> Carer's allowance <input type="checkbox"/> Death benefits <input type="checkbox"/> Funeral benefits	<input type="checkbox"/> Entrepreneurial training <input type="checkbox"/> Vocational training

B. Dissemination of Information on Employees' Compensation Program (ECP) Benefits and Services

- How do you disseminate information on ECP to your employees? *(Please check as applicable.)*

<input type="checkbox"/> Flyers <input type="checkbox"/> Posters <input type="checkbox"/> Comics <input type="checkbox"/> Streamers	<input type="checkbox"/> Seminar on ECP <input type="checkbox"/> Solely initiated by establishment <input type="checkbox"/> In coordination with ECC <input type="checkbox"/> In coordination with SSS <input type="checkbox"/> In coordination with GSIS <input type="checkbox"/> Others <i>(Please specify.)</i> _____
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C. Availment of the Employees' Compensation Program Benefits in the Past 3 Years (2009-2011)

- Did your employees ever avail of any employees' compensation benefits?

☐ Yes ☐ No, *go to item D*

- Where did your employees file their claims for compensation benefits?

☐ SSS ☐ GSIS

- 3a. What were the benefits availed by your employees? *(Please check as applicable.)*

- 3b. On the average, how long did it take your employees to receive these benefits? *(Check only one for each benefit availed of.)*

3a. Type of Benefits	3b. Duration				
	Less than one month	1 to 6 months	7 to 12 months	More than 12 months <i>(Please specify.)</i>	Do not know
<input type="checkbox"/> Cash income benefits for sickness, disability or death	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> Medical benefits/services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> Rehabilitation services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> Carer's allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> Death benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> Funeral benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>

PART VI: EMPLOYEES' COMPENSATION PROGRAM (cont'd)

4. Did you provide assistance to your employees in availing of the EC benefits?

☐ Yes

☐ No, go to item D

5. What were these assistance provided? (Please check as applicable.)

<input type="checkbox"/> Advise employees who suffered work-related contingencies to file claims for benefits	<input type="checkbox"/> Give supporting documents upon request	<input type="checkbox"/> Others (Please specify.) _____ _____ _____
<input type="checkbox"/> Assist employees in filing of EC claims	<input type="checkbox"/> Follow-up EC claims of employees	

D. Availment of Services from the Employees' Compensation Commission in the Past 3 Years (2009-2011)

1. Did your employees ever avail of any services from the ECC?

☐ Yes

☐ No, go to Part VII

2a. What were the services availed by your employees? (Please check as applicable.)

2b. On the average, how long did it take your employees to receive these services? (Check only one for each service availed of.)

2a. Services	2b. Duration				
	Less than one month	1 to 6 months	7 to 12 months	More than 12 months (Please specify.)	Do not know
<input type="checkbox"/> Entrepreneurial training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> Vocational training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>

3. Did you provide assistance to your employees in availing of the EC services?

☐ Yes

☐ No, go to Part VII

4. What were these assistance provided? (Please check as applicable.)

<input type="checkbox"/> Advise employees who suffered work-related contingencies to avail of EC services	<input type="checkbox"/> Follow-up employees' requests for EC services	<input type="checkbox"/> Others (Please specify.) _____ _____ _____
<input type="checkbox"/> Assist employees in requesting for EC services		

Employees' Compensation Program - a program that provides a package of benefits for public and private sector employees and their dependents in the event of work-connected contingencies such as sickness, injury, disability or death.

Employees' Compensation Commission - a quasi-judicial corporate entity created to implement the Employees' Compensation Program.

Compensation - all payments made under the Employees' Compensation Program for income benefits and medical or related benefits.

Work-related contingencies - any illness caused by employment or the risk of contracting the same is increased by working conditions or any accident arising out of and in the course of employment.

Sickness - any illness definitely accepted as an occupational disease listed by the Employees' Compensation Commission, or any illness caused by employment, subject to proof that the risk of contracting the same is increased by working conditions. For this purpose, the Commission is empowered to determine and approve occupational diseases and work-related illnesses that may be considered compensable based on peculiar hazards of employment (As amended by Sec. I, P.D. 1368).

Injury - any harmful change in the human organism from any accident arising out of and in the course of employment.

Disability - loss or impairment of a physical or mental function resulting from work-connected injury or sickness.

Death - loss of life resulting from work-related injury or sickness.

Income benefits - all cash payments made under the Employees' Compensation Program to the employee or his/her dependents.

Medical benefits - all payments made to the providers of medical care, rehabilitation services and hospital care that are extended to employees for work-related injury, sickness or disability.

Rehabilitation services - services designed to help an injured or disabled employee, entitled to such services, attain the restoration of his/her physical capacity to the maximum level as early as possible so that he/she can remain to be productive and useful member of the society.

Carer's allowance - provided to an employee who suffers a permanent total disability arising out of employment the extent of which is such that he/she could not on his/her own attend to his/her basic personal needs.

Death benefits - payments made upon the death of a covered employee due to a work-related sickness or injury to qualified beneficiaries.

Funeral benefits - payments made upon the death of a covered employee due to a work-related sickness or injury to dependents or person who spent for the funeral services.

Entrepreneurial training - a special assistance project for occupationally disabled workers (ODWs) through livelihood training aimed to develop ODWs as entrepreneurs by setting-up a micro-enterprise or home-based business.

Vocational training - a special assistance project for ODWs to integrate them into economic mainstream of society through training/re-skilling for specific career or trade and focuses on practical applications of skills learned for re-employment.



PART VII: OCCUPATIONAL INJURIES AND DISEASES

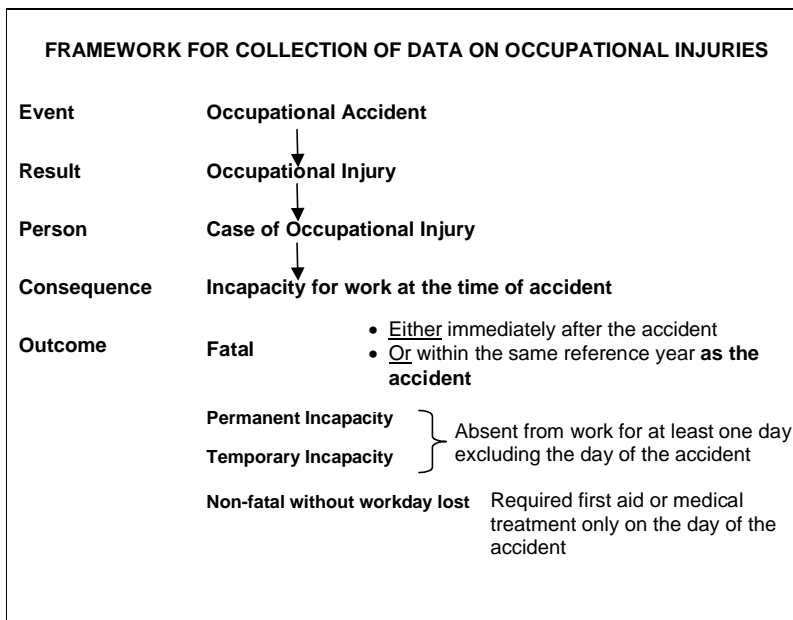
Reference Period: Calendar Year 2011

<p>1. Did your establishment experience any occupational accidents during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>go to item 8</i></p> <p style="color: red;">If answer is YES, indicate in items 3-7, as applicable, the number of cases of occupational injuries.</p>	<p>2. How many occupational accidents were there? _____</p>
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Type of Injury (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity		Temporary Incapacity		Cases Without Workdays Lost (7)
		Cases (3)	Workdays Lost (4)	Cases (5)	Workdays Lost (6)	
3. Total (sum of corresponding entries in cols. 2 to 7)						
3.1. Superficial injuries and open wounds						
3.2. Fractures						
3.3. Dislocations, sprains and strains						
3.4. Traumatic amputations						
3.5. Concussions and internal injuries						
3.6. Burns, corrosions, scalds and frostbites						
3.7. Acute poisonings and infections						
3.8. Foreign body in the eye						
3.9. Others (Please specify.)						

3. Type of Injury

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



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.

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.



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

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

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

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

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

4. Part of the Body Injured

- 4.1. Head** - includes scalp, skull, brain and cranial nerves and vessels; ear(s); eye(s); tooth/teeth; other specified parts of the facial area; head, multiple sites affected
- 4.2. Neck** - includes spine and vertebrae in the neck
- 4.3. Back** - includes spine and vertebrae in the back
- 4.4. Trunk or internal organs** - include rib cage (ribs including sternum and shoulder blades); other parts of thorax, including internal organs; pelvic and abdominal area, including internal organs; external genitalia; trunk, multiple sites affected
- 4.5. Arm and shoulder** - include shoulder, shoulder joints, upper arm, elbow; forearm; upper extremities, multiple sites affected
- 4.6. Wrist and hand** - include thumb and other fingers
- 4.7. Lower extremities** - include hip and hip joint; leg, including knee; ankle; foot; toe(s); lower extremities, multiple sites affected
- 4.8. Whole body and 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 (as reported in item 4)				
5.1. Falls of persons				
5.2. Struck by falling objects				
5.3. Stepping on, striking against or struck by objects, excluding falling objects				
5.4. Caught in or 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 or radiations				
5.9. 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 in or between objects** - caught in an object; caught between a stationary object and a moving object; caught 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 or radiations** - contact by inhalation, ingestion or absorption of harmful substances; exposure to ionizing radiations; exposure to radiations other than ionizing radiations
- 5.9. Others** - include others not mentioned above; cause of injury unspecified



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

Agent of Injury (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
6. Total (as reported in item 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, generator 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

Major Occupation Group (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
7. Total (as reported in item 6)				
7.1. Corporate executives, managers, managing proprietors and supervisors				
7.2. Professionals				
7.3. Technicians and associate professionals				
7.4. Clerks				
7.5. Service workers and shop and market sales workers				
7.6. Farmers, forestry workers and fishermen				
7.7. Craft and related trades workers				
7.8. Plant and machine operators and assemblers				
7.9. Laborers and unskilled workers				

7. Major Occupation Group

- 7.1. Corporate executives, managers, managing proprietors and supervisors** - include those who decide or plan, direct, control and coordinate the policies and activities of establishments or their internal departments or sections.
- 7.2. Professionals** - are those with required high level of professional knowledge and experience in the fields of physical and life sciences, or social sciences and humanities.
- 7.3. Technicians and associate professionals** - are those who carry out technical work, requiring technical knowledge and experience in the same fields as professionals, but at a lower skill level.
- 7.4. Clerks** - are those whose main task requires the knowledge and experience necessary to organize, store, compute and retrieve information.
- 7.5. Service workers and shop and market sales workers** - are those who provide services related to travel, housekeeping, catering, personal care, protection of individuals and property and services related to maintaining law and order, or selling goods in shops or at market.
- 7.6. Farmers, forestry workers and fishermen** - include those who plan and carry out the necessary operations to 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, develop, utilize and conserve forest, breed or catch fish and cultivate or gather other forms of aquatic life, for sale on a regular basis to wholesale buyers, marketing organizations or at markets.
- 7.7. Craft and related trades workers** - are those whose task requires knowledge and experience of skilled traders or handicrafts, including an understanding of materials and tools to be used, and of all stages of the production process.
- 7.8. Plant and machine operators and assemblers** - are those whose task requires the knowledge and experience to operate and monitor large scale and often highly automated industrial machinery and equipment.
- 7.9. Laborers and unskilled workers** - are those involved mostly in simple and routine tasks, using hand-held tools and in some cases considerable physical effort.



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

8. Occupational Diseases (1)	Occupational disease - an abnormal condition or disorder other than one resulting from an occupational injury caused by <u>exposure over a period of time</u> to risk factors associated with work activity such as contact with certain chemicals, inhaling coal dust, carrying out repetitive movements. This refers to a <u>new</u> case recognized, diagnosed and recorded during the year.	Cases (2)																																
8.1. Occupational dermatitis (includes skin conditions due to chemical agents which are skin irritants and sensitizers)																																		
8.2. Occupational asthma (due to exposure to allergenic particles in the working environment)																																		
8.3. Acute poisonings (due to exposure to toxic chemical substances)																																		
8.4. Heat stroke, cramps, exhaustion (due to exposure to excessive heat)																																		
8.5. Chilblain, frostbite, freezing (due to exposure to excessive cold)																																		
8.6. Deafness (loss of or decreased hearing due to excessive exposure to noise)																																		
8.7. Tuberculosis (infections due to mycobacterium tuberculosis)																																		
8.8. Other Infections (due to exposure to biologic hazards/agents, ex., anthrax, brucellosis, leptospirosis, tetanus, ornithosis, rabies, viral encephalitis, viral hemorrhagic fevers, hepatitis A, B, C, D, HIV, mycoses, protozoal and parasitic diseases)																																		
8.9. Cataract (due to exposure to glare of or rays from molten glass or red hot metal)																																		
8.10. Cardio-vascular diseases (cardiac injury or acute attack precipitated by unusual strains of work)																																		
8.11. Essential hypertension (primary hypertension that causes impairment of function of kidneys, ears, eyes and brain resulting in permanent disability)																																		
8.12. Peptic ulcer (due to prolonged emotional or physical stress at 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 workers experience commuting accidents in 2011? <input type="checkbox"/> Yes <input type="checkbox"/> No, go to Item 10																																		
9.1. How many commuting accidents were there? _____ 9.2. How many workers were injured? _____																																		
Commuting accident - an accident which results to death or personal injury occurring on the habitual route of a worker, in either direction, between the place of work or work-related training and the worker's principal or secondary residence, the place where the worker usually takes his/her meals or the place where he/she usually receives his/her remuneration.																																		
10. How many hours were actually worked by all employed persons in your establishment in 2011? 																																		
To estimate for total hours actually worked (in the absence of actual record on hours worked):																																		
<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> Average employment	x	<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> Regular working hours per day Ex. 6, 7, 8, or 12	x	<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> Days actually worked during the year Ex. 250 or 302	+	<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> Total overtime hours on regular working days of all persons who rendered overtime work	+	<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> Total hours worked on rest days, special days and regular holidays of all persons who rendered work on these days	=	<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> Hours actually worked																								
Hours actually worked Include: <ul style="list-style-type: none"> normal or regular hours of work overtime time spent at the place of work such as the preparation of workplace, repairs, maintenance, preparation and cleaning of tools and preparation of receipts, time sheets and reports time spent at the place of work waiting or standing by for reasons such as lack of supply of work, breakdown of machinery or accident, or time during which no work is done but for which payment is made time corresponding to lunch/meal breaks of less than one (1) hour and to short rest periods at the workplace including tea and coffee breaks/meriendas 																																		
Exclude: <ul style="list-style-type: none"> hours paid for but not worked due to vacation, sick, maternity, paternity, service incentive leave and other paid leaves, rest days, special days and regular holidays lunch/ meal breaks of one hour or more and time spent on travel from home to workplace and vice versa 																																		
An example to compute for average employment for CY 2011 End of the month employment: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>January</td><td>50</td><td>July</td><td>53</td></tr> <tr><td>February</td><td>49</td><td>August</td><td>54</td></tr> <tr><td>March</td><td>48</td><td>September</td><td>52</td></tr> <tr><td>April</td><td>52</td><td>October</td><td>52</td></tr> <tr><td>May</td><td>51</td><td>November</td><td>51</td></tr> <tr><td>June</td><td>50</td><td>December</td><td>50</td></tr> </table>											January	50	July	53	February	49	August	54	March	48	September	52	April	52	October	52	May	51	November	51	June	50	December	50
January	50	July	53																															
February	49	August	54																															
March	48	September	52																															
April	52	October	52																															
May	51	November	51																															
June	50	December	50																															
Average employment: 50+49+48+52+51+50+53+54+52+52+51+50 = 612/12 = 51																																		



PART VIII: CERTIFICATION

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

Name/Signature of Contact Person in the Establishment:			
Position:		Fax No.:	
Tel. No.:		E-mail Address:	
Time spent in answering this questionnaire: <input type="checkbox"/> Less than a day <input type="checkbox"/> 1 - 2 days <input type="checkbox"/> More than 2 days <i>(Please specify.)</i> _____			
Comments:			
A. On data provided for the 2011/2012 BLES Integrated Survey (BITS)			
B. On selected statistics from 2009/2010 BLES Integrated Survey (BITS)			
• Employment			
• Occupational Shortages and Surpluses			
• Balancing Work and Family Responsibilities and Working Time Arrangements			
• Occupational Safety and Health Practices			
• Occupational Injuries and Diseases			
C. On presentation/packaging:			Suggestions for improvement:
Definition of terms	<input type="checkbox"/> Easy to understand <input type="checkbox"/> Vague		
Layout	<input type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly		
Font, color	<input type="checkbox"/> Appealing <input type="checkbox"/> Not appealing		

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

PART IX: SURVEY PERSONNEL

National Capital Region

	Enumerator	Area Supervisor	Reviewer
Name			
Date			

Outside National Capital Region

	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				



Selected Statistics from 2009/2010 BLES Integrated Survey

A. Employment

TABLE 1 – Employment by Major Industry Group, Philippines: 2008 and 2010

MAJOR INDUSTRY GROUP	2010	2008
ALL INDUSTRIES	3,042,750	3,011,801
INDUSTRY	1,064,906	1,130,866
Mining and Quarrying	19,450	24,721
Manufacturing	833,414	919,387
Electricity, Gas and Water Supply	80,826	91,606
Construction	131,216	95,152
SERVICES	1,977,844	1,880,935
Wholesale and Retail Trade	362,857	367,460
Hotels and Restaurants	196,075	150,501
Transport, Storage and Communications	168,452	184,713
Financial Intermediation	148,949	172,620
Real Estate, Renting and Business Activities	682,508	614,529
Private Education	239,014	229,710
Private Health and Social Work	87,408	91,518
Other Community, Social and Personal Service Activities	92,582	69,884

TABLE 2 - Top 10 Hard-to-Fill Professional Occupations in Non-Agricultural Establishments Employing 20 or More Workers, Philippines: January 2009 to June 2010

POSITION TITLE	No. of Vacancies
1. Accountants and Auditors	2,421
2. Electronics and Communications Engineers	1,774
3. Systems Analysts and Designers	1,513
4. Mechanical Engineers	927
5. Electrical Engineers	798
6. Industrial Engineers	696
7. Medical Technologists	645
8. Pharmacists	455
9. Teaching Professionals for the Handicapped and Disabled	186
10. Chemical Engineers	138

TABLE 3 - Top 10 Easy-to-Fill Occupations in Non-Agricultural Establishments Employing 20 or More Workers, Philippines: January 2009 to June 2010

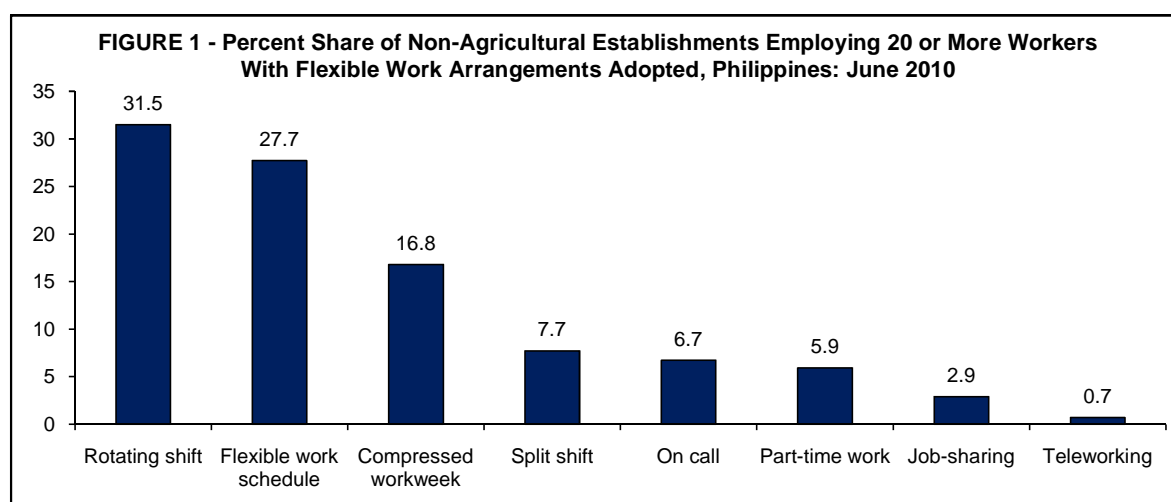
POSITION TITLE	No. of Vacancies
1. Customer Service Representatives/ Associates	38,635
2. Service Crew	16,632
3. Electronics Equipment Assemblers	10,045
4. Cashier and Ticket Clerks	8,991
5. Hand Packers and Other Manufacturing Laborers	7,862
6. Sewers, Embroideries and Related Workers	7,704
7. Electrical Equipment Clerks	6,275
8. Accounting and Bookkeeping Clerks	5,695
9. Helpers and Cleaners in Offices, Hotels and Other Establishments	4,912
10. Shop Salespersons and Demonstrators	4,898

B. Balancing Work and Family Responsibilities and Working Time Arrangements

TABLE 1 - Number and Percent Share of Non-Agricultural Establishments Employing 20 or More Workers by Type of Programs Implemented, Philippines: June 2010

PROGRAMS IMPLEMENTED	Number	Percent Share
TOTAL ESTABLISHMENTS	23,723	100.0
Financial and Other Support	18,631	78.5
Salary loan	13,520	57.0
Emergency loan	13,479	56.8
Employees cooperative/Provident fund	4,535	19.1
Asset acquisition	2,708	11.4
Health and Fitness	15,217	64.1
Health Maintenance Organization (HMO) Card	8,935	37.7
<i>For employees only</i>	5,682	24.0
<i>For employees and dependents</i>	3,252	13.7
Medical subsidy	6,888	29.0
Medical insurance	5,521	23.3
Stress management/counseling	2,692	11.3
Health/Fitness program subsidy	1,864	7.9
HIV/AIDS Prevention Program	1,777	7.5
Child and Family Care	13,272	55.9
Implements work and family programs	11,996	50.6
Conducts seminars on balancing work and family responsibilities	3,090	13.0
Provides advice and referral service on child-family care	2,454	10.3
Implements family planning service	1,841	7.8
Allows children to be brought into the workplace	1,663	7.0
Education	9,757	41.1
Educational assistance	5,862	24.7
<i>For employees only</i>	2,088	8.8
<i>For dependents only</i>	1,618	6.8
<i>For employees and dependents</i>	2,286	9.6
Educational loan	5,786	24.4
Scholarship program	3,980	16.8

Note: Details may not add up to total due to multiple responses.



C. Occupational Safety and Health Practices

TABLE 1 - Number and Percent Share of Non-Agricultural Establishments Employing 20 or More Workers by Type of Occupational Safety and Health-Related Trainings/Seminars Provided to Employees, Philippines: June 2010

OCCUPATIONAL SAFETY AND HEALTH-RELATED TRAININGS/ SEMINARS PROVIDED	Number	Percent Share
TOTAL ESTABLISHMENTS	23,723	100.0
Fire Safety	16,404	69.1
Emergency Preparedness Training	9,580	40.4
Total Quality Management	8,397	35.4
One-Day Orientation on Occupational Safety and Health	8,282	34.9
Safety Audit/Accident Investigation	7,498	31.6
Smoke-Free Workplace	6,948	29.3
Drug-Free Workplace Training	6,590	27.8
Stress Management and Violence in the Workplace	6,017	25.4
Safe Use of Chemicals at Work	5,969	25.2
Industrial Ventilation	5,944	25.1
Work Environment Measurement	5,756	24.3
Environment Protection Training	5,702	24.0
40-Hour Basic Course on Basic Occupational Safety and Health (BOSH) Training	5,384	22.7
Managing Emerging Health-Related Problems in the Workplace	5,333	22.5
Work-Relatedness of Diseases	5,294	22.3
Fundamentals of Industrial Hygiene	5,170	21.8
Safe Work Procedures/Lock Out Tag Out Training	5,140	21.7
Occupational Safety and Health (OSH) Management System	5,091	21.5
Prevention and Control of Lifestyle-Related Diseases	4,884	20.6
Tuberculosis Prevention and Control in the Workplace	4,295	18.1
Family Planning and Reproductive Health	4,006	16.9
HIV and AIDS Prevention in the Workplace	3,680	15.5
Loss Control Management	3,669	15.5
Crane Safety/Forklift Safety	3,416	14.4
Work Improvement in Small Enterprises/Informal Sector	3,085	13.0
Principles of Ergonomics	2,672	11.3
40-Hour Construction Safety Training	2,539	10.7

Note: Details may not add up to total due to multiple responses.

D. Occupational Injuries and Diseases

TABLE 1 - Occupational Injuries in Non-Agricultural Establishments Employing 20 or More Workers by Major Industry Group, Philippines: 2009

MAJOR INDUSTRY GROUP	Total Cases	With Workdays Lost		Without Workdays Lost
		Number	Percent	
ALL INDUSTRIES	38,587	17,713	100.0	21,874
Mining and Quarrying	331	127	0.7	203
Manufacturing	23,548	9,845	55.6	13,702
Electricity, Gas and Water Supply	900	561	3.2	339
Construction	3,022	791	4.5	2,231
Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	3,608	1,811	10.2	1,797
Hotels and Restaurants	2,735	1,102	6.2	1,633
Transport, Storage and Communications	1,732	1,333	7.5	398
Financial Intermediation	193	147	0.8	46
Real Estate, Renting and Business Activities	1,415	1,112	6.3	303
Private Education Services	1,043	197	1.1	846
Health and Social Work except Public Medical, Dental and other Health Activities	818	651	3.7	167
Other Community, Social and Personal Service Activities	244	35	0.2	209

Note: Details may not add up to total due to rounding of figures.

D. Occupational Injuries and Diseases (cont'd)

**TABLE 2 - Comparative Measures of Occupational Injuries With Workdays Lost
in Non-Agricultural Establishments Employing 20 or More Workers
by Major Industry Group, Philippines: 2009**

MAJOR INDUSTRY GROUP	Frequency Rate	Incidence Rate	Temporary Incapacity	
			Severity Rate	Average Days Lost
ALL INDUSTRIES	2.53	6.18	17.38	6.97
Mining and Quarrying	2.61	6.78	37.04	15.92
Manufacturing	4.83	12.39	32.78	6.85
Electricity, Gas and Water Supply	3.25	7.46	49.06	15.99
Construction	2.92	7.71	18.11	6.41
Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	2.08	5.12	10.24	4.98
Hotels and Restaurants	2.37	5.80	10.15	4.30
Transport, Storage and Communications	3.47	8.38	31.36	9.28
Financial Intermediation	0.47	1.02	2.78	5.91
Real Estate, Renting and Business Activities	0.72	1.74	6.30	9.14
Private Education Services	0.41	0.89	2.16	5.25
Health and Social Work except Public Medical, Dental and Other Health Activities	3.37	8.22	10.29	3.05
Other Community, Social and Personal Service Activities	0.16	0.40	1.47	9.77

Temporary Incapacity – case where 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.

Frequency rate - injury cases with workdays lost including fatalities per 1,000,000 employee-hours.

Incidence rate - injury cases with workdays lost including fatalities per 1,000 workers.

Severity rate - injury cases resulting to temporary incapacity per 1,000,000 employee-hours.

Average days lost - days lost of injury cases resulting to temporary incapacity per case of injury.

**TABLE 3 - Occupational Diseases in Non-Agricultural
Establishments Employing 20 or More Workers by
Type of Occupational Disease, Philippines: 2009**

TYPE OF OCCUPATIONAL DISEASE	Number	Percent
TOTAL	71,894	100.0
Occupational Dermatitis	5,644	7.9
Occupational Asthma	4,906	6.8
Acute Poisonings	192	0.3
Heat Stroke, Cramps, Exhaustion	633	0.9
Chilblain, Frostbite, Freezing	37	0.1
Deafness	320	0.4
Tuberculosis	2,921	4.1
Other Infections	3,482	4.8
Cataracts	140	0.2
Cardiovascular Diseases	767	1.1
Essential Hypertension	9,101	12.7
Peptic Ulcers	5,871	8.2
Carpal Tunnel Syndrome	1,601	2.2
Shoulder Tendinitis	1,101	1.5
Neck-Shoulder Pain	4,239	5.9
Back Pain	16,469	22.9
Other Work-Related Musculoskeletal Disorders	5,164	7.2
Others	9,306	12.9