

## MEMORANDUM

**FOR** : ALL REGIONAL DIRECTORS  
DIRECTOR, FINANCIAL AND MANAGEMENT SERVICE

**RE** : Conduct of the 2011/2012 BLES Integrated Survey and 2012  
Occupational Wages Survey

**DATE** : June 5, 2012

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The Bureau of Labor and Employment Statistics (BLES) will undertake simultaneously the 2011/2012 BLES Integrated Survey (BITS) and 2012 Occupational Wages Survey (OWS) in coordination with the DOLE Regional Offices starting July this year.

For this purpose, all Regional Offices (except NCR) are hereby authorized, in behalf of the BLES, to engage services of Job-Order individuals (JOs) to conduct field operations for these surveys in their respective areas based on the attached Work and Financial Plan. The recruitment of JOs should be completed by the first week of July 2012 to allow sufficient time for training and distribution of workload in time for the start of field operations on July 16, 2012.

Advice Disbursement Limit (ADL) shall be facilitated by the Financial and Management Service and executed in favor of the DOLE Regional Offices not later than end of June 2012 to defray expenses for the survey, including those incurred for the two-day briefing on field operations. Said amount covers only 85.0% for expenses for retrieval of questionnaires.

The ROs are instructed to provide personal accident insurance (through the GSIS) to their hired Job-Order Survey Supervisors/Enumerators, budget of which is included in the fund for transfer. Further, the ROs are given flexibility for internal realignment of provided budget, subject to the usual accounting and auditing procedures.

A training on field operations for the BITS and the OWS shall be conducted by the BLES for concerned regional personnel and survey staff (Enumerators/Area Supervisors) on the second week of July 2012 in respective Regional Offices. Assigned BLES staff shall prepare their itineraries for their travel to and coordinate administrative arrangements with concerned Regional Offices for the purpose.

For compliance.

**LOURDES M. TRASMONTE**  
Acting Secretary

*Attachments:*

*Assessment on the Implementation of Field Operations of BLES Surveys (Table A)  
2011/2012 BITS and 2012 OWS Work and Financial Plan (Tables 1-5)*