

I. ABOUT THE DATA

A. OBJECTIVE/S OF THE SURVEY

The 2011/2012 BLES Integrated Survey (BITS) aims to generate integrated data sets on: (1) employment of specific groups of workers, (2) occupational shortages and surpluses, (3) training of workers, (4) recruitment and hiring practices for entry-level jobs, (5) occupational safety and health practices, (6) employees' compensation program, and (7) occupational injuries and diseases.

B. MAIN TOPICS COVERED BY THE SURVEY

Main topics covered by the survey are total employment by category of workers and specific groups of workers; contracting/subcontracting activities within and outside the premises of establishments; occupational shortages and surpluses; training of workers; recruitment and hiring practices for entry-level jobs; occupational safety and health practices; awareness on Employees' Compensation Program; and extent of occupational injuries and diseases.

C. USES OF THE DATA

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

D. REFERENCE PERIOD

The reference periods for the 2011/2012 BITS are as follows:

- General Information---June 30, 2012
- Employment---June 30, 2012
- Occupational Shortages and Surpluses---January 2011 to June 2012
- Training of Workers---Calendar Year 2011
- Recruitment and Hiring Practices for Entry-Level Jobs
---Calendar Year 2011
- Occupational Safety and Health Practices---Calendar Years 2010-2011
- Employees' Compensation Program---June 30, 2012
- Occupational Injuries and Diseases---Calendar Year 2011

E. PERIODICITY (FREQUENCY)

Every 2 years

F. COVERAGE OF THE SURVEY

Geographical: The whole country.

Industrial: Agricultural and non-agricultural industries except national postal activities, central banking, public administration and defense and compulsory social security, public education services, public medical, dental and other health services, activities of membership organizations, extra territorial organizations and bodies.

Establishments: Agricultural and non-agricultural establishments employing 20 persons or more.

Persons: All employed persons.

G. CONCEPTS AND DEFINITIONS

Establishment - an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location, e.g., mine, factory, store, bank, restaurant. For multi-unit enterprises with different outlets and subsidiaries or whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment. For firms engaged in activities which may be physically dispersed such as mining, construction, real estate development, transportation, communication, insurance, etc., the establishment is the base from which the personnel operate to carry out their activities or from which they are paid.

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

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

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

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

Union - any registered group or association of employees that exists in whole or in part for the purpose of collective bargaining or dealing with employers concerning terms and conditions of employment. It also refers to a union whose registration is still in process as of reference date.

Collective Bargaining Agreement (CBA) - the negotiated contract between a legitimate labor organization and the employer concerning wages, hours of work, and all other terms and conditions of employment in a bargaining unit, including mandatory provisions for grievance and arbitration machinery.

EMPLOYMENT

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 and 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*

Working Owners - working owners who do not receive regular pay.

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.

Employees - categorized into:

- *Managers and 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;
- *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; and

- **Rank and File Workers** - workers who do not fall within the managerial or supervisory classification of employees. These consist of:

i. **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; and

ii **Non-Regular Workers** - consist of:

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

Young Workers - workers aged 15 to 24 years old, or 15-30 years old as of reference date.

Female Workers - women working as working owners, unpaid workers or employees.

Workers Paid the Minimum Wage - workers who are paid the applicable minimum wage rates fixed by the Regional Tripartite Wages and Productivity Boards.

Time-rated Workers - workers paid on the basis of a time unit of work such as an hour, a day or a month.

Part-time Workers - workers who work at jobs which provide less than the working time normal to the establishment.

Commission Workers - categorized into:

- 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);
- 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; and
- 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).

Output-rated Workers - persons whose pay is in relation to their output, i.e., piece-rate, quota, “pakyao” or task.

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.

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.

“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), task, commission workers and homeworkers are excluded.

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.

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.

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.

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.

OCCUPATIONAL SHORTAGES AND SURPLUSES

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 some reasons such as no/few applicants applied for the job, applicants lack years of experience, applicants lack needed competency/skill, applicants lack professional license/TESDA Skills Certification, applicants expect high salary, location or work schedule problem or competition with overseas jobs.

TRAINING OF WORKERS

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

RECRUITMENT AND HIRING PRACTICES FOR ENTRY-LEVEL JOBS

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

EMPLOYEES' COMPENSATION PROGRAM

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.

OCCUPATIONAL INJURIES AND DISEASES

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.

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 days 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 days lost.

Case Without Workdays Lost - case 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.

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.

Frequency Rate - cases of occupational injuries with workdays lost including fatalities per 1,000,000 employee-hours of exposure.

Incidence Rate - cases of occupational injuries with workdays lost including fatalities per 1,000 workers.

Severity Rate - workdays lost of cases of occupational injuries resulting to temporary incapacity per 1,000,000 employee-hours of exposure.

Average Workdays Lost - workdays lost of cases of occupational injuries resulting to temporary incapacity per case of occupational injury.

Hours Actually Worked - include normal/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 hour and to short rest periods at the workplace including tea and coffee breaks/meriendas; these 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.

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.

H. UNIT OF MEASUREMENT

- Numbers and percentages for employment, occupational shortages and surpluses, training of workers, recruitment and hiring practices for entry-level jobs, occupational safety and health practices and employees' compensation program
- Numbers and rates for occupational injuries; numbers for occupational diseases

I. CLASSIFICATIONS

Geographic: The geographic classification is based on the 2007 Philippine Standard Geographic Codes (PSGC).

Industrial: The industry classification is based on the 2009 Philippine Standard Industrial Classification (PSIC). It was patterned after the International Standard Industrial Classification (ISIC), Rev. 3 of the United Nations, up to the 4-digit level, but with modifications to suit national situations and circumstances.

Occupational: The occupational classification is based on the Philippine Standard Occupational Classification (PSOC) 2002 update. It was patterned after the 1988 International Standard Classification of Occupations (ISCO) of the International Labour Office with modifications to suit the national context.

Employment Size: The classification of establishments according to employment size is based on their average total employment, i.e., 20-99; 100-199; 200 and over.

Others:

- Employment according to categories of workers and employees according to specific groups
- Job vacancies as to status, category, number of vacancies and applicants, length of recruitment period and specialization/skills
- Training of workers according to categories of employees
- Recruitment and hiring practices for entry-level jobs according to vacancies on entry-level jobs status, criteria for recruitment of applicants, e.g., minimum educational requirement, sex, age, skills required and sources of applicants
- Occupational safety and health practices according to prevention and control measures/activities, trainings/seminars and training agencies/organizations
- Employees' Compensation Program (ECP) according to mode of learning about ECP, mode of information dissemination of ECP to workers, type of benefits and services availed by employees and duration of benefits and services received
- Cases of occupational injuries according to incapacity for work (fatal, permanent, temporary)

J. SURVEY DESIGN

Statistical Unit: The statistical unit is the establishment. Each unit is classified to an industry that reflects its main economic activity---the activity that contributes the biggest or major portion of the gross income or revenues of the establishment.

Survey Universe/Sampling Frame: The 2012 BLES Survey Sampling Frame (2012 SSF) is an integrated list of establishments culled from the updated 2010 BLES Survey Sampling Frame based on the status of establishments reported in the 2009/2010 BLES Integrated Survey (BITS) and 2010 Occupational Wages Survey (OWS). Other sources were Lists of

Establishments from the National Statistics Office (2010), National Conciliation and Mediation Board, DOLE Regional Offices, Bureau of Labor Relations, and the BLES Job Displacement Monitoring System (JDMS).

Sampling Design: The BITS is a sample survey of agricultural and non-agricultural establishments employing 20 persons or more. Establishments in the sampling frame were stratified by 3-digit industry (domain) and by employment size (stratum), i.e. 20-99, 100-199 and 200 and over. However, industries observed to be heterogeneous within their 3-digit classification were further broken down at the 4, 5 or 6-digit levels. Geographical location was not considered in the stratification to allow for detailed industry groupings.

In designing the survey, the margin of error (e) was fixed at 5%. The level of confidence was set at 95%, that is, $\alpha = 0.05$. This means that the estimated total number of employed persons will not differ from the true number of employed persons by more than 5% (margin of error), 95% of the time (level of confidence). The desired precision for this survey can be expressed as follows:

$$P(|y - Y| \leq e) = 1 - \alpha$$

$$P(|y - Y| \leq 0.05) = 1 - 0.05,$$

$$P(|y - Y| \leq 0.05) = 0.95$$

To compute for the sample size, n , a targeted coefficient of variation (CV) of 2.5% was used, that is,

$$\begin{aligned} n &= \frac{z_{\alpha/2}^2 CV^2}{e^2 + \frac{z_{\alpha/2}^2 CV^2}{N}} = \frac{1.96^2 (2.5)^2}{0.05^2 + \frac{1.96^2 (2.5)^2}{35,635}} \\ &= \frac{24.01}{0.0025 + \frac{24.01}{35,635}} \\ n &= 7,566 \end{aligned}$$

Sixty-nine (69) industry groups were considered as domains; this number is the union of industry groups covered by the Occupational Wages Survey and the BLES Integrated Survey. These surveys have common sample establishments beginning 2006 survey operations because of budgetary constraints and to facilitate delivery of questionnaires and data collection.

To ensure the precision of estimates in each domain, the initial sample size was allocated in each domain using the Kish's allocation formula defined below:

$$n_h = n \left(\frac{\sqrt{\frac{1}{L^2} + IW_h^2}}{\sum_{h=1}^L \sqrt{\frac{1}{L^2} + IW_h^2}} \right)$$

where

n_h - sample size in the industry h

n - initial sample size (7,566)

L - total number of domains (industries)

I - set at 0.5 to allow approximately equal allocation for each domain

W_h - population weight which is equal to $\frac{N_h}{N}$, where

N_h is the population size for industry h and
 N is the total population size

After allocating the initial sample size (7,566) to the domains, the sample size in each domain was adjusted to accommodate an expected 5% proportion of ineligible samples. Industries with employment size 200 and over were taken with certainty. The remaining samples were then allocated to the other two strata (employment sizes: 20-99 and 100-199) proportional to the total employment in each size. A minimum of 10 samples in the cells (industry and employment size) were maintained, if possible, to accommodate expected non-responses. However, there are instances where the establishment population in industries with employment size 200 and over is greater than the required number of sample establishments. As such, 10 samples each (if possible) were first allocated to employment sizes 20-99 and 100-199. The rest was then taken from the employment size group 200 and over.

Substitution of Sampling Units: There is no substitution of sampling units.

Sample Size: For 2011/2012 BITS, the number of establishments covered was 7,061, of which, 5,532 (for employment; occupational shortages and surpluses; and employees' compensation program) and 5,555 (for training of workers; recruitment and hiring practices for entry-level jobs; occupational safety and health practices; and occupational injuries and diseases) were eligible units.

K. FIELD WORK

Data Collection: The survey is conducted in coordination with the Regional Offices (except the National Capital Region Regional Office) of the Department of Labor and Employment. On a project basis, employees are hired to personally deliver and retrieve the questionnaires from the establishments. In some instances, questionnaires are mailed to

establishments in less accessible or conflict prone areas, in which case a self-addressed envelope is provided. The establishments may also submit the accomplished questionnaires through fax. Delivery of questionnaires starts in July 2012 and retrieval will commence after all questionnaires have been delivered or within 15 working days from delivery to an establishment or on a date agreed upon by the contact person and the enumerator.

The basic data originate from the payroll, accident and other related records of establishments.

Survey Questionnaire: The questionnaire is made up of several parts, i.e.,

Cover Page - This contains the address box, contact particulars for assistance, spaces for changes in the name and the location of sample establishment, spaces for head office information in case the questionnaire is endorsed to it, and status codes of the establishment to be accomplished by BLES and its field personnel.

Survey Information - This contains the survey objectives and uses of the data, confidentiality clause, collection authority, authorized field personnel, coverage, reference periods, reference to concepts and definition of terms, due date for accomplishment, and expected date for the availability of the 2011/2012 BITS results.

Part I: General Information - This portion inquires on main economic activity, major products/goods or services, establishment characteristics as to ownership and type of market, unionism and membership, existence and coverage of collective bargaining agreement/s, and two most important problems the management faces in running the establishment

Part II: Employment - This section requires data on total employment and its breakdown into working owners, unpaid workers and employees (managers/executives, supervisors/foremen, and rank and file: regular and non-regular workers). It also looks into the employment of specific groups of workers, number of workers hired through contractors and the types of process contracted/subcontracted.

Part III: Occupational Shortages and Surpluses - This portion inquires on hard- and easy-to-fill vacancies, status of employment, number of job vacancies, number of applicants, length of recruitment period to fill up vacancies, reason why occupations are hard to fill and specialization/specific skills requirement.

Part IV: Training of Workers - This module inquires on whether or not the establishment provided job-related trainings to their employees, number of employees provided job-related trainings, training costs and training providers (e.g., government training institutions, private training institutions, in-house trainings or trainings provided by other establishments, etc.).

Part V-A: Industrial Relations Practices: Recruitment and Hiring Practices for Entry-Level Jobs - This part inquires on the vacancies, recruitment and hiring practices for entry-level jobs being adopted by establishments. The practices may be in the form of criteria used for recruitment of applicants for entry-level jobs, skills considered in looking for applicants and method of filling-up vacancies for entry-level jobs.

Part V-B: Industrial Relations Practices: Occupational Safety and Health Practices - This part inquires on the occupational safety and health practices in the form of preventive and control measures/activities conducted against work safety and health hazards and availment of safety and health-related trainings/seminars.

Part VI: Employees' Compensation Program - This part seeks to gauge the level of awareness of establishments on the Employees' Compensation Commission (ECC) and the Employees' Compensation Program (ECP). It also inquires on the availment of the ECP benefits and services; and the assistance provided by the employers to the employees in claiming these benefits and services. The results of this survey will enable the ECC to develop and enhance its various information campaign strategies.

Part VII: Occupational Injuries and Diseases - This part inquires on the incidence of occupational accidents, cases of occupational injuries and lost workdays by incapacity for work (fatal, permanent, temporary), cases without lost workdays, cases of occupational diseases, incidence of commuting accidents, workers injured and hours actually worked by all employed persons. It also inquires on the classifications (type, part of body injured, cause, agent and occupation group) of the occupational injury cases.

Part VIII: Certification - This portion is provided for the respondent's name and signature, position, and telephone/fax numbers and e-mail address; time spent in answering the questionnaire; comments or suggestions (on the data it provided for the survey, results of previous survey round and improvements on the design/contents of the questionnaire); and

Part IX: Survey Personnel - This portion is allocated for the names of personnel involved in collection, editing and review of each questionnaire and dates when the activities were completed.

Survey Results - Selected statistics from previous BITS rounds on employment, balancing work and family responsibilities and working time arrangements, occupational safety and health practices, and occupational injuries and diseases of employees are provided for information of the respondents.

L. DATA PROCESSING AND EDITING

Data are manually and electronically processed. Upon collection of accomplished questionnaires, enumerators perform field editing before leaving the establishments to ensure completeness, consistency and reasonableness of entries in accordance with the field operations manual. The forms are again checked for data consistency and completeness by their field supervisors.

The BLES personnel undertake the final review, coding of information on classifications used, data entry and validation and scrutiny of aggregated results for coherence. Questionnaires with incomplete or inconsistent entries are returned to the establishments for verification, personally or through mail.

Microsoft Access is used for data encoding and generation of validation prooflists. After checking accuracy of encoding based on the prooflists, a conversion program using SPSS is executed to generate output tables.

M. TYPES OF ESTIMATES

- Categories of employment and employees
- Occupational shortages and surpluses
- Training of workers
- Establishment practices on recruitment and hiring for entry-level jobs
- Establishment practices on occupational safety and health
- Cases of occupational injuries (by type, part of body injured, cause, agent, major occupation group), frequency and incidence rates of cases of occupational injuries with lost workdays, severity rates and average days lost of cases of occupational injuries resulting to temporary incapacity
- Cases of occupational diseases by type of disease
- Commuting accidents and workers injured

N. ESTIMATION/COMPILATION METHODOLOGY

Not all of the fielded questionnaires are accomplished. Due to the inadequacy of the frame used, there are reports of permanent closures, non-location, duplicate listing and shifts in industry and employment outside the survey coverage. Establishments that fall in these categories are not eligible elements of the frame and their count is not considered in the estimation. Non-respondents are made up of refusals, strikes or temporary closures, and those establishments whose questionnaires contain inconsistent item responses and have not replied to the verification queries by the time output table generation commences. Respondents are post-stratified as to geographic, industry and employment size classifications. Non-respondents are retained in their classifications.

Estimates are obtained by simple expansion, i.e., by multiplying the sample values at the cell level (industry and employment size) by the corresponding blowing-up factor which is the ratio of the estimated population of establishments to the number of responding establishments. These estimates are then aggregated to the desired totals.

The estimates are aggregated to the desired levels to arrive at total estimates of the population, e.g., number of young workers or number of establishments with a specific safety and health practice. A population ratio is obtained by dividing total estimate of a variable with the total estimate of another variable, e.g., total workdays lost of cases resulting to temporary incapacity by corresponding number of cases to derive average days lost.

O. ADJUSTMENTS

Non-response: Non-response is taken into account in the weighing procedure.

Other Bias: No adjustments are made.

Use of Benchmark Data: No benchmark data is used.

Use of Other Surveys: No other survey data are used.

Seasonal Variations: Not applicable.

P. INDICATORS OF THE RELIABILITY OF THE ESTIMATES

Coverage of the Sampling Frame: Partially updated.

Sampling Error/Sampling Variance: Computed for key variables.

Non-response Rate: For 2011/2012 BITS, the non-response rate in terms of eligible units is 14.1%.

Non-sampling Errors: These may occur due to inaccuracies in reporting by establishments and enumerators, mistakes in coding, editing and data entry. However, efforts are made to reduce non-sampling errors by careful design of the questionnaire, intensive training of survey personnel, linkages with key informants (employers' and workers' groups, government agencies and the academe) and through adoption and documentation of efficient operating procedures.

Conformity with Other Sources: The survey results are checked for consistency with the results of previous BITS data or related administrative data.

Estimates for Non-survey Years: Not relevant.

Q. HISTORY OF THE SURVEY

Initiated in 2003, the BITS is a modular survey that integrates the data requirements on employment, industrial relations, occupational injuries and labor cost that used to be collected by the BLES through independent surveys such as Survey on Specific Groups of Workers (SSGW), Employment, Hours and Earnings Survey (EHES), Industrial Relations at the Workplace Survey (IRWS), Occupational Injuries Survey (OIS) and Labor Cost Survey (LCS). Until the 2010 survey round, the BITS covered establishments in non-agricultural industries.

Each round of the BITS covers different aspects of employment and establishment practices. The inquiry on occupational injuries and diseases is a regular feature while that on labor cost is undertaken on a less frequent basis.

The integration aims to reduce respondent burden from filling out various BLES survey questionnaires, to optimize the use of resources and to improve the timeliness of information.

R. AVAILABLE SERIES:

The new data series starts with the 2002/2003 BITS. Nevertheless, past data are available from SSGW, EHES, IRWS, OIS and LCS.

II. DOCUMENTATION

A. PERIODICITY OF DISSEMINATION

The results are released 15 months after the June reference period of the survey inquiry on employment.

B. ADVANCE RELEASE CALENDAR

An advance release calendar that gives one-quarter-ahead notice of the approximate release date is posted in the BLES Homepage.

C. DISSEMINATION FORMATS

Hard Copy

- LABSTAT Updates
- Philippine Industry Yearbook of Labor Statistics
- Yearbook of Labor Statistics

Electronic

- BLES Homepage: <http://www.bles.dole.gov.ph>
- BLES Electronic Archived Microdata System (BEAMS):
<http://www.bles.dole.gov.ph/beams>
- CD ROM (4-in-1): Philippine Industry Yearbook of Labor Statistics; Yearbook of Labor Statistics; Gender Statistics on Labor and Employment; LABSTAT Updates

III. CONFIDENTIALITY

The compilation and dissemination of the data are governed by the terms and conditions of Executive Order No. 126 (January 30, 1987) creating the Bureau of Labor and Employment Statistics.

While E.O. 126 is silent on the confidentiality of individual responses from surveys conducted by the BLES, it collects data under the pledge of confidentiality. A statement to this effect is printed in all the questionnaires of BLES surveys.