

Philippines - BLES Integrated Survey 2011/2012

Bureau of Labor and Employment Statistics

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Overview

Identification

ID NUMBER

PHL-BLES-BITS-2012-v1

Version

VERSION DESCRIPTION

V2: Edited data, for internal public distribution.

PRODUCTION DATE

2013-10-31

Overview

ABSTRACT

Initiated in 2003, the BITS is a modular survey that integrates the data requirements on employment, industrial relations, occupational injuries and diseases 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). Starting 2012 round, the survey covers establishments both in the agricultural and non-agricultural industries with 20 or more workers. Each round of the BITS covers different aspects of employment and establishments 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 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, occupational safety and health practices, employees' compensation program and occupational injuries and diseases. These data are inputs to studies on industry trends and practices and serve as bases for the formulation of policies on employment, conditions of work and industrial relations. To some extent, the survey results will also be used to assess the progress of decent work in the country.

Note: Refer to Field Operations Manual, Chapter 2.1

KIND OF DATA

Sample survey data [ssd]

UNITS OF ANALYSIS

The statistical unit is the establishment. Each unit is classified in 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.

Note: Refer to Field Operations Manual, Chapter 2.5.1 and 2.5.8

Scope

NOTES

Starting the 2012 round, the BITS covers establishments in both agricultural and non-agricultural industries with total employment of at least 20 persons. Adopting the 2009 Philippine Standard Industrial Classification (PSIC), the BITS covers 69 industries, with the following industries excluded from the survey: Central Banking; Public Administration and Defense and Compulsory Social Security (e.g., DOLE, PNP, SSS, GSIS); Public Pre-Primary/Pre-School Education; Public Pre-Primary Education for Children with Special Needs; Public Primary/Elementary Education; Public Primary/Elementary Education for Children with Special Needs; Public General Secondary Education; Public General Secondary Education for Children with

Special Needs; Public Technical and Vocational Secondary Education; Public Technical and Vocational Secondary Education for Children with Special Needs; Public Higher Education; Public Hospitals, Sanitaria and Other Similar Activities; Activities of Membership Organizations (e.g., ECOP, TUCP); Activities of Households as Employers of Domestic Personnel; Undifferentiated Goods-and-Services-Producing Activities of Private Households for Own Use and; Activities of Extra-Territorial Organizations and Bodies (e.g., ILO, UNDP).

Note: Refer to Field Operations Manual, 2012 Occupational Wages Survey and 2011/2012 BLES Integrated Survey Chapter 2.4

TOPICS

| Topic | Vocabulary | URI |
|---------------------------|------------|---|
| LABOUR AND EMPLOYMENT [3] | CESSDA | http://www.nesstar.org/rdf/common |
| employment [3.1] | CESSDA | http://www.nesstar.org/rdf/common |
| unemployment [3.5] | CESSDA | http://www.nesstar.org/rdf/common |

Coverage

GEOGRAPHIC COVERAGE

National coverage

GEOGRAPHIC UNIT

National Capital Region

Cordillera Administrative Region

Region I - Ilocos Region

Region II - Cagayan Valley

Region III - Central Luzon

Region IV-A - CALABARZON

Region IV-B - MIMAROPA

Region V - Bicol

Region VI - Western Visayas

Region VII - Central Visayas

Region VIII - Eastern Visayas

Region IX - Zamboanga Peninsula

Region X - Northern Mindanao

Region XI - Davao

Region XII - SOCCSKSARGEN

Caraga

ARMM - Autonomous Region of Muslim Mindanao

UNIVERSE

Agricultural and non-agricultural establishments employing 20 or more workers except Central Banking; Public Administration and Defense and Compulsory Social Security (e.g., DOLE, PNP, SSS, GSIS); Public Pre-Primary/Pre-School Education; Public Pre-Primary Education for Children with Special Needs; Public Primary/Elementary Education; Public Primary/Elementary Education for Children with Special Needs; Public General Secondary Education; Public General Secondary Education for Children with Special Needs; Public Technical and Vocational Secondary Education; Public Technical and Vocational Secondary Education for Children with Special Needs; Public Higher Education; Public Hospitals, Sanitaria and Other Similar Activities; Activities of Membership Organizations (e.g., ECOP, TUCP); Activities of Households as Employers of Domestic Personnel; Undifferentiated Goods-and-Services-Producing Activities of Private Households for Own Use and; Activities of Extra-Territorial Organizations and Bodies (e.g., ILO, UNDP).

Note: Refer to Field Operations Manual, Chapter 2.4

Producers and Sponsors

PRIMARY INVESTIGATOR(S)

| Name | Affiliation |
|---|------------------------------------|
| Bureau of Labor and Employment Statistics | Department of Labor and Employment |

FUNDING

| Name | Abbreviation | Role |
|---|--------------|------|
| Bureau of Labor and Employment Statistics | BLES | |

OTHER ACKNOWLEDGEMENTS

| Name | Affiliation | Role |
|--|-------------|--|
| Department of Labor and Employment Regional Offices (DOLE ROs) | | assisted in data collection in regions outside NCR |

Metadata Production

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DATE OF METADATA PRODUCTION
2014-05-14

DDI DOCUMENT VERSION
Version 1: First survey documentation using DDI standards

DDI DOCUMENT ID
DDI-PHL-BLES-BITS-2012-v1

Sampling

Sampling Procedure

Statistical Unit: The establishment is the statistical or enumeration unit. Each unit is classified in 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 Sampling Frame based on the status of establishments reported in the 2009/2010 BLES Integrated Survey and 2010 Occupational Wages Survey. 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.

Stratification Scheme: 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.

Sample Size: The number of establishments covered was 7,061.

Note: Refer to Field Operations Manual, Chapter 2.5

Deviations from Sample Design

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.

Note: Refer to Survey Metadata

Response Rate

For 2011/2012 BITS, the response rates in terms of eligible units are 85.9% (for employment), 85.8% (for recruitment and hiring practices for entry-level jobs and occupational safety and health practices) and 78.1% (for occupational injuries and diseases).

Note: Refer to BLES Integrated Survey Metadata

Weighting

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.

Note: Refer to Field Operations Manual, Chapter 2.6

Questionnaires

Overview

Part I: General Information (Page 3)

This portion inquires on:

- main economic activity
- major products/goods or services
- establishment characteristics as to ownership and type of market
- unionism and membership, and existence and coverage of collective bargaining agreement/s
- two most important problems the management face in running the establishments

The definition of terms used for this section is found at the bottom of page 3.

Part II: Employment (Pages 4-5)

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/succontracted.

The definition of terms used for this section is found on the same page of the items of inquiry (pages 4-5).

Part III: Occupational Shortages and Surpluses (Page 6)

This portion inquires on hard and easy-to-fill vacancies, status of employment, categories of vacancies, number of job vacancies, number of applicants, length of period to fill-up vacancies, specialization/specific skill requirement and reasons why occupations are hard to fill.

Part IV: Training of Workers (Page 6)

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 (Page 7-8)

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 (Page 9)

This part inquires on the occupational safety and health practices of persons at work, as well as on the protection of other individuals against risk to safety and health in connection with or as affected by activities of persons at work. The safety and health practices may be in the form of preventive and control measures/activities conducted and availment of safety and health related trainings/seminars.

Part VI: Employees' Compensation Program (Pages 10-11)

This part seeks to gauge the level of awareness of establishments for 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 ECC to develop and enhance its various information campaign strategies.

The definition of terms used in this section is found after Part VI item D on page 11.

Part VII: Occupational Injuries and Diseases (Pages 12-15)

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 occupational group) of the occupational injury cases.

The definition of terms used for this section are found after the items of inquiry on type of cases of occupational injuries on page 12 and incorporated in the terms of inquiry on cases of occupational diseases on page 15. The components and the

descriptions of the classifications of an occupational injury are found after the items of inquiry of each classification on pages 12-14. The definitions of commuting accidents and hours actually worked and the instructions on how to estimate total hours actually worked by all employed persons are found after each item of inquiry on page 15. An example on how to compute average employment for the year required in item 10 of the inquiry on hours actually worked is illustrated on page 15.

Part VIII: Certification (Page 16)

This portion is provided for the respondent's name/signature, position, telephone no., fax no. and e-mail address and time spent in answering the questionnaire.

Appropriate spaces are also provided to elicit comments on:

- data provided for the 2011/2012 BLES Integrated Survey (BITS)
- selected statistics from 2009/2010 BLES Integrated Survey (BITS)
- presentation/packaging, particularly on the definition of terms, layout, font and color.

Part IX: Survey Personnel (Page 16)

This portion is for the particulars of the enumerators and area/regional supervisors and reviewers at the BLES and DOLE Regional Offices involved in the data collection and review of questionnaire entries.

Results of the previous BITS

The results/statistics from previous BITS are for information of the establishment. More of the results can be obtained from the BLES Website at <http://www.bles.dole.gov.ph>.

Note: Refer to BLES Integrated Survey Questionnaire.

Data Collection

Data Collection Dates

| Start | End | Cycle |
|------------|------------|-------|
| 2012-07-02 | 2013-04-15 | N/A |

Time Periods

| Start | End | Cycle |
|---------|-----|---|
| 2011-01 | | Part III - Occupational Shortages and Surpluses |
| 2010-01 | | Part V-B - Industrial Relations Practices: Occupational Safety and Health Practices |

Data Collection Mode

Other [oth], mixed method: self-accomplished, mailed and face-to-face

Data Collection Notes

The survey is conducted in coordination with the Regional Offices (except the National Capital Region) of the Department of Labor and Employment. On a project basis, individuals 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 of the reference year and retrieval commences after all questionnaires have been delivered or within 10 working days from delivery to an establishment or on a date agreed upon by the contact person and the enumerator.

Note: Refer to Field Operations Manual, Chapter 2.5

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Note: Refer to BLES Integrated Survey Questionnaire.

Data Collectors

| Name | Abbreviation | Affiliation |
|---|--------------|------------------------------------|
| Bureau of Labor and Employment Statistics for National Capital Region (NCR) | BLES | Department of Labor and Employment |

| | | |
|--|----------|------------------------------------|
| Department of Labor and Employment Regional Offices for areas outside of NCR | DOLE ROs | Department of Labor and Employment |
|--|----------|------------------------------------|

Supervision

The regional statisticians, economists or personnel designated by the Regional Director supervised the data collectors/enumerators in their respective region. In provinces/areas where there were relatively many establishments to be covered, area supervisors were hired to assist the regional staff in the supervision of data collection activities. The BLES handled the field operations in the National Capital Region.

Note: Refer to Field Operations Manual, Chapter 3.2

Data Processing

Data 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 the accuracy of encoding based on the prooflists, a conversion program using SPSS is executed to generate output tables.

Note: Refer to BLES Integrated Survey Office Editing and Data Validation Guidelines

Other Processing

Processing involves the following activities:

1. Batch labelling
2. Office editing and coding
3. Status monitoring and printing of Survey Status Report (5th and 20th of the month)
4. Data entry (MS Access)
5. Printing of validation prooflists
6. Data validation (1st and 2nd pass)
7. Re-encoding of data
8. Re-validation and re-encoding
9. Back-up MS Access database
10. Conversion of file from MS Access to SPSS
11. Computation of weights and recoding of some variables
12. Output tables generation
13. Publication tables preparation

Note: Refer to BLES Integrated Survey Office Editing and Data Validation Guidelines

Data Appraisal

Estimates of Sampling Error

Estimates of the sampling errors are computed and posted at BLES website.

Other forms of Data Appraisal

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