

STATUS MONITORING GUIDELINES

2006 BLES Integrated Survey
2006 Occupational Wages Survey

1. When you open Microsoft Access, the picture below is what we call the SELECTION MENU. You just click one of the buttons and the form or report that corresponds to the button will appear next.

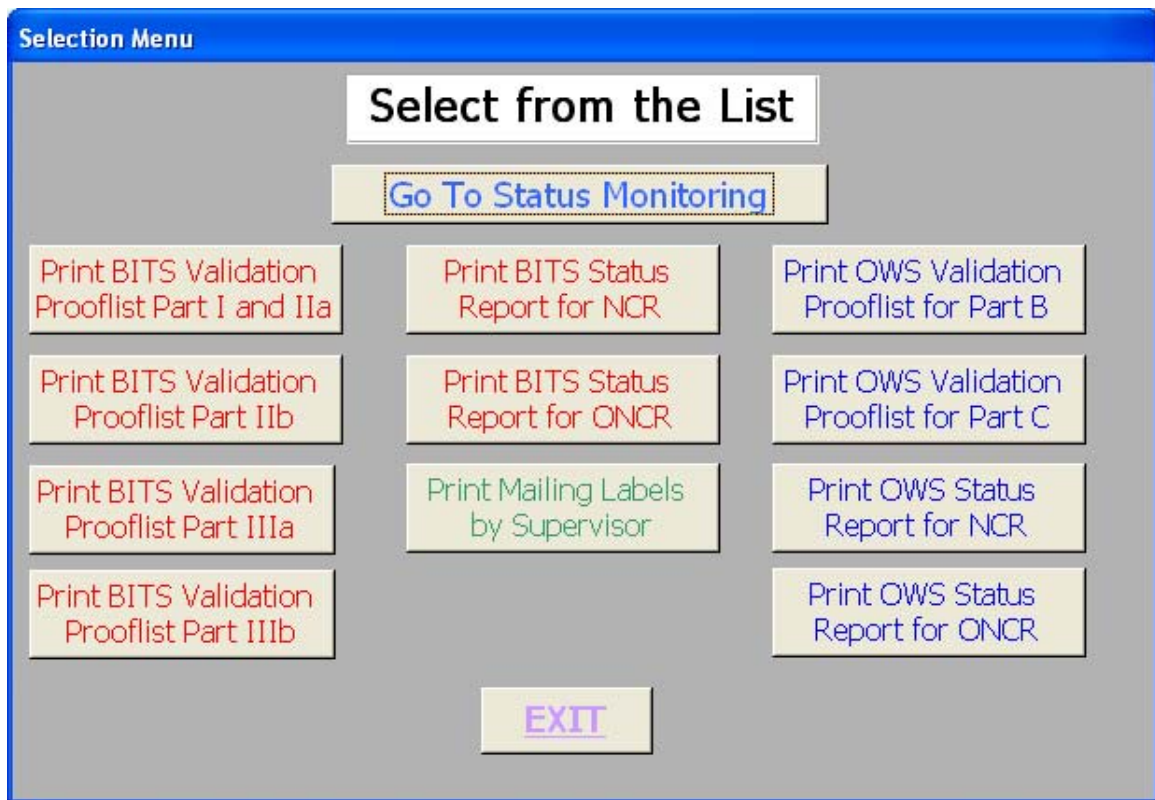
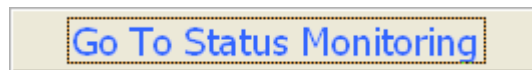


Figure 1. Selection Menu.

For example, if you click this button



The Status Monitoring Screen will appear.

Figure 2. Status Monitoring Screen.

2

A. STATUS MONITORING GUIDELINES (see Figure 2)

1. EIN	Press CTRL+F to find the desire EIN
2. Batch Number	See Batch Label For Retrieved questionnaires NCRx-Ry where x - Reviewer Code ONCRx-Ry y - Sequence no. from 1 to n For Spoilage questionnaires NCRx-Sy where x - Reviewer Code ONCRx-Sy y - Sequence no. from 1 to n
3. New Name	See Guidelines on Data Entry of Establishment's Name and Address
4. New Address 1	
5. New GeoCode	Type the corresponding entry for each item as reflected in the questionnaire
6. Head Office Particulars	
<i>Trade Name of Establishment</i>	
<i>Contact Person</i>	
<i>Position of Contact person</i>	
<i>Telephone Number</i>	
<i>Head Office Address 1</i>	
<i>Geocode of Head Office</i>	
7. Status Code	Select from the List
7a. Remarks	If DUP, remarks should be "OF EIN #####. If OSP/ remarks should be "WITH PSIC _____" If OTH, entry as reflected in the questionnaire.
8. Main Economic Activity	Type the corresponding entry for each item as reflected in the questionnaire.
9. Major products / goods or services	
10. New Industry Code	
11. New Total Employment	
12. Certification Portion	Type the corresponding entry for each item as reflected in the questionnaire.
<i>Name of Contact Person</i>	
<i>Position Title</i>	
<i>Telephone Number</i>	
<i>Fax Number</i>	
<i>E-mail address</i>	
13. Time spent in answering the questionnaire	Select from the List Less than a day 1-2 days More than 2 days
13a. If more than 2 days specify	Type the corresponding entry for each item as reflected in the questionnaire.

A. STATUS MONITORING GUIDELINES (see Figure 2)
(continued...)

14. Comments	
<i>a. On the data provided for the 2006 BITS</i>	Type the corresponding entry for each item as reflected in the questionnaire.
<i>a. On data provided for the 2006 OWS</i>	
<i>b. On results of the 2004 OWS</i>	
<i>c. Presentation/Packaging</i>	
Definition of terms	Select from the list
Layout	
Font, color	
Suggestions for improvement	Type the corresponding entry for each item as reflected in the questionnaire.
15. Survey Personnel	Type the corresponding entry for each item as reflected in the questionnaire.
Enumerator	
Date	
Area Supervisor	
Date	
Reviewer	
Date	

DATA ENTRY GUIDELINES

2006 BLES Integrated Survey

PART I: Employment

ITEM OF INQUIRY	GUIDELINES
2. Ownership	<ul style="list-style-type: none"> If code 2 – with foreign equity is reflected, percent of equity should be specified.
3. With union	<ul style="list-style-type: none"> Type “1” if YES or “2” if NO. If the answer is 1 “Yes”, items 4 to 7 must have entries. If the answer is 2 “No”, there should be no entries in the rest of the succeeding items. Go to Part II. However, if the answer is 2 “No” but there are entries for in items 4 to 7, verify this with Senior LEO/reviewer
4. Number of unions	<ul style="list-style-type: none"> Type the total number of unions in the establishment.
5. Union membership	<ul style="list-style-type: none"> Type the total number of union members in the establishment. Entry should be greater than “0” if there is entry in item 4. Entry should not exceed or equal to the entry in total employment (item 1.1) in Part II.
5.1. Female members	<ul style="list-style-type: none"> Type the total number of female union members in the establishment. Entry here should not exceed entry in item 5. Entry may be equal to or less than entry in item 1.1.1 in Part II.
5.2. Union officers	<ul style="list-style-type: none"> Type the total number of union officers in the establishment. There should be entry here if there is entry in item 5. Entry here should not exceed entry in item 5.
5.2.1 Female officers	<ul style="list-style-type: none"> Type the total number of female officers in the establishment.
5.2.1.1 Female presidents	<ul style="list-style-type: none"> Type the total number of female presidents in the establishment.
6. With collective bargaining agreements	<ul style="list-style-type: none"> There can be entry here if there is entry in item 4.

PART II: Employment

(continued...)

ITEM OF INQUIRY	GUIDELINES
7. <i>Workers covered by CBA</i>	<ul style="list-style-type: none"> • Type the total number of workers covered by CBA in the establishment. • Entry should be other than "0" if there is entry in item 6. • Entry here may exceed corresponding union membership in item 5.
7.1. <i>Female workers covered</i>	<ul style="list-style-type: none"> • Type the total number of female workers covered by CBA in the establishment. • Entry here should not exceed entry in item 7. • Entry here may exceed entry in item 5.1. • Entry here should not exceed entry in item 1.1.1 in Part II.

PART II: Employment

ITEM OF INQUIRY	GUIDELINES
<p>1. How many employees did your establishment have as of payroll period June 30, 2006 and how are they classified by major occupation group?</p> <p>GENERAL GUIDELINES</p> <ul style="list-style-type: none"> For each item, type the corresponding numeric entry as reflected on the questionnaire. However, if there is no entry reflected on each item of inquiry, type "0" (zero). Data values are supplied on the white boxes. Dark blue shaded boxes reflect totals for each specific items of inquiry. These totals are automatically computed. 	
<p>1.1. Total Employment</p>	<ul style="list-style-type: none"> Entry should be the sum of entries in items 1.2.1 to 1.2.9.
<p>1.1.1 Female Workers</p>	<ul style="list-style-type: none"> Type the total number of female workers in the establishment. Entry may be equal to or less than entry in item 1.1.
<p>1.2. Employment by Major Occupation Group</p>	
<p>1.2.1. Managers, Managing Proprietors and Supervisors</p>	<ul style="list-style-type: none"> Type the total number of Managers, Managing Proprietors and Supervisors in the establishment. Entry should not exceed entries in items 1.2.2 to 1.2.9. The proportion of this group should not be more than 40 percent of total employment. If entry is not within the range, verify with Senior LEO/reviewer.

PART II: Employment

(continued...)

ITEM OF INQUIRY	GUIDELINES
<p> Professionals Technical and Associate Professionals Clerks Sales Workers Service Workers Trades and Related Workers Plant and Machine Operators and Assemblers Laborers and Unskilled Workers </p>	<ul style="list-style-type: none"> For each item, type the corresponding numeric entry as reflected on the questionnaire. However, if there is no entry reflected on each item of inquiry, type "0" (zero).
<p>2. Which occupations/skills have been vital to the success of your business operations? (Please list down at most five (5) such occupations and indicate briefly their key function)</p>	<ul style="list-style-type: none"> For each vital occupation, type the corresponding PSOC, then the Vital Occupation title and its corresponding brief description of its key function. After encoding each row, type TAB for additional rows/occupations. Every vital occupation/skill listed should have a unique PSOC. However, if there is a duplicate entry of PSOC, verify this with the reviewer and ensure that a corresponding entry in FM-BLES 04-4.8 should be reflected in case an error is committed by the reviewer.
<p>3. Which occupations (if any) have presented special recruitment problem over the last three years? (Please list down hard-to-fill occupations)</p>	<ul style="list-style-type: none"> For each hard-to-fill occupation, type the corresponding PSOC; then the position title of the hard-to-fill occupation; its corresponding number of months vacancy remains unfilled and reason why still vacant. Corresponding number of months/years vacancy remains unfilled should be expressed in months, however, if entry is not expressed in months, edit correspondingly and ensure that a corresponding entry in FM-BLES 04-4.8 should be reflected as an error is committed by the reviewer.

PART II: Employment

(continued...)

ITEM OF INQUIRY	GUIDELINES
<p>4. What was the general trend in the following aspects of your business operation and working methods between 2003 and now? (Please check appropriate column corresponding to each aspect of business/working methods relevant to your establishment)</p>	<ul style="list-style-type: none"> • For each aspect of business operation, type "1" if the answer is INCREASED; or "2" if REMAINED UNCHANGED; or "3" if DECREASED. • For each aspect of working methods, type "1" if the answer is IMPROVED; or "2" if REMAINED UNCHANGED; or "3" if WORSENEED.
<p>5. What is the current level of your organization's adoption of new technologies in each of the following areas? (Please check appropriate column corresponding to each area)</p>	<ul style="list-style-type: none"> • Type "1" if the answer is CONSIDERABLE; or "2" if LIMITED; or "3" if NEGLIGIBLE. • If "Others" is ticked, type the corresponding explanation for its details.
<p>6. As a result of the changes in business/working methods and adoption of technology described above, please indicate which occupations (if any) have increased or decreased as proportion of your total employment. (Please list down those most affected occupations under appropriate column).</p>	<ul style="list-style-type: none"> • For each expanding occupation, type the corresponding PSOC, then the corresponding expanding occupation title. • For each contracting occupation, type the corresponding PSOC, then the corresponding contracting occupation title. • After encoding each row, type TAB for additional rows/occupations.
<p>7. As a result of the changes in technology and working methods described above, were there any new/emerging occupation created in you establishment since 2003? (Please list down new/emerging occupations and describe briefly their main function. Use additional sheet if necessary).</p>	<ul style="list-style-type: none"> • For each new/emerging occupation, type the corresponding PSOC, then the new/emerging occupation title and the corresponding brief description of its main function. • After encoding each row, type TAB for additional rows/occupations.

PART II: Employment

(continued...)

ITEM OF INQUIRY	GUIDELINES
<p>8. Which of the following developments (as identified in item 4) are likely to have influenced most on your organization's employment level between now and the end of 2010? (Please check relevant box/es for each aspect).</p>	<ul style="list-style-type: none"> • Type "1" if corresponding aspect of business/working methods is checked, otherwise, press ENTER.
<p>9. In the light of developments identified in item 8, what do you think will happen to the occupational structure of your organization's employment in the period up to 2010? (For each occupation group relevant to your establishment, please check appropriate column).</p>	<ul style="list-style-type: none"> • For each occupation group, type "1" if the answer is LIKELY TO INCREASE; or "2" if LIKELY TO REMAIN STATIC; or "3" if LIKELY TO DECREASED. •
<p>10. Which occupations (if any) are likely to expand the most in the period up to 2010? (Please list down such occupation/s and check appropriate column of reason for expansion).</p>	<ul style="list-style-type: none"> • For each expanding occupation, type the corresponding PSOC, then the corresponding expanding occupation title and then type "1" if the answer is DUE TO INCREASE DEMAND; or "2" if DUE TO TECHNICAL INNOVATION. • After encoding each row, type TAB for additional rows/occupations.
<p>11. Which particular occupations/skills are likely to be most vital/key to your future business performance and why? (Please list down such occupations and for each indicate the reason why it is vital to the organization and its most important characteristics using the codes provided below).</p>	<ul style="list-style-type: none"> • For each likely to be vital occupation, type the corresponding PSOC, then the corresponding occupation title and then type "1" if corresponding reason why vital is checked, otherwise, press ENTER; and then type the code for the corresponding important characteristics (1-9). • After encoding each row, type TAB for additional rows/occupations. • If "Others" is chosen, type the corresponding explanation for its details.

PART II: Employment

(continued...)

ITEM OF INQUIRY	GUIDELINES
<p>12. Do you foresee any problems/ constraints that may arise in the future in the recruitment of qualified applicants for the vital occupations identified in Item 11?</p>	<ul style="list-style-type: none"> • Type "1" if the answer is YES; or "2" if NO. • If "Yes" is checked, type the corresponding problems and constraints encountered as specified by the establishment.
<p>13. What form of government interventions do you propose to address these problems/constraints?</p>	<ul style="list-style-type: none"> • If "Yes" is checked in item 12, type the corresponding suggestion as specified by the establishment. • However, if "No" is checked in item 12 but there are entries here, verify this with Senior LEO/reviewer. Then, ensure that a corresponding entry in FM-BLES 04-4.8 should be reflected as an error is committed by the reviewer.

PART III. WAGE AND COMPENSATION PRACTICES

Item of Inquiry	Acceptable Entry
1 What methods are used in fixing or revising wages and salaries for the majority of the employees?	<ul style="list-style-type: none"> • 1 = for every checked item; Otherwise, leave it blank. • For others, enter as specified. • Only one (1) check mark is accepted for every column.
2 What is the basis of wage payment for the majority of the employees?	<ul style="list-style-type: none"> • 1 = for every checked item; Otherwise, leave it blank • There should only be one check mark per occupational group. • Only one (1) check mark is accepted for every column.
3 . What is the mode of payment of wages or salaries for the majority of the employees?	<ul style="list-style-type: none"> • 1 = for every checked item; Otherwise, leave it blank. • Only one (1) check mark is accepted for every column.
4 . How are wages or salaries paid for the majority of the employees	<ul style="list-style-type: none"> • 1 = for every checked item; Otherwise, leave it blank. • Only one (1) check mark is accepted for every column.
5 Are there any cost-of-living or dearness allowances given to the majority of the employees?	<ul style="list-style-type: none"> • 1 = for every checked item in the YES column; • 2 = for every checked item in the NO column
5a If yes, what methods are used in fixing cost-of-living allowances?	<ul style="list-style-type: none"> • 1 = for every checked item; Otherwise, leave it blank • For others, enter as specified. • Only one (1) check mark is accepted for every column.
6 What paid leave benefits does the establishment provide for the majority of the employees? For every leave benefit provided, please indicate the number of days paid corresponding to each occupational group.	<ul style="list-style-type: none"> • Enter number of days paid as provided corresponding to each occupational group. • For others, enter as specified.

PART III. WAGE AND COMPENSATION PRACTICES

(continued...)

Item of Inquiry	Acceptable Entry
7 What social security benefits/schemes does the establishment adopt for the majority of the employees?	<ul style="list-style-type: none"> • 1 = for every checked item; Otherwise, leave it blank • For others, enter as specified. • Multiple entries per column are acceptable.
8 Are health care benefits provided to the majority of the employees?	<ul style="list-style-type: none"> • 1 = for every checked item in the YES column; • 2 = for every checked item in the NO column
8a If yes, what health care benefits are provided	<ul style="list-style-type: none"> • 1 = for every checked item; Otherwise, leave it blank. • For others, enter as specified. • Multiple entries per column are acceptable.
8b How are these health care benefits funded?	<ul style="list-style-type: none"> • 1 = if entry is <i>a</i> • 2 = if entry is <i>b</i> • 3 = if entry is <i>c</i> • For others, enter as specified.
9 Are incentives included in the compensation system of the majority of the employees?	<ul style="list-style-type: none"> • 1 = for every checked item in the YES column; • 2 = for every checked item in the NO column
9a If yes, what incentives are included in the compensation system	<ul style="list-style-type: none"> • 1 = for every checked item; Otherwise, leave it blank. • For others, enter as specified. • Multiple entries per column are acceptable.

B. OCCUPATIONAL WAGES SURVEY ENCODING GUIDELINES

Microsoft Access - [FORM_BASICPAY]

2006 OCCUPATIONAL WAGES SURVEY
FORM BASIC PAY

EIN: 3808 BATCH NO. ONCR1-R1

Go To ALLOWANCES
Go To PART C

**PART B: EMPLOYMENT AND WAGE RATES OF TIME RATE WORKERS
ON FULL-TIME BASIS**

Hourly Rate		Daily Rate		Monthly Rate	
Basic Pay	Full-time Workers	Basic Pay	Full-time Workers	Basic Pay	Full-time Workers
Below 14.38	0	Below 115.00	0	Below 3,000	0
14.38 - 19.16	0	115.00 - 153.33	0	3,000 - 3,999	0
19.17 - 23.95	0	153.34 - 191.67	0	4,000 - 4,999	0
23.96 - 28.75	0	191.68 - 230.01	0	5,000 - 5,999	0
28.76 - 33.54	0	230.02 - 268.35	0	6,000 - 6,999	0
33.55 - 38.33	0	268.36 - 306.69	0	7,000 - 7,999	0
38.34 - 43.12	0	306.70 - 345.02	0	8,000 - 8,999	0
43.13 - 47.92	0	345.03 - 383.36	0	9,000 - 9,999	0
47.93 - 52.71	0	383.37 - 421.70	0	10,000 - 10,999	0
52.72 - 57.50	0	421.71 - 460.04	0	11,000 - 11,999	0
57.51 - 62.29	0	460.05 - 498.38	0	12,000 - 12,999	0
62.30 - 67.08	0	498.39 - 536.72	0	13,000 - 13,999	0
67.09 - 71.87	0	536.73 - 575.06	0	14,000 - 14,999	0
71.88 - 76.66	0	575.07 - 613.40	0	15,000 - 15,999	0
76.67 - 81.45	0	613.41 - 651.74	0	16,000 - 16,999	0
81.46 - 86.24	0	651.75 - 690.08	0	17,000 - 17,999	0
86.25 - 91.03	0	690.09 - 728.42	0	18,000 - 18,999	0
91.04 - 95.82	0	728.43 - 766.76	0	19,000 - 19,999	0
95.83 - 100.61	0	766.77 - 805.10	0	20,000 - 20,999	0
100.62 - 105.40	0	805.11 - 843.44	0	21,000 - 21,999	0
105.41 - 110.19	0	843.45 - 881.78	0	22,000 - 22,999	0
110.20 - 114.98	0	881.79 - 920.12	0	23,000 - 23,999	0
114.99 - 119.77	0	920.13 - 958.46	0	24,000 - 24,999	0
119.78 and over	0	958.47 and over	0	25,000 and over	0
Sub-total	0	Sub-total	0	Sub-total	0
				TOTAL	0

Establishment Identification Number

start GUIDELINES - Micros... Status monitoring Surv2006 : Database... FORM_BASICPAY 11:19 AM

Figure 3. PART B - Screen Layout (Basic Pay)

**PART B: EMPLOYMENT AND WAGE
RATES OF TIME RATE WORKERS
ON FULL TIME BASIS (Basic Pay)**

Type the corresponding entry for each item
as reflected in the questionnaire

[Go To ALLOWANCES](#)

Opens Figure 4. Part B – Screen Layout (Allowances)

[Go To PART C](#)

Opens Figure 5. Part C – Screen Layout

Microsoft Access - [frmALLOWANCE : Form]

2006 OCCUPATIONAL WAGES SURVEY
FORM ALLOWANCES

EIN: 3005 BATCH NO: ONCR1-R1

Of the TOTAL reported in Basic Pay, how many received allowances?

PART B: EMPLOYMENT AND WAGE RATES OF TIME RATE WORKERS ON FULL-TIME BASIS

Hourly Rate		Daily Rate		Monthly Rate	
Allowances	Full-time Workers	Allowances	Full-time Workers	Allowances	Full-time Workers
Below 1.20	0	Below 9.58	0	Below 250	0
1.20 - 2.39	0	9.58 - 19.15	0	250 - 499	0
2.40 - 3.59	0	19.16 - 28.73	0	500 - 749	0
3.60 - 4.78	0	28.74 - 38.31	0	750 - 999	0
4.79 - 5.98	0	38.32 - 47.90	0	1,000 - 1,249	0
5.99 - 7.18	0	47.91 - 57.48	0	1,250 - 1,499	0
7.19 - 8.38	0	57.49 - 67.07	0	1,500 - 1,749	0
8.39 - 9.58	0	67.08 - 76.65	0	1,750 - 1,999	0
9.59 - 10.78	0	76.66 - 86.24	0	2,000 - 2,249	0
10.79 - 11.97	0	86.25 - 95.82	0	2,250 - 2,499	0
11.98 - 13.17	0	95.83 - 105.41	0	2,500 - 2,749	0
13.18 - 14.37	0	105.42 - 114.99	0	2,750 - 2,999	0
14.38 - 15.57	0	115.00 - 124.57	0	3,000 - 3,249	0
15.58 - 16.77	0	124.58 - 134.15	0	3,250 - 3,499	0
16.78 - 17.97	0	134.16 - 143.73	0	3,500 - 3,749	0
17.98 - 19.17	0	143.74 - 153.31	0	3,750 - 3,999	0
19.18 - 20.37	0	153.32 - 162.89	0	4,000 - 4,249	0
20.38 - 21.57	0	162.90 - 172.47	0	4,250 - 4,499	0
21.58 - 22.77	0	172.48 - 182.05	0	4,500 - 4,749	0
22.78 - 23.97	0	182.06 - 191.63	0	4,750 - 4,999	0
23.98 and over	0	191.64 and over	0	5,000 and over	0
Sub-Total	0	Sub-Total	0	Sub-total	0
				Total	0

Establishment Identification Number

start GUIDELINES - Micros... Status monitoring Surv2006 : Database... frmALLOWANCE : Form

Figure 4. PART B - Screen Layout (Allowances)

PART B: EMPLOYMENT AND WAGE RATES OF TIME RATE WORKERS ON FULL TIME BASIS (Allowance)

Type the corresponding entry for each item as reflected in the questionnaire

Go to BASIC PAY

Opens Figure 3. PART B – Screen Layout (Basic Pay)

Go To PART C

Opens Figure 5. Part C – Screen Layout

Microsoft Access - [frmPART_C]

BUREAU OF LABOR AND EMPLOYMENT STATISTICS
2004 OCCUPATIONAL WAGES SURVEY
FORM BASIC PAY

EIN: BATCH NO.: [Go To Status](#)

EIN: 1992 PSOC

Occupation:

+ =

MALE FEMALE Both Sexes

Record: of 1

PSOC Code	Time Unit	Wage Component	Amount	Full-time Workers
0				0

Record: of 1

Establishment Identification Number

start GUIDELINES - Micros... Status monitoring Surv2006 : Database... frmPART_C

FLTR NUM

11:31 AM

Figure 5. Part C – Screen Layout

**PART C: EMPLOYMENT AND WAGE
RATES OF TIME-RATE WORKERS
ON FULL-TIME BASIS IN
SELECTED OCCUPATIONS**

Type the corresponding entry for each item
as reflected in the questionnaire

[Go To Status](#)

Opens Figure 2. Status Monitoring Screen Layout.

***NOTE: ANY INCONSISTENCIES THAT MAY ARISE DURING THE ENCODING
PROCESS PLEASE CONSULT YOUR Senior LEOs, DO NOT TRY TO
CORRECT THE PROBLEM BY YOURSELF, ANY ERRORS FOUND
SHOULD BE RECORDED IN THE FM-BLES 04-4.8 MONITORING OF
ACCURACY IN DATA PROCESSING.***