

TABLE OF CONTENTS

		PAGE No.
CHAPTER 1	OCCUPATIONAL WAGES SURVEY	
1.1.	Survey Objectives and Uses of the Data.....	1-1
1.2.	Collection Authority.....	1-2
1.3.	Confidentiality of Information.....	1-2
1.4.	Scope and Coverage.....	1-2
1.4.1.	Benchmark Occupations.....	1-6
1.4.2.	Industry-Specific Occupations	1-6
1.4.3.	Bases for Industry and Occupational Coverages.....	1-8
1.5.	Survey Design.....	1-9
1.5.1.	Statistical Unit.....	1-9
1.5.2.	Sampling Frame.....	1-10
1.6.	Estimation Procedure.....	1-10
	Table 1 – Distribution of Establishments Covered by 2006 OWS	1-11
	Table 2 – Distribution of Establishments with Monitored Occupations, 2006 OWS.....	1-12
1.7.	Occupational Wages Survey (OWS) Questionnaire.....	1-13
1.7.1.	Cover Page.....	1-13
1.7.2.	Survey Information.....	1-13
1.7.3.	Part A: General Information.....	1-13
1.7.4.	Part B: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis.....	1-13
1.7.5.	Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations.....	1-13
1.7.6.	Part D: Certification.....	1-13
1.7.7.	Part E: Survey Personnel.....	1-13
1.7.8.	Part F: Industries with Selected Occupations.....	1-14
1.7.9.	Results of the 2004 OWS.....	1-14
1.7.10.	Revisions in the Questionnaire.....	1-14
1.8.	Statistics to be Generated.....	1-14
1.9.	Periodicity and Reference Period.....	1-14
1.10.	Editing Guidelines.....	1-14
1.10.1.	General Instructions.....	1-14
1.10.2.	Specific Instructions.....	1-15
1.10.2.1.	Cover Page.....	1-15
1.10.2.2.	Part A: General Information.....	1-16
1.10.2.3.	Part B: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis.....	1-17
1.10.2.4.	Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations.....	1-20
1.10.2.5.	Part D: Certification.....	1-23
1.10.2.6.	Part E: Survey Personnel.....	1-24
1.11.	OWS Form 1 (Verification Form).....	1-25
	Industries with Selected Occupations	1-27
	Occupational Sheets	i-xlvi

OCCUPATIONAL WAGES SURVEY

From 1989 to 1995, the OWS was conducted by the Bureau of Labor and Employment Statistics (BLES) to monitor the wage rates of 22 low paid occupations in 21 non-agricultural industries. Its objective then was to generate wage estimates in aid to minimum wage determination.

In 1996, the survey was redesigned to focus on the wage rates of selected or key occupations, particularly in industries likely to be affected by the changing local and global economic structures. The 1997 and 1999 rounds of the revised OWS had October 31 as reference date of the data for international comparability since the ILO inquires on occupational wages through its annual October Inquiry on Occupational Wages and Hours of Work. The new design used the 1992 Philippine Standard Occupational Classification (PSOC) and the 1994 Philippine Standard Industrial Classification (PSIC).

In recent years, adjustments in the minimum wage rates have been implemented on a staggered basis. Each round of wage increases usually starts during the last quarter of the year and spills over until about the second quarter of the following year. Notwithstanding international comparability, the 2002 survey round reference date has been shifted to June 30 of every even year from October 31 of every odd year. This decision was made in order to capture the effects of minimum wage adjustments in the establishment wage structure. The lists of industries and occupations have also been expanded to cover other important industries and new occupations.

The June 2002 round of the OWS only covered Metro Manila due to budget constraints.

1.1. Survey Objectives and Uses of the Data

The main objective of this survey is to generate statistics for *wage and salary administration and wage determination in collective bargaining negotiations*. These statistics can also be used as basis for investment decisions and determining global competitiveness of our industries and occupations.

Statistics on wage rates are useful economic indicators and are inputs to wage, income, productivity and price policies, wage fixing and collective bargaining. Specifically, occupational wage rates can be used to measure wage differentials, wage inequality in typical low wage and high wage occupations and for international comparability. Industry data on basic pay and allowance can be used to measure wage differentials across industries, for investment decisions and as reference in periodic adjustments of minimum wages.

The data category *average monthly occupational wage rate of selected occupations* is also one of the variables listed by the Philippine government under the Special Data Dissemination Standard (SDDS) of the International Monetary Fund. The SDDS serves as reference to member countries in the dissemination of economic and financial data.

1.2. Collection Authority

The conduct of the OWS is mandated by:

- a. **Executive Order No. 126**, dated January 30, 1987, (creating the BLES) which mandates the Bureau, among others, to conduct nationwide surveys and studies which will generate trends and structures on labor and employment.
- b. **Executive Order NO. 352**, dated July 1, 1996, designating the OWS as one of the statistical activities that will generate critical data for decision-making of the government and the private sector.

1.3. Confidentiality of Information

The BLES and its field personnel shall hold all survey data supplied by the establishments in confidence. The information obtained from each respondent shall be for statistical purposes only and not for taxation, regulation nor investigation purposes. The data shall be processed with others of the same category and shall be disseminated in summary form or statistical tables so as not to reveal the identity of any respondent-establishment.

1.4. Scope and Coverage

The OWS covers all establishments in non-agricultural industries with an average total employment of at least 20 persons. It inquires on total employment and on the distribution of time-rate workers on full-time basis. Starting the 2006 round, two additional industries (Call Center Activities; and Medical Transcription and Related Outsourcing Activities) are included. The 60 industries covered are as follows:

	1994 PSIC	Description
	C	MINING AND QUARRYING
1.	C10	Metallic Ore Mining
2.	C11	Non-Metallic Mining and Quarrying
	D	MANUFACTURING
3.	D15 (excl. D155)	Manufacture of Food Products
4.	D155	Manufacture of Beverages
5.	D16	Manufacture of Tobacco Products
6.	D17	Manufacture of Textiles
7.	D18	Manufacture of Wearing Apparel
8.	D191	Tanning and Dressing of Leather; Manufacture of Luggage and Handbags
9.	D192	Manufacture of Footwear
10.	D201	Manufacture of Wood and Wood Products except Furniture

	1994 PSIC	Description	<i>Notes</i>
	D	MANUFACTURING (cont'd.)	
11.	D202	Manufacture of Products of Bamboo, Cane, Rattan and the Like, and Plaiting Materials except Furniture; Manufacture of Other Products of Wood	
12.	D21	Manufacture of Paper and Paper Products	
13.	D22	Publishing, Printing and Reproduction of Recorded Media	
14.	D23	Manufacture of Coke, Refined Petroleum and Other Fuel Products	
15.	D24	Manufacture of Chemicals and Chemical Products	
16.	D251	Manufacture of Rubber Products	
17.	D252	Manufacture of Plastic Products	
18.	D261	Manufacture of Glass and Glass Products	
19.	D262	Manufacture of Cement	
20.	D269	Manufacture of Non-Metallic Mineral Products, n.e.c.	
21.	D27	Manufacture of Basic Metals	
22.	D28	Manufacture of Fabricated Metal Products, Except Machinery and Equipment	
23.	D29	Manufacture of Machinery and Equipment, n.e.c.	
24.	D30	Manufacture of Office, Accounting and Computing Machinery	
25.	D31	Manufacture of Electrical Machinery and Apparatus, n.e.c.	
26.	D32	Manufacture of Radio, Television and Communication Equipment and Apparatus	
27.	D33	Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks	
28.	D34	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	
29.	D35	Manufacture of Other Transport Equipment	
30.	D36	Manufacture and Repair of Furniture	
31.	D37	Recycling	
32.	D39	Manufacturing, n.e.c.	

	1994 PSIC	Description	<i>Notes</i>
	E	ELECTRICITY, GAS AND WATER SUPPLY	
33.	E40	Electricity, Gas, Steam and Hot Water Supply	
34.	E41	Collection, Purification and Distribution of Water	
35.	F45	CONSTRUCTION	
	G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	
36.	G50	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel	
37.	G51	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles	
38.	G52	Retail Trade, Except of Motor Vehicles and Motorcycles, Repair of Personal and Household Goods	
39.	H55	HOTELS AND RESTAURANTS	
	I	TRANSPORT, STORAGE AND COMMUNICATION	
40.	I60	Land Transport; Transport via Pipelines	
41.	I61	Water Transport	
42.	I62	Air Transport	
43.	I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	
44.	I64 (excl. I6411)	Post and Telecommunications Services except National Postal Activities	
	J	FINANCIAL INTERMEDIATION	
45.	J65 (excl. J6510)	Banking Institutions Except Central Banking	
46.	J66	Non-Bank Financial Intermediation	
47.	J67	Insurance and Pension Funding except Compulsory Social Security	
48.	J68	Activities Auxiliary to Financial Intermediation	

	1994 PSIC	Description	<i>Notes</i>
	K	REAL ESTATE, RENTING AND BUSINESS ACTIVITIES	
49.	K70	Real Estate Activities	
50.	K71	Renting of Machinery and Equipment Without Operator, Personal and Household Goods	
51.	K72	Computer and Related Activities	
52.	K73	Research and Development	
53.	K74 (excl. K74996 and K74997)	Miscellaneous Business Activities	
54.	K74996	Call Center Activities	
55.	K74997	Medical Transcription and Related Outsourcing Activities	
56.	M81	PRIVATE EDUCATION SERVICES	
57.	N85 (excl. N8511)	HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH SERVICES	
	O	OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES	
58.	O90	Sewage and Refuse Disposal, Sanitation and Similar Activities	
59.	O92	Recreational, Cultural and Sporting Activities	
60.	O93	Other Service Activities	

The following industries are **excluded** from the survey:

1994 PSIC	Description
A01-A05	Agriculture and Forestry
B06	Fishing
I6411	National Postal Activities
J6510	Central Banking
L75	Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, SSS, GSIS)
M80	Public Education Services
N8511	Public Medical, Dental and Other Health Services
O91	Activities of Membership Organizations (e.g. ECOP, TUCP)
Q99	Extra-Territorial Organizations and Bodies (e.g. ILO, UNDP)

1.4.1. *Benchmark Occupations:* The OWS specifically collects data on employment and wage rates of occupations. Two (2) benchmark occupations (common to all establishments) i.e., Accounting and Bookkeeping Clerks; and Unskilled Workers except Janitors, Messengers and Freight Handlers are monitored in the covered non-agricultural industries:

1.4.2. *Industry-Specific Occupations:* In addition to the two benchmark occupations, at most 8 industry-specific occupations are monitored in the following 45 specific industries (3, 4 or 5 digit PSIC code):

	1994 PSIC	Description
	C	MINING AND QUARRYING
1.	C10	Metallic Ore Mining
2.	C11	Non-Metallic Mining and Quarrying
	D	SELECTED MANUFACTURING
3.	D15	Manufacture of Food Products and Beverages
4.	D17	Manufacture of Textiles
5.	D18	Manufacture of Wearing Apparel
6.	D19	Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear
7.	D201	Manufacture of Wood and Wood Products except Furniture
8.	D21	Manufacture of Paper and Paper Products
9.	D221/D222/ D223	Publishing and Printing
10.	D23	Manufacture of Coke, Refined Petroleum and Other Fuel Products
11.	D24	Manufacture of Chemicals and Chemical Products
12.	D251	Manufacture of Rubber Products
13.	D252	Manufacture of Plastic Products
14.	D26	Manufacture of Other Non-Metallic Mineral Products
15.	D27	Manufacture of Basic Metals
16.	D28	Manufacture of Fabricated Metal Products, Except Machinery and Equipment
17.	D29	Manufacture of Machinery and Equipment, n.e.c.
18.	D31	Manufacture of Electrical Machinery and Apparatus, n.e.c.

	1994 PSIC	Description	<i>Notes</i>
	D	SELECTED MANUFACTURING (cont'd.)	
19.	D32	Manufacture of Radio, Television and Communication Equipment and Apparatus	
20.	D34	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	
21.	D351	Building and Repairing of Ships and Boats	
22.	D36	Manufacture and Repair of Furniture	
	E	ELECTRICITY, GAS AND WATER SUPPLY	
23.	E40	Electricity, Gas, Steam and Hot Water Supply	
24.	E41	Collection, Purification and Distribution of Water	
25.	F45	CONSTRUCTION	
	G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	
26.	G501/G502/ G503/G504	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles	
27.	G51	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles	
28.	G521/G522/ G523/G524/ G525	Retail Trade except of Motor Vehicles and Motorcycles	
29.	H55	HOTELS AND RESTAURANTS	
	I	SELECTED TRANSPORT, STORAGE AND COMMUNICATION	
30.	I6011	Bus Line Operation	
31.	I60 excl. I6011	Other Land Transport	
32.	I61	Water Transport	
33.	I62	Air Transport	
34.	I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	
35.	I64 (excl. I6411)	Post and Telecommunications Except National Postal Activities	

	1994 PSIC	Description	<i>Notes</i>
	J	SELECTED FINANCIAL INTERMEDIATION	
36.	J65 (excl. J6510)	Banking Institutions Except Central Banking	
37.	J66	Non-Bank Financial Intermediation	
38.	J67	Insurance and Pension Funding except Compulsory Social Security	
	K	SELECTED BUSINESS ACTIVITIES	
39.	K72	Computer and Related Activities	
40.	K7412	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	
41.	K7421	Architectural, Engineering and Related Technical Consultancy	
42.	K74996	Call Center Activities	
43.	K74997	Medical Transcription and Related Outsourcing Activities	
44.	M81	PRIVATE EDUCATION SERVICES	
45.	N8512	PRIVATE MEDICAL, DENTAL AND OTHER HEALTH SERVICES	

1.4.3. Bases for Industry and Occupational Coverages

The 45 industries for which industry-specific occupations shall be monitored were identified based on the following:

- Investment Priority Plan of the Board of Investments
- Export winners identified by the Department of Trade and Industry
- Areas of cooperation under the BIMP-EAGA
- Industries likely to be affected by GATT
- Industries monitored by the ILO industrial committees and similar bodies
- Consultations with employers' groups, labor organizations, other government agencies and the academe
- Emerging industries as in the case of Call Center Activities; and Medical Transcription and Related Outsourcing Activities

On the other hand, the specific occupations for which wage rates shall be monitored were selected on the basis of the following:

- Relative importance of the occupations in the industry
- 1992 Philippine Standard Occupational Classification
- Consultations with employers and workers groups, government agencies and the academe
- Initial List of Indicative Offers to the Coordinating Committee on Services-General Agreement on Trade in Services (ASEAN Bloc)

- Catalogue of the Occupational Skills Standards for National Certification Program of the Technical Education and Skills Development Authority
- Occupations covered by the ILO October Inquiry on Occupational Wages and Hours of Work
- 2001-2002 Key Indicators of the Labor Market of the International Labour Office
- Occupational Employment Survey (OES) of the US Bureau of Labor Statistics

At most 10 occupations shall be monitored in each of the 45 specific industries to represent the 7 major occupational groups in the 1992 PSOC for a total of 169 occupations. The occupations can be classified as supervisory; professional; technical; clerical; service; trade skills and machine operation; and laborers/unskilled workers. In some cases, however, more were drawn for a particular occupation group depending on the relative importance of occupations in a given industry. For instance, in mining and quarrying, selected manufacturing industries, and construction, more occupations were drawn from trade skills and machine operation, given the manpower requirement of their operations. In trade, post and telecommunications, and most business services, more clerical occupations were selected. In hotels and restaurants, more service occupations were drawn.

The two (2) benchmark occupations are Accounting and Bookkeeping Clerks; and Unskilled Workers, except Janitors, Freight Handlers and Messengers.

Each establishment covered by the 45 industries will be provided its own occupational sheet. This sheet lists the pre-determined occupations and job descriptions for which employment and wage data will be asked from the establishment. The occupations in this sheet vary across establishments depending on their respective industry classification.

1.5. Survey Design

The OWS is a sample survey of non-agricultural establishments employing 20 persons or more (see section 2.5 of Chapter 2).

1.5.1. 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.

An establishment is defined as an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location. Thus, mining/construction sites, factories, electric plants, stores, shops, hotels, restaurants, bus companies, banks, radio stations, real estate developers and the like are considered establishments.

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. However, security detachments, janitorial units and power barges are not considered as establishments.

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.

1.5.2. Sampling Frame

The 2006 BLES Survey Sampling Frame (SSF2006) is an integrated list of establishments culled from the 2004 List of Establishments of the National Statistics Office, updated 2004 BLES Sampling Frame based on the status of establishments reported in the 2004 BLES Integrated Survey (BITS). Reports on closures and retrenchments of establishments submitted to the Regional Offices of the Department of Labor and Employment were also considered in preparing the 2006 frame.

1.6. Estimation Procedure

Not all of the fielded questionnaires are accomplished. Due to possible 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. In addition to non-response of establishments because of refusals, strikes or temporary closures, there are establishments whose questionnaires contain inconsistent item responses that are not included in the processing as these have not replied to the verification queries by the time output table generation commences. Such establishments are also considered as non-respondents.

Respondents are post-stratified as to geographic, industry and employment size classifications. Non-respondents are retained in their classifications.

Sample values of basic pay and allowances for the monitored occupations whose basis of payment is an hour or a day are converted into a standard monthly equivalent, assuming 313 working days and 8 hours per day. Daily rate x 26.08333; Hourly rate x 208.66667.

Estimates are obtained by simple expansion, i.e. by multiplying the sample values at the cell level (industry and employment size: 20-99, 100-199 and 200 or more workers) by the corresponding blowing-up factor which is the ratio of the eligible (retrieved, refusal, for verification, temporarily closed, on strike, unaccounted/no response) population of establishments to the number of responding establishments. These estimates are then aggregated to the desired totals.

Dividing the estimated total basic pay (or total allowances) in each occupation by the corresponding estimate of time rate workers on full-time basis results to the average monthly basic pay or average monthly allowances as the case may be. The monthly average basic pay and monthly average allowances are then summed up to provide the average monthly wage rates by occupation.

The median monthly basic pay is computed from the estimated distribution of workers by monthly basic pay. On the other hand, the median monthly allowance is computed only for those workers reported with allowances.

Table 1 - Distribution of Establishments Covered by 2006 OWS

Notes

PSIC	All Sizes	Employment Size		
		20-99	100-199	200 & over
Total	7,630	3,163	1,331	3,136
C10	42	25	5	12
C11	44	35	7	2
D15 (excl. D 155)	385	125	63	197
D155	64	10	15	39
D16	22	7	4	11
D17	101	29	21	51
D18	329	79	53	197
D191	24	10	5	9
D192	37	14	10	13
D201	51	18	10	23
D202	16	10	3	3
D21	64	17	19	28
D22	94	50	16	28
D23	13	9	1	3
D24	127	45	31	51
D251	30	10	10	10
D252	119	35	29	55
D261	28	10	8	10
D262	30	10	5	15
D269	56	21	10	25
D27	77	27	18	32
D28	103	47	19	37
D29	70	33	14	23
D30	50	10	5	35
D31	63	13	13	37
D32	160	10	18	132
D33	49	10	10	29
D34	55	10	11	34
D35	36	10	10	16
D36	100	35	26	39
D37	14	10	2	2
D39	49	15	13	21
E40	145	19	36	90
E41	47	20	12	15
F45	233	78	46	109
G50	176	129	22	25
G51	366	209	65	92
G52	764	407	107	250
H55	551	433	62	56
I60	134	48	25	61
I61	38	12	10	16
I62	23	17	1	5
I63	169	79	29	61
I64 (excl. I 6411)	91	34	16	41
J65 (excl. J 6510)	135	69	14	52
J66	89	46	14	29
J67	51	11	16	24
J68	40	12	10	18
K70	67	35	16	16
K71	19	10	4	5
K72	74	25	15	34
K73	32	23	0	9
K74	745	159	128	458
K74996	128	43	15	70
K74997	8	6	1	1
M81	602	268	102	232
N85 (excl. N8511)	187	62	38	87
O90	13	10	1	2
O92	153	63	36	54
O93	48	37	6	5

**Table 2 - Distribution of Establishments with Monitored Occupations
2006 OWS**

Notes

PSIC	All Sizes	Employment Size		
		20-99	100-199	200 & over
Total	6,229	2,684	1,086	2,459
C10	42	25	5	12
C11	44	35	7	2
D15	449	135	78	236
D17	101	29	21	51
D18	329	79	53	197
D19	61	24	15	22
D201	51	18	10	23
D21	64	17	19	28
D221/222/223	94	50	16	28
D23	13	9	1	3
D24	127	45	31	51
D251	30	10	10	10
D252	119	35	29	55
D26	114	41	23	50
D27	77	27	18	32
D28	103	47	19	37
D29	70	33	14	23
D31	63	13	13	37
D32	160	10	18	132
D34	55	10	11	34
D351	17	5	5	7
D36	100	35	26	39
E40	145	19	36	90
E41	47	20	12	15
F45	233	78	46	109
G501/502/503/504	112	72	19	21
G51	366	209	65	92
G521/522/523/524/525	730	386	101	243
H55	551	433	62	56
I6011	74	13	17	44
I60 (excl. I 6011)	60	35	8	17
I61	38	12	10	16
I62	23	17	1	5
I63	169	79	29	61
I64 (excl. I 6411)	91	34	16	41
J65 (excl. J 6510)	135	69	14	52
J66	89	46	14	29
J67	51	11	16	24
K72	74	25	15	34
K7412	13	4	3	6
K7421	22	12	4	6
K74996	128	43	15	70
K74997	8	6	1	1
M81	602	268	102	232
N8512	185	61	38	86

1.7. Occupational Wages Survey (OWS) Questionnaire

The 2006 OWS questionnaire contains the following sections.

1.7.1. Cover Page (Page 1)

This contains the address box, contact particulars for assistance, spaces for changes in the name and location of sample establishment and 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.

1.7.2. Survey Information (Page 2)

This contains the survey objective and uses of the data, scope of the survey, confidentiality clause, collection authority, authorized field personnel, coverage, periodicity and reference period, due date for accomplishment and expected date when the results of the 2006 OWS would be available.

1.7.3. Part A: General Information (Page 3)

This portion inquires on:

- main economic activity
- major products/goods or services
- total employment.

1.7.4. Part B: Employment and Wage Rates of Time Rate Workers on Full Time Basis (Pages 4-5)

This section requires data on the number of time-rate workers on full-time basis by time unit and by basic pay and allowance intervals.

1.7.5. Part C: Employment and Wage Rates of Time Rate Workers on Full Time Basis in Selected Occupations (Pages 6-9)

This part inquires on the basic pay and allowance per time unit and corresponding number of workers in the two benchmark occupations and in the **pre-determined occupations** listed in the occupational sheet to be provided to the establishment where applicable

1.7.6. Part D: Certification (Page 10)

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 2006 OWS
- results of the 2004 OWS
- presentation/packaging, particularly on the definition of terms, layout, font and color

1.7.7. Part E: Survey Personnel (Page 10)

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.

1.7.8. Part F: Industries With Selected Occupations (Page 11)

Notes

The list of industries for occupational wage monitoring has been provided to guide the enumerators in determining the correct occupational sheet that should be furnished to the respondent.

1.7.9. Results of the 2004 OWS (Page 12)

The results of the 2004 OWS are found on page 12 of the questionnaire. These results can serve as a guide to the survey personnel in editing/review of the entries in the questionnaire. More of the results can be obtained from the BLES Website at <http://www.manila-online.net/bles> or <http://www.bles.dole.gov.ph>.

1.7.10. Revisions in the Questionnaire

Relative to the 2004 OWS questionnaire, the following revisions were made:

Part	Item	Details	Basis
Part A: General Information	Establishment Characteristic	Deleted	Covered in BITS
Part C: Employment and Wage Rates of Time-Rate Workers on Full Time Basis	1. Hiring/Entry Rate	Deleted	Does not change frequently
	2. Minimum Educational Requirement	Deleted	
	3. Minimum Years of Related Experience	Deleted	

1.8 Statistics to be Generated

From the survey, the BLES will generate statistics on:

- occupational wage rates (actual rates) and employment of time-rate workers on full-time basis in selected industries and selected occupations
- median basic pay and allowances of time-rate workers on full-time basis by industry/region
- distribution of time-rate workers on full-time basis by basic pay and allowance intervals by industry/region

1.9 Periodicity and Reference Period

The OWS is conducted every two (2) years. The reference of this survey round is the pay period that includes August 31, 2006.

1.10 Editing Guidelines

Completeness, consistency and authenticity of survey data are requisites to ensure processing of correct information. With this in mind, these editing guidelines have been prepared to help Enumerators, Supervisors and Reviewers detect and correct errors in the accomplished questionnaires.

1.10.1 General Instructions

- a. Any attachments by the establishment should be stapled on page 7 of the questionnaire. The corresponding **EIN** (see section 3.5.2 of Chapter 3) should be written on the upper right hand corner of each page of the attachment.

- b. The **comments** of the respondent on page 10 of the questionnaire should be read as these may provide explanations relevant to the accomplished questionnaire.
- c. Use **red** ballpoint in editing.

The Enumerator should **verify** with the establishment any reported data in the questionnaire that does not pass the editing guidelines.

If during the questionnaire review by the Supervisor/Reviewer, **inconsistent** entries are still noted, these should be encircled and the questionnaire returned to the concerned Enumerator for verification together with the accomplished OWS Form 1 (Verification Form).

Likewise, inconsistent entries in the accomplished questionnaires from the Regional Offices should also be encircled by BLES Reviewers and the questionnaires returned to the concerned Regional Supervisors for verification together with the accomplished OWS Form 1 (Verification Form).

- d. Entries by the respondent that need to be revised should not be erased or obliterated. The original entry should be **lined out** neatly. The correct/new entry should be legibly written close to the crossed out entry.
- e. Where details are provided, these should **add up** to corresponding total.
- f. If problems arise, the Enumerator should **consult** his/her Area Supervisor while the latter his/her Regional Supervisor.

1.10.2. Specific Instructions

1.10.2.1. Cover Page (Page 1)

If there are any **changes in the business name and address** of the sample establishment, the Enumerator should fill out the space/s right after the label as specified. **He/she should not write on the pre-addressed label.** If the questionnaire is to be accomplished by the **head office**, the Enumerator should likewise fill out the allocated spaces as specified.

If the registered name or that as registered with DTI, SEC or local government is given by the respondent, it should **not** be considered as a change in name. Example, if the name of establishment in the pre-addressed label is 'McDonalds', there is no change in businessname if the registered name is say, 'McGeorge Food Industries'. (*Note: Survey Trainer should make this distinction clear to avoid changing of names from business name to registered name when it refers to the same establishment.*)

At the bottom of the page are codes (see section 3.5.6 of Chapter 3) that will reflect the status of the questionnaire. The field personnel should accomplish only the portions applicable to them.

Validation of Economic Activity

Upon acceptance of the questionnaire by the contact person/respondent, the enumerator should ask for the complete description of the nature of business of the establishment. This should be done to ensure that the right occupational sheet has been inserted in the questionnaire.

In case the establishment has several activities, e.g. manufacturing

and trading, that from which it derives the most income/revenues should be the basis of the industry classification.

To illustrate: *If the establishment is engaged in fruit juice manufacturing, then its questionnaire must have an occupational sheet with the caption “Manufacture of Food Products and Beverages (D15).*

In case the establishment is not engaged in food or beverage manufacturing, the enumerator should check the list of industries given on pp. 6 - 8 of this Manual or Part F of the OWS questionnaire to see if the establishment should be given a different occupational sheet.

If the business of the establishment falls in any of the other listed industries, the enumerator should pull out the original occupational sheet and replace it with the correct one. On the other hand, if the establishment business does not fall in the listed industries, the original sheet should be pulled out.

Note: Always bring extra copies of the occupational sheets.

1.10.2.2. Part A: General Information (Page 3)

1. Main economic activity	Entry should clearly describe the main economic activity or business of the establishment based on that, which contributes the biggest share of income/revenues .
Major products/ goods or services	Entry should refer to the specific products/goods produced or services provided. In case the establishment has several products/goods or services, the entries should be written in order of importance. It is essential that the respondent accomplish these items, as the entries will determine if the correct occupational sheet has been furnished to the establishment. As mentioned earlier, the occupational sheet vary for each establishment depending on its industry classification . Refer to pp. 6-8 of this manual or Part F of the questionnaire which contains the list of industries for which pre-determined occupations are being monitored.
2. Total employment	Entry should be equal to or greater than reported Total (sum of cols. 2, 4 and 6) in Part B.1 - Basic Pay (page 4) .

1.10.2.3. Part B: Employment and Wage Rates of Time-Rate Workers on Full-time Basis (Pages 4-5)

Notes

1. Basic Pay		
Cols. 2, 4 and 6	Full-time Workers (Both Sexes)	Entries should correspond to the applicable basic pay intervals in the questionnaire. An establishment would not necessarily have entries in all time unit of work, i.e. hourly, daily and monthly.
	Sub-totals	These should be the corresponding sum of entries in cols. 2, 4 or 6.
	Total	Entry should be the sum of the sub-totals of cols. 2, 4 and 6. This should be less than or equal to total employment reported in Item 2 of Part A. Otherwise, verify with establishment.

Example:

1. Basic Pay

Hourly Rate		Daily Rate		Monthly Rate	
Basic Pay (P)	Full - time Workers (Both Sexes)	Basic Pay (P)	Full - time Workers (Both Sexes)	Basic Pay (P)	Full - time Workers (Both Sexes)
(1)	(2)	(3)	(4)	(5)	(6)
Below 14.38		Below 115.00		Below 3,000	
14.38 - 19.16		115.00 - 153.33		3,000 - 3,999	
19.17 - 23.95		153.34 - 191.67		4,000 - 4,999	
23.96 - 28.75		191.68 - 230.01		5,000 - 5,999	
28.76 - 33.54	10	230.02 - 268.35	15	6,000 - 6,999	
33.55 - 38.33		268.36 - 306.69	40	7,000 - 7,999	
38.34 - 43.12		306.70 - 345.02		8,000 - 8,999	
43.13 - 47.92		345.03 - 383.36		9,000 - 9,999	
47.93 - 52.71		383.37 - 421.70		10,000 - 10,999	20
52.72 - 57.50		421.71 - 460.04		11,000 - 11,999	
57.51 - 62.29		460.05 - 498.38		12,000 - 12,999	15
62.30 - 67.08		498.39 - 536.72		13,000 - 13,999	
67.09 - 71.87		536.73 - 575.06		14,000 - 14,999	
71.88 - 76.66		575.07 - 613.40		15,000 - 15,999	
76.67 - 81.45		613.41 - 651.74		16,000 - 16,999	
81.46 - 86.24		651.75 - 690.08		17,000 - 17,999	
86.25 - 91.03		690.09 - 728.42		18,000 - 18,999	10
91.04 - 95.82		728.43 - 766.76		19,000 - 19,999	
95.83 - 100.61		766.77 - 805.10		20,000 - 20,999	
100.62 - 105.40		805.11 - 843.44		21,000 - 21,999	
105.41 - 110.19		843.45 - 881.78		22,000 - 22,999	
110.20 - 114.98		881.79 - 920.12		23,000 - 23,999	
114.99 - 119.77		920.13 - 958.46		24,000 - 24,999	
119.78 and over		958.47 and over		25,000 and over	
Sub-total	10	Sub-total	55	Sub-total	45

TOTAL (sum of cols. 2, 4 and 6)

110

A common error of establishments in filling out this portion of the questionnaire is repetitive entries in cols. 2, 4 and 6 as in the following example:

Verify with the respondent if the entries in cols. 2, 4 and 6 refer to the same time-rate workers. If this is so, request for the applicable time unit then line out neatly the irrelevant entries and adjust Total.

Edited Entries

1. Basic Pay

Hourly Rate		Daily Rate		Monthly Rate	
Basic Pay (P) (1)	Full - time Workers (Both Sexes) (2)	Basic Pay (P) (3)	Full - time Workers (Both Sexes) (4)	Basic Pay (P) (5)	Full - time Workers (Both Sexes) (6)
Below 14.38		Below 115.00		Below 3,000	
14.38 - 19.16		115.00 - 153.33		3,000 - 3,999	
19.17 - 23.95		153.34 - 191.67		4,000 - 4,999	
23.96 - 28.75		191.68 - 230.01		5,000 - 5,999	
28.76 - 33.54		230.02 - 268.35		6,000 - 6,999	
33.55 - 38.33		268.36 - 306.69		7,000 - 7,999	
38.34 - 43.12		306.70 - 345.02		8,000 - 8,999	
43.13 - 47.92		345.03 - 383.36		9,000 - 9,999	
47.93 - 52.71		383.37 - 421.70		10,000 - 10,999	
52.72 - 57.50	36	421.71 - 460.04	36	11,000 - 11,999	36
57.51 - 62.29	45	460.05 - 498.38	45	12,000 - 12,999	15
62.30 - 67.08	42	498.39 - 536.72	42	13,000 - 13,999	12
67.09 - 71.87		536.73 - 575.06		14,000 - 14,999	
71.88 - 76.66	7	575.07 - 613.40	7	15,000 - 15,999	7
76.67 - 81.45		613.41 - 651.74		16,000 - 16,999	
81.46 - 86.24		651.75 - 690.08		17,000 - 17,999	
86.25 - 91.03		690.09 - 728.42		18,000 - 18,999	
91.04 - 95.82		728.43 - 766.76		19,000 - 19,999	
95.83 - 100.61		766.77 - 805.10		20,000 - 20,999	
100.62 - 105.40		805.11 - 843.44		21,000 - 21,999	
105.41 - 110.19		843.45 - 881.78		22,000 - 22,999	
110.20 - 114.98		881.79 - 920.12		23,000 - 23,999	
114.99 - 119.77		920.13 - 958.46		24,000 - 24,999	
119.78 and over		958.47 and over		25,000 and over	
Sub-total	70	Sub-total	70	Sub-total	70

TOTAL (sum of cols. 2, 4 and 6)

-210 70

2. Allowances		
Cols. 8, 10 and 12	Full-time Workers (Both Sexes)	If there are entries, these should correspond to the applicable allowance intervals in the questionnaire. An establishment would not necessarily have entries in all time unit of work, i.e. hourly, daily and monthly.
	Sub-totals	These should be the corresponding sum of entries in cols. 8, 10 and 12.
	Total	Entry should be the sum of the sub-totals of cols. 8, 10 and 12. It should also be less than or equal to Total (sum of cols. 2, 4 and 6) of Item 1 - Basic Pay. Otherwise, verify with establishment.

Example:**2. Allowances**

Hourly Rate		Daily Rate		Monthly Rate	
Allowance (P)	Full - time Workers (Both Sexes)	Allowance (P)	Full - time Workers (Both Sexes)	Allowance (P)	Full - time Workers (Both Sexes)
(7)	(8)	(9)	(10)	(11)	(12)
Below 1.20		Below 9.58		Below 250	
1.20 - 2.39		9.58 - 19.15		250 - 499	
2.40 - 3.59		19.16 - 28.73		500 - 749	
3.60 - 4.78		28.74 - 38.31		750 - 999	
4.79 - 5.98		38.32 - 47.90	10	1,000 - 1,249	
5.99 - 7.18		47.91 - 57.48		1,250 - 1,499	
7.19 - 8.38		57.49 - 67.07		1,500 - 1,749	
8.39 - 9.58		67.08 - 76.65		1,750 - 1,999	
9.59 - 10.78		76.66 - 86.24		2,000 - 2,249	30
10.79 - 11.97		86.25 - 95.82		2,250 - 2,499	
11.98 - 13.17		95.83 - 105.41		2,500 - 2,749	
13.18 - 14.37		105.42 - 114.99		2,750 - 2,999	
14.38 - 15.57		115.00 - 124.57		3,000 - 3,249	
15.58 - 16.77		124.58 - 134.15		3,250 - 3,499	
16.78 - 17.97		134.16 - 143.73		3,500 - 3,749	
17.98 - 19.17		143.74 - 153.31		3,750 - 3,999	
19.18 - 20.37		153.32 - 162.89		4,000 - 4,249	
20.38 - 21.57		162.90 - 172.47		4,250 - 4,499	
21.58 - 22.77		172.48 - 182.05		4,500 - 4,749	5
22.78 - 23.97		182.06 - 191.63		4,750 - 4,999	
23.98 and over		191.64 and over		5,000 and over	
Sub-total		Sub-total	10	Sub-total	35

TOTAL (sum of cols. 8, 10 and 12)

45

Total of workers with allowances should not exceed the total of workers with basic pay.

A common error of establishments in filling out this portion of the questionnaire is repetitive entries similar to the example in Basic Pay.

Verify with the respondent if the entries in cols. 8, 10 and 12 refer to the same time-rate workers. If this is so, ask for the applicable time unit then line out neatly the irrelevant entries and adjust Total.

1.10.2.4. Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations (Pages 6-9)

To guide the respondent, the relevant **occupational sheet** had been enclosed in each questionnaire of the establishments engaged in the pre-determined industries. This sheet lists at most eight (8) occupations and corresponding to each is its 1992 PSOC code and brief description of tasks/responsibilities.

To illustrate: *If the PSIC code (as indicated in the address label) of a given establishment is D15930, the questionnaire assigned to it should have an occupational sheet with the caption "Manufacture of Food Products and Beverage (D15)": The establishment should provide data on the basic pay, allowance and employment **only** for the occupations listed in this particular sheet in addition to the benchmark occupations mentioned in Section 1.4.1 of this Chapter.*

The occupations enumerated in this list are:

*Production Supervisors and General Foreman
Food Technologist
Chemical Engineering Technicians
Quality Inspectors
Production Clerks
Food Processing and Related Trades Workers
Food and Related Products Machine Operators*

The compilation of all occupational sheets is found on the last part of this chapter. The occupations are grouped according to industrial classification for easy reference. This should be referred to during field operations and editing to ensure that the reported data refers to the covered occupations in the establishment. Further, it is for this reason that the enumerator should **validate the economic activity/confirm the industry** of the establishment during questionnaire delivery to ensure that the appropriate occupational sheet is given or if the establishment should not be provided one.

An establishment whether given an occupational sheet or not should provide the required data for the two benchmark occupations, if existing in the establishment.

An illustration in filling out Part C is shown on page 6 of the questionnaire.

<p>Occupation</p> <p>1992 PSOC</p> <p>1. Current Wage Rates</p> <p>1a. Basic Pay</p> <p>Col. 1</p> <p>Col. 2</p> <p>Col. 3</p>	<p>Time Unit (H-Hour; D-Day; M-Month)</p> <p>Basic Pay per Worker</p> <p>Full-Time Workers (Both Sexes)</p> <p>Total (Sum of col. 3)</p>	<p>The respondent should write the occupation title (as found in the occupational sheet) for which he/she is providing data.</p> <p>This space is reserved for BLES use.</p> <p>Entry for each line could either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entries in cols. 2 and 3.</p> <p>Entry should refer to the actual basic pay corresponding to the reported time unit in col. 1. It should not be given in ranges nor the total/aggregate basic pay of all workers reported in the occupation. If there is an entry, there should be corresponding entries in cols. 1 and 3.</p> <p>In case range is provided because it would be tedious for the respondent to report the details, ask the respondent to report instead the basic pay that is applicable to the majority of the workers in the occupation.</p> <p>Entry should refer to the number of full-time workers receiving the corresponding basic pay per reported time unit in col. 1. If there is an entry, there should be corresponding entries in cols. 1 and 2.</p> <p>Entries in col. 3 should add up to the reported total. It should be equal to the total number of time-rate workers on full-time basis in the occupation reported in Item 2.</p>
--	--	---

1b. Allowances		
Col. 4	Time Unit (H-Hour; D-Day; M-Month)	Entry for each line could either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entries in cols. 5 and 6.
Col. 5	Allowances per Worker	Entry should refer to the actual allowances corresponding to the reported time unit in col. 4. It should not be given in ranges nor total/aggregate allowances of all workers in the occupation. If there is an entry, there should be corresponding entries in cols. 4 and 6. In case range is provided because it would be tedious for the respondents to report the details, ask the respondent to report instead the allowance that is applicable to the majority of the workers in the occupation.
Col. 6	Full-Time Workers (Both Sexes)	Entry should refer to the number of full-time workers receiving the corresponding allowance per reported time unit in col. 4. If there is an entry, there should be corresponding entries in cols. 4 and 5.
	Total (Sum of col. 6)	Entries in col. 6 should add up to the reported total. It should be less than or equal to reported total in col. 3.
2. Time-Rate Workers on Full-time Basis		Entry should be the number of total full-time workers in the occupation referred to broken down by sex.

Following are some errors commonly committed by the establishments in accomplishing Part C of the questionnaire.

- Time unit is not consistent with the basic pay or allowances
Verify with respondent. There could be a typographical error. No one is paid this much on a daily basis.

Time Unit	Basic Pay Per Worker	Full-Time Workers (Both Sexes)
D	3,000.00	1

- Extremely high values for basic pay (or allowances) for a given occupation like production clerk
Verify with the respondent if the given basic pay (or allowance) refers to one (1) worker or if it is the sum of the basic pay (or allowances) of the four (4) workers. If this is so, ask for the basic pay (or allowances) of each full-time worker.

Time Unit	Basic Pay Per Worker	Full-Time Workers (Both Sexes)
M	100,000	4

3. Basic pay (or allowance) ranges were provided instead of actual basic pay or allowance per worker
- Persuade the respondent to provide the actual basic pay (or allowance) per worker. It would be difficult to compute the average wage rate of the occupation if ranges are given.
- However, if it would be tedious for the respondent to report details, record the basic pay (or allowances) that is applicable to majority of workers in the occupations.
4. The word “minimum” is reported in Basic Pay-col. 2
- Request the respondent for the actual basic pay. It would be difficult to compute the average wage rate if the response is not numerical.
5. In the case of teachers where “per load” is reported under time unit
- Request the respondent to convert the load to a time unit. e.g. hourly and report the corresponding basic pay.
- Non-cash allowances such as free meals, free board and lodging, rice subsidy, service charges are reported in Allowances -col. 5
- Line out neatly the entire row. Allowances as required by the survey refer to guaranteed and regular **cash** payments.

1.10.2.5. Part D: Certification (Page 10)

To facilitate coordination in cases when some entries have to be verified, the Enumerator should see to it that the required information on the respondent are fully provided. The respondent’s signature in particular is important, as this means that the information provided by the establishment is official/approved for submission to BLES. (see section 3.8b of Chapter 3).

Information on time spent in answering the questionnaire as well as on their comments on the presentation and packaging of the questionnaire will provide inputs in questionnaire re-design for subsequent survey rounds. Comments on data provided for the 2006 OWS can facilitate processing of survey data while those on the results of previous survey would indicate the usefulness of the data generated by the OWS.

Example:

Name/Signature of Contact Person In the Establishment:		Juan dela Cruz	
Position: Human Resource Manager		Fax No.: 831-5645	
Tel. No. 831-5624		E-mail address:jdc@stc.com	
Time spent in answering this questionnaire: <input type="checkbox"/> Less than a day <input type="checkbox"/> 1 - 2 days <input checked="" type="checkbox"/> More than 2 days, (specify) : _____			
Comments:			
a. On data provided for the 2006 OWS: Not all workers given allowance.			
b. On the results of the 2004 OWS: Useful in wage-setting			
c. On Presentation/Packaging:		Suggestions for improvement:	
Definition of terms	<input checked="" type="checkbox"/> Easy to understand <input type="checkbox"/> Vague		
Layout	<input checked="" type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly		
Font, color	<input checked="" type="checkbox"/> Appealing <input type="checkbox"/> Not appealing		

1.10.2.6. Part E: Survey Personnel (Page 10)

In this portion, the Enumerator writes his/her name and the date when the questionnaire was retrieved or found to be a spoilage (see 3.5.6 of Chapter 3). The Area or Regional Supervisor only writes his/her name and date if the questionnaire is acceptable for processing or confirmed spoilage.

The dates are particularly important, as these would indicate the time it takes to retrieve or review the questionnaire---a measure of survey efficiency.

Example:**National Capital Region**

	Enumerator	Area Supervisor	Reviewer
Name	Edna Castro	Nancy Dimapilis	Katrina Birad
Date	8/31/06	9/4/06	9/6/06

Outside National Capital Region

	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				

1.11. OWS Form 1 (Verification Form)

The Reviewer should accomplish OWS Form 1 (Verification Form) in duplicate, specifying the establishment's name, address, other particulars and details of entry/s for verification. The original copy should be stapled to the questionnaire and returned to:

- In BLES:**
- i) NCR questionnaire Concerned Supervisor for verification of concerned Enumerator. Supervisor should acknowledge its receipt on the original copy of OWS Form 1 and the NCR Reviewer's duplicate copy. He/she should follow-up with the Enumerator on the questionnaire for verification.
 - ii) ONCR questionnaire BLES Senior LEO in-charge for transmittal to the concerned Regional Supervisor for verification of concerned Enumerator. He/she should follow-up with the DOLE RO on the questionnaire for verification.

The duplicate copy of OWS Form 1 shall be retained by the NCR Reviewer to keep tab of the questionnaire for verification.

In DOLE RO: Concerned ONCR Enumerator for verification with the establishment.

The duplicate copy of OWS Form 1 shall be retained by the ONCR Supervisor to keep tab of the questionnaire for verification.

Once verification is completed, the verified questionnaire is to be submitted to:

- In BLES**
- i) NCR questionnaire Concerned NCR Supervisor for review of concerned Reviewer. The Reviewer refers to the duplicate copy of the OWS Form 1 as necessary.
 - ii) ONCR questionnaire BLES Senior LEO in-charge for action of the Reviewer. The Reviewer refers to the duplicate copy of the OWS Form 1 as necessary.
- In DOLE RO:** Concerned ONCR Supervisor for review. He/She refers to the duplicate copy of the OWS Form 1 as necessary.

If the questionnaire is acceptable, ONCR Supervisor/BLES Reviewer encircles RET2 in status code portion of the questionnaire. He/She signs and writes the date on the appropriate spaces in the certification portion of the questionnaire. Supervisor and Enumerator also record RET2 and date verified (date of RET2) in their respective control lists.

The ONCR Supervisor/BLES Reviewer signs and writes the date in the appropriate spaces of the duplicate copy of OWS Form 1.

OWS FORM 1 (VERIFICATION FORM)

To Our Valued Respondents: Thank you for accomplishing the 2006 OWS questionnaire. We, however, have some queries regarding the encircled entry/s in the attached questionnaire which need verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/s, kindly do so and affix your initial beside the new entry/s in the questionnaire.

EIN: _____	NAME OF ESTABLISHMENT: _____
GEO: _____	FLOOR/BLDG.: _____
PSIC: _____	No./STREET/SUBDIVISION: _____
ATE: _____	BARANGAY/CITY/MUNICIIPALITY: _____
	ZIP CODE/PROVINCE: _____

Part A: General Information

1. MAIN ECONOMIC ACTIVITY/MAJOR PRODUCTS/ GOODS OR SERVICES

No/inadequate description of main economic activity No entry for major products/ goods or services

2. EMPLOYMENT No entry

Part B: Employment and Wage Rates of Time-Rate Workers On Full-time Basis

1. BASIC PAY No entries Repetitive entries
 Details do not add up to respective sub-totals in: Col. 2 Col. 4 Col. 6
 Sub-totals do not add up to Total (*sum of cols. 2, 4 and 6*)
 Total (*sum of cols. 2, 4 and 6*) is greater than total employment in Part A.2

2. ALLOWANCES No entries Repetitive entries
 Details do not add up to respective sub-totals in: Col. 8 Col. 10 Col. 12
 Sub-totals do not add up to Total (*sum of cols. 8, 10 and 12*)
 Total (*sum of cols. 8, 10 and 12*) is greater than Total reported in Part B.1

Part C: Employment and Wage Rates of Time-rate Workers on Full-time Basis in Selected Occupations

1. FOR ESTABLISHMENTS IN PRE-SELECTED INDUSTRIES No data provided (*occupational sheet given is appropriate*)
 Change in industry classification discovered during review (*provide appropriate occupational sheet*)

2. OCCUPATION No occupation titles
 Occupations reported not consistent with those in occupational sheet
 Consolidated data provided/not classified by occupation

3. CURRENT WAGE RATES No entry/s in Col./s _____
 Time unit and monetary value are not consistent
 Cols. 1 and 2 (Basic Pay)
 Cols. 4 and 5 (Allowances)
 Details in col. 3 do not add up to its reported total
 Details in col. 6 do not add up to its reported total

4. TIME-RATE WORKERS ON FULL TIME BASIS (MALE + FEMALE = BOTH SEXES)

No entries No breakdown by sex Breakdown by sex does not add up to total

Received by Supervisor	Verification Accepted by Reviewer
Signature: _____	Signature: _____
Date: _____	Date: _____

INDUSTRIES WITH SELECTED OCCUPATIONS

Benchmark Occupations.....	i
Metallic Ore Mining (C10).....	ii
Non Metallic Mining and Quarrying (C11).....	iii
Manufacture of Food Products and Beverages (D15).....	iv
Manufacture of Textiles (D17).....	v
Manufacture of Wearing Apparel (D18).....	vi
Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear (D19).....	vii
Manufacture of Wood, Wood Products and Cork, except Furniture (D201).....	viii
Manufacture of Paper and Paper Products (D21).....	ix
Publishing and Printing (D221/D222/D223).....	x
Manufacture of Coke, Refined Petroleum and Other Fuel Products (D23).....	xi
Manufacture of Chemicals and Chemical Products (D24).....	xii
Manufacture of Rubber Products (D251).....	xiii
Manufacture of Plastic Products (D252).....	xiv
Manufacture of Other Non-Metallic Products (D26).....	xv
Manufacture of Basic Metals (D27).....	xvi
Manufacture of Fabricated Metal Products, except Machinery and Equipment (D28).....	xvii
Manufacture of Machinery and Equipment (D29).....	xviii
Manufacture of Electrical Machinery and Apparatus (D31).....	xix
Manufacture of Radio, Television and Communication Equipment and Apparatus (D32).....	xx
Manufacture of Motor Vehicles, Trailers Semi-Trailers (D34).....	xxi
Building and Repairing of Ships and Boats (D351).....	xxii
Manufacture and Repair of Furniture (D36).....	xxiii
Electricity, Gas, Steam and Hot Water Supply (E40).....	xxiv
Collection, Purification and Distribution of Water (E41).....	xxv
Construction (F45).....	xxvi
Sale, Maintenance and Repair of Motor Vehicles and Motorcycles (G501/G502/G503/G504).....	xxvii
Wholesale Trade and Commission Trade except of Motor Vehicles and Motorcycles (G51).....	xxviii
Retail Trade, except of Motor Vehicles and Motorcycles (G521/G522/G523/G524/G525).....	xxix
Hotels and Restaurants (H55).....	xxx
Bus Line Operation (I6011).....	xxxi
Other Land Transport (I60 except I6011).....	xxxii
Water Transport (I61).....	xxxiii
Air Transport (I62).....	xxxiv
Supporting and Auxiliary Transport Activities; Activities of Travel Agencies (I63).....	xxxv
Post and Telecommunications (I64).....	xxxvi
Banking Institutions (J65).....	xxxvii
Non-Bank Financial Intermediation (J66).....	xxxviii
Insurance and Pension Funding, except Compulsory Social Security (J67).....	xxxix
Computer and Related Activities (K72).....	xl
Accounting, Bookkeeping and Auditing Activities; Tax Consultancy (K7412).....	xli
Architectural, Engineering and Related Technical Consultancy (K7421).....	xlii
Call Center Activities (K74996).....	xliii
Medical Transcription and Related Outsourcing Activities (K74997).....	xliv
Private Education Services (M81).....	xlv
Private Medical, Dental and Other Health Services (N8512).....	xlvi