

OPERATIONAL STRATEGY

This chapter discusses the conduct of field operations of 2006 OWS and 2006 BITS.

3.1. Training of Field Personnel

Field operations is a crucial part of any survey. The conduct of training on data collection and field editing aims to ensure that statistical and survey standards are observed.

The training schedule is as follows:

TIME	DURATION	ACTIVITY
DAY 1		
<i>A.M.</i>		
8:00	15 minutes	Registration
8:15	15 minutes	Opening Ceremonies
8:30	1 hour	BITS Part I – General Information
9:30	1 hour	BITS Part II – Employment
10:30	15 minutes	Break
10:45	1 hr. 15 min.	BITS Part III – Wage and Compensation Practices
12:00	1 hr. 30 min.	Lunch Break
<i>P.M.</i>		
1:30	15 minutes	Part IV – Certification
		Part V – Survey Personnel
1:45	15 minutes	Break
3:00	2 hours	Occupational Wages Survey
DAY 2		
7:45	15 minutes	Registration
8:00	4 hours	Operational Strategy
12:00	1 hr. 30 min.	Lunch Break
1:30	3 hrs. 30 min.	Survey Documents and Forms
		Administrative Concerns
		Allocation of Assignments

3.2. Duties and Responsibilities of Field Personnel

3.2.1. Regional Supervisors Outside NCR

- a. Participate in the training on data collection and field editing to be conducted by BLES;
- b. Conduct training to Area Supervisors and Enumerators;
- c. Ensure the implementation of the survey in their regions within the allotted time;
- d. Allocate questionnaires for delivery to field personnel, receive and control questionnaires from the field and send to BLES within the required period the spoilage/retrieved/verified questionnaires and those questionnaires for endorsement to NCR head offices, covered by the applicable transmittal forms;
- e. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to Area Supervisors or Enumerators;

Note: When held in the Regional Office, the BLES trainer conducts the training to Area Supervisors and Enumerators.

3.2.1. Regional Supervisor Outside NCR (cont'd.)

- f. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification;
- g. Submit the regional report on the implementation of the survey and other required reports to BLES;
- h. Monitor and evaluate the performance of field personnel for purposes of determining the survey status and payment of salaries; and
- i. Ensure the confidentiality of data provided by the establishments.

3.2.2. Area Supervisors

- a. Participate in the training on data collection and field editing;
- b. Conduct training to their Enumerators *(for NCR Supervisors)*;
- c. Ensure the implementation of the survey in their areas within the allotted time;
- d. Allocate questionnaires to field personnel, receive and control the questionnaires from the field *(for NCR Supervisors)*;
- e. Assist the Regional Supervisor in the allocation of questionnaires to field personnel, receive and control the questionnaires from the field *(for ONCR Area Supervisors)*;
- f. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to Enumerators;
- g. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification;
- h. Monitor and evaluate the performance of Enumerators for purposes of determining the survey status and payment of salaries; and
- i. Ensure the confidentiality of data provided by the establishments.

Note: In NCR, duties "f and g" shall be undertaken by BLES Reviewers and monthly Project-Based Individuals (PBIs), respectively.

3.2.3. Enumerators

- a. Participate in the training on data collection and field editing;
- b. Deliver the questionnaires, explain the items of inquiries to the contact persons in the establishments, and collect and edit accomplished questionnaires within the allotted time;
- c. Submit the properly accomplished/edited and undelivered questionnaires to the Regional/Area Supervisor;
- d. Verify questionnaires returned by Regional/Area Supervisor with the establishments; and
- e. Ensure the confidentiality of data provided by the establishments.

3.3. Survey Respondents

The respondents to the survey are the HRD personnel/industrial relations managers, accountants or the designated employees by the establishments responsible for answering government surveys.

3.4. Materials of Field Personnel

Survey Material	Enumerator	Supervisor
Identification card	√	
Letter of introduction	√	
Field Operations Manual	√	√
Applicable control list	√	√
Pre-addressed questionnaires	√	
Extra questionnaires	√	
Extra OWS Occupational Sheets	√	
Extra Occupational Injuries Classification		
Certificate of appearance	√	
Letters to head offices of sample establishments	√	
Other applicable forms	√	√
Ballpen (blue/black and red)	√	√
Calculator		√

Notes: 1. Supervisors should have the relevant materials if they will double up as Enumerators.
2. Letter to head office should already contain the signature of the Director. This letter should be addressed, filled-out and dated by the Enumerator before delivery to the head office.

3.5. General Information

3.5.1. Address Label

All questionnaires have been pre-addressed by BLES. The address label is found on the upper portion of the cover page of each questionnaire. A sample is shown below:

THE OWNER/MANAGER SOLID ENTERPRISES 3/F SOLID BLDG 17 RIZAL ST ANTONIO SUBD BUROL MANDALUYONG CITY 1552 METRO MANILA 11100 137401014 G51311 5 *	Name of Establishment Address 1: Floor/Bldg., # Street, Subdivision Address 2: Barangay, City or Municipality Address 3: Zip Code, Province
EIN GEO PSIC ATE CODE CODE CODE	Note: Address 3 for NCR is Metro Manila

On each address label of the questionnaire, an asterisk/s can be seen after the ATE Code:

- * Establishment is a sample of BITS only
- ** Establishment is a sample of OWS only
- *** Establishment is a sample of BITS and OWS

3.5.2. Establishment Identification Number (EIN)

The first set of numbers under the name/address of the establishment is the Establishment Identification Number. This is a **unique** and **fixed** number assigned to each establishment by the BLES for reference purposes. **Caution** should be exercised in writing this number on any document pertinent to the survey.

3.5.3. Geographic (GEO) Code

The GEO Code is the 9-digit code to denote the geographical location of the establishment. The first and second digits refer to the *region*, the third and fourth digits to the *province*, the fifth and sixth digits to the *city/municipality* and the last three digits to the *barangay*. The reference year of the GEO code used is 2003.

3.5.4. Philippine Standard Industrial Classification (PSIC) Code

The PSIC Code is the 6-alphanumeric code to denote the industrial classification of the establishment. The alpha character refers to the major industry group while the numeric characters refer to the specific industry group. The reference year of the PSIC code used is 1994.

3.5.5. Average Total Employment (ATE) Code

The ATE Code is the 1-digit code to denote the employment size or number of workers in the establishment. The code equivalents are as follows:

ATE Code	Employment Size	ATE Code	Employment Size
3	20-49	7	500-999
4	50-99	8	1000-1999
5	100-199	9	2000 and over
6	200-499		

3.5.6. Status Codes

The **final** status code of each questionnaire in the **Supervisor's and Enumerator's Control Lists** (FM-BLES 02-2.1a and FM-BLES 02-2.2a, respectively) should be **the same**. Only the following codes are **acceptable** and should be encircled in the applicable portion of **Status Code** found at the bottom of the cover page of the questionnaire.

Code	Description	Instruction
RET1	Retrieved for processing after distribution	All information provided by the establishment at the first instance have passed the field editing by the Enumerator. He/she then submits the questionnaire to the Supervisor for review. If acceptable, the status is retained.
RFV	Returned for verification	The accomplished questionnaire when reviewed by the Supervisor/Reviewer was found with incomplete/inconsistent entries or is a consolidated/nationwide report . The Supervisor returns it to the enumerator for verification of incomplete or inconsistent entries or reporting of data specific to the establishment in the case of consolidated or nationwide data.
RET2	Retrieved for processing after verification	All the items for verification have been corrected and have passed the review of the Supervisor/Reviewer. Otherwise, the status remains RFV and will be returned to the Enumerator for further verification. When the questionnaire finally passes the review, the status becomes RET2.
REF	Refusal	The establishment refuses to cooperate to the survey despite repeated persuasions and three (3) callbacks/follow-ups by the Enumerator and one (1) follow-up by the Supervisor (through phone, mail or personally) .

Code	Description	Instruction
STR	On strike	The establishment is on strike and no one could accomplish the questionnaire.
TCL	Temporarily closed	The establishment is not in operation at the time of the field operations due to inventory, calamity/disaster, and repair/maintenance of equipment and the like.
CBL	Cannot be located	The establishment is not in the given address or anywhere else in the area/s covered by the Enumerator, or the previously existing establishment in the given address has moved to an unknown location. All possible sources of information e.g. knowledgeable persons in the area, phone directory, should first be exhausted before an establishment is coded as CBL.
PCL	Permanently closed	The establishment has permanently ceased operation at the time of enumeration.
DUP	Duplicate	The establishment has been confirmed as the same as another sample establishment relative to address and specific economic activity. Discontinue data collection. Write beside the code the EIN of the establishment being duplicated. The establishment to be retained should be that with the <u>lower</u> EIN, e.g. EIN 450 and EIN 463 are the same establishments, then EIN 463 is DUP of EIN 450.
OSP	Outside industry coverage of the survey	This refers to an establishment whose industry is excluded from the coverage of the survey. Discontinue data collection. Write beside the code, the PSIC of the establishment e.g. A01-A05, B06, I64110, J65100, L75, M80, N8511, O91 and Q99.
OTH	Status n.e.c.	This refers to a condition not classifiable in any of the above status codes. Discontinue data collection. Write beside the code the reason for OTH. Examples of this are: economic units with family/unpaid workers only , warehouse with no employees or only with security guard, power barge, security detachments, janitorial units, musical band or "banda" in operation during fiestas, cockpits.

Tips to Enumerators

Bring the necessary survey materials when on fieldwork.

Manage your time. Follow an itinerary of travel for delivery and collection that would consume the least time.

Be **courteous** at all times. Establish rapport with the respondent and win his/her cooperation.

- a. Each enumerator should have a **Letter of Introduction** signed by the Director (BLES/DOLE Regional Office), to be presented to the sample establishment. Upon reaching the establishment, the Enumerator introduces himself/herself to the receptionist or to any person who can refer him/her to the HRD/personnel/industrial relations manager, medical personnel, accountant or the designated employee responsible for answering government surveys. In such instance, the Enumerator re-introduces himself/herself to this contact person. It is important that the Enumerator is familiar with the objectives and concerns of the survey.

Below is a practice interview. The Enumerator is not expected to quote the following word-for-word.

“Good morning/afternoon, Ms./Mr. _____. I am _____, an interviewer of the Department of Labor and Employment (show letter of introduction). I am here concerning the 2006 Occupational Wages Survey (OWS) and/or the 2006 BLES Integrated Survey (BITS) being conducted nationwide by the Bureau of Labor and Employment Statistics. The BLES is the statistical arm of the DOLE and is one of the major data producing agencies of our government. The inquiries are in response to the demand of various users for information on (wages and/or employment, and labor relations as the case may be) in the workplace. For your particular needs, you may find that these statistics are useful in your business planning and operations.

We know that accomplishing the survey form will take up your valuable time. Nevertheless, your cooperation is important to come up with reliable statistics in support of government programs and policies on labor and employment.

We assure you that any data from you will be held in confidence and will be used for statistical purposes only. Your establishment data shall be integrated with others of the same category and shall be released only in summary form or statistical tables.”

- b. The enumerator should conduct quality control of questionnaire before delivery. Enumerator should check its quality and completeness of pages. Defective questionnaire should be replaced.
- c. The delivery of questionnaires should be completed within the **prescribed time**. The duration may be extended depending on the geographical distances of the sample establishments. However, it is important that the **delivery should be completed before collection** of questionnaires in order that BLES will know the expected number of questionnaires to be retrieved and processed. The questionnaire should be delivered to a **knowledgeable person** in the establishment to ensure that the questionnaire will be officially received and the items of inquiry of the questionnaire are **clearly explained to minimize errors** in data reporting by the contact person and **callbacks** by the Enumerator. In instances that the Enumerator is asked to leave the questionnaire with the security guard or receptionist, the Enumerator should ask for the

name, position and telephone number of the person whom he/she shall follow-up regarding the questionnaire.

- d. After explaining the items of inquiries, the Enumerator and the contact person should agree on a “pick-up date” for the accomplished questionnaire preferably within **15 working days from delivery**.
- e. The NCR Enumerator should **leave** his/her name to facilitate coordination in case the respondent still has some queries. On the other hand, the ONCR Enumerator should also provide his/her name and write the address, telephone/fax numbers and e-mail address of the Regional Office in the spaces provided on the cover page of the questionnaire.
- f. The Enumerator should request the contact person/personnel who received the questionnaire to sign his/her **Certificate of Appearance** (FM-BLES 03-3.8). This certificate shall serve as evidence of questionnaire delivery/follow-ups/verification to the establishment. On the average, the Enumerator should deliver questionnaires to **5 establishments per day**.
- g. **No replacement** of sample establishment is allowed. If the establishment being subject of inquiry is no longer in the given address, the questionnaire should **not** be given to the establishment found in its place even if this establishment has the same economic activity and employment size.
- h. If information was obtained that the establishment employs **less than 20 workers**, the Enumerator should **continue** with the delivery of questionnaire. The decline in employment may only be temporary.
- i. A report by the Enumerator that an establishment cannot accomplish the questionnaire due to refusal (REF), strike (STR), closure (TCL or PCL), non-location (CBL), duplicate (DUP), outside survey coverage (OSP) or other reasons (OTH) should be **verified** by his/her Supervisor/Designated personnel. If **confirmed** by site verification or through other means, the Enumerator is **entitled** to the payment for delivery.

Actions on all **spoilage** questionnaires should be recorded in the Supervisor’s and Enumerator’s control lists as shown in Appendix II (Examples of Accomplished Control Lists - Case 1) of this Chapter.

- j. Actions to be taken in cases where an establishment has **moved to a known location** are shown on Appendix III (Flow Chart on Delivery Cases to Sample Establishments that Transferred to Known Locations). Examples on these are shown on Appendix IV (Examples of Control Lists on Delivery Cases to Sample Establishments that Transferred to Known Locations) of this Chapter.
- k. Actions to be taken in cases where a questionnaire is **endorsed to the head office** of the sample establishment are shown on Appendix V (Flow Chart on Delivery Cases to Head Offices of Sample Establishments). Examples on these are shown on Appendix VI (Examples of Control Lists on Delivery Cases to Head Offices of Sample Establishments) of this Chapter.

3.7. Collection and Field Editing of Questionnaires

- a. The period for collection/retrieval should be **within the prescribed schedule** in order that the Bureau's timetable for processing and report dissemination are met.
- b. **Phone calls and/or personal follow-ups** should be made by the Enumerator to ensure that the questionnaire is being accomplished or is ready for pick-up on the due date.
- c. In case the contact person has misplaced the questionnaire, the Enumerator should provide him/her a new one and the applicable OWS Occupational Sheet. The name and complete address, EIN, GEO/PSIC/ATE/Survey codes of the establishment should be **copied correctly** on the portion for address label.
- d. Upon pick-up of the accomplished survey form, the Enumerator should **check the entries for completeness and consistency** in accordance with the field editing guidelines of the survey. He/she should do this before leaving the establishment premises to avoid callbacks/return visits. The accomplished questionnaire shall be paid only after it finally passes the review of the Supervisor/Reviewer. The Enumerator should go back to the contact person in case of items for verification. Only a **correctly accomplished/edited questionnaire shall be paid**.
- e. On the average, an Enumerator should collect **1 to 2 questionnaires per day**. A properly accomplished/edited questionnaire that is duly signed by the contact person in the establishment is **evidence of retrieval**.
- f. The Enumerator should edit an accomplished questionnaire (delivered by him/her) that has been directly sent back to the office. When the questionnaire finally passes review of the Supervisor/Reviewer, the Enumerator should be **compensated** accordingly.
- g. Follow-ups on questionnaires that have been mailed should be done by the Supervisor at **least twice** during the duration of the field operations. For the purpose, the **prescribed letter format** should be used. The Supervisor should keep duplicate copies of the letters for reference.
- h. When a questionnaire that has been mailed is retrieved, the Supervisor/Reviewer should edit the questionnaire. If found acceptable, **no payment** should be made for retrieval considering that this questionnaire has been mailed and has been considered for the account of the Supervisor.
- i. As much as possible, the collection of questionnaires from establishments with at **least 100 workers** (ATE Code 5 and over) should be given priority.

3.8 Field Verification

- a. Supervisors should select **1 to 2** questionnaires from each Enumerator's weekly submissions for **authenticity** checks with the contact persons of establishments. See Appendix II (Examples of Accomplished Control Lists - Case 2) of this Chapter.
- b. Supervisors/Designated personnel should phone or personally visit the contact persons of **all** establishments that submitted seemingly spurious questionnaires. **Spurious** means no certification/signature of contact person or forged signature, item entries written in pencil or many erasures, fabricated entries or same entries among questionnaires or other doubtful cases. Verification of **all** spurious questionnaires should be recorded in the Supervisor's and

Enumerator's control lists. See Appendix II (Examples of Accomplished Control Lists - Case 3) of this Chapter.

For information: *In the review of questionnaires during past survey rounds, a BLES regular staff made some personal verification of inconsistent entries. The contact person in one establishment denied having answered a BLES survey questionnaire nor signed its certification portion. His establishment has ceased operation for quite some time. Another denied the existence of the contact person in her establishment.*

3.9. Review of Questionnaires

The BLES shall review all accomplished questionnaires.

In NCR, those found unacceptable by the Reviewers shall be returned to the concerned NCR Enumerators through the Area Supervisors. Questionnaires from the Regional Offices that need verification shall be sent back to the Regional Supervisors also for clarification with the establishments by concerned ONCR Enumerators. In both instances the applicable verification form shall be attached to the questionnaire.

These questionnaires shall be recorded as RFV in the control lists and in the BLES computerized status monitoring database before returning to the concerned Supervisor. Once the questionable entries are corrected, these shall be considered as finally retrieved. See Appendix II (Examples of Accomplished Control Lists - Case 4) of this Chapter.

Appendix I shows the flow chart on delivery, retrieval, verification and review of questionnaires.

3.10. Survey Status Monitoring

To keep track of the status of field operations electronically and to provide basis in updating the BLES Sampling Frame, the BLES designated personnel encodes in the survey status monitoring database the following information from the submitted questionnaires and the **Sample Respondents with New Names and Addresses** (FM-BLES 03-3.9) or **Questionnaires for Endorsement to Head Offices** (FM-BLES 03.3.15)

- changes in names, addresses, GEO code, PSIC code
- reported employment
- head office particulars, if any
- entries in certification portion of the questionnaire
- status code of the questionnaire

Every 5th and 20th of the month and until office editing has been completed, the computerized status monitoring report **Assessment on the Implementation of BLES Survey/s** (FM BLES 03-3.17) is generated to reflect the performance of the NCR Supervisors/Enumerators and the DOLE-Regional Offices.

The Supervisors should also prepare the said reports manually based on the **Enumerators' Summary Performance Report** (FM-BLES 03-3.11) or control lists.

**FLOW CHART ON DELIVERY,
RETRIEVAL, VERIFICATION
AND REVIEW OF QUESTIONNAIRES**

DELIVERY, RETRIEVAL, VERIFICATION AND REVIEW OF QUESTIONNAIRES

Activity	Person Responsible	Details
<pre> graph TD Start([Start]) --> Deliver[Deliver questionnaire to knowledgeable person in the establishment] Deliver --> Delivered{Questionnaire delivered?} Delivered -- No --> Return[Return questionnaire to Supervisor for appropriate action] Delivered -- Yes --> A((A)) Return --> Spoilage{Spoilage questionnaire?} Spoilage -- Yes --> A Spoilage -- No --> B((B)) B --> Deliver </pre>	<p style="text-align: center;">Enumerator</p> <p style="text-align: center;">Enumerator</p> <p style="text-align: center;">Supervisor/ Designated Personnel</p>	<ul style="list-style-type: none"> • All deliveries should be completed within 10 working days from the start of field operations. • Bring ID card, letter of introduction, field operations manual, control list, pre-addressed questionnaires for delivery, extra questionnaires, extra OWS occupational sheets, certificate of appearance forms, signed letters to head offices of sample establishments, ballpen (blue/black and red) and calculator. • No replacement of sample establishment is allowed. • If information was obtained that the establishment employs less than 20 workers, the Enumerator should continue with the delivery. • See sections 3.5.6 and 3.6h of this Chapter. • Confirm all spoilage status. • If verified STR, TCL, PCL, CBL, DUP, OSP, OTH, see Examples of Accomplished Control Lists-Case 1 (Appendix II) of this Chapter. • For a confirmed REF, three (3) callbacks/follow-ups by Enumerator and one (1) follow-up by the Supervisor/Designated Personnel (through phone, mail or personally) should have been done. • If establishment was found to be in operation in a new location, refer to Flow Chart on Delivery Cases to Sample Establishments that Transferred to Known Locations (Appendix III) and Appendix IV for examples of control lists. • For other delivery cases, refer to Flow Chart on Delivery Cases to Head Offices of Sample Establishments (Appendix V) and Appendix VI for examples of control lists. • On the average, the Enumerator should deliver questionnaires to 5 establishments per day.

Note: The field personnel should accomplish the applicable survey documents and forms during the relevant stages of the field operations. Refer to Chapter 5 of this Manual.

DELIVERY, RETRIEVAL, VERIFICATION AND REVIEW OF QUESTIONNAIRES (cont'd.)

Activity	Person Responsible	Details
<pre> graph TD A((A)) --> B[Explain survey details to contact person] B --> C[Collect and field edit questionnaire] C --> D[Submit questionnaire to Supervisor] D --> E((C)) F((D)) --> C </pre>	<p>Enumerator</p> <p>Enumerator</p> <p>Enumerator</p>	<ul style="list-style-type: none"> • Questionnaire should be retrieved within 15 days from delivery or on a mutually agreed date with the contact person of the establishment. • State purpose of visit, objectives and concerns of the survey. • Agree on pick-up date of accomplished questionnaire with respondent. • Leave name to facilitate coordination in case the respondent still has some queries on the survey. In addition, the ONCR enumerator should leave the address, telephone/fax numbers and e-mail address of the Regional Office in the spaces provided on the cover page of the questionnaire. • If asked to leave the questionnaire to a person (e.g. security guard, receptionist) other than a knowledgeable person in the establishment, ask for the name, position and telephone number of the person responsible for filling out the questionnaire to facilitate follow-ups. • Follow-up contact person through phone calls and/or personal visits, to ensure that questionnaire is ready for pick up on the agreed date. • In case the contact person has misplaced the questionnaire, the Enumerator should provide him/her a new one and the applicable OWS Occupational Sheet. The name and complete address, EIN, GEO/PSIC/ATE/Survey codes of the establishment should be copied correctly on the portion for address label. • Check entries of accomplished questionnaire for completeness and consistency in accordance with the field editing guidelines of the survey before leaving the establishment premises to avoid callbacks/return visits. • As much as possible, the collection of questionnaires from establishments with at least 100 workers (ATE Code 5 and over) should be given priority. • On the average, an Enumerator should collect 1 to 2 questionnaires per day.

Notes: 1. The Enumerator should edit an accomplished questionnaire (delivered by him/her) that has been directly sent back to the office.
 2. Follow-ups on questionnaires that have been mailed should be done by the Supervisor at **least twice** during the duration of the field operations. For the purpose, the **prescribed letter format** should be used. The Supervisor should keep duplicate copies of the letters for reference.

DELIVERY, RETRIEVAL, VERIFICATION AND REVIEW OF QUESTIONNAIRES (cont'd.)

Activity	Person Responsible	Details
<pre> graph TD C((C)) --> A[Review questionnaire] A --> D{Questionnaire pass editing guidelines?} D -- No --> B[Return to Enumerator for verification with establishment] B --> C[Verify with establishment] C --> D((D)) D -- Yes --> E([End]) B((B)) --> A </pre>	<p>Supervisor/ Reviewer</p> <p>Supervisor</p> <p>Enumerator</p> <p>Supervisor/ Designated Personnel</p>	<ul style="list-style-type: none"> • Refer to survey editing guidelines • If there are incorrect/ inconsistent/incomplete entries, fill out the pertinent Survey Verification Form/s in duplicate. • Attach original copy of Verification Form to questionnaire. Keep duplicate copy for reference. See Examples of Accomplished Control Lists-Case 4 (Appendix II) of this Chapter. • ONCR questionnaires for verification are returned by BLES to the Regional Supervisors for verification of their Enumerators while those for NCR are returned to the Enumerators through the Area Supervisors. • Select 1 to 2 questionnaires from each Enumerator's weekly submissions for authenticity checks with the contact persons of establishments. See Examples of Accomplished Control Lists-Case 2 (Appendix II) of this Chapter. • All seemingly spurious questionnaires should be verified. See Examples of Accomplished Control Lists-Case 3 (Appendix II) of this Chapter.

- Notes:**
1. In NCR, Area Supervisors handle questionnaire delivery and collection while the Reviewers are in charge of review of accomplished questionnaires (including those from Regional Offices). The Designated Personnel (monthly PBIs) undertake confirmation of all spoilage questionnaires, random checks with establishments for authenticity of submissions and verification of seemingly spurious questionnaires. They are also tasked to deliver and collect/field edit questionnaires of sample establishments in regions outside NCR endorsed to head offices in NCR.
 2. When a questionnaire that has been mailed is retrieved, the Supervisor/Reviewer should edit the questionnaire. If found acceptable, **no payment** should be made for retrieval considering that this questionnaire has been mailed and has been considered for the account of the Supervisor. See Examples on Delivery Cases to Sample Establishments that Transferred to Known Locations-Case 3 (Appendix IV) and Examples on Delivery Cases to Head Offices of Sample Establishments -Cases 3.1 and 3.2 (Appendix VI) of this Chapter.

EXAMPLES OF ACCOMPLISHED CONTROL LISTS

Case 1: Spoilage Questionnaire

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00897 133902010 D15110 4 . .	ADVINCULA BROS 50 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	*					8/31	CBL	Confirmed

Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Brenda . .	00897 133902010 D15110 4	ADVINCULA BROS 50 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	*				8/31	CBL	Confirmed

- Notes:** 1. All spoilage questionnaires should be confirmed by Supervisor/Designated Personnel.
 2. Date Retrieved (Actual) of Enumerator and Date Retrieved of Supervisor is date when questionnaire is considered as spoilage after verification by Supervisor/Designated Personnel.

Case 2: Retrieved Questionnaire

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00146 133902010 D15110 4 . . .	A B COSTELO 1546 NARRA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	***	Jun de la Islas HRD Manager	527-1234	8/4	BITS-8/25 OWS-8/28	BITS-8/23 OWS-8/25	BITS-RET 1 OWS-RET 1	Authenticated BITS-8/25 OWS-8/28

Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Liza . . .	00146 133902010 D15110 4	A B COSTELO 1546 NARRA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	***	Jun de la Islas HRD Manager	527-1234	8/4	BITS-8/25 OWS-8/28	BITS-RET 1 OWS-RET 1	Authenticated BITS-8/25 OWS-8/28

Note: Supervisor/Designated Personnel should conduct random checks (1-2 reviewed questionnaires from Enumerator's weekly submission) with the contact persons of establishments on authenticity of submission.

Case 3: Spurious Questionnaire

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00900 133902010 D15110 4 . . .	REMEDIOS CORP 65 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	**	Jun Simon HRD Manager	527-4263	8/4	8/25	8/25	RET 1	

Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Cindy . . .	00900 133902010 D15110 4 . . .	REMEDIOS CORP 65 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	**	Jun Simon HRD Manager	527-4263	8/4	8/25	RET4	8/31 Forged signature of contact person

- Notes:** 1. All seemingly spurious questionnaires should be verified by Supervisor/Designated Personnel. **Spurious** means e.g. no certification/signature of contact person or forged signature, item entries written in pencil or many erasures, fabricated entries or same entries among questionnaires or other doubtful cases.
 2. The finding that the questionnaire is spurious is a ground for dismissal of the Enumerator. See section 4.6b of Chapter 4 of this Manual.

Case 4: Questionnaire for Verification

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00543 133902010 D15110 4 . .	A B NADAL INC 30 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	***	Jun de la Cruz HRD Manager	527-1696	8/3	BITS-8/24 OWS-8/24	BITS-8/22 OWS-8/16 8/18	BITS-RET1 OWS-RET1 REF RET2	

Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Bob . .	00543 133902010 D15110 4	A B NADAL INC 30 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	***	Jun de la Cruz HRD Manager	527-1696	8/3	BITS-8/24 OWS-8/21	BITS-RET1 OWS-REF RET2	

Note: Date Retrieved of Supervisor is date when entries in questionnaire for verification have been corrected and have the passed review of Supervisor/Reviewer.

**FLOW CHART ON DELIVERY CASES
TO SAMPLE ESTABLISHMENTS
TRANSFERRED TO KNOWN LOCATIONS**

SAMPLE ESTABLISHMENT TRANSFERRED TO KNOWN LOCATION

Activity	Person Responsible	Details
<pre> graph TD Start([Start]) --> Write[Write New Address in Questionnaire and Update Control List] Write --> Decision{Transferred Within Enumerator's Area?} Decision -- "Yes (Case 1)" --> Deliver[Deliver Questionnaire] Deliver --> C((C)) Decision -- "No" --> Return[Return Questionnaire to Supervisor] Return --> Update[Update Supervisor's Control List] Update --> A((A)) </pre>	<p style="text-align: center;">Original Enumerator</p> <p style="text-align: center;">Original Enumerator</p> <p style="text-align: center;">Original Enumerator</p> <p style="text-align: center;">Original Supervisor</p>	<ul style="list-style-type: none"> Do not change address in label of questionnaire. Write complete address in allocated spaces on cover page of questionnaire. Line out old address in control list and write new address close to it. <ul style="list-style-type: none"> Present Certificate of Appearance (FM-BLES 03-3.8) in new location to Original Supervisor. <ul style="list-style-type: none"> Write Outside area in Remarks column of control list. Adjust number of establishments and work load in control list. <ul style="list-style-type: none"> Line out old address in control list and write new address (based on Certificate of Appearance of Original Enumerator or new address in returned questionnaire) close to it.

	Cases Presented	Accountable Persons
1	Sample establishment still within area of Original Enumerator	Original Enumerator-Original Supervisor
2	Sample establishment outside area of Original Enumerator but still within area of Original Supervisor	New Enumerator-Original Supervisor
3	Sample establishment outside Region	Original Supervisor
4	Sample establishment outside area of Original Supervisor but still within Region	New Enumerator-New Supervisor

SAMPLE ESTABLISHMENT TRANSFERRED TO KNOWN LOCATION (cont'd.)

Activity	Person Responsible	Details
<pre> graph TD A((A)) --> D1{Establishment Within Supervisor's Area?} D1 -- "Yes (Case 2)" --> A1[Assign to New Enumerator] A1 --> A2[Deliver Questionnaire] A2 --> C((C)) D1 -- "No" --> D2{Transferred within the Region?} D2 -- "No (Case 3)" --> A3[Mail the Questionnaire] D2 -- "Yes (Case 4)" --> B((B)) </pre>		<ul style="list-style-type: none"> • Replace name of Original Enumerator with that of New Enumerator in control list. • Adjust workloads of Original and New Enumerators in Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17). See section 4.4g of Chapter 4 of this Manual. • Add establishment and its particulars in control list. • Write Additional in Remarks column of control list. • Adjust number of establishments and workload in control list. • Present Certificate of Appearance (FM-BLES 03-3.8) in new location to Original Supervisor. • Replace name of Original Enumerator with that of Original Supervisor in control list. • Write Moved to Region _ (mailed) in Remarks column of control list. • Workload should now be for the account of the Original Supervisor. This should be reflected accordingly in the Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17). • Mail questionnaire together with prescribed letter. Keep duplicate letter for reference. • Record date mailed under Date Delivered column of control list. • Follow-up questionnaire at least twice during field operations using prescribed letter. Keep duplicate letters for reference.

Note: Case 4 does not apply to Regional Office where there is only one staff supervising field operations.

**EXAMPLES OF CONTROL LISTS ON DELIVERY CASES
TO SAMPLE ESTABLISHMENTS TRANSFERRED TO KNOWN LOCATIONS**

Case 1: Sample establishment still within area of Original Enumerator (Original Enumerator made delivery under Original Supervisor)

Original Enumerator's Control List (Ben)

Total Establishments: 55

Total Questionnaires (Workload): BITS: 50 OWS: 85

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
10444 137403029 D18110 4	CARMEL'S GARMENTS MFG 45 EVANGELISTA ST UGONG PASIG CITY 1604 METRO MANILA 15 SOLAR ST KAPITOLYO PASIG CITY 1603 METRO MANILA	***	Lynn Santos Asst. HRD Manager	620-5248	8/9	BITS 8/19 OWS 8/26			

Original Supervisor's Control List (Linda)

Total Establishments: 150

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Ben	10444 137403029 D18110 4	CARMEL'S GARMENTS MFG 45 EVANGELISTA ST UGONG PASIG CITY 1604 METRO MANILA 15 SOLAR ST KAPITOLYO PASIG CITY 1603 METRO MANILA	***	Lynn Santos Asst. HRD Manager	620-5248	8/9			

General Note for Cases 1, 2, 3 and 4:

1. In **ONCR**, the number of establishments of the Supervisors refers to the total establishments for all Enumerators.
2. In **NCR**, the initial number of establishments of Original Supervisor and Original Enumerator are the same in their control lists since these are prepared per Enumerator. Enumerators have been pre-determined prior to control list generation.

- Notes:**
1. The number of establishments and workload of the Original Enumerator remain unchanged.
 2. The number of establishments of the Original Supervisor remains unchanged.

Case 2. Sample establishment outside area of Original Enumerator but still within area of Original Supervisor (New Enumerator made delivery under Original Supervisor)

Original Enumerator's Control List (Robin)

Total Establishments: ~~58~~ 57

Total Questionnaires (Workload): BITS: ~~35~~ 34 OWS: ~~60~~ 59

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
9887 137401014 H55210 4	LE FRANCE CAFÉ 55 ESPERANZA ST HULO MANDALUYONG CITY 1550 METRO MANILA 3/F TNX BLDG SHAW BLVD BUROL MANDALUYONG CITY 1552 METRO MANILA	***							Outside area

New Enumerator's Control List (Annie)

Total Establishments: ~~60~~ 61

Total Questionnaires (Workload): BITS: ~~45~~ 46 OWS: ~~30~~ 31

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
9887 137401014 H55210 4	LE FRANCE CAFÉ 3/F TNX BLDG SHAW BLVD. BUROL MANDALUYONG CITY 1552 METRO MANILA	***	Shiela Perez HRD Manager	525-2222	8/4	BITS 78/18 OWS 8/25			Additional

Original Supervisor's Control List (Rosie)

Total Establishments: 175

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Robin Annie	9887 137401014 H55210 4	LE FRANCE CAFÉ 55 ESPERANZA ST HULO MANDALUYONG CITY 1550 METRO MANILA 3/F TNX BLDG SHAW BLVD BUROL MANDALUYONG CITY 1552 METRO MANILA	***	Shiela Perez HRD Manager	525-2222	8/4			

Notes: 1.) As the establishment is a common sample of BITS and OWS, the number of establishments and workload of the Original Enumerator are reduced by one (1) and two (2) respectively while those of the New Enumerator increased by one establishment (1) and two (2) questionnaires. 2.) The number of establishments of the Original Supervisor remains unchanged.

Case 3: Sample establishment outside Region (questionnaire to be mailed)

Original Enumerator's Control List (Lani)

Total Establishments: ~~87~~ 86

Total Questionnaires (Workload): BITS: 34 OWS: ~~59~~ 58

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
11326 137602001 C11200 8	MINES INTERNATIONAL 900 BATANGAS ST 1233 BANGKAL MAKATI CITY METRO MANILA BANTOL ST AGDAO DAVAO CITY 8000 DAVAO DEL SUR	**							Outside area

Original Supervisor's Control List (Hermie)

Total Establishments: 200

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURV EY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Lani Hermie	11326 137602001 C11200 8	MINES INTERNATIONAL 900 BATANGAS ST 1233 BANGKAL MAKATI CITY METRO MANILA BANTOL ST AGDAO DAVAO CITY 8000 DAVAO DEL SUR	**			8/25			Moved to Region XI (mailed)

- Notes:**
1. As the establishment is a sample of OWS only, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by one (1) questionnaire. The reduction in the number of establishments is for consistency with the reduction in the workload.
 2. The number of establishments of the Original Supervisor remains unchanged. However, the workload of the Original Enumerator is now for the account of the Original Supervisor.

Case 4: Sample establishment outside area of Original Supervisor but still within Region (New Enumerator made delivery under new Supervisor)

Original Enumerator's Control List (Joy)

Total Establishments: ~~70~~ 69

Total Questionnaires (Workload): BITS: ~~57~~ 56 OWS: 60

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
10152 133902004 J67010 4	PYRAMID INSURANCE INC 15 JUAN LUNA ST BINONDO MANILA 1006 METRO MANILA 2/F D&Y BLDG DONGALO ST TAMBO PARANAQUE CITY 1701 METRO MANILA	*							Outside area

Original Supervisor's Control List (Rupert)

Total Establishments: ~~250~~ 249

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Joy	10152 133902004 J67010 4	PYRAMID INSURANCE INC 15 JUAN LUNA ST BINONDO MANILA 1006 METRO MANILA 2/F D&Y BLDG DONGALO ST TAMBO PARANAQUE CITY 1701 METRO MANILA	*						To Paranaque Supervisor

Notes: 1. As the establishment is a sample of BITS only, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by one (1) questionnaire.
2. The number of establishments of the Original Supervisor is reduced by one (1).

Case 4: Sample establishment outside area of Original Supervisor but still within Region (New Enumerator made delivery under new Supervisor) *cont'd.*

New Enumerator's Control List (Carol)

Total Establishments: 75 76

Total Questionnaires (Workload): BITS: 50 51 OWS: 40

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
10152 133902004 J67010 4	PYRAMID INSURANCE INC 2/F D&Y BLDG DONGALO ST TAMBO PARANAQUE CITY 1701 METRO MANILA	*	Susan Nieves HR Manager	827-5698	8/4	8/15			Additional

New Supervisor's Control List (Remy)

Total Establishments: 300 301

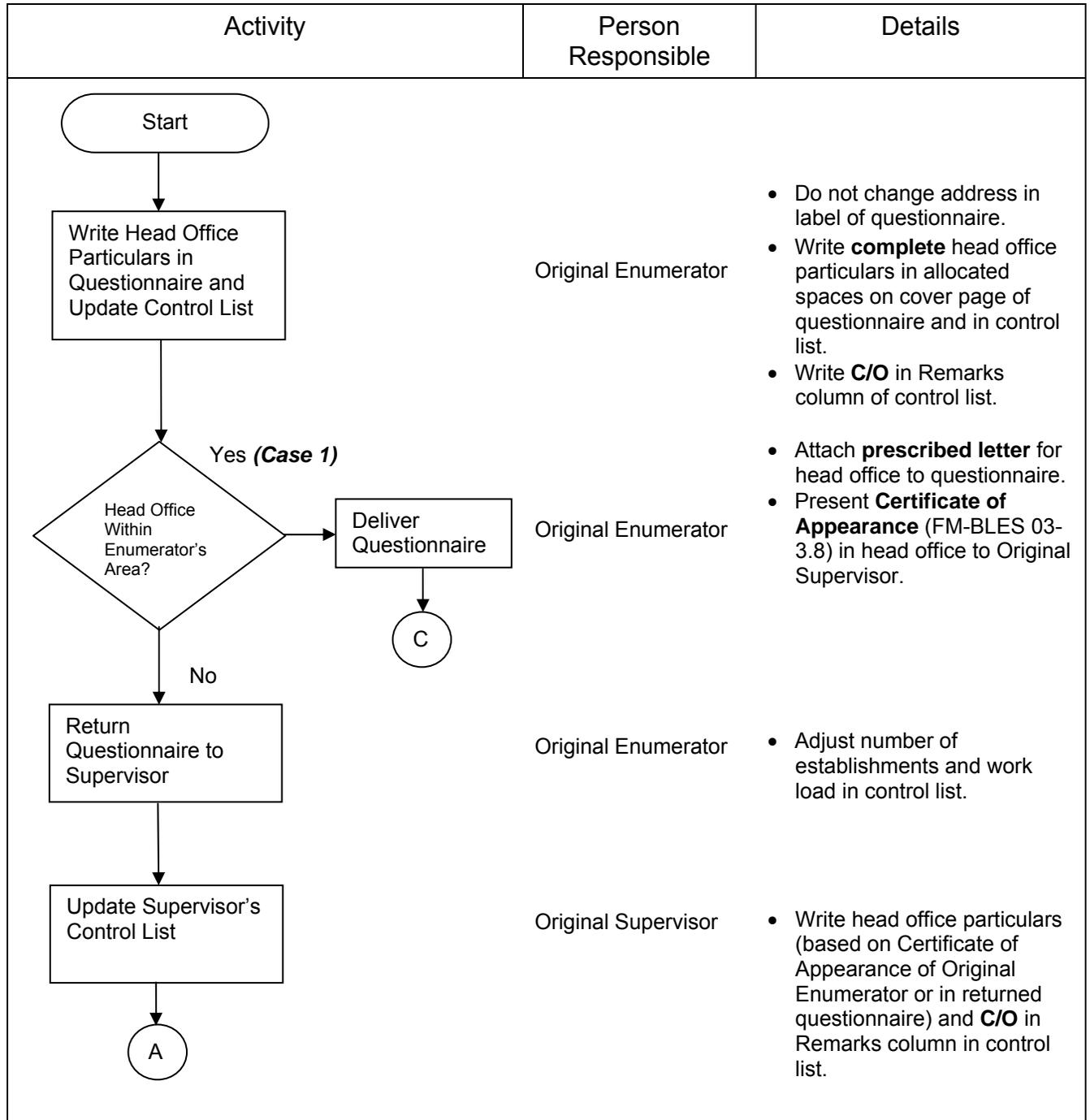
ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Carol	10152 133902004 J67010 4	PYRAMID INSURANCE INC 2/F D&Y BLDG DONGALO ST TAMBO PARANAQUE CITY 1701 METRO MANILA	*	Susan Nieves HR Manager	827-5698	8/4			Additional

Notes: 1. As the establishment is a sample of BITS only, the number of establishments of the New Enumerator is increased by one (1) and the workload is increased by one (1) questionnaire.

2. The number of establishments of the New Supervisor is increased by one (1).

**FLOW CHART ON DELIVERY CASES TO
HEAD OFFICES OF SAMPLE
ESTABLISHMENTS**

SAMPLE QUESTIONNAIRE DELIVERED TO HEAD OFFICE



Cases Presented

Accountable Persons

1	Head office still within area of Original Enumerator	Original Enumerator-Original Supervisor
2	Head office outside area of Original Enumerator but still within area of Original Supervisor	New Enumerator-Original Supervisor
3.1/ 3.2	Head office outside Region	Original Supervisor
4	Head office outside area of Original Supervisor but still within Region	New Enumerator-New Supervisor

SAMPLE QUESTIONNAIRE DELIVERED TO HEAD OFFICE (cont'd.)

Activity	Person Responsible	Details
<pre> graph TD A((A)) --> D1{Head Office Within Supervisor's Area?} D1 -- "Yes (Case 2)" --> E1[Assign to New Enumerator] E1 --> E2[Deliver Questionnaire] E2 --> C((C)) D1 -- "No" --> D2{Head Office within the Region?} D2 -- "No (Cases 3.1 and 3.2)" --> E3[Mail the Questionnaire] D2 -- "Yes (Case 4)" --> B((B)) </pre>	<p>Original Supervisor</p> <p>New Enumerator</p> <p>Original Supervisor</p>	<ul style="list-style-type: none"> • Replace name of Original Enumerator with that of New Enumerator in control list. • Adjust workloads of Original and New Enumerators in Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17). • Add establishment/head office particulars in control list. • Write C/O-additional in Remarks column of control list. • Adjust number of establishments and workload in control list. • Attach prescribed letter for head office to questionnaire. • Present Certificate of Appearance (FM-BLES 03-3.8) in head office to Original Supervisor. <p><u>Case 3.1. Head Office Outside NCR: (for BLES and DOLE ROs):</u></p> <ul style="list-style-type: none"> • Replace name of Original Enumerator with that of Original Supervisor in control list. • Add mailed to C/O in Remarks column of control list. • Workload should now be for the account of the Original Supervisor. This should be reflected accordingly in Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17). • Mail questionnaire together with prescribed letter. Keep duplicate letter for reference. • Record date mailed under Date Delivered column of control list. • Follow-up questionnaire at least twice during field operations using prescribed letter. Keep duplicate letters for reference. <p><u>Case 3.2. Head Office in NCR (for DOLE-ROs)</u></p> <ul style="list-style-type: none"> • Replace name of Original Enumerator with that of Original Supervisor in control list. • Add BLES to C/O in Remarks column of control list. • Workload should now be for the account of the Original Supervisor. This should be reflected accordingly in Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17). • Accomplish Questionnaires for Endorsement to Head Offices (FM-BLES 03.3.15) for similarly situated establishments and send immediately to BLES together with questionnaires. <p><u>Case 3.1. Head Office Outside NCR: (for DOLE ROs):</u></p> <p>Another FM-BLES 03.3.15 should be accomplished by Regional Supervisor for questionnaires that have not been retrieved by end of field operations. The form should be sent to BLES within 20 days after the termination of field operations.</p> <p><u>Case 3.2 Head Office in NCR (for BLES Sr. LEO/s in charge)</u></p> <ul style="list-style-type: none"> • Write GEO code of the head office in FM-BLES 03-3.15. Attach prescribed letter to questionnaire then forward questionnaire to monthly-based PBI who acknowledges receipt by signing below the EIN of the head office. • Monitor delivery and retrieval of questionnaire and record the same in the form below the signature of the PBI. • Forward the form to Designated personnel for computerized status monitoring within 10 days from the end of delivery period.
<p>Notes: 1. Case 4 does not apply to Regional Office where there is only one staff supervising field operations. 2. Case 3.2: When questionnaire is retrieved by BLES, it would be for the account of the Regional Office.</p>		

SAMPLE QUESTIONNAIRE DELIVERED TO HEAD OFFICE (cont'd.)

Activity	Person Responsible	Details
<pre> graph TD B((B)) --> A[Forward to New Supervisor] A --> B[Assign to New Enumerator] B --> C[Deliver Questionnaire] D((C)) --> C C --> E([End]) </pre>	<p>Original Supervisor</p> <p>New Supervisor</p> <p>New Enumerator</p>	<ul style="list-style-type: none"> • Add __ Supervisor to C/O in Remarks column of control list. • Adjust number of establishments in control list. <ul style="list-style-type: none"> • Add name of Enumerator and establishment/head office particulars in control list and write C/O-additional in Remarks column. • Adjust number of establishments in control list. • Adjust workload of New Enumerator in Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17). <p><u>For BLES:</u></p> <ul style="list-style-type: none"> • Original Supervisor accomplishes FM-BLES 03-3.15 for Cases 1, 2, 3 and 4. • New Supervisor (Case 4) acknowledges receipt of questionnaire by signing below the corresponding EIN in the form. • Original Supervisor forwards the accomplished form to Designated personnel for computerized status monitoring within 10 days from the end of delivery period. <ul style="list-style-type: none"> • Add establishment/head office particulars in control list. • Write C/O-additional in Remarks column of control list. • Adjust number of establishments and workload in control list. • Present Certificate of Appearance (FM-BLES 03-3.8) in head office to New Supervisor.

Payment Schemes:

1. Original Enumerator is paid **one-time** if he delivers the questionnaire to the head office that is within or outside his/her area or to head office outside the area of the Original Supervisor. He/she still reports to the Original Supervisor. No adjustments are made in the number of establishments and workload.
2. New Enumerator is paid as long as Certificate of Appearance in head office is presented.

**EXAMPLES OF CONTROL LISTS ON DELIVERY CASES
TO HEAD OFFICES OF SAMPLE ESTABLISHMENTS**

Case 1: Head office still within area of Original Enumerator (Original Enumerator made delivery under Original Supervisor)

Original Enumerator's Control List (Rene)

Total Establishments: 45

Total Questionnaires (Workload): BITS: 50 OWS: 40

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25294 137404115 D151620 3	MADRIGAL ENTERPRISES ROMULO ST COR AURORA BLVD SOCORRO QUEZON CITY 1109 METRO MANILA	*	Jose Almir VP - HR 113 Aurora Blvd. Socorro, Quezon City 1109 Metro Manila	911-2598	8/4	8/15			C/O

Original Supervisor's Control List (Lando)

Total Establishments: 145

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Rene	25294 137404115 D151620 3	MADRIGAL ENTERPRISES ROMULO ST COR AURORA BLVD SOCORRO QUEZON CITY 1109 METRO MANILA	*	Jose Almir VP - HR 113 Aurora Blvd. Socorro, Quezon City 1109 Metro Manila	911-2598	8/4			C/O

General Note for Cases 1, 2, 3 and 4:

1. In **ONCR**, the number of establishments of the Supervisors refers to the total establishments for all Enumerators.
2. In **NCR**, the initial number of establishments of Original Supervisor and Original Enumerator are the same in their control lists since these are prepared per Enumerator. Enumerators have been pre-determined prior to control list generation.

- Notes:**
1. The number of establishments and workload of the Original Enumerator remain unchanged.
 2. The number of establishments of the Original Supervisor remains unchanged.

Case 2: Head office outside area of Original Enumerator but still within area of Original Supervisor (New Enumerator made delivery under Original Supervisor)

Original Enumerator's Control List (Bert)

Total Establishments: 95 94

Total Questionnaires (Workload): BITS: 46 OWS: 60 59

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/ POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25111 137404082 D24241 9	FAMILY DRUG CORP LYMANN BLDG V LUNA RD PINYAHAN QUEZON CITY 1100 METRO MANILA	**	Zeny de Leon HRD Manager 7 Mercury Ave. Libis, Quezon City 1110 Metro Manila	912-4058					C/O

New Enumerator's Control List (Ana)

Total Establishments: 86 87

Total Questionnaires (Workload): BITS: 46 OWS: 25 26

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/ POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25111 137404082 D24241 9	FAMILY DRUG CORP LYMANN BLDG V LUNA RD PINYAHAN QUEZON CITY 1100 METRO MANILA	**	Zeny de Leon HRD Manager 7 Mercury Ave. Libis, Quezon City 1110 Metro Manila	912-4058	8/8	8/18			C/O - additional

Original Supervisor's Control List (Joven)

Total Establishments: 230

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/ POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Bert Ana	25111 137404082 D24241 9	FAMILY DRUG CORP LYMANN BLDG V LUNA RD PINYAHAN QUEZON CITY 1100 METRO MANILA	**	Zeny de Leon HRD Manager 7 Mercury Ave. Libis, Quezon City 1110 Metro Manila	912-4058	8/8			C/O

- Notes:** 1. As the establishment is a sample of OWS only, the number of establishments and workload of the Original Enumerator are both reduced by one (1) while those of the New Enumerator increased by one (1) establishment and one (1) questionnaire.
2. The number of establishments of the Original Supervisor remains unchanged.

Case 3.1: Head office outside NCR (questionnaire to be mailed)

Original Enumerator's Control List (Emma)

Total Establishments: 87 86

Total Questionnaires (Workload): BITS: 49 48 OWS: 59

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
13123 137602 C10100 5	ISABELA MINING BANCORP LEGASPI ST SAN LORENZO MAKATI CITY 1223 METRO MANILA	*	Oscar Kho Personnel Manager Tudao Bldg., Raja St. Ugac Norte, Tuguegarao 3500 Cagayan	(078) 844-2350					C/O

Original Supervisor's Control List (Aida)

Total Establishments: 487

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Emma Aida	13123 137602 C10100 5	ISABELA MINING BANCORP LEGASPI ST SAN LORENZO MAKATI CITY 1223 METRO MANILA	*	Oscar Kho Personnel Manager Tudao Bldg., Raja St. Ugac Norte, Tuguegarao 3500 Cagayan	(078) 844-2350	8/8			C/O-mailed

- Notes:**
1. As the establishment is a sample of BITS only, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by one (1) questionnaire. The reduction in the number of establishments is for consistency with the reduction in the workload.
 2. The number of establishments of the Original Supervisor remains unchanged. However, the workload of the Original Enumerator is now for the account of the Original Supervisor.

Case 3.2: Head office outside Region and in NCR (For DOLE-ROs, questionnaire to be sent to BLES)

Original Enumerator's Control List (Rhoda)

Total Establishments: ~~50~~ 49

Total Questionnaires (Workload): BITS: ~~55~~ 54 OWS: ~~59~~ 58

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
13123 021529034 D24241 5	SOLAR MFG TUDAO BLDG RAJA ST UGAC NORTE TUGUEGARAO 3500 CAGAYAN	***	Priscilla Romu Personnel Manager 50 Mercury Ave. Libis, Quezon City 1110 Metro Manila	911-1345					C/O

Original Supervisor's Control List (Susan)

Total Establishments: 287

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Rhoda Susan	13123 021529034 D24241 5	SOLAR MFG TUDAO BLDG RAJA ST UGAC NORTE TUGUEGARAO 3500 CAGAYAN	***	Priscilla Romu Personnel Manager 50 Mercury Ave. Libis, Quezon City 1110 Metro Manila	911-1345	8/8			C/O-BLES

- Notes:**
1. As the establishment is a common sample of BITS and OWS, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by two (2) questionnaires. The reduction in the number of establishments is for consistency with the reduction in the workload.
 2. The number of establishments of the Original Supervisor remains unchanged. However, the workload of the Original Enumerator is now for the account of the Original Supervisor.
 3. When the BLES retrieves the questionnaires, these would be credited for the account of the Regional Office.

Case 4: Head office outside area of Original Supervisor but still within Region (New Enumerator made delivery under New Supervisor)

Original Enumerator's Control List (Joy)

Total Establishments: 75 74

Total Questionnaires (Workload): BITS: 45 44 OWS: 59 58

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25146 133902010 D28111 7	DELTA MANUFACTURING 744 IPIL ST BGY 289 BINONDO MANILA 1006 METRO MANILA	***	June Miraflor HRD- Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156					C/O

Original Supervisor's Control List (Bella)

Total Establishments: 486 185

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Joy	25146 133902010 D28111 7	DELTA MANUFACTURING 744 IPIL ST BGY 289 BINONDO MANILA 1006 METRO MANILA	***	June Miraflor HRD- Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156				C/O Makati Supervisor

- Notes:**
1. As the establishment is a common sample of BITS and OWS, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by two (2) questionnaires.
 2. The number of establishments of the Original Supervisor is reduced by one (1).

Case 4: Head office outside area of Original Supervisor but still within Region (New Enumerator made delivery under New Supervisor) cont'd.

New Enumerator's Control List (Minda)

Total Establishments: 87 88

Total Questionnaires (Workload): BITS: 43 44 OWS: 25 26

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25146 133902010 D28111 7	DELTA MANUFACTURING 744 IPIL ST BGY 289 BINONDO MANILA 1006 METRO MANILA	***	June Miraflor HRD-Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156	8/10	BITS 8/20 OWS 8/20			C/O- additional

New Supervisor's Control List (Maura)

Total Establishments: 347 348

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Minda	25146 133902010 D28111 7	DELTA MANUFACTURING 744 IPIL ST BGY 289 BINONDO MANILA 1006 METRO MANILA	***	June Miraflor HRD-Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156	8/10			C/O- additional

- Notes:** 1. As the establishment is a common sample of BITS and OWS, the number of establishments of the New Enumerator is increased by one (1) and the workload is increased by two (2) questionnaires.
2. The number of establishments of the New Supervisor is increased by one (1).