

BLES INTEGRATED SURVEY

For the third time, the Bureau of Labor and Employment Statistics is conducting the **BLES Integrated Survey** (BITS). Initially conducted in 2003, it is a nationwide survey of non-agricultural establishments that collects key information on labor and employment.

2.1. Survey Objectives and Uses of the Data

The main objective of this survey is to generate an **integrated data set on occupational employment patterns and wage and compensation practices**. These data are inputs to studies on industry trends and practices and serve as bases for the formulation of policies on employment, conditions of work and industrial relations. To some extent, the survey results will also be used to assess the progress of decent work in the country.

On the operational level, the BITS aims to maximize the use of limited government resources and to improve the timeliness of information. This is in keeping with the continual process improvement of our Bureau's Quality Management System.

2.2. Collection Authority

The conduct of the BITS is under the authority of Executive Order No. 126 dated January 30, 1987, creating and mandating the BLES to conduct nationwide surveys and studies which will generate trends and structures on labor and employment.

2.3. 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 forms or statistical tables so as not to reveal the identity of any respondent-establishment.

2.4. Scope and Coverage

Notes

The BITS covers all establishments in 60 non-agricultural industries with an average total employment of at least 20 persons, as follows:

	Description	1994 PSIC
	MINING AND QUARRYING	C
1.	Metallic Ore Mining	C10
2.	Non-Metallic Mining and Quarrying	C11
	MANUFACTURING	D
3.	Manufacture of Food Products	D15 (excl. D155)
4.	Manufacture of Beverages	D155
5.	Manufacture of Tobacco Products	D16
6.	Manufacture of Textiles	D17
7.	Manufacture of Wearing Apparel	D18
8.	Tanning and Dressing of Leather; Manufacture of Luggage and Handbags	D19 (excl. D192)
9.	Manufacture of Footwear	D192
10.	Manufacture of Articles of Bamboo, Cane, Rattan and the Like; Manufacture of Plaiting Materials	D20 (excl. D201)
11.	Manufacture of Wood, Wood Products and Cork, Except Furniture	D201
12.	Manufacture of Paper and Paper Products	D21
13.	Publishing, Printing and Reproduction of Recorded Media	D22
14.	Manufacture of Coke, Refined Petroleum and Other Fuel Products	D23
15.	Manufacture of Chemicals and Chemical Products	D24
16.	Manufacture of Rubber Products	D251
17.	Manufacture of Plastic Products	D252
18.	Manufacture of Glass and Glass Products	D261
19.	Manufacture of Cement	D262
20.	Manufacture of Other Non-Metallic Mineral Products, n.e.c.	D269
21.	Manufacture of Basic Metals	D27

	Description	1994 PSIC
	MANUFACTURING (cont'd.)	D
22.	Manufacture of Fabricated Metal Products, Except Machinery and Equipment	D28
23.	Manufacture of Machinery and Equipment	D29
24.	Manufacture of Office, Accounting and Computing Machinery	D30
25.	Manufacture of Electrical Machinery and Apparatus	D31
26.	Manufacture of Radio, Television and Communication Equipment and Apparatus	D32
27.	Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks	D33
28.	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	D34
29.	Manufacture of Other Transport Equipment	D35
30.	Manufacture and Repair of Furniture	D36
31.	Recycling	D37
32.	Manufacturing, n.e.c.	D39
	ELECTRICITY, GAS AND WATER SUPPLY	E
33.	Electricity, Gas, Steam and Hot Water Supply	E40
34.	Collection, Purification and Distribution of Water	E41
35.	CONSTRUCTION	F45
	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	G
36.	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel	G50
37.	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles	G51
38.	Retail Trade, Except of Motor Vehicles and Motorcycles, Repair of Personal and Household Goods	G52
39.	HOTELS AND RESTAURANTS	H55

	Description	1994 PSIC
	TRANSPORT, STORAGE AND COMMUNICATIONS	I
40.	Land Transport; Transport Via Pipelines	I60
41.	Water Transport	I61
42.	Air Transport	I62
43.	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	I63
44.	Post and Telecommunications Services except National Postal Activities	I64 (excl. I64110)
	FINANCIAL INTERMEDIATION	J
45.	Banking Institutions except Central Banking	J65 (excl. J65100)
46.	Non-Bank Financial Intermediation	J66
47.	Insurance and Pension Funding, Except Compulsory Social Security	J67
48.	Activities Auxiliary to Financial Intermediation	J68
	REAL ESTATE, RENTING AND BUSINESS ACTIVITIES	K
49.	Real Estate Activities	K70
50.	Renting of Machinery and Equipment Without Operator, Personal and Household Goods	K71
51.	Computer and Related Activities	K72
52.	Research and Development	K73
53.	Miscellaneous Business Activities	K74
54.	Call Center Activities	K74996
55.	Medical Transcription & Related Outsourcing Activities	K74997
56.	PRIVATE EDUCATION SERVICES	M81
57.	HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH SERVICES	N85 (excl. N8511)
	OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES	O
58.	Sewage and Refuse Disposal, Sanitation and Similar Activities	O90
59.	Recreational, Cultural and Sporting Activities	O92
60.	Other Service Activities	O93

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

Notes

Description	1994 PSIC
Agriculture and Forestry	A01-A05
Fishing	B06
National Postal Activities	I64110
Central Banking	J65100
Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, SSS, GSIS)	L75
Public Education Services	M80
Public Medical, Dental and Other Health Services	N8511
Activities of Membership Organizations (e.g. ECOP, TUCP)	O91
Extra-Territorial Organizations and Bodies (e.g. ILO, UNDP)	Q99

2.5. Survey Design

2.5.1. 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.

2.5.2. 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 and 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.

2.5.3. Stratification Scheme

Establishments in the sampling frame were stratified by 3-digit industry (domain) and by employment size (stratum), i.e. 20-99, 100-199 and 200 and over. However, industries observed to be heterogeneous within their 3-digit classification were further broken down at the 6-digit level.

Based on past experiences and accounting for resource availability, total sample sizes of BLES surveys have been estimated at around 7,000.

2.5.4. Sample Size Determination

Notes

In designing the survey, the margin of error (e) was fixed at 5% and the level of significance or the probability that the estimated total number of employed persons (y) is within 5% of the population total (Y) was specified as 95%, that is, setting $\alpha = 0.05$. This means that the probability that the estimated total number of employed persons will differ from the true number of employed persons is 5 percent. The desired precision for this survey can be expressed as follows:

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

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

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

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

$$n = \frac{z_{\alpha/2}^2 CV^2}{e^2 + \frac{z_{\alpha/2}^2 CV^2}{N}} = \frac{1.96^2 (2.5)^2}{0.05^2 + \frac{1.96^2 (2.5)^2}{31,379}}$$

$$= \frac{24.01}{0.0025 + \frac{24.01}{31,379}} = 7,353.88$$

$$n \approx 7,353$$

In allocating the samples, the 3,136 establishments employing at least 200 workers were covered with certainty as their employment represents 57 percent of total employment in population. These establishments, however, comprise only 9.5 percent of the reference establishment population. The remaining 4,217 establishment samples were allocated to the non-certainty stratum with employment size 20-99 and 100-199 depending on their proportion to the total establishment employment exclusive of the certainty strata, that is, 70 percent and 30 percent, respectively. The sample sizes in each cell (industry group and employment size) in the non-certainty strata are allocated proportionately to the number of establishments.

However, establishments in the Metallic Ore Mining, Non-metallic Ore Mining, Manufacturing of Coke, Refined Petroleum, Air Transport, Research and Development, Call Centers and Medical Transcription industries are sampled with certainty because of their relatively few number and these are emerging industries and/or industries which are critical to the labor market. Also, a minimum of 10 samples in the cells is maintained to accommodate expected non-responses.

Thus, for 2006 BITS, the total adjusted sample size is 7,630.

2.6. Estimation Procedures

Estimates are obtained by simple expansion, i.e. by multiplying the sample values at the cell level (industry and employment size: 20-99 workers, 100-199 workers and 200 or more) by the corresponding blowing-up factor which is the ratio of the eligible (retrieved, refused, for verification, temporarily closed, on strike, unaccounted/no response) population of establishments to the number of responding establishments. This weighing procedure takes non-response into account.

The estimates are aggregated to the desired levels to arrive at total estimates of the population, e.g. number of female workers or number of establishments with unions.

A 90 percent level of reliability of survey estimates is desired. It is to be assessed through standard errors of population totals (employment, labor relations).

TABLE 1 - Distribution of Total Establishments and Sample Populations by Industry Group and Employment Size for 2006 BITS, Philippines												
1994 PSIC	INDUSTRY GROUP	20 - 99			100 - 199			200 and over		Total		
		Number	n'	n'adj	Number	n'	n'adj	Number	n'	Number	n'	n'adj
	ALL INDUSTRIES	25,061	2,952	3,163	3,182	1,265	1,331	3,136	3,136	31,379	7,353	7,630
C10	Metallic Ore Mining	25	3	25	5	2	5	12	12	42	17	42
C11	Non-Metallic Ore Mining	35	4	35	7	3	7	2	2	44	9	44
D15	Mfg of Food Products	1,065	125	125	159	63	63	197	197	1,421	385	385
D155	Mfg of Beverages	76	9	10	37	15	15	39	39	152	63	64
D16	Mfg of Tobacco Products	7	1	7	4	2	4	11	11	22	14	22
D17	Mfg of Textiles	246	29	29	53	21	21	51	51	350	101	101
D18	Mfg of Wearing Apparel	668	79	79	134	53	53	197	197	999	329	329
D191	Tanning & Dressing of Leather; Mfg of Luggage & Handbags	53	6	10	5	2	5	9	9	67	17	24
D192	Mfg of Footwear	118	14	14	18	7	10	13	13	149	34	37
D201	Mfg of Wood, Wood Products	154	18	18	15	6	10	23	23	192	47	51
D202	Mfg of Articles of Bamboo, Cane, Rattan & the like; Mfg of Plaiting Materials	43	5	10	3	1	3	3	3	49	9	16
D21	Mfg of Paper & Paper Products	147	17	17	48	19	19	28	28	223	64	64
D22	Publishing, Printing & Reproduction of Recorded Media	422	50	50	39	16	16	28	28	489	94	94
D23	Mfg of Coke, Refined Petroleum & Other Fuel Products	9	1	9	1	0	1	3	3	13	4	13
D24	Mfg of Chemicals & Chemical Products	381	45	45	77	31	31	51	51	509	127	127
D251	Mfg of Rubber Products	75	9	10	15	6	10	10	10	100	25	30
D252	Mfg of Plastic Products	293	35	35	74	29	29	55	55	422	119	119
D261	Mfg of Glass & Glass Products	37	4	10	8	3	8	10	10	55	17	28
D262	Mfg of Cement	16	2	10	5	2	5	15	15	36	19	30
D269	Mfg of Non-Metallic Mineral Products, n.e.c.	177	21	21	23	9	10	25	25	225	55	56
D27	Mfg of Basic Metals	229	27	27	46	18	18	32	32	307	77	77
D28	Mfg of Fabricated Metal Products, except Machinery & Equipment	398	47	47	48	19	19	37	37	483	103	103
D29	Mfg of Machinery & Equipment	281	33	33	36	14	14	23	23	340	70	70
D30	Mfg of Office, Accounting & Computing Machinery	15	2	10	5	2	5	35	35	55	39	50
D31	Mfg of Electrical Machinery & Apparatus	112	13	13	33	13	13	37	37	182	63	63
D32	Mfg of Radio, TV & Communication Equipment and Apparatus	69	8	10	46	18	18	132	132	247	158	160
D33	Mfg of Medical, Precision & Optical Instruments, Watches & Clocks	32	4	10	14	6	10	29	29	75	39	49
D34	Mfg of Motor Vehicles, Trailers & Semi-Trailers	85	10	10	28	11	11	34	34	147	55	55
D35	Mfg of Other Transport Equipment	42	5	10	14	6	10	16	16	72	27	36
D36	Mfg & Repair of Furniture	295	35	35	65	26	26	39	39	399	100	100
D37	Recycling	18	2	10	2	1	2	2	2	22	5	14
D39	Mfg, n.e.c.	128	15	15	32	13	13	21	21	181	49	49
E40	Electricity, Gas, Steam & Hot Water Supply	161	19	19	90	36	36	90	90	341	145	145
E41	Collection, Purification & Distribution of Water	168	20	20	31	12	12	15	15	214	47	47
F45	Construction	665	78	78	116	46	46	109	109	890	233	233
G50	Sale, Maintenance & Repair of Motor Vehicles & Motorcycles, Retail of Auto. Fuel	1,093	129	129	56	22	22	25	25	1,174	176	176
G51	Wholesale Trade & Commissioned Trade	1,776	209	209	164	65	65	92	92	2,032	366	366
G52	Retail Trade except of Motor Vehicles & Motorcycles, Rep. of Pers. & Household Goods	3,459	407	407	270	107	107	250	250	3,979	764	764
H55	Hotel & Restaurants	3,680	433	433	155	62	62	56	56	3,891	551	551
I60	Land Transport	406	48	48	62	25	25	61	61	529	134	134
I61	Water Transport	102	12	12	23	9	10	16	16	141	37	38
I62	Air Transport	17	2	17	1	0	1	5	5	23	7	23
I63	Supporting & Auxiliary Transport Activities; Activities of Travel Agencies	672	79	79	72	29	29	61	61	805	169	169
I64	Post & Telecommunications Services except National Postal Activities	286	34	34	40	16	16	41	41	367	91	91
J65	Banking Institutions except Central Banking	590	69	69	36	14	14	52	52	678	135	135
J66	Non-Bank Financial Intermediation	392	46	46	36	14	14	29	29	457	89	89
J67	Insurance & Pension Funding, except Compulsory Social Security	91	11	11	39	16	16	24	24	154	51	51
J68	Activities Auxiliary to Financial Intermediation	100	12	12	22	9	10	18	18	140	39	40
K70	Real Estate Activities	297	35	35	41	16	16	16	16	354	67	67
K71	Renting of Machinery & Equipment w/o Operator, Personal & Household Goods	59	7	10	4	2	4	5	5	68	14	19
K72	Computer & Related Activities	210	25	25	37	15	15	34	34	281	74	74
K73	Research & Development	23	3	23	0	0	0	9	9	32	12	32
K74	Miscellaneous Business Activities	1,346	159	159	322	128	128	458	458	2,126	745	745
K74996	Call Center Activities	43	5	43	15	6	15	70	70	128	81	128
K74997	Medical Transcription and Related Outsourcing Activities	6	1	6	1	0	1	1	1	8	2	8
M81	Private Education Services	2,279	268	268	256	102	102	232	232	2,767	602	602
N85	Health & Social Work except Public Medical, Dental & Other Health Services	527	62	62	96	38	38	87	87	710	187	187
O90	Sewage & Refuse Disposal, Sanitation & Similar Activities	10	1	10	1	0	1	2	2	13	3	13
O92	Recreational, Cultural & Sporting Activities	534	63	63	91	36	36	54	54	679	153	153
O93	Other Service Activities	318	37	37	6	2	6	5	5	329	44	48

Sample Size Determination (Based on 2006 SSF)

Stratum	N _h	% of N	Emp	% of Employment	n _h	
20 - 99	25,061	79.9	982,408	30.4	2,952	
100 - 199	3,182	10.1	433,579	13.4	1,265	
200 and over	3,136	10.0	1,811,055	56.1	3,136	
TOTAL	31,379	100.0	3,227,042	100.0	7,353	(total sample size excluding replacement)

2.7. BLES Integrated Survey (BITS) Questionnaire

The survey questionnaire has been designed to capture the key data requirements on labor statistics from establishments that used to be collected in BLES regular surveys.

2.7.1. 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 for head office information in case the questionnaire is endorsed to it and status codes of the establishment to be accomplished by BLES and its field personnel.

2.7.2. Survey Information (Page 2)

This contains the survey objectives and uses of the data, confidentiality clause, collection authority, authorized field personnel, coverage, reference periods, due date for accomplishment and expected date when the results of the 2006 BITS would be available.

2.7.3. Part I: General Information (Page 3)

This portion inquires on:

- main economic activity
- major products/goods or services
- establishment characteristics as to ownership,
- unionism and membership, and existence and coverage of collective bargaining agreement/s

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

2.7.4. Part II: Employment (Pages 4 - 7)

This section requires data on total employment and its breakdown into major occupation group (managers, managing proprietors and supervisors, professionals, technical and associate professionals, clerks, sales workers, service workers, traders and related workers, plant and machine operators and assemblers, laborers and unskilled workers).; vital occupations; hard-to-fill occupations; recent changes in business and working methods and technology adoption; and future trends in occupational employment.

The definition of terms used for this section are found at the right side of page 4 and in subsequent pages.

2.7.5. Part III: Wage and Compensation Practices (Pages 8-11)

This part inquires on methods used in fixing or revising wages, basis of wage payment, mode and the type of payment, methods of fixing COLA, paid leave benefit, social security schemes, health care benefits and incentives included in the compensation system.

The definition of terms used for this section is incorporated in item 1 of the inquiry on methods used in fixing or revising wages and salaries and item 9a of the inquiry on incentives included in the compensation system.

2.7.6. Part IV: Certification (Page 12)

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 BITS questionnaire
- presentation/packaging, particularly on the definition of terms, layout, font and color.

2.7.7. Part V: Survey Personnel (Page 12)

This portion is for the particulars of the enumerators and area/regional supervisors and reviewers at the BLES and DOLE Regional Offices.

2.8. Output Tables to be Generated

The following information can be made available from the survey.

A. Establishment Profile

1. Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, by Establishment Characteristics, Philippines: June 2006
 - where employment size refers to: 20-99; 100-199 and 200 and over
 - where establishment characteristics refer to:
 - 1.1. ownership (wholly Filipino, with foreign equity, wholly foreign)
 - 1.2. with union (with CBA, without CBA); without union

B. Employment

2. Total Employment in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, by (establishment characteristics), Philippines: June 2006
 - where establishment characteristics refer to:
 - 2.1. ownership (wholly Filipino, with foreign equity, wholly foreign)
 - 2.2. with union (with CBA, without CBA); without union

3. Total Employment in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, by Major Occupation Group, Philippines: June 2006
where occupation group refers to:
Managers, Managing Proprietors and Supervisors,
Professionals, Technical and Associate Professionals,
Clerks, Sales Workers, Service Workers, Trades and
Related Workers, Plant and Machine Operators and
Assemblers and Laborers and Unskilled Workers
4. Employee Category in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
where employee category refers to:
 - 4.1. unionized workers: male, female
 - 4.2. union officers: male, female
 - 4.3. union presidents: male, female
 - 4.4. workers covered by CBAs: male, female

C. Additional Establishment Information

5. Vital Occupations/Skills in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
6. Hard-to-Fill Occupations in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
7. Impact of Recent Changes in Business and Working Methods in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
8. Degree of Adoption of New Technologies in Areas of Concern in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
9. Expanding Occupations in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
10. Contracting Occupations in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
11. New/Emerging Occupations in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
12. Developments Which are Likely to Have Influenced the Employment Level Between now and end of 2010 in Non-Agricultural Establishments by Employment Size and Industry Group, Philippines: June 2006
13. Future Trends in Occupational Employment for the Period up to 2010 in Non-Agricultural Establishments with 20 or More Workers by Occupation Group, Philippines: June 2006
14. Occupations Which are Likely to Expand the Most for the Period up to 2010 and Reason/s for Expansion in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006

15. Occupations/Skills Which are Likely to be Most Vital to Establishment's Future Business Performance, Reasons Why Vital and Most Important Characteristics, in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006

D. Wage and Compensation Practices

Note: Statistical tables will also be prepared to show disaggregations along establishment characteristics, e.g., ownership, unionized or with CBA

1. Non-Agricultural Establishments by Methods Used in Fixing or Revising Wages and Salaries by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
2. Non-Agricultural Establishments by Basis of Wage Payment by Occupational Group, Employment size and Industry Group, Philippines: June 2006
3. Non-Agricultural Establishments by Mode of Payment of Wages or Salaries by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
4. Non-Agricultural Establishments by Type of Payment of Wages or Salaries by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
5. Non-Agricultural Establishments with Cost-of-Living or Dearness Allowance Provided by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
6. Non-Agricultural Establishments by Method Used in Fixing COLA by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
7. Non-Agricultural Establishments With Leave Benefit Provisions by Number of Paid Leave by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
8. Non-Agricultural Establishments by Social Security Schemes Adopted and Type of Payment by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
9. Non-Agricultural Establishments with Health Care Benefit by Fund Source by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
10. Non-Agricultural Establishments With Incentives Included in the Compensation System by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
11. Non-Agricultural Establishments by Type of Incentives Provided by Occupational Group, Employment Size and Industry Group, Philippines: June 2006

2.9. Periodicity and Reference Periods

The BITS is conducted annually with the inquiry on employment as regular features of the survey. The inquiry on industrial relations tackles new topics each year.

For this round, the reference period is June 30, 2006

2.10. 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.

2.10.1. General Instructions

- a. Any attachments by the establishment should be stapled on the relevant page 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 p.12 of the questionnaire should be noted 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 applicable BITS 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 applicable BITS 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 there are no numeric values to report, entry should be '0'.
- f. Where details are provided, these should **add up** to respective totals.
- g. Where entries refer to unclassified categories i.e. Others (specify), description of the entry should be provided.
- h. If problems arise, the Enumerator should **consult** his/her Area Supervisor while the latter his/her Regional Supervisor.

2.10.2. Specific Instructions

2.10.2.1. Cover Page (Page 1)

If there are any **changes in the name (trade/patented) and address** of the sample establishment, the Enumerator should fill out the appropriate 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 business name or that as registered with DTI, SEC or local government is given, it should **not** be considered as a change in name. Example, if the name of establishment in the pre-addressed label is 'Castillan Restaurant', there is no change in name if the franchise holder/business name is say, 'Castillan Food Industries'. *(Note: Survey Trainer should make this distinction clear to avoid changing of names from trade name to business name or from business name to trade name of the same establishment in the survey sampling frame.)*

At the bottom of the page are codes (for detailed description please refer to section 3.5.6 of Chapter 3) that will reflect the status of the questionnaire. Only the field and BLES personnel should accomplish the portion applicable to them.

2.10.2.2. Part I: General Information (Pages 3 and 4)

Item of inquiry	Guidelines
1. Main Economic Activity Major Products/Goods or Services	<ul style="list-style-type: none"> The main economic activity of the establishment should be completely described. The first product/service reported should be consistent with main economic activity.
2. Ownership	<ul style="list-style-type: none"> There should be only one (1) box checked here. If "With foreign equity" is checked, <u>percent</u> of equity should be specified.
3. With union	<ul style="list-style-type: none"> There should be only one box checked here. If "No" is checked, there should be no entries in the succeeding items (items 4 to 7)
4. Number of unions	<ul style="list-style-type: none"> There should be entry here if there is entry in union membership (item 5). There may be one of more unions in an establishment.
5. Union membership	<ul style="list-style-type: none"> Entry here should not exceed or equal to the entry in total employment (item 1.1) in Part II.
5.1. Female members	<ul style="list-style-type: none"> Entry here should not exceed entry in item 5.
5.2. Union officers	<ul style="list-style-type: none"> There should be entry here if there is entry in item 5. Entry here should not exceed entry in item 5.
5.2.1. Female officers	<ul style="list-style-type: none"> There can only be female officers if there are female union members. Entry here should not exceed entry in item 5.2.
5.2.1.1. Female presidents	<ul style="list-style-type: none"> There can only be female presidents if there are female union members. Entry here should not exceed entry in item 5.2.1.
6. With collective bargaining agreements	<ul style="list-style-type: none"> If "Yes" is checked, there must be corresponding entry in item 3.
7. Workers covered by CBAs.	<ul style="list-style-type: none"> There should be entry here if there is entry in item 6. Entry here may be greater than entry in item 5. Entry should not exceed entry in total employment (item 1.1) in Part II.
7.1. Female workers covered	<ul style="list-style-type: none"> Entry here may be greater than entry in item 5.1.

2.10.2.3. Part II: Employment (Pages 5 and 6)

1. How many employees did your establishment have as of payroll period June 30, 2006 and how are they classified by major occupation group?

Item of Inquiry (1)	Number of Workers (2)	Guidelines
1.1. Total Employment <i>(sum of entries in items 1.2.1. to 1.2.9.)</i> 1.1.1 Female Workers	66	<ul style="list-style-type: none">• Entry should be the sum of entries in items 1.2.1 to 1.2.9.• Managing owner with no regular pay is included here.• Security Guards provided by Security Agencies to the establishment are not part of total employment.• Workers in any of the occupation group who are not directly hired by the establishment should not be included in total employment.• Entry may be equal to or less than entry in item 1.1.
1.2. Employment by Major Occupation Group <i>(Please indicate number for each group relevant to your establishment)</i>		<ul style="list-style-type: none">• Workers for each category should be classified as to their actual duties and responsibilities in the company. Workers should be reported only once. Example: A graduate teacher occupying a clerical position should be classified in the category of "Clerks" However, a teacher by profession is classified in the "Professional" group. This holds true to the rest of the occupation group.
1.2.1. Managers, Managing Proprietors and Supervisors	8	<ul style="list-style-type: none">• Entry should not exceed entries in items 1.2.2 to 1.2.9.• Managing owners without regular pay are included here.• The proportion of this group should not be more than 40 percent of total employment. If entry is not within the range, verify.
Professionals Technical and Associate Professionals Clerks Sales Workers Service Workers Trades and Related Workers Plant and Machine Operators and Assemblers Laborers and Unskilled Workers	6 12 24 0 8 0 0 8	<ul style="list-style-type: none">• There may be entries in all the occupation groups (1.2.1 to 1.2.9) depending on the company structure. Note: Security Guards contracted from agencies are not part of establishment total employment. In other words, workers in any of the occupation group who are not directly hired by the establishment should not be included in total employment.

ITEM OF INQUIRY	GUIDELINES
2. Which occupations/skills have been vital to the success of your business operations? (Please list down at most five (5) such occupations and indicate briefly their key function)	<ul style="list-style-type: none"> • Every vital occupation/skill listed down should have a corresponding brief explanation that adequately provided or capture the main tasks/duties.
3. Which occupations (if any) have presented special recruitment problem over the last three years? (Please list down hard-to-fill occupations)	<ul style="list-style-type: none"> • For every occupation listed down there should be corresponding number of months/years vacancy remains unfilled and reason why still vacant.
4. What was the general trend in the following aspects of your business operation and working methods between 2003 and now? (Please check appropriate column corresponding to each aspect of business/working methods relevant to your establishment)	<ul style="list-style-type: none"> • Accept only one (1) check in the column for each aspect of business operation and working methods.
5. What is the current level of your organization's adoption of new technologies in each of the following areas? (Please check appropriate column corresponding to each area)	<ul style="list-style-type: none"> • Accept only one (1) check in the column for each area. • If "Others" is ticked, check for details.
6. As a result of the changes in business/working methods and adoption of technology described above, please indicate which occupations (if any) have increased or decreased as proportion of your total employment. (Please list down those most affected occupations under appropriate column).	<ul style="list-style-type: none"> • Accept entry/ies as is.
7. As a result of the changes in technology and working methods described above, were there any new/emerging occupation created in your establishment since 2003? (Please list down new/emerging occupations and describe briefly their main function. Use additional sheet if necessary).	<ul style="list-style-type: none"> • Accept entry/ies as is.
8. Which of the following developments (as identified in item 4) are likely to have influenced most on your organization's employment level between now and the end of 2010? (Please check relevant box/es for each aspect).	<ul style="list-style-type: none"> • There should be at least one relevant box checked for each aspect i.e., aspect of business and aspect of working methods.
ITEM OF INQUIRY	GUIDELINES
9. In the light of developments identified in	<ul style="list-style-type: none"> • Check if there are entries in items 1.2.1 to

<i>item 8, what do you think will happen to the occupational structure of your organization's employment in the period up to 2010? (For each occupation group relevant to your establishment, please check appropriate column).</i>	<p>1.2.9.</p> <ul style="list-style-type: none"> • There should only be one check mark in appropriate column for each occupation group.
<i>10. Which occupations (if any) are likely to expand the most in the period up to 2010? (Please list down such occupation/s and check appropriate column of reason for expansion).</i>	<ul style="list-style-type: none"> • There should only be one checkmark in appropriate column for each expanding occupation.
<i>11. Which particular occupations/skills are likely to be most vital/key to your future business performance and why? (Please list down such occupations and for each indicate the reason why it is vital to the organization and its most important characteristics using the codes provided below).</i>	<ul style="list-style-type: none"> • For each occupation, applicable code should be indicated for column (2) "Reasons Why Vital" and column (3) "Most Important Characteristics". • For code "Others", details should be specified.
<i>12. Do you foresee any problems/ constraints that may arise in the future in the recruitment of qualified applicants for the vital occupations identified in Item 11?</i>	<ul style="list-style-type: none"> • Appropriate box should be checked. • If "Yes" is checked, the problems and constraints encountered by the establishment should be checked.
<i>13. What form of government interventions do you propose to address these problems/constraints?</i>	<ul style="list-style-type: none"> • Suggestions of establishments as to the form of government interventions that could address the problems/constraints should be stated here.

ITEM OF INQUIRY	GUIDELINES
1. What methods are used in fixing or revising wages and salaries for the majority of the employees?	<ul style="list-style-type: none"> There should only be one checkmark for each occupational group. If corresponding to code 01 (CBA) is checked ensure that there is an existing CBA reported in Item 6 of Part I. If the method in fixing or revising wages is other than those enumerated, this should be specified under "Others".
2. What is the basis of wage payment for the majority of the employees?	<ul style="list-style-type: none"> There should only be one checkmark for each occupational group.
3. What is the mode of payment of wages or salaries for the majority of the employees?	<ul style="list-style-type: none"> There should only be one checkmark for each occupational group.
4. How are wages or salaries paid for the majority of the employees?	<ul style="list-style-type: none"> There should only be one checkmark for each occupational group.
5. Are there any cost-of-living or dearness allowances given to the majority of the employees?	<ul style="list-style-type: none"> There should only be one checkmark for each occupational group. Either "YES" or "NO"
5a. If yes, what methods are used in fixing cost-of living allowances?	<ul style="list-style-type: none"> There should only be one checkmark corresponding to every occupational group with "YES" responses in item 5. If the method in fixing COLA is other than those enumerated, this should be specified under "Others".
6. What paid leave benefits does the establishment provide for the majority of the employees	<ul style="list-style-type: none"> Check entry as is. For every leave benefit checked, there must be entry on the no. of days paid for the applicable occupational group. If there are paid leave benefits provided other than those enumerated, these should be specified under "Others".
7. What social security benefits/schemes does the establishment adapt for the majority of the employees?	<ul style="list-style-type: none"> Check entry as is. For every social security adopted, there should only be one checkmark for the type of payment corresponding to each occupational group. If there are Social Security Schemes other than those enumerated, these should be specified under "Others".
8. Are health care benefits provided to the majority of the employees?	<ul style="list-style-type: none"> There should only be one checkmark for each occupational group
ITEM OF INQUIRY	GUIDELINES
8a. If Yes, what health care benefits	<ul style="list-style-type: none"> There should only be one checkmark for

<i>are provided?</i>	<p>coverage of every health care benefits provided corresponding to the occupational group with “YES” responses in item 8.</p> <ul style="list-style-type: none">• If there are Health Care Benefits provided other than those enumerated, these should be specified under “Others”.
<i>8b. How are these healthcare benefits funded?</i>	<ul style="list-style-type: none">• For every occupational group provided with health care benefits in item 8a, only funding source codes (either a, b or c) should be entered.• Other Health Care Benefits specified under “Others” in item 8a should also reflect funding source code accordingly.
<i>9. Are incentives included in the compensation system of the majority of the employees?</i>	<ul style="list-style-type: none">• There should only be one checkmark for each occupational group. Either YES or NO.
<i>9a. If Yes, what incentives are included in the compensation system?</i>	<ul style="list-style-type: none">• For every occupational group with “Yes” responses in item 9, there should be checkmarks on the type of incentives included in compensation package. Multiple responses for incentives are acceptable.• If there are incentives included in the compensation system other than those enumerated, these should be specified under “Others”.

2.10.2.5. Consistency of Some Entries for Common Samples

Both the OWS and BITS questionnaire ask for some information that pertain to a common reference period, that is June 30, 2006. These items are on:

Item of Inquiry	OWS Item No.	BITS Item No.
Main economic activity	Part A: item 1	Part I: item 1
Major products/goods or services	Part A: item 1	Part I: item 2
Employment	Part A: item 2	Part II: item 1

Establishments that are samples of OWS and BITS should reflect/have the same entries for these items of inquiries. It is the responsibility of the Supervisors to ensure that the entries referred to are the same when the questionnaires are retrieved at the same time.

Notes

2.10.2.6. Part IV: Certification (Page 12)

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 indicates that the information provided by the establishment is official/approved for submission to BLES.
(see section 3.8b of Chapter 3)

Information on the time spent in answering the questionnaire as well as 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 2003/2004 BITS can facilitate processing of survey data.

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 1 day <input type="checkbox"/> 1 - 2 days <input checked="" type="checkbox"/> More than 2 days			
Comments:			
a. On data provided for the 2003/2004 BITS:			
b. 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		

2.10.2.7. Part V Survey Personnel (Page 12)

In this portion, the persons involved in the field operations should write their names and the dates when the questionnaire was retrieved (Enumerator; Area Supervisor of NCR/Area or Regional Supervisor of ONCR as the case may be). The Area or Regional Supervisor of ONCR as the case may be and BLES Reviewer only sign and write the date if the questionnaire is acceptable for processing, e.g. RET1 or RET2.

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

National Capital Region			
	Enumerator	Area Supervisor	Reviewer
Name	Edna Castro	Nancy Dimapilis	Katrina Birad
Date	8/27/06	9/5/06	9/10/06

Outside National Capital Region				
	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				

Notes

2.11. BITS Form 1 (Verification Form)

The Reviewer* should accomplish BITS Form 1 in duplicate, specifying the

establishment's name, address, other particulars and details of entry/ies for verification. The original copy should be stapled to the questionnaire and returned to:

- In BLES:

i) NCR questionnaire

Supervisor should acknowledge its receipt on the original copy of the form 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 of the forms 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 the verification form shall be retained by the NCR Reviewer to keep tab of the questionnaire for verification.

In DOLE RO:

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

***In the DOLE-RO, the Supervisor may double up as Reviewer.**

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

- In BLES

i) NCR questionnaire

NCR Supervisor for review of concerned Reviewer. The Reviewer should refer to the duplicate copy of the form when necessary.

ii) ONCR questionnaire

BLES Senior LEO in-charge for action of the Reviewer. The Reviewer refers to the duplicate copy of the form as necessary.

In DOLE RO:

Concerned ONCR Supervisor should review verified questionnaire. He/She refers to the duplicate copy of the form when 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 BITS Form 1.

BITS FORM 1 (VERIFICATION FORM)

To Our Valued Respondent: Thank you for accomplishing the 2003/2004 BITS questionnaire. We, however, have some queries regarding some entries in the attached questionnaire. To guide you, we are providing you this form which contains our observation/s on your report. Should there be a need to revise your data, kindly line out the original entry, write close to it the new entry and affix your initial beside it.

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

[illegible]

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