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OCCUPATIONAL WAGES SURVEY

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

In 1996, the BLES redesigned the survey to focus on the wage rates of selected or key occupations, particularly in industries likely to be affected by the changing local and global economic structures. Since the new series that began with 1997, several changes have been made such as expansion of covered industries and occupations, shift from complete enumeration to sample survey, varying reference periods, and lowering of employment size coverage.

1.1. Survey Objectives and Uses of the Data

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

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

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

1.2. Collection Authority

The conduct of the OWS is mandated by:

- a. **Republic Act 10625**, approved on September 12, 2013, creating and mandating the Philippine Statistics Authority to prepare and conduct statistical sample surveys on all aspects of socioeconomic life including agriculture, industry, trade, finance, prices and marketing information, income and expenditure, education, health, culture and social situations as well as the government and the political sector for the use of the government and the public.

The PSA is composed of the merged offices of the four (4) statistical agencies, i.e., National Statistics Office (NSO), National Statistical Coordination Board (NSCB), Bureau of Agricultural Statistics (BAS) and Bureau of Labor and Employment Statistics (BLES).

- b. **Executive Order No. 352**, dated July 1, 1996, designating the OWS as one of the statistical activities that will generate critical data for decision-making of the government and the private sector.

1.3. Confidentiality of Information

Notes

Individual data furnished by a respondent to statistical inquiries, surveys and censuses of the PSA shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding.

The PSA may release aggregated information from statistical inquiries, surveys and censuses in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear.

1.4. Scope and Coverage

Starting the 2012 survey round, the OWS covers establishments in both agricultural and non-agricultural industries with total employment of at least 20 persons. The OWS inquires on total employment and on the distribution of time-rate workers on full-time basis. Adopting the 2009 Philippine Standard Industrial Classification (PSIC), the OWS covers 69 industries as follows:

	<u>2009 PSIC</u>	<u>Description</u>
	A	AGRICULTURE, FORESTRY AND FISHING
1.	A01/A02	Crop and Animal Production, Hunting and Related Service Activities; Forestry and Logging
2.	A03	Fishing and Aquaculture
	B	MINING AND QUARRYING
3.	B05/B06/ B08	Mining of Coal and Lignite; Extraction of Crude Petroleum and Natural Gas; and Other Mining and Quarrying
4.	B07	Mining of Metal Ores
5.	B09	Mining Support Service
	C	MANUFACTURING
6.	C10	Manufacture of Food Products
7.	C11	Manufacture of Beverages
8.	C12	Manufacture of Tobacco Products
9.	C13	Manufacture of Textiles
10.	C14	Manufacture of Wearing Apparel
11.	C15	Manufacture of Leather and Related Products
12.	C161	Sawmilling and Planing of Wood
13.	C162	Manufacture of Products of Wood, Cork, Straw and Plaiting Materials
14.	C17	Manufacture of Paper and Paper Products

	<u>2009 PSIC</u>	<u>Description</u>	<i>Notes</i>
	C	MANUFACTURING (cont'd)	
15.	C18	Printing and Reproduction of Recorded Media	
16.	C19	Manufacture of Coke and Refined Petroleum Products	
17.	C20	Manufacture of Chemicals and Chemical Products	
18.	C21	Manufacture of Basic Pharmaceutical Products and Pharmaceutical Preparation	
19.	C221	Manufacture of Rubber Products	
20.	C222	Manufacture of Plastic Products	
21.	C23	Manufacture of Other Non-Metallic Mineral Products	
22.	C24	Manufacture of Basic Metals	
23.	C25	Manufacture of Fabricated Metal Products except Machinery and Equipment	
24.	C26	Manufacture of Computer, Electronic and Optical Products	
25.	C27	Manufacture of Electrical Equipment	
26.	C28	Manufacture of Machinery and Equipment, n.e.c.	
27.	C29	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	
28.	C30 excl. C301	Manufacture of Other Transport Equipment except Building of Ships and Boats	
29.	C301	Building of Ships and Boats	
30.	C31	Manufacture of Furniture	
31.	C32/C33	Other Manufacturing; Repair and Installation of Machinery and Equipment	
32.	D35	ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY	
	E	WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES	
33.	E36	Water Collection, Treatment and Supply	
34.	E37/E38/E39	Sewerage; Waste Collection, Treatment and Disposal Activities; Materials Recovery; Remediation Activities and Other Waste Management Services	

	<u>2009 PSIC</u>	<u>Description</u>	<i>Notes</i>
35.	F41/F42/F43	CONSTRUCTION	
	G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES	
36.	G45	Wholesale and Retail Trade and Repair of Motor Vehicles and Motorcycles	
37.	G46	Wholesale Trade except of Motor Vehicles and Motorcycles	
38.	G47	Retail Trade except of Motor Vehicles and Motorcycles	
	H	TRANSPORTATION AND STORAGE	
39.	H49 excl. H492	Land Transport and Transport via Pipelines except Transport via Buses	
40.	H492	Transport via Buses	
41.	H50	Water Transport	
42.	H51	Air Transport	
43.	H52	Warehousing and Support Activities for Transportation	
44.	H53	Postal and Courier Activities	
45.	I55/I56	ACCOMMODATION AND FOOD SERVICE ACTIVITIES	
	J	INFORMATION AND COMMUNICATIONS	
46.	J58	Publishing Activities	
47.	J59/J60	Motion Picture, Video and Television Programme Production, Sound Recording and Music Publishing Activities except Animated Films and Cartoons Production; Programming and Broadcasting Activities	
48.	J590*	Animated Films and Cartoons Production	
49.	J61	Telecommunications	
50.	J62/J63	Computer Programming, Consultancy and Related Activities; Information Service Activities	
	K	FINANCIAL AND INSURANCE ACTIVITIES	
51.	K64 excl. K6411	Financial Service Activities except Insurance, Pension Funding and Central Banking	
52.	K65	Insurance, Reinsurance and Pension Funding except Compulsory Social Security	
53.	K66	Activities Auxiliary to Financial Service and Insurance Activities	

* *BLES code.*

	<u>2009 PSIC</u>	<u>Description</u>	<i>Notes</i>
54.	L68	REAL ESTATE ACTIVITIES	
	M	PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES	
55.	M excl. M692 and M711	Professional, Scientific and Technical Activities except Accounting, Architectural and Engineering Activities	
56.	M692	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	
57.	M711	Architectural and Engineering Activities and Related Technical Consultancy	
	N	ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES	
58.	N77/N80/N81	Rental and Leasing Activities; Security and Investigation Activities; Services to Buildings and Landscape Activities	
59.	N78	Employment Activities	
60.	N79	Travel Agency, Tour Operator, Reservation Service and Related Activities	
61.	N82 excl. N8221 and N82226	Office Administrative, Office Support and Other Business Support Activities except Call Center Activities (Voice) and Medical Transcription Activities	
62.	N8221	Call Center Activities (Voice)	
63.	N82226	Medical Transcription Activities	
64.	P85	EDUCATION EXCEPT PUBLIC EDUCATION	
	Q	HUMAN HEALTH AND SOCIAL WORK ACTIVITIES	
65.	Q86	Human Health Activities except Public Health Activities	
66.	Q87/Q88	Residential Care Activities; Social Work Activities without Accommodation	
	R	ARTS, ENTERTAINMENT AND RECREATION	
67.	R90	Creative, Arts and Entertainment Activities	
68.	R91/R92/R93	Libraries, Archives, Museums and Other Cultural Activities; Gambling and Betting Activities; Sports Activities and Amusement and Recreational Activities	
69.	S95/S96	REPAIR OF COMPUTERS AND PERSONAL AND HOUSEHOLD GOODS; OTHER PERSONAL SERVICE ACTIVITIES	

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

Notes

<u>2009 PSIC</u>	<u>Description</u>
K6411	Central Banking
O	Public Administration and Defense; Compulsory Social Security (e.g., DOLE, PNP, SSS, GSIS)
P85111	Public Pre-Primary/Pre-School Education
P85121	Public Pre-Primary Education for Children with Special Needs
P85211	Public Primary/Elementary Education
P85221	Public Primary/Elementary Education for Children with Special Needs
P85311	Public General Secondary Education
P85321	Public General Secondary Education for Children with Special Needs
P85331	Public Technical and Vocational Secondary Education
P85341	Public Technical and Vocational Secondary Education for Children with Special Needs
P85401	Public Higher Education
Q8611	Public Hospitals, Sanitaria and Other Similar Activities
Q8621	Public Medical, Dental and Other Health Activities
S94	Activities of Membership Organizations (e.g., ECOP, TUCP)
T	Activities of Households as Employers of Domestic Personnel; Undifferentiated Goods-and-Services-Producing Activities of Households for Own Use
U	Activities of Extra-Territorial Organizations and Bodies (e.g., ILO, UNDP)

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

1.4.2. *Industry-Specific Occupations:* In addition to the two benchmark occupations, at most nine industry-specific occupations are monitored in the following 50 industries.

<u>2009 PSIC</u>	<u>Description</u>
A	AGRICULTURE, FORESTRY AND FISHING
1. A01/A02	Crop and Animal Production, Hunting and Related Service Activities; Forestry and Logging

	<u>2009 PSIC</u>	<u>Description</u>	<i>Notes</i>
2.	A03	Fishing and Aquaculture	
	B	MINING AND QUARRYING	
3.	B05/B06/ B08	Mining of Coal and Lignite; Extraction of Crude Petroleum and Natural Gas; and Other Mining and Quarrying	
4.	B07	Mining of Metal Ores	
	C	MANUFACTURING	
5.	C10/C11	Manufacture of Food Products and Beverages	
6.	C13	Manufacture of Textiles	
7.	C14	Manufacture of Wearing Apparel	
8.	C15	Manufacture of Leather and Related Products	
9.	C162	Manufacture of Products of Wood, Cork, Straw and Plaiting Materials	
10.	C17	Manufacture of Paper and Paper Products	
11.	C18	Printing and Reproduction of Recorded Media	
12.	C19	Manufacture of Coke and Refined Petroleum Products	
13.	C20	Manufacture of Chemicals and Chemical Products	
14.	C21	Manufacture of Basic Pharmaceutical Products and Pharmaceutical Preparation	
15.	C221	Manufacture of Rubber Products	
16.	C222	Manufacture of Plastic Products	
17.	C23	Manufacture of Other Non-Metallic Mineral Products	
18.	C24	Manufacture of Basic Metals	
19.	C25	Manufacture of Fabricated Metal Products except Machinery and Equipment	
20.	C26	Manufacture of Computer, Electronic and Optical Products	
21.	C27	Manufacture of Electrical Equipment	
22.	C28	Manufacture of Machinery and Equipment, n.e.c.	
23.	C29	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	
24.	C301	Building of Ships and Boats	
25.	C31	Manufacture of Furniture	

	<u>2009 PSIC</u>	<u>Description</u>	<i>Notes</i>
26.	D35	ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY	
27.	E36	WATER COLLECTION, TREATMENT AND SUPPLY	
28.	F41/F42/ F43	CONSTRUCTION	
	G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES	
29.	G45	Wholesale and Retail Trade and Repair of Motor Vehicles and Motorcycles	
30.	G46	Wholesale Trade except of Motor Vehicles and Motorcycles	
31.	G47	Retail Trade except of Motor Vehicles and Motorcycles	
	H	TRANSPORTATION AND STORAGE	
32.	H49 excl. H492	Land Transport and Transport via Pipelines except Transport via Buses	
33.	H492	Transport via Buses	
34.	H50	Water Transport	
35.	H51	Air Transport	
36.	H52	Warehousing and Support Activities for Transportation	
37.	I55/I56	ACCOMMODATION AND FOOD SERVICE ACTIVITIES	
	J	INFORMATION AND COMMUNICATIONS	
38.	J58	Publishing Activities	
39.	J590*	Animated Films and Cartoons Production	
40.	J61	Telecommunications	
41.	J62/J63	Computer Programming, Consultancy and Related Activities; Information Service Activities	
	K	FINANCIAL AND INSURANCE ACTIVITIES	
42.	K64 excl. K6411	Financial Service Activities except Insurance, Pension Funding and Central Banking	
43.	K65	Insurance, Reinsurance and Pension Funding except Compulsory Social Security	
	M	PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES	
44.	M692	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	

* BLES code.

	<u>2009 PSIC</u>	<u>Description</u>	<i>Notes</i>
45.	M711	Architectural and Engineering Activities and Related Technical Consultancy	
	N	ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES	
46.	N79	Travel Agency, Tour Operator, Reservation Service and Related Activities	
47.	N8221	Call Center Activities (Voice)	
48.	N82226	Medical Transcription Activities	
49.	P85	EDUCATION EXCEPT PUBLIC EDUCATION	
50.	Q86	HUMAN HEALTH ACTIVITIES EXCEPT PUBLIC HEALTH ACTIVITIES	

1.4.3. Bases for Industry and Occupational Coverages

The 50 industries for which industry-specific occupations shall be monitored were identified based on the following:

- Investment Priority Plan of the Board of Investments
- Export winners identified by the Department of Trade and Industry
- Areas of cooperation under the BIMP-EAGA
- Industries likely to be affected by GATT
- Industries monitored by the ILO industrial committees and similar bodies
- Emerging industries as in the case of Call Center Activities; Medical Transcription Activities; and Animated Films and Cartoons Production

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

- Relative importance of the occupations in the industry
- Philippine Standard Occupational Classification (PSOC) 2002 Update
- Consultations with employers and workers groups, government agencies and the academe
- Initial List of Indicative Offers to the Coordinating Committee on Services-General Agreement on Trade in Services (ASEAN Bloc)
- Catalogue of the Occupational Skills Standards for National Certification Program of the Technical Education and Skills Development Authority
- Occupations covered by the ILO October Inquiry on Occupational Wages and Hours of Work
- 2001-2002 Key Indicators of the Labor Market of the International Labour Office
- Occupational Employment Survey (OES) of the US Bureau of Labor Statistics
- 2006 BLES Integrated Survey (BITS)-employment module on vital occupations
- 2006 National Human Resource Conference

At most 11 occupations including the two benchmark occupations shall be monitored in each of the 50 specific industries to represent the seven major occupational groups in the PSOC for a total of 188 occupations. These occupations can be classified as supervisory; professional; technical; clerical; service; trade skills and machine operation; and laborers/unskilled workers. More occupations were drawn for a particular

major occupation group depending on the relative importance of the occupations in the pre-determined industry. For instance, in mining and quarrying, selected manufacturing industries, and construction, more occupations were taken from trade skills and machine operation. In trade, telecommunications and most business services, more clerical occupations were selected. In health and social work and in private education services, mostly professional workers were drawn. In accommodation and food service activities, more service occupations were chosen.

Each establishment covered by the 50 industries will be provided its own occupational sheet. This sheet lists the pre-determined occupations and job descriptions for which employment and wage data will be asked from the establishment. The occupations in this sheet vary across establishments depending on their respective industry classification.

1.5. Survey Design

The OWS is a sample survey of establishments employing 20 persons or more.

1.5.1. Statistical Unit

The establishment is the statistical or enumeration unit. Each unit is classified in an industry that reflects its main economic activity -- the activity that contributes the biggest or major portion of the gross income or revenues of the establishment. It is further classified into one of the three employment size groups: (1) with 20 to 99 workers; (2) with 100 to 199 workers; and (3) with 200 and more workers.

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 (e.g., mining, construction, real estate development, transportation, communication, insurance), the establishment is the base from which the personnel operate to carry out their activities or from which they are paid.

1.5.2. Sampling Frame

The 2014 PSA Survey Sampling Frame (2014 SSF) is an integrated list of establishments culled from the updated 2012 BLES Survey Sampling Frame based on the status of establishments reported in the 2011/2012 BLES Integrated Survey (BITS) and the 2012 Occupational Wages Survey (OWS). Other sources were Lists of Establishments from the National Statistics Office (2012), DOLE Regional Office IV-B, and the BLES Job Displacement Monitoring System (JDMS).

1.5.3. 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, for some industries the 3-digit classification, were further broken down at the 4, 5 or 6-digit levels.

Geographical location was not considered in the stratification to allow for detailed industry groupings.

1.6. Estimation Procedures

Not all of the fielded questionnaires are retrieved. During data collection, there are reports of permanent closures, non-location, duplicate listing and shifts in industry and employment outside the survey coverage. Establishments that fall in these categories are not eligible elements of the frame and their count is not considered in the estimation. Non-respondents are made up of refusals, strikes or temporary closures, and those establishments whose questionnaires contain inconsistent item responses and have not replied to the verification queries by the time output table generation commences.

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

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

Estimates are obtained by simple expansion, i.e., by multiplying the sample values at the cell level (industry and employment size) by the corresponding blowing-up factor which is the ratio of the estimated population of establishments to the number of responding establishments. These estimates are then aggregated to the desired totals.

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

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

A 95% level of reliability of survey estimates of average occupational wage rates is desired. These are to be assessed through their coefficients of variation (CVs).

TABLE 1 – Distribution of Establishment Population (N) and Sample Establishments (n) for 2014 OWS
by Industry Group and Employment Size, Philippines

2009 PSIC	Industry Group	Total		20 - 99		100 - 199		200 & over	
		N	n	N	n	N	n	N	n
	ALL INDUSTRIES	47,779	8,399	39,063	3,840	4,631	1,375	4,085	3,184
A01/A02	Crop and Animal Production, Hunting and Related Service Activities; Forestry and Logging	1,303	162	966	20	179	20	158	122
A03	Fishing and Aquaculture	255	93	197	41	25	19	33	33
B05/B06/B08	Mining of Coal and Lignite; Extraction of Crude Petroleum and Natural Gas; and Other Mining and Quarrying	135	90	116	71	11	11	8	8
B07	Mining of Metal Ores	127	90	73	36	18	18	36	36
B09	Mining Support Service	16	16	9	9	4	4	3	3
C10	Manufacture of Food Products	2,088	233	1,607	20	266	20	215	193
C11	Manufacture of Beverages	190	92	114	24	30	22	46	46
C12	Manufacture of Tobacco Products	26	26	7	7	6	6	13	13
C13	Manufacture of Textiles	248	93	186	43	47	35	15	15
C14	Manufacture of Wearing Apparel	836	125	588	20	129	20	119	85
C15	Manufacture of Leather and Related Products	196	92	159	55	18	18	19	19
C161	Sawmilling and Planing of Wood	48	48	47	47	0	0	1	1
C162	Manufacture of Products of Wood, Cork, Straw and Plaiting Materials	194	92	152	50	20	20	22	22
C17	Manufacture of Paper and Paper Products	257	94	187	41	50	33	20	20
C18	Printing and Reproduction of Recorded Media	418	101	383	74	24	16	11	11
C19	Manufacture of Coke and Refined Petroleum Products	18	18	12	12	2	2	4	4
C20	Manufacture of Chemicals and Chemical Products	459	102	366	46	60	23	33	33
C21	Manufacture of Basic Pharmaceutical Products and Pharmaceutical Preparation	113	90	68	45	20	20	25	25
C221	Manufacture of Rubber Products	104	90	85	71	10	10	9	9
C222	Manufacture of Plastic Products	531	106	380	28	96	23	55	55
C23	Manufacture of Other Non-Metallic Mineral Products	368	98	277	34	45	18	46	46
C24	Manufacture of Basic Metals	303	95	220	37	49	24	34	34
C25	Manufacture of Fabricated Metal Products except Machinery and Equipment	526	106	415	38	63	20	48	48
C26	Manufacture of Computer, Electronic and Optical Products	333	97	113	20	58	20	162	57
C27	Manufacture of Electrical Equipment	189	92	120	31	40	32	29	29
C28	Manufacture of Machinery and Equipment, n. e. c.	184	92	148	56	20	20	16	16
C29	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	164	90	98	28	23	19	43	43

TABLE 1 – Distribution of Establishment Population (N) and Sample Establishments (n) for 2014 OWS by Industry Group and Employment Size, Philippines (cont'd)

2009 PSIC	Industry Group	Total		20 - 99		100 - 199		200 & over	
		N	n	N	n	N	n	N	n
C30 excl. C301	Manufacture of Other Transport Equipment except Building of Ships and Boats	47	47	29	29	6	6	12	12
C301	Building of Ships and Boats	20	20	11	11	1	1	8	8
C31	Manufacture of Furniture	377	98	313	54	46	26	18	18
C32/C33	Other Manufacturing; Repair and Installation of Machinery and Equipment	479	104	383	43	56	21	40	40
D35	Electricity, Gas, Steam and Air Conditioning Supply	522	106	308	20	110	20	104	66
E36	Water Collection, Treatment and Supply	330	97	268	50	44	29	18	18
E37/E38/E39	Sewerage; Waste Collection, Treatment and Disposal Activities; Materials Recovery; Remediation Activities and Other Waste Management Services	69	69	59	59	8	8	2	2
F41/F42/F43	Construction	1,427	173	1,029	20	239	20	159	133
G45	Wholesale and Retail Trade and Repair of Motor Vehicles and Motorcycles	1,030	140	914	82	86	28	30	30
G46	Wholesale Trade except of Motor Vehicles and Motorcycles	3,752	395	3,313	205	319	70	120	120
G47	Retail Trade except of Motor Vehicles and Motorcycles	6,478	669	5,748	269	404	74	326	326
H49 excl. H492	Land Transport and Transport via Pipelines except Transport via Buses	399	99	351	65	34	20	14	14
H492	Transport via Buses	250	93	162	28	49	26	39	39
H50	Water Transport	155	90	109	44	25	25	21	21
H51	Air Transport	30	30	21	21	4	4	5	5
H52	Warehousing and Support Activities for Transportation	667	114	523	37	87	20	57	57
H53	Postal and Courier Activities	73	73	44	44	13	13	16	16
I55/I56	Accommodation and Food Service Activities	6,829	704	6,476	530	253	74	100	100
J58	Publishing Activities	165	90	121	46	25	25	19	19
J59/J60	Motion Picture, Video and Television Programme Production, Sound Recording and Music Publishing Activities except Animated Films and Cartoons Production; Programming and Broadcasting Activities	239	93	212	66	14	14	13	13
J590*	Animated Films and Cartoons Production	4	4	2	2	2	2	0	0
J61	Telecommunications	298	95	246	49	24	18	28	28
J62/J63	Computer Programming, Consultancy and Related Activities; Information Service Activities	502	105	395	36	54	16	53	53
K64 excl. K6411	Financial Service Activities except Insurance, Pension Funding and Central Banking	1,781	205	1,551	74	122	23	108	108

* BLES code.

TABLE 1 – Distribution of Establishment Population (N) and Sample Establishments (n) for 2014 OWS by Industry Group and Employment Size, Philippines (cont'd)

2009 PSIC	Industry Group	Total		20 - 99		100 - 199		200 & over	
		N	n	N	n	N	n	N	n
K65	Insurance, Reinsurance and Pension Funding except Compulsory Social Security	134	90	83	39	16	16	35	35
K66	Activities Auxiliary to Financial Service and Insurance Activities	146	90	109	53	13	13	24	24
L68	Real Estate Activities	848	126	740	63	65	20	43	43
M excl. M692 and M711	Professional, Scientific and Technical Activities except Accounting, Architectural and Engineering Activities	862	128	709	42	84	17	69	69
M692	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	86	86	67	67	8	8	11	11
M711	Architectural and Engineering Activities and Related Technical Consultancy	251	93	207	51	20	18	24	24
N77/N80/N81	Rental and Leasing Activities; Security and Investigation Activities; Services to Buildings and Landscape Activities	1,083	145	465	20	254	20	364	105
N78	Employment Activities	932	132	541	20	150	20	241	92
N79	Travel Agency, Tour Operator, Reservation Service and Related Activities	112	90	106	84	6	6	0	0
N82 excl. N8221 and N82226	Office Administrative, Office Support and Other Business Support Activities except Call Center Activities (Voice) and Medical Transcription Activities	199	92	143	38	23	21	33	33
N8221	Call Center Activities (Voice)	671	115	287	20	99	20	285	75
N82226	Medical Transcription Activities	31	31	24	24	3	3	4	4
P85	Education except Public Education	4,409	461	3,835	174	345	58	229	229
Q86	Human Health Activities except Public Health Activities	1,121	147	858	20	134	20	129	107
Q87/Q88	Residential Care Activities; Social Work Activities without Accommodation	115	90	105	80	5	5	5	5
R90	Creative, Arts and Entertainment Activities	25	25	24	24	0	0	1	1
R91/R92/R93	Libraries, Archives, Museums and Other Cultural Activities; Gambling and Betting Activities; Sports Activities and Amusement and Recreational Activities	448	102	362	41	46	21	40	40
S95/S96	Repair of Computers and Personal and Household Goods; Other Personal Service Activities	754	120	717	92	22	13	15	15

TABLE 2 – Distribution of Establishment Population (N) and Sample Establishments (n) with Monitored Occupations in 2014 OWS by Industry Group and Employment Size, Philippines

2009 PSIC	Industry Group	Total		20 - 99		100 - 199		200 & over	
		N	n	N	n	N	n	N	n
	ALL INDUSTRIES	41,370	6,873	34,358	3,063	3,862	1,153	3,150	2,657
A01/A02	Crop and Animal Production, Hunting and Related Service Activities; Forestry and Logging	1,303	162	966	20	179	20	158	122
A03	Fishing and Aquaculture	255	93	197	41	25	19	33	33
B05/B06/B08	Mining of Coal and Lignite; Extraction of Crude Petroleum and Natural Gas; and Other Mining and Quarrying	135	90	116	71	11	11	8	8
B07	Mining of Metal Ores	127	90	73	36	18	18	36	36
C10/C11	Manufacture of Food Products and Beverages	2,278	325	1,721	44	296	42	261	239
C13	Manufacture of Textiles	248	93	186	43	47	35	15	15
C14	Manufacture of Wearing Apparel	836	125	588	20	129	20	119	85
C15	Manufacture of Leather and Related Products	196	92	159	55	18	18	19	19
C162	Manufacture of Products of Wood, Cork, Straw and Plaiting Materials	194	92	152	50	20	20	22	22
C17	Manufacture of Paper and Paper Products	257	94	187	41	50	33	20	20
C18	Printing and Reproduction of Recorded Media	418	101	383	74	24	16	11	11
C19	Manufacture of Coke and Refined Petroleum Products	18	18	12	12	2	2	4	4
C20	Manufacture of Chemicals and Chemical Products	459	102	366	46	60	23	33	33
C21	Manufacture of Basic Pharmaceutical Products and Pharmaceutical Preparation	113	90	68	45	20	20	25	25
C221	Manufacture of Rubber Products	104	90	85	71	10	10	9	9
C222	Manufacture of Plastic Products	531	106	380	28	96	23	55	55
C23	Manufacture of Other Non-Metallic Mineral Products	368	98	277	34	45	18	46	46
C24	Manufacture of Basic Metals	303	95	220	37	49	24	34	34
C25	Manufacture of Fabricated Metal Products except Machinery and Equipment	526	106	415	38	63	20	48	48
C26	Manufacture of Computer, Electronic and Optical Products	333	97	113	20	58	20	162	57
C27	Manufacture of Electrical Equipment	189	92	120	31	40	32	29	29
C28	Manufacture of Machinery and Equipment, n. e. c.	184	92	148	56	20	20	16	16
C29	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	164	90	98	28	23	19	43	43
C301	Building of Ships and Boats	20	20	11	11	1	1	8	8
C31	Manufacture of Furniture	377	98	313	54	46	26	18	18

TABLE 2 – Distribution of Establishment Population (N) and Sample Establishments (n) with Monitored Occupations in 2014 OWS by Industry Group and Employment Size, Philippines (cont'd)

2009 PSIC	Industry Group	Total		20 - 99		100 - 199		200 & over	
		N	n	N	n	N	n	N	n
D35	Electricity, Gas, Steam and Air Conditioning Supply	522	106	308	20	110	20	104	66
E36	Water Collection, Treatment and Supply	330	97	268	50	44	29	18	18
F41/F42/F43	Construction	1,427	173	1,029	20	239	20	159	133
G45	Wholesale and Retail Trade and Repair of Motor Vehicles and Motorcycles	1,030	140	914	82	86	28	30	30
G46	Wholesale Trade except of Motor Vehicles and Motorcycles	3,752	395	3,313	205	319	70	120	120
G47	Retail Trade except of Motor Vehicles and Motorcycles	6,478	669	5,748	269	404	74	326	326
H49 excl. H492	Land Transport and Transport via Pipelines except Transport via Buses	399	99	351	65	34	20	14	14
H492	Transport via Buses	250	93	162	28	49	26	39	39
H50	Water Transport	155	90	109	44	25	25	21	21
H51	Air Transport	30	30	21	21	4	4	5	5
H52	Warehousing and Support Activities for Transportation	667	114	523	37	87	20	57	57
I55/I56	Accommodation and Food Service Activities	6,829	704	6,476	530	253	74	100	100
J58	Publishing Activities	165	90	121	46	25	25	19	19
J590*	Animated Films and Cartoons Production	4	4	2	2	2	2	0	0
J61	Telecommunications	298	95	246	49	24	18	28	28
J62/J63	Computer Programming, Consultancy and Related Activities; Information Service Activities	502	105	395	36	54	16	53	53
K64 excl. K6411	Financial Service Activities except Insurance, Pension Funding and Central Banking	1,781	205	1,551	74	122	23	108	108
K65	Insurance, Reinsurance and Pension Funding except Compulsory Social Security	134	90	83	39	16	16	35	35
M692	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	86	86	67	67	8	8	11	11
M711	Architectural and Engineering Activities and Related Technical Consultancy	251	93	207	51	20	18	24	24
N79	Travel Agency, Tour Operator, Reservation Service and Related Activities	112	90	106	84	6	6	0	0
N8221	Call Center Activities (Voice)	671	115	287	20	99	20	285	75
N82226	Medical Transcription Activities	31	31	24	24	3	3	4	4
P85	Education except Public Education	4,409	461	3,835	174	345	58	229	229
Q86	Human Health Activities except Public Health Activities	1,121	147	858	20	134	20	129	107

* BLES code.

1.7. Occupational Wages Survey (OWS) Questionnaire

The 2014 OWS questionnaire contains the following sections.

1.7.1. Cover Page (Page 1)

This contains the address box, contact particulars for assistance, spaces for changes in the name and location of sample establishment and head office information in case the questionnaire is endorsed to it and status codes of the establishment to be accomplished by PSA and its field personnel.

1.7.2. Survey Information (Page 2)

This contains the survey objective, scope of the survey, uses of the data, confidentiality clause, collection authority, coverage, periodicity and reference period, reference to concepts and definition of terms, due date for accomplishment and expected date when the results of the 2014 OWS would be available.

1.7.3. Part A: General Information (Page 3)

This portion inquires on:

- main economic activity
- major products/goods or services
- total employment with breakdown on:
 - time-rate on full-time basis
 - time-rate on part-time basis
 - output rate workers
 - workers purely on commission (with employer control and supervision)
 - working owners (without regular pay) and unpaid workers

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

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

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

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

1.7.6. Part D: Certification (Page 10)

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

Appropriate spaces are also provided to elicit comments/information on:

- data provided for the 2014 OWS
- results of the 2012 OWS
- presentation/packaging, particularly on the definition of terms, layout, font and color

1.7.7. Part E: Survey Personnel (Page 10)

In this portion, the Enumerator writes his/her name and the date when the questionnaire was retrieved or found to be a spoilage (see 3.5.6 of Chapter 3 pages 3-4 to 3-5). The Provincial Supervisor only writes his/her name and date if the questionnaire is acceptable for processing or confirmed spoilage.

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

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

1.7.9. Selected Statistics from 2012 Occupational Wages Survey (Page 12)

The results of the 2012 OWS are for information of the establishment. More of the results can be obtained from the PSA-Intramuros Website at <http://www.bles.dole.gov.ph>.

1.7.10. Revision in the Questionnaire

Relative to the 2012 OWS questionnaire, minor revision was made as follows:

Part	Item	Details	Reason
Part A: General Information	Breakdown of Total Employment Workers Purely on Commission (with employer control and supervision)	Added	For comparability of employment composition in Integrated Survey on Labor and Employment (ISLE) Part II

1.8. Statistics to be Generated

From the survey, the PSA will generate statistics on:

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

1.9. Periodicity and Reference Period

The OWS is conducted every two years. The reference period of this survey round is the pay period that includes July 31, 2014.

1.10. Editing Guidelines

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

- a. Any attachments by the establishment should be stapled on page 7 of the questionnaire. The corresponding **EIN** (see section 3.5.2 of Chapter 3 pages 3-4 to 3-5) should be written on the upper right corner of each page of the attachment.
- b. The **comments** of the respondent on page 10 of the questionnaire should be read as these may provide explanations relevant to the accomplished questionnaire.
- c. Use **red** ballpoint in the field editing of questionnaire (Enumerator/Supervisor).

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 should be returned to the concerned Enumerator for verification together with the accomplished OWS Form 1 (Verification Form) found in Chapter 5 page 5-27.

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

- d. Entries by the respondent that need to be revised should not be erased or obliterated. The original entry should be **lined out** neatly. The correct/new entry should be legibly written close to the lined 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 corresponding total.
- g. Where the item of inquiry is not applicable, entry should be "NAP".
- h. If problems arise, the Enumerator should **consult** his/her Provincial Supervisor.

1.10.2. Specific Instructions

1.10.2.1. 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 space/s provided for the purpose. **He/She should not write on the address label.** If the questionnaire is to be accomplished by the **head office**, the Enumerator should likewise fill out the allocated spaces as specified. If head office address is outside of the province, return questionnaire to Supervisor.

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

At the bottom of the page are codes (see section 3.5.6 of Chapter 3 pages 3-4 to 3-5) that will reflect the status of the questionnaire. The field personnel should accomplish only the portions applicable to them.

Validation of Economic Activity

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

In case the establishment has several activities, e.g., manufacturing and trading, that activity from which it derives the most income/revenues should be the basis of the industry classification.

To illustrate: *If the establishment is engaged in fruit juice manufacturing, then its questionnaire must have an occupational sheet with the caption "Manufacture of Food Products and Beverages (C10/C11)".*

In case the establishment is not engaged in food or beverage manufacturing, the enumerator should check the list of industries given on pp. 6-9 of this Manual or Part F of the OWS questionnaire to see if the establishment should be given a different occupational sheet.

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

Note: *Always bring extra copies of the occupational sheets.*

1. Main economic activity	Entry should clearly describe the main economic activity or business of the establishment based on which contributes the biggest share of income/revenues .
Major products/goods or services	Entry should refer to the specific products/goods produced or services provided. In case the establishment has several products/goods or services, the entries should be written in order of importance. It is essential that the respondent accomplish these items, as the entries will determine if the correct occupational sheet has been furnished to the establishment. As mentioned earlier, the occupational sheet varies for each establishment depending on its industry classification . Refer to pp. 6-9 of this manual or Part F of the questionnaire which contains the list of industries for which pre-determined occupations are being monitored.
2. Time-Rate on Full-Time Basis	Entry should be equal to reported Total (sum of cols. 2, 4 and 6) in Part B.1 - Basic Pay (page 4).
Time-Rate on Part-Time Basis	Accept with or without entry depending on the nature of business.
Output Rate Workers	Accept with or without entry depending on the nature of business.
Workers Purely on Commission (with employer control and supervision)	Accept with or without entry depending on the nature of business.
Working Owners (without regular pay) and Unpaid Workers	Accept with or without entry depending on the nature of business.
Total	Entry should be the sum of entries in time-rate on full-time basis; time-rate on part-time basis; output rate workers; workers purely on commission (with employer control and supervision); and working owners (without regular pay) and unpaid workers. Otherwise, verify with establishment.

Example:

110	+	3	+	20	+	10	+	2	=	145
Time-Rate on Full-Time Basis		Time-Rate on Part-Time Basis		Output Rate Workers		Workers Purely on Commission (with employer control and supervision)		Working Owners (without regular pay) and Unpaid Workers		TOTAL

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

Example:

1. Basic Pay

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

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

110

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

Verify with the respondent if the entries in cols. 2, 4 and 6 refer to the same time-rate workers. If this is so, request for the correct time unit then line out neatly the repetitive entries and adjust Total. This adjusted Total should be equal to time-rate workers on full-time basis reported in Item 2 of Part A. Otherwise, verify with establishment.

Edited Entries

1. Basic Pay

Hourly Rate		Daily Rate		Monthly Rate	
Basic Pay (P) (1)	Full - time Workers (Both Sexes) (2)	Basic Pay (P) (3)	Full - time Workers (Both Sexes) (4)	Basic Pay (P) (5)	Full - time Workers (Both Sexes) (6)
Below 14.38		Below 115.00		Below 3,000	
14.38 - 19.16		115.00 - 153.33		3,000 - 3,999	
19.17 - 23.95		153.34 - 191.67		4,000 - 4,999	
23.96 - 28.75		191.68 - 230.01		5,000 - 5,999	
28.76 - 33.54		230.02 - 268.35		6,000 - 6,999	
33.55 - 38.33		268.36 - 306.69		7,000 - 7,999	
38.34 - 43.12		306.70 - 345.02		8,000 - 8,999	
43.13 - 47.92		345.03 - 383.36		9,000 - 9,999	
47.93 - 52.71		383.37 - 421.70		10,000 - 10,999	
52.72 - 57.50	36	421.71 - 460.04	36	11,000 - 11,999	36
57.51 - 62.29	45	460.05 - 498.38	45	12,000 - 12,999	15
62.30 - 67.08	42	498.39 - 536.72	42	13,000 - 13,999	12
67.09 - 71.87		536.73 - 575.06		14,000 - 14,999	
71.88 - 76.66	7	575.07 - 613.40	7	15,000 - 15,999	7
76.67 - 81.45		613.41 - 651.74		16,000 - 16,999	
81.46 - 86.24		651.75 - 690.08		17,000 - 17,999	
86.25 - 91.03		690.09 - 728.42		18,000 - 18,999	
91.04 - 95.82		728.43 - 766.76		19,000 - 19,999	
95.83 - 100.61		766.77 - 805.10		20,000 - 20,999	
100.62 - 105.40		805.11 - 843.44		21,000 - 21,999	
105.41 - 110.19		843.45 - 881.78		22,000 - 22,999	
110.20 - 114.98		881.79 - 920.12		23,000 - 23,999	
114.99 - 119.77		920.13 - 958.46		24,000 - 24,999	
119.78 and over		958.47 and over		25,000 and over	
Sub-total	70	Sub-total	70	Sub-total	70
TOTAL (sum of cols. 2, 4 and 6)					-240 70

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

Example:

Of the **TOTAL** (sum of cols. 2, 4 and 6) reported on page 4, how many received allowances? Entry should equal sum of cols. 8, 10 and 12 below.

45

2. Allowances

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

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

45

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

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

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

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

To guide the respondent, the relevant **occupational sheet** has been enclosed in each questionnaire of the establishments engaged in the pre-determined industries. This sheet lists at most nine (9) occupations and corresponding to each is its 2002 Update PSOC code and a brief description of tasks/responsibilities.

To illustrate: *If the PSIC code (as indicated in the address label) of a given establishment is C10711, the questionnaire assigned to it should have an occupational sheet with the caption "Manufacture of Food Products and Beverages (C10/C11)". The establishment should provide data on the basic pay, allowance and employment **only** for the occupations listed in this particular sheet in addition to the benchmark occupations mentioned in Section 1.4.1 of this Chapter. The occupations enumerated in this list are:*

- Production Supervisors and General Foremen*
- Food Technologists*
- Chemical Engineering Technicians*
- Quality Inspectors*
- Production Clerks*
- Food Processing and Related Trades Workers*
- Food and Related Products Machine Operators*

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

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

Occupation		<p>The respondent should write the occupation title (as found in the occupational sheet) for which he/she is providing data.</p> <p>This space is reserved for PSA use.</p>
PSOC 2002 Update		
1. Current Wage Rates		
<i>1a. Basic Pay</i>		
Col. 1	Time Unit (H-Hour; D-Day; M-Month)	Entry for each line could either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entries in cols. 2 and 3.
Col. 2	Basic Pay per Worker	Entry should refer to the actual basic pay corresponding to the reported time unit in col. 1. It should not be given in ranges nor the total/aggregate basic pay of all workers reported in the occupation. If there is an entry, there should be corresponding entries in cols. 1 and 3.
Col. 3	Full-Time Workers (Both Sexes)	<p>In case range is provided because it would be tedious for the respondent to report the details (basic pay per worker varies by centavos only), ask the respondent to report instead the basic pay that is applicable to the majority of the workers in the occupation.</p> <p>Entry should refer to the number of full-time workers receiving the corresponding basic pay per reported time unit in col. 1. If there is an entry, there should be corresponding entries in cols. 1 and 2.</p>
	Total (Sum of col. 3)	Entries in col. 3 should add up to the reported total.

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

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

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

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

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

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

3. Basic pay (or allowance) ranges were provided instead of actual basic pay or allowance per worker
Persuade the respondent to provide the actual basic pay (or allowance) per worker. It would be difficult to compute the average wage rate of the occupation if ranges are given.

However, if it would be tedious for the respondent to report details, record the basic pay (or allowances) that is applicable to majority of workers in the occupation.

4. The word "minimum" is reported in Basic Pay-col. 2
Request the respondent for the actual basic pay. It would be difficult to compute the average wage rate if the response is not numerical.

5. In the case of teachers where "per load" is reported under time unit
Request the respondent to convert the load to a time unit, e.g., hourly and report the corresponding basic pay.

6. Non-cash allowances such as free meals, free board and lodging, rice subsidy, service charges are reported in Allowances -col. 5
Line out neatly the entire row. Allowances as required by the survey refer to guaranteed and regular **cash** payments.

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

Information on time spent in answering the questionnaire as well as on their comments on the presentation and packaging of the questionnaire will provide inputs in questionnaire re-design for subsequent survey rounds.

Comments on data provided for the 2014 OWS can facilitate processing of survey data while those on the results of previous survey would indicate the usefulness of the data generated by the OWS.

Example:

Name/Signature of Contact Person in the Establishment:		Juan dela Cruz
Position: Human Resource Manager		Fax No.: 831-5645
Tel. No.: 831-5624		E-mail address: jdc@stc.com
Time spent in answering this questionnaire: <input type="checkbox"/> Less than a day <input type="checkbox"/> 1 - 2 days <input checked="" type="checkbox"/> More than 2 days, (Please specify): <u>4</u> days		
Comments:		
A. On data provided for the 2014 Occupational Wages Survey (OWS) Not all workers given allowance.		
B. On the results of the 2012 Occupational Wages Survey (OWS) Useful in wage-setting		
C. On Presentation/Packaging:		Suggestions for improvement:
Definition of terms	<input checked="" type="checkbox"/> Easy to understand <input type="checkbox"/> Vague	
Layout	<input checked="" type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly	
Font, color	<input checked="" type="checkbox"/> Appealing <input type="checkbox"/> Not appealing	

In this portion, the persons involved in the field operations should write their names and the dates, the questionnaire was retrieved (Enumerator) and reviewed (Provincial Supervisor).

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

Example:

Outside National Capital Region

	Enumerator	Area Supervisor	Regional Supervisor	Reviewer (Central Office)
Name				
Date				

1.11. OWS Form 1 - Verification Form (See Chapter 5)

The Provincial Supervisor/Reviewer should accomplish the **applicable** OWS Form 1 (Verification Form), specifying the establishments' name, EIN and details of entry/ies for verification. It should be attached to the questionnaire and returned to concerned Enumerator for verification with the establishment.

A duplicate copy of OWS Form 1 will be retained by the Provincial Supervisor/Reviewer to keep tab of the questionnaire for verification.

Once verification is completed, the verified questionnaire should be returned to PSA-Intramuros.

If the questionnaire is acceptable, the Provincial Supervisor/Reviewer signs and writes in the appropriate spaces of OWS Form 1 the date the verification was accepted.

The Provincial Supervisor/Reviewer then encircles RET2 in status code portion of the questionnaire. He/She signs and writes the verification date on the appropriate spaces in the certification portion of the questionnaire. Provincial Supervisor and Enumerator record RET2 and date verified (date of RET2) in their respective control lists.

To facilitate accomplishment of the verification forms and to standardize the observations or verification details, the possible verification cases for each section of the form are shown in Chapter 5 (Survey Documents and Form).

INDUSTRIES WITH SELECTED OCCUPATIONS

Benchmark Occupations.....	i
Crop and Animal Production, Hunting and Related Service Activities; Forestry and Logging (A01/A02).....	ii
Fishing and Aquaculture (A03).....	iii
Mining of Coal and Lignite; Extraction of Crude Petroleum and Natural Gas; and Other Mining and Quarrying (B05/B06/B08).....	iv
Mining of Metal Ores (B07).....	v
Manufacture of Food Products and Beverages (C10/C11).....	vi
Manufacture of Textiles (C13).....	vii
Manufacture of Wearing Apparel (C14).....	viii
Manufacture of Leather and Related Products (C15).....	ix
Manufacture of Products of Wood, Cork, Straw and Plaiting Materials (C162).....	x
Manufacture of Paper and Paper Products (C17).....	xi
Printing and Reproduction of Recorded Media (C18).....	xii
Manufacture of Coke and Refined Petroleum Products (C19).....	xiii
Manufacture of Chemicals and Chemical Products (C20).....	xiv
Manufacture of Basic Pharmaceutical Products and Pharmaceutical Preparation (C21).....	xv
Manufacture of Rubber Products (C221).....	xvi
Manufacture of Plastic Products (C222).....	xvii
Manufacture of Other Non-Metallic Mineral Products (C23).....	xviii
Manufacture of Basic Metals (C24).....	xix
Manufacture of Fabricated Metal Products except Machinery and Equipment (C25).....	xx
Manufacture of Computer, Electronic and Optical Products (C26).....	xxi
Manufacture of Electrical Equipment (C27).....	xxii
Manufacture of Machinery and Equipment, n.e.c. (C28).....	xxiii
Manufacture of Motor Vehicles, Trailers and Semi-Trailers (C29).....	xxiv
Building of Ships and Boats (C301).....	xxv
Manufacture of Furniture (C31).....	xxvi
Electricity, Gas, Steam and Air Conditioning Supply (D35).....	xxvii
Water Collection, Treatment and Supply (E36).....	xxviii
Construction (F41/F42/F43).....	xxix
Wholesale and Retail Trade and Repair of Motor Vehicles and Motorcycles (G45).....	xxx
Wholesale Trade except of Motor Vehicles and Motorcycles (G46).....	xxxi
Retail Trade except of Motor Vehicles and Motorcycles (G47).....	xxxii
Land Transport and Transport via Pipelines except Transport via Buses (H49 excl. H492).....	xxxiii
Transport via Buses (H492).....	xxxiv
Water Transport (H50).....	xxxv
Air Transport (H51).....	xxxvi
Warehousing and Support Activities for Transportation (H52).....	xxxvii
Accommodation and Food Service Activities (I55/I56).....	xxxviii
Publishing Activities (J58).....	xxxix
Animated Films and Cartoons Production (J590*).....	xl
Telecommunications (J61).....	xli
Computer Programming, Consultancy and Related Activities; Information Service Activities (J62/J63).....	xlii
Financial Service Activities except Insurance, Pension Funding and Central Banking (K64 excl. K6411).....	xliii
Insurance, Reinsurance and Pension Funding except Compulsory Social Security (K65).....	xliv
Accounting, Bookkeeping and Auditing Activities; Tax Consultancy (M692).....	xlv
Architectural and Engineering Activities and Related Technical Consultancy (M711).....	xlvi
Travel Agency, Tour Operation, Reservation Service and Related Activities (N79).....	xlvii
Call Center Activities (Voice) (N8221).....	xlviii
Medical Transcription Activities (N82226).....	xlix
Education except Public Education (P85).....	l
Human Health Activities except Public Health Activities (Q86).....	li

* *BLES code.*

INTEGRATED SURVEY ON LABOR AND EMPLOYMENT

For the seventh time, the Bureau of Labor and Employment Statistics (BLES), now part of the Philippine Statistics Authority (PSA), is conducting the **Integrated Survey on Labor and Employment (ISLE)**, formerly 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. Starting 2012 round, the survey covers establishments in both agricultural and non-agricultural industries with total employment of at least 20 persons.

2.1. Survey Objectives and Uses of the Data

The main objective of this survey is to generate **an integrated data set on employment of specific groups of workers, occupational shortages and surpluses, training of workers, productivity improvement and gainsharing practices, occupational safety and health practices, occupational injuries and diseases and labor cost of employees.** 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.

2.2. Collection Authority

The information asked for is collected under the authority of **Republic Act 10625** approved on September 12, 2013, creating and mandating the Philippine Statistics Authority to prepare and conduct statistical sample surveys on all aspects of socioeconomic life including agriculture, industry, trade, finance, prices and marketing information, income and expenditure, education, health, culture and social situations as well as the government and the political sector for the use of the government and the public.

The PSA is composed of the merged offices of the four (4) statistical agencies, i.e., National Statistics Office (NSO), National Statistical Coordination Board (NSCB), Bureau of Agricultural Statistics (BAS) and Bureau of Labor and Employment Statistics (BLES).

Under Section 27 of Republic Act 10625, respondents of primary data collection activities such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries. The gathering, consolidation and analysis of such data shall likewise be done in the most truthful and credible manner.

To ensure compliance, any violation of this Act shall result in the imposition of the penalty of one (1) year imprisonment and a fine of One hundred thousand pesos (100,000.00). In cases where the respondent who fails to give a truthful and complete answer to such statistical inquiries is a corporation, the above penalty shall be imposed against the responsible officer, director, manager and/or agent of said corporation. In addition, such erring corporation or any other juridical entity, depending on the category of the enterprise or business concerned whether small, medium or large, shall be imposed a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00).

Any person, including parties within the PSA Board and the PSA, who breach the confidentiality of information, whether by carelessness, improper behavior, behavior with malicious intent, and use of confidential information for profit, are considered guilty of an offense and shall be liable to fines as prescribed by the PSA Board which shall not be less than Five thousand pesos (P5,000.00) nor more than Ten thousand pesos (P10,000.00) and/or

imprisonment of three (3) months but not to exceed one (1) year, subject to the degree of breach of information.

2.3. Confidentiality of Information

Individual data furnished by a respondent to statistical inquiries, surveys and censuses of the PSA shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding.

The PSA may release aggregated information from statistical inquiries, surveys and censuses in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear.

2.4. Scope and Coverage

The ISLE covers all establishments in 69 industries with total employment of at least 20 persons, as follows:

	<u>2009 PSIC</u>	<u>Description</u>
	A	AGRICULTURE, FORESTRY AND FISHING
1.	A01/A02	Crop and Animal Production, Hunting and Related Service Activities; Forestry and Logging
2.	A03	Fishing and Aquaculture
	B	MINING AND QUARRYING
3.	B05/B06/ B08	Mining of Coal and Lignite; Extraction of Crude Petroleum and Natural Gas; and Other Mining and Quarrying
4.	B07	Mining of Metal Ores
5.	B09	Mining Support Service
	C	MANUFACTURING
6.	C10	Manufacture of Food Products
7.	C11	Manufacture of Beverages
8.	C12	Manufacture of Tobacco Products
9.	C13	Manufacture of Textiles
10.	C14	Manufacture of Wearing Apparel
11.	C15	Manufacture of Leather and Related Products
12.	C161	Sawmilling and Planing of Wood
13.	C162	Manufacture of Products of Wood, Cork, Straw and Plaiting Materials
14.	C17	Manufacture of Paper and Paper Products

<u>2009 PSIC</u>	<u>Description</u>	<i>Notes</i>
C	MANUFACTURING (cont'd)	
15. C18	Printing and Reproduction of Recorded Media	
16. C19	Manufacture of Coke and Refined Petroleum Products	
17. C20	Manufacture of Chemicals and Chemical Products	
18. C21	Manufacture of Basic Pharmaceutical Products and Pharmaceutical Preparation	
19. C221	Manufacture of Rubber Products	
20. C222	Manufacture of Plastic Products	
21. C23	Manufacture of Other Non-Metallic Mineral Products	
22. C24	Manufacture of Basic Metals	
23. C25	Manufacture of Fabricated Metal Products except Machinery and Equipment	
24. C26	Manufacture of Computer, Electronic and Optical Products	
25. C27	Manufacture of Electrical Equipment	
26. C28	Manufacture of Machinery and Equipment, n.e.c.	
27. C29	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	
28. C30 excl. C301	Manufacture of Other Transport Equipment except Building of Ships and Boats	
29. C301	Building of Ships and Boats	
30. C31	Manufacture of Furniture	
31. C32/C33	Other Manufacturing; Repair and Installation of Machinery and Equipment	
32. D35	ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY	
	E	
	WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES	
33. E36	Water Collection, Treatment and Supply	
34. E37/E38/E39	Sewerage; Waste Collection, Treatment and Disposal Activities; Materials Recovery; Remediation Activities and Other Waste Management Services	

	<u>2009 PSIC</u>	<u>Description</u>
35.	F41/F42/F43	CONSTRUCTION
	G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES
36.	G45	Wholesale and Retail Trade and Repair of Motor Vehicles and Motorcycles
37.	G46	Wholesale Trade except of Motor Vehicles and Motorcycles
38.	G47	Retail Trade except of Motor Vehicles and Motorcycles
	H	TRANSPORTATION AND STORAGE
39.	H49 excl. H492	Land Transport and Transport via Pipelines except Transport via Buses
40.	H492	Transport via Buses
41.	H50	Water Transport
42.	H51	Air Transport
43.	H52	Warehousing and Support Activities for Transportation
44.	H53	Postal and Courier Activities
45.	I55/I56	ACCOMMODATION AND FOOD SERVICE ACTIVITIES
	J	INFORMATION AND COMMUNICATIONS
46.	J58	Publishing Activities
47.	J59/J60	Motion Picture, Video and Television Programme Production, Sound Recording and Music Publishing Activities except Animated Films and Cartoons Production; Programming and Broadcasting Activities
48.	J590*	Animated Films and Cartoons Production
49.	J61	Telecommunications
50.	J62/J63	Computer Programming, Consultancy and Related Activities; Information Service Activities
	K	FINANCIAL AND INSURANCE ACTIVITIES
51.	K64 excl. K6411	Financial Service Activities except Insurance, Pension Funding and Central Banking
52.	K65	Insurance, Reinsurance and Pension Funding except Compulsory Social Security
53.	K66	Activities Auxiliary to Financial Service and Insurance Activities

* BLES code.

	<u>2009 PSIC</u>	<u>Description</u>	<i>Notes</i>
54.	L68	REAL ESTATE ACTIVITIES	
	M	PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES	
55.	M excl. M692 and M711	Professional, Scientific and Technical Activities except Accounting, Architectural and Engineering Activities	
56.	M692	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	
57.	M711	Architectural and Engineering Activities and Related Technical Consultancy	
	N	ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES	
58.	N77/N80/N8 1	Rental and Leasing Activities; Security and Investigation Activities; Services to Buildings and Landscape Activities	
59.	N78	Employment Activities	
60.	N79	Travel Agency, Tour Operator, Reservation Service and Related Activities	
61.	N82 excl. N8221 and N82226	Office Administrative, Office Support and Other Business Support Activities except Call Center Activities (Voice) and Medical Transcription Activities	
62.	N8221	Call Center Activities (Voice)	
63.	N82226	Medical Transcription Activities	
64.	P85	EDUCATION EXCEPT PUBLIC EDUCATION	
	Q	HUMAN HEALTH AND SOCIAL WORK ACTIVITIES	
65.	Q86	Human Health Activities except Public Health Activities	
66.	Q87/Q88	Residential Care Activities; Social Work Activities without Accommodation	
	R	ARTS, ENTERTAINMENT AND RECREATION	
67.	R90	Creative, Arts and Entertainment Activities	
68.	R91/R92/R9 3	Libraries, Archives, Museums and Other Cultural Activities; Gambling and Betting Activities; Sports Activities and Amusement and Recreational Activities	
69.	S95/S96	REPAIR OF COMPUTERS AND PERSONAL AND HOUSEHOLD GOODS; OTHER PERSONAL SERVICE ACTIVITIES	

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

<u>2009 PSIC</u>	<u>Description</u>
K6411	Central Banking
O	Public Administration and Defense; Compulsory Social Security (e.g., DOLE, PNP, SSS, GSIS)
P85111	Public Pre-Primary/Pre-School Education
P85121	Public Pre-Primary Education for Children with Special Needs
P85211	Public Primary/Elementary Education
P85221	Public Primary/Elementary Education for Children with Special Needs
P85311	Public General Secondary Education
P85321	Public General Secondary Education for Children with Special Needs
P85331	Public Technical and Vocational Secondary Education
P85341	Public Technical and Vocational Secondary Education for Children with Special Needs
P85401	Public Higher Education
Q8611	Public Hospitals, Sanitaria and Other Similar Activities
Q8621	Public Medical, Dental and Other Health Activities
S94	Activities of Membership Organizations (e.g., ECOP, TUCP)
T	Activities of Households as Employers of Domestic Personnel; Undifferentiated Goods-and-Services-Producing Activities of Private Households for Own Use
U	Activities of Extra-Territorial Organizations and Bodies (e.g., ILO, UNDP)

2.5. Survey Design

The ISLE is a sample survey of establishments employing 20 persons or more.

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. It is further classified into one of the three employment size groups: (1) with 20 to 99 workers; (2) with 100 to 199 workers; and (3) with 200 and more workers.

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 (e.g., mining, construction, real estate development, transportation, communication, insurance), 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 2014 PSA Survey Sampling Frame (2014 SSF) is an integrated list of establishments culled from the updated 2012 BLES Survey Sampling Frame based on the status of establishments reported in the 2011/2012 BLES Integrated Survey (BITS) and the 2012 Occupational Wages Survey (OWS). Other sources were Lists of Establishments from the National Statistics Office (2012), DOLE Regional Office IV-B, and the BLES Job Displacement Monitoring System (JDMS).

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, for some industries the 3-digit classification, were further broken down at the 4, 5 or 6-digit levels. Geographical location was not considered in the stratification to allow for detailed industry groupings.

2.5.4. Estimation Procedures

Not all of the fielded questionnaires are retrieved. During data collection, there are reports of permanent closures, non-location, duplicate listing and shifts in industry and employment outside the survey coverage. Establishments that fall in these categories are not eligible elements of the frame and their count is not considered in the estimation. Non-respondents are made up of refusals, strikes or temporary closures, and those establishments whose questionnaires contain inconsistent item responses and have not replied to the verification queries by the time output table generation commences.

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

Estimates are obtained by simple expansion, i.e., by multiplying the sample values at the cell level (industry and employment size) by the corresponding blowing-up factor which is the ratio of the estimated population of establishments to the number of responding establishments. These estimates are then aggregated to the desired totals.

A 95% level of reliability for national survey estimates is desired. It is to be assessed through the CVs of population totals (employment, labor relations, occupational injuries) and population ratios (frequency/incidence/severity rates and average workdays lost due to occupational injuries).

TABLE 1 - Distribution of Establishment Population (N) and Sample Establishments (n) for 2013/2014 Integrated Survey on Labor and Employment (ISLE) by Industry Group and Employment Size, Philippines

2009 PSIC	Industry Group	Total		20 - 99		100 - 199		200 & over	
		N	n	N	n	N	n	N	n
	ALL INDUSTRIES	47,779	8,399	39,063	3,840	4,631	1,375	4,085	3,184
A01/A02	Crop and Animal Production, Hunting and Related Service Activities; Forestry and Logging	1,303	162	966	20	179	20	158	122
A03	Fishing and Aquaculture	255	93	197	41	25	19	33	33
B05/B06/B08	Mining of Coal and Lignite; Extraction of Crude Petroleum and Natural Gas; and Other Mining and Quarrying	135	90	116	71	11	11	8	8
B07	Mining of Metal Ores	127	90	73	36	18	18	36	36
B09	Mining Support Service	16	16	9	9	4	4	3	3
C10	Manufacture of Food Products	2,088	233	1,607	20	266	20	215	193
C11	Manufacture of Beverages	190	92	114	24	30	22	46	46
C12	Manufacture of Tobacco Products	26	26	7	7	6	6	13	13
C13	Manufacture of Textiles	248	93	186	43	47	35	15	15
C14	Manufacture of Wearing Apparel	836	125	588	20	129	20	119	85
C15	Manufacture of Leather and Related Products	196	92	159	55	18	18	19	19
C161	Sawmilling and Planing of Wood	48	48	47	47	0	0	1	1
C162	Manufacture of Products of Wood, Cork, Straw and Plaiting Materials	194	92	152	50	20	20	22	22
C17	Manufacture of Paper and Paper Products	257	94	187	41	50	33	20	20
C18	Printing and Reproduction of Recorded Media	418	101	383	74	24	16	11	11
C19	Manufacture of Coke and Refined Petroleum Products	18	18	12	12	2	2	4	4
C20	Manufacture of Chemicals and Chemical Products	459	102	366	46	60	23	33	33
C21	Manufacture of Basic Pharmaceutical Products and Pharmaceutical Preparation	113	90	68	45	20	20	25	25
C221	Manufacture of Rubber Products	104	90	85	71	10	10	9	9
C222	Manufacture of Plastic Products	531	106	380	28	96	23	55	55
C23	Manufacture of Other Non-Metallic Mineral Products	368	98	277	34	45	18	46	46
C24	Manufacture of Basic Metals	303	95	220	37	49	24	34	34
C25	Manufacture of Fabricated Metal Products except Machinery and Equipment	526	106	415	38	63	20	48	48
C26	Manufacture of Computer, Electronic and Optical Products	333	97	113	20	58	20	162	57
C27	Manufacture of Electrical Equipment	189	92	120	31	40	32	29	29
C28	Manufacture of Machinery and Equipment, n. e. c.	184	92	148	56	20	20	16	16
C29	Manufacture of Motor Vehicles, Trailers and Semi-trailers	164	90	98	28	23	19	43	43

TABLE 1 - Distribution of Establishment Population (N) and Sample Establishments (n) for 2013/2014 Integrated Survey on Labor and Employment (ISLE) by Industry Group and Employment Size, Philippines (cont'd)

2009 PSIC	Industry Group	Total		20 - 99		100 - 199		200 & over	
		N	n	N	n	N	n	N	n
C30 excl. C301	Manufacture of Other Transport Equipment except Building of Ships and Boats	47	47	29	29	6	6	12	12
C301	Building of Ships and Boats	20	20	11	11	1	1	8	8
C31	Manufacture of Furniture	377	98	313	54	46	26	18	18
C32/C33	Other Manufacturing; Repair and Installation of Machinery and Equipment	479	104	383	43	56	21	40	40
D35	Electricity, Gas, Steam and Air Conditioning Supply	522	106	308	20	110	20	104	66
E36	Water Collection, Treatment and Supply	330	97	268	50	44	29	18	18
E37/E38/E39	Sewerage; Waste Collection, Treatment and Disposal Activities; Materials Recovery; Remediation Activities and Other Waste Management Services	69	69	59	59	8	8	2	2
F41/F42/F43	Construction	1,427	173	1,029	20	239	20	159	133
G45	Wholesale and Retail Trade and Repair of Motor Vehicles and Motorcycles	1,030	140	914	82	86	28	30	30
G46	Wholesale Trade except of Motor Vehicles and Motorcycles	3,752	395	3,313	205	319	70	120	120
G47	Retail Trade except of Motor Vehicles and Motorcycles	6,478	669	5,748	269	404	74	326	326
H49 excl. H492	Land Transport and Transport via Pipelines except Transport via Buses	399	99	351	65	34	20	14	14
H492	Transport via Buses	250	93	162	28	49	26	39	39
H50	Water Transport	155	90	109	44	25	25	21	21
H51	Air Transport	30	30	21	21	4	4	5	5
H52	Warehousing and Support Activities for Transportation	667	114	523	37	87	20	57	57
H53	Postal and Courier Activities	73	73	44	44	13	13	16	16
I55/I56	Accommodation and Food Service Activities	6,829	704	6,476	530	253	74	100	100
J58	Publishing Activities	165	90	121	46	25	25	19	19
J59/J60	Motion Picture, Video and Television Programme Production, Sound Recording and Music Publishing Activities except Animated Films and Cartoons Production; Programming and Broadcasting Activities	239	93	212	66	14	14	13	13
J590*	Animated Films and Cartoons Production	4	4	2	2	2	2	0	0
J61	Telecommunications	298	95	246	49	24	18	28	28
J62/J63	Computer Programming, Consultancy and Related Activities; Information Service Activities	502	105	395	36	54	16	53	53
K64 excl. K6411	Financial Service Activities except Insurance, Pension Funding and Central Banking	1,781	205	1,551	74	122	23	108	108

* BLES code.

TABLE 1 - Distribution of Establishment Population (N) and Sample Establishments (n) for 2013/2014 Integrated Survey on Labor and Employment (ISLE) by Industry Group and Employment Size, Philippines (cont'd)

2009 PSIC	Industry Group	Total		20 - 99		100 - 199		200 & over	
		N	n	N	n	N	n	N	n
K65	Insurance, Reinsurance and Pension Funding except Compulsory Social Security	134	90	83	39	16	16	35	35
K66	Activities Auxiliary to Financial Service and Insurance Activities	146	90	109	53	13	13	24	24
L68	Real Estate Activities	848	126	740	63	65	20	43	43
M excl. M692 and M711	Professional, Scientific and Technical Activities except Accounting, Architectural and Engineering Activities	862	128	709	42	84	17	69	69
M692	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	86	86	67	67	8	8	11	11
M711	Architectural and Engineering Activities and Related Technical Consultancy	251	93	207	51	20	18	24	24
N77/N80/N81	Rental and Leasing Activities; Security and Investigation Activities; Services to Buildings and Landscape Activities	1,083	145	465	20	254	20	364	105
N78	Employment Activities	932	132	541	20	150	20	241	92
N79	Travel Agency, Tour Operation, Reservation Service and Related Activities	112	90	106	84	6	6	0	0
N82 excl. N8221 and N82226	Office Administrative, Office Support and Other Business Support Activities except Call Center Activities (Voice) and Medical Transcription Activities	199	92	143	38	23	21	33	33
N8221	Call Center Activities (Voice)	671	115	287	20	99	20	285	75
N82226	Medical Transcription Activities	31	31	24	24	3	3	4	4
P85	Education except Public Education	4,409	461	3,835	174	345	58	229	229
Q86	Human Health Activities except Public Health Activities	1,121	147	858	20	134	20	129	107
Q87/Q88	Residential Care Activities; Social Work Activities without Accommodation	115	90	105	80	5	5	5	5
R90	Creative, Arts and Entertainment Activities	25	25	24	24	0	0	1	1
R91/R92/R93	Libraries, Archives, Museums and Other Cultural Activities; Gambling and Betting Activities; Sports Activities and Amusement and Recreational Activities	448	102	362	41	46	21	40	40
S95/S96	Repair of Computers and Personal Household Goods; Other Personal Service Activities	754	120	717	92	22	13	15	15

2.7. Integrated Survey on Labor and Employment (ISLE) Questionnaire

The 2013/2014 ISLE questionnaire has been designed to capture key labor statistics from data provided by the establishments. It contains the following sections:

2.7.1. Cover Page (Page 1)

This contains the address box, contact particulars for assistance, spaces for changes in the name and the location of sample establishment, spaces for head office information in case the questionnaire is endorsed to it, and status codes of the establishment to be accomplished by PSA 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, coverage, reference periods, reference to concepts and definition of terms, due date for accomplishment, and expected date of availability of the 2013/2014 ISLE results.

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 and type of market
- unionism and membership, and existence and coverage of collective bargaining agreement/s

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

2.7.4. Part II: Employment (Pages 4-5)

This section requires data on total employment and its breakdown into working owners, unpaid workers and employees (managers/executives, supervisors/foremen, and rank and file: regular and non-regular workers). It also looks into the employment of specific groups of workers, number of workers hired through agencies/contractors and the types of process outsourced/contracted-out.

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

2.7.5. Part III: Occupational Shortages and Surpluses (Page 6)

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

The definition of terms used for this section is found on the same page of the items of inquiry (page 6).

2.7.6. Part IV: Training of Workers (Page 6)

This module inquires on whether or not the establishment provided job-related trainings to their employees, number of employees provided job-related trainings, annual training costs and training providers (e.g., local private training institution, government training institution, foreign training institution, in-house trainings or trainings provided by other establishments, etc.).

The definition of terms used for this section is found on the same page of the items of inquiry (page 6).

2.7.7. Part V: Productivity Improvement and Gainsharing Practices (Page 7)

This part inquires on productivity improvement program/s implemented in establishments; who developed the program and the objective of the program. It also inquires on productivity gainsharing schemes, availment of tax incentives under Productivity Incentives Act of 1990, assistance by any government agency in the development of the program, attendance in trainings conducted by RTWPB and type of assistance that should be provided by the government to encourage adoption of productivity improvement programs.

The definition of terms used for this section is found at the bottom of page 7.

2.7.8. Part VI: Occupational Safety and Health Practices (Pages 8-9)

This part inquires on the occupational safety and health activities/programs implemented in establishments. It covers activities conducted as part of preventive and control measures against work safety and health hazards; availment of safety and health-related trainings/seminars and conducting agencies; and designated health and safety personnel.

2.7.9 Part VII: Occupational Injuries and Diseases (Pages 10-13)

This part inquires on the incidence of occupational accidents, cases of occupational injuries and lost workdays by incapacity for work (fatal, permanent, temporary), cases without workdays lost, cases of occupational diseases, incidence of commuting accidents, workers injured and hours actually worked by all employed persons. It also inquires on the classifications (type, part of the body injured, cause, agent and occupation group) of the occupational injury cases.

The definitions of terms used for this section are found after the items of inquiry on type of cases of occupational injuries on page 10 and incorporated in the items of inquiry on cases of occupational diseases on page 13. The components and the descriptions of the classifications of an occupational injury are found after the items of inquiry of each classification on pages 10-12. The definitions of commuting accident and hours actually worked and the instructions on how to estimate total hours actually worked of all employed persons are found after each item of inquiry on page 13. An example on how to compute average employment for the year required in item 10 of the inquiry on hours actually worked is illustrated on page 13.

2.7.10 Part VIII: Labor Cost of Employees (Pages 14-15)

This section requires data on labor cost by component and sub-components, hours actually worked by all employees (including instructions on how to estimate) and the percent share of labor cost to total cost.

The definitions of terms used for this section are found at the right side of each page.

2.7.11 Part IX: Certification (Page 16)

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

Appropriate spaces are also provided to elicit comments on:

- data provided for the 2013/2014 Integrated Survey on Labor and Employment (ISLE)

- selected statistics from 2011/2012 BLES Integrated Survey (BITS) and 2002 and 2007 Labor Cost of Employees
- presentation/packaging of questionnaire particularly on the definition of terms, layout, font, color and suggestions for improvement.

2.7.12. Part X: Survey Personnel (Page 16)

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

2.7.13. Selected Statistics from 2011/2012 BLES Integrated Survey (Pages 17-20)

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

2.8. Periodicity and Reference Periods

The ISLE (formerly BITS) is conducted every two years with the inquiry on employment and occupational injuries and diseases as regular features of the survey. The section on industrial relations practices adopts a modular approach such that topics vary every survey round.

For this round, the reference periods are:

- Part I: General Information---June 30, 2014
- Part II: Employment---June 30, 2014
- Part III: Occupational Shortages and Surpluses
---January 2013 to June 2014
- Part IV: Training of Workers---Calendar Year 2013
- Part V: Productivity Improvement and Gainsharing Practices
---Calendar Year 2013
- Part VI: Occupational Safety and Health Practices
---Calendar Years 2012-2013
- Part VII: Occupational Injuries and Diseases
---Calendar Year 2013
- Part VIII: Labor Cost of Employees
---Calendar Year 2013

2.9. 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 and Supervisors/Reviewers detect and correct errors in the accomplished questionnaires.

2.9.1. General Instructions

- a. Use **red** ballpoint in the field editing of questionnaire (Enumerator/Supervisor).
- b. The Enumerator should **verify** with the establishment any reported data in the questionnaire that does not pass the verification checklist.
- c. 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 lined out entry.

- d. If during the questionnaire review by the Supervisor/Reviewer, **inconsistent** entries are still noted, these should be encircled and the questionnaire should be returned to the concerned Enumerator.
- 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 the item of inquiry is not applicable, entry should be "NAP".
- h. Where entries refer to unclassified categories i.e., Others (specify), description of the entry should be provided.
- i. 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 corner of each page of the attachment.
- j. If there are any **changes in the name (trade/patented) and address** of the sample establishment, the Enumerator should fill out the space/s right after the label as specified. **He/She should not write on the pre-addressed label.** If the questionnaire is to be accomplished by the **head office**, the Enumerator should likewise fill out the allocated spaces as specified.

If the 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.)*

- k. At the bottom of the cover page are codes (see section 3.5.6 of Chapter 3 pages 4-5) that will reflect the status of the questionnaire. The enumerator should accomplish only the portions applicable to them.

Below is an illustration of a questionnaire that has been properly accomplished for Part I.

Items of Inquiry		Guidelines
1. What is the main economic activity of your establishment?		
Main Economic Activity	Manufacture of motor vehicles	<i>Entry should clearly describe the main economic activity or business of the establishment based on which contributes the biggest share of income/revenues.</i>
Major Products/ Goods or Services	Assembling motor vehicles	<i>Entry should clearly describe products/goods produced or services provided. In case the establishment has several products/goods or services, the entries should be written in order of importance.</i>
2. Ownership	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Foreign <input type="checkbox"/> Joint Venture <input type="checkbox"/> Multinational	<i>There should be only one box checked.</i>
3. Type of market	<input type="checkbox"/> Domestic Market only <input type="checkbox"/> Both Domestic and Export <input checked="" type="checkbox"/> Export /International Market	<i>There should be an entry only if the establishment is engaged in either <u>agriculture, forestry and fishing (A), mining and quarrying (B) or manufacturing (C) industries.</u></i> <i>There should be only one box checked.</i>
4. With union	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>There should be only one box checked.</i>
4.1. If yes, please specify scope of bargaining unit.	<input type="checkbox"/> Supervisors only <input checked="" type="checkbox"/> Rank and File only <input type="checkbox"/> Rank and File including Supervisors	<i>There should be one or two boxes checked if "Yes" is checked in item 4.</i>
5. Number of unions	Supervisors only: ____ Rank and File only: 1 Rank and File including Supervisors: ____	<i>There should be entry here if "Yes" is checked in item 4.</i> <i>Entry must correspond to what is checked in item 4.1.</i>
6. Union membership	Supervisors only: ____ Rank and File only: 200 Rank and File including Supervisors: ____	<i>There should be entry here corresponding to what is checked in item 4.1.</i> <i>If "Supervisors only" is checked in item 4.1, union membership should not exceed number of supervisors/foremen reported in Part II item 1.4.2.</i> <i>If "Rank and File only" is checked in item 4.1, union membership should not exceed number of regular workers reported in Part II item 1.4.3.1.</i> <i>If "Rank and File including Supervisors" is checked in item 4.1, union membership should not exceed the sum of entries in Part II items 1.4.2 (supervisory/foremen) and 1.4.3.1 (regular workers).</i>

2.9.2.1. Part I: General Information (Page 3) cont'd

Items of Inquiry		Guidelines
6.1. Female members	Supervisors only: ____ Rank and File only: 90 Rank and File including Supervisors: ____	<i>There should be entry here corresponding to what is checked in item 4.1.</i> <i>Entry should not exceed number of female employees reported in item 6 and Part II item 1.3.1.</i> <i>If "Supervisors only" is checked in item 4.1, entry should not exceed the number of female supervisors reported in item 6 and Part II item 1.4.2.1.</i>
6.2. Union officers including members of the Board	Supervisors only: ____ Rank and File only: 6 Rank and File including Supervisors: ____	<i>There should be entry here corresponding to what is checked in item 4.1.</i> <i>Entries should not exceed entries in item 6.</i>
6.2.1. Female officers	Supervisors only: ____ Rank and File only: 1 Rank and File including Supervisors: ____	<i>There should be entry here corresponding to what is checked in item 4.1.</i> <i>Entries should not exceed entries in item 6.2.</i>
6.2.1.1. Female presidents	Supervisors only: ____ Rank and File only: 0 Rank and File including Supervisors: ____	<i>Entries should not exceed entries in item 5 and 6.2.1.</i>
7. With collective bargaining agreements	Supervisors only <input type="checkbox"/> Yes <input type="checkbox"/> No Rank and File only <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Rank and File including Supervisors <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>There should be entry here corresponding to what is checked in item 4.1.</i> <i>There should be only one box checked corresponding to the category checked in item 4.1.</i>

2.9.2.1. Part I: General Information (Page 3) cont'd

Items of Inquiry		Guidelines
8. Workers covered by CBAs including those paying agency fees	Supervisors only: ____ Rank and File only: 220 Rank and File including Supervisors: ____	<p><i>There must be entry here corresponding to what is checked in item 4.1.</i></p> <p><i>Entry here may exceed union membership reported in item 6.</i></p> <p><i>If "Supervisors only" is checked in item 4.1, workers coverage should not exceed the number of supervisors/ foremen reported in Part II item 1.4.2.</i></p> <p><i>If "Rank and File only" is checked in item 4.1, workers coverage should not exceed the number of regular workers reported in Part II item 1.4.3.1.</i></p> <p><i>If "Rank and File including Supervisors" is checked in item 4.1, workers coverage should not exceed the sum of entries in Part II items 1.4.2 (supervisors/ foremen) and 1.4.3.1 (regular workers).</i></p>
8.1. Female workers covered	Supervisors only: ____ Rank and File only: 90 Rank and File including Supervisors: ____	<p><i>Entry should not exceed female employees reported in Part II item 1.3.1.</i></p> <p><i>If "Supervisors only" is checked in item 4.1, the number of female workers covered should not exceed the number of female supervisors in Part II item 1.4.2.1.</i></p>

2.9.2.2. Part II: Employment (Pages 4-5)

Below is an illustration of a questionnaire that has been properly accomplished for Part II.

Items of Inquiry (1)	Number of Workers (2)	Guidelines
1. Total Employment <i>(sum of entries in items 1.1, 1.2 and 1.3)</i>	365	Entry should be the sum of entries in items 1.1, 1.2 and 1.3.
1.1. Working owners <i>(without regular pay)</i>	5	Entry should be less than entries in items 1 and 1.3.
1.2. Unpaid workers	0	Entry should be less than entries in items 1 and 1.3.
1.3. Employees <i>(sum of entries in items 1.4.1, 1.4.2 and 1.4.3)</i>	360	Entry should be equal to or less than entry in item 1. Entry should be the sum of entries in items 1.4.1, 1.4.2 and 1.4.3. Entry should be the sum of entries in items 2.4, 2.5.2 and 2.6.
1.3.1. Female Employees	77	Entry may be equal to or less than the entry in item 1.3. Entry may be equal to or less than the entry in item 2.2. Entry may be equal to or greater than the sum of entries in items 1.4.1.1 and 1.4.2.1.
1.4. Category of Employees		
1.4.1. Managers/Executives <i>(including working owners receiving regular pay and female managers/executives)</i>	10	Entry should be less than entry in item 1.3.
1.4.1.1. Female managers/executives	3	Entry may be equal to or less than entry in items 1.3.1 and 1.4.1.
1.4.2. Supervisors/Foremen <i>(including female supervisors)</i>	30	Entry should be less than entry in item 1.3.
1.4.2.1. Female supervisors	10	Entry may be equal to or less than entry in items 1.3.1 and 1.4.2.
1.4.3. Rank and file workers <i>(sum of entries in items 1.4.3.1 and 1.4.3.2)</i>	320	Entry should be less than entry in item 1.3. Entry should be the sum of entries in items 1.4.3.1 and 1.4.3.2.
1.4.3.1. Regular workers	270	Entry may be equal to or less than entry in item 1.4.3.
1.4.3.2. Non-regular workers <i>(as reported in item 2.7)</i>	50	Entry should be less than entry in item 1.4.3. This should be the same entry as that in item 2.7.
2. Employment of Specific Groups of Workers (As applicable, workers may be reported in several categories.)		
2.1. Young workers <i>(sum of entries in items 2.1.1 and 2.1.2)</i>	36	Entry should be the sum of entries in items 2.1.1 and 2.1.2. Entry may be equal to or less than entry in item 1.3.
2.1.1. 15-24 years old	13	Entry may be equal to or less than entry in items 1.3 and 2.1.
2.1.2. 25-30 years old	23	Entry may be equal to or less than entry in items 1.3 and 2.1.
2.2. Female workers	79	Entry may be equal to or greater than entry in item 1.3.1.
2.3. Workers paid the exact minimum wage	80	Entry may be equal to or less than entry in items 1.4.3 and 2.4.1.2. Note: Entry excludes workers who are receiving below or above the minimum wage.
2.4. Time-rated workers <i>(sum of entries in items 2.4.1 and 2.4.2)</i>	360	Entry should be the sum of entries in items 2.4.1 and 2.4.2.
2.4.1. Full-time workers <i>(sum of entries in items 2.4.1.1, 2.4.1.2 and 2.4.1.3)</i>	360	Entry may be equal to or less than entry in item 2.4. Entry should be the sum of entries in items 2.4.1.1 to 2.4.1.3.
2.4.1.1. Hourly	0	Entry should be less than entry in item 2.4.1.
2.4.1.2. Daily	95	Entry may be equal to or less than entry in item 2.4.1.

2.9.2.2. Part II: Employment (Pages 4-5) cont'd

Items of Inquiry (1)	Number of Workers (2)	Guidelines
		Note: Entry includes workers who are receiving wages monthly or bi-monthly but whose basis of payment is daily.
2.4.1.3. Monthly	265	Entry may be equal to or less than entry in item 2.4.1. Note: Entry excludes workers who are receiving wages monthly or bi-monthly but whose basis of payment is daily.
2.4.2. Part-time workers <i>(except consultants and those on retainer basis)</i>	0	Entry should be less than entry in item 2.4. Note: Entry excludes consultants and those on retainer basis.
2.5. Commission workers <i>(sum of entries in items 2.5.1, 2.5.2 and 2.5.3)</i>	20	Entry may be equal to or less than entry in item 1.3. Entry should be the sum of entries in items 2.5.1 to 2.5.3. Note: Establishments engaged in insurance, real estate selling and trade would normally have entry in this item.
2.5.1. With basic pay and commission	20	Entry may be equal to or less than entry in item 2.5.
2.5.2. Purely on commission with employer control and supervision	0	Entry may be equal to or less than entry in item 2.5.
2.5.3. Purely on commission without employer control	0	Entry may be equal to or less than entry in item 2.5.
2.6. Output-rated workers <i>(sum of entries in items 2.6.1, 2.6.2, 2.6.3 and 2.6.4)</i>	0	Entry should be the sum of entries in items 2.6.1 to 2.6.4.
2.6.1. Piece-rated workers	0	Entry should be equal to or less than entry in item 2.6.
2.6.2. Production standard (quota) workers	0	Entry should be equal to or less than entry in item 2.6.
2.6.3. "Pakyao" or "Takay" workers	0	Entry should be equal to or less than entry in item 2.6.
2.6.4. Task workers	0	Entry should be equal to or less than entry in item 2.6.
2.7. Non-regular workers <i>(sum of entries in items 2.7.1, 2.7.2, 2.7.3, 2.7.4 and 2.7.5; this should be the entry reported in item 1.4.3.2)</i>	50	Entry should be the sum of entries in items 2.7.1 to 2.7.5. Entry should be equal to the entry reported in item 1.4.3.2.
2.7.1. Probationary workers	10	Entry may be equal to or less than entry in item 2.7.
2.7.2. Casual workers	10	Entry may be equal to or less than entry in item 2.7.
2.7.3. Contractual/project-based workers <i>(except workers hired through agencies/contractors)</i>	20	Entry may be equal to or less than entry in item 2.7. Note: Entry excludes workers hired through contractors.
2.7.4. Seasonal workers	5	Entry may be equal to or less than entry in item 2.7.
2.7.5. Apprentices/Learners	5	Entry may be equal to or less than entry in item 2.7.

2.9.2.2. Part II: Employment (Pages 4-5) cont'd

Items of Inquiry (1)	Number of Workers (2)	Guidelines
2.8. Workers who work on evening/graveyard shifts <i>(workers hired through agencies/contractors are excluded)</i>		
Shift Schedules (e.g., 3:00 P.M. - 11:00 P.M.; 10:00 P.M. - 6:00 A.M.) (1)	Number of Workers per Shift (2)	
Total	55	Total number of workers working on evening/graveyard shifts should be equal to the sum of details. Total number of workers working on evening/graveyard shifts should be less than entry in item 1.3.
4:00 P.M. – 12:00 A.M.	20	Entry may be equal to or less than total number of workers working on evening/graveyard shifts.
10:00 P.M. – 6:00 A.M.	20	Entry may be equal to or less than total number of workers working on evening/graveyard shifts.
2:00 A.M. – 10:00 A.M.	15	Entry may be equal to or less than total number of workers working on evening/graveyard shifts.
3. Outsourcing/Contracting-out <i>(Please check as applicable)</i>		
3.1 <input checked="" type="checkbox"/> Job, work or service done WITHIN the premises of the establishment		There may or may not be a check mark in the box. There should be a check mark in the box if there is an entry in item 3.1.1 and vice versa.
Type of Process Outsourced/Contracted-out (1)	Number of Workers Hired through Agencies/Contractors (2)	
3.1.1. Total <i>(sum of items 3.1.1.1 to 3.1.1.21)</i>	45	There may or may not be a check mark in the box. Entry should be the sum of entries in items 3.1.1.1 to 3.1.1.21. Note: Total workers reported in this item is not part of entry in item 1 (Total Employment).
3.1.1.1. <input checked="" type="checkbox"/> Security services	8	There may or may not be a check mark in the box. Number of workers should be specified if there is a check mark in the box and vice versa. Number of workers may be equal to or less than entry in item 3.1.1.
3.1.1.2. <input checked="" type="checkbox"/> Janitorial	10	- do -
3.1.1.3. <input checked="" type="checkbox"/> General administrative	4	- do -
3.1.1.4. <input type="checkbox"/> Marketing/Sales	0	- do -
3.1.1.5. <input type="checkbox"/> Packaging	0	- do -

Items of Inquiry (1)	Number of Workers (2)	Guidelines
3.1.1.6. <input checked="" type="checkbox"/> Production/Assembly (Please specify activity/process.) <u>Canning</u>	15	There may or may not be a check mark in the box. Number of workers and specific activity/process contracted-out should be indicated if there is a check mark in the box and vice versa. Number of workers may be equal to or less than entry in item 3.1.1.
3.1.1.7. <input type="checkbox"/> Research and development	0	There may or may not be a check mark in the box. Number of workers should be specified if there is a check mark in the box and vice versa. Number of workers may be equal to or less than entry in item 3.1.1.
3.1.1.8. <input type="checkbox"/> IT services	0	- do -
3.1.1.9. <input type="checkbox"/> Food service/Catering	0	- do -
3.1.1.10. <input type="checkbox"/> Logistics/Transport	8	- do -
3.1.1.11. <input type="checkbox"/> Repair/Maintenance/ Construction	0	- do -
3.1.1.12. <input type="checkbox"/> Warehousing	0	- do -
3.1.1.13. <input type="checkbox"/> Medical and health services	0	- do -
3.1.1.14. <input type="checkbox"/> Cashier	0	- do -
3.1.1.15. <input type="checkbox"/> Messengerial	0	- do -
3.1.1.16. <input type="checkbox"/> Billing/Payment	0	- do -
3.1.1.17. <input type="checkbox"/> Human resource	0	- do -
3.1.1.18. <input type="checkbox"/> Data processing/Encoding	0	- do -
3.1.1.19. <input type="checkbox"/> Finance/Accounting	0	- do -
3.1.1.20. <input type="checkbox"/> Learning/Training	0	- do -
3.1.1.21. <input type="checkbox"/> Others (Please specify.) _____ _____	0	If "Others" is checked, process outsourced/contracted out should be specified with corresponding Number of workers.

2.9.2.2. Part II: Employment (Pages 4-5) cont'd

Items of Inquiry (1)	Guidelines
3.2. <input checked="" type="checkbox"/> Job, work or service done OUTSIDE the premises of the establishment	There may or may not be a check mark in the box. There should be a check mark if there is any entry in items 3.2.1 to 3.2.14 and vice versa.
Type of Process Outsourced/Contracted-out (Please check as applicable)	<p>There may or may not be a check mark in the box.</p> <p>There should be a check mark in at least one box if item 3.2 is checked.</p> <p>If "Production/Assembly" is checked, specific activity/process should be specified.</p> <p>If "Others" is checked, process outsourced/contracted-out should be specified.</p> <p>Note: In case similar jobs are present in items 3.1. and 3.2., validate with the respondent the proper job category to avoid duplication of entries.</p>
3.2.1. <input type="checkbox"/> Production/Assembly (Please specify activity/process) _____	
3.2.2. <input type="checkbox"/> Finance/Accounting	
3.2.3. <input type="checkbox"/> Data processing/Encoding	
3.2.4. <input type="checkbox"/> Human resource (HR)/ Recruitment	
3.2.5. <input type="checkbox"/> Learning/Training	
3.2.6. <input checked="" type="checkbox"/> Billing/Payment	
3.2.7. <input type="checkbox"/> Transport services	
3.2.8. <input type="checkbox"/> Courier services	
3.2.9. <input type="checkbox"/> Packaging/Crating	
3.2.10. <input type="checkbox"/> Research and development	
3.2.11 <input type="checkbox"/> Marketing/Sales	
3.2.12 <input type="checkbox"/> Medical and health services	
3.2.13 <input type="checkbox"/> Messengerial	
3.2.14 <input type="checkbox"/> Others (Please specify.) _____ _____	

2.9.2.3. Part III: Occupational Shortages and Surpluses (Page 6)

Below is an illustration of a questionnaire that has been properly accomplished for Part III.

Items of Inquiry	Guidelines
1. Were there job vacancies in your establishment from January 2013 to June 2014?	There should be only one box checked. If "Yes" is checked, the total number of job vacancies should be specified. The entry should be equal to the sum of entries in item 2. (Column 5)
2. What were the job vacancies in your establishment during the reference period?	
Column 1 – 2002 PSOC Code	There must be no entry.
Column 2 – Job Title/Occupation	Complete occupation title should be specified.

2.9.2.3. Part III: Occupational Shortages and Surpluses (Page 6) cont'd

Items of Inquiry	Guidelines
Column 3 – Status	Entry should be only the code for Status (Column 3).
Column 4 – Category	Entry should be only the code for Category (Column 4).
Column 5 – Number of Vacancies	In case a job/occupation has been vacant for several times during the reference period, it should be counted only once. Information for the most recent vacancy should be reflected.
Column 6 – Number of Applicants	Entry should be the total number of applicants for each job title/occupation listed in Column 2. If the actual count of applicants cannot be provided, an estimate can be accepted.
Column 7 – Length of Recruitment Period (in months)	Specify the number of months spent in filling up a job title/occupation.
Column 8 – Specialization/Specific Skills	Indicate the specialization/specific skills needed to fill up a job title/occupation. If not applicable, "NAP" should be indicated.
Column 9 – Reason (ONLY for Hard-to- Fill Vacancies)	Entry should be only the code for Main Reason (Column 9) why job/occupation is hard to fill.

1. Were there job vacancies in your establishment from January 2013 to June 2014? *(Please check appropriate box.)*
 Yes, please specify total number of job vacancies 4 **No, go to Part IV**

Job vacancies - refer to unfilled job openings, which are immediately available for placement and for which active recruitment steps are being undertaken anytime during the reference period.
Hard-to-fill vacancies - refer to those job vacancies for which an establishment has encountered difficulties in recruitment, for reasons stated in the codes for column (9) below. Otherwise, they are considered *easy-to-fill vacancies*.

2. What were the job vacancies in your establishment during the reference period? *(Please enumerate job title/occupation and provide corresponding details for each column in the table below. Use separate sheet following the same format, if necessary.)*

2002 PSOC Code (Do not fill)	Job Title/Occupation	Status (Use Code)	Category (Use Code)	Number of Vacancies	Number of Applicants	Length of Recruitment Period (in months)	If applicable, indicate specialization/ specific skills (e.g., welder-with experience in Gas Metal Arc Welding (GMAW); nurse – with ER experience)	Reason (ONLY for Hard-to-Fill Vacancies) (Use Code)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	NURSE	1	1	1	10	1	with ER experience	5
	AIRCRAFT MECHANIC	1	1	2	4	3		4
	DATA ENCODER	1	2	1	10	1	knowledgeable in MS Access applicaton	

2.9.2.4. Part IV: Training of Workers (Page 6)

Below is an illustration of a questionnaire that has been properly accomplished for Part IV.

Items of Inquiry	Guidelines
1. Did your establishment provide job-related training/s to your employees in 2013?	There should be only one box checked. If "Yes" is checked, there should be entries in item 2.
2. How many employees were provided job-related training/s during the reference period?	
Column 1 - Training Provider	There may or may not be a check mark in the box. If "Yes" is checked in item 1, there should be at least one box checked.

2.9.2.4. Part IV: Training of Workers (Page 6) cont'd

Items of Inquiry	Guidelines
TOTAL	
Column 2- No. <i>(sum of entries in cols. 4, 6, and 8)</i>	Specify the total number of employees provided job-related training/s. Entry should be equal to the sum of entries in columns 4, 6, and 8.
Column 3 – Cost (₱) <i>(sum of entries in cols. 5, 7, and 9)</i>	Specify the total training cost in pesos. Entry should be equal to the sum of entries in columns 5, 7, and 9.
Managers/Executives	
Column 4 - No.	Specify the number of managers/executives provided job-related training/s. Entry should be less than or equal to entry in col. 2.
Column 5 – Cost (₱)	Specify the training cost corresponding to the number of managers/executives provided training/s (in pesos).
Supervisors/Foremen	
Column 6 - No.	Specify the number of supervisors/foremen provided job-related training/s. Entry should be less than or equal to entry in col. 2.
Column 7 – Cost (₱)	Specify the training cost corresponding to the number of supervisors/foremen provided training/s (in pesos).
Rank and File Workers	
Column 8 - No.	Specify the number of rank and file workers provided job-related training/s. Entry should be less than or equal to entry in col. 2.
Column 9 – Cost (₱)	Specify the training cost corresponding to the number of rank and file workers provided training/s (in pesos).

1. Did your establishment provide job-related training/s to your employees in 2013?

Yes No, *go to Part V*

2. How many employees were provided job-related training/s during the reference period? *(Please fill-out the table below. Specify corresponding training provider/s and training cost in pesos. Use separate sheet if necessary.)*

Training Provider (1)	TOTAL		Managers/ Executives		Supervisors/ Foremen		Rank and File Workers	
	No. <i>(sum of entries in cols. 4, 6, and 8)</i>	Cost (₱) <i>(sum of entries in cols. 5, 7, and 9)</i>	No.	Cost (₱)	No.	Cost (₱)	No.	Cost (₱)
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<input checked="" type="checkbox"/> Local private training institution	9	29,000	2	15,000			7	14,000
<input checked="" type="checkbox"/> Government training institution	5	25,000			5	25,000		
<input type="checkbox"/> Your establishment (In-house)								
<input type="checkbox"/> Foreign training institution								
<input type="checkbox"/> Others <i>(Please specify.)</i>								

Below is an illustration of a questionnaire that has been properly accomplished for Part V.

1. What productivity improvement program/s are being implemented in your establishment and who developed these programs? (Please check the applicable programs and indicate who developed them using the codes below.)

Program	Developed by (Use Code)	Program	Developed by (Use Code)
<input checked="" type="checkbox"/> 5S (Good Housekeeping)	2	<input checked="" type="checkbox"/> Six Sigma	6
<input type="checkbox"/> Client Satisfaction Measurement (CSM)		<input type="checkbox"/> Just in Time	
<input checked="" type="checkbox"/> Total Quality Management (TQM)	2	<input checked="" type="checkbox"/> Continuous Process Improvement	4
<input type="checkbox"/> Lean Manufacturing/Lean Production		<input type="checkbox"/> None, go to item 5	
<input checked="" type="checkbox"/> Suggestion/Feedback Scheme	3	<input type="checkbox"/> Others (Please specify.) _____	

- Guidelines:**
- Multiple boxes checked are acceptable with at most three (3) codes indicated in "Developed by".
 - If "None" is checked, there must be no entry in any of the boxes from items 2-4.
 - If there are productivity improvement programs other than those enumerated, these programs should be specified under "Others".
 - If code 7 or "Others" is answered in "Developed by", it should indicate developer other than those enumerated.

2. What are the objective/s of your productivity improvement programs and to what extent were the objective/s met? (Please check as applicable.)

	100%	99%-50%	below 50%		100%	99%-50%	below 50%
<input type="checkbox"/> Shorten process cycle time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Increase: (Please specify.)			
<input checked="" type="checkbox"/> Reduce: (Please specify.)				<input type="checkbox"/> profit or sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> work accidents/injuries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> volume of production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> wastage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Improve product quality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> customer complaints	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Others (Please specify.) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> personnel downtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> machine downtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input checked="" type="checkbox"/> rework	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

- Guidelines:**
- There should be no entry here if "None" is checked in item 1.
 - Multiple boxes checked are acceptable.
 - If objective/s is/are checked, there should be a check on the corresponding percentage equivalent to the extent the objective/s was met.
 - If "Reduce" and/or "Increase" are checked, there should be a check on its sub-categories.
 - If there are objectives other than those enumerated, these should be specified under "Others". There should be a check on the corresponding percentage equivalent to the extent the objective/s was met.

3. Does the productivity improvement program include a productivity gainsharing scheme?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No, go to item 5
If yes, what kind of productivity gainsharing scheme/s is/are being implemented? (Please check as applicable.)	
<input type="checkbox"/> Scanlon Plan	<input checked="" type="checkbox"/> Improshare Plan
<input checked="" type="checkbox"/> Rucker Plan	<input type="checkbox"/> Tonnage Plan
<input type="checkbox"/> Kaiser Plan	<input checked="" type="checkbox"/> Performance Bonus
<input type="checkbox"/> Others (Please specify.) _____	

- Guidelines:**
- There should be no entry here if "None" is checked in item 1.
 - If "Yes" is checked, there should be an entry/ies in the kind of productivity gainsharing scheme.
 - Multiple boxes checked on productivity gainsharing scheme are acceptable.
 - If there are productivity gainsharing schemes other than those enumerated, these schemes should be specified under "Others".

2.9.2.5. Part V: Productivity Improvement and Gainsharing Practices (Page 7) cont'd.

4. Have you availed of tax incentives related to your productivity improvement program as provided under RA 6971 or known as the Productivity Incentives Act of 1990? Yes No

Guidelines: 1. There should be no entry here if "None" is checked in item 1 or "No" is checked in item 3.

5. Have you been assisted by any government agency in the development and implementation of your productivity improvement program? Yes (Please check as applicable.) No

<input checked="" type="checkbox"/> Regional Tripartite Wages and Productivity Board (RTWPB)	<input checked="" type="checkbox"/> Department of Trade and Industry
<input checked="" type="checkbox"/> Department of Labor and Employment	<input type="checkbox"/> Department of Science and Technology
<input type="checkbox"/> Development Academy of the Philippines	<input checked="" type="checkbox"/> Others (Please specify.) <u>Department of Agriculture</u>

Guidelines: 1. If "Yes" is checked, there should be an entry in the corresponding government agency/ies selected.
 2. If "No" is checked, there should be no entry in any of the boxes here.
 3. If assisted by government agencies other than those enumerated, these should be specified under "Others".

6. Have you attended any of the training programs conducted by RTWPBs? Yes (Please check as applicable.) No

<input checked="" type="checkbox"/> ISTIV-Plus	<input checked="" type="checkbox"/> ISTIV-PAP	<input type="checkbox"/> Service Quality	<input type="checkbox"/> Others (Please specify.)
<input type="checkbox"/> ISTIV-Bayanihan	<input checked="" type="checkbox"/> 5S (Good Housekeeping)	<input checked="" type="checkbox"/> Green Productivity	_____

Guidelines: 1. If "Yes" is checked, there should be an entry in the corresponding training program/s.
 2. If "No" is checked, there should be no entry in any of the boxes here.
 3. If training programs other than those enumerated were attended, these training programs should be specified under "Others".

7. What forms of assistance should government provide to encourage more establishments to adopt productivity improvement programs? (Please check as applicable.)

<input checked="" type="checkbox"/> Training	<input type="checkbox"/> Information materials	<input type="checkbox"/> Others (Please specify.)
<input checked="" type="checkbox"/> Consulting	<input type="checkbox"/> None	_____

Guidelines: 1. Multiple boxes checked are acceptable.
 2. If "None" is checked, there should be no entry in any of the boxes here.
 3. If there are forms of assistance other than those enumerated, these assistance should be specified under "Others".

2.9.2.6. Part VI: Occupational Safety and Health Practices (Pages 8-9)

Below is an illustration of a questionnaire that has been properly accomplished for Part VI.

1. What activities were conducted or practiced in the company as part of your prevention and control measures against work safety and health hazards? (Please check box applicable for each measure/activity)

Code (1)	Prevention and Control Measures/Activities (2)	2012			2013		
		Yes (3)	Not Yet (In Planning Stage) (4)	Not Needed/ Not Applicable (5)	Yes (6)	Not Yet (In Planning Stage) (7)	Not Needed/ Not Applicable (8)
01	Organized safety and health committee	✓			✓		
02	Appointed safety/health officers and/or first aiders	✓			✓		
03	Posting of safety signages or warnings	✓			✓		
04	Workers' orientation on safety and health hazards at work	✓			✓		
05	Installation of machine guards on moving parts/equipments	✓			✓		
06	Emergency response preparedness activities for earthquake, fire, chemical spills, etc.	✓			✓		
07	Regular monitoring of hazards such as chemicals, noise and heat in work areas	✓			✓		
08	Dissemination of info materials on safety and health	✓			✓		
09	Submission of required reports on illnesses/injuries to DOLE	✓			✓		
10	Trainings on safety and health for officers and workers	✓			✓		
11	HIV and AIDS Education in the workplace	✓			✓		
12	Regular inspection and maintenance of equipment		✓		✓		
13	Advocacy, education and training on drug-free workplace		✓		✓		
14	Provision of work accommodation measures to support workers with tuberculosis (e.g., flexible leave/work schedule)		✓		✓		
15	Smoke-free workplace		✓		✓		
16	Periodic/annual medical exam of workers		✓		✓		
17	Hepatitis B Education in the workplace		✓		✓		
18	Practice proper handling of chemicals/hazardous materials (appropriate labels, handling and storage)		✓		✓		
19	Use of safety manuals, labels or maintenance procedures		✓		✓		
20	Use of Safety Data Sheet for chemicals		✓		✓		
21	Perform corrective action programs and audits			✓			✓
22	Maintenance of mechanical and electrical facilities		✓		✓		
23	Provision of appropriate personal protective equipment (PPE) such as hard hat, safety shoes, safety goggles, gloves, etc.			✓			✓
24	Adoption of DOTS (Directly Observed Treatment Short Course) in management or referral of workers with tuberculosis	✓			✓		
25	Random drug testing of officers and employees			✓			✓
26	Others (Please specify.) _____						

- Guidelines:**
1. There should be only one check for each prevention and control measure/activity for each year.
 2. If there are prevention and control measures/activities other than those enumerated, these should be specified under "Others".

2.9.2.6. Part VI: Occupational Safety and Health Practices (Page 8-9) cont'd.

2. Which of the following Occupational Safety and Health policies and programs are implemented in your establishment? (Please check box applicable for each policy/program)

Code (1)	Occupational Safety and Health Policies/Programs (2)	2012			2013		
		Yes (3)	Not Yet (In Planning Stage) (4)	Not Needed/ Not Applicable (5)	Yes (6)	Not Yet (In Planning Stage) (7)	Not Needed/ Not Applicable (8)
01	Hearing Conservation Program	✓			✓		
02	Monitoring/Surveillance of Occupational and Work-Related Injuries and Illnesses	✓			✓		
03	Healthy Lifestyle Program such as smoking cessation, regular physical exercise, good nutrition and stress management	✓			✓		
04	DOLE Approved Construction Safety and Health Program	✓			✓		
05	Policy on Non-discrimination of Workers who have/had PTB	✓			✓		
06	Policy on Non-discrimination of Workers confirmed/suspected/perceived to have HIV infection	✓			✓		
07	Policy on Non-discrimination of Workers confirmed/suspected/perceived to have Hepatitis B infection	✓			✓		
08	Accident Prevention Program	✓			✓		
09	Emergency Response Preparedness Program	✓			✓		
10	Tuberculosis Prevention and Control Program	✓			✓		
11	Accident Investigation Program	✓			✓		
12	HIV and AIDS Prevention and Control Policy and Program		✓			✓	
13	Indoor Air Quality Program		✓			✓	
14	Drug-Free Workplace Policy and Program		✓			✓	
15	Employee Assistance Program related to substance abuse, to include treatment, rehabilitation and referral services		✓			✓	
16	Hepatitis B Prevention and Control Policy and Program		✓			✓	
17	Ergonomics Program		✓			✓	
18	Anti-Sexual Harassment Policy		✓			✓	
19	Chemical Safety Program such as provision of Globally Harmonized System (GHS) labels and safety data sheet		✓			✓	
20	Others (Please specify.) _____						

- Guidelines:**
1. There should be only one check for each occupational safety and health policies/ programs for each year.
 2. If there are occupational safety and health policies/programs other than those enumerated these should be specified under "Others".

2.9.2.6. Part VI: Occupational Safety and Health Practices (Page 8-9) cont'd.

3. What work safety and health-related trainings/seminars were availed by your employees and which agency/organization conducted it? (Please check as applicable and indicate **at most 3** training agencies/organizations using the code below.)

Code (1)		Trainings/Seminars (2)	Training Agency/Organization (Use Code)		
			(3)	(4)	(5)
01	<input checked="" type="checkbox"/>	40-Hour Basic Occupational Safety and Health Training	1		
02	<input type="checkbox"/>	40-Hour Construction Safety Training			
03	<input type="checkbox"/>	1-day Occupational Safety and Health Orientation			
04	<input checked="" type="checkbox"/>	HIV and AIDS Prevention and Control in the Workplace	1	7	8
05	<input type="checkbox"/>	Safe Work Procedures/Lock Out Tag Out Training			
06	<input checked="" type="checkbox"/>	Drug-Free Workplace Training	4	5	7
07	<input type="checkbox"/>	Tuberculosis Prevention and Control in the Workplace			
08	<input checked="" type="checkbox"/>	Smoke-Free Workplace/Tobacco Control in the Workplace	1	4	3
09	<input checked="" type="checkbox"/>	Hepatitis B Prevention and Control in the Workplace	5	8	7
10	<input type="checkbox"/>	Stress Management			
11	<input type="checkbox"/>	Prevention and Control of Lifestyle-Related Disease/Healthy Lifestyle			
12	<input checked="" type="checkbox"/>	Fire Safety Training	2	3	
13	<input type="checkbox"/>	Industrial Hygiene (ventilation, work environment measurement, etc.)			
14	<input type="checkbox"/>	Chemical Safety Training			
15	<input type="checkbox"/>	Ergonomics Training			
16	<input checked="" type="checkbox"/>	Emergency Preparedness	4		
17	<input type="checkbox"/>	Safety Audit/Accident Investigation			
18	<input type="checkbox"/>	OSH Management System			
19	<input type="checkbox"/>	Family Planning and Reproductive Health			
20	<input type="checkbox"/>	Others (Please specify.) _____			

Code for training agency/organization (Col. 3)
 1 – Occupational Safety and Health Center (OSHC)/OSHNet
 2 – Bureau of Fire Protection (BFP)
 3 – Professional Organizations (ASPPPI, OHNAP, PCOM, etc.)
 4 – DOLE Accredited Safety Training Organizations (SOPI, etc.)
 5 – Employer's Organizations (ECOP, PMAP, PCCI, etc.)
 6 – Workers' Groups (TUCP, FFW, APL, etc.)
 7 – Academe/Universities
 8 – Own Company
 9 – Others (Please specify.) _____

- Guidelines:**
1. Only trainings/seminars actually availed by employees of the establishment during Calendar Years 2012 and 2013 should be checked and have a corresponding numeric code for "Training Agency/Organization".
 2. Multiple responses for "Training Agency/Organization" are acceptable.
 3. If there are trainings/seminars other than those enumerated, these trainings/seminars should be specified under "Others".
 4. If Code 9 or "Others" is answered in "Training Agency/Organization", it should indicate the training agency/organization other than those enumerated.

4. Who is/are the designated health and safety personnel(s) in your establishment? (Please check as applicable.)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Trained First-Aider | <input checked="" type="checkbox"/> Safety Officer |
| <input type="checkbox"/> Occupational Health Registered Nurse | Is your safety officer accredited by DOLE? |
| <input checked="" type="checkbox"/> Occupational Health Physician | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Dentist | <input type="checkbox"/> Others (Please specify.) _____ |
| <input type="checkbox"/> Industrial Hygienist | |

- Guidelines:**
1. Multiple boxes checked are acceptable.
 2. If "Safety Officer" is checked, it should specify whether safety officer is accredited by DOLE or not.
 3. If there are designated health and safety personnel(s) other than those enumerated, these personnel should be specified under "Others".

2.9.2.7. Part VII: Occupational Injuries and Diseases (Pages 10-13)

Below is an illustration of a questionnaire that has been properly accomplished for Part VII.

<p>1. Did your establishment experience any occupational accidents during the year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, go to item 8 If answer is YES, indicate in items 3-7, as applicable, the number of cases of occupational injuries.</p>	<p>2. How many occupational accidents were there? <u>5</u></p>
---	--

- Guidelines:**
1. There should be only one box checked in item 1.
 2. If "Yes" is checked in item 1, there should be an entry in item 2 other than "0".
Entry may be equal to or less than the sum of injury cases in item 3 (cols. 2, 3, 5 and 7).

Type of Injury (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity		Temporary Incapacity		Cases Without Workdays Lost (7)
		Cases (3)	Workdays Lost (4)	Cases (5)	Workdays Lost (6)	
3. Total (sum of corresponding entries in cols. 2 to 7)	1	1	200	2	50	3
3.1. Superficial injuries and open wounds						3
3.2. Fractures						
3.3. Dislocations, sprains and strains				2	50	
3.4. Traumatic amputations		1	200			
3.5. Concussions and internal injuries	1					
3.6. Burns, corrosions, scalds and frostbites						
3.7. Acute poisonings and infections						
3.8. Foreign body in the eye						
3.9. Others (Please specify.)						

- Guidelines:**
1. Item 3 should be accomplished if there are occupational accidents reported in item 2.
 2. Column details should add up to respective totals.
 3. If there are permanent or temporary incapacity cases, there should be corresponding workdays lost and vice-versa.
 4. **To check for acceptability of entries for workdays lost for permanent or temporary incapacity cases:**
 - divide the number of workdays lost by the corresponding number of cases; computed workdays lost should not exceed 313.

2.9.2.7. Part VII: Occupational Injuries and Diseases (Pages 10-13) cont'd

Part of the Body Injured (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
4. Total (sum of corresponding entries in cols. 2 to 5; these should be the same as corresponding totals reported in cols. 2, 3, 5 and 7 of item 3)	1	1	2	3
4.1. Head				
4.2. Neck				
4.3. Back				
4.4. Trunk or internal organs				
4.5. Arm and shoulder		1	1	
4.6. Wrist and hand				3
4.7. Lower extremities			1	
4.8. Whole body or multiple sites equally injured	1			
Cause of Injury (See description of classifications below)				
5. Total (as reported in item 4)	1	1	2	3
5.1. Falls of persons	1			
5.2. Struck by falling objects				3
5.3. Stepping on, striking against or struck by objects, excluding falling objects				
5.4. Caught in or between objects		1		
5.5. Over-exertion or strenuous movements			2	
5.6. Exposure to or contact with extreme temperatures				
5.7. Exposure to or contact with electric current				
5.8. Exposure to or contact with harmful substances or radiations				
5.9. Others (Please specify.)				

- Guidelines:**
1. Items 4 and 5 should be accomplished if there are occupational accidents reported in item 2.
 2. Column details should add up to respective totals.
 3. Totals of cols. 2, 3, 4 and 5 should be the same as the totals of cols. 2, 3, 5 and 7 of item 3, respectively.

2.9.2.7. Part VII: Occupational Injuries and Diseases (Pages 10-13) cont'd

Agent of Injury (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
6. Total (as reported in item 5)	1	1	2	3
6.1. Buildings, structures	1			
6.2. Prime movers				
6.3. Distribution systems				
6.4. Hand tools				
6.5. Machines, equipment			2	
6.6. Conveying/Transport/Packaging equipment or vehicles		1		
6.7. Materials, objects				3
6.8. Chemical substances				
6.9. Human, animals, plants, etc.				
6.10. Others (Please specify.) _____				
Major Occupation Group (See description of classifications below)				
7. Total (as reported in item 6)	1	1	2	3
7.1. Corporate executives, managers, managing proprietors and supervisors				
7.2. Professionals				
7.3. Technicians and associate professionals				
7.4. Clerks				
7.5. Service workers and shop and market sales workers				
7.6. Farmers, forestry workers and fishermen				
7.7. Craft and related trades workers			2	
7.8. Plant and machine operators and assemblers		1		
7.9. Laborers and unskilled workers	1			3

- Guidelines:**
1. Items 6 and 7 should be accomplished if there are occupational accidents reported in item 2.
 2. Column details should add up to respective totals.
 3. Totals of cols. 2, 3, 4 and 5 should be the same as the totals of cols. 2, 3, 5 and 7 of item 3, respectively.

2.9.2.7. Part VII: Occupational Injuries and Diseases (Pages 10-13) cont'd

8. Occupational Diseases (1)	Occupational disease – an abnormal condition or disorder other than one resulting from an occupational injury caused by <u>exposure over a period of time</u> to risk factors associated with work activity such as contact with certain chemicals, inhaling coal dust, carrying out repetitive movements. This refers to a <u>new case</u> recognized, diagnosed and recorded during the year.	Cases (2)
8.1. Occupational dermatitis (includes skin conditions due to chemical agents which are skin irritants and sensitizers)		2
8.2. Occupational asthma (due to exposure to allergenic particles in the working environment)		
8.3. Acute poisonings (due to exposure to toxic chemical substances)		
8.4. Heat stroke, cramps, exhaustion (due to exposure to excessive heat)		3
8.5. Chilblain, frostbite, freezing (due to exposure to excessive cold)		
8.6. Deafness (loss of or decreased hearing due to excessive exposure to noise)		
8.7. Tuberculosis (infections due to mycobacterium tuberculosis)		
8.8. Other Infections (due to exposure to biologic hazards/agents, e.g., anthrax, brucellosis, leptospirosis, tetanus, ornithosis, rabies, viral encephalitis, viral hemorrhagic fevers, hepatitis A, B, C, D, HIV, mycoses, protozoal and parasitic diseases)		
8.9. Cataract (due to exposure to glare of or rays from molten glass or red hot metal)		
8.10. Cardio-vascular diseases (cardiac injury or acute attack precipitated by unusual strains of work)		
8.11. Essential hypertension (primary hypertension that causes impairment of function of kidneys, ears, eyes and brain resulting in permanent disability)		
8.12. Peptic ulcer (due to prolonged emotional or physical stress at work)		4
8.13. Work-related musculoskeletal disorders (caused or made worst by work such as exposure to forceful exertions, highly repetitive motions, awkward body postures, vibrations, etc.)		
8.13.1. Carpal tunnel syndrome (tingling, numbness or pain in wrist and hand from compression of the median nerve at the wrist area due to repetitive or forceful hand movement)		
8.13.2. Shoulder tendinitis (Inflammation of the tendon affecting the shoulder joint due to use, overuse and pressure)		
8.13.3. Neck-shoulder pain (affecting the bones, joints, connective tissue, muscles and nerves of the cervical area)		
8.13.4. Back pain (affecting the bones, joints, connective tissues, muscles and nerves at the lumbar or sacral regions but not due to trauma)		3
8.13.5. Other work-related musculoskeletal disorders (Please specify.) _____		
8.14. Others (Please specify.)		
8.14.1. cancer of the lungs		5
8.14.2. viral encephalitis		2
8.14.3.		

- Guidelines:**
1. There may or may be no entry in item 8.
 2. If there is an entry for "Other work-related musculoskeletal disorders", the disease/s and the corresponding number of cases should be specified.
 3. If there are other types of occupational diseases, the disease/s and the corresponding number of cases should be specified.

9. Did any of your workers experience commuting accidents in 2013?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No, go to Item 10
9.1 How many commuting accidents were there? <u>1</u>	9.2. How many workers were injured? <u>2</u>

- Guidelines:**
1. There should be only one box checked in item 9.
 2. If "Yes" is checked in item 9, there should be entries in items 9.1 and 9.2 other than "0".
 3. Entry in item 9.2 may be equal to or higher than entry in item 9.1.

2.9.2.7. Part VII: Occupational Injuries and Diseases (Pages 10-13) cont'd

10. How many hours were actually worked by **all employed persons** in your establishment in 2013?

To estimate for total hours actually worked (in the absence of actual record on hours worked):

51	x	8	x	250	+	20,000	+	720	=	122,720
Average employment		Regular working hours per day Ex. 6, 7, 8 or 12		Days actually worked during the year Ex. 250 or 302		Total overtime hours on regular working days of all persons who rendered overtime work		Total hours worked on rest days, special days and regular holidays of all persons who rendered work on these days		Hours actually worked

An example to compute for average employment for CY 2013

End of the month employment			
January	50	July	53
February	49	August	54
March	48	September	52
April	52	October	52
May	51	November	51
June	50	December	50

Average employment:
 $50+49+48+52+51+50+53+54+52+52+51+50$
 $= 612/12$
 $= 51$

- Guidelines:**
1. There should be an entry in item 10.
 2. **To check for acceptability of entry:**
 - divide hours actually worked by number of employed persons, ex., $122,720/51 \approx 2,406$
 - acceptable range: 1,200 – 3,600 per person
 - accept entry as it falls within the range.

Below is an illustration of a questionnaire that has been properly accomplished for Part VIII.

Items of Inquiry		Guidelines
1. Reference period if other than calendar year (month/year)	Start:	If there is entry, check that most of the months covered by the reference period fall within 2013, e.g., April 2013 to March 2014.
	End:	
2. Labor Cost Component (1)	Amount (P) (2)	Data required pertains to employees reported in Part VIII item 3. If amount given contains centavos, do not round off. Line out centavo entries.
2.1. Direct wages and salaries (in cash)		
2.1.1. Pay for normal/regular working time	16,211,856	There should be entry in this item. To check for acceptability of entry: Divide entry by number of employees reported in Part VIII item 3. $16,211,856/265 \approx 61,177$ Acceptable range: 36,000 - 500,000 per employee Accept entry as it falls within the range.
2.1.2. Commissions of employees and their share in service charges	325,175	Accept with or without entry. If there is entry, it should be those received by employees of the establishment (persons with basic pay and commission; and purely on commission with employer control and supervision) and not those of persons purely on commission (without employer control). Establishments engaged in insurance and real estate selling usually pay commissions to their employees, on top of the basic pay. These commissions are earned by employees from sales/deals completed/closed with clients. Sharing of service charges usually apply to employees in hotels and restaurants that collect service charges from their clients.
2.1.3. Overtime, night shift and premium pay	1,468,058	Accept with or without entry. Overtime pay refers to additional remuneration for work performed beyond eight (8) hours on regular working days, rest days, special days and regular holidays. Night shift pay refers to payment for work performed between 10:00 p.m. to 6:00 a.m. of the next day. Premium pay refers to remuneration for work performed within eight (8) hours on non-working days such as rest days, special days and regular holidays.
2.1.4. Payments under bonus, productivity, performance and other incentive schemes (regular payments on the basis of work performed or current output)	106,527	Accept with or without entry. If there is entry, it should refer to monthly or more frequently granted bonuses under contractual arrangements and relates to work performed or to current output e.g., productivity bonus for piece-rate workers whose outputs exceeded the daily quotas. Entry should be distinguished from entry in item 2.3.1 which refers to less frequently granted or year-end/seasonal bonuses and gratuities.

2.9.2.8. Part VIII: Labor Cost of Employees (Pages 14-15) cont'd

Items of Inquiry		Guidelines
2. Labor Cost Component	Amount (P)	
2.1. Direct wages and salaries (in cash)		
2.1.5. Cost of living allowances and other guaranteed and regularly paid allowances (exclude housing allowances and rents in cash which should be reported in item 2.5.2)	0	Accept with or without entry. Examples of these are commutable representation and transportation allowances. It should exclude housing allowances and rents in cash which should be reported in item 2.5.2.
2.2. Remuneration for time not worked	0	Accept with or without entry. If there is entry, it should refer to payments of employers to employees when not at work, e.g., for paid leaves and in some cases for those leaves under collective bargaining agreements.
2.3. Bonuses and gratuities		
2.3.1. Year-end, seasonal and other one-time bonuses (Mid-year/ Christmas bonus, 13 th /14 th /15 th month pay and the like)	1,064,364	There should be entry in this item. Entry should refer to mid-year bonus, Christmas bonus, 13 th month pay (obligatory), 14 th , 15 th month pay and the like. Entry should be distinguished from entry in item 2.1.4 which refers to more frequently granted bonuses and gratuities. To check for acceptability of entry: Divide entry by number of employees reported in Part VIII item 3. $1,064,364/265 \approx 4,016$. Acceptable range: 3,000 - 200,000 per employee Accept entry as it falls within the range.
2.3.2. Profit sharing bonuses	0	Accept with or without entry.
2.3.3. Additional payments in respect of vacation, supplementary to normal vacation pay	0	Accept with or without entry. If there is entry, it should refer to payments made to employees over and above those given for paid vacation leaves.
2.4. Payments in kind (e.g., ordinary clothing and footwear)	219,000	Accept with or without entry. If there is entry, it should be from the standpoint of the employer (employer's cost). The value of all payments in kind should be at producer's price as bought/provided by the employer and not the market price or retailer's price as would have been bought/consumed by the employees (benefit accruing to the employees). Examples of these are rice/corn, food subsidies, ordinary clothing or footwear. It should exclude the imputed rental value of free/subsidized housing, medical services and canteen and other welfare services and facilities.

2.9.2.8. Part VIII: Labor Cost of Employees (Pages 14-15) cont'd

Items of Inquiry		Guidelines
2. Labor Cost Component	Amount (P)	
2.5. Cost of workers' housing shouldered by employer		
2.5.1. Cost for establishment-owned dwellings	0	<p>Accept with or without entry.</p> <p>If there is entry, it should refer to the net cost to the employer of establishment-owned dwellings for the use of the employees in the form of maintenance expenditures, fees, property taxes, insurance, interest, depreciation, etc. but not capital investment on building, equipment or land and labor cost of housing personnel.</p> <p>If entry is unusually high, i.e., runs to millions of pesos, verify with establishment as it might include the cost/worth of the building/housing facility.</p>
2.5.2. Cost for dwellings not owned by establishment and other housing costs (housing allowances, rents, subsidies, etc.)	0	<p>Accept with or without entry.</p> <p>If there is entry, it should refer to the cost from the standpoint of the employer and not what it would have cost the employees if they were to spend for their own housing.</p> <p>Examples of these are housing allowances, rents, subsidies.</p>
2.6. Employer's social security expenditures (exclude employees' share)		These exclude employees' shares.
2.6.1. Compulsory social security contributions (GSIS, SSS, PhilHealth, PAG-IBIG, ECC)	905,252	<p>There should be entry in this item.</p> <p>Examples of these are obligatory employers' contributions to SSS/GSIS, PhilHealth, PAG-IBIG and State Insurance Fund.</p> <p>To check for acceptability of entry: Divide entry by number of employees reported in Part VIII item 3. $905,252/265 \approx 3,416$.</p> <p>Acceptable range: 3,000 -20,000 per employee</p> <p>Accept entry as it falls within the range.</p>
2.6.2. Collectively agreed, contractual and non-obligatory contributions to private social security schemes and insurance (e.g., pension, life, accident, medical and health, hospitalization)	0	<p>Accept with or without entry.</p> <p>Examples of these are premiums paid for pension, life, accident, medical and health and hospitalization insurance/plans of employees.</p>
2.6.3. Direct payments by employer to employees regarded as social security benefits (in respect of absence from work due to sickness, maternity or occupational injury)	0	<p>Accept with or without entry.</p> <p>If there is entry, it should refer to payments in respect of absence from work due to sickness, maternity or occupational injury, etc. to compensate for loss of earnings given by employer directly to the employees.</p> <p>As such, payments by GSIS/SSS are excluded.</p>

2.9.2.8. Part VIII: Labor Cost of Employees (Pages 14-15) cont'd

Items of Inquiry		Guidelines
2. Labor Cost Component	Amount (P)	
2.6. Employer's social security expenditures (exclude employees' shares)		These exclude employees' shares.
2.6.4. Cost of medical care and health services	94,766	<p>Accept with or without entry.</p> <p><i>If there is entry, it should refer to actual medical care and health expenses by the employer on behalf of the employees, e.g., medicines, hospitalization, exclusive of medical and health insurance that should be reported in item 2.6.2.</i></p> <p><i>It should include the net cost to the employer of establishment-owned building and equipment used for the medical care and health services of the employees in the form of maintenance expenditures, fees, property taxes, insurance, interest, depreciation, etc. but not capital investment on building, equipment or land and labor cost of medical care and health service personnel employed by the establishment.</i></p> <p><i>If the respondent is engaged in medical care or health services, entry in this item does not refer to the maintenance, etc. of the hospital which is intended for its patients.</i></p> <p><i>If entry is unusually high, i.e., runs to millions of pesos particularly for establishments with PSIC Q86 (hospital/clinic), verify with establishment as it might include cost/worth of the building/medical facility.</i></p>
2.6.5. Retirement and termination/separation pay	547,738	Accept with or without entry.
2.7. Cost of training	60,066	<p>Accept with or without entry.</p> <p><i>If there is entry, it should refer to the cost to the employer in the training of its employees.</i></p> <p><i>It should include the net cost to the employer of establishment-owned building and equipment used for employees' training in the form of maintenance expenditures, fees, property taxes, insurance, interest, depreciation, etc. but not capital investment on building, equipment or land and labor cost of training personnel employed by the establishment.</i></p> <p><i>It should also include payments made to outside instructors and other training institutions on behalf of the workers and reimbursement of school fees to workers.</i></p> <p><i>If the respondent is engaged in the education services, entry in this item does not include maintenance, etc. of the educational institution which is intended for its students.</i></p> <p><i>If entry is unusually high, i.e., runs to millions of pesos particularly for establishments with PSIC P85 (schools), verify with establishment as it might include cost/worth of the building/training facilities.</i></p>

2.9.2.8. Part VIII: Labor Cost of Employees (Pages 14-15) cont'd

Items of Inquiry		Guidelines
2. Labor Cost Component	Amount (P)	
2.8. Cost of welfare services	0	<p>Accept with or without entry.</p> <p>If there is entry, it should refer to the cost incurred by the employer for the welfare or benefit of its employees other than for housing (included in item 2.5), medical care and health (included in item 2.6.4) and training (included in item 2.7).</p> <p>It should include the net cost to the employer of establishment-owned building and equipment used for employees' welfare (such as canteen and food facilities, gymnasium/sport facilities) in the form of maintenance expenditures, fees, property taxes, insurance, interest, depreciation, etc. but not capital investment on building, equipment or land and labor cost of welfare service personnel employed by the establishment.</p> <p>It should also include grants by employers to credit unions and cost of related services for employees, etc.</p> <p>If the respondent is engaged in the food or recreational business, cost to the employer does not include the maintenance, etc. of the restaurant or sports complex or beach resort which is intended for its customers.</p> <p>If entry is unusually high, i.e., runs to millions of pesos, verify with establishment as it might include cost/worth of the building/welfare facilities of employees.</p>
2.9. Other labor costs		
2.9.1. Cost of work clothes/protective gear	0	<p>Accept with or without entry.</p> <p>Examples of these are uniform, work clothes, personal protective equipment such as safety shoes, eye goggles, etc.</p> <p>This should be distinguished from ordinary clothing which should be included in item 2.4.</p>
2.9.2. Transport of workers to and from work undertaken by employers	0	<p>Accept with or without entry.</p> <p>If there is entry, this should refer to the cost of transport of workers to and from work undertaken by the employer, e.g., shuttle service.</p>
2.9.3. Recruitment cost	0	<p>Accept with or without entry.</p> <p>If there is entry, this should refer to travel expenses for interviews of new recruits, the cost of advertisements, fees paid to public and private employment services in connection with recruitment, the cost of documents, legal fees, medical or physical examinations for prospective employees (pre-employment) and similar expenses borne by the employer.</p>
2.9.4 Others (Please specify.) _____ _____	0	<p>Accept with or without entry.</p> <p>If there is entry, description of other labor cost should be specified and corresponding amount reported.</p>

3. How many hours were actually worked by **all employees** in your establishment in 2013?

To estimate for total hours actually worked (in the absence of actual record on hours worked):

<input type="text" value="265"/>	x	<input type="text" value="8"/>	x	<input type="text" value="250"/>	+	<input type="text" value="75,000"/>	+	<input type="text" value="9,600"/>	=	<input type="text" value="614,600"/>
Average number of employees		Regular working hours per day Ex. 6, 7, 8 or 12		Days actually worked during the year Ex. 250 or 302		Total overtime hours on regular working days of all employees who rendered overtime work		Total hours worked on rest days, special days and regular holidays of all employees who rendered work on these days		Hours actually worked

See Part VII item 10 for definition of hours actually worked and example to compute for average number of employees for CY 2013.

Guidelines: 1. There should be entry in item 3.
 2. **To check for acceptability of entry:**

- divide hours actually worked by number of employees, ex., 614,600/265 ≈ 2,319
- acceptable range: 1,200 – 3,600 per employee
- accept entry as it falls within the range.

4. Percent share of labor cost to total cost (Please check only one box.)

Less than 5%
 5% - 9%
 10% - 19%
 20% - 29%
 30% or more (Please specify.) 40%

Guidelines: 1. There should be only one box checked.
 2. If 30% or more is checked, percentage should be specified.

2.9.2.9. *Part IX: Certification (Page 16)*

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

2.9.2.10. *Part X: Survey Personnel (Page 16)*

In this portion, the persons involved in the field operations should write their names and the dates, the questionnaire was retrieved (Enumerator) and reviewed (Provincial Supervisor).

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

Example:**Outside National Capital Region**

	Enumerator	Area Supervisor	Provincial Supervisor	Reviewer (Central Office)
Name				
Date				

2.10. ISLE Form 1 (ISLE Verification Checklists) (See Chapter 5)

The Provincial Supervisor/Reviewer should review accomplished questionnaires using the ISLE Form 1 (ISLE Verification Checklists) as reference and return questionnaires for verification to concerned enumerator.

The Provincial Supervisor/Reviewer then encircles RET2 in status code portion of the questionnaire. He/She signs and writes the verification date on the appropriate spaces in the certification portion of the questionnaire. Supervisor and Enumerator record RET2 and date verified (date of RET2) in their respective control lists. The verified questionnaire/s should be returned to PSA-Intramuros.

If during the review of PSA-Intramuros Reviewer, inconsistent entries are noted, these should be encircled and the questionnaire should be returned to the concerned Provincial Supervisors for verification together with the accomplished applicable ISLE Form 1 (ISLE Verification Checklists).

OPERATIONAL STRATEGY

This chapter discusses the conduct of field operations for 2014 OWS and 2013/2014 ISLE.

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	
<i>Day 1</i>			
<i>A.M.</i>			
8:00	30 minutes	Registration	
8:30	30 minutes	Opening Ceremonies	
9:00	1 hour	Occupational Wages Survey	
10:00	15 minutes	Break	
10:15	1 hour	Occupational Wages Survey (<i>con't.</i>)	
11:15	45 minutes	ISLE Part I	– General Information
12:00	1 hour 30 mins	Lunch Break	
<i>P.M.</i>			
1:30	1 hour 30 mins	ISLE Part II	– Employment
3:00	15 minutes	Break	
3:15	45 minutes	ISLE Part III	– Occupational Shortages and Surpluses
4:00	30 minutes	ISLE Part IV	– Training of Workers
<i>Day 2</i>			
<i>A.M.</i>			
8:00	15 minutes	Registration	
8:15	1 hour	ISLE Part V	– Productivity Improvement and Gainsharing Practices
9:15	1 hour	ISLE Part VI	– Occupational Safety and Health Practices
10:15	15 minutes	Break	
10:30	1 hour 30 mins	ISLE Part VII	– Occupational Injuries and Diseases
12:00	1 hour 30 mins	Lunch Break	
<i>P.M.</i>			
1:30	1 hour 30 mins	ISLE Part VIII	– Labor Cost of Employees
3:00	15 minutes	Break	
3:15	1 hour 45 mins	Operational Strategy	
<i>Day 3</i>			
<i>A.M.</i>			
8:00	15 minutes	Registration	
8:15	1 hour 45 mins	Administrative Concerns	
10:00	15 minutes	Break	
10:15	1 hour 45 mins	Survey Documents and Forms	
12:00	1 hour 30 mins	Lunch Break	
<i>P.M.</i>			
1:30	1 hour 30 mins	Allocation of Workload	
3:00	15 minutes	Break	
3:15	1 hour	Other Concerns	

3.2. Duties and Responsibilities of Field Personnel**3.2.1. Provincial Supervisors (as designated by Provincial Statistics Officer)**

- a. Participate in the training on data collection and field editing to be conducted by PSA-Intramuros except for provinces with less than 10 sample establishments;
- b. Conduct training to their Enumerators;
- c. Ensure the implementation of the survey in their provinces within the allotted time;
- d. Allocate questionnaires for delivery of field personnel. Receive and control questionnaires from the field. Send back to PSA-Intramuros within the required period all spoilage/retrieved/verified questionnaires and those questionnaires for endorsement to head offices and have transferred to a known location outside the province, covered by the applicable transmittal forms, copy furnished their respective Regional Offices;
- e. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to Enumerators;
- f. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification;
- g. Submit the provincial report on the implementation of the survey and other required reports to PSA-Intramuros, copy furnished the respective Regional Offices;
- 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.

3.2.2. Assistant to the Provincial Supervisors (Number depends on the number of Enumerators in the province)

- a. Participate in the training on data collection and field editing;
- b. Assist the Provincial Supervisor in ensuring the implementation of the survey in the province within the allotted time;
- c. Assist the Provincial Supervisor in the allocation of questionnaires for delivery of field personnel and receive and control the questionnaires from the field. Send back to PSA-Intramuros within the required period the all spoilage/retrieved/verified questionnaires and those questionnaires for endorsement to head offices and have transferred to a known location outside the province, covered by the applicable transmittal forms, copy furnished their respective Regional Offices;
- d. Assist in checking the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to Enumerators;
- e. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification;
- f. Assist in the monitoring and evaluation of performance of Enumerators for purposes of determining the survey status and payment of salaries; and
- g. Ensure the confidentiality of data provided by the establishments.

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 for completeness and correctness of entries as provided in the Field Operations Manual, within the allotted time;
- c. Submit the properly accomplished/edited and undelivered questionnaires to the Provincial Supervisor;

- d. Verify from the establishments those questionnaires returned by Provincial Supervisor; 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, medical personnel, 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	√	
Certificate of Appearance	√	
Letters to head offices of sample establishments	√	
Other applicable forms	√	√
Ballpen (blue/black and red)	√	√

3.5. General Information

3.5.1. Address Label

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

<p>THE OWNER/MANAGER c/o Head Office INTL CARE MINISTRY OF THE PHILS INC 4 SAN JUAN ST BGY 10 (POB) BACOLOD CITY 6100 NEGROS OCCIDENTAL 105763 064501005 Q88904 6*</p>	<p>Name of Establishment Address 1: Floor/Bldg., # Street, Subdivision Address 2: Barangay, City or Municipality Address 3: Zip Code, Province</p>
<p>EIN GEO PSIC ATE CODE CODE CODE CODE</p>	

In some of the questionnaires, an asterisk can be seen on the address label after the ATE Code.

*This indicates that the establishment is a **priority sample** (defined as those establishments belonging to cells with 10 or less samples). Efforts should be exerted to retrieve the questionnaire from the establishment to ensure accuracy of survey results particularly for the industry where the establishment belongs.

For sample establishments c/o their head offices, the upper right hand section of their address labels contains “**c/o Head Office**”.

3.5.2. Establishment Identification Number (EIN)

The first set of numbers under the name/address of the establishment is the EIN. This is a **unique** and **fixed** number assigned to each establishment by the PSA-Intramuros 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 June 2011.

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 2009.

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	1000-1,999
5	100-199	9	2,000 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 Provincial Supervisor for review. If acceptable, the status is retained.
RFV	Returned for verification	The accomplished questionnaire when reviewed by the Provincial Supervisor was found with incomplete/inconsistent entries . The Provincial Supervisor returns it to the Enumerator for verification.
RET2	Retrieved for processing after verification	All the items for verification have been corrected and have passed the review of the Provincial Supervisor. 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 Provincial Supervisor (through phone, mail or personal visit) .

3.5.6. Status Codes (cont'd)

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 operation 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 and 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 lower 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., K6411, O, P85111, P85121, P85211, P85221, P85311, P85321, P85331, P85341, P85401, Q8611, Q8621, S94, T, and U.
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.

3.6. Delivery of Questionnaires

Tips to Enumerators

Bring the necessary survey materials when on fieldwork.

Manage your time. Follow an itinerary of travel for delivery and retrieval 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 Provincial Statistics Officer to be presented to the sample establishment.

Below is the letter of introduction to sample establishment:

Dear Valued Respondent,

The Philippine Statistics Authority (PSA)-Intramuros through the PSA Provincial Office _____ is currently conducting joint survey operations for the **2014 Occupational Wages Survey (OWS)** and the **2013/2014 Integrated Survey on Labor and Employment (ISLE)**. This is to rationalize data collection activities for the purpose of providing our users with **an integrated data set on key labor and employment indicators**. To some extent, the survey results will also be used to assess the progress of decent work in the country.

The OWS is a nationwide inquiry that centers on employment and wage rates (actual rates) of time-rate workers on full-time basis in selected occupations in selected industries. These data are most useful in wage and salary administration and wage determination in collective bargaining negotiations.

On the other hand, the ISLE is a nationwide establishment survey that aims to generate an integrated data set on employment of specific groups of workers, occupational shortages and surpluses, training of workers, productivity improvement and gain-sharing practices, occupational safety and health practices, occupational injuries and diseases and labor cost of employees. 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.

In this regard, we request your active participation in **both** of our survey/s. Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

We have sent Mr./Ms. _____ of this office to help you in accomplishing the survey form/s.

Should you need further assistance in accomplishing the survey form, please do not hesitate to contact us through:

Office: PSA Provincial Office
 Address:
 Contact Person:
 Tel. No.:
 Fax No.:
 E-mail address:

Thank you and we look forward to your cooperation in this statistical undertaking.

Very truly yours,

Provincial Statistics Office

(Date)

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 Philippine Statistics Authority (show letter of introduction). I am here concerning the 2014 Occupational Wages Survey (OWS) and/or the 2013/2014 Integrated Survey on Labor and Employment (ISLE) being conducted nationwide by the Philippine Statistics Authority which is the major statistical agency of our government. The inquiries are in response to the demand of various users for information on wages, employment, occupational shortages and surpluses, training of workers, productivity improvement and gainsharing practices, occupational safety and health practices, occupational injuries in the workplace and labor cost of employees. 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 starts in order that PSA-Intramuros 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 is 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 Enumerator should provide his/her name and write the address, telephone/fax numbers and e-mail address of the Provincial Office in the

spaces provided on the cover page of the questionnaire to facilitate coordination in case the respondent still has some queries.

- 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 be able to deliver questionnaires to **5 establishments per day**.
- g. **No replacement** of sample establishment is allowed. If the sample establishment is no longer in the given address, the questionnaire should **not** be given to the establishment found in the same location 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 the Provincial 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.

- j. In cases where the establishment has **moved to a known location or endorsed to the head office outside of the province**, return questionnaires by mail to PSA-Intramuros. Changes should be recorded in the Enumerator's and Supervisor's Control Lists.

3.7. Collection and Field Editing of Questionnaires

- a. The period for collection/retrieval should be **within the prescribed schedule** in order that the timetable for processing and report dissemination is 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 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 as the case maybe. The name and complete address, EIN, GEO/PSIC/ATE 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 Provincial Supervisor. The Enumerator should go back to the contact person in case there are items for verification. Only a **correctly accomplished/edited questionnaire shall be paid**.

- e. On the average, an Enumerator should collect **1-2 questionnaires per day**. A properly accomplished/edited questionnaire that is duly signed by the contact person in the establishment is an **evidence of retrieval**.
- f. The Enumerator should edit the accomplished questionnaire (delivered by him/her) that has been directly sent back to the Provincial Office. When the questionnaire finally passes review of the Provincial Supervisor, the Enumerator should be **compensated** accordingly.

3.8 Field Verification

Provincial Supervisors should select **two (2) questionnaires** from each Enumerator's weekly submissions for **authenticity checks** with the contact persons of establishments.

- a. Provincial Supervisors should verify by 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.

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

3.9. Review of Questionnaires

The PSA-Intramuros shall review all accomplished questionnaires.

Questionnaires from PSA-Provincial Offices that need verification shall be sent back to the Provincial Supervisors for clarification with the establishments by concerned Enumerators. Applicable verification checklist shall be attached to the questionnaire.

These questionnaires are recorded as RFV by concerned PSA-Intramuros Supervisor in the control lists and in the computerized survey status monitoring database before returning to the concerned Provincial Supervisor. Once the questionable entries are corrected, these shall be considered as finally retrieved.

ADMINISTRATIVE CONCERNS

This chapter discusses the administrative matter that pertains to the field operation such as recruitment; terms of payment of field enumerator; and transmittal of questionnaires.

4.1. Recruitment and Hiring of Enumerators

- a. The Enumerator should be a graduate of a post secondary course or should have completed at least 60 units of a college course. He/She must possess good conversational skills and must be willing to do field work. He/She should preferably be a resident of, or familiar with, the assigned area/s.
- b. The contract of the Enumerator shall specify the duties and responsibilities, the duration and conditions of employment, and the terms of payment. This should be signed by the contracting parties and approved by the hiring authority prior to questionnaire delivery.
- c. The Enumerator should be issued his/her office identification card and Letter of Introduction to sample establishment.

4.2. Training of Field Personnel

- a. Provincial Offices should conduct training to Enumerators in their respective provinces.
- b. Participants should accomplish **Evaluation of Training for PSA-Intramuros Survey/s** (FM-BLES 03-3.23) to assess the effectiveness of training/s conducted by PSA trainers.
- c. The results of the training evaluation shall form part of the Terminal Report on Training.

4.3. Work Allocation

- a. The Provincial Supervisor should, as much as possible, equitably distribute assignments to his/her Enumerators if applicable, relative to the workload or number of establishments/questionnaires under his/her concern. Work assignments should be finalized before the start of the delivery period.
- b. The Enumerator should acknowledge receipt of his/her **Enumerator's Control List** (FM-BLES 02-2.2a) from the Supervisor by affixing his/her signature and date on the appropriate spaces of the **Supervisor's Control List** (FM-BLES 02-2.1a).

The Enumerator's Control List (FM-BLES 02-2.2a) contains the sample establishments assigned to each Enumerator and the Supervisor's Control List contains the sample establishments sorted by city/municipality and ascending EIN.

4.4. Monitoring of Performance of Enumerators and Survey Status

The Provincial Supervisor should closely monitor the conduct of the field operations in his/her area/s of concern and should ensure that:

- a. timelines in the work plan are observed; the Enumerator submits a **Certificate of Appearance** (FM-BLES 03-3.8);
- b. the Enumerator reports once a week on a mutually agreed day and time;
- c. the Enumerator communicates with him/her if the Enumerator cannot report as scheduled since there is nothing to report or no retrieved questionnaires to submit;
- d. the Enumerator accomplishes and submits **Enumerators' Weekly Performance Report** (FM-BLES 03-3.10) that serves as basis for the Supervisor's accomplishment of the **Enumerators' Summary Performance Report** (FM-BLES 03-3.11). Each enumerator should have a compilation of his/her Enumerator's Weekly Performance Report (FM-BLES 03-3.10);
- e. the Enumerator properly fills out/updates the Enumerator's Control List and such details are consistent with those in the Supervisor's Control List.

The **DATE RETRIEVED (Expected)** in the control list is the mutually agreed date of pick-up of the accomplished questionnaire/s, preferably within **15 working days from delivery**.

The **DATE RETRIEVED (Actual)** is the date when the questionnaire was actually picked up by the enumerator from the establishment. In the case of a questionnaire whose status is REF, STR, TCL, CBL, PCL, DUP, OSP or OTH, the **date to be written is the date when the status was confirmed/verified as such by the Supervisor/Designated personnel**.

***Note:** The status of field operations is also monitored electronically by PSA-Intramuros.*

4.5. Outputs and Terms of Payment

- a. An Enumerator should deliver the questionnaires (ISLE and OWS) to at least five (5) establishments in a day. Establishment delivery of both questionnaires will be paid PhP 140.00. All questionnaires should be delivered within three (3) weeks from the start of survey operations.
- b. A report by the Enumerator that an information cannot be obtained from the establishment 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 or designated personnel. If the report of the Enumerator is confirmed through site verification or other means by the Supervisor or designated personnel, the Enumerator is entitled to the payment for delivery.

- c. On the average, an Enumerator should collect 1-2 questionnaires per day. A properly accomplished/edited questionnaire that is duly signed by the contact person/respondent in the establishment is a proof of retrieval. A correctly accomplished or edited questionnaire costs PhP 300.00 for ISLE and PhP 280.00 for OWS. All questionnaires should be retrieved within the duration based on timetable of the field operations.
- d. The Supervisor/designated personnel, should make random spot checks on the **authenticity** of the accomplished questionnaire (one or two accomplished questionnaires from each Enumerator's weekly submissions). He/She should also undertake verification of all seemingly spurious submissions. In case a questionnaire was found to have spurious entries, verification of all previously submitted questionnaires by the Enumerator should be undertaken. Salary of the concerned Enumerator shall be withheld pending the review of all questionnaires for authenticity of entries.

4.6. Pre-Termination of Enumerators' Service Contract

- a. An Enumerator who decides to resign before the termination of the contract should file a letter of resignation at least five (5) days prior to the effectivity of his/her resignation. Otherwise, he/she shall not be issued a certificate of employment should a request for such be made.
- b. An Enumerator shall be issued a Notice of Termination of Contract of Services at least five (5) days prior to the effectivity of the termination should he/she fail to meet survey standard, i.e., quota requirements, submission of authentic accomplished questionnaires or weekly reporting to Supervisor.
- c. An Enumerator should return his/her identification card, letter of introduction, Field Operations Manual, and other survey materials issued by his/her Supervisor before he/she can be officially cleared; and be paid whatever monetary entitlements due him/her.

4.7. Transmittal of Questionnaires by the PSA POs to PSA-Intramuros

- a. At the end of the delivery period, the Provincial Supervisor should send all undelivered questionnaires (closures, refusals, non-location, etc.) to the PSA-Intramuros, sorted by survey and ascending EIN, together with the accomplished **Transmittal of Spoilage Questionnaires in ONCR** (FM-BLES 03-3.14).
- b. Twice a month during the data collection period, the Provincial Supervisor should send all correctly accomplished/edited and verified questionnaires to the PSA-Intramuros, sorted by survey and ascending EIN, together with the accomplished **Transmittal of Retrieved/Verified Questionnaires in ONCR** (FM-BLES 03-3.13).
- c. Establishments that transferred to a known location outside of the province and whose questionnaires will be accomplished by the head offices outside the province should be returned immediately to PSA-Intramuros by the Provincial Supervisor. The questionnaires sorted by survey and ascending EIN should

be accompanied by the accomplished **Questionnaires for Endorsement to Head Offices** (FM-BLES 03-3.15).

Notes

4.8. Sample Establishments with New Names and Addresses

To ensure that the PSA Survey Sampling Frame is updated and to minimize spoilage during delivery of questionnaires in future survey rounds:

- a. Provincial Supervisors should accomplish the **Sample Establishments with New Names and Addresses** (FM-BLES 03-3.9) for questionnaires that have been delivered but not retrieved at the close of field operations. He/She should send this to the PSA-Intramuros not later than 20 days after the termination of field operations in the provinces.

4.9. Report on the Conduct of Field Operations by PSA POs

The **Provincial Report on the Implementation of PSA-Intramuros Survey/s** (FM-BLES 03-3.16) should be accomplished by the Provincial Supervisor and sent to the PSA-Intramuros not later than 20 days after the termination of data collection activities.

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CHAPTER 5

SURVEY DOCUMENTS AND FORMS

To ensure efficient and effective implementation of field operations, the PSA-Intramuros has standardized the documents and forms for its establishment surveys. These are as follows:

1. Contract of Services
2. Notice of Termination of Contract of Services
3. Letter of Introduction to Sample Establishment
4. Letter to Sample Establishment with Mailed Questionnaire
5. Letter to Head Office of Sample Establishment
6. Follow-up Letter to Sample Establishment or its Head Office (including refusal)
7. FM-BLES 03-3.23 Evaluation of Training for PSA – BLES Survey/s
8. FM-BLES 02-2.1a Supervisor's Control List
9. FM-BLES 02-2.2a Enumerator's Control List
10. FM-BLES 03-3.8 Certificate of Appearance
11. FM-BLES 03-3.10 Enumerator's Weekly Performance Report
12. FM-BLES 03-3.11 Enumerators' Summary Performance Report
13. FM-BLES 03-3.12 General Payroll for Piece-Rate Enumerators
14. FM-BLES 03-3.13 Transmittal of Retrieved/Verified Questionnaires in ONCR
15. FM-BLES 03-3.14 Transmittal of Spoilage Questionnaires in ONCR
16. FM-BLES 03-3.15 Questionnaires for Endorsement to Head Offices
17. FM-BLES 03-3.17 Assessment on the Implementation of Field Operations of PSA – BLES Survey/s
18. FM-BLES 03-3.9 Sample Establishments with New Names and Addresses
19. OWS Form 1 OWS Verification Form
20. ISLE Form 1 ISLE Verification Forms
21. FM-BLES 03-3.16 Regional Report on the Implementation of PSA – BLES Survey/s
22. FM-BLES 03-3.24 Enumerators' Evaluation Survey on the Delivery of Questionnaires
23. FM-BLES 03-3.25 Enumerators' Evaluation Survey on the Retrieval of Questionnaires

Copies of these documents/forms are found in this chapter of the manual. The Regional Offices will be provided electronic copies of these documents/forms.

CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This SERVICE CONTRACT entered into this ___ day of June 2014 at Manila, Philippines by and between:

The **PHILIPPINE STATISTICS AUTHORITY (PSA)** – (*Bureau of Labor and Employment Statistics-BLES*), represented in this contract by OIC-Director, TERESA V. PERALTA, with principal office at the 3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila, hereinafter referred to as the **OFFICE**.

-and-

The **SERVICE CONTRACTOR** whose names, addresses and signatures appear below and hereinafter referred to as SERVICE CONTRACTOR shall undertake work on the Projects, namely, “**2013/2014 Integrated Survey on Labor and Employment (ISLE)**” and “**2014 Occupational Wages Survey (OWS)**”, funded from PSA-BLES Project Fund (MOOE).

WITNESSETH:

WHEREAS, the SERVICE CONTRACTOR have the necessary qualifications and capabilities to contract and perform, the forecited services;

WHEREAS, to circumvent the delay in the data collection of the aforementioned surveys, the OFFICE will require the services of persons other than the regular employees for its smooth and successful operation;

NOW, THEREFORE, for and in consideration of the foregoing premises and of the terms and conditions here in after provided, it is hereby agreed that;

A. SCOPE OF SERVICES

The SERVICE CONTRACTOR shall perform the following activities in accordance with the procedures/rules and regulations of the OFFICE:

1. Deliver the ISLE and OWS questionnaires, explain the items of inquiries to the contact persons in the establishments, and collect and edit accomplished questionnaires for completeness and corrections of entries as provided in the Field Operations Manual, within the allotted time.
2. Submit the properly accomplished/edited and undelivered questionnaires to the Area Supervisor.
3. Verify with the establishments the questionnaires returned by the Area Supervisor.
4. Ensure the confidentiality of data provided by the establishments.

B. REPORT OF ACCOMPLISHMENT

The SERVICE CONTRACTOR shall report/submit to his/her respective Supervisor the weekly accomplishment on delivery and retrieval of questionnaires, at a time and schedule to be agreed upon by both parties.

I. The OFFICE shall have the following obligations:

- a. The OFFICE shall pay the services rendered by the SERVICE CONTRACTOR the following amount, payable on a bi-monthly basis, inclusive of transportation allowance and subject to a 3% withholding service tax.
 1. **One Hundred Forty Pesos (Php140.00)** per establishment delivery. An establishment for which no delivery was made due to closure, non-location, duplication, strike, refusal and similar reasons shall also be remunerated the same amount subject to the verification of the establishment status by the Supervisor.
 2. **Three Hundred Pesos (Php300.00)** for each collected/retrieved **ISLE** questionnaire, subject to the acceptance of the questionnaire/verification by the Supervisor/Reviewer.
 3. **Two Hundred Eighty Pesos (Php280.00)** for each collected/retrieved **OWS** questionnaire, subject to the acceptance of the questionnaire/verification by the Supervisor/Reviewer.

- b. On the average, the SERVICE CONTRACTOR should deliver the ISLE and OWS questionnaires to at least **five (5) establishments in a day** and should collect at least **two (2) questionnaires per day**.
- c. After three (3) weeks of delivery period, the enumerators' performance will be evaluated. The result of the evaluation shall be used as basis for the continuity of this contract.

II. DURATION OF CONTRACT

This SERVICE CONTRACT takes effect from July 1, 2014 to December 29, 2014 subject to the minimum criteria imposed by the OFFICE in the work performance of SERVICE CONTRACTOR for a given period.

III. TERMINATION

The OFFICE reserves the right to terminate this agreement after due notice to the SERVICE CONTRACTOR at least five (5) days prior to his/her termination in the event of unsatisfactory delivery of service by the SERVICE CONTRACTOR or when the SERVICE CONTRACTOR deliberately violates the terms and conditions herein stipulated.

IV. OTHER CONDITIONS

- a. This contract may be amended or supplemented through the execution of Contract variation. Such variation in contract shall be effective only on the date and for the period stated therein, and provided, both parties agree to the terms and conditions stated. Any contract variation is deemed an integral and amendatory part of this contract.
- b. This Service Contract does not create any employer-employee relationship between the OFFICE and SERVICE CONTRACTOR. The SERVICE CONTRACTOR shall not be entitled to enjoy benefits like leave credits (Sick Leave and Vacation Leave), Christmas Bonus and Cash Gift, Personnel Emergency and Relief Allowance (PERA), Productivity Incentive Bonus (PIB) and such other benefits given to permanent employees of the OFFICE.
- c. That SERVICE CONTRACTOR shall submit himself/herself to search by security guards.
- d. That SERVICE CONTRACTOR shall be answerable for any claim for losses caused and for damage to properties of the OFFICE, its employees, officers, or agent or to any third party or personal injury, which may arise in the performance of the work or service under this AGREEMENT from the SERVICE CONTRACTOR'S negligence or behavior.
- e. That SERVICE CONTRACTOR is not covered by the Civil Service laws, rules and regulations. Accordingly, services rendered under this Contract are not considered as government services for any purpose.

In WITNESS WHEREOF, the parties have hereunto affixed their respective signature on the date and at the place first above stated.

PHILIPPINE STATISTICS AUTHORITY

Regional Director

WITNESS:

WITNESS:

CERTIFIED FUNDS AVAILABLE

SERVICE CONTRACTOR

NAME	ADDRESS	SIGNATURE



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES
_____) s.s.

Before me appeared the Service Contractor listed below who presented their respective Community Tax Certificate on the corresponding dates and places indicated, known to be the same persons who executed the foregoing instrument and who acknowledge to me that the same is their free will and voluntary act and deed.

SERVICE CONTRACTOR

NAME	CTC NUMBER	ISSUED ON	ISSUED AT

This instrument, relating to the services, consists of five (5) pages, including this page, all pages of which are duly signed by the parties and their instrumental witnesses.

WITNESS MY HAND AND SEAL, on the date and place above written.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

NOTICE OF TERMINATION OF CONTRACT OF SERVICES
Issued to **Mr./Ms.** _____

Based on the evaluation of your performance (see attached) on the conduct of the **2014 Occupational Wages Survey (OWS) and Labor and Employment** and the **2013/2014 PSA Integrated Survey on Labor and Employment (ISLE)**, your output has been noted to be below the requirements of:

- Delivery: on the average, 5 establishments per day
- Retrieval: on the average, 1 - 2 questionnaires collected per day

Others:

- Falsified all or some data in the questionnaire
- Forged signature of contact person
- Failed to report to Supervisor within two (2) consecutive weeks from last appearance or communication

Your services as Enumerator is therefore terminated effective _____ in accordance with the following provision/s of your contract:

“III. The OFFICE reserves the right to terminate this agreement after due notice to the SERVICE CONTRACTOR at least five (5) days prior to his/her termination in the event of unsatisfactory delivery of service by the SERVICE CONTRACTOR or when the SERVICE CONTRACTOR deliberately violates the terms and conditions herein stipulated.”

Relative to this, you are instructed to turnover your identification card, letter of introduction to sample establishment, survey materials and pending assignments to your Supervisor/s before you can be officially cleared by this office of all obligations and be paid whatever monetary entitlements still due you.

Director

(Date)

LETTER OF INTRODUCTION TO SAMPLE ESTABLISHMENT

Dear Valued Respondent,

The Philippine Statistics Authority (PSA)-Intramuros (*Note: add this phrase if ONCR Enumerator: through the PSA Regional Office No. ____*) is currently conducting joint survey operations for the **2014 Occupational Wages Survey (OWS)** and the **2013/2014 Integrated Survey on Labor and Employment (ISLE)**. This is to rationalize data collection activities for the purpose of providing our users with **an integrated data set on key labor and employment indicators**. To some extent, the survey results will also be used to assess the progress of decent work in the country.

The OWS is a nationwide inquiry that centers on employment and wage rates (actual rates) of time-rate workers on full-time basis in selected occupations in selected industries. These data are most useful in wage and salary administration and wage determination in collective bargaining negotiations.

On the other hand, the ISLE is a nationwide establishment survey that aims to generate an integrated data set on employment of specific groups of workers, occupational shortages and surpluses, training of workers, productivity improvement and gain-sharing practices, occupational safety and health practices, occupational injuries and diseases and labor cost of employees. 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.

In this regard, we request your active participation in **both** of our survey/s. Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

We have sent Mr./Ms. _____ of this office to help you in accomplishing the survey form/s.

Should you need further assistance in accomplishing the survey form, please do not hesitate to contact us through:

Office: PSA-Intramuros or PSA Regional Office No. ____
Address:
Contact Person:
Tel. No.:
Fax No.:
E-mail address:

Thank you and we look forward to your cooperation in this statistical undertaking.

Very truly yours,

Director

(Date)

LETTER TO SAMPLE ESTABLISHMENT WITH MAILED QUESTIONNAIRE

The Owner/Manager
Name of Sample Establishment
Address of Sample Establishment

Dear Valued Respondent,

The Philippine Statistics Authority (PSA)-Intramuros (*Note: add this phrase if ONCR Enumerator: through the PSA Regional Office No. ____*) is currently conducting joint survey operations for the **2014 Occupational Wages Survey (OWS)** and the **2013/2014 Integrated Survey on Labor and Employment (ISLE)**. This is to rationalize data collection activities for the purpose of providing our users with **an integrated data set on key labor and employment indicators**. To some extent, the survey results will also be used to assess the progress of decent work in the country.

The OWS is a nationwide inquiry that centers on employment and wage rates (actual rates) of time-rate workers on full-time basis in selected occupations in selected industries. These data are most useful in wage and salary administration and wage determination in collective bargaining negotiations.

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In this regard, we request your active participation in **both** of our survey/s. Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

Should you need further assistance in accomplishing the survey form, please do not hesitate to contact us through:

Office: PSA-Intramuros or PSA Regional Office No. ____
Address:
Contact Person:
Tel. No.:
Fax No.:
E-mail address:

Thank you and we look forward to your cooperation in this statistical undertaking.

Very truly yours,

Director

(Date)
encl/as:
2014 OWS EIN _____
2013/2014 ISLE EIN _____

LETTER TO HEAD OFFICE OF SAMPLE ESTABLISHMENT

Name of Contact Person in the Establishment
Position
Name of Head Office
Address of Head Office

Dear

The Philippine Statistics Authority (PSA)-Intramuros (*Note: add this phrase if ONCR Enumerator: through the PSA Regional Office No. ____*) is currently conducting joint survey operations for the **2014 Occupational Wages Survey (OWS)** and the **2013/2014 BLES Integrated Survey (ISLE)**. This is to rationalize data collection activities for the purpose of providing our users with **an integrated data set on key labor and employment indicators**. To some extent, the survey results will also be used to assess the progress of decent work in the country.

The OWS is a nationwide inquiry that centers on employment and wage rates (actual rates) of time-rate workers on full-time basis in selected occupations in selected industries. These data are most useful in wage and salary administration and wage determination in collective bargaining negotiations.

On the other hand, the ISLE is a nationwide establishment survey that aims to generate an integrated data set on employment of specific groups of workers, occupational shortages and surpluses, training of workers, productivity improvement and gain-sharing practices, occupational safety and health practices, occupational injuries and diseases and labor cost of employees. 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.

Your office/branch in _____ was chosen as one of our sample respondents for this survey round. Hence, we request for your active participation in our survey/s. We realize that this takes up valuable time as this inquires on data specific to one or in some instances, more of your offices/branches. However, providing us with consolidated data for all your offices will lead to over-representation of sample data and thus result to unreliable data estimates as not all of your offices or branches have been sampled to take part in this survey.

In this regard, we request your active participation in **both** of our survey/s. Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

Should you need further assistance in accomplishing the survey form, please do not hesitate to contact us through:

Office: PSA-Intramuros or PSA Regional Office No. ____
Address:
Contact Person:
Tel. No.:
Fax No.:
E-mail address:

Thank you and we look forward to your cooperation in this statistical undertaking.

Very truly yours,

Director

(Date)
encl/as
2014 OWS EIN _____
2013/2014 ISLE EIN _____

**FOLLOW-UP LETTER TO SAMPLE ESTABLISHMENT OR ITS HEAD OFFICE
(INCLUDING REFUSAL)**

Name of Contact Person in the Establishment
Position
Name of Sample Establishment or Head Office
Address of Sample Establishment or Head Office

Dear

Our office, the (Philippine Statistics Authority (PSA)-Intramuros or PSA Regional Office No. ____)
reiterates our request for your establishment to accomplish our questionnaire/s for the:

- 2014 Occupational Wages Survey
- 2013/2014 Integrated Survey on Labor and Employment (ISLE)

We realize that accomplishing our survey questionnaire/s takes up your valuable time for they could be tedious and requires looking into past records. Nevertheless, your response is most important to enable us to come up with reliable information that can be used by our government in assessing the current labor situation in the country.

On your end, as well, labor statistics are necessary for making sound and informed decisions in your business planning and operations. Our survey results are provided **free of charge** and can be accessed in our website at <http://www.bles.PSA.gov.ph>.

Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

Should you need further assistance in accomplishing the survey form, please do not hesitate to contact us through:

Office: PSA-Intramuros or PSA Regional Office No. ____
Address:
Contact Person:
Tel. No.:
Fax No.:
E-mail address:

Thank you and we look forward to your cooperation in this statistical undertaking.

Very truly yours,

Director

(Date)
encl/as
2014 OWS EIN _____
2013/2014 ISLE EIN _____

FM-BLES 03-3.23
 Revision Code: 3
 Effectivity Date: May 30, 2012

EVALUATION OF TRAINING FOR PSA-BLES SURVEY/S

Enumerator: _____ **Supervisor:** _____
Area/s of Assignment: _____ **Date Accomplished:** _____

Note: Enumerators' Training is being evaluated for possible improvement to make it relevant and effective for enumerators. In this regard, your honest assessment would be most valuable in further improving this training.

1. Kindly evaluate the resource person and the session on the following areas: (Encircle answer)

<i>Topic/Resource Person</i>	In a scale where 1 - is unsatisfactory and 5 - is excellent, how would you rate the resource person in terms of:				Duration of session
	<i>Time management</i>	<i>Arousing the interest of participants</i>	<i>Mastery of the subject</i>	<i>Method and skill in imparting knowledge</i>	<i>1 - short 2 - adequate 3 - long</i>
<i>2013/2014 ISLE</i>					1 2 3
<i>Resource Person:</i>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
<i>2014 OWS</i>					1 2 3
<i>Resource Person/s:</i>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
<i>Operational Strategy</i>					1 2 3
<i>Resource Person/s:</i>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
<i>Administrative Concerns</i>					1 2 3
<i>Resource Person :</i>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
<i>Survey Documents and Forms</i>					1 2 3
<i>Resource Person:</i>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	

2. What item/s do you think should have been more thoroughly discussed? (Check as many as applicable)

A. 2013/2014 ISLE

- Survey Objectives and Uses of the Data
- Collection Authority
- Confidentiality of Information
- Scope and Coverage
- Survey Design
- Estimation Procedures
- Statistics to be Generated
- Periodicity and Reference Period
- Editing Guidelines
- General Instructions
- Specific Instructions (specify)

Others (specify)

B. 2014 OWS

- Survey Objectives and Uses of the Data
- Collection Authority
- Confidentiality of Information
- Scope and Coverage
- Survey Design
- Estimation Procedures
- Statistics to be Generated
- Periodicity and Reference Period
- Editing Guidelines
- General Instructions
- Specific Instructions (specify)

Others (specify)

C. On Operational Strategy

<input type="checkbox"/> Duties and Responsibilities of Enumerators	<input type="checkbox"/> Field Verification
<input type="checkbox"/> Survey Respondents	<input type="checkbox"/> Review of Questionnaires
<input type="checkbox"/> General Information (e.g., EIN, PSIC, PSOC, ATE, Status Codes)	<input type="checkbox"/> Others (<i>specify</i>)

	-
<input type="checkbox"/> Delivery of Questionnaires	_____
	-
<input type="checkbox"/> Collection and Field Editing of Accomplished Questionnaires	_____
	-

D. On Administrative Concerns

<input type="checkbox"/> Work Allocation
<input type="checkbox"/> Monitoring of Performance of Enumerators and Survey Status
<input type="checkbox"/> Outputs and Terms of Payment
<input type="checkbox"/> Pre-Termination of Contract of Services

E. On Survey Documents and Forms (*Please specify*)

_____	_____
_____	_____
_____	_____
_____	_____

FM-BLES 03-3.23
Revision Code: 3
Effectivity Date: May 30, 2012

EVALUATION OF TRAINING FOR PSA-BLES SURVEY/S

3. Comments and Suggestions:

Reviewed by Supervisor:	
Signature:	Position:
Name:	Date:

THANK YOU VERY MUCH!!!

FM-BLES 02-2.1a
 Revision Code: 2
 Effectivity Date: June 10, 2010

SUPERVISOR'S CONTROL LIST: (SURVEY ROUND)
REGION: _____

Page __ of __

Name of Supervisor: _____ Total Establishments: _____
 Area/s of Assignment: _____ Received by: _____ Date: _____

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
							ISLE	OWS	ISLE	OWS	

FM-BLES 02-2.2a
 Revision Code: 1
 Effectivity Date: June 10, 2010

ENUMERATOR'S CONTROL LIST: (SURVEY ROUND)
REGION: _____

Page __ of __

Name of Enumerator: _____
 Area/s of Assignment: _____

Total Establishments: _____
 Total Questionnaires (Workload): _____

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		ISLE	OWS	
						ISLE	OWS	ISLE	OWS			

The control lists are integrated for 2014 OWS and 2013/2014 ISLE. However, a separate control list for sample establishments care of (c/o) their head offices shall be generated by PSA-Intramuros.

The **Supervisor's Control List** (FM-BLES 02-2.1a) for ONCR contains the sample establishments to be covered and is sorted by province, city/municipality, and ascending EIN. For NCR, it is sorted by enumerator, city/municipality, barangay and ascending EIN. The Supervisor should provide the following information in his/her control list.

- **Name of Supervisor**
- **Area/s of Assignment:** province (as applicable), city/municipality of the sample establishments
- **Total Establishments:** number of sample establishments covered in the area/s of assignment (*In NCR, the initial number of establishments of the Supervisor and his/her Enumerators are the same since the Supervisor's Control List is prepared per Enumerator.*)
- **Received by:** signature of Enumerator upon receipt of workload
- **Date:** date when Enumerator received workload

Prior to delivery of questionnaires:

- **For NCR:** The Enumerator shall be provided with **Enumerator's Control List** (FM-BLES 02-2.2a) of sample establishments.
- **For outside NCR:** The Enumerator should prepare his/her own control list following the format of the **Enumerator's Control List** (FM-BLES 02-2.2a). The Supervisor should write the names of the Enumerators in the appropriate columns of his/her control list.

Upon delivery of the questionnaire/s to the establishment, the Enumerator should accomplish the appropriate columns for the following items to facilitate follow-ups and callbacks.

- **CONTACT PERSON/POSITION**
- **TEL. NO.**
- **DATE DELIVERED**
- **DATE RETRIEVED (Expected):** mutually agreed date of pick-up of the accomplished questionnaire/s, preferably within **15 working days from delivery**.

Upon retrieval of the questionnaire, the Enumerator should accomplish the following for each establishment.

- **DATE RETRIEVED (Actual):** date when the questionnaire was actually picked up by the enumerator from the establishment. In the case of a questionnaire whose status is REF, STR, TCL, CBL, PCL, DUP, OSP or OTH, the **date to be written is the date when the status was confirmed/verified as such by the Supervisor/Designated personnel**.
- **STATUS CODE:** see section 3.5.6 of Chapter 3.
- **REMARKS:** any relevant statement to facilitate the monitoring of the survey/s.

Note: The Supervisor and his/her enumerators should confer weekly to see to it that the information pertinent to each establishment in their respective control lists are consistent.

FM-BLES 03-3.8
Revision Code: 2
Effectivity Date: June 10, 2010

CERTIFICATE OF APPEARANCE

CERTIFICATE OF APPEARANCE

This is to certify that Mr./Ms. _____, of the Philippine Statistics Authority (PSA-Intramuros) appeared in this office to (pls. underline) deliver/follow-up/collect/verify the questionnaire/s for:

2013/2014 ISLE 2014 OWS

EIN: _____

Name of Establishment: _____

Address: (as located by enumerator)

Floor/Bldg./# Street Name: _____

Barangay/City/Municipality: _____

Zip Code/Province: _____

Contact Person/s:

In Sample Respondent

In Head Office

Signature: _____

Name: _____

Position: _____

Tel. No.: _____

Date: _____

Remarks: c/o Head Office New location Others, specify _____

FM-BLES 03-3.8
Revision Code: 2
Effectivity Date: June 10, 2010

CERTIFICATE OF APPEARANCE

CERTIFICATE OF APPEARANCE

This is to certify that Mr./Ms. _____, of the Philippine Statistics Authority (PSA-Intramuros) appeared in this office to (pls. underline) deliver/follow-up/collect/verify the questionnaire/s for:

2013/2014 ISLE 2014 OWS

EIN: _____

Name of Establishment: _____

Address: (as located by enumerator)

Floor/Bldg./# Street Name: _____

Barangay/City/Municipality: _____

Zip Code/Province: _____

Contact Person/s:

In Sample Respondent

In Head Office

Signature: _____

Name: _____

Position: _____

Tel. No.: _____

Date: _____

Remarks: c/o Head Office New location Others, specify _____

FM-BLES 03-3.15
 Revision Code: 3
 Effectivity Date: June 10, 2010

**QUESTIONNAIRES FOR
 ENDORSEMENT TO HEAD
 OFFICES**

Page ___ of ___

Regional Supervisor:

Head Offices in NCR: Accomplish in duplicate for each survey. Retain duplicate for file. Transmit the original copy to PSA-Intramuros together with the corresponding questionnaires, sorted by province and by EIN. Exercise **care** in writing EIN.

Head Offices in ONCR That Have Not Responded to the Survey: Accomplish in duplicate for each survey. Retain duplicate for file. Forward to PSA-Intramuros **within 20 days after the termination of field operations**. Exercise **care** in writing EIN.

NCR Supervisor: List respondents and forward accomplished form to the designated personnel for computerized status monitoring **within 10 days from the end of the period of delivery**. Exercise **care** in writing EIN.

(For ONCR only.) The attached ___ questionnaires are for (encircle only one):

2013/2014 ISLE

2014 OWS

EIN	Name/Address of Sample Establishment	Name/Address of Head Office and Contact Person/ Position/Tel. No.	GEOCODE <i>(For PSA-Intramuros use only)</i>

PSA Regional Office

Prepared by:

Noted by:

Signature:

Signature:

Name:

Name:

Position:

Position:

Date:

Date:

Prepared by PSA-Intramuros

Signature:

Position:

Name:

Date:

FM-BLES 03-3.17
 Revision Code: 5
 Effectivity Date: May 30, 2012

ASSESSMENT ON THE IMPLEMENTATION OF FIELD OPERATIONS OF PSA-BLES SURVEY/S

Page ___ of ___

Notes:

1. Bases for NCR Assessment: Points earned relative to performance rate, verification rate, refusal rate and bonus points (10% of maximum points) for additional workload for each survey.
2. For Regional Assessment:
 - a. Regions are grouped in accordance with the number of sample establishments covered by the survey/s.
 - b. Regions in each of the four group categories are ranked based on average total points earned in the two surveys (ISLE and OWS).
 - c. Cash incentive is given to the top ranking (highest average overall performance assessment points) region of each category. This cash incentive is included in the interfund transfer for the next survey round.
 - d. A maximum of 50 points is given per survey.
3. For NCR assessment, 1st column of the form should be Supervisor/Enumerator.
 For Regional assessment, 1st column of the form should be Region/Survey.
4. Points earned and ranking shall be reflected at the end of field operations.

Performance Rate		Verification Rate		Refusal Rate		Overall Performance Assessment Rating
Percent	Points	Percent	Points	Percent	Points	
90 & over	25	0	15	2 or less	10	(Total points/50) × 100
80-89	20	>0 – 1	12	>2 – 4	8	
70-79	15	>1 – 2	9	>4 – 6	6	
60-69	10	>2 – 3	6	>6 – 8	4	
Below 60	5	>3	3	>8	2	

Formulas Used (for purposes of performance assessment)
% Accounted = (Total Accounted / Sample Questionnaires) × 100
Performance Rate
 = {Retrieved / [Sample – (Refused + Spoilage)]} × 100
 where Spoilage = permanently/ temporarily closed,
 cannot be located, on strike, duplicate,
 outside industry or employment coverage,
 others not eligible for processing
Verification Rate = [For Verification / (Sample - Spoilage)] × 100
Refusal Rate = [Refused / (Sample - Spoilage)] × 100

OWS FORM 1 (VERIFICATION FORM)

To Our Valued Respondents: Thank you for accomplishing the 2014 OWS questionnaire. We, however, have some queries regarding the encircled entry/ies in the attached questionnaire for your verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/ies, kindly do so and affix your initial beside the new entry/ies in the questionnaire.

EIN: _____ **NAME OF ESTABLISHMENT:** _____

Part A: General Information

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

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

2. EMPLOYMENT

No entries
 Details do not add up to Total

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

1. BASIC PAY

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

2. ALLOWANCES

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

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

1. FOR ESTABLISHMENTS IN PRE-SELECTED INDUSTRIES

No data provided (*occupational sheet given is appropriate*)
 Change in industry classification discovered during review (*provide appropriate occupational sheet*)

2. OCCUPATION

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

3. CURRENT WAGE RATES

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

4. TIME-RATE WORKERS ON FULL-TIME BASIS (MEN + WOMEN = TOTAL)

No entries No breakdown Breakdown does not add up to total

Received by NCR/ONCR Supervisor:

Verification Accepted by Reviewer:

Signature:

Signature:

Date:

Date:

ISLE FORM 1 (VERIFICATION FORM FOR PART I: GENERAL INFORMATION)

To Our Valued Respondent: Thank you for accomplishing the 2013/2014 ISLE questionnaire. We, however, have some queries regarding the encircled entry/ies in the attached questionnaire for your verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/ies, kindly do so and affix your initial beside the new entry/ies in the questionnaire.

EIN: _____	NAME OF ESTABLISHMENT: _____
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Item No.	Verification Details
1. What is the main economic activity of your establishment?	<input type="checkbox"/> No entry <input type="checkbox"/> Economic Activity not clearly described <input type="checkbox"/> Major products/goods or services not clearly described
2. Ownership	<input type="checkbox"/> No check mark <input type="checkbox"/> There should be only one box checked
3. Type of market	<input type="checkbox"/> No check mark <input type="checkbox"/> There should be only one box checked
4. With union	<input type="checkbox"/> No check mark <input type="checkbox"/> There should be only one box checked
4.1. If yes, please specify scope of bargaining unit	<input type="checkbox"/> No check mark/s
5. Number of unions	<input type="checkbox"/> No entry <input type="checkbox"/> Clarify entry
6. Union membership	<input type="checkbox"/> No entry <input type="checkbox"/> Entry exceeds number of supervisors/foremen reported in Part II Item 1.4.2 <input type="checkbox"/> Entry exceeds number of regular workers reported in Part II item 1.4.3.1 <input type="checkbox"/> Entry exceeds the sum of supervisor/foremen and regular workers reported in Part II items 1.4.2 and 1.4.3.1
6.1. Female members	<input type="checkbox"/> No entry <input type="checkbox"/> Entry exceeds union membership reported in item 6 <input type="checkbox"/> Entry exceeds female workers reported in Part II item 1.3.1
6.2. Union officers	<input type="checkbox"/> No entry <input type="checkbox"/> Entry exceeds/equals to union membership reported in item 6 <input type="checkbox"/> Entry exceeds number of unions reported in item 5
6.2.1. Female officers	<input type="checkbox"/> No entry <input type="checkbox"/> With entry but no female union members reported in item 6.1 <input type="checkbox"/> Entry exceeds number of union officers reported in item 6.2
6.2.1.1. Female presidents	<input type="checkbox"/> No entry <input type="checkbox"/> Entry exceeds number of unions reported in item 5 <input type="checkbox"/> With entry but no female officers reported in item 6.2.1
7. With collective bargaining agreements	<input type="checkbox"/> No check mark <input type="checkbox"/> There should be only one box checked corresponding to the sub-categories checked in Item 4.1
8. Workers covered by CBAs	<input type="checkbox"/> No entry <input type="checkbox"/> Entry is less than union membership reported in item 6 <input type="checkbox"/> Entry exceeds number of supervisors/foremen reported in Part II item 1.4.2 <input type="checkbox"/> Entry exceeds number of regular workers employees reported in Part II item 1.4.3.1 <input type="checkbox"/> Entry exceeds the sum of supervisor/foremen and regular workers reported in Part II items 1.4.2 and 1.4.3.1
8.1 Female workers covered	<input type="checkbox"/> No entry <input type="checkbox"/> Entry is less than female members reported in item 6.1 <input type="checkbox"/> With entry but no female workers reported in Part II item 1.3.1

Received by NCR/ONCR Supervisor:	Verification Accepted by Reviewer:
Signature: _____	Signature: _____
Date: _____	Date: _____

ISLE FORM 1 (VERIFICATION FORM FOR PART II: EMPLOYMENT)

To Our Valued Respondent: Thank you for accomplishing the 2013/2014 ISLE questionnaire. We, however, have some queries regarding the encircled entry/ies in the attached questionnaire for your verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/ies, kindly do so and affix your initial beside the new entry/ies in the questionnaire.

EIN: _____		NAME OF ESTABLISHMENT: _____	
Item No.		Verification Details	
1. Total Employment <i>(sum of entries in items 1.1, 1.2 and 1.3)</i>		<input type="checkbox"/> Entry is not the sum of entries in items 1.1, 1.2 and 1.3.	
1.1. Working owners <i>(without regular pay)</i>		<input type="checkbox"/> Entry is equal to/greater than entry in item 1.3	
1.2. Unpaid workers		<input type="checkbox"/> Entry is equal to/greater than entry in item 1.3	
1.3. Employees <i>(sum of entries in items 1.4.1, 1.4.2 and 1.4.3)</i>		<input type="checkbox"/> Entry is not the sum of entries in items 1.4.1, 1.4.2 and 1.4.3 <input type="checkbox"/> Entry is not the sum of entries in items 2.4, 2.5.2 and 2.6	
1.3.1. Female Employees		<input type="checkbox"/> Entry is greater than entry in item 1.3 <input type="checkbox"/> Entry is greater than entry in item 2.2 <input type="checkbox"/> Entry is less than the sum of entries in items 1.4.1.1 and 1.4.2.1	
1.4. Category of Employees			
1.4.1. Managers/Executives <i>(including working owners receiving regular pay and female managers/executives)</i>		<input type="checkbox"/> Entry is equal to/greater than entry in item 1.3.	
1.4.1.1. Female managers/executives		<input type="checkbox"/> Entry is greater than entry in items 1.3.1 and 1.4.1	
1.4.2. Supervisors/Foremen <i>(including female supervisors)</i>		<input type="checkbox"/> Entry is equal to/greater than entry in item 1.3	
1.4.2.1. Female supervisors		<input type="checkbox"/> Entry is greater than entry in items 1.3.1 and 1.4.2	
1.4.3. Rank and file workers <i>(sum of entries in items 1.4.3.1 and 1.4.3.2)</i>		<input type="checkbox"/> Entry is equal to/greater than entry in item 1.3 <input type="checkbox"/> Entry is not the sum of entries in items 1.4.3.1 and 1.4.3.2	
1.4.3.1. Regular workers		<input type="checkbox"/> Entry is greater than entry in item 1.4.3	
1.4.3.2. Non-regular workers <i>(as reported in item 2.7)</i>		<input type="checkbox"/> Entry is equal to/greater than entry in item 1.4.3 <input type="checkbox"/> Different entry from entry in item 2.7	
2. Employment of Specific Groups of Workers <i>(As applicable, workers may be reported in several categories.)</i>			
2.1. Young workers		<input type="checkbox"/> Entry is not the sum of entries in items 2.1.1 and 2.1.2. <input type="checkbox"/> Entry is greater than entry in item 1.3.	
2.1.1. 15-24 years old		<input type="checkbox"/> Entry is greater than entries in items 1.3 and 2.1.	
2.1.2. 25-30 years old		<input type="checkbox"/> Entry is greater than entries in items 1.3 and 2.1.	
2.2. Female workers		<input type="checkbox"/> Entry is less than entry in item 1.3.1	
2.3. Workers paid the exact minimum wage		<input type="checkbox"/> Entry is greater than entry in item 1.4.3 and 2.4.1.2. <i>Note: Entry excludes workers who are receiving below or above the minimum wage.</i>	
2.4. Time-rated workers <i>(sum of entries in items 2.4.1 and 2.4.2)</i>		<input type="checkbox"/> Entry is not the sum of entries in items 2.4.1 and 2.4.2.	
2.4.1. Full-time workers <i>(sum of entries in items 2.4.1.1, 2.4.1.2 and 2.4.1.3)</i>		<input type="checkbox"/> Entry is not the sum of entries in items 2.4.1.1 to 2.4.1.3.	
2.4.1.1. Hourly		<input type="checkbox"/> Entry is equal to/greater than entry in item 2.4.1.	
2.4.1.2. Daily		<input type="checkbox"/> Entry is greater than entry in item 2.4.1. <i>Note: Entry includes workers who are receiving wages monthly or bi-monthly but whose wages are counted daily.</i>	
2.4.1.3. Monthly		<input type="checkbox"/> Entry is greater than entry in item 2.4.1 <i>Note: Entry excludes workers who are receiving wages monthly or bi-monthly but whose wages are counted daily.</i>	
2.4.2. Part-time workers <i>(except consultants and those on retainer basis)</i>		<input type="checkbox"/> Entry is equal to/greater than entry in item 2.	
2.5. Commission workers <i>(sum of entries in items 2.5.1, 2.5.2 and 2.5.3)</i>		<input type="checkbox"/> Entry is greater than entry in item 1.4.3 <input type="checkbox"/> Entry is not the sum of entries in items 2.5.1 to 2.5.3	
2.5.1. With basic pay and commission		<input type="checkbox"/> Entry is greater than entry in item 2.5	
2.5.2. Purely on commission with employer control and supervision		<input type="checkbox"/> Entry is greater than entry in item 2.5	
2.5.3. Purely on commission without employer control		<input type="checkbox"/> Entry is greater than entry in item 2.5	

ISLE FORM 1 (VERIFICATION FORM FOR PART II: EMPLOYMENT) (cont'd)

Item No.	Verification Details
2.6. Output-rated workers <i>(sum of entries in Items 2.6.1, 2.6.2, 2.6.3 and 2.6.4)</i>	<input type="checkbox"/> Entry is not the sum of entries in items 2.6.1 to 2.6.4.
2.6.1. Piece-rated workers	<input type="checkbox"/> Entry is greater than entry in item 2.6.
2.6.2. Production standard (quota) workers	<input type="checkbox"/> Entry is greater than entry in item 2.6.
2.6.3. "Pakyao" or "Takay" workers	<input type="checkbox"/> Entry is greater than entry in item 2.6.
2.6.4. Task workers	<input type="checkbox"/> Entry is greater than entry in item 2.6.
2.7. Non-regular workers <i>(sum of entries in items 2.7.1, 2.7.2, 2.7.3, 2.7.4 and 2.7.5; this should be the entry reported in item 1.4.3.2)</i>	<input type="checkbox"/> Entry is not the sum of entries in items 2.7.1 to 2.7.5. <input type="checkbox"/> Different entry from entry in item 1.4.3.2.
2.7.1. Probationary workers	<input type="checkbox"/> Entry is greater than entry in item 2.7.
2.7.2. Casual workers	<input type="checkbox"/> Entry is greater than entry in item 2.7.
2.7.3. Contractual/Project-based workers <i>(except workers hired through contractors)</i>	<input type="checkbox"/> Entry is greater than entry in item 2.7.
2.7.4. Seasonal workers	<input type="checkbox"/> Entry is greater than entry in item 2.7.
2.7.5. Apprentices/Learners	<input type="checkbox"/> Entry is greater than entry in item 2.7.
2.8. Workers who work on evening/graveyard shifts <i>(workers hired through agencies/contractors are excluded)</i>	<input type="checkbox"/> Total number of workers is not equal to sum of details. <input type="checkbox"/> Total number of workers is equal to/greater than entry in item 1.3. <input type="checkbox"/> Total number of workers is indicated but no details (shift schedules/number of workers per shift) are provided.
3. Outsourcing/Contracting out	
3.1. Job, work or service done <u>WITHIN</u> the premises of the establishment	<input type="checkbox"/> No check mark but there is an entry in item 3.1.1. <input type="checkbox"/> Box is checked but no check mark in any of the boxes for type of process outsourced/contracted out (items 3.1.1 and 3.1.21).
3.1.1. Number of workers hired through agencies/contractors	<input type="checkbox"/> Entry is not the sum of entries in items 3.1.1.1 to 3.1.1.21. <input type="checkbox"/> Entry has no breakdown (items 3.1.1 and 3.1.21).
3.1.1.1.-3.1.1.21. Type of process outsourced/contracted-out	<input type="checkbox"/> Box is checked in item/s _____ but number of workers is not specified. <input type="checkbox"/> Entry in item/s _____ is greater than entry in item 3.1.1. <input type="checkbox"/> Production/assembly (item 3.1.1.6) is checked but activity/process is not specified. <input type="checkbox"/> "Others" (item 3.1.1.21) is checked but process outsourced/contracted out is not specified. <input type="checkbox"/> Number of workers reported in "Others" (item 3.1.1.21) but job outsourced/contracted out is not specified.
3.2. Job, work or service done <u>OUTSIDE</u> the premises of the establishment	<input type="checkbox"/> Box is checked but there is no check mark in items 3.2.1 to 3.2.14. <input type="checkbox"/> No check mark but there is a check mark in item/s _____. <input type="checkbox"/> Production/assembly (item 3.2.1) is checked but the activity/process is not specified. <input type="checkbox"/> "Others" is checked but process contracted/subcontracted not specified.

Received by NCR/ONCR Supervisor:	Verification Accepted by Reviewer:
Signature:	Signature:
Date:	Date:

ISLE FORM 1

(VERIFICATION FORM FOR PART III: OCCUPATIONAL SHORTAGES AND SURPLUSES)

To Our Valued Respondent. Thank you for accomplishing the 2013/2014 ISLE questionnaire. We, however, have some queries regarding the encircled entry/ies in the attached questionnaire for your verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/ies, kindly do so and affix your initial beside the new entry/ies in the questionnaire.

EIN: _____	NAME OF ESTABLISHMENT: _____
Item No.	Verification Details
1. Were there job vacancies in your establishment from January 2013 to June 2014?	<input type="checkbox"/> No check mark in appropriate box <input type="checkbox"/> "Yes" is checked but the total number of vacant positions is not specified <input type="checkbox"/> "Yes" is checked but the entry is not equal to the sum of entries in column 5
2. What were the job vacancies in your establishment during the reference period?	<input type="checkbox"/> _____ (title of job/occupation) as reported in column (2) does not have its corresponding entry in column/s _____ (identify column no.) <input type="checkbox"/> Column (9) has multiple responses. Code for "main reason" is not reflected <input type="checkbox"/> Code (8) "Others" as listed in column (9) is not specified

Received by NCR/ONCR Supervisor:	Verification Accepted by Reviewer:
Signature:	Signature:
Date:	Date:

ISLE FORM 1 (VERIFICATION FORM FOR PART IV: TRAINING OF WORKERS)

To Our Valued Respondent. Thank you for accomplishing the 2013/2014 ISLE questionnaire. We, however, have some queries regarding the encircled entry/ies in the attached questionnaire for your verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/ies, kindly do so and affix your initial beside the new entry/ies in the questionnaire.

EIN: _____	NAME OF ESTABLISHMENT: _____
Item No.	Verification Details
1. Did your establishment provide job-related training/s to your employees in 2013?	<input type="checkbox"/> "Yes" is checked but there are no entries in the rest of items of inquiry in Part IV
2. How many employees were provided job-related training/s during the reference period?	<input type="checkbox"/> Column 2 is not the sum of entries in columns 4, 6, and 8. <input type="checkbox"/> Column 3 is not the sum of entries in columns 5, 7, and 9. <input type="checkbox"/> Total (column 2/column 3) has no break down (columns 4-9). <input type="checkbox"/> Training provider is checked but details not provided.

Received by NCR/ONCR Supervisor:	Verification Accepted by Reviewer:
Signature:	Signature:
Date:	Date:

ISLE FORM 1 (VERIFICATION FORM FOR PART V: PRODUCTIVITY IMPROVEMENT AND GAINSHARING PRACTICES)

To Our Valued Respondent: Thank you for accomplishing the 2013/2014 ISLE questionnaire. We, however, have some queries regarding the encircled entry/ies in the attached questionnaire for your verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/ies, kindly do so and affix your initial beside the new entry/ies in the questionnaire.

EIN: _____		NAME OF ESTABLISHMENT: _____	
Item No.		Verification Details	
1. What productivity improvement program/s are being implemented in your establishment and who developed these programs?		<input type="checkbox"/> No check mark <input type="checkbox"/> No code indicated in "Developed by" for checked "Programs" <input type="checkbox"/> "None" is checked but there are entries in items 2-4 <input type="checkbox"/> "Others" is checked but productivity improvement program is not specified <input type="checkbox"/> Code 7 or "Others" is answered in "Developed by" but other developer is not specified	
2. What are the objective/s of your productivity improvement programs and to what extent were the objective/s met?		<input type="checkbox"/> No check mark but has checked program/s in item 1 <input type="checkbox"/> No check mark in corresponding percentage for checked objectives <input type="checkbox"/> "Reduce" is checked but no check mark in any of its sub-categories <input type="checkbox"/> "Increase" is checked but no check mark in any of its sub-categories <input type="checkbox"/> "Others" is checked but objective is not specified <input type="checkbox"/> "Others" is checked but no check mark in the corresponding percentage	
3. Does the productivity improvement program include a productivity gainsharing scheme?		<input type="checkbox"/> No check mark but has checked program/s in Item 1 <input type="checkbox"/> "Yes" is checked but no check mark in the kind of productivity gainsharing scheme <input type="checkbox"/> "Others" is checked but productivity gainsharing scheme is not specified	
4. Have you availed of tax incentives related to your productivity improvement program as provided under RA 6971 or known as the Productivity Incentives Act of 1990?		<input type="checkbox"/> No check mark but has checked program/s in Item 1	
5. Have you been assisted by any government agency in the development and implementation of your productivity improvement program?		<input type="checkbox"/> No check mark <input type="checkbox"/> "Yes" is checked but no check mark in any of the government agency <input type="checkbox"/> "Others" is checked but government agency is not specified	
6. Have you attended any of the training programs conducted by RTWPBs?		<input type="checkbox"/> No check mark <input type="checkbox"/> "Yes" is checked but no check mark in any of the training program <input type="checkbox"/> "Others" is checked but training program is not specified	
7. What forms of assistance should government provide to encourage more establishments to adopt productivity improvement program?		<input type="checkbox"/> No check mark <input type="checkbox"/> "Others" is checked but assistance is not specified	
Received by NCR/ONCR Supervisor:		Verification Accepted by Reviewer:	
Signature: _____		Signature: _____	
Date: _____		Date: _____	

ISLE FORM 1 (VERIFICATION FORM FOR PART VI: OCCUPATIONAL SAFETY AND HEALTH PRACTICES)

To Our Valued Respondent: Thank you for accomplishing the 2013/2014 ISLE questionnaire. We, however, have some queries regarding the encircled entry/ies in the attached questionnaire for your verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/ies, kindly do so and affix your initial beside the new entry/ies in the questionnaire.

EIN: _____	NAME OF ESTABLISHMENT: _____
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Item No.	Verification Details
1. What activities were conducted or practiced in the company as part of your preventive and control measures against work safety and health hazards?	<input type="checkbox"/> No check mark <input type="checkbox"/> Only one check mark for each item for each year <input type="checkbox"/> "Others" is checked but preventive and control measure/activity is not specified
2. Which of the following Occupational Safety and Health policies and programs are implemented in your establishment?	<input type="checkbox"/> No check mark <input type="checkbox"/> Only one check mark for each item for each year <input type="checkbox"/> "Others" is checked but occupational safety and health policy/program is not specified
3. What work safety and health-related trainings/seminars were availed by your employees and which agency /organization conducted it?	<input type="checkbox"/> No check mark <input type="checkbox"/> "Trainings/Seminars" is checked but training agency/organization code is not indicated <input type="checkbox"/> "Others" is checked but training/seminar is not specified <input type="checkbox"/> Code 9 or "Others" is answered in "training agency/organization" but other agency/organization is not specified
4. Who is/are the designated health and safety personnel(s) in your establishment?	<input type="checkbox"/> No check mark <input type="checkbox"/> "Safety Officer" is checked but did not specify if accredited by PSA <input type="checkbox"/> "Others" is checked but health and safety personnel is not specified

Received by NCR/ONCR Supervisor:	Verification Accepted by Reviewer:
Signature: _____	Signature: _____
Date: _____	Date: _____

ISLE FORM 1 (VERIFICATION FORM FOR PART VII: OCCUPATIONAL INJURIES AND DISEASES)

To Our Valued Respondent: Thank you for accomplishing the 2013/2014 ISLE questionnaire. We, however, have some queries regarding the encircled entry/ies in the attached questionnaire for your verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/ies, kindly do so and affix your initial beside the new entry/ies in the questionnaire.

EIN: _____	NAME OF ESTABLISHMENT: _____
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Item No.	Verification Details
1. Did your establishment experience any occupational accidents during the year?	<input type="checkbox"/> No check mark in any of the boxes
2. How many occupational accidents were there?	<input type="checkbox"/> "Yes" is checked in item 1 but no entry in this item <input type="checkbox"/> "Yes" is checked in item 1 but entry in this item exceeds the sum of injury cases in item 3 (cols. 2, 3, 5 and 7).
3. Occupational injuries by type of injury	<input type="checkbox"/> "Yes" is checked in item 1 but no entries in this item Column details do not add up to respective totals: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5 <input type="checkbox"/> col. 6 <input type="checkbox"/> col. 7 With permanent incapacity cases but no corresponding workdays lost or vice versa for items: <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.2 <input type="checkbox"/> 3.3 <input type="checkbox"/> 3.4 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.6 <input type="checkbox"/> 3.7 <input type="checkbox"/> 3.8 <input type="checkbox"/> 3.9 With temporary incapacity cases but no corresponding workdays lost or vice versa for items: <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.2 <input type="checkbox"/> 3.3 <input type="checkbox"/> 3.4 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.6 <input type="checkbox"/> 3.7 <input type="checkbox"/> 3.8 <input type="checkbox"/> 3.9 Workdays lost for permanent incapacity cases less than corresponding number of cases for items: <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.2 <input type="checkbox"/> 3.3 <input type="checkbox"/> 3.4 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.6 <input type="checkbox"/> 3.7 <input type="checkbox"/> 3.8 <input type="checkbox"/> 3.9 Workdays lost for temporary incapacity cases less than corresponding number of cases for items: <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.2 <input type="checkbox"/> 3.3 <input type="checkbox"/> 3.4 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.6 <input type="checkbox"/> 3.7 <input type="checkbox"/> 3.8 <input type="checkbox"/> 3.9 Workdays lost per case of temporary incapacity exceeds 365 days for items: <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.2 <input type="checkbox"/> 3.3 <input type="checkbox"/> 3.4 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.6 <input type="checkbox"/> 3.7 <input type="checkbox"/> 3.8 <input type="checkbox"/> 3.9 <i>Note: A permanent or temporary incapacity injury case generally covers at the least one workday lost excluding the day of the accident. Temporary absences from work of less than one day for medical treatment are not included in workdays lost.</i>
4. Occupational injuries by part of body injured	<input type="checkbox"/> "Yes" is checked in item 1 but no entries in this item Column details do not add up to respective totals: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5 Totals different from corresponding totals in item 3: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 vs. col.5 of item 3 <input type="checkbox"/> col. 5 vs. col. 7 of item 3
5. Occupational injuries by cause of injury	<input type="checkbox"/> "Yes" is checked in item 1 but no entries in this item Column details do not add up to respective totals: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5 Totals different from corresponding totals in item 4: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5
6. Occupational injuries by agent of injury	<input type="checkbox"/> "Yes" is checked in item 1 but no entries in this item Column details do not add up to respective totals: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5 Totals different from corresponding totals in item 5: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5
7. Occupational injuries by major occupation group	<input type="checkbox"/> "Yes" is checked in item 1 but no entries in this item Column details do not add up to respective totals: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5 Totals different from corresponding totals in item 6: <input type="checkbox"/> col. 2 <input type="checkbox"/> col. 3 <input type="checkbox"/> col. 4 <input type="checkbox"/> col. 5
8. Occupational diseases	<input type="checkbox"/> With entry in Item 8.13.5 on "Other work-related musculoskeletal disorders," but disease/s not specified <input type="checkbox"/> With entry in Item 8.14 on "Others" but occupational disease/s not specified <input type="checkbox"/> With multiple occupational diseases specified in item 8.14 on "Others" but lumped together into one entry
9. Did any of your workers experience commuting accidents in 2013?	<input type="checkbox"/> No check mark in any of the boxes
9.1. How many commuting accidents were there?	<input type="checkbox"/> "Yes" is checked in item 9 but no entry in this item
9.2. How many workers were injured?	<input type="checkbox"/> "Yes" is checked in item 9 but no entry in this item <input type="checkbox"/> Entry here is lower than entry in item 9.1
10. Hours actually worked	<input type="checkbox"/> No entry Entry is outside acceptable range: <input type="checkbox"/> less than 1,200 hours per person <input type="checkbox"/> more than 3,600 hours per person

Received by NCR/ONCR Supervisor:	Verification Accepted by Reviewer:
Signature:	Signature:
Date:	Date:

ISLE FORM 1 (VERIFICATION FORM FOR PART VIII: LABOR COST OF EMPLOYEES)

Received by NCR/ONCR Supervisor:		Verification Accepted by Reviewer:	
<p><i>To Our Valued Respondent:</i> Thank you for accomplishing the 2013/2014 ISLE questionnaire. We, however, have some queries regarding the encircled entry/ies in the attached questionnaire for your verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/ies, kindly do so and affix your initial beside the new entry/ies in the questionnaire.</p>			
EIN: _____		NAME OF ESTABLISHMENT: _____	
ITEM No.		VERIFICATION DETAILS	
1. Reference period if other than calendar year (month/year)		<input type="checkbox"/> Reference period not specified	
2. Labor Cost Component			
2.1. Direct wages and salaries (in cash)			
2.1.1. Pay for normal/regular working time		<input type="checkbox"/> No entry <input type="checkbox"/> Entry is outside the acceptable range of 36,000 – 500,000 per employee	
2.1.4. Payments under bonus, productivity, performance and other incentive schemes		<input type="checkbox"/> Entry is the same as entry in item 2.3.1	
2.1.5. Cost of living allowances and other guaranteed and regularly paid allowances		<input type="checkbox"/> Entry is the same as entry in item 2.5.2	
2.3. Bonuses and gratuities			
2.3.1. Year-end, seasonal and other one-time bonuses		<input type="checkbox"/> No entry <input type="checkbox"/> Entry is the same as entry in item 2.1.4 <input type="checkbox"/> Entry is outside the acceptable range of 3,000 – 200,000 per employee	
2.6. Employer's social security expenditures			
2.6.1. Compulsory social security contributions		<input type="checkbox"/> No entry <input type="checkbox"/> Entry is outside the acceptable range of 3,000 – 20,000 per employee	
2.6.4. Cost of medical care and health services		<input type="checkbox"/> Entry is the same as entry in item 2.6.2	
2.8 Cost of welfare services		<input type="checkbox"/> Entry includes entry in item 2.5 <input type="checkbox"/> Entry includes entry in item 2.6.4 <input type="checkbox"/> Entry includes entry in item 2.7	
2.9 Other labor costs			
2.9.1 Cost of work/clothes/protective gear		<input type="checkbox"/> Entry is the same as entry in item 2.4	
3. Hours actually worked by all employees in 2013		<input type="checkbox"/> No entry <input type="checkbox"/> Entry is outside the acceptable range of 1,200 – 3,600 per employee	
4. Percent share of labor cost to total cost		<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> "30% or more" is checked but percent share is not specified	
Signature:		Signature:	
Date:		Date:	

For _____ (Survey Title)
 PSA Regional Office No. _____

A. Timetable of Field Operations

Activity	PSA-Intramuros Scheduled Dates	Actual Dates
Training of ENUMERATORS		
Delivery		
Collection		

B. Manpower Complement

Personnel	PSA-Intramuros Required Manpower	Manpower Utilized
Total		
Regional Staff		
Area Supervisors		
Enumerators		

C. Fund Utilization (P)

Object	Interfund Transfer/Current Appropriation	Actual Expenditures		
		Total	From Current Appropriation	From Balance of Previous Surveys
Total				
Travelling				
Communications				
Supplies				
Tokens				
Survey Briefing				
Wages				

D. Problems Encountered

1. Administrative Concerns
 - a. Training of Enumerators/Area Supervisors
 - b. Manpower Complement Including Hiring of ENUMERATORS
 - c. Fund Utilization
2. Field Operations
 - a. Delivery of Questionnaires
 - b. Retrieval of Questionnaires
On the average, how many callbacks were made to an establishment? _____

For (Survey Title)
PSA Regional Office No. _____

E. Measures Undertaken by the RO to Solicit Cooperation of Sample Establishments

F. Suggestions for Improvement of Survey Implementation

1. Training of Enumerators and Area Supervisors

2. Manpower Complement

3. Fund Utilization

4. Field Operations

Prepared by:

Noted by:

Signature:

Signature:

Name:

Name:

Position:

Position: Regional Director

Date:

Date:

To All Enumerators,

The quality of survey data greatly relies on the quality of field operations in which you have been a part of. The Statistics Support Group of PSA-Intramuros has prepared this questionnaire to gather feedback/comments from you that will help us assess the effectiveness of the conduct of Enumerators' Training and the supervision rendered by our technical staff during the delivery of questionnaires.

Please accomplish this form and return to your supervisor. Thank you very much.

Statistics Support Group

Note to all Supervisors: Please administer this form to your enumerators a month after start of delivery operations.

Enumerator: _____ **Supervisor:** _____

Area(s) of Assignment: _____ **Number of Workload:** _____

Number of Questionnaires Delivered (A month after start of delivery operations) : _____

Date Accomplished: _____

1. How many visits have you made before you completed the delivery of a questionnaire to an establishment? (Please specify the number of establishments in which such visits were made.)

(a) Minimum no. of visits: _____ No. of establishments: _____

(b) Maximum no. of visits: _____ No. of establishments: _____

2. Generally, how difficult/easy was it to locate the establishments? (Encircle answer)

1 – Very Easy 2 – Easy 3 – Difficult 4 – Very Difficult

3. Did the following factors contribute to the successful delivery of questionnaires? (Check only one for each factor)

Factors	Strongly Disagree (1)	Disagree (2)	Neither Agree nor Disagree (3)	Agree (4)	Strongly Agree (5)
Operational Strategy from the Enumerators' Training					
Assistance of Supervisor					
Assistance of Monthly ENUMERATOR					
Use of Control List					
Use of Maps					
Use of Telephone Directory					
Familiarity with the Area					
Others, specify					

4. What were the common problems you encountered in the delivery of questionnaires? *(Check as many as applicable)*

- Incomplete/Incorrect Address Labels
- Too many CBL, PCL and TCL samples
- Improper allocation of workloads
- Uncooperative establishment personnel
- Ignorance of establishment about the survey
- Strict security personnel in the establishment
- Others *(Please specify)*

5. Comments and Suggestions:

Reviewed by Supervisor:
Signature:
Name:
Position:
Date:

THANK YOU VERY MUCH!!!

To All Enumerators,

The quality of survey data greatly relies on the quality of field operations in which you have been a part of. The Statistics Support Group of PSA-Intramuros has prepared this questionnaire to gather feedback/comments from you that will help us assess the effectiveness of the conduct of Enumerators' Training and the supervision rendered by our technical staff during the retrieval of questionnaires.

Please accomplish this form and return to your supervisor. Thank you very much.

Statistics Support Group

Note to all Supervisors: Please administer this form to your enumerators three months after start of delivery operations.

Enumerator: _____ **Supervisor:** _____
Area(s) of Assignment: _____ **Number of Workload:** _____
Number of Questionnaires Retrieved (Three months after start of delivery operations): _____
Date Accomplished: _____

1. How many callbacks have you made before you retrieved a questionnaire from the establishment? (Please specify the number of establishments in which such callbacks were made.)

(a) Minimum no. of callbacks: _____ No. of establishments: _____
 (b) Maximum no. of callbacks: _____ No. of establishments: _____

2. How many visits have you made before you retrieved a questionnaire from the establishment? (Please specify the number of establishments in which such visits were made.)

(a) Minimum no. of visits: _____ No. of establishments: _____
 (b) Maximum no. of visits: _____ No. of establishments: _____

3. Generally, how difficult/easy was it to retrieve the questionnaires?
 (Encircle answer)

1 – Very Easy 2 – Easy 3 – Difficult 4 – Very Difficult

4. Did the following factors contribute to the successful retrieval of questionnaires? (Check only one for each factor)

Factors	Strongly Disagree (1)	Disagree (2)	Neither Agree nor Disagree (3)	Agree (4)	Strongly Agree (5)
Operational Strategy from the Enumerators' Training					
Establishments' Cooperation					
Assistance of Supervisor					
Completeness of Data Reported					
Consistency of Entries					
Others, specify					

5. What items in the questionnaire did you find the most number of errors?

2013/2014 ISLE

Item/s	Error/s

2014 OWS

Item/s	Error/s

6. Comments and Suggestions:

Reviewed by Supervisor:
Signature:
Name:
Position:
Date:

THANK YOU VERY MUCH!!!