



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

**2013/2014 INTEGRATED SURVEY  
ON LABOR AND EMPLOYMENT**  
(formerly BLES Integrated Survey)

*In correspondence, please quote this reference number.*

**Assistance Available**

If you have problems completing this form or in meeting the due date, please contact:

**Metro Manila**

**Outside Metro Manila**

Philippine Statistics Authority - Intramuros  
3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila 1002  
Tel. Nos.: 527-3000 loc 311/313/319; 527-3489  
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*bles\_lssd@dole.gov.ph; bles\_lssd@yahoo.com*

Tel. Nos.  
Fax No.  
E-mail

**To be accomplished by Enumerator (except GEOCODE)**

**1. Changes in the address label should be written below:**

Business Name of Establishment \_\_\_\_\_

Floor/Bldg./No./Street/Subdivision \_\_\_\_\_

Barangay/City/Municipality \_\_\_\_\_

Zip Code/Province \_\_\_\_\_ **GEOCODE:** | | | | | | | | | |

**2. If questionnaire is endorsed to head office, particulars should be written below:**

Business Name of Head Office \_\_\_\_\_

Contact Person \_\_\_\_\_ Tel. No. \_\_\_\_\_

Position of Contact Person \_\_\_\_\_

Floor/Bldg./No./Street/Subdivision \_\_\_\_\_

Barangay/City/Municipality \_\_\_\_\_

Zip Code/Province \_\_\_\_\_ **GEOCODE:** | | | | | | | | | |

**Status Code**

For Field Personnel	For PSA Personnel						
	June 2014				CY 2013		
RET1 RFV RET2	RET1 RFV RET2	CET with EIN	RET1 RFV RET2	CET with EIN			
REF STR TCL	REF STR TCL	_____	REF STR TCL	_____			
CBL PCL	CBL PCL	OSE	CBL PCL	OSE			
DUP of EIN _____	CON with EIN	_____	CON with EIN	_____			
OSP with PSIC _____	DUP of EIN	_____	DUP of EIN	_____			
OTH (specify) _____	OSP with PSIC	_____	OSP with PSIC	_____			
	OTH (specify)	_____	OTH (specify)	_____			

The **BUREAU OF LABOR AND EMPLOYMENT STATISTICS (BLES)**, along with three other agencies, namely, the **National Statistics Office (NSO)**, the **National Statistical Coordination Board (NSCB)**, and the **Bureau of Agricultural Statistics (BAS)** shall be known as the **PHILIPPINE STATISTICS AUTHORITY (PSA)** starting December 29, 2013 as per Republic Act 10625 otherwise known as the Philippine Statistical Act of 2013.

## PLEASE READ BEFORE ACCOMPLISHING THE QUESTIONNAIRE

### ***Survey Objectives and Uses of the Data***

Your establishment has been selected to participate in the 2013/2014 Integrated Survey on Labor and Employment (ISLE). 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 the studies on industry trends and practices, and serve as bases for the formulation of policies on employment, conditions of work and industrial relations.

### ***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.

### ***Collection Authority***

The information asked for is collected under 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.

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.

### ***Coverage***

Your report should include data **only** for the establishment in the address box to avoid multiple reporting as your other branches may have also been selected to participate in our survey.

### ***Periodicity and Reference Periods***

The ISLE is conducted every two years. The reference periods for this survey are as follows:

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

### ***Concepts and Definition of Terms***

To facilitate the accomplishment of this form, the definition of terms is found on the same page as the items of inquiry.

### ***Due Date***

Please complete this form and return it on the date agreed upon by you and our designated data collector. However, we would highly appreciate if you can accomplish the questionnaire within **ten (10) days** from your receipt.

### ***Availability of Results***

Selected statistics from the 2011/2012 BITS are presented in the last four pages of this questionnaire. More details can be furnished upon request or by visiting our website (<http://www.bles.dole.gov.ph>). Results of the 2013/2014 ISLE will be available by **October 2015**.

Part I 

# PART I: GENERAL INFORMATION

Reference Period: June 30, 2014

1. What is the main economic activity of your establishment?		2009 PSIC Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Do not fill)	
Main Economic Activity _____			
Major Products/Goods or Services _____			
<i>(Please specify your major products/goods or services in order of importance.)</i>			
2. Ownership <i>(Please check only one.)</i>	<input type="checkbox"/> Filipino	<input type="checkbox"/> Joint Venture	
	<input type="checkbox"/> Foreign	<input type="checkbox"/> Multinational	
3. Type of market <i>(Indicate market only if engaged in production of goods, e.g., agriculture, mining and quarrying, and manufacturing) (Please check only one.)</i>	<input type="checkbox"/> Domestic Market only	<input type="checkbox"/> Export/International Market	
	<input type="checkbox"/> Both Domestic and Export		
4. With union? <i>(Registered or under process as of reference date.)</i>	<input type="checkbox"/> Yes		<input type="checkbox"/> No, <i>go to Part II</i>
4.1. If yes, please specify scope of bargaining unit. <i>(Please check as applicable.)</i>	<input type="checkbox"/> Supervisors only	<input type="checkbox"/> Rank & File only	<input type="checkbox"/> Rank & File including Supervisors
5. Number of unions <i>(Registered or under process as of reference date.)</i>			
6. Union membership			
6.1. Female members			
6.2. Union officers including members of the Board			
6.2.1. Female officers			
6.2.1.1. Female presidents			
7. With collective bargaining agreement? <i>(Please check as applicable.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Workers covered by CBAs including those paying agency fees			
8.1. Female workers covered			

**Establishment** - an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location, e.g., mine, factory, store, bank, restaurant.

**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.

**For firms engaged in activities which may be physically dispersed** such as mining, construction, real estate development, transportation, communication, insurance, etc., the establishment is the **base** from which the personnel operate to carry out their activities or from which they are paid.

**Main economic activity** - activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g., mining of metal ores, manufacture of food products, retail trade, education.

**Major products/goods or services** - specific product/goods produced or service given by the establishment, e.g., gold, ice cream, electricity, residential buildings, automotive parts, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.

**Joint venture** - a contractual agreement joining together two or more parties who contributes equity for the purpose of executing a particular business undertaking. Under such agreement, all parties agree to share in the profits and losses of the business.

**Multinational** - has its management headquarters in one country, known as the home country, and operates in several countries, known as host countries.

**Union** - any registered group or association of employees that exists in whole or in part for the purpose of collective bargaining or dealing with employers concerning terms and conditions of employment. It also refers to a union whose registration is still in process as of reference date.

**Collective Bargaining Agreement (CBA)** - the negotiated contract between a legitimate labor organization and the employer concerning wages, hours of work, and all other terms and conditions of employment in a bargaining unit, including mandatory provisions for grievance and arbitration machinery.

**Employment** - persons who worked or received pay from the establishment.

**Include:**

- working owners with or without regular pay
- salaried directors, managers and executives
- regular and non-regular workers, e.g., probationary, casual, contractual/project-based, seasonal, paid apprentices/learners
- persons on paid vacation, sick, maternity, paternity, service incentive leave and other paid leaves
- persons working away from the establishment but paid by and under its control, e.g., bus drivers
- workers on strike/lockout
- unpaid workers without regular pay who work for at least 1/3 of the working time normal to the establishment including apprentices without compensation or student on-the-job trainees

**Exclude:**

- silent or inactive partners
- members of the board of directors paid solely for attendance at meetings
- consultants, persons on retainer basis, contract out/agency hired workers, homeworkers
- workers on indefinite leave, laid off workers for six (6) months or more
- persons purely on commission and without employer control

**Employees** - include managers/executives, supervisors/foremen, and rank and file workers. Working owners receiving regular pay are also included.

## PART II: EMPLOYMENT

Reference Period: June 30, 2014

Item of Inquiry (1)	Number of Workers (2)	
<b>1. Total Employment</b> <i>(sum of entries in items 1.1, 1.2 and 1.3)</i>		
1.1. Working owners <i>(without regular pay)</i>		<b>1.1. Working owners</b> - working owners who do not receive regular pay.
1.2. Unpaid workers		<b>1.2. Unpaid workers</b> - persons without regular pay who work for at least one-third of the working time normal to the establishment. Apprentices without compensation or student on-the-job trainees are <b>included</b> .
1.3. Employees <i>(sum of entries in items 1.4.1, 1.4.2 and 1.4.3)</i>		<b>1.4.1. Managers/Executives</b> - workers whose main responsibilities are to determine and formulate policies and plan, direct, control and coordinate the activities of enterprises and organizations, or their internal departments or sections. Working owners receiving regular pay are <b>included</b> .
1.3.1. Female employees		<b>1.4.2. Supervisors/Foremen</b> - workers whose main responsibilities are to plan, direct, organize and supervise the daily activities of workers in the section or unit concerned with the production of goods or the provision of services, subject to the general directive of managers.
1.4. Category of Employees		<b>1.4.3. Rank and file workers</b> - workers who do not fall within the managerial or supervisory classification of employees.
1.4.1. Managers/Executives <i>(including working owners receiving regular pay and female managers/executives)</i>		<b>1.4.3.1. Regular workers</b> - workers hired to perform activities which are <b>usually necessary or desirable</b> in the usual business or trade of the employer and usually worked on permanent status.
1.4.1.1. Female managers/executives		<b>2.1. Young workers</b> - workers aged 15 to 24 years old, or 15-30 years old as of reference date.
1.4.2. Supervisors/Foremen <i>(including female supervisors)</i>		<b>2.2. Female workers</b> - women working as working owners, unpaid workers or employees.
1.4.2.1. Female supervisors		<b>2.3. Workers paid the exact minimum wage</b> - workers who are paid the <b>applicable</b> minimum wage rates fixed by the Regional Tripartite Wages and Productivity Boards.
1.4.3. Rank and file workers <i>(sum of entries in items 1.4.3.1 and 1.4.3.2)</i>		<b>2.4. Time-rated workers</b> - workers paid on the basis of a time unit of work such as an hour, a day or a month.
1.4.3.1. Regular workers		<b>2.4.2. Part-time workers</b> - workers who work at jobs which provide less than the working time normal to the establishment.
1.4.3.2. Non-regular workers <i>(as reported in item 2.7)</i>		<b>2.5.1. With basic pay and commission</b> - persons working for the establishment who receive a basic pay plus a certain percentage of money received for a transaction. They are on the regular payroll of the establishment and are <b>included</b> in its total employment (e.g., sales representatives).
<b>2. Employment of Specific Groups of Workers</b> <i>(As applicable, workers may be reported in several categories.)</i>		<b>2.5.2. Purely on commission with employer control and supervision</b> - persons working for the establishment who are paid purely on the basis of a certain percentage of money received for a transaction. They are under employer control and supervision and are <b>on the regular payroll</b> of the establishment, and are <b>included</b> in its total employment.
2.1. Young workers <i>(sum of entries in items 2.1.1 and 2.1.2)</i>		<b>2.5.3. Purely on commission without employer control</b> - persons working for the establishment who are paid purely on the basis of a certain percentage of money received for a transaction. They are outside employer control and are <b>not on the regular payroll</b> of the establishment, and are <b>excluded</b> in its total employment (e.g., insurance underwriters).
2.1.1. 15-24 years old		<b>2.6. Output-rated workers</b> - workers whose pay is in relation to their output, i.e., piece-rate, quota, "pakyao" or task.
2.1.2. 25-30 years old		<b>2.6.1. Piece-rated workers</b> - workers who are paid on the basis of the number of units produced rather than the time spent in production. Production standard (quota), "pakyao" or "takay", task, commission workers and homeworkers are <b>excluded</b> .
2.2. Female workers		<b>2.6.2. Production standard (quota) workers</b> - workers whose performance is measured based on an imposed minimum amount or quantity of production for a given period, usually eight (8) hours. Piece-rated, "pakyao" or "takay", task, commission workers and homeworkers are <b>excluded</b> .
2.3. Workers paid the exact minimum wage		<b>2.6.3. "Pakyao" or "Takay" workers</b> - workers whose job or work to be performed is in bulk or volumes which are difficult to quantify (commonly practiced in the agricultural industry). Piece-rated, production standard (quota), task, commission workers and homeworkers are <b>excluded</b> .
2.4. Time-rated workers <i>(sum of entries in items 2.4.1 and 2.4.2)</i>		<b>2.6.4. Task workers</b> - workers who are paid for performing specific work irrespective of the time consumed. Piece-rated, production standard (quota), "pakyao" or "takay", commission workers and homeworkers are <b>excluded</b> .
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>		
2.4.1.1. Hourly		
2.4.1.2. Daily		
2.4.1.3. Monthly		
2.4.2. Part-time workers <i>(except consultants and those on retainer basis)</i>		
2.5. Commission workers <i>(sum of entries in items 2.5.1, 2.5.2 and 2.5.3)</i>		
2.5.1. With basic pay and commission		
2.5.2. Purely on commission with employer control and supervision		
2.5.3. Purely on commission without employer control		
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>		
2.6.1. Piece-rated workers		
2.6.2. Production standard (quota) workers		
2.6.3. "Pakyao" or "Takay" workers		
2.6.4. Task workers		



## PART II: EMPLOYMENT (cont'd)

Item of Inquiry (1)	Number of Workers (2)
<b>2. Employment of Specific Groups of Workers</b> (cont'd)	
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>	
2.7.1. Probationary workers	
2.7.2. Casual workers	
2.7.3. Contractual/Project-based workers <i>(except workers hired through agencies/contractors)</i>	
2.7.4. Seasonal workers	
2.7.5. Apprentices/Learners	
2.8. Workers who work on evening/graveyard shifts <i>(workers hired through agencies/contractors are excluded)</i>	
<b>Shift Schedules</b> (e.g., 3:00 P.M. - 11:00 P.M.; 10:00 P.M. - 6:00 A.M.) (1)	<b>Number of Workers per Shift</b> (2)
<b>Total</b>	

**2.7.1. Probationary workers** - workers on trial period during which the employer determines their fitness to qualify for regular employment, based on reasonable standards made known to them at the time of engagement.

**2.7.2. Casual workers** - workers whose work is not usually necessary and desirable to the usual business or trade of the employer. Their employment is not for a specific undertaking or seasonal in nature.

**2.7.3. Contractual/project-based workers** - workers whose employment has been fixed for a specific project or undertaking, the completion or termination of which has been determined at the time of engagement. Workers hired through contractors are **excluded and should be reported in Item 3.1.1.**

**2.7.4. Seasonal workers** - workers whose employment, specifically its timing and duration, is significantly influenced by seasonal factors, e.g., Christmas.

**2.7.5. Apprentices/learners** - workers who are covered by TESDA apprenticeship/learnership programs. Apprentices or student on-the-job trainees without regular compensation are **excluded.**

**2.8. Workers who work on evening/graveyard shift** - workers who work on shifts that wholly or partly cover the 10:00 P.M. to 6:00 A.M. window.

**3. Outsourcing/Contracting out** - refers to an arrangement whereby a principal agrees to put out or farm out with a contractor the performance or completion of a specific job, work or service within a definite or predetermined period, regardless of whether such job, work or service is to be performed or completed within or outside the premises of the principal.

<b>3. Outsourcing/Contracting out</b> (Please check as applicable.)		
<b>3.1. <input type="checkbox"/> Job, work or service done <u>WITHIN</u> the premises of the establishment</b>		<b>3.2. <input type="checkbox"/> Job, work or service done <u>OUTSIDE</u> the premises of the establishment</b>
Type of Process Outsourced/Contracted out (1)	Number of Workers Hired through Agencies/Contractors (2)	Type of Process Outsourced/Contracted out
<b>3.1.1. Total</b> (sum of items 3.1.1.1 to 3.1.1.19)		3.2.1. <input type="checkbox"/> Production/Assembly <i>(Please specify activity/process.)</i> _____
3.1.1.1. <input type="checkbox"/> Security services		3.2.2. <input type="checkbox"/> Finance/Accounting
3.1.1.2. <input type="checkbox"/> Janitorial		3.2.3. <input type="checkbox"/> Data processing/Encoding
3.1.1.3. <input type="checkbox"/> General administrative		3.2.4. <input type="checkbox"/> Human resource (HR)/Recruitment
3.1.1.4. <input type="checkbox"/> Marketing/Sales		3.2.5. <input type="checkbox"/> Learning/Training
3.1.1.5. <input type="checkbox"/> Packaging		3.2.6. <input type="checkbox"/> Billing/Payment
3.1.1.6. <input type="checkbox"/> Production/Assembly <i>(Please specify activity/process.)</i> _____		3.2.7. <input type="checkbox"/> Transport services
3.1.1.7. <input type="checkbox"/> Research and development		3.2.8. <input type="checkbox"/> Courier services
3.1.1.8. <input type="checkbox"/> IT services		3.2.9. <input type="checkbox"/> Packaging/Crating
3.1.1.9. <input type="checkbox"/> Food service/Catering		3.2.10. <input type="checkbox"/> Research and development
3.1.1.10. <input type="checkbox"/> Logistics/Transport		3.2.11. <input type="checkbox"/> Marketing/Sales
3.1.1.11. <input type="checkbox"/> Repair/Maintenance/Construction		3.2.12. <input type="checkbox"/> Medical and health services
3.1.1.12. <input type="checkbox"/> Warehousing		3.2.13. <input type="checkbox"/> Messengerial
3.1.1.13. <input type="checkbox"/> Medical and health services		3.2.14. <input type="checkbox"/> Others <i>(Please specify.)</i> _____ _____ _____ _____ _____
3.1.1.14. <input type="checkbox"/> Cashier		
3.1.1.15. <input type="checkbox"/> Messengerial		
3.1.1.16. <input type="checkbox"/> Billing/Payment		
3.1.1.17. <input type="checkbox"/> Human resource		
3.1.1.18. <input type="checkbox"/> Data processing/Encoding		
3.1.1.19. <input type="checkbox"/> Finance/Accounting		
3.1.1.20. <input type="checkbox"/> Learning/Training		
3.1.1.21. <input type="checkbox"/> Others <i>(Please specify.)</i> _____ _____		

**3.1.1. Workers hired through agencies/contractors** - workers employed by the contractors to perform or complete a job, work or service pursuant to a service agreement **within** the premises of the establishment. They are **excluded** from the total employment of the establishment.



# PART V: PRODUCTIVITY IMPROVEMENT AND GAINSHARING PRACTICES

Reference Period: Calendar Year 2013

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

Code	Developed by	Code	Developed by
1	Labor Management Committee	4	Supervisors/Line Leaders
2	Management	5	Production Workers/Rank and File
3	Union	6	Productivity Consultants
		7	Others <i>(Please specify.)</i> _____

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: <i>(Please specify.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reduce: <i>(Please specify.)</i>				<input type="checkbox"/> profit or sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> work accidents/injuries	<input 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 type="checkbox"/> Improve product quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> customer complaints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Others <i>(Please specify.)</i>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> machine downtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> rework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

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

Yes     No, *go to item 5*

If yes, what kind of productivity gainsharing scheme/s is/are being implemented? *(Please check as applicable.)*

Scanlon Plan     Improshare Plan     Kaiser Plan     Performance Bonus  
 Rucker Plan     Tonnage Plan     Others *(Please specify.)* \_\_\_\_\_

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

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

6. Have you attended any of the training programs conducted by RTWPBs?

Yes *(Please check as applicable.)*     No

ISTIV-Plus     ISTIV-PAP     Service Quality     Others *(Please specify.)*  
 ISTIV-Bayanihan     5S (Good Housekeeping)     Green Productivity    \_\_\_\_\_

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

Training     Information materials     Others *(Please specify.)*  
 Consulting     None    \_\_\_\_\_

<p><b>Improshare Plan</b> – refers to a productivity gainsharing plan which focuses on the number of work hours saved for a given number of units produced; it aims to reduce direct and indirect labor time.</p> <p><b>ISTIV (Plus/Bayanihan/PAP)</b> – refers to productivity enhancement training program for micro, small and medium enterprises that aims to improve productivity and quality toward growth and compensation.</p> <p><b>Just in Time</b> – refers to a production technology system which promotes economic efficiency, with a central principle of “produce appropriately what is necessary, just as much as needed, when needed”.</p> <p><b>Kaiser Plan</b> – refers to a productivity gainsharing plan which provides employees with percentage shares of savings resulting from increased productivity over base-year labor plus or minus material costs.</p> <p><b>Lean Manufacturing/Lean Production</b> – refers to a productivity program on doing more with less, i.e., less time, inventory, space, labor and money.</p>	<p><b>Productivity Gainsharing Scheme</b> – refers to the sharing between the employees and the company of gains brought about by increased productivity.</p> <p><b>Rucker Plan</b> – refers to a productivity gainsharing plan where savings gain is based on value added and is calculated by comparing labor costs with sales minus the cost of goods sold.</p> <p><b>Scanlon Plan</b> – refers to a productivity gainsharing plan based on cost saving activities where savings are calculated by comparing the sales value of production with employee costs.</p> <p><b>Six Sigma</b> – refers to a program aimed at the near elimination of defects from every product, process and transaction.</p> <p><b>Tonnage Plan</b> – refers to a productivity gainsharing plan which is based on tons of materials produced per man-hour.</p> <p><b>Total Quality Management</b> – refers to a management strategy for an organization, centered on awareness of quality in all organizational processes.</p>
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## PART VI: OCCUPATIONAL SAFETY AND HEALTH PRACTICES

Reference Period: Calendar Years 2012-2013

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 <i>(Please specify.)</i> _____						

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						



## PART VI: OCCUPATIONAL SAFETY AND HEALTH PRACTICES (cont'd)

2. Which of the following Occupational Safety and Health policies and programs are currently implemented in your establishment? (cont'd) *(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)
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 <i>(Please specify.)</i> _____						

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 <i>(Use Code)</i>		
		(3)	(4)	(5)
01	<input type="checkbox"/> 40-Hour Basic Occupational Safety and Health Training			
02	<input type="checkbox"/> 40-Hour Construction Safety Training			
03	<input type="checkbox"/> 1-Day Occupational Safety and Health Orientation			
04	<input type="checkbox"/> HIV and AIDS Prevention and Control in the Workplace			
05	<input type="checkbox"/> Safe Work Procedures/Lock Out Tag Out Training			
06	<input type="checkbox"/> Drug-Free Workplace Training			
07	<input type="checkbox"/> Tuberculosis Prevention and Control in the Workplace			
08	<input type="checkbox"/> Smoke-Free Workplace/Tobacco Control in the Workplace			
09	<input type="checkbox"/> Hepatitis B Prevention and Control in the Workplace			
10	<input type="checkbox"/> Stress Management			
11	<input type="checkbox"/> Prevention and Control of Lifestyle-Related Disease/Healthy Lifestyle			
12	<input type="checkbox"/> Fire Safety Training			
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 type="checkbox"/> Emergency Preparedness			
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 <i>(Please specify.)</i> _____			

**Code for training agency/organization (Col. 3)**

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

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

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

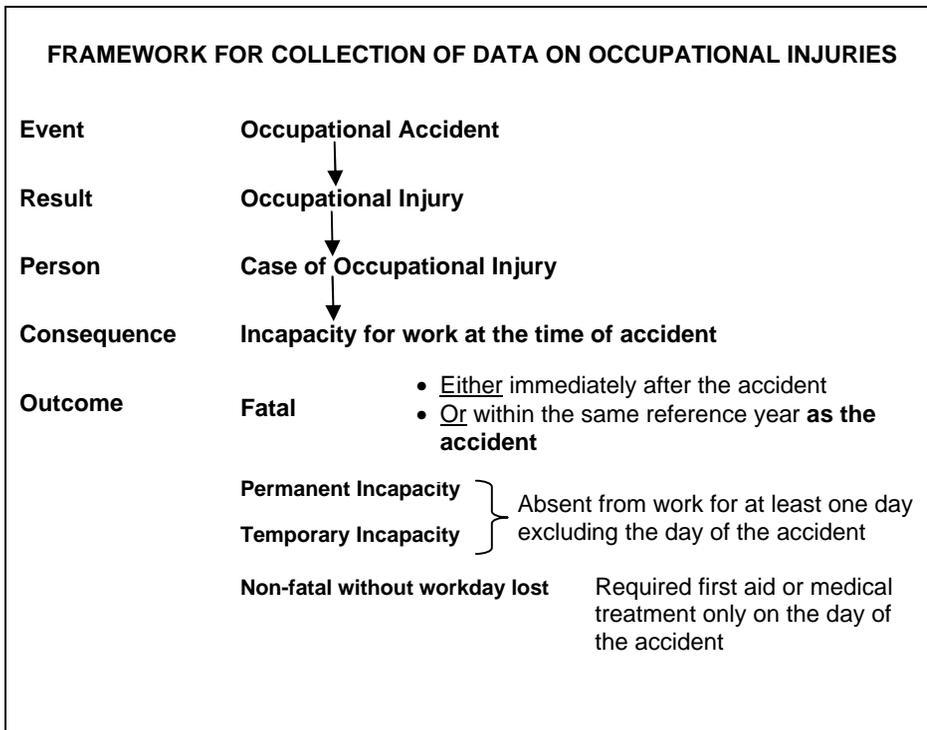
## PART VII: OCCUPATIONAL INJURIES AND DISEASES

Reference Period: Calendar Year 2013

1. Did your establishment experience any <b>occupational accidents</b> during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>go to item 8</i> If answer is <b>YES</b> , indicate in items 3-7, as applicable, the number of cases of <b>occupational injuries</b> .	2. How many occupational accidents were there? _____					
<b>Type of Injury</b> (See description of classifications below)  (1)	Fatal Cases  (2)	Permanent Incapacity Cases      Workdays Lost (3)          (4)		Temporary Incapacity Cases      Workdays Lost (5)          (6)		Cases Without Workdays Lost (7)
<b>3. Total</b> <i>(sum of corresponding entries in cols. 2 to 7)</i>						
3.1. Superficial injuries and open wounds						
3.2. Fractures						
3.3. Dislocations, sprains and strains						
3.4. Traumatic amputations						
3.5. Concussions and internal injuries						
3.6. Burns, corrosions, scalds and frostbites						
3.7. Acute poisonings and infections						
3.8. Foreign body in the eye						
3.9. Others <i>(Please specify.)</i> _____						

### 3. Type of Injury

- 3.1. Superficial injuries** - include abrasions, blisters (non-thermal), contusions, puncture wounds (without major open wounds), insect bites (non-venomous)  
**Open wounds** - include cuts, lacerations, punctures wounds (with penetrating foreign body), animal bites
- 3.2. Fractures** - closed fractures, open fractures, other fractures (dislocated, displaced)
- 3.3. Dislocations, sprains and strains** - include avulsions, lacerations, sprains, strains, traumatic haemarthroses, ruptures, subluxations and tears of joints and ligaments
- 3.4. Traumatic amputations** - include traumatic enucleation of the eye
- 3.5. Concussions and internal injuries** - include blast injuries, bruises, concussions, crushing, lacerations, traumatic haematoma, punctures, ruptures and tears of internal organs
- 3.6. Burns, corrosions, scalds and frostbites** - thermal burns (including from electrical heating appliances, electricity, flames, friction, hot air and hot gases, hot objects, lightning, radiation), chemical burns (corrosions), scalds, frostbites
- 3.7. Acute poisonings** - acute effects of the injection, ingestion, absorption or inhalation of toxic, corrosive or causatic substances; including toxic effects of contact with venomous animals  
**Infections** - include intestinal infectious diseases, specified zoonoses, protozoal diseases, viral diseases, mycoses
- 3.8. Foreign body in the eye**
- 3.9. Others** - effects of radiation, heat and light, hypothermia, effects of air pressure and water pressure, asphyxiation, effects of maltreatment (including physical abuse, psychological abuse), effects of lightning (shock from lightning, struck by lightning not otherwise specified), drowning and non-fatal submersion, effects of noise and vibration (including acute hearing loss), effects of electric current (electrocution, shock from electric current), injuries not specified



**Occupational accident** - an unexpected and unplanned occurrence, including acts of violence arising out of or in connection with work which results in one or more workers incurring a personal injury, disease or death. It can occur outside the usual workplace/premises of the establishment while the worker is on business on behalf of his/her employer i.e., in another establishment or while on travel, transport or in road traffic.

**Occupational injury** - an injury which results from a work-related event or a single instantaneous exposure in the work environment (occupational accident). Where more than one person is injured in a single accident, each case of occupational injury should be counted separately. If one person is injured in more than one occupational accident during the reference period, each case of injury to that person should be counted separately. Recurrent absences due to an injury resulting from a single occupational accident should be treated as the continuation of the same case of occupational injury not as a new case.

**Fatal case** - case where a person is fatally injured as a result of occupational accident whether death occurs immediately after the accident or within the same reference year as the accident.

**Permanent incapacity** - case where an injured person was absent from work for at least one day, excluding the day of the accident, and 1) was never able to perform again the normal duties of the job or position occupied at the time of the occupational accident, or 2) will be able to perform the same job but his/her total absence from work is expected to exceed a year starting the day after the accident.



## PART VII: OCCUPATIONAL INJURIES AND DISEASES (cont'd)

**Temporary incapacity** - case where an injured person was absent from work for at least one day, excluding the day of the accident, and 1) was able to perform again the normal duties of the job or position occupied at the time of the occupational accident; or 2) will be able to perform the same job but his/her total absence from work is expected not to exceed a year starting the day after the accident; or 3) did not return to the same job but the reason for changing the job is not related to his/her inability to perform the job at the time of the occupational accident.

**Workdays lost** - refer to working days (consecutive or staggered) an injured person was absent from work, starting the day after the accident. If the person is still absent from work by the end of the reference year, his/her workdays lost cover the period from the day after the accident up to the end of the reference year. Temporary absences from work of less than one day for medical treatment are not included in workdays lost.

**Case without workdays lost** - where the injured person required only first aid or medical treatment on the day of the accident and was able to perform again, on the day after the accident, the normal duties of the job or position occupied at the time of the occupational accident.

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)
<b>4. Total</b> (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)				
4.1. Head				
4.2. Neck				
4.3. Back				
4.4. Trunk or internal organs				
4.5. Arm and shoulder				
4.6. Wrist and hand				
4.7. Lower extremities				
4.8. Whole body or multiple sites equally injured				

### 4. Part of the Body Injured

- 4.1. Head** - includes scalp, skull, brain and cranial nerves and vessels; ear(s); eye(s); tooth/teeth; other specified parts of the facial area; head, multiple sites affected
- 4.2. Neck** - includes spine and vertebrae in the neck
- 4.3. Back** - includes spine and vertebrae in the back
- 4.4. Trunk or internal organs** - include rib cage (ribs including sternum and shoulder blades); other parts of thorax, including internal organs; pelvic and abdominal area, including internal organs; external genitalia; trunk, multiple sites affected
- 4.5. Arm and shoulder** - include shoulder, shoulder joints, upper arm, elbow; forearm; upper extremities, multiple sites affected
- 4.6. Wrist and hand** - include thumb and other fingers
- 4.7. Lower extremities** - include hip and hip joint; leg, including knee; ankle; foot; toe(s); lower extremities, multiple sites affected
- 4.8. Whole body or multiple sites equally injured** - systemic effect (for example, from poisoning or infection); this classification is to be used if several different parts of the body were equally injured/affected

Cause of Injury (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
<b>5. Total</b> (as reported in item 4)				
5.1. Falls of persons				
5.2. Struck by falling objects				
5.3. Stepping on, striking against or struck by objects, excluding falling objects				
5.4. Caught in or between objects				
5.5. Over-exertion or strenuous movements				
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.) _____				

### 5. Cause of Injury

- 5.1. Falls of persons** - falls of persons from heights (trees, building, scaffolds, ladders, machines, vehicles) and into depths (wells, ditches, excavations, holes in the ground); falls of persons on the same level
- 5.2. Struck by falling objects** - slides and cave-ins (earth, rocks, stones); collapses (buildings, walls, scaffolds, ladders, piles of goods); struck by falling objects during handling; struck by falling objects, not elsewhere classified
- 5.3. Stepping on, striking against or struck by objects, excluding falling objects** - stepping on objects; striking against stationary objects (except impact due to a previous fall); striking against moving objects; struck by moving objects (including flying fragments and particles) excluding falling objects
- 5.4. Caught in or between objects** - caught in an object; caught between a stationary object and a moving object; caught between moving objects (except flying or falling objects)
- 5.5. Over-exertion or strenuous movements** - over-exertion in lifting objects; over-exertion in pushing or pulling objects; over-exertion in handling or throwing objects; strenuous movements
- 5.6. Exposure to or contact with extreme temperatures** - exposure to heat (atmosphere or environment); exposure to cold (atmosphere or environment); contact with hot substances or objects; contact with very cold substances or objects
- 5.7. Exposure to or contact with electric current** - contact with electricity resulting to electric shock or burns
- 5.8. Exposure to or contact with harmful substances or radiations** - contact by inhalation, ingestion or absorption of harmful substances; exposure to ionizing radiations; exposure to radiations other than ionizing radiations
- 5.9. Others** - include others not mentioned above; cause of injury unspecified



## PART VII: OCCUPATIONAL INJURIES AND DISEASES (cont'd)

<b>Agent of Injury</b> (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
<b>6. Total</b> (as reported in item 5)				
6.1. Buildings, structures				
6.2. Prime movers				
6.3. Distribution systems				
6.4. Hand tools				
6.5. Machines, equipment				
6.6. Conveying/Transport/Packaging equipment or vehicles				
6.7. Materials, objects				
6.8. Chemical substances				
6.9. Human, animals, plants, etc.				
6.10. Others (Please specify.) _____				

### 6. Agent of Injury

- 6.1. Buildings, structures** - include all types of buildings, scaffolding, other structures; also include stepladders, harnesses, drilling platforms, excavation trenches
- 6.2. Prime movers** - include all types of engines, motors, electrical transformers, generators and power transmission systems
- 6.3. Distribution systems** - include stationary or movable pipes for distributing gas, liquids, solid matter, and drains and sewers
- 6.4. Hand tools** - those that are hand-held or hand-guided
- 6.5. Machines, equipment** - include all types of machine or equipment, including machine tools
- 6.6. Conveying/transport/packaging equipment or vehicles** - include all means of conveying, transportation and stockpiling
- 6.7. Materials, objects** - include all materials or objects or parts of a machine
- 6.8. Chemical substances** - may be solid, liquid or gas; may be caustic, corrosive, harmful, toxic, flammable, explosive, vaporous, radioactive or biological
- 6.9. Human, animals, plants, etc.** - include also trees, insects, snakes and micro-organisms
- 6.10. Others** - include others not mentioned above

<b>Major Occupation Group</b> (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
<b>7. Total</b> (as reported in item 6)				
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				
7.8. Plant and machine operators and assemblers				
7.9. Laborers and unskilled workers				

### 7. Major Occupation Group

- 7.1. Corporate executives, managers, managing proprietors and supervisors** - include those who decide or plan, direct, control and coordinate the policies and activities of establishments or their internal departments or sections.
- 7.2. Professionals** - are those with required high level of professional knowledge and experience in the fields of physical and life sciences, or social sciences and humanities.
- 7.3. Technicians and associate professionals** - are those who carry out technical work, requiring technical knowledge and experience in the same fields as professionals, but at a lower skill level.
- 7.4. Clerks** - are those whose main task requires the knowledge and experience necessary to organize, store, compute and retrieve information.
- 7.5. Service workers and shop and market sales workers** - are those who provide services related to travel, housekeeping, catering, personal care, protection of individuals and property and services related to maintaining law and order, or selling goods in shops or at market.
- 7.6. Farmers, forestry workers and fishermen** - include those who plan and carry out the necessary operations to grow and harvest field or tree and shrub crops, gather wild fruits and plants, breed, tend or hunt animals, produce a variety of animal husbandry products, develop, utilize and conserve forest, breed or catch fish and cultivate or gather other forms of aquatic life, for sale on a regular basis to wholesale buyers, marketing organizations or at markets.
- 7.7. Craft and related trades workers** - are those whose task requires knowledge and experience of skilled traders or handicrafts, including an understanding of materials and tools to be used, and of all stages of the production process.
- 7.8. Plant and machine operators and assemblers** - are those whose task requires the knowledge and experience to operate and monitor large scale and often highly automated industrial machinery and equipment.
- 7.9. Laborers and unskilled workers** - are those involved mostly in simple and routine tasks, using hand-held tools and in some cases considerable physical effort.



## PART VII: OCCUPATIONAL INJURIES AND DISEASES (cont'd)

8. Occupational Diseases (1)	<b>Occupational disease</b> - 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</u> case 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)																																		
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)																																		
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)																																		
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)																																		
8.13.5. Other work-related musculoskeletal disorders (Please specify.) _____																																		
8.14. Others (Please specify.)																																		
8.14.1. _____																																		
8.14.2. _____																																		
8.14.3. _____																																		
9. Did any of your workers experience <b>commuting accidents</b> in 2013? <input type="checkbox"/> Yes <input type="checkbox"/> No, go to Item 10																																		
9.1. How many commuting accidents were there? _____      9.2. How many workers were injured? _____																																		
<b>Commuting accident</b> - an accident which results to death or personal injury occurring on the habitual route of a worker, in either direction, between the place of work or work-related training and the worker's principal or secondary residence, the place where the worker usually takes his/her meals or the place where he/she usually receives his/her remuneration.																																		
10. How many hours were actually worked by <b>all employed persons</b> in your establishment in 2013? <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>																																		
<b>To estimate for total hours actually worked (in the absence of actual record on hours worked):</b>																																		
<span style="border: 1px solid black; display: inline-block; width: 60px; height: 25px;"></span>	x	<span style="border: 1px solid black; display: inline-block; width: 60px; height: 25px;"></span>	x	<span style="border: 1px solid black; display: inline-block; width: 60px; height: 25px;"></span>	+	<span style="border: 1px solid black; display: inline-block; width: 60px; height: 25px;"></span>	+	<span style="border: 1px solid black; display: inline-block; width: 60px; height: 25px;"></span>	=	<span style="border: 1px solid black; display: inline-block; width: 60px; height: 25px;"></span>																								
<b>Average employment</b>		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 <b>all persons</b> who rendered overtime work		Total hours worked on rest days, special days and regular holidays of <b>all persons</b> who rendered work on these days		<b>Hours actually worked</b>																								
<b>Hours actually worked</b>			<b>Include:</b>			<b>Exclude:</b>																												
			<ul style="list-style-type: none"> <li>· normal or regular hours of work</li> <li>· overtime</li> <li>· time spent at the place of work such as the preparation of workplace, repairs, maintenance, preparation and cleaning of tools and preparation of receipts, time sheets and reports</li> <li>· time spent at the place of work waiting or standing by for reasons such as lack of supply of work, breakdown of machinery or accident, or time during which no work is done but for which payment is made</li> <li>· time corresponding to lunch/meal breaks of less than one (1) hour and to short rest periods at the workplace including tea and coffee breaks/meriendas</li> </ul>			<ul style="list-style-type: none"> <li>· hours paid for but not worked due to vacation, sick, maternity, paternity, service incentive leave and other paid leaves, rest days, special days and regular holidays</li> <li>· lunch/ meal breaks of one hour or more and time spent on travel from home to workplace and vice versa</li> </ul>																												
<b>An example to compute for average employment for CY 2013</b>						<b>Average employment:</b>																												
<b>End of the month employment:</b>			<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>January</td><td>50</td><td>July</td><td>53</td></tr> <tr><td>February</td><td>49</td><td>August</td><td>54</td></tr> <tr><td>March</td><td>48</td><td>September</td><td>52</td></tr> <tr><td>April</td><td>52</td><td>October</td><td>52</td></tr> <tr><td>May</td><td>51</td><td>November</td><td>51</td></tr> <tr><td>June</td><td>50</td><td>December</td><td>50</td></tr> </table>			January	50	July	53	February	49	August	54	March	48	September	52	April	52	October	52	May	51	November	51	June	50	December	50	$50+49+48+52+51+50+53+54+52+52+51+50 = 612/12 = 51$				
January	50	July	53																															
February	49	August	54																															
March	48	September	52																															
April	52	October	52																															
May	51	November	51																															
June	50	December	50																															

## PART VIII: LABOR COST OF EMPLOYEES

**Reference Period: Calendar Year 2013**

*(If data cannot be provided for the calendar year as the establishment uses a fiscal year that does not coincide with the calendar year, please indicate the beginning and end months of your 12-month fiscal year.)*

<b>1. Reference period if other than calendar year</b> <i>(month/year)</i>	Start: _____ End: _____	
<b>2. Labor Cost Component</b> (1)	<b>Amount (P)</b> (2)	
2.1. <i>Direct wages and salaries (in cash)</i>		
2.1.1. Pay for normal/regular working time		
2.1.2. Commissions of employees and their share in service charges		
2.1.3. Overtime, night shift and premium pay		
2.1.4. Payments under bonus, productivity, performance and other incentive schemes <i>(regular payments on the basis of work performed or current output)</i>		
2.1.5. Cost of living allowances and other guaranteed and regularly paid allowances <i>(exclude housing allowances and rents in cash which should be reported in item 2.5.2)</i>		
2.2. <i>Remuneration for time not worked</i>		
2.3. <i>Bonuses and gratuities</i>		
2.3.1. Year-end, seasonal and other one-time bonuses <i>(Mid-year/Christmas bonus, 13<sup>th</sup>/14<sup>th</sup>/15<sup>th</sup> month pay and the like)</i>		
2.3.2. Profit sharing bonuses		
2.3.3. Additional payments in respect of vacation, supplementary to normal vacation pay		
2.4. <i>Payments in kind (e.g., ordinary clothing and footwear)</i>		
2.5. <i>Cost of workers' housing shouldered by employer</i>		
2.5.1. Cost for establishment-owned dwellings		
2.5.2. Cost for dwellings not owned by establishment and other housing costs <i>(housing allowances, rents, subsidies, etc.)</i>		

**2.1. Direct wages and salaries**

- payments by employer to employees **before** any deductions is made in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees; these **exclude** payments/overhead costs which are reimbursements to employees for travel, entertainment, meals and other expenses incurred in conducting the business of the employer.

**2.2. Remuneration for time not worked** - payments for vacation, sick, maternity, paternity, service incentive leave, union/emergency/bereavement/burial leaves and other paid leaves.

**2.4. Payments in kind** - goods and services, valued at **producer's or wholesale prices** given to workers as part of their remuneration; these **exclude** general amenities provided by the employer such as imputed rental value of free/subsidized housing, medical services and canteen and other welfare services and facilities.

**2.5.1. Cost for establishment-owned dwellings** - net cost, i.e., maintenance expenditures, fees, property taxes, insurance, interest, depreciation and other costs, **less** grants-in aid, tax rebates, subsidies, etc. received from government and other institutions in respect of employee housing; **excluded** are capital investment on building, equipment or land made during the year and labor cost of personnel employed by the establishment for maintenance and other work related to establishment-owned houses.

**Note:** For purposes of this survey, the labor cost of personnel employed in establishment-owned housing, medical care and health, training and welfare facilities for employees of the establishment should be included in the appropriate cost items and not with the cost of the facilities.



**PART VIII: LABOR COST OF EMPLOYEES (cont'd)**

2. Labor Cost Component (cont'd)	Amount (P)										
2.6. Employer's social security expenditures (exclude employees' share)		<p><b>2.6.4. Cost of medical care and health services</b> - medical care and health expenses (except insurance), e.g., medicines, incurred by the employer on behalf of the employees; it also includes cost of establishment-owned medical care and health facility and equipment <b>for employees</b>. (See definition of cost for establishment-owned dwellings).</p> <p><b>2.7. Cost of training</b> - net cost of fees, salaries and other payments for services of outside instructors, payments made to outside training institutions on behalf of the workers in the establishment and the reimbursement of school fees to workers; it also includes cost of establishment-owned training facility and equipment <b>for employees</b>. (See definition of cost for establishment-owned dwellings).</p> <p><b>2.8. Cost of welfare services</b> - grants to credit unions and related services for employees, cost of services such as canteens and other food services, educational, cultural, recreational and related facilities and services (See definition of cost for establishment-owned dwellings).</p> <p><b>4. Total cost</b> - all expenses incurred by the establishment whether paid or payable, valued at market price. Aside from labor cost, these are costs of:</p> <ul style="list-style-type: none"> <li>· purchased materials, supplies, fuel and electricity</li> <li>· industrial and non-industrial services done by others</li> <li>· costs of good for resale</li> <li>· interest expenses</li> <li>· indirect taxes</li> </ul> <p>Donations and contributions, bad debts, income taxes, losses, depreciation are <b>excluded</b>.</p>									
2.6.1. Compulsory social security contributions (GSIS, SSS, PhilHealth, PAG-IBIG, ECC)											
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)											
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)											
2.6.4. Cost of medical care and health services											
2.6.5. Retirement and termination/separation pay											
2.7. Cost of training											
2.8. Cost of welfare services											
2.9. Other labor costs											
2.9.1. Cost of work clothes/protective gear											
2.9.2. Transport of workers to and from work undertaken by employers											
2.9.3. Recruitment cost											
2.9.4. Others (Please specify.)  _____  _____											
3. How many hours were actually worked by <b>all employees</b> in your establishment in 2013? <input type="text"/>											
<b>To estimate for total hours actually worked (in the absence of actual record on hours worked):</b>											
<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	=	<input type="text"/>	
<b>Average number of employees</b>		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 <b>all employees</b> who rendered overtime work		Total hours worked on rest days, special days and regular holidays of <b>all employees</b> who rendered work on these days		<b>Hours actually worked</b>	
See Part VII-Item 10 for definition of hours actually worked and example to compute for average number of employees for CY 2013.											
4. Percent share of labor cost to total cost (Please check only one box.)											
<input type="checkbox"/> Less than 5%	<input type="checkbox"/> 5% - 9%	<input type="checkbox"/> 10% - 19%	<input type="checkbox"/> 20% - 29%	<input type="checkbox"/> 30% or more (Please specify.) _____							

## PART IX: CERTIFICATION

This is to certify as to the accuracy of the data provided in this questionnaire.

<b>Name/Signature of Contact Person in the Establishment:</b>		
Position:	Fax No.:	
Tel. No.:	E-mail Address:	
<b>Time spent in answering this questionnaire:</b>		
<input type="checkbox"/> Less than a day <input type="checkbox"/> 1 - 2 days <input type="checkbox"/> More than 2 days <i>(Please specify.)</i> _____		
<b>Comments:</b>		
A. On data provided for the 2013/2014 ISLE		
B. On selected statistics from 2011/2012 BITS		
· Employment		
· Occupational Shortages and Surpluses		
· Recruitment and Hiring Practices for Entry-Level Jobs		
· Occupational Safety and Health Practices		
· Employees' Compensation Program		
· Occupational Injuries and Diseases		
· Labor Cost of Employees (2002 Labor Cost and 2007/2008 BITS)		
C. On presentation/packaging of questionnaire		Suggestions for improvement:
Definition of terms	<input type="checkbox"/> Easy to understand <input type="checkbox"/> Vague	
Layout	<input type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly	
Font, color	<input type="checkbox"/> Appealing <input type="checkbox"/> Not appealing	

**Thank you for your patience and full cooperation to our undertaking.**

## PART X: SURVEY PERSONNEL

### National Capital Region

	Enumerator	Area Supervisor	Reviewer
Name			
Date			

### Outside National Capital Region

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



## Selected Statistics from 2011/2012 BLES Integrated Survey

### A. Employment

**TABLE 1 – Employment by Major Industry Group, Philippines: 2012**

MAJOR INDUSTRY GROUP	Employment
<b>ALL INDUSTRIES</b>	<b>3,769,259</b>
<b>AGRICULTURE</b>	<b>169,845</b>
<b>INDUSTRY</b>	<b>1,241,121</b>
Mining and Quarrying	30,065
Manufacturing	923,062
Electricity, gas, steam and airconditioning supply	72,006
Water Supply; sewerage, waste management and remediation activities	28,911
Construction	187,077
<b>SERVICES</b>	<b>2,358,291</b>
Wholesale and retail trade; repair of vehicles and motorcycles	419,852
Transport and storage	128,554
Accommodation and food service activities	204,339
Information and communication	109,517
Financial and insurance activities	172,280
Real estate activities	44,284
Professional, scientific and technical activities	94,057
Administrative and support service activities	766,949
Private education	239,955
Private health and social work activities	116,381
Arts, entertainment and recreation	44,940
Repair of computers and personal and household goods; other personal service activities	17,183

**TABLE 2 - Top 10 Hard-to-Fill Professional Occupations in Establishments Employing 20 or More Workers, Philippines: January 2011 to June 2012**

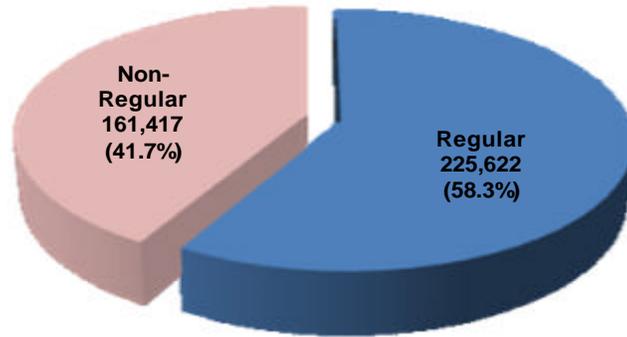
POSITION TITLE	Number of Vacancies
1. Civil engineers	2,442
2. Systems analysts and designers	2,388
3. Accountants and auditors	2,128
4. Mechanical engineers	1,774
5. Industrial engineers	1,362
6. Medical technologists	1,098
7. Pharmacists	579
8. Authors, journalists and other	517
9. Chemical engineers	454
10. Architects	307

**TABLE 3 – Top Easy-to-Fill Occupations in Establishments with 20 or More Workers by Major Occupation Group, Philippines: January 2011-June 2012**

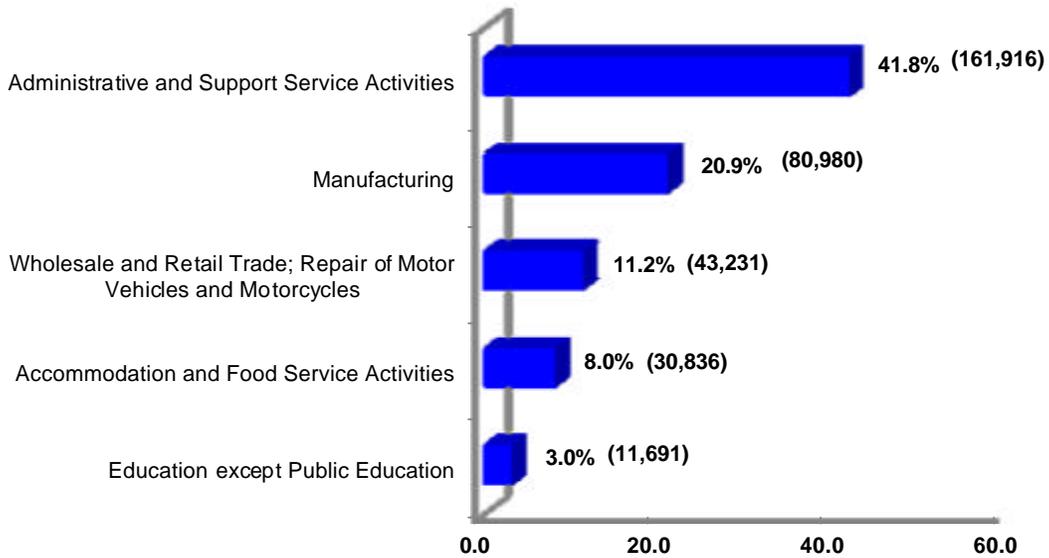
MAJOR OCCUPATION GROUP	Number of Vacancies
<b>Corporate executives, managers, managing proprietors and supervisors</b>	
1. Sales and marketing managers	662
2. Personnel and industrial relations managers	138
3. Computing services managers	131
<b>Professionals</b>	
1. Professional nurses	5,355
2. Systems analysts and designers	2,765
3. Personnel and human resource development professionals	1,450
4. Computer programmers	1,100
<b>Technicians and associate professionals</b>	
1. Buyers	1,081
2. Administrative secretaries and related associate professionals	7,351
3. Technical and commercial sales representatives	8,970
<b>Clerks</b>	
1. Accounting and bookkeeping clerks	6,450
2. Data entry operators	1,448
3. Receptionists and information clerks	23,226
<b>Service workers and shop and market sales workers</b>	
1. Waiters, waitresses and bartenders	16,948
2. Cooks	2,279
<b>Laborers and unskilled workers</b>	
1. Domestic helpers and cleaners	964

**B. Recruitment and Hiring Practices for Entry-Level Jobs**

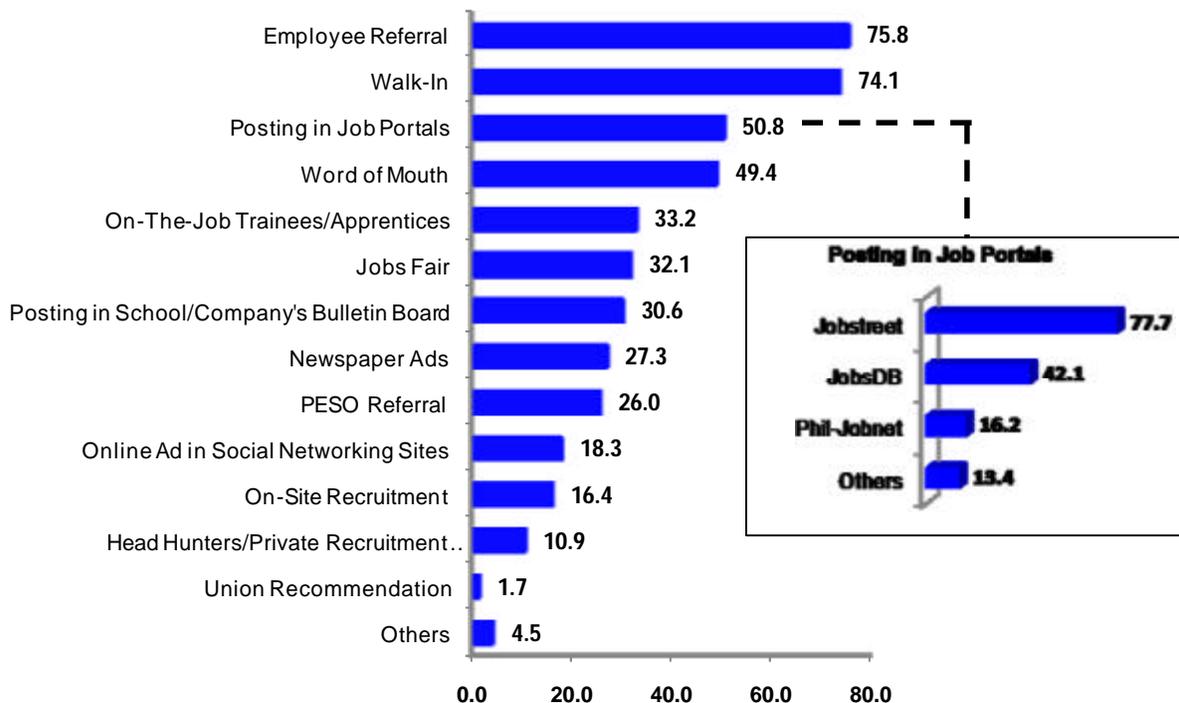
**FIGURE 1 – Number and Percent Share of Entry-Level Job Vacancies in Establishments Employing 20 or More Workers by Job Status, Philippines: 2011**



**FIGURE 2 – Number and Percent Share of Entry-Level Job Vacancies in Establishments Employing 20 or More Workers in Top 5 Industries, Philippines: 2011**



**FIGURE 3 - Percent Share of Establishments Employing 20 or More Workers by Source of Applicants in Filling-Up Vacancies for Entry-Level Jobs, Philippines: 2011**



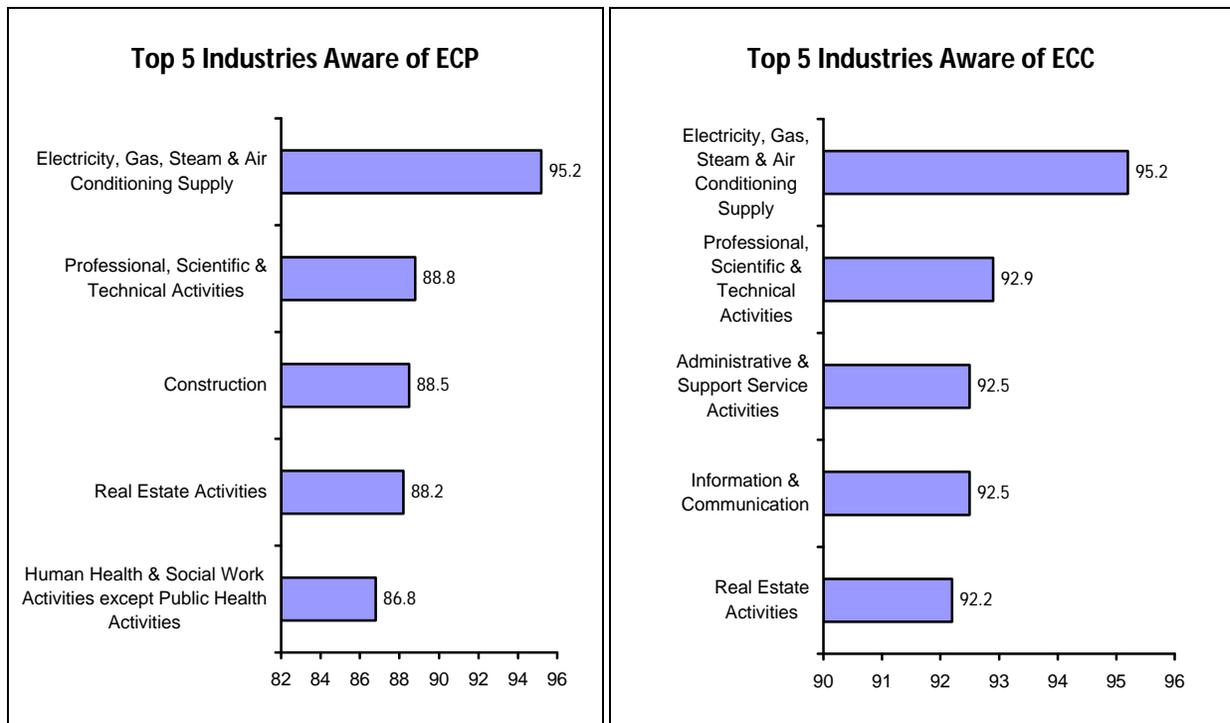
### C. Occupational Safety and Health Practices

**FIGURE 1 – Percent Share of Establishments Employing 20 or More Workers by Top Preventive and Control Measures/Activities Implemented Against Work Safety and Health Hazards, Philippines: 2010 - 2011**



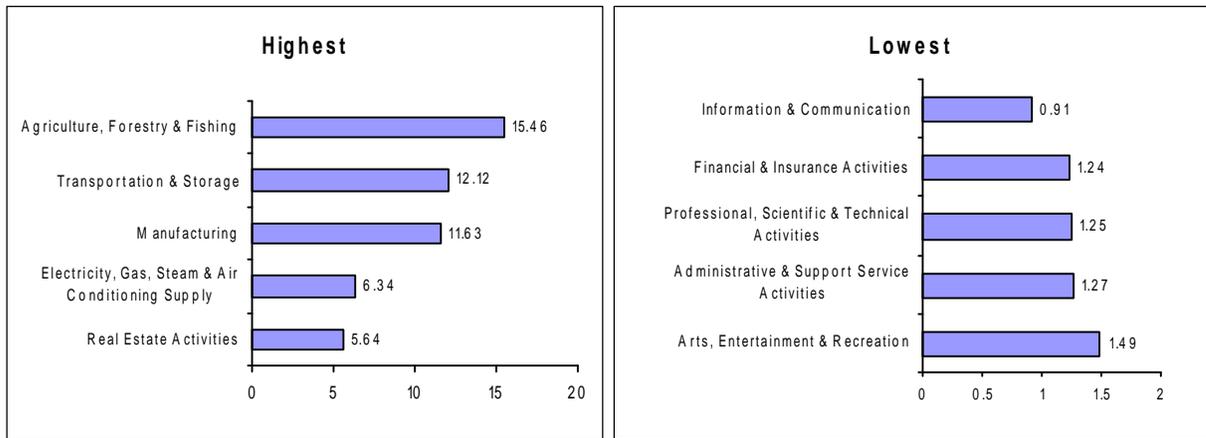
### D. Employees' Compensation Program

**FIGURE 1 – Percent Share of Establishments Employing 20 or More Workers Aware of Employees' Compensation Program (ECP) and Employees Compensation Commission (ECC), Philippines: 2012**



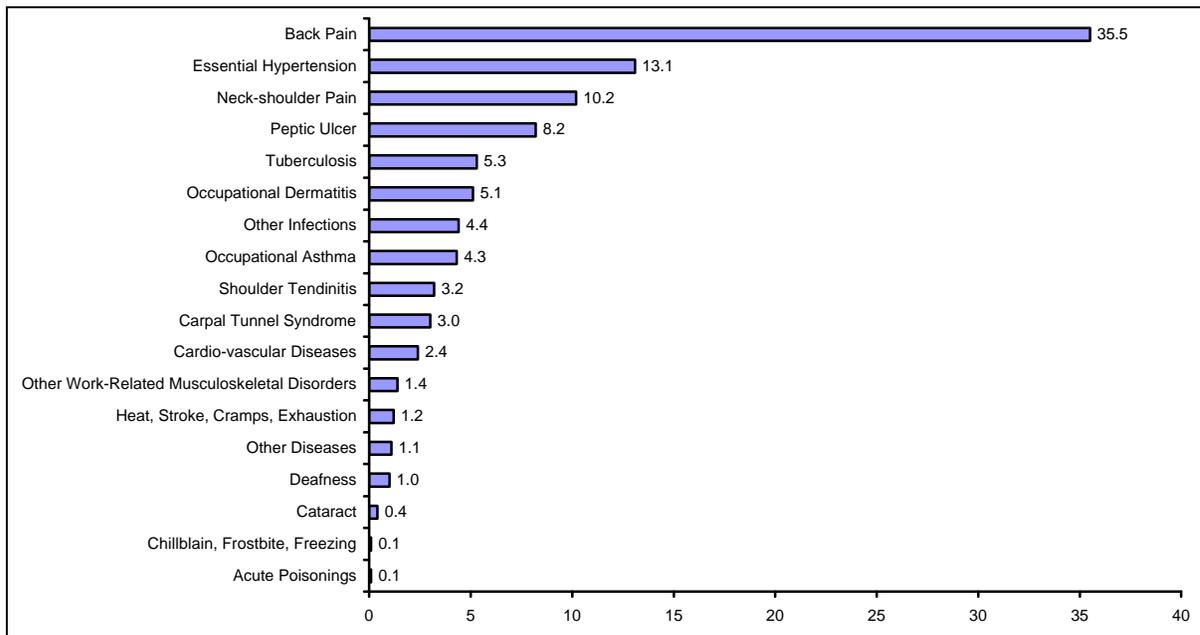
## E. Occupational Injuries and Diseases

**FIGURE 1 – Incidence Rates of Cases of Occupational Injuries With Workdays Lost in Establishments Employing 20 or More Workers, Philippines: 2011**



*Incidence rate – injury cases with workdays lost including fatalities per 1,000 workers.*

**FIGURE 2 – Percent Distribution of Cases of Occupational Diseases in Establishments Employing 20 or More Workers, Philippines: 2011**



## F. Labor Cost of Employees

**TABLE 1 - Annual Labor Cost per Employee and Percent Distribution of Labor Cost in Non-Agricultural Establishments Employing 20 or More Workers by Major Cost Component, Philippines: 2002 and 2007**

Major Cost Component	Number		Percent	
	2002	2007	2002	2007
<b>Total</b>	<b>182,541</b>	<b>213,395</b>	<b>100.0</b>	<b>100.0</b>
Direct Wages and Salaries	135,774	166,618	74.4	78.1
Remuneration for Time Not Worked	2,680	1,748	1.5	0.8
Bonuses and Gratuities	19,147	20,532	10.5	9.6
Payments in Kind	387	559	0.2	0.3
Cost of Workers' Housing Shouldered by Employers	1,788	1,123	1.0	0.5
Employer's Social Security Expenditures	17,317	18,023	9.5	8.4
Cost of Training	1,368	1,456	0.8	0.7
Cost of Welfare Services	1,496	923	0.8	0.4
Other Labor Costs <sup>1</sup>	2,585	2,413	1.4	1.1

*Note: Details may not add up to total due to rounding.*

*1 Other Labor Costs include Cost of work clothes/protective gear, Transport of workers to and from work undertaken by employers, Recruitment cost.*

*Sources of data: 2002 Labor Cost Survey and 2007/2008 BLES Integrated Survey.*