



Republic of the Philippines
NATIONAL STATISTICAL COORDINATION BOARD

STATISTICAL SURVEY NOTIFICATION FORM

PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM

I. GENERAL INFORMATION

1 Title of the statistical survey
2009/2010 BLES Integrated Survey (BITS)

2 Legal basis
E.O. 126, dated January 30, 1987, reorganizing the DOLE and creating the BLES.

3.1 Proponent agency
Name **Bureau of Labor and Employment Statistics**
Address **3/F DOLE Bldg., Gen Luna St., Intramuros, Manila**

3.2 Conducting agency
Name **Bureau of Labor and Employment Statistics**
Address **3/F DOLE Bldg., Gen Luna St., Intramuros, Manila**

3.3 Other cooperating agencies
DOLE Regional Offices except NCR

3.4 Funding source/s (Specify)
a Gov't of the Phils. (GOP) _____
b Local private _____
c Foreign _____

3.5 Consultants	
<i>Name of organization/person</i>	<i>Nature of consultancy service</i>
_____	_____
NONE	_____

4 Objectives and relevance of the survey (Cite specific use of the data to be collected, or programs/issues to be addressed.)
To generate an integrated data set on employment pattern, specific group of workers, occupational shortages and surpluses, balancing work and family responsibilities and working time arrangements, occupational safety and health and occupational injuries

5.1 Status of survey
a Existing (Proceed to 5.2)
b New (Proceed to 5.3)

5.2 Status of survey form/questionnaire
a Existing statistical survey form being reported to the NSCB for the first time. What year was this first used? _____
b Existing form for clearance renewal with revision.
c Existing form for clearance renewal without revision.
If b or c, give previous clearance no. **BLES-0809-01**

5.3 Is this survey a rider to another survey?
a Yes. (Specify) _____
b No

5.4 Is this survey a component of a national or international program?
a Yes. (Specify) **BLES Statistics Generation and Information Dissemination Program**
b No

II. TECHNICAL DESCRIPTION

1 Type and number of respondents			
<i>Type of respondent</i>	<i>Size of universe</i>	<i>Size of sample</i>	<i>Expected response rate</i>
a <input type="checkbox"/> Individual			
b <input type="checkbox"/> Household			
c <input checked="" type="checkbox"/> Establishment	32,028	6,460	85%
d <input type="checkbox"/> Enterprise			
e <input type="checkbox"/> Government agency			
f <input type="checkbox"/> Others (Specify)			
2 Reference period of the survey <ul style="list-style-type: none"> • General Information---June 30, 2010 • Employment---June 30, 2010 • Occupational Shortages and Surpluses---January 2009 - June 2010 • Balancing Work and Family Responsibilities and Working Time Arrangements---June 30, 2010 • Occupational Safety and Health - June 30, 2010 • Occupational Injuries and Diseases---Calendar Year 2009 	3 Geographical area covered by the survey, e.g., Phils., Region IV, etc. <i>Philippines</i>	4 Geographic disaggregation of the data to be produced <ul style="list-style-type: none"> a <input checked="" type="checkbox"/> National b <input type="checkbox"/> Regional c <input type="checkbox"/> Provincial d <input type="checkbox"/> Others (Specify) 	
5 Frequency of data collection <ul style="list-style-type: none"> a <input type="checkbox"/> One-shot b <input type="checkbox"/> Monthly c <input type="checkbox"/> Quarterly d <input type="checkbox"/> Annually e <input checked="" type="checkbox"/> Others (Specify) Every two (2) years 		6 Method of data collection (Check as many as applicable) <ul style="list-style-type: none"> a <input checked="" type="checkbox"/> Personal interview b <input checked="" type="checkbox"/> Mail c <input type="checkbox"/> Telephone d <input type="checkbox"/> Others (Specify) 	
7 Survey questionnaire titles			
<i>Form No.</i>	<i>Form Title</i>		
	2009/2010 BLES Integrated Survey		
8 Major data items to be collected (e.g., family income and expenditures, employment, compensation, prices) Economic activity: The activity that contributes the biggest or major portion of the gross income/revenues of the establishment. Establishment Characteristics: Ownership, Type of market, with/without union, with/without CBA Employment: Total and specific group of employees Occupational Shortages and Surpluses: Number of vacancies, hard-to-fill occupations, vacant positions that are easy to fill. Balancing Work and Family Responsibilities and Working Time Arrangements: flexible work arrangements, facilities and programs implemented, work schedules Occupational Safety and Health: Preventive and control measures, policy and programs, facilities and amenities and trainings and seminars Occupational Injuries and Diseases: Cases of occupational injuries by major occupation group, type, part of body injured and cause of injury, cases of occupational diseases			

(Use additional sheets if necessary)

<p>9 List of tables and other outputs to be generated (attach table formats)</p> <p>See attached</p>	
<p>10 Type of data processing (Check as many as applicable)</p> <p>a <input checked="" type="checkbox"/> Manual</p> <p>b <input checked="" type="checkbox"/> Microcomputer</p> <p>c <input type="checkbox"/> Minicomputer</p> <p>d <input type="checkbox"/> Mainframe computer</p>	<p>11 Statistical classification systems used</p> <p>a <input type="checkbox"/> Phil. Standard Commodity Classification (PSCC)</p> <p>b <input checked="" type="checkbox"/> Phil. Standard Geographic Code (PSGC)</p> <p>c <input checked="" type="checkbox"/> Phil. Standard Industry Classification (PSIC)</p> <p>d <input checked="" type="checkbox"/> Phil. Standard Occupational Classification (PSOC)</p> <p>e <input type="checkbox"/> Phil. Standard Classification of Education (PSCED)</p> <p>f <input type="checkbox"/> Others (Specify)</p> <p>_____</p> <p>_____</p>
<p>12 Brief description of the sampling design and estimation procedure. (The details should be attached in separate sheet. If complete information is available in survey proposal, attach copy instead.)</p> <p>See attached</p>	
<p>a) <i>Desired level of reliability and the proposed statistical measure to be used for assessing such reliability (e.g., standard errors of means)</i></p> <p>5% Margin of Error</p>	
<p>b) <i>Type of sampling design (The details should be attached in separate sheet.)</i></p> <p>Stratified sampling where the strata are the industry and employment size, e.g. 20-99, 100-199 and 200 and over</p>	
<p>c) <i>Sampling unit (per stage if applicable)</i></p> <p>Non-agricultural establishment employing 20 and over</p>	
<p>d) <i>Domain</i></p> <p>Minor industry group</p>	
<p>e) <i>Sampling frame</i></p> <p>2008 BLES Survey sampling frame updated from the 2009 DOLE-NCR list of establishments, 2008-2009 reports of job displacements and status of respondents in 2008 BLES conducted surveys.</p>	
<p>f) <i>Sample size (total, per stratum/cluster/stage)</i></p> <p>Preliminary</p>	
<p>g) <i>Method of determining sample size</i></p> <p>See attached</p>	
<p>h) <i>Estimation procedure (The details and formulas should be attached in separate sheet.)</i></p> <p>Estimates are obtained by simple expansion, i.e. multiplying the sample values by the computed weights per stratum (industry group and employment size) which is the ratio of the eligible population of establishments to the number of responding establishments. These estimates are then aggregated to the desired levels to arrive at totals.</p>	
<p>i) <i>Imputation procedure for non-response</i></p> <p>Non-response is taken into account in the weighing procedure as the raising factor is the ratio of eligible establishment</p>	
<p>13 Statistical analysis of results (e.g., descriptive, multivariate)</p> <p>Descriptive</p>	

III. ESTIMATED DIRECT COST OF SURVEY (in pesos)

<p>1 <u>Personal Services</u> _____</p> <p>2 <u>Maintenance and Other Operating Expenses</u></p> <p>Travelling Expenses PHP 250,000</p> <p>Supplies 224,000</p>	<p>Printing Expenses 154,000</p> <p>Others (Specify) 6,494,000</p> <p>Training Expenses 183,000</p> <p>Wages of Enumerators 6,234,000*</p> <p>Communication 77,000</p> <p>TOTAL COST PHP 7,122,000**</p> <p><small>*Covers wages of NCR Enumerators and subsidy to DOLE Regional Offices</small></p> <p><small>**Total Cost of OWS and BITS</small></p>
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IV. TIMETABLE OF ACTIVITIES

Stage	Schedule	Agency Responsible
A. Planning and preparation		
1 Formulation of survey design <i>(to include formulation of objectives, scope and coverage; development of methodology; formulation of sampling design and frame; design of table formats; preparation of questionnaire and manuals)</i>	Feb - May	BLES
2 Pre-test of the questionnaire	Mar 30 – April 15	- do -
3 Revision based on pre-test of the questionnaire	April 21	- do -
4 Submission to NSCB for review of survey design <i>(allow 15 days after submission of all required documents)</i>	Mar 30	BLES
5 Finalization of questionnaires and manuals	Questionnaires: NLT Apr 23 Manual s: NLT Apr 30	- do -
6 Printing of questionnaires and manuals	NLT May 21	- do -
B. Field operations		
1 Training of personnel	June	BLES/DOLE ROs
2 Distribution and collection of questionnaires	July-Dec	- do -
3 Field editing	- do -	- do -
C. Data processing		
1 Office editing	August-December	BLES
2 Data encoding	October 2010-March 2011	- do -
3 Verification	October-March 2011	- do -
4 Tabulation	April-June 2011	- do -
D. Report preparation		
1 Analysis and interpretation of data	} <i>Published in LABSTAT</i> } <i>Updates</i>	August-December 2011
2 Report writing		
E. Release of survey results (statistical tables on the website)		
September 2011		- do -

PREPARED BY (Contact Person)		APPROVING OFFICIAL FOR REQUESTING AGENCY	
Signature		Signature	
Printed Name MANUEL L. LAOPAO		Printed Name TERESA V. PERALTA	
Designation Chief LEO	Tel. No. 527-3000 loc 313	Designation OIC-Director	
Date Prepared March 30, 2010		Date Approved	

(Use additional sheets if necessary)