

FIELD OPERATIONS MANUAL

2010 **O**ccupational **W**ages **S**urvey
and
2009/2010 **B**LES **I**ntegrated **S**urvey



DEPARTMENT OF LABOR AND EMPLOYMENT
BUREAU OF LABOR AND EMPLOYMENT STATISTICS
Manila, Philippines



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TABLE OF CONTENTS

	PAGE No.
CHAPTER 1 OCCUPATIONAL WAGES SURVEY	
1.1. Survey Objectives and Uses of the Data.....	1-1
1.2. Collection Authority.....	1-1
1.3. Confidentiality of Information.....	1-2
1.4. Scope and Coverage.....	1-2
1.4.1. Benchmark Occupations.....	1-6
1.4.2. Industry-Specific Occupations	1-6
1.4.3. Bases for Industry and Occupational Coverages.....	1-8
1.5. Survey Design.....	1-9
1.5.1. Statistical Unit.....	1-9
1.5.2. Sampling Frame.....	1-10
1.5.3. Stratification Scheme.....	1-10
1.5.4. Sample Size Determination.....	1-10
1.6. Estimation Procedures.....	1-11
TABLE 1 – Distribution of Establishment Population (N) and Sample Establishments (n) for 2010 OWS by Industry Group and Employment Size, Philippines.....	1-13
TABLE 2 – Distribution of Establishment Population (N) and Sample Establishments (n) with Monitored Occupations in 2010 OWS by Industry Group and Employment Size, Philippines	1-15
1.7. Occupational Wages Survey (OWS) Questionnaire.....	1-16
1.7.1. Cover Page.....	1-16
1.7.2. Survey Information.....	1-16
1.7.3. Part A: General Information.....	1-16
1.7.4. Part B: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis.....	1-16
1.7.5. Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations.....	1-16
1.7.6. Part D: Certification.....	1-16
1.7.7. Part E: Survey Personnel.....	1-17
1.7.8. Part F: Industries with Selected Occupations.....	1-17
1.7.9. Results of the 2008 OWS.....	1-17
1.7.10. Revision in the Questionnaire.....	1-17
1.8. Statistics to be Generated.....	1-17
1.9. Periodicity and Reference Period.....	1-17
1.10. Editing Guidelines.....	1-17
1.10.1. General Instructions.....	1-18
1.10.2. Specific Instructions.....	1-18
1.10.2.1. Cover Page.....	1-18
1.10.2.2. Part A: General Information.....	1-20
1.10.2.3. Part B: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis.....	1-21
1.10.2.4. Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations.....	1-24
1.10.2.5. Part D: Certification.....	1-28
1.10.2.6. Part E: Survey Personnel.....	1-29
1.11. OWS Form 1 - Verification Form	1-29
Industries with Selected Occupations.....	1-31
Occupational Sheets.....	i-xlvi

TABLE OF CONTENTS

	PAGE No.
CHAPTER 2	BLES INTEGRATED SURVEY
2.1.	Survey Objectives and Uses of Data..... 2-1
2.2.	Collection Authority..... 2-1
2.3.	Confidentiality of Information..... 2-1
2.4.	Scope and Coverage..... 2-2
2.5.	Survey Design..... 2-6
2.5.1.	Statistical Unit..... 2-6
2.5.2.	Sampling Frame..... 2-6
2.5.3.	Stratification Scheme..... 2-6
2.5.4.	Sample Size Determination..... 2-6
2.6.	Estimation Procedures..... 2-8
	TABLE 1 – Distribution of Establishment Population (N) and Sample Establishments (n) for 2009/2010 BITS by Industry Group and Employment Size, Philippines..... 2-9
2.7.	BLES Integrated Survey (BITS) Questionnaire..... 2-11
2.7.1.	Cover Page..... 2-11
2.7.2.	Survey Information..... 2-11
2.7.3.	Part I: General Information..... 2-11
2.7.4.	Part II: Employment..... 2-11
2.7.5.	Part III: Occupational Shortages and Surpluses 2-11
2.7.6.	Part IV-A: Industrial Relations Practices: Balancing Work and Family Responsibilities and Working Time Arrangements..... 2-11
2.7.7.	Part IV-B: Industrial Relations Practices: Occupational Safety and Health 2-12
2.7.8.	Part V: Occupational Injuries and Diseases..... 2-12
2.7.9.	Part VI: Certification..... 2-12
2.7.10.	Part VII: Survey Personnel..... 2-12
2.7.11.	Results of the 2007/2008 BITS..... 2-12
2.8.	Output Tables to be Generated..... 2-12
2.9.	Periodicity and Reference Periods..... 2-17
2.10.	Editing Guidelines..... 2-17
2.10.1.	General Instructions..... 2-17
2.10.2.	Specific Instructions..... 2-18
2.10.2.1.	Cover Page..... 2-18
2.10.2.2.	Part I: General Information..... 2-19
2.10.2.3.	Part II: Employment..... 2-21
2.10.2.4.	Part III: Occupational Shortages and Surpluses 2-25
2.10.2.5.	Part IV-A: Industrial Relations Practices: Balancing Work and Family Responsibilities and Working Time Arrangements..... 2-26
2.10.2.6.	Part IV-B: Industrial Relations Practices: Occupational Safety and Health 2-30
2.10.2.7.	Part V: Occupational Injuries and Diseases 2-33
2.10.2.8.	Consistency of Some Entries for Questionnaires from the Same Samples 2-38
2.10.2.9.	Part VI: Certification..... 2-39
2.10.2.10.	Part VII: Survey Personnel..... 2-40
2.11.	BITS Form 1 Verification Forms 2-40

TABLE OF CONTENTS

		PAGE No.
CHAPTER 3	OPERATIONAL STRATEGY	
	3.1. Training of Field Personnel.....	3-1
	3.2. Duties and Responsibilities of Field Personnel.....	3-1
	3.2.1. Regional Supervisors Outside NCR.....	3-1
	3.2.2. Area Supervisors.....	3-2
	3.2.3. Enumerators.....	3-2
	3.3. Survey Respondents.....	3-3
	3.4. Materials of Field Personnel.....	3-3
	3.5. General Information.....	3-3
	3.5.1. Address Label.....	3-3
	3.5.2. Establishment Identification Number (EIN).....	3-3
	3.5.3. Geographic (GEO) Code.....	3-4
	3.5.4. Philippine Standard Industrial Classification (PSIC) Code.....	3-4
	3.5.5. Average Total Employment (ATE) Code.....	3-4
	3.5.6. Status Codes.....	3-4
	3.6. Delivery of Questionnaires.....	3-6
	3.7. Collection and Field Editing of Questionnaires.....	3-8
	3.8. Field Verification.....	3-9
	3.9. Review of Questionnaires.....	3-9
	3.10. Survey Status Monitoring.....	3-9
Appendix I	Flow Chart on Delivery, Retrieval, Verification and Review of Questionnaires.....	3-11
Appendix II	Examples of Accomplished Control Lists.....	3-15
	Case 1: Spoilage Questionnaire.....	3-16
	Case 2: Retrieved Questionnaire.....	3-17
	Case 3: Spurious Questionnaire.....	3-18
	Case 4: Questionnaire for Verification.....	3-19
Appendix III	Flow Chart on Delivery Cases to Sample Establishments That Transferred to Known Locations.....	3-20
Appendix IV	Examples of Accomplished Control Lists on Delivery Cases to Sample Establishments That Transferred to Known Locations.....	3-24
	Case 1: Sample Establishment Still Within Area of Original Enumerator.....	3-25
	Case 2: Sample Establishment Outside the Area of Original Enumerator But Still Within Area of Original Supervisor.....	3-26
	Case 3: Sample Establishment Outside Region.....	3-27
	Case 4: Sample Establishment Outside Area of Original Supervisor But Still Within Region.....	3-28
Appendix V	Flow Chart on Delivery Cases to Head Offices of Sample Establishments.....	3-30
Appendix VI	Examples of Accomplished Control Lists on Delivery Cases to Head Offices of Sample Establishments.....	3-34
	Case 1: Head Office Still Within Area of Original Enumerator.....	3-35
	Case 2: Head Office Outside Area of Original Enumerator But Still Within Area of Original Supervisor.....	3-36
	Case 3.1: Head Office Outside NCR.....	3-37
	Case 3.2: Head Office Outside Region and in NCR.....	3-38
	Case 4: Head Office Outside Area of Original Supervisor But Still Within Region.....	3-39

TABLE OF CONTENTS

	PAGE No.
CHAPTER 4 ADMINISTRATIVE CONCERNS	
4.1. Recruitment and Selection of Project-based Individuals.....	4-1
4.2. Training of Field Personnel.....	4-1
4.3. Work Allocation.....	4-1
4.4. Monitoring of Performance of Enumerators and Survey Status.....	4-1
4.5. Outputs and Terms of Payment.....	4-2
4.6. Pre-Termination of PBI Contract.....	4-3
4.7. Fund Utilization by DOLE-ROs.....	4-3
4.8. Transmittal of Questionnaires by DOLE-ROs to BLES.....	4-3
4.9. Sample Respondents With New Names and Addresses.....	4-4
4.10. Form on Questionnaires for Endorsement to Head Offices (FM-BLES 03-3.15).....	4-4
4.11. Report on the Conduct of Field Operations by DOLE-ROs.....	4-4
4.12. Enumerator's Evaluation Survey on the Delivery and Retrieval of Questionnaire.....	4-4

TABLE OF CONTENTS

		PAGE No.
CHAPTER 5	SURVEY DOCUMENTS AND FORMS	
	Contract of Services.....	5-2
	Notice of Termination of Contract of Services.....	5-4
	Letter of Introduction to Sample Establishment.....	5-5
	Letter to Sample Establishment with Mailed Questionnaire.....	5-6
	Letter to Head Office of Sample Establishment	5-7
	Follow-up Letter to Sample Establishment or its Head Office (including refusal).....	5-8
FM-BLES 03-3.23	Evaluation of Training for BLES Survey/s.....	5-9
FM-BLES 02-2.1a	Supervisor's Control List.....	5-13
FM-BLES 02-2.2a	Enumerator's Control List.....	5-14
FM-BLES 03-3.8	Certificate of Appearance.....	5-16
FM-BLES 03-3.10	Enumerator's Weekly Performance Report.....	5-17
FM-BLES 03-3.11	Enumerators' Summary Performance Report.....	5-18
FM-BLES 03-3.12	General Payroll for Piece-Rate Enumerators.....	5-19
FM-BLES 03-3.13	Transmittal of Retrieved/Verified Questionnaires in ONCR.....	5-20
FM-BLES 03-3.14	Transmittal of Spoilage Questionnaires in ONCR.....	5-21
FM-BLES 03-3.15	Questionnaires for Endorsement to Head Offices.....	5-22
FM-BLES 03-3.17	Assessment on the Implementation of Field Operations of BLES Survey/s.....	5-23
FM-BLES 03-3.9	Sample Establishment with New Names and Addresses.....	5-25
	OWS Form 1 (Verification Form).....	5-26
	BITS Form 1 (Verification Form).....	5-27
FM-BLES 03-3.16	Regional Report on the Implementation of BLES Surveys.....	5-34
FM-BLES 03-3.24	Enumerators' Evaluation Survey on the Delivery of Questionnaires...	5-36
FM-BLES 03-3.25	Enumerators' Evaluation Survey on the Retrieval of Questionnaires..	5-38

OCCUPATIONAL WAGES SURVEY

From 1989 to 1995, the Bureau of Labor and Employment Statistics (BLES) 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. **Executive Order No. 126**, dated January 30, 1987, (creating the BLES) which mandates the Bureau, among others, to conduct nationwide surveys and studies which will generate trends and structures on labor and employment.
- 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

The BLES and its field personnel shall hold all survey data supplied by the establishments in confidence. The information obtained from each respondent shall be for statistical purposes only and not for taxation, regulation nor investigation purposes. The data shall be processed with others of the same category and shall be disseminated in summary form or statistical tables so as not to reveal the identity of any respondent-establishment.

1.4. Scope and Coverage

The OWS covers establishments in non-agricultural industries with total employment of at least 20 persons. It inquires on total employment and on the distribution of time-rate workers on full-time basis. In the 2010 survey round, the 65 industries to be covered are:

1994 PSIC (as amended)		Description
C		MINING AND QUARRYING
1.	C10	Metallic Ore Mining
2.	C11	Non-Metallic Mining and Quarrying
D		MANUFACTURING
3.	D15 excl. D155	Manufacture of Food Products except Beverages
4.	D155	Manufacture of Beverages
5.	D16	Manufacture of Tobacco Products
6.	D17	Manufacture of Textiles
7.	D18	Manufacture of Wearing Apparel
8.	D191	Tanning and Dressing of Leather; Manufacture of Luggage and Handbags
9.	D192	Manufacture of Footwear
10.	D201	Manufacture of Wood and Wood Products except Furniture
11.	D202	Manufacture of Products of Bamboo, Cane, Rattan and the Like, and Plaiting Materials except Furniture
12.	D21	Manufacture of Paper and Paper Products
13.	D22	Publishing, Printing and Reproduction of Recorded Media
14.	D23	Manufacture of Coke, Refined Petroleum and Other Fuel Products
15.	D24	Manufacture of Chemicals and Chemical Products

1994 PSIC	Description	Notes
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<i>(as amended)</i>		
	D	MANUFACTURING (cont'd)
16.	D251	Manufacture of Rubber Products
17.	D252	Manufacture of Plastic Products
18.	D261	Manufacture of Glass and Glass Products
19.	D262	Manufacture of Cement
20.	D269	Manufacture of Non-Metallic Mineral Products, n.e.c.
21.	D27	Manufacture of Basic Metals
22.	D28	Manufacture of Fabricated Metal Products, except Machinery and Equipment
23.	D29	Manufacture of Machinery and Equipment, n.e.c.
24.	D30	Manufacture of Office, Accounting and Computing Machinery
25.	D31	Manufacture of Electrical Machinery and Apparatus, n.e.c.
26.	D32	Manufacture of Radio, Television and Communication Equipment and Apparatus
27.	D33	Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks
28.	D34	Manufacture of Motor Vehicles, Trailers and Semi- Trailers
29.	D35 excl. D351	Manufacture of Other Transport Equipment except Building and Repairing of Ships and Boats
30.	D351	Building and Repairing of Ships and Boats
31.	D36	Manufacture and Repair of Furniture
32.	D37	Recycling
33.	D39	Manufacturing, n.e.c.
	E	ELECTRICITY, GAS AND WATER SUPPLY
34.	E40	Electricity, Gas, Steam and Hot Water Supply
35.	E41	Collection, Purification and Distribution of Water
36.	F45	CONSTRUCTION

	1994 PSIC (as amended)	Description	Notes
	G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	
37.	G50	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel	
38.	G51	Wholesale Trade and Commission Trade, except of Motor Vehicles and Motorcycles	
39.	G52	Retail Trade, except of Motor Vehicles and Motorcycles and Repair of Personal and Household Goods	
40.	H55	HOTELS AND RESTAURANTS	
	I	TRANSPORT, STORAGE AND COMMUNICATIONS	
41.	I60 excl. I6011	Other Land Transport except Bus Line Operation	
42.	I6011	Bus Line Operation	
43.	I61	Water Transport	
44.	I62	Air Transport	
45.	I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	
46.	I64 excl. I6411	Postal and Telecommunications Services except National Postal Activities	
	J	FINANCIAL INTERMEDIATION	
47.	J65 excl. J6510	Banking Institutions except Central Banking	
48.	J66	Non-Bank Financial Intermediation	
49.	J67	Insurance and Pension Funding except Compulsory Social Security	
50.	J68	Activities Auxiliary to Financial Intermediation	
	K	REAL ESTATE, RENTING AND BUSINESS ACTIVITIES	
51.	K70	Real Estate Activities	
52.	K71	Renting of Machinery and Equipment Without Operator, Personal and Household Goods	
53.	K72	Computer and Related Activities	
54.	K73	Research and Development	
55.	K74 excl. K7412, K7421, K74996 and K74997	Miscellaneous Business Activities	

	1994 PSIC (as amended)	Description	<i>Notes</i>
	K	REAL ESTATE, RENTING AND BUSINESS ACTIVITIES (cont'd)	
56.	K7412	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	
57.	K7421	Architectural, Engineering and Related Technical Consultancy	
58.	K74996	Call Center Activities	
59.	K74997	Medical Transcription and Related Outsourcing Activities	
60.	M81	PRIVATE EDUCATION SERVICES	
61.	N85 excl. N8511	HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH ACTIVITIES	
	O	OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES	
62.	O90	Sewage and Refuse Disposal, Sanitation and Similar Activities	
63.	O92 excl. O92112	Recreational, Cultural and Sporting Activities except Animated Films and Cartoons Production	
64.	O92112	Animated Films and Cartoons Production	
65.	O93	Other Service Activities	

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

	1994 PSIC (as amended)	Description
	A01-A05	Agriculture, Hunting and Forestry
	B06	Fishing
	I6411	National Postal Activities
	J6510	Central Banking
	L75	Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, SSS, GSIS)
	M80	Public Education Services
	N8511	Public Medical, Dental and Other Health Activities
	O91	Activities of Membership Organizations, n.e.c. (e.g., ECOP, TUCP)
	Q99	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 (2) 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 non-agricultural industries covered.
- 1.4.2. *Industry-Specific Occupations:* In addition to the two benchmark occupations, at most 9 industry-specific occupations are monitored in the following 46 industries.

	1994 PSIC (as amended)	Description
	C	MINING AND QUARRYING
1.	C10	Metallic Ore Mining
2.	C11	Non-Metallic Mining and Quarrying
	D	SELECTED MANUFACTURING
3.	D15	Manufacture of Food Products and Beverages
4.	D17	Manufacture of Textiles
5.	D18	Manufacture of Wearing Apparel
6.	D19	Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear
7.	D201	Manufacture of Wood and Wood Products except Furniture
8.	D21	Manufacture of Paper and Paper Products
9.	D221/D222/ D223	Publishing and Printing
10.	D23	Manufacture of Coke, Refined Petroleum and Other Fuel Products
11.	D24	Manufacture of Chemicals and Chemical Products
12.	D251	Manufacture of Rubber Products
13.	D252	Manufacture of Plastic Products
14.	D26	Manufacture of Other Non-Metallic Mineral Products
15.	D27	Manufacture of Basic Metals
16.	D28	Manufacture of Fabricated Metal Products, except Machinery and Equipment
17.	D29	Manufacture of Machinery and Equipment, n.e.c.

	1994 PSIC (as amended)	Description	<i>Notes</i>
	D	SELECTED MANUFACTURING (cont'd)	
18.	D31	Manufacture of Electrical Machinery and Apparatus, n.e.c.	
19.	D32	Manufacture of Radio, Television and Communication Equipment and Apparatus	
20.	D34	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	
21.	D351	Building and Repairing of Ships and Boats	
22.	D36	Manufacture and Repair of Furniture	
	E	ELECTRICITY, GAS AND WATER SUPPLY	
23.	E40	Electricity, Gas, Steam and Hot Water Supply	
24.	E41	Collection, Purification and Distribution of Water	
25.	F45	CONSTRUCTION	
	G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	
26.	G50 excl. G505	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles except Retail Sale of Automotive Fuel	
27.	G51	Wholesale Trade and Commission Trade, except of Motor Vehicles and Motorcycles	
28.	G52 excl. G526	Retail Trade except of Motor Vehicles and Motorcycles and Repair of Personal and Household Goods	
29.	H55	HOTELS AND RESTAURANTS	
	I	TRANSPORT, STORAGE AND COMMUNICATIONS	
30.	I60 excl. I6011	Other Land Transport except Bus Line Operation	
31.	I6011	Bus Line Operation	
32.	I61	Water Transport	
33.	I62	Air Transport	
34.	I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	
35.	I64 excl. I6411	Postal and Telecommunications Services Except National Postal Activities	

1994 PSIC (as amended)		Description	Notes
J		SELECTED FINANCIAL INTERMEDIATION	
36.	J65 excl. J6510	Banking Institutions except Central Banking	
37.	J66	Non-Bank Financial Intermediation	
38.	J67	Insurance and Pension Funding except Compulsory Social Security	
K		SELECTED BUSINESS ACTIVITIES	
39.	K72	Computer and Related Activities	
40.	K7412	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	
41.	K7421	Architectural, Engineering and Related Technical Consultancy	
42.	K74996	Call Center Activities	
43.	K74997	Medical Transcription and Related Outsourcing Activities	
44.	M81	PRIVATE EDUCATION SERVICES	
45.	N8512	PRIVATE MEDICAL, DENTAL AND OTHER HEALTH ACTIVITIES	
O		SELECTED OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES	
46.	O92112	Animated Films and Cartoons Production	

1.4.3. Bases for Industry and Occupational Coverages

The 46 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 and Related Outsourcing 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 46 specific industries to represent the 7 major occupational groups in the PSOC for a total of 180 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, postal and 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 hotels and restaurants, more service occupations were chosen.

Each establishment covered by the 46 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 non-agricultural 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.

An establishment is defined as an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location. Thus, mining/construction sites, factories, electric plants, stores, shops, hotels, restaurants, bus companies, banks, radio stations, real estate developers and the like are considered establishments.

For multi-unit enterprises with different outlets and subsidiaries or whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment. However, security detachments, janitorial units and power barges are not considered as establishments.

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

1.5.2. Sampling Frame

The 2010 BLES Survey Sampling Frame (SSF2010) is an integrated list of establishments culled from the updated 2008 BLES Sampling Frame based on the status of establishments reported in the 2007/2008 BLES Integrated Survey (BITS) and 2008 Occupational Wages Survey. Lists of Establishments from the DOLE-National Capital Region (2009) and from Job Displacement Monitoring Reports (2008 – 2009) were also considered in preparing the 2010 frame.

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, industries observed to be heterogeneous within their 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.

1.5.4. Sample Size Determination

In designing the survey, the margin of error (e) was fixed at 5%. The level of significance was set at 95%, that is, $\alpha = 0.05$. This means that the estimated total number of employed persons will not differ from the true number of employed persons by more than 5% (margin of error), 95% of the time (level of confidence).

The desired precision for this survey can be expressed as follows:

$$\begin{aligned} P(|y - Y| \leq e) &= 1 - \alpha \\ P(|y - Y| \leq 0.05) &= 1 - 0.05, \\ P(|y - Y| \leq 0.05) &= 0.95 \end{aligned}$$

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

$$\begin{aligned} n &= \frac{z_{\alpha/2}^2 CV^2}{e^2 + \frac{z_{\alpha/2}^2 CV^2}{N}} = \frac{1.96^2 (2.5)^2}{0.05^2 + \frac{1.96^2 (2.5)^2}{34,511}} \\ &= \frac{24.01}{0.0025 + \frac{24.01}{34,511}} \\ n &= 7,514 \end{aligned}$$

Sixty five (65) industry groups were considered as domains. This number is the union of industry groups covered by the Occupational Wages Survey and the BLES Integrated Survey. These surveys have common sample establishments beginning 2006 survey operations because of budgetary constraints and to facilitate delivery of questionnaires and data collection.

To ensure the precision of estimates in each domain (industries), the initial sample size was allocated in each domain using the Kish's allocation formula defined below:

$$n_h = n \left(\frac{\sqrt{\frac{1}{L^2} + IW_h^2}}{\sum_{h=1}^L \sqrt{\frac{1}{L^2} + IW_h^2}} \right)$$

- where
- n_h - sample size in the industry h
 - n - initial sample size (7,514)
 - L - total number of domains
 - I - set at 0.5 to allow approximately equal allocation for each domain
 - W_h - population weight which is equal to $\frac{N_h}{N}$, where

N_h is the population size for industry and
 N is the total population size

After allocating the initial sample size (7,514) to the domains, the sample size in each domain was adjusted to accommodate an expected 5% proportion of ineligible samples. Industries with employment size 200 and over were sampled with certainty. The remaining samples were then allocated to the other two strata (employment sizes: 20-99 and 100-199) proportional to the total employment in each size. A minimum of 10 samples in the cells (industry and employment size) were maintained, if possible, to accommodate expected non-responses.

Thus, the final sample size is 6,779 (see Table 1).

1.6. Estimation Procedures

Not all of the fielded questionnaires are accomplished. 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 2010 OWS
by Industry Group and Employment Size, Philippines**

1994 PSIC (As Amended)	Industry Group	Total		20-99		100-199		200 & over	
		N	n	N	n	N	n	N	n
	ALL INDUSTRIES	34,511	6,779	28,446	3,188	3,371	1,155	2,694	2,436
C10	Metallic Ore Mining	42	42	24	24	5	5	13	13
C11	Non-Metallic Mining and Quarrying	32	32	22	22	7	7	3	3
D15 excl D155	Mfg of Food Products except Beverages	1,498	195	1,153	18	178	10	167	167
D155	Mfg of Beverages	137	86	76	25	26	26	35	35
D16	Mfg of Tobacco Products	20	20	6	6	3	3	11	11
D17	Mfg of Textiles	330	95	258	47	53	29	19	19
D18	Mfg of Wearing Apparel	962	155	689	10	138	10	135	135
D191	Tanning and Dressing of Leather; Mfg of Luggage and Handbags	42	42	29	29	6	6	7	7
D192	Mfg of Footwear	130	81	108	59	10	10	12	12
D201	Mfg of Wood and Wood Products except Furniture	195	88	159	52	15	15	21	21
D202	Mfg of Products of Bamboo, Cane, Rattan, and the Like, and Plaiting Materials except Furniture	16	16	13	13	2	2	1	1
D21	Mfg of Paper and Paper Products	232	91	161	37	50	33	21	21
D22	Publishing, Printing and Reproduction of Recorded Media	492	104	439	68	36	19	17	17
D23	Mfg of Coke, Refined Petroleum and Other Fuel Products	19	19	9	9	4	4	6	6
D24	Mfg of Chemicals and Chemical Products	544	107	424	46	85	26	35	35
D251	Mfg of Rubber Products	101	76	82	57	12	12	7	7
D252	Mfg of Plastic Products	460	102	328	32	90	28	42	42
D261	Mfg of Glass and Glass Products	36	36	21	21	7	7	8	8
D262	Mfg of Cement	22	22	6	6	4	4	12	12
D269	Mfg of Non-Metallic Mineral Products, n.e.c.	213	91	177	55	23	23	13	13
D27	Mfg of Basic Metals	281	93	213	41	42	26	26	26
D28	Mfg of Fabricated Metal Products, except Machinery and Equipment	493	104	401	45	53	20	39	39
D29	Mfg of Machinery and Equipment, n.e.c.	372	97	300	49	53	29	19	19
D30	Mfg of Office, Accounting and Computing Machinery	42	42	9	9	10	10	23	23
D31	Mfg of Electrical Machinery and Apparatus, n.e.c.	199	90	118	25	50	34	31	31
D32*	Mfg of Radio, Television and Communication Equipment and Apparatus	250	105	88	10	48	10	114	85
D33	Mfg of Medical, Precision and Optical Instruments, Watches and Clocks	63	63	27	27	9	9	27	27
D34	Mfg of Motor Vehicles, Trailers and Semi-Trailers	135	83	86	34	23	23	26	26
D35 excl D351	Mfg of Other Transport Equipment, except Building and Repairing of Ships and Boats	24	24	13	13	2	2	9	9
D351	Building and Repairing of Ships and Boats	35	35	19	19	3	3	13	13
D36	Mfg and Repair of Furniture	421	100	336	48	60	27	25	25
D37	Recycling	8	8	7	7	0	0	1	1
D39	Manufacturing, n.e.c.	210	93	162	45	35	35	13	13
E40	Electricity, Gas, Steam and Hot Water Supply	385	101	215	10	89	10	81	81
E41	Collection, Purification and Distribution of Water	229	93	186	50	30	30	13	13
F45	Construction	983	143	778	43	129	24	76	76

**TABLE 1 – Distribution of Establishment Population (N) and Sample Establishments (n) for 2010 OWS
by Industry Group and Employment Size, Philippines**

1994 PSIC (As Amended)	Industry Group	Total		20-99		100-199		200 & over	
		N	n	N	n	N	n	N	n
G50	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel	1,277	172	1,206	132	54	23	17	17
G51	Wholesale Trade and Commission Trade, except of Motor Vehicles and Motorcycles	2,352	286	2,123	175	167	49	62	62
G52	Retail Trade, except of Motor Vehicles and Motorcycles and Repair of Personal and Household Goods	4,363	513	3,896	253	278	71	189	189
H55	Hotels and Restaurants	4,514	530	4,298	426	169	57	47	47
I60 excl I6011	Other Land Transport, except Bus Line Operation	337	95	299	65	29	21	9	9
I6011	Bus Line Operation	172	92	117	37	28	28	27	27
I61	Water Transport	148	84	113	49	19	19	16	16
I62	Air Transport	25	25	13	13	1	1	11	11
I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	881	134	759	65	74	21	48	48
I64 excl I6411	Postal and Telecommunications Services except National Postal Activities	409	99	333	44	39	18	37	37
J65 excl J6510	Banking Institutions except Central Banking	705	119	608	48	38	12	59	59
J66	Non-Bank Financial Intermediation	506	105	446	63	35	17	25	25
J67	Insurance and Pension Funding except Compulsory Social Security	162	91	107	36	27	27	28	28
J68	Activities Auxiliary to Financial Intermediation	148	82	119	53	14	14	15	15
K70	Real Estate Activities	491	104	432	64	35	16	24	24
K71	Renting of Machinery and Equipment Without Operator, Personal and Household Goods	53	53	46	46	1	1	6	6
K72	Computer and Related Activities	470	103	352	32	65	18	53	53
K73	Research and Development	40	40	28	28	3	3	9	9
K74* excl K7412, K7421, K74996 and K74997	Miscellaneous Business Activities	2,384	291	1,635	58	358	42	391	191
K7412	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	61	61	48	48	6	6	7	7
K7421	Architectural, Engineering and Related Technical Consultancy	206	89	173	56	16	16	17	17
K74996*	Call Center Activities	307	109	111	10	78	10	118	89
K74997	Medical Transcription and Related Outsourcing Activities	13	13	10	10	1	1	2	2
M81	Private Education Services	2,872	344	2,405	96	256	37	211	211
N85 excl N8511	Health and Social Work except Public Medical, Dental and Other Health Activities	814	128	610	25	117	16	87	87
O90	Sewage and Refuse Disposal, Sanitation and Similar Activities	13	13	7	7	4	4	2	2
O92 excl O92112	Recreational, Cultural and Sporting Activities except Animated Films and Cartoons Production	622	113	524	48	51	18	47	47
O92112	Animated Films and Cartoons Production	8	8	3	3	3	3	2	2
O93	Other Service Activities	505	109	483	87	15	15	7	7

** Samples were allocated to the three employment sizes based on total employment in each size.*

TABLE 2 - Distribution of Establishment Population (N) and Sample Establishments (n) with Monitored Occupations in 2010 OWS by Industry Group and Employment Size, Philippines

1994 PSIC (As Amended)	Industry Group	Total		20-99		100-199		200 & over	
		N	n	N	n	N	n	N	n
	ALL INDUSTRIES	29,208	5,624	24,299	2,610	2,808	971	2,101	2,043
C10	Metallic Ore Mining	42	42	24	24	5	5	13	13
C11	Non-Metallic Mining and Quarrying	32	32	22	22	7	7	3	3
D15	Mfg of Food Products and Beverages	1,635	281	1,229	43	204	36	202	202
D17	Mfg of Textiles	330	95	258	47	53	29	19	19
D18	Mfg of Wearing Apparel	962	155	689	10	138	10	135	135
D19	Tanning and Dressing of Leather; Mfg of Luggage, Handbags and Footwear	172	123	137	88	16	16	19	19
D201	Mfg of Wood and Wood Products except Furniture	195	88	159	52	15	15	21	21
D21	Mfg of Paper and Paper Products	232	91	161	37	50	33	21	21
D221/D222/D223	Publishing and Printing	485	103	433	67	35	19	17	17
D23	Mfg of Coke, Refined Petroleum and Other Fuel Products	19	19	9	9	4	4	6	6
D24	Mfg of Chemicals and Chemical Products	544	107	424	46	85	26	35	35
D251	Mfg of Rubber Products	101	76	82	57	12	12	7	7
D252	Mfg of Plastic Products	460	102	328	32	90	28	42	42
D26	Mfg of Other Non-Metallic Mineral Products	271	149	204	82	34	34	33	33
D27	Mfg of Basic Metals	281	93	213	41	42	26	26	26
D28	Mfg of Fabricated Metal Products, except Machinery and Equipment	493	104	401	45	53	20	39	39
D29	Mfg of Machinery and Equipment, n.e.c.	372	97	300	49	53	29	19	19
D31	Mfg of Electrical Machinery and Apparatus, n.e.c.	199	90	118	25	50	34	31	31
D32*	Mfg of Radio, Television and Communication Equipment and Apparatus	250	105	88	10	48	10	114	85
D34	Mfg of Motor Vehicles, Trailers and Semi-Trailers	135	83	86	34	23	23	26	26
D351	Building and Repairing of Ships and Boats	35	35	19	19	3	3	13	13
D36	Mfg and Repair of Furniture	421	100	336	48	60	27	25	25
E40	Electricity, Gas, Steam and Hot Water Supply	385	101	215	10	89	10	81	81
E41	Collection, Purification and Distribution of Water	229	93	186	50	30	30	13	13
F45	Construction	983	143	778	43	129	24	76	76
G50 excl G505	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, except Retail Sale of Automotive Fuel	772	114	710	81	47	18	15	15
G51	Wholesale Trade and Commission Trade, except of Motor Vehicles and Motorcycles	2,352	286	2,123	175	167	49	62	62
G52 excl G526	Retail Trade, except of Motor Vehicles and Motorcycles and Repair of Personal and Household Goods	4,270	498	3,811	242	271	68	188	188
H55	Hotels and Restaurants	4,514	530	4,298	426	169	57	47	47
I6011	Bus Line Operation	172	92	117	37	28	28	27	27
I60 excl I6011	Other Land Transport, except Bus Line Operation	337	95	299	65	29	21	9	9
I61	Water Transport	148	84	113	49	19	19	16	16
I62	Air Transport	25	25	13	13	1	1	11	11
I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	881	134	759	65	74	21	48	48
I64 excl I6411	Postal and Telecommunications Services except National Postal Activities	409	99	333	44	39	18	37	37
J65 excl J6510	Banking Institutions except Central Banking	705	119	608	48	38	12	59	59
J66	Non-Bank Financial Intermediation	506	105	446	63	35	17	25	25
J67	Insurance and Pension Funding except Compulsory Social Security	162	91	107	36	27	27	28	28
K72	Computer and Related Activities	470	103	352	32	65	18	53	53
K7412	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	61	61	48	48	6	6	7	7
K7421	Architectural, Engineering and Related Technical Consultancy	206	89	173	56	16	16	17	17
K74996*	Call Center Activities	307	109	111	10	78	10	118	89
K74997	Medical Transcription and Related Outsourcing Activities	13	13	10	10	1	1	2	2

M81	Private Education Services	2,872	344	2,405	96	256	37	211	211
N8512	Private Medical, Dental and Other Health Activities	755	118	561	21	111	14	83	83
O92112	Animated Films and Cartoons Production	8	8	3	3	3	3	2	2

* Samples were allocated to the three employment sizes based on total employment in each size.

1.7. Occupational Wages Survey (OWS) Questionnaire

Notes

The 2010 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 BLES 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, authorized field personnel, coverage, periodicity and reference period, reference to concepts and definition of terms, due date for accomplishment and expected date when the results of the 2010 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
 - 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 2010 OWS
- results of the 2008 OWS
- presentation/packaging, particularly on the definition of terms, layout, font and color.
- participation in other government surveys

1.7.7. Part E: Survey Personnel (Page 10)

This portion is for the particulars of the enumerators and area/regional supervisors and reviewers at the BLES and DOLE Regional Offices involved in the data collection and review of questionnaire entries.

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. Results of the 2008 OWS (Page 12)

The results of the 2008 OWS are for information of the establishment. More of the results can be obtained from the BLES Website at <http://www.bles.dole.gov.ph>.

1.7.10. Revision in the Questionnaire

Relative to the 2008 OWS questionnaire, the revision below was made.

Part	Item	Details	Reason
Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations	1. Hiring/Entry Rate a. Basic Pay (with time unit) b. No allowances or With allowances Allowances (with time unit)	Deleted	The item needs further review and study due to the technical difficulty encountered in the estimation.

1.8. Statistics to be Generated

From the survey, the BLES 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 (2) years. The reference period of this survey round is the pay period that includes August 31, 2010.

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, Supervisors and Reviewers detect and correct errors in the accomplished questionnaires.

1.10.1 General Instructions

- 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) 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 pen in editing.

The Enumerator should **verify** with the establishment any reported data in the questionnaire that does not pass the editing guidelines.

If during the questionnaire review by the Supervisor/Reviewer, **inconsistent** entries are still noted, these should be encircled and the questionnaire should be returned to the concerned Enumerator for verification together with the accomplished OWS Form 1 (Verification Form).

Likewise, inconsistent entries in the accomplished questionnaires from the Regional Offices should also be encircled by BLES Reviewers and the questionnaires should be returned to the concerned Regional 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 crossed out entry.
- e. Where details are provided, these should **add up** to corresponding total.
- f. If problems arise, the Enumerator should **consult** his/her Area/Regional Supervisor.

1.10.2. Specific Instructions

1.10.2.1. Cover Page (Page 1)

If there are any **changes in the business name 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 the registered 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) that will reflect the status of the questionnaire. The field personnel should

accomplish only the portions applicable to them.

Validation of Economic Activity

Notes

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 (D15).*

In case the establishment is not engaged in food or beverage manufacturing, the enumerator should check the list of industries given on pp. 6 - 8 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 that, which contributes the biggest share of income/revenues .
Major products/goods or services	<p>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.</p> <p>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. 6-8 of this manual or Part F of the questionnaire which contains the list of industries for which pre-determined occupations are being monitored.</p>
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.
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; and working owners (without regular pay) and unpaid workers. Otherwise, verify with establishment.

Example:

110	+	3	+	20	+	2	=	135
Time-Rate on Full-Time Basis		Time-Rate on Part-Time Basis		Output Rate Workers		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 establishments.

Edited Entries

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		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	15	460.05 - 498.38	15	12,000 - 12,999	15
62.30 - 67.08	12	498.39 - 536.72	12	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)

-210 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) (7)	Full - time Workers (Both Sexes) (8)	Allowance (P) (9)	Full - time Workers (Both Sexes) (10)	Allowance (P) (11)	Full - time Workers (Both Sexes) (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 D15930, the questionnaire assigned to it should have an occupational sheet with the caption 'Manufacture of Food Products and Beverages (D15)'. 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.

An illustration in filling out Part C is shown on page 6 of the questionnaire.

Notes

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 BLES 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 BLES. (see section 3.8b 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 2010 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. Information on the participation of the respondent in other government surveys will help the Bureau monitor the burden of the respondent in answering the survey questionnaire.

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, (specify) : <u>4 days</u>		
Comments:		
a. On data provided for the 2010 Occupational Wages Survey (OWS) Not all workers given allowance.		
b. On the results of the 2008 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	
Participation in Other Government Surveys:		
In 2009, have you been a recipient of a questionnaire in any of these surveys? Check as applicable.	<input checked="" type="checkbox"/> Annual Survey of Philippine Business and Industry, <i>National Statistics Office</i> <input type="checkbox"/> Quarterly Survey of Philippine Business and Industry, <i>National Statistics Office</i> <input checked="" type="checkbox"/> Labor Turnover Survey, <i>Bureau of Labor and Employment Statistics</i> <input type="checkbox"/> Others (specify) _____ _____	

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 Area or Regional Supervisor only writes his/her name and date if the questionnaire is acceptable for processing or confirmed spoilage.

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:

National Capital Region			
	Enumerator	Area Supervisor	Reviewer
Name	Edna Castro	Nancy Dimapilis	Kathrina Birad
Date	8/27/10	9/1/10	9/6/10

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

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

The Reviewer* should accomplish OWS Form 1 (Verification Form) in duplicate, specifying the establishment's name, address, other particulars and details of entry/ies for verification. The original copy should be stapled to the questionnaire and returned to:

In BLES:	i) Area Supervisor for NCR questionnaire	Concerned Supervisor should acknowledge receipt of questionnaire on the original copy of OWS Form 1 and the Reviewer's duplicate copy. He/she should return the questionnaire and original OWS Form 1 to the Enumerator and follow-up the retrieval of the questionnaire for verification.
	ii) Senior LEO for ONCR questionnaire	Senior LEO in-charge transmits questionnaire and OWS Form 1 to concerned Regional Supervisor for verification of concerned Enumerator. He/she should follow-up the retrieval of the questionnaire with the DOLE-RO.
The duplicate copy of OWS Form 1 shall be retained by the Reviewer to keep tab of the questionnaire for verification.		
In DOLE RO:	Concerned ONCR Enumerator for verification with the establishment. The duplicate copy of OWS Form 1 shall be retained by the ONCR Supervisor to keep tab of the questionnaire for verification.	

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

Once verification is completed, the verified questionnaire should be returned to:

Notes

- In BLES**

i) Area Supervisor for NCR questionnaire

Concerned Supervisor turns over questionnaire for second pass of concerned Reviewer. The Reviewer refers to the duplicate copy of the OWS Form 1 for guidance.
- ii) Senior LEO for ONCR questionnaire

BLES Senior LEO in-charge turns over questionnaire for second pass of concerned Reviewer. The Reviewer refers to the duplicate copy of the OWS Form 1 for guidance.
- In DOLE RO:**

Concerned ONCR Supervisor for review. He/She refers to the duplicate copy of the OWS Form 1 for guidance.

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

The ONCR Supervisor/BLES 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 also record RET2 and date verified (date of RET2) in their respective control lists.

INDUSTRIES WITH SELECTED OCCUPATIONS

Benchmark Occupations.....	i
Metallic Ore Mining (C10).....	ii
Non Metallic Mining and Quarrying (C11).....	iii
Manufacture of Food Products and Beverages (D15).....	iv
Manufacture of Textiles (D17).....	v
Manufacture of Wearing Apparel (D18).....	vi
Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear (D19).....	vii
Manufacture of Wood and Wood Product, except Furniture (D201).....	viii
Manufacture of Paper and Paper Products (D21).....	ix
Publishing and Printing (D221/D222/D223).....	x
Manufacture of Coke, Refined Petroleum and Other Fuel Products (D23).....	xi
Manufacture of Chemicals and Chemical Products (D24).....	xii
Manufacture of Rubber Products (D251).....	xiii
Manufacture of Plastic Products (D252).....	xiv
Manufacture of Other Non-Metallic Mineral Products (D26).....	xv
Manufacture of Basic Metals (D27).....	xvi
Manufacture of Fabricated Metal Products, except Machinery and Equipment (D28)....	xvii
Manufacture of Machinery and Equipment, n.e.c. (D29).....	xviii
Manufacture of Electrical Machinery and Apparatus, n.e.c. (D31).....	xix
Manufacture of Radio, Television and Communication Equipment and Apparatus (D32).....	xx
Manufacture of Motor Vehicles, Trailers and Semi-Trailers (D34).....	xxi
Building and Repairing of Ships and Boats (D351).....	xxii
Manufacture and Repair of Furniture (D36).....	xxiii
Electricity, Gas, Steam and Hot Water Supply (E40).....	xxiv
Collection, Purification and Distribution of Water (E41).....	xxv
Construction (F45).....	xxvi
Sale, Maintenance and Repair of Motor Vehicles and Motorcycles except Retail Sale of Automotive Fuel (G50 excl. G505).....	xxvii
Wholesale Trade and Commission Trade except of Motor Vehicles and Motorcycles (G51).....	xxviii
Retail Trade, except of Motor Vehicles and Motorcycles and Repair of Personal and Household Goods (G52 excl. G526).....	xxix
Hotels and Restaurants (H55).....	xxx
Bus Line Operation (I6011).....	xxxi
Other Land Transport except Bus Line Operation (I60 excl. I6011).....	xxxii
Water Transport (I61).....	xxxiii
Air Transport (I62).....	xxxiv
Supporting and Auxiliary Transport Activities; Activities of Travel Agencies (I63).....	xxxv
Postal and Telecommunications Services except National Postal Activities (I64 excl. I6411).....	xxxvi
Banking Institutions except Central Banking (J65 excl. J6510).....	xxxvii
Non-Bank Financial Intermediation (J66).....	xxxviii
Insurance and Pension Funding, except Compulsory Social Security (J67).....	xxxix
Computer and Related Activities (K72).....	xl
Accounting, Bookkeeping and Auditing Activities; Tax Consultancy (K7412).....	xli
Architectural, Engineering and Related Technical Consultancy (K7421).....	xlii
Call Center Activities (K74996).....	xliii
Medical Transcription and Related Outsourcing Activities (K74997).....	xliv
Private Education Services (M81).....	xl v
Private Medical, Dental and Other Health Activities (N8512).....	xlvi
Animated Films and Cartoons Production (O92112)	xl vii

**BENCHMARK OCCUPATIONS COVERED BY 2010 OWS
IN ALL NON-AGRICULTURAL INDUSTRIES**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform a variety of low-skilled and routine manual tasks, requiring a minimum of training, little or no previous experience and mainly physical effort.

* BLES CODE.
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN METALLIC ORE MINING (C10)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct sector or unit concerned with extraction of metals from their ores or minerals from the earth; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2114	Geologists	Conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to geology in such fields as oil, gas and mineral exploitation, water conservation, civil engineering, telecommunications and navigation.
2159	Mining Engineers and Metallurgists	Conduct research, design and develop and maintain commercial-scale methods of extracting metals from their ores, or minerals from the earth and study and advise on technological aspects of particular materials, products or processes.
3117	Mining and Metallurgical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of mining and metallurgical engineers, contributory to the improvement/development of methods of extracting from the earth, distribution, or processing of minerals and control of processes of extraction of metals from their ores.
7111	Miners	Extract ores and other solid minerals from underground or surface mines.
7112	Shotfirers and Blasters	Determine location and site of explosions required, charge and detonate explosives to fragments or dislodge ores or other solid minerals in mines.
8111	Mining Plant Operators	Operate and monitor machinery and equipment which cut channels in mines or drill holes for blasting or operate continuous-mining machines.
8112	Mineral Ore Processing Plant Operators	Operate and monitor machinery and equipment for processing mineral ore.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN NON-METALLIC MINING AND QUARRYING (C11)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct sector or unit concerned with extraction of minerals such as coal, liquids such as petroleum, gases such as natural gas and operation of quarries; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2114	Geologists	Conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to geology in such fields as oil, gas and mineral exploitation, water conservation, civil engineering, telecommunications and navigation.
2159	Mining Engineers	Conduct research, design and develop and maintain commercial-scale methods of extracting minerals, liquids and gases from the earth and study and advice on technological aspects of particular materials, products or processes.
3117	Mining Engineering Technicians	Perform technical tasks, normally under the supervision of mining engineers, contributory to the improvement/ development of methods of extracting from the earth, distribution or processing of minerals, liquids and gases.
7111	Miners and Quarry Workers	Extract solid minerals from underground or surface mines or quarries.
8111	Mining Plant Operators	Operate and monitor machinery and equipment which cut channels in mine or quarry workplaces or drill holes for blasting or operate continuous-mining machines.
8112	Stone Processing Plant Operators	Operate machinery and equipment which crushes and breaks blocks of granite, marble and other stone.
8113	Well Drillers and Borers and Related Workers	Operate drilling machinery and equipment and perform related tasks in the sinking and operation of wells.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES (D15)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2155	Food Technologists	Conduct research and develop commercial-scale chemical processes in the production of food and drink products.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of new or improved processes for the chemical or physical transformation of substances on a commercial scale.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
741	Food Processing and Related Trades Workers	Slaughter animals, kill fish, treat and prepare them and related food items for human and animal consumption; make various kinds of bread, cakes and other flour products; process and preserve fruits, vegetables and related foods, taste and grade various food products and beverages.
826	Food and Related Products Machine Operators	Operate and monitor machines which process foodstuffs and manufacture food and related products for human and animal consumption.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF TEXTILES (D17)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
7431	Fiber Preparers	Prepare wool, cotton, flax, jute, hemp and other natural textile fibers for spinning and winding.
7432	Weavers, Knitters and Related Workers	Spin and wind yarn by hand, weave materials on hand looms, make carpets by using a knotting technique, knit garment fabrics by hand or hand-operated machines or perform similar manufacturing tasks by hand or hand-operated machines.
8251	Fiber Preparing, Spinning and Winding Machine Operators	Operate and monitor machines which prepare fibers, and spin, double, twist and wind yarn and thread.
8252	Weaving and Knitting Machine Operators	Operate and monitor weaving and knitting machines and related equipment used to produce materials and fabrics.
8254	Bleaching, Dyeing and Cleaning Machine Operators	Operate and monitor machines which bleach, dye, wash and otherwise treat fibers, yarn or dry-clean textiles.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF WEARING APPAREL (D18)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7433	Tailors, Dressmakers and Hatters	Make suits, dresses and other garments from textile fabrics, leather or any other material, carry out alterations and repairs or make hats, or participate in the manufacture of ready-to-wear garments.
7434	Textile, Leather and Related Pattern Makers and Cutters	Make patterns and mark and cut textile, leather and other materials in the manufacture of garments, gloves and miscellaneous products.
7435	Sewers, Embroiderers and Related Workers	By hand or by using simple sewing machines, perform various sewing tasks in making, altering and repairing garments, gloves and other products of textile and other material; embroider decorative designs on garments or other materials.
8253	Sewing Machine Operators	Operate and monitor standard or specialized single or multiple-needle sewing machines to make or repair garments, gloves and miscellaneous products in textiles or leather, or embroider ornamental designs on garments or other materials.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN TANNING AND DRESSING OF LEATHER;
MANUFACTURE OF LUGGAGE, HANDBAGS AND FOOTWEAR (D19)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7441	Tanners	Make leather from hidlers and skins.
7442	Shoemakers and Related Workers	Make and repair standard or special footwear, and except for leather garments, hats and gloves, make natural or synthetic leather articles such as luggage, handbags, and belts, or participate in the manufacture of shoes and related goods.
8255	Leather Preparing Machine Operators	Operate and monitor various machines which prepare leather.
8256	Shoemaking and Related Machine Operators	Operate and monitor machines which produce and repair standard or special footwear, handbags and other accessories mainly made of leather.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF WOOD AND WOOD PRODUCTS
EXCEPT FURNITURE (D201)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7421	Wood Treaters	Season and preserve wood particularly through operation of steam - heated kilns or chemical treatment to protect wood against decay or parasites.
7423	Woodworking-Machine Setters and Setter-Operators	Set and operate woodworking machines, such as precision sawing, shaping, planing, boring, turning and woodcarving machines
8141	Wood Processing Plant Operators	Operate and monitor machinery and equipment for sawing wood, cutting veneer and making plywood and otherwise prepare wood for further use.
8240	Wood Products Machine Operators	Operate and monitor automatic or semi-automatic woodworking machines which perform repetitive work and are always set up by woodworking-machine setters.
8275	Wood and Related Products Assemblers	Assemble the components or parts made from wood or related materials of various types of products.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF PAPER AND PAPER PRODUCTS (D21)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3115	Mechanical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of mechanical engineers, contributory in the design, development, manufacture, construction, installation, maintenance and repair of mechanically functioning plant and equipment.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8142	Paper Pulp Plant Operators	Operate and monitor machinery and equipment which converts materials such as wood, rags, esparto, straw, scrap-pulp and paper into stock for use in papermaking.
8143	Papermaking Plant Operators	Operate and monitor machinery and equipment which makes paper, paper board sheet pulp from pulp stock.
8276	Paperboard and Related Products Assemblers	Assemble the components or parts made from paperboard and related materials, of various types of products, according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN PUBLISHING AND PRINTING (D221/D222/D223)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
2451	Journalists and Other Writers	Write and edit news, stories and commentaries.
4143	Proofreaders and Copymarkers	Read transcript or proof type set-up to detect and mark for correction any grammatical, typographical or compositional errors.
7341	Compositors, Typesetters and Related Workers	Set and arrange printing type by hand, machine or computer.
7342	Stereotypers and Electrotypers	Make printing plates and printing forms from set-up type by stereotyping and electroplating process.
7343	Printing Engravers and Etchers	Engrave lithographic stones and printing plates, rollers, dies and blocks by various processes.
7345	Bookbinders and Related Workers	Operate and monitor machines which bind and emboss books by hand or machine.
7347	Pressman Letterpress and Related Workers	Prepare, operate and monitor offset press and various types of machines to print single and multi-color copies from lithographic plates and print on paper, tin plate and other materials.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF COKE, REFINED PETROLEUM
AND OTHER FUEL PRODUCTS (D23)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7234	Industrial Machinery Mechanics and Fitters	Fit, install, examine, service and repair engines (except motor vehicle and aircraft engines), industrial machinery and mechanical equipment.
8151	Crushing, Grinding and Chemical-Mixing Machinery Operators	Operate and monitor machinery which crushes, grinds, mixes and blends chemicals and other materials used in chemical and related processes.
8153	Chemical-Filtering and Separating Equipment Operators	Operate and monitor machines and equipment which filter and separate chemicals and related materials.
8155	Petroleum Refining Plant Operators	Operate and monitor plant which refines, distills and treats petroleum, petroleum-based products and by-products.
8159	Coke Production Plant Operators	Operate and monitor machinery and equipment which produce coke from coal.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF CHEMICALS
AND CHEMICAL PRODUCTS (D24)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
8151	Crushing, Grinding and Chemical-Mixing Machinery Operators	Operate and monitor machinery which crushes, grinds, mixes and blends chemicals and other materials used in chemical and related processes.
8152	Chemical Heat-Treating Plant Operators	Operate and monitor machinery and equipment which cook, roast and provide other types of heat treatment in chemical and related processing.
8153	Chemical-Filtering and Separating Equipment Operators	Operate and monitor machines and equipment which filter and separate chemicals and related materials.
8221	Pharmaceutical and Toiletry Products Machine Operators	Operate and monitor machines which process a variety of chemicals and other ingredients used in the production of pharmaceuticals and toiletries.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF RUBBER PRODUCTS (D251)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8231	Rubber Products Machine Operators	Operate and monitor machines which knead and blend rubber compounds, and produce various components and products, from natural and synthetic rubber such as molded footwear, domestic articles, insulating materials, industrial accessories, or tires for bicycles, automobiles, tractors, aircraft and other vehicles.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF PLASTIC PRODUCTS (D252)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8232	Plastic Prodcts Machine Operators	Operate and monitor machines which knead and blend compounds to obtain plastic materials and which make various plastic components and articles.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF OTHER NON-METALLIC
MINERAL PRODUCTS (D26)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
732	Potters, Glass-Makers and Related Trades	Make bricks, tiles, pottery, porcelainware and glassware, engrave and etch designs on glass articles and paint or decorate glass.
813	Glass, Ceramics and Related Plant Operators	Operate and monitor kilns, furnaces and other machinery and equipment used in the manufacture of glass as well as ceramic products.
8212	Cement and Other Mineral Products Machine Operators	Operate and monitor extrusion, molding, mixing, grinding and cutting machines which manufacture and finish various pre-cast concrete and stone products or which make cast stone for building purposes.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF BASIC METALS (D27)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
7211	Metal Molders and Core Makers	Make molds and cores for casting metal.
7213	Sheet Metal Workers	Make install and repair articles and parts of articles of sheet metal such steel sheet, copper, tin, brass, aluminum, zinc or galvanized iron.
8121	Ore and Metal Furnace Operators	Operate and monitor ore-smelting, metal converting acid refining furnaces
8122	Metal Melters, Casters and Rolling-Mill Operators	Operate and monitor rolling mills to roll metal, or furnaces to melt or reheat metal, or machines to cast metals.
8123	Metal Heat Treating Plant Operators	Operate and monitor plant altering the physical properties of metal objects by heating, cooling and chemical treatment.
8124	Metal Drawers and Extruders	Operate and monitor machinery and equipment which draw and extrude metals to make wire, tubes and similar products.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF FABRICATED METAL PRODUCTS,
EXCEPT MACHINERY AND EQUIPMENT (D28)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
7212	Welders and Flamecutters	Weld and cut metal parts using gas flame, or an electric arc and other sources of heat to melt and cut, or to melt and fuse metal .
7214	Structural Metal Preparers	Shape, assemble heavy metal girders and plates to form structure and frameworks.
7221	Blacksmiths, Hammersmiths and Forging Press Operators	Draw wire, hammer and forge bars, rods, and plates of iron, steel or other metals to make and repair various kinds of tools, metal articles, piece of equipment, agricultural and related implements.
7223	Machine - Tool Setters and Setter-Operators	Set for operators, or set and operate various machine tools working to fine tolerances or to produce metal articles in standardized series.
8211	Machine Tool Operators	Operate and monitor automatic or semi-automatic metal working machines which perform repetitive work and are set up by machine-tool selters.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF MACHINERY AND EQUIPMENT, N.E.C. (D29)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7212	Welders and Flamecutters	Weld and cut metal parts using gas flame, or an electric arc and other sources of heat to melt and cut, or to melt and fuse metal.
7222	Tool Makers and Related Workers	Make engines or machinery components, and parts thereof, using hand and machine tools to work metal to fine tolerances.
7234	Agricultural or Industrial Machinery Mechanics and Fitters	Fit, install, examine, service and repair engines (except motor vehicle and aircraft engines), agricultural or industrial machinery and mechanical equipment.
8271	Mechanical Machinery Assemblers	Assemble the components or parts of mechanical machinery, according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF ELECTRICAL MACHINERY
AND APPARATUS, N.E.C. (D31)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2152	Electrical Engineers	Conduct research, and advice on, design and direct construction of electrical systems, motors and equipment, and advice on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3113	Electrical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of electrical engineers, contributory to the design, development, construction, installation, maintenance and repair of electrical systems and equipment.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7242	Electrical Mechanics and Fitters	Fit, adjust, install and repair electrical machinery and other electrical apparatus and equipment in buildings, factories, workshops, or other places.
8272	Electrical Equipment Assemblers	Assemble the components or parts of electrical equipment, according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF RADIO, TELEVISION
AND COMMUNICATION EQUIPMENT AND APPARATUS (D32)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2153	Electronics and Telecommunications Engineers	Conduct research, and advice on, design and direct construction, installation and maintenance of electronic systems and equipment and advice on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3114	Electronics and Telecommunications Engineering Technicians	Perform technical tasks, normally under the supervision of electronics engineers, connected with electronic and telecommunications engineering research, as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment and electronic and electromechanical communications.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7243	Electronics Fitters	Fit, and adjust computer hardware, as well as sound and image recording and transmitting telecommunication and other electronic equipment.
8273	Electronic Equipment Assemblers	Assemble the components or parts of electronic equipment, according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE OF MOTOR VEHICLES, TRAILERS
AND SEMI-TRAILERS (D34)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3115	Mechanical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of mechanical engineers, contributory in the design, development, manufacture, construction, installation, maintenance and repair of mechanically functioning plant and equipment.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
7213	Sheet-Metal Workers	Install and repair sheet metal parts of vehicles.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair engines and related parts of motor vehicles.
8271	Mechanical Machinery Assemblers	Assemble the components or parts of engines and vehicles according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN BUILDING AND REPAIRING OF SHIPS AND BOATS (D351)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Marine Engineers	Conduct research and advice on and design propulsion systems, hulls and superstructures of ships and other vessels.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7136	Plumbers, Pipe Fitters and Other Related Workers	Assemble, fit, install and repair plumbing fixtures, or pipes and pipeline system.
7212	Welders and Flamecutters	Weld and cut metal parts using gas flame, or an electric arc and other sources of heat to melt and cut, or to melt and fuse metal.
7214	Structural-Metal Preparers, Erectors and Related Workers	Shape, assemble and erect heavy metal girders and plates to form structures and frameworks.
7215	Riggers and Cable Splicers	Erect tackle for lifting and hauling, or install and maintain cables, ropes and wires in ships.
7233	Marine Crafts Mechanics	Service, overhaul and repair vessels' engines, boilers and mechanical equipment.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MANUFACTURE AND REPAIR OF FURNITURE (D36)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
3471	Decorators and Commercial Designers	Apply artistic techniques to product design, interior decoration and sales promotion.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7422	Cabinet Makers and Related Workers	Make and repair wooden articles such as cabinets and other furniture using woodworking machines and hard tools.
7424	Rattan, Bamboo and Other Wicker Furniture Workers	Make wicker furniture from bamboo, rattan, reeds, rushes and similar materials by hand.
7436	Upholsterers and Related Workers	Upholster furniture, make mattresses, or make and install interior decorations of textile, leather and similar materials.
8240	Wood Products Machine Operators	Operate and monitor automatic or semi-automatic woodworking machines which perform repetitive work and are always set up by woodworking-machine setters.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN ELECTRICITY, GAS, STEAM AND HOT WATER SUPPLY (E40)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2152	Electrical Engineers	Conduct research and advise on, design and direct construction of electrical systems, motors and equipment, and advise on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3113	Electrical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of electrical engineers, contributory to the design, development, construction, installation, maintenance and repair of electrical systems and equipment.
4215	Debt Collectors and Related Workers	Collect payments and perform clerical duties associated with these collections.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
7242	Electrical Mechanics and Fitters	Fit, adjust and repair various kinds of electrical machinery and motors, generators, switch gear, control apparatus and instruments.
7246	Lineman, Line Installers and Cable Splicers	Install and repair power lines and cables.
8161	Power-Production Plant Operators	Operate and monitor machinery and equipment which produce electric or other power and control its distribution.

* BLES CODE.
 Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER
(E41)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2151	Civil Engineers	Conduct research and advise on, design and direct construction, and manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.
3112	Civil Engineering Technicians	Perform technical tasks, normally under the direction and supervision of civil engineers, contributory to planning and execution of building and civil engineering projects, including design, construction, repair and maintenance of building and other structures such as water supply and sewerage systems, bridges, roads, dams and airports.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4215	Debt Collectors and Related Workers	Collect payments and perform clerical duties associated with these collections.
4225*	Customer Service Representative/Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
7136	Plumbers, Pipe Fitters and Other Related Workers	Assemble, fit, install and repair plumbing fixtures, or pipes and pipeline system.
8163	Water-Treatment and Related Plant Operators	Operate and monitor machinery and equipment which purify and clarify water for human consumption or use and later disposal into natural water systems.

* BLES CODE.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN CONSTRUCTION (F45)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2151	Civil Engineers	Conduct research and advise on, design and direct construction, and manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.
7122	Masons and Related Concrete Finishers	Prepare and place concrete for structures; finish masonry surfaces by plastering chipping, grinding, sand blasting, terrazo and other related processes; install, lay, fit or set masonry products such as brick, tile and mosaic panels; and apply plaster to construct decorative and ornamental surfaces.
7123	Carpenters and Joiners	Cut, shape, assemble, erect, maintain and repair various types of wooden structures and fittings.
7134	Insulation Workers	Apply and repair insulating materials to buildings, boilers, pipes or refrigeration and airconditioning equipment.
7136	Plumbers, Pipe Fitters and Related Workers	Assemble, fit, install and repair plumbing fixtures, or pipes and pipeline system.
7214	Structural Metal Preparers, Erectors and Related Workers	Shape, assemble and erect heavy metal girders and plates to form structures and frameworks.
7234	Heavy Equipment Mechanic	Fit, install, examine, service and repair engines (except motor vehicle and aircraft engines), agricultural, industrial and mechanical equipment.
7241	Building and Related Electricians	Install, maintain and repair electrical wiring systems and related equipment.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES
AND MOTORCYCLES EXCEPT RETAIL SALE OF AUTOMOTIVE
FUEL
(G50 excl. G505)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
144	Sales Supervisors	Engage in, or directly associated with, buying and selling of goods and services for use on behalf of wholesale, retail, industrial or other establishments and organizations.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor’s report therein.
3415	Technical and Commercial Sales Representatives	Sell various goods on a wholesale basis including installations, equipment and technical products and related services and provide specialized information as required.
4131	Stock Clerks	Maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.
4211	Cashiers	Receive directly from clients, payments for goods and services bought in commercial establishments.
5220	Shop Salespersons and Demonstrators	Demonstrate and sell goods in wholesale establishments to retailers and large-scale consumers or to customers in retail establishments.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair engines and related equipment such as motorcycles, passenger cars and delivery trucks and other motor vehicles.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN WHOLESALE TRADE AND COMMISSION TRADE, EXCEPT OF
MOTOR VEHICLES AND MOTORCYCLES (G51)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
144	Sales Supervisors	Engage in, or directly associated with, buying and selling of goods and services for use on behalf of wholesale, retail, industrial or other establishments and organizations.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3415	Technical and Commercial Sales Representatives	Sell various goods on a wholesale basis including installations, equipment and technical products and related services and provide specialized information as required.
4131	Stock Clerks	Maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.
4211	Cashiers	Receive directly from clients, payments for goods and services bought in commercial establishments.
4224*	Telemarketers	Place telephone calls on behalf of an organization in order to facilitate sales. They promote, take orders and process orders for products and services. They may also receive customer complaints and resolve problems with service, billing or credit.
5220	Shop Salespersons and Demonstrators	Demonstrate and sell goods in wholesale establishments to retailers and large-scale consumers or to customers in retail establishments.

* BLES CODE.
 Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN RETAIL TRADE, EXCEPT OF MOTOR VEHICLES AND
MOTORCYCLES AND REPAIR OF PERSONAL AND HOUSEHOLD
GOODS (G52 excl. G526)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
144	Sales Supervisors	Engage in, or directly associated with, buying and selling of goods and services for use on behalf of wholesale, retail, industrial or other establishments and organizations.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
4131	Stock Clerks	Maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.
4211	Cashiers	Receive directly from clients, payments for goods and services bought in commercial establishments.
4224*	Telemarketers	Place telephone calls on behalf of an organization in order to facilitate sales. They promote, take orders and process orders for products and services. They may also receive customer complaints and resolve problems with service, billing or credit.
5220	Shop Salespersons and Demonstrators	Demonstrate and sell goods in wholesale establishments to retailers and large-scale consumers or to customers in retail establishments.

* BLES CODE.
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN HOTELS AND RESTAURANTS (H55)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor’s report therein.
4222	Receptionist and Information Clerks	Receive clients, provide information and make appointments on behalf of the establishment.
5120*	Service Crew	Usually found in fast food stores; performs various tasks such as cooking, serving, cleaning and the like.
5121	Housekeepers and Related Workers	Organize, supervise and carry out housekeeping functions in hotels, clubs and other related enterprises.
5122	Cooks	Plan, organize, prepare and cook foodstuffs in hotels, restaurants and other public eating places.
5123	Waiters, Waitresses and Bartenders	Serve food and beverages in commercially-operated dining and drinking places.
9132	Helpers and Cleaners	Perform various cleaning tasks in order to keep clean and tidy the interiors and fixtures of hotels, lodging and other establishments.

* BLES CODE.
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN BUS LINE OPERATION (I6011)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1421	Road Transport Service Supervisors	Supervise and coordinate one or more of the service activities of the traffic department, section or unit engaged in road transport undertaking.
4133	Transport Clerks (Dispatchers)	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
4221	Ticket Clerks	Make and confirm reservations and sell tickets to passengers.
5112	Bus Conductors	Issue tickets and collect payments and take care of safety and comfort on buses.
5114*	Bus Inspectors	Inspect/check tickets of bus passengers.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair motor vehicle engines and related equipment.
8323	Bus Drivers	Drive and tend buses to transport local or long - distance passengers.

* BLES CODE.
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN OTHER LAND TRANSPORT EXCEPT BUS LINE OPERATION
(I60 excl. I6011)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1421	Road Transport Service Supervisors	Supervise and coordinate one or more of the service activities of the traffic department, section or unit engaged in road transport undertaking.
4133	Transport Clerks (Dispatchers)	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair motor vehicle engines and related equipment.
8324	Heavy Truck and Lorry Drivers	Drive and tend heavy motor vehicles to transport goods, liquids and heavy materials over short or long distances.
9333	Freight Handlers	Carry out tasks such as packing, carrying, loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN WATER TRANSPORT (I61)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1423	Maritime Transport Service Supervisors	Supervise and coordinate one or more activities of the traffic department, section or unit engaged in marine transport undertaking.
3141	Ship's Engineers	Control and participate in the operation, maintenance and repair of mechanical, electrical and electronics equipment and machinery on board ship or perform related supporting functions on shore.
3142	Ships' Deck Officers and Pilots	Command and navigate ships and direct marine services on shore for shipping company vessels arriving in port.
4133	Transport Clerks	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
4221	Ticket Clerks	Make and confirm reservations and sell tickets to passengers.
5111	Travel Attendants and Travel Stewards	Render personal services to ensure the comfort and safety of passengers, serve meals and beverages, or plan and coordinate housekeeping and social activities on board.
7233	Marine Craft Mechanics	Service, overhaul and repair vessels' engines, boilers and mechanical equipment.
8340	Ships' Deck Crews and Related Workers	Carry out deck duties on board ship and other water-borne craft.
9333	Freight Handlers	Carry out tasks such as packing, carrying, loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN AIR TRANSPORT (I62)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1422	Air Transport Service Supervisors	Supervise and coordinate one or more activities of the traffic department, section or unit engaged in air transport undertaking.
3143	Aircraft Pilots, Navigators and Flight Engineers	Control the operation of mechanical, electrical and electronic equipment in order to navigate aircraft for transporting passengers, mail and freight and perform pre-flight and in-flight tasks.
4133	Transport Clerks	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
4221	Ticket Clerks	Make and confirm reservations and sell tickets to passengers.
5111	Travel Attendants and Travel Stewards	Render personal services to ensure the comfort and safety of passengers, serve meals and beverages, or plan and coordinate housekeeping and social activities on board.
7232	Aircraft Engine Mechanics and Fitters	Fit, service, repair and overhaul aircraft components, engines, accessories and related equipment.
9333	Freight Handlers	Carry out tasks such as packing, carrying, loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN SUPPORTING AND AUXILIARY TRANSPORT ACTIVITIES;
ACTIVITIES OF TRAVEL AGENCIES (I63)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
3414	Travel Consultants and Organizers	Plans itinerary and schedule travel accomodations for customers, and organize or sell complete group travel tours for business or leisure.
3422	Clearing and Forwarding Agents	Carry out customs clearing procedures and ensure that insurance, export/import licenses and other formalities are in order.
4221	Travel Agency Clerks and Related Workers	Supply information, arrange, travel itineraries and obtain necessary reservations.
5113	Travel Guides	Accompany individual or groups on sightseeing tours or excursions, describe points of interests and provide other guide services.
8324	Heavy Truck and Lorry Drivers	Drive and tend heavy motor vehicles to transport goods, liquids and heavy materials over short or long distances.
9333	Freight Handlers	Carry out tasks such as packing, carrying, loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN POSTAL AND TELECOMMUNICATIONS SERVICES EXCEPT
NATIONAL POSTAL ACTIVITIES (I64 excl. I6411)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1429	Communications Service Supervisors	Supervise and coordinate one or more department, section or unit engaged in postal or telecommunications service operations.
2153	Electronics and Telecommunications Engineers	Conduct research, and advice on, design and direct construction, installation and maintenance of electronic systems and equipment and advice and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3114	Electronics and Telecommunications Engineering Technicians	Perform technical tasks, normally under the supervision of electronics engineers, connected with electronic and telecommunications engineering research as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment and electronic and electromechanical communications.
4112	Telefax/Teleprinters/ Telex Clerks	Send and receive messages and facsimiles by means of teleprinters, telefax or similar machines.
4223	Telephone Switchboard Operators	Operate a telephone switchboard or a section thereof, and deal with local or long distance calls, and various telephone inquiries.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
7245	Telecommunication Equipment Installers and Repairers	Install, service and repair telecommunication equipment in central sites or customer's premises.
9151	Messengers and Deliverers	Carry and deliver messages, packages and other items within an establishment, or between establishments, to households and elsewhere.

* BLES CODE.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN BANKING INSTITUTIONS EXCEPT CENTRAL BANKING
(J65 excl. J6510)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2122	Statisticians	Conduct statistical research to improve or develop operational methods and techniques, and advice or engage in practical applications of statistics.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
2441	Economists	Conduct economic research to improve or develop operational methods used to understand and describe the behavior of national and international markets for goods, services and labor and advice or engage in practical applications of economics.
3433	Bookkeepers	Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.
4212	Tellers	Deal directly with clients of banks in connection with receiving, changing and paying out money.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.

* BLES CODE.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN NON-BANK FINANCIAL INTERMEDIATION (J66)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2122	Statisticians	Conduct statistical research to improve or develop operational methods and techniques, and advice or engage in practical applications of statistics.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
2441	Economists	Conduct economic research to improve or develop operational methods used to understand and describe the behavior of national and international markets for goods, services and labor and advice or engage in practical applications of economics.
3411	Securities and Finance Dealers and Brokers	Buy and sell securities, stocks, bonds and financial instruments and deal on the foreign exchange on spot or on future markets, on behalf of their own company or for customers on a commission basis and recommend transactions to clients or senior management.
3433	Bookkeepers	Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.
4215	Debt Collectors and Related Workers	Collect payments and perform clerical duties associated with these collections.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.

* BLES CODE.
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN INSURANCE AND PENSION FUNDING, EXCEPT
COMPULSORY SOCIAL SECURITY (J67)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2121	Actuaries	Conduct research and improve or develop mathematical and actuarial concepts, theories and operational methods and techniques and advise on or engage in their practical applications.
2122	Statisticians	Conduct statistical research to improve or develop operational methods and techniques, and advice or engage in practical applications of statistics.
2132	Computer Programmers	Write, test and maintain computer programs to meet the needs of users of computer systems.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3412	Insurance Representatives	Advise on and sell life, accident, automobile, liability, endowment, fire, marine and other types of insurance to new and established clients.
3417	Appraisers and Valuers	Determine the value of property and goods and assess losses covered by insurance policies.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.
4215	Debt Collectors and Related Workers	Collect payments and perform clerical duties associated with these collections.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.

* BLES CODE.
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN COMPUTER AND RELATED ACTIVITIES (K72)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2131	Systems Analysts And Designers	Conduct research, improve or develop computing concepts and operational methods, and advise on or engage in their practical applications.
2132	Computer Programmers	Write, test and maintain computer programs to meet the needs of users of computer systems.
2153	Electronics and Telecommunications Engineers	Conduct research, and advice on, design and direct construction, installation and maintenance of electronic systems and equipment and advice and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
2157	Computer Engineers	Designing, implementing, maintaining and updating computer software applications, and computer operating system, installing computers and performing diagnostics on computer hardware.
3114	Electronics and Telecommunications Engineering Technicians	Perform technical tasks, normally under the supervision of electronics engineers, connected with electronic and telecommunications engineering research as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment and electronic and electromechanical communications.
3121	Computer Assistants	Provide assistance to users of micro-computers and standard software systems at installation and when problems occur, install new computer programs on particular hardware and operating system configurations, install new peripheral units and maintain and update existing programs by making changes and adjustments to them under the guidance of computer professionals.
3122	Computer Equipment Operators	Operate and control peripheral and related computer equipment used for recording, storing, transmitting and processing digital data and for displaying data as letters, numbers or graphs on screen, paper or film.
4113	Data Entry Operators	Enter numerical and other data into electronic equipment for processing and transmission.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN ACCOUNTING, BOOKKEEPING AND AUDITING ACTIVITIES;
TAX CONSULTANCY (K7412)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3433	Bookkeepers	Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.
4113	Data Entry Operators	Enter numerical and other data into electronic equipment for processing and transmission.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN ARCHITECTURAL, ENGINEERING AND RELATED TECHNICAL
CONSULTANCY (K7421)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2114	Geologists	Conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to geology in such fields as oil, gas and mineral exploitation, water conservation, civil engineering, telecommunications and navigation.
2141	Architects	Conduct research and advice on and design residential, commercial and industrial buildings, landscape systems, and plan and monitor their construction, maintenance and rehabilitation.
2151	Civil Engineers	Conduct research and advise on, design and direct construction, and manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.
2152	Electrical Engineers	Conduct research, and advice on, design and direct construction of electrical systems, motors and equipment, and advice on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
2156	Geodetic Engineers	Apply surveying methods and techniques to determine exact position of natural and constructed features and boundaries of land, seas, underground areas and celestial bodies, and prepare or revise graphic, digital and pictorial representations.
3112	Civil Engineering Technicians	Perform technical tasks, normally, under the direction and supervision of civil engineers, building architects or geodetic engineers, contributory to planning and execution of building and civil engineering projects, including design, construction, repair and maintenance of building and other structures such as water supply and sewerage systems, bridges, roads, dams and airports.
3113	Electrical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of electrical engineers, contributory to the design, development, construction, installation, maintenance and repair of electrical systems and equipment.
3118	Draftsmen	Prepare technical drawings and maps and illustrations from sketches, measurements and other data and copy drawings and paintings onto printing plates. Operate computer-assisted drawing (CAD) equipment to create, modify and generate hard copy and digital representation of working drawings.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN CALL CENTER ACTIVITIES (K74996)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2132	Computer Programmers	Write, test and maintain computer programs to meet the needs of users of computer systems.
2157	Computer Engineers	Designing, implementing, maintaining and updating computer software applications, and computer operating system, installing computers and performing diagnostics on computer hardware.
3121	Computer Assistants	Provide assistance to users of micro-computers and standard software systems at installation and when problems occur, install new computer programs on particular hardware and operating system configurations, install new peripheral units and maintain and update existing programs by making changes and adjustments to them under the guidance of computer professionals.
4225*	Customer Service Representative/ Associates	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.

* BLES CODE.
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN MEDICAL TRANSCRIPTION AND RELATED OUTSOURCING
ACTIVITIES (K74997)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2132	Computer Programmers	Write, test and maintain computer programs to meet the needs of users of computer systems.
2157	Computer Engineers	Designing, implementing, maintaining and updating computer software applications, and computer operating system, installing computers and performing diagnostics on computer hardware.
3121	Computer Assistants	Provide assistance to users of micro-computers and standard software systems at installation and when problems occur, install new computer programs on particular hardware and operating system configurations, install new peripheral units and maintain and update existing programs by making changes and adjustments to them under the guidance of computer professionals.
4116*	Medical Transcriptionists	Listen to dictated recordings made by physicians and other health care professionals and transcribe them into medical reports, correspondence, and other administrative material. The documents they produce include discharge summaries, history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic imaging studies, progress notes, and referral letters.

* BLES CODE.
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN PRIVATE EDUCATION SERVICES (M81)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2310	College, University and Higher Education Teaching Professionals	Teach subjects at different levels after the termination of secondary education; conduct research and improve or develop concepts, theories and operational methods pertaining to their particular discipline.
2320	Technical and Vocational Instructors/Trainers	Teach specific vocational training subjects in specific trades to students or trainees at the post-secondary levels or in industrial plants.
2331	General Secondary Education Teaching Professionals	Teach academic subjects at the second level of education.
2332	Science and Mathematics Teaching Professionals	Teach academic subjects at the second level of education in science and mathematics.
2333	Vocational Education Teaching Professionals	Teach vocational and technical education subjects at the second level of education.
2341	General Elementary Education Teaching Professionals	Teach a range of subjects at the primary education level.
2342	Science and Mathematics Elementary Education Teaching Professionals	Teach science and mathematics in the first level of education.
2351	Pre-Elementary Education Teaching Professionals	Organize group and individual play and educational activities to support and promote physical, mental and social development of children below primary-school age.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN PRIVATE MEDICAL, DENTAL AND OTHER HEALTH
ACTIVITIES (N8512)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2221	Medical Doctors	Conduct research, improve or develop concepts, theories and operational methods, and apply preventive or curative measure.
2222	Dentists	Conduct research, improve or develop concepts, theories and operational methods, and apply medical knowledge in the field of dentistry.
2225	Nutritionists-Dietitians	Plan and direct all aspects of food service in hospitals and other health care facilities.
2227	Medical Technologists	Engage in the work of medical technology (laboratory work) under the supervision of a pathologist or a licensed physician.
2228	Physiotherapists	Treat disorders of bones, muscles and parts of the circulatory or the nervous system by manipulative methods, and ultrasound, heating, laser or similar techniques or apply physiotherapy and related therapies as part of the treatment for the physically disabled, mentally ill or unbalanced.
2231	Professional Nurses	Assist medical doctors in their tasks, deal with emergencies in their absence and provide professional nursing care for the sick, injured, physically and mentally disabled and others in need of such care.
2232	Professional Midwives	Deliver or assist in the delivery of babies, provide prenatal and postnatal care and instruct parents in baby care.
3133	Medical Equipment Operators	Control technical equipment used to diagnose or treat illnesses and disorders.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2010 OWS
IN ANIMATED FILMS AND CARTOONS PRODUCTION (O92112)**

PSOC 2002 Update	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2452	Multi-Media Artists and Animators	Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.
2455	Art Directors	Formulate design concepts and presentation approaches, and direct workers engaged in art work, layout design and copy writing for visual communications media.
3131	Film and Video Editors	Responsible for assembling the final product as a sequence consisting of shots from the raw camera footage, dialogue, sound effects and graphics. Adds special effects software and grading/colouring to the finished film or programme in perfecting the final product.
3471	Graphic Designers	Plan, analyze, and create visual solutions to meet clients needs. May use a variety of methods such as color, type, illustration, photography, animation, and various print and layout techniques to get messages across in print, electronic, and film media.

Note: PSOC refers to Philippine Standard Occupational Classification.

BLES INTEGRATED SURVEY

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

2.1. Survey Objectives and Uses of the Data

The main objective of this survey is to generate integrated data sets on employment of specific groups of workers, occupational shortages and surpluses, balancing work and family responsibilities and working time arrangements, occupational safety and health, and occupational injuries and diseases. These data are inputs to studies on industry trends and practices and serve as bases for the formulation of policies on employment, conditions of work and industrial relations. To some extent, the survey results will also be used to assess the progress of decent work in the country.

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

2.2. Collection Authority

The information asked for is collected under the authority of **Executive Order No. 126**, dated January 30, 1987, creating and mandating the Bureau of Labor and Employment Statistics to conduct nationwide surveys, and studies which will generate trends and structures on labor and employment, among others. The BLES is one of the major data producing agencies of the government.

2.3. Confidentiality of Information

The BLES and its field personnel will hold all survey data supplied by the establishments in confidence. The information obtained from each respondent will be used for statistical purposes only and not for taxation, regulation or investigation purposes. The data will be processed with others of the same category and will be disseminated in summary forms or statistical tables so as not to reveal the identity of any respondent-establishment.

2.4. Scope and Coverage

The BITS covers all establishments in 65 non-agricultural industries with total employment of at least 20 persons, as follows:

	1994 PSIC (as amended)	Description
	C	MINING AND QUARRYING
1.	C10	Metallic Ore Mining
2.	C11	Non-Metallic Mining and Quarrying
	D	MANUFACTURING
3.	D15 excl. D155	Manufacture of Food Products except Beverages
4.	D155	Manufacture of Beverages
5.	D16	Manufacture of Tobacco Products
6.	D17	Manufacture of Textiles
7.	D18	Manufacture of Wearing Apparel
8.	D191	Tanning and Dressing of Leather; Manufacture of Luggage and Handbags
9.	D192	Manufacture of Footwear
10.	D201	Manufacture of Wood and Wood Products except Furniture
11.	D202	Manufacture of Products of Bamboo, Cane, Rattan and the Like, and Plaiting Materials except Furniture
12.	D21	Manufacture of Paper and Paper Products
13.	D22	Publishing, Printing and Reproduction of Recorded Media
14.	D23	Manufacture of Coke, Refined Petroleum and Other Fuel Products
15.	D24	Manufacture of Chemicals and Chemical Products
16.	D251	Manufacture of Rubber Products
17.	D252	Manufacture of Plastic Products
18.	D261	Manufacture of Glass and Glass Products
19.	D262	Manufacture of Cement
20.	D269	Manufacture of Non-Metallic Mineral Products, n.e.c.

1994 PSIC (as amended)		Description
	D	MANUFACTURING (cont'd)
21.	D27	Manufacture of Basic Metals
22.	D28	Manufacture of Fabricated Metal Products, except Machinery and Equipment
23.	D29	Manufacture of Machinery and Equipment, n.e.c.
24.	D30	Manufacture of Office, Accounting and Computing Machinery
25.	D31	Manufacture of Electrical Machinery and Apparatus, n.e.c.
26.	D32	Manufacture of Radio, Television and Communication Equipment and Apparatus
27.	D33	Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks
28.	D34	Manufacture of Motor Vehicles, Trailers and Semi-Trailers
29.	D35 excl. D351	Manufacture of Other Transport Equipment except Building and Repairing of Ships and Boats
30.	D351	Building and Repairing of Ships and Boats
31.	D36	Manufacture and Repair of Furniture
32.	D37	Recycling
33.	D39	Manufacturing, n.e.c.
	E	ELECTRICITY, GAS AND WATER SUPPLY
34.	E40	Electricity, Gas, Steam and Hot Water Supply
35.	E41	Collection, Purification and Distribution of Water
36.	F45	CONSTRUCTION
	G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS
37.	G50	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel
38.	G51	Wholesale Trade and Commission Trade, except for Motor Vehicles and Motorcycles
39.	G52	Retail Trade, except for Motor Vehicles and Motorcycles and Repair of Personal and Household Goods

	1994 PSIC (as amended)	Description
40.	H55	HOTELS AND RESTAURANTS
	I	TRANSPORT, STORAGE AND COMMUNICATIONS
41.	I60 excl. I6011	Other Land Transport except Bus Line Operation
42.	I6011	Bus Line Operation
43.	I61	Water Transport
44.	I62	Air Transport
45.	I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies
46.	I64 excl. I6411	Postal and Telecommunications Services except National Postal Activities
	J	FINANCIAL INTERMEDIATION
47.	J65 excl. J6510	Banking Institutions except Central Banking
48.	J66	Non-Bank Financial Intermediation
49.	J67	Insurance and Pension Funding except Compulsory Social Security
50.	J68	Activities Auxiliary to Financial Intermediation
	K	REAL ESTATE, RENTING AND BUSINESS ACTIVITIES
51.	K70	Real Estate Activities
52.	K71	Renting of Machinery and Equipment Without Operator, Personal and Household Goods
53.	K72	Computer and Related Activities
54.	K73	Research and Development
55.	K74 excl. K7412, K7421, K74996 and K74997	Miscellaneous Business Activities
56.	K7412	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy
57.	K7421	Architectural, Engineering and Related Technical Consultancy
58.	K74996	Call Center Activities
59.	K74997	Medical Transcription and Related Outsourcing Activities
60.	M81	PRIVATE EDUCATION SERVICES

	1994 PSIC (as amended)	Description
61.	N85 excl. N8511	HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH ACTIVITIES
	O	OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES
62.	O90	Sewage and Refuse Disposal, Sanitation and Similar Activities
63.	O92 excl. O92112	Recreational, Cultural and Sporting Activities except Animated Films and Cartoons Production
64.	O92112	Animated Films and Cartoons Production
65.	O93	Other Service Activities

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

	1994 PSIC (as amended)	Description
	A01-A05	Agriculture, Hunting and Forestry
	B06	Fishing
	I6411	National Postal Activities
	J6510	Central Banking
	L75	Public Administration and Defense and Compulsory Social Security (e.g., DOLE, PNP, SSS, GSIS)
	M80	Public Education Services
	N8511	Public Medical, Dental and Other Health Activities
	O91	Activities of Membership Organizations, n.e.c. (e.g., ECOP, TUCP)
	Q99	Extra-Territorial Organizations and Bodies (e.g., ILO, UNDP)

2.5. Survey Design

The BITS is a sample survey of non-agricultural 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.

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 2010 BLES Survey Sampling Frame (SSF2010) is an integrated list of establishments culled from the updated 2008 BLES Sampling Frame based on the status of establishment reported in the 2007/2008 BLES Integrated Survey (BITS) and 2008 Occupational Wages Survey. Lists of Establishments from the DOLE-National Capital Region (2009) and from Job Displacement Monitoring Reports (2008-2009) were also considered in preparing the 2010 frame.

2.5.3. Stratification Scheme

Establishments in the sampling frame were stratified by 3digit industry (domain) and by employment size (stratum), i.e., 20-99, 100-199, and 200 and over. However, industries observed to be heterogeneous within their 3-digit classification were further broken down at the 4, 5 or 6-digit levels. Geographical location was not considered in the stratification to allow detailed industry groupings.

2.5.4. Sample Size Determination

In designing the survey, the margin of error (e) was fixed at 5%. The level of significance was set at 95%, that is, $\alpha = 0.05$. This means that the estimated total number of employed persons will not differ from the true number of employed persons by more than 5% (margin of error), 95% of the time (level of confidence).

The desired precision for this survey can be expressed as follows:

$$\begin{aligned}P(|y - Y| \leq e) &= 1 - \alpha \\P(|y - Y| \leq 0.05) &= 1 - 0.05, \\P(|y - Y| \leq 0.05) &= 0.95\end{aligned}$$

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

$$\begin{aligned}n &= \frac{z_{\alpha/2}^2 CV^2}{e^2 + \frac{z_{\alpha/2}^2 CV^2}{N}} = \frac{1.96^2 (2.5)^2}{0.05^2 + \frac{1.96^2 (2.5)^2}{34,511}} \\&= \frac{24.01}{0.0025 + \frac{24.01}{34,511}} \approx 7,514\end{aligned}$$

Sixty five (65) industry groups were considered as domains. This number is the union of industry groups covered by the Occupational Wages Survey and the BLES Integrated Survey. These surveys have common sample establishments beginning 2006 survey operations because of budgetary constraints and to facilitate delivery of questionnaires and data collection.

To ensure the precision of estimates in each domain (industries), the initial sample size was allocated in each domain using the Kish's allocation formula defined below:

$$n_h = n \left(\frac{\sqrt{\frac{1}{L^2} + IW_h^2}}{\sum_{h=1}^L \sqrt{\frac{1}{L^2} + IW_h^2}} \right)$$

where

- n_h - sample size for industry h
- n - initial sample size (7,514)
- L - total number of domains (industries)
- I - set at 0.5 to allow approximately equal allocation for each domain
- W_h - population weight which is equal to $\frac{N_h}{N}$ where
 - N_h is the population size for industry h and
 - N is the total population size

After allocating the initial sample size (7,514) to the domains, the sample size in each domain was adjusted to accommodate an expected 5% proportion of ineligible samples. Industries with employment size 200 and over were sampled with certainty. The remaining samples were then allocated to the other two strata (employment sizes: 20-99 and 100-199) proportional to the total employment in each size. A minimum of 10 samples in the cells (industry and employment size) were maintained, if possible, to accommodate expected non-responses.

Thus, the final sample size is 6,779 (see Table 1).

2.6. 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.

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 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 2009/2010 BITS
by Industry Group and Employment Size, Philippines**

1994 PSIC (as amended)	Industry Group	Total		20-99		100-199		200 & over	
		N	n	N	n	N	n	N	n
	ALL INDUSTRIES	34,511	6,779	28,446	3,188	3,371	1,155	2,694	2,436
C10	Metallic Ore Mining	42	42	24	24	5	5	13	13
C11	Non-Metallic Mining and Quarrying	32	32	22	22	7	7	3	3
D15 excl D155	Manufacture of Food Products except Beverages	1498	195	1153	18	178	10	167	167
D155	Manufacture of Beverages	137	86	76	25	26	26	35	35
D16	Manufacture of Tobacco Products	20	20	6	6	3	3	11	11
D17	Manufacture of Textiles	330	95	258	47	53	29	19	19
D18	Manufacture of Wearing Apparel	962	155	689	10	138	10	135	135
D191	Tanning and Dressing of Leather; Manufacture of Luggage and Handbags	42	42	29	29	6	6	7	7
D192	Manufacture of Footwear	130	81	108	59	10	10	12	12
D201	Manufacture of Wood, Wood Products except Furniture	195	88	159	52	15	15	21	21
D202	Manufacture of Products of Bamboo, Cane, Rattan, and the Like, and Plaiting Materials except Furniture	16	16	13	13	2	2	1	1
D21	Manufacture of Paper and Paper Products	232	91	161	37	50	33	21	21
D22	Publishing, Printing and Reproduction of Recorded Media	492	104	439	68	36	19	17	17
D23	Manufacture of Coke, Refined Petroleum and Other Fuel Products	19	19	9	9	4	4	6	6
D24	Manufacture of Chemicals and Chemical Products	544	107	424	46	85	26	35	35
D251	Manufacture of Rubber Products	101	76	82	57	12	12	7	7
D252	Manufacture of Plastic Products	460	102	328	32	90	28	42	42
D261	Manufacture of Glass and Glass Products	36	36	21	21	7	7	8	8
D262	Manufacture of Cement	22	22	6	6	4	4	12	12
D269	Manufacture of Other Non-Metallic Mineral Products, n.e.c.	213	91	177	55	23	23	13	13
D27	Manufacture of Basic Metals	281	93	213	41	42	26	26	26
D28	Manufacture of Fabricated Metal Products, Except Machinery and Equipment	493	104	401	45	53	20	39	39
D29	Manufacture of Machinery and Equipment, n.e.c.	372	97	300	49	53	29	19	19
D30	Manufacture of Office, Accounting and Computing Machinery	42	42	9	9	10	10	23	23
D31	Manufacture of Electrical Machinery and Apparatus, n.e.c.	199	90	118	25	50	34	31	31
D32	Manufacture of Radio, Television and Communication Equipment and Apparatus*	250	105	88	10	48	10	114	85
D33	Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks	63	63	27	27	9	9	27	27
D34	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	135	83	86	34	23	23	26	26
D35 excl D351	Manufacture of Other Transport Equipment	24	24	13	13	2	2	9	9
D351	Building and Repairing Ships and Boats	35	35	19	19	3	3	13	13
D36	Manufacture and Repair of Furniture	421	100	336	48	60	27	25	25
D37	Recycling	8	8	7	7	0	0	1	1
D39	Manufacturing, ne.c.	210	93	162	45	35	35	13	13
E40	Electricity, Gas, Steam and Hot Water Supply	385	101	215	10	89	10	81	81
E41	Collection, Purification and Distribution of Water	229	93	186	50	30	30	13	13
F45	Construction	983	143	778	43	129	24	76	76

**Table 1 - Distribution of Establishment Population (N) and Sample Establishments (n) for 2009/2010 BITS
by Industry Group and Employment size, Philippines**

1994 PSIC (as amended)	Industry Group	Total		20-99		100-199		200 & over	
		N	n	N	n	N	n	N	n
G50	Sale, Maintenance and Repair of Motor Vehicles	1277	172	1206	132	54	23	17	17
G51	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles	2352	286	2123	175	167	49	62	62
G52	Retail Trade, Except of Motor Vehicles and Motorcycles, Repair of Personal and Household Goods	4363	513	3896	253	278	71	189	189
H55	Hotels and Restaurants	4514	530	4298	426	169	57	47	47
I60 excl I6011	Land Transport,	337	95	299	65	29	21	9	9
I6011	Transport Via Pipelines								
I61	Bus Line Operation	172	92	117	37	28	28	27	27
I62	Water Transport	148	84	113	49	19	19	16	16
I63	Air Transport	25	25	13	13	1	1	11	11
I64 excl I6411	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	881	134	759	65	74	21	48	48
	Postal and Telecommunications Services except National Postal Activities	409	99	333	44	39	18	37	37
J65 excl J6510	Banking Institutions except Central Banking	705	119	608	48	38	12	59	59
J66	Non-Bank Financial Intermediation	506	105	446	63	35	17	25	25
J67	Insurance and Pension Funding except Compulsory Social Security	162	91	107	36	27	27	28	28
J68	Activities Auxiliary to Financial Intermediation	148	82	119	53	14	14	15	15
K70	Real Estate Activities	491	104	432	64	35	16	24	24
K71	Renting of Machinery and Equipment Without Operator, Personal and Household Goods	53	53	46	46	1	1	6	6
K72	Computer and Related Activities	470	103	352	32	65	18	53	53
K73	Research and Development	40	40	28	28	3	3	9	9
K74 excl K7412/ K7421/K74996/K74997	Miscellaneous Business Activities*	2384	291	1635	58	358	42	391	191
K7412	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	61	61	48	48	6	6	7	7
K7421	Architectural, Engineering and Related Technical Consultancy	206	89	173	56	16	16	17	17
K74996	Call Center Activities*	307	109	111	10	78	10	118	89
K74997	Medical Transcription and Related Outsourcing Activities	13	13	10	10	1	1	2	2
M81	Private Education Services	2872	344	2405	96	256	37	211	211
N85 excl N8511	Health and Social Work Except Public Medical, Dental and Other Health Services	814	128	610	25	117	16	87	87
O90	Sewage & Refuse Disposal, Sanitation & Similar Activities	13	13	7	7	4	4	2	2
O92	Recreational, Cultural and Sporting Activities	622	113	524	48	51	18	47	47
O92112	Animated Films and Cartoons	8	8	3	3	3	3	2	2
O93	Production								
	Other Service Activities	505	109	483	87	15	15	7	7

*Samples were allocated to the three employment sizes based on total employment in each size.

2.7. BLES Integrated Survey (BITS) Questionnaire

The survey questionnaire has been designed to capture key labor statistics from data provided by the establishments. These data were used to be collected in previous separate surveys of the BLES.

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 BLES and its field personnel.

2.7.2. Survey Information (Page 2)

This contains the survey objectives and uses of the data, confidentiality clause, collection authority, authorized field personnel, coverage, reference periods, reference to concepts and definition of terms, due date for accomplishment, and expected date for the availability of the 2009/2010 BITS 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
- type of market for business process outsourcing
- unionism and membership, and existence and coverage of collective bargaining agreement/s
- participation in global production network

The definitions of terms used for this section are 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 employment agency/cooperative and the types of processed outsourced/jobs 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, length of recruitment period to fill up vacancies, reason why occupations are hard to fill and specialization/specific skills requirement.

2.7.6. Part IV-A: Industrial Relations Practices: Balancing Work and Family Responsibilities and Working Time Arrangements (Pages 7-9)

This part inquires on the practices in balancing work and family responsibilities as well as working time arrangements being adopted in the establishment.

The practices in balancing work and family responsibilities may be in the form of facilities, programs and arrangements.

2.7.7. Part IV-B: Industrial Relations Practices: Occupational Safety and Health (Pages 10-12)

This part inquires on the occupational safety and health practices of persons at work, as well as on the protection of other individuals against risk to their safety and health in connection with or as affected by activities of persons at work.

The safety and health practices may be in the form of preventive and control measures/activities, occupational safety and health policies/programs, provisions/facilities/amenities and OSH trainings/ seminars.

2.7.8. Part V: Occupational Injuries and Diseases (Pages 13-16)

This inquires on the incidence of occupational accidents, cases of occupational injuries and lost workdays by incapacity for work (fatal, permanent, temporary), cases without lost workdays, 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 body injured, cause and agent) 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 13 and incorporated in the items of inquiry on cases of occupational diseases on page 16. The components and the descriptions of the classifications of an occupational injury are found after the items of inquiry of each classification on pages 1-15. 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 16. 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 16.

2.7.9. Part VI: Certification (Page 17)

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 2009/2010 BITS questionnaire
- statistics from previous BITS
- presentation/packaging, particularly on the definition of terms, layout, font and color.

2.7.10. Part VII: Survey Personnel (Page 17)

This portion is for the particulars of the enumerators, area/regional supervisors, and reviewers at the BLES and DOLE Regional Offices involved in the data collection and review of questionnaire entries.

2.7.11. Results of the 2007/2008 BITS (Page 18-20)

The results/statistics of the 2007/2008 BITS are for information of the establishment. More of the results can be obtained from the BLES Website at <http://www.bles.dole.gov.ph>.

2.8. Output Tables to be Generated

The following information can be made available from the survey.

I. Establishment Profile

1. Non-Agricultural Establishments Employing 20 or More Workers by Employment Size, Industry Group and Establishment Characteristics, Philippines: June 2010

where employment size refers to: 20-99; 100-199 and 200 and over; where establishment characteristics refer to:

- 1.1.1. type of ownership (wholly Filipino, with foreign equity, wholly foreign)
- 1.1.2. type of market (domestic market only, export market only, both domestic and export markets, percentage of export market)
- 1.1.3. with union (scope of bargaining unit: supervisors only; rank and file only; rank and file including supervisors); without union
- 1.1.4. number of unions by scope of bargaining unit
- 1.1.5. union membership by scope of bargaining unit
- 1.1.6. union membership by sex
- 1.1.7. union officers including members of the Board by sex
- 1.1.8. union presidents by sex
- 1.1.9. with collective bargaining agreements (scope of CBA: supervisors only; rank and file only; rank and file including supervisors)
- 1.1.10. workers covered by CBAs including those paying agency fee by sex
- 1.1.11. part of global production network by specific product, parent and partner countries

II. Employment

1. Total Employment in Non-Agricultural Establishments Employing 20 or More Workers by Employment Size and Industry Group, by Position, Philippines: June 2010

where position refers to: working owners, unpaid workers, employees (managers/executives, supervisors/foremen, rank and file: regular, non-regular workers)

2. Total Employment in Non-Agricultural Establishments Employing 20 or More Workers by Employee Category, Employment Size and Industry Group, Philippines: June 2010

where employee category refers to:

- 2.1. young workers
- 2.2. female workers
- 2.3. time-rated workers: full-time (hourly, daily, monthly), part-time
- 2.4. commission workers (with basic pay and commission, purely on commission with employer control and supervision, purely on commission without employer control)
- 2.5. output-rated workers (piece-rated workers, production standard (quota) workers, "pakyao" or "takay" workers, task workers)
- 2.6. non-regular workers (probationary, casual, contractual/project-based, seasonal, apprentices/learners)
- 2.7. workers hired through employment agency/cooperative

3. Total Number of Non-Agricultural Establishments Employing 20 or More Workers Engaged in Sub-contracting by Types of Jobs Contracted Out, Employment Size and Industry Group, Philippines: June 2010

III. Occupational Shortages and Surpluses

1. Number of Vacancies in Non-Agricultural Establishments Employing 20 and Over by Employment Size and Industry Group, Philippines: June 2010
2. Hard-to-fill Vacancies in Non-Agricultural Establishments Employing 20 and Over by Industry Group, Philippines: June 2010
3. Easy-to-Fill Vacancies in Non-Agricultural Establishments Employing 20 and Over by Industry Group, Philippines: June 2010

IV-A. Balancing Work and Family Responsibilities and Working Time Arrangements

Note: Statistical tables will also be prepared to show disaggregations along establishment characteristic, e.g., employment size, type of ownership and with or without union

1. Non-Agricultural Establishments Employing 20 or More Workers by Facilities Available and Major Industry Group, Philippines: June 2010
2. Non-Agricultural Establishments Employing 20 or More Workers by Programs Implemented and Major Industry Group, Philippines: June 2010
3. Non-Agricultural Establishments Employing 20 or More Workers by Type of Non-Statutory Leave Arrangements Provided by Occupational Category and Major Industry Group, Philippines: June 2010
4. Non-Agricultural Establishments Employing 20 or More Workers by Type of Flexible Work Arrangements Adopted by Occupational Category and Major Industry Group, Philippines: June 2010
5. Non-Agricultural Establishments Employing 20 or More Workers by Type of Workdays Adopted and Major Industry Group, Philippines: June 2010
6. Non-Agricultural Establishments Employing 20 or More Workers by Reason for Adoption of Workdays and Major Industry Group, Philippines: June 2010
7. Non-Agricultural Establishments Employing 20 or More Workers by Type of Work Schedule Adopted and Major Industry Group, Philippines: June 2010
8. Non-Agricultural Establishments Employing 20 or More Workers by Reason for Adoption of Work Schedule and Major Industry Group, Philippines: June 2010

9. Non-Agricultural Establishments Employing 20 or More Workers by Usual Operating Hours and Major Industry Group, Philippines: June 2010
10. Non-Agricultural Establishments Employing 20 or More Workers with Employees on Evening/Graveyard Shift and Industry Group, Philippines: June 2010
11. Number of Employees on Evening/Graveyard Shift by Major Industry Group and Sex, Philippines: June 2010
12. Non-Agricultural Establishments Employing 20 or More Workers With Employees Working Extra Hours by Type of Arrangement for Extra Hours Worked and Major Industry Group, Philippines: June 2010

IV- B. Occupational Safety and Health

Note: Statistical tables will also be prepared to show disaggregations along establishment characteristic, e.g., employment size, type of ownership and with or without union

1. Non-Agricultural Establishments Employing 20 or More Workers by Type of Preventive and Control Measures/Activities Conducted and Major Industry Group, Philippines: June 2010
2. Non-Agricultural Establishments Employing 20 or More Workers by Status of Non-Implementation of Preventive and Control Measures/Activities and Major Industry Group, Philippines: June 2010
3. Non-Agricultural Establishments Employing 20 or More Workers by Type of Occupational Safety and Health Policies/Programs Implemented and Major Industry Group, Philippines: June 2010
4. Non-Agricultural Establishments Employing 20 or More Workers by Status of Non-Implementation of Occupational Safety and Health Policies/Programs and Major Industry Group, Philippines: June 2010
5. Non-Agricultural Establishments Employing 20 or More Workers by Type of Provisions/Facilities/Amenities Available in the Establishment and Major Industry Group, Philippines: June 2010
6. Non-Agricultural Establishments Employing 20 or More Workers by Extent of Provisions/Facilities/Amenities Available in the Establishment and Major Industry Group, Philippines: June 2010
7. Non-Agricultural Establishments Employing 20 or More Workers by Reason for Non-Provision of Some Facilities and Major Industry Group, Philippines: June 2010
8. Non-Agricultural Establishments Employing 20 or More Workers With OSH-Training by Type of OSH-Related Trainings/Seminars Provided to Employees and Major Industry Group, Philippines: June 2010
9. Non-Agricultural Establishments Employing 20 or More Workers with OSH-Related Trainings/Seminars by Conducting Agency and Major Industry Group, Philippines: June 2010

10. Non-Agricultural Establishments Employing 20 or More Workers by Designated Health and Safety Personnel and Major Industry Group, Philippines: June 2010

V. Occupational Injuries and Diseases

1. Establishments With or Without Occupational Accidents, Number Occupational Accidents and Establishments with Cases of Occupational Injuries by Industry and Incapacity for Work, Philippines: 2009
2. Cases of Occupational Injuries by Employment Size, Industry and Incapacity for Work, Philippines: 2009
3. Workdays Lost of Cases of Occupational Injuries by Industry and Incapacity for Work, Philippines: 2009
4. Total Employment, Hours Actually Worked and Annual Average Hours Worked per Worker by Industry, Philippines: 2009
5. Cases of Occupational Injuries With Workdays Lost by Industry and Type of Injury and by Incapacity for Work, Philippines: 2009
6. Cases of Occupational Injuries With Workdays Lost by Industry and Part of the Body Injured and by Incapacity for Work, Philippines: 2009
7. Cases of Occupational Injuries With Workdays Lost by Industry and Cause of Injury and by Incapacity for Work, Philippines: 2009
8. Cases of Occupational Injuries With Workdays Lost by Industry and Agent of Injury, Philippines: 2009
9. Cases of Occupational Injuries With Workdays Lost by Industry and Major Occupation Group and by Incapacity for Work, Philippines: 2009
10. Cases of Occupational Diseases by Type of Disease, Philippines: 2009
11. Establishments Without and With Cases of Commuting Accidents, Number of Commuting Accidents and Number of Workers Injured by Industry, Philippines: 2009

2.9. Periodicity and Reference Periods

The 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, 2010
- Part II: Employment---June 30, 2010
- Part III: Occupational Shortages and Surpluses---January 2009 to June 2010
- Part IV-A: Balancing Work and Family Responsibilities and Working Time Arrangements---June 30, 2010
- Part IV-B: Occupational Safety and Health---June 30, 2010
- Part V: Occupational Injuries and Diseases---Calendar Year 2009

2.10. Editing Guidelines

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

2.10.1. General Instructions

- a. Any attachments by the establishment should be stapled on the relevant page of the questionnaire. The corresponding **EIN** (see section 3.5.2 of Chapter 3) should be written on the upper right corner of each page of the attachment.
- b. The **comments** of the respondent on page 17 of the questionnaire should be read as these may provide explanations relevant to the accomplished questionnaire.
- c. Use **red** ballpoint pen in editing.

The Enumerator should **verify** with the establishment any reported data in the questionnaire that does not pass the editing guidelines.

If during the questionnaire review by the Supervisor/Reviewer, **inconsistent** entries are still noted, these should be encircled and the questionnaire should be returned to the concerned Enumerator for verification together with the accomplished BITS Form 1 (Verification Form).

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

- d. Entries by the respondent that need to be revised should not be erased or obliterated. The original entry should be **lined out** neatly. The correct/new entry should be legibly written close to the crossed out entry.
- e. Where there are no numeric values to report, entry should be '0'.
- f. Where details are provided, these should **add up** to respective totals.

- g. Where entries refer to unclassified categories i.e., Others (specify), description of the entry should be provided.
- h. If problems arise, the Enumerator should **consult** his/her Area/Regional/Field Office Supervisor.

2.10.2. Specific Instructions

2.10.2.1. Cover Page (Page 1)

If there are any **changes in the name (trade/patented) and address** of the sample establishment, the Enumerator should fill out the space/s right after the label as specified. **He/she should not write on the pre-addressed label.** If the questionnaire is to be accomplished by the **head office**, the Enumerator should likewise fill out the allocated spaces as specified.

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

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

2.10.2.2. Part I: General Information (Page 3)

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

Item of Inquiry		Guidelines
1. What is the main economic activity of your establishment?		
Main Economic Activity	Manufacture of motor vehicles	<i>The main economic activity should be completely described.</i>
Major Products/Goods or Services	Assembling motor vehicles	<i>The first product/service reported should be consistent with the main economic activity.</i>
2. Ownership	<input type="checkbox"/> Wholly Filipino <input type="checkbox"/> Wholly Foreign <input checked="" type="checkbox"/> With Foreign Equity	<i>There should be only one box checked.</i>
3. Type of Market	<input type="checkbox"/> Domestic Market only <input type="checkbox"/> Export Market only <input checked="" type="checkbox"/> Both Domestic and Export 15% of export market	<i>There should be only one box checked. The percentage of export market should be indicated.</i>
4. With Union (registered or under process as of reference date)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, go to item 9	<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 may be one or more boxes checked.</i>
5. Number of unions (registered or under process as of reference date)	2	<i>There must be entry here if "Yes" is checked in item 4. Entry should be more than one (1) if 2 or more boxes are checked in item 4.1.</i>
6. Union membership	200	<i>If "Supervisors only" is checked in item 4.1., union membership should not exceed the number of Supervisors/Foremen reported in Part II item 1.3.2. If "Rank and File only" is checked in item 4.1., union membership should not exceed the number of Regular workers reported in Part II item 1.3.3.1. 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 1.3.2. (Supervisors/ Foremen) and 1.3.3.1. (Regular workers).</i>
6.1 Female members	90	<i>Entry should not exceed number of Female Workers reported in Part II, Item 2.2.</i>

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

Item of Inquiry		Guidelines
6.2 Union officers including members of the Board	6	Entries should not exceed entries in item 6.
6.2.1 Female officers	1	Entries should not exceed entries in item 6.2.
6.2.1.1 Female presidents	0	Entries should not exceed entries in item 6.2.1.
7. With collective bargaining agreements	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	There should be only one box checked.
8. Workers covered by CBA including those paying agency fee	220	Entry here may exceed union membership reported in item 6. If "Supervisors only" is checked in item 4.1, workers coverage should not exceed the number of Supervisors/ Foremen reported in Part II item 1.3.2. 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 1.3.3.1. 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 1.3.2 (Supervisors/ Foremen) and 1.3.3.1 (Regular workers).
8.1. Female workers covered	90	Entry should not exceed Female workers reported in Part II item 2.2.
9. Is your establishment part of a global production network (GPN)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	There must be an entry here if the main economic activity indicated in item 1 is manufacturing. There should be only one box checked.
Please indicate the following: <ul style="list-style-type: none">specific productparent country, if anypartner country/ies	motor parts Japan Thailand	If "Yes" is checked, there must be an entry in specific products and parent country. Partner country/ies should be specified. Write "NA" if there is no mother company.

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

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

Item of Inquiry (1)	Number of Workers (2)	Guidelines
1. Total Employment (sum of entries in items 1.1, 1.2 and 1.3)	365	Entry should be the sum of entries in items 1.1, 1.2 and 1.3.
1.1. Working owners (without regular pay)	5	Entry should be less than entry in item 1.3.
1.2. Unpaid workers	0	Entry should be less than entry in item 1.3.
1.3. Employees (sum of entries in items 1.3.1, 1.3.2 and 1.3.3)	360	Entry should be the sum of entries in items 1.3.1, 1.3.2 and 1.3.3.
1.3.1. Managers/Executives (including working owners receiving regular pay and female managers/executives)	10	Entry should be less than entry in item 1.3.
1.3.1.1. Female managers / executives	3	Entry should be less than entry in item 1.3.1.
1.3.2. Supervisors/Foremen	80	Entry should be less than entry in item 1.3.
1.3.2.1. Female supervisors	10	Entry should be less than entry in item 1.3.2.
1.3.3. Rank and file workers (sum of entries in items 1.3.3.1 and 1.3.3.2)	270	Entry should be less than entry in item 1.3. Entry should be the sum of entries in items 1.3.3.1 and 1.3.3.2.
1.3.3.1. Regular workers	220	Entry should be less than entry in item 1.3.3.
1.3.3.2. Non-regular workers (as reported in item 2.6)	50	Entry should be less than entry in item 1.3.3. This should be the same entry as that in item 2.6.
2. Employment of Specific Groups of Workers (As applicable, workers may be reported in several categories)		
2.1. Young workers	50	Entry may be equal to or less than entry in item 1.3.
2.2. Female workers	100	Entry may be equal to or less than entry in item 1.3.
2.3. Time-rated workers (sum of entries in items 2.3.1 and 2.3.2)	254	Entry should be the sum of entries in items 2.3.1 and 2.3.2.
2.3.1. Full-time workers (sum of entries in items 2.3.1.1, 2.3.1.2 and 2.3.1.3)	244	Entry should be the sum of entries in items 2.3.1.1 to 2.3.1.3.
2.3.1.1. Hourly	5	Entry should be less than entry in item 2.3.1.
2.3.1.2. Daily	10	Entry should be less than entry in item 2.3.1.
2.3.1.3. Monthly	229	Entry should be less than entry in item 2.3.1.
2.3.2. Part-time workers (except consultants and those on retainer basis)	10	Entry should be less than entry in item 2.3. Note: Entry excludes consultants and those on retainer basis.
2.4. Commission workers (sum of entries in items 2.4.1, 2.4.2 and 2.4.3)	20	Entry may be equal to or less than entry in item 1.3.3. Entry should be the sum of entries in items 2.4.1 to 2.4.3. Note: Establishments engaged in insurance, real estate selling and trade would normally have entry in this item.

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

Item of Inquiry (1)	Number of Workers (2)	Guidelines
2.4.1. With basic pay and commission	5	Entry should be less than entry in item 2.4.
2.4.2. Purely on commission with employer control and supervision	6	Entry should be less than entry in item 2.4.
2.4.3. Purely on commission without employer control	9	Entry should be less than entry in item 2.4.
2.5. Output-rated workers (sum of entries in items 2.5.1, 2.5.2, 2.5.3 and 2.5.4)	100	Entry should be the sum of entries in items 2.5.1 to 2.5.4.
2.5.1. Piece-rated workers	20	Entry should be less than entry in item 2.5.
2.5.2. Production standard (quota) workers	60	Entry should be less than entry in item 2.5.
2.5.3. “Pakyao” or “Takay” workers	10	Entry should be less than entry in item 2.5.
2.5.4. Task workers	10	Entry should be less than entry in item 2.5.
2.6. Non-regular workers (sum of entries in items 2.6.1, 2.6.2, 2.6.3, 2.6.4 and 2.6.5; this should be the entry reported in item 1.3.3.2)	50	Entry should be the sum of entries in items 2.6.1 to 2.6.5. Entry should be equal to the entry reported in item 1.3.3.2.
2.6.1. Probationary workers	10	Entry should be less than entry in item 2.6.
2.6.2. Casual workers	10	Entry should be less than entry in items 2.6.
2.6.3. Contractual/project-based workers (except workers hired through employment agency/cooperative)	25	Entry should be less than entry in item 2.6. Note: Entry excludes workers hired through employment agency/cooperative.
2.6.4. Seasonal workers	0	Entry should be less than entry in item 2.6.
2.6.5. Apprentices/learners	5	Entry should be less than entry in item 2.6.
2. 6.5.1. Persons enrolled in Special Program for Employment of Students (SPES)/Youth Education – Youth Employability (YEYE)	3	Entry may be less than or equal to the entry in item 2.6.5.

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

3. Engaged in outsourcing or sub-contracting? <input checked="" type="checkbox"/> Yes; <u>60</u> % of production process, go to items 3.1 and 3.2 <input type="checkbox"/> No, go to Part III	There should be only one box checked. If "Yes" is checked, percentage (%) of production process should be specified.		
3.1. Job, work or service done <u>WITHIN</u> the premises of the establishment	Number of Workers		Entry should be the sum of entries in items 3.1.1.1 to 3.1.1.9. Note: Total workers reported in this item are not part of entry in item 1 (Total Employment).
Type of Process Outsourced/Jobs Contracted Out (1)	Hired through employment agency (2)	Hired through workers cooperative (3)	
3.1.1. Total (sum of items 3.1.1.1 to 3.1.1.9)	37	9	
3.1.1.1. Security services	8	0	Entry may be equal to or less than entry in item 3.1.1.
3.1.1.2. Janitorial	10	0	- do -
3.1.1.3. General administrative	4	5	- do -
3.1.1.4. Marketing/Sales	0	0	- do -
3.1.1.5. Packaging	0	0	- do -
3.1.1.6. Production/Assembly (Please specify activity/process)	15	4	- do -
3.1.1.7. Research and development	0	0	- do -
3.1.1.8. IT services	0	0	- do -
3.1.1.9. Others (specify)	0	0	Entry may be equal to or less than entry in item 3.1.1. If there is an entry, number of workers should be specified.

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

3.2. Job, work or service done OUTSIDE the premises of the establishment	<i>A process outsourced/job contracted out as checked in item 3.2 may not necessarily have an entry for the same job in item 3.1.1.</i>
Type of Process Outsourced/Jobs Contracted Out <i>(Please check as applicable)</i> (1)	
3.2.1. <input type="checkbox"/> Production/Assembly <i>(Please specify activity/process)</i> _____	<i>There may or may not be a check mark here.</i> <i>If "Production/Assembly" is checked, specific activity/process should be specified.</i> <i>If "Others" is checked, process outsourced/job contracted out should be specified.</i> <i>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.</i>
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)	
3.2.5. <input type="checkbox"/> Learning/Training	
3.2.6. <input type="checkbox"/> Billing and 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"/> Others <i>(specify)</i> _____	

2.10.2.4. Part III: Occupational Shortages and Surpluses (Pages 6)

Item of Inquiry	Guidelines
1. Were there job vacancies in your establishment from January 2009 to June 2010?	<i>Appropriate box should be checked.</i> <i>If “Yes” is checked, the total number of job vacancies should be specified.</i> <i>If “No” is checked, proceed to Part IV-A.</i>
Col. 1 - PSOC Code	<i>Do not fill.</i>
Col. 2 - Title of Job/Occupation	<i>Specify the complete occupation title.</i>
Col. 3 - Status	<i>Indicate whether a job title/occupation is a regular or a non-regular position using the codes.</i> <i>Entry should be either 1 or 2.</i>
Col. 4 - Category	<i>Specify whether a job title/occupation is a hard- or an easy-to-fill occupation using the codes.</i> <i>Entry should be either 1 or 2.</i>
Col. 5 - No. of Vacancies	<i>In case a job/occupation has been vacant for several times during the reference period, it should be counted only once.</i> <i>Information for the most recent vacancy should be reflected.</i> <i>The total number of job vacancies should tally with entry in item 1</i>
Col. 6 - No. of Applicants	<i>Entry should be the total number of applicants for each job/occupation listed in column (2).</i> <i>If the actual count of applicants cannot be provided, an estimate can be accepted.</i>
Col. 7 - Length of Recruitment Period (in months)	<i>Specify the number of months spent in filling up a job title/occupation.</i>
Col. 8 - Specialization/Specific Skills	<i>Indicate the specialization/specific skills needed to fill up a job title/occupation.</i>
Col. 9 – (ONLY for Hard to Fill) Reason	<i>Entry should be any code from 1-8.</i> <i>Enter only one code (main reason why job/occupation is hard to fill).</i>

2.10.2.5 Part IV-A: Balancing Work and Family Responsibilities and Working Time Arrangements (Pages 7-9)

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

1. Which of the following facilities are available in your establishment?

- Guidelines:** 1. Multiple responses are acceptable.
2. If there are facilities available other than those enumerated, these facilities should be specified under "Others".

Code	Facilities Available	Code	Facilities Available
1.1 Child Care		1.3 Workplace Accessibility	
01	<input checked="" type="checkbox"/> Breastfeeding area for lactating mothers	10	<input type="checkbox"/> Transport arrangement for all employees
02	<input checked="" type="checkbox"/> Child/Day care center	11	<input type="checkbox"/> Transport arrangement only for employees on night shift or rendering overtime work
03	<input type="checkbox"/> Waiting/Play room for children	12	<input type="checkbox"/> Others (specify) _____
04	<input type="checkbox"/> Others (specify) _____		
1.2 Health and Fitness		1.4 Food Service	
05	<input checked="" type="checkbox"/> Physical/Wellness center (e.g., gym)	13	<input checked="" type="checkbox"/> Canteen/Food services
06	<input type="checkbox"/> Sports facilities (e.g., basketball court, tennis court)	14	<input type="checkbox"/> Pantry (a small room/area where employees take their meals/snacks and where food and dishes are stored)
07	<input type="checkbox"/> Sleeping/Nap area	15	<input type="checkbox"/> Others (specify) _____
08	<input type="checkbox"/> Spa/Massage facilities/Services		
09	<input type="checkbox"/> Others (specify) _____		

2. Which of the following programs are being implemented in your establishment?

- Guidelines:** 1. Multiple responses are acceptable.
2. If there are programs implemented other than those enumerated, these programs should be specified under "Others".

Code	Programs Implemented	Code	Programs Implemented
2.1 Child and Family Care		2.3 Health and Fitness	
01	<input checked="" type="checkbox"/> Allows children to be brought into the workplace to be cared for by a parent	11	<input type="checkbox"/> Health/Fitness program subsidy (e.g., membership to sports/fitness/health club)
02	<input type="checkbox"/> Conducts seminars on balancing work and family responsibilities (e.g., gender awareness and sensitivity)	12	<input checked="" type="checkbox"/> Health Maintenance Organization (HMO) Card (fully shouldered by employer)
03	<input type="checkbox"/> Implements family planning service/ Reproductive health programs	13	<input checked="" type="checkbox"/> For employees only
04	<input checked="" type="checkbox"/> Implements work and family programs (e.g., Christmas party, family day, outing)	14	<input type="checkbox"/> For employees and dependents
05	<input type="checkbox"/> Provides advice and referral service on issues relating to child and family care	15	<input type="checkbox"/> Medical insurance (fully shouldered by employer)
06	<input type="checkbox"/> Others (specify) _____	16	<input type="checkbox"/> Medical subsidy (e.g., medicines, eyeglasses, laboratory exams)
2.2 Education		17	<input checked="" type="checkbox"/> HIV/AIDS Prevention Program
07	<input type="checkbox"/> Scholarship program	18	<input type="checkbox"/> Stress Management/Counseling
08	<input checked="" type="checkbox"/> Educational assistance	19	<input type="checkbox"/> Others (specify) _____
	<input checked="" type="checkbox"/> For employees only	2.4 Financial and Other Support	
	<input type="checkbox"/> For dependents only	20	<input type="checkbox"/> Asset acquisition loan (e.g., housing, car)
	<input type="checkbox"/> For employees and dependents	21	<input type="checkbox"/> Emergency loan
09	<input type="checkbox"/> Educational loan	22	<input checked="" type="checkbox"/> Employees' cooperative/provident fund
10	<input type="checkbox"/> Others (specify) _____	23	<input type="checkbox"/> Salary loan
		24	<input type="checkbox"/> Others (specify) _____

2.10.2.5. Part IV-A: Balancing Work and Family Responsibilities and Working Time Arrangements (Pages 7-9) cont'd

3. Which of the following **non-statutory** leave arrangements are provided to each occupational category in your establishment?

- Guidelines:**
- 1. Multiple responses are acceptable.
 - 2. If there are leave arrangements other than those enumerated, these should be specified under "Others".

Code (1)	Leave Arrangements (2)	Managers/ Executives	Supervisors/ Foremen	Rank and File	
		(3)	(4)	Regular (5)	Non-Regular (6)
01	Extended maternity leave with pay	/			
02	Extended maternity leave without pay		/		
03	Extended paternity leave with pay	/			
04	Extended paternity leave without pay		/		
05	Use of leave benefits to attend to urgent family concerns	/	/	/	
06	Time off in lieu of extra hours worked				
07	Flexible holiday schedule (where employees agree to avail the holidays at some other days provided there is no diminution of existing benefits as a result of such arrangement)			/	
08	Career break (a planned interruption to working life, usually for a predetermined period of time e.g., parental leave; sabbatical leave for study, research, or exploring alternative activities)			/	
09	Study leave (special leave granted to assist those undertaking a course of study)	/	/	/	
10	Forced leave (where the employees are required to go on leave for several days or weeks utilizing their leave credits if there are any)			/	
11	Others (specify) _____				

4. Which of the following flexible work arrangements are being adopted for each occupational category in your establishment?

- Guidelines:**
- 1. Multiple responses are acceptable.
 - 2. If there are flexible work arrangements other than those enumerated, these should be specified under "Others".

Code (1)	Flexible Work Arrangements (2)	Managers/ Executives	Supervisors/ Foremen	Rank and File	
		(3)	(4)	Regular (5)	Non-Regular (6)
01	Compressed workweek		/		
02	Flexible work schedule (next time)	/			
03	Split shift				
04	Rotating shift			/	/
05	Part-time work				
06	Teleworking				
07	Job-sharing				
08	On call				
09	Others (specify) _____				

2.10.2.5 Part IV-A: Balancing Work and Family Responsibilities and Working Time Arrangements (Pages 7-9) cont'd

5. Which of the following workdays and work schedules for majority of your workers are being adopted in your establishment?

Guidelines: 1. There should be one response for each workday and work schedule, respectively.
2. If there are reasons for adoption of workdays and work schedule other than those enumerated, these should be specified under “Others”.

(Please check one box and indicate the main reason for adopting such workdays using the code below.)

Workdays	Reason for adoption of workdays	Workdays	Reason for adoption of workdays
<input checked="" type="checkbox"/> Monday to Friday		<input type="checkbox"/> Varies from week to week	
<input type="checkbox"/> Monday to Saturday		<input type="checkbox"/> Weekends only	
<input type="checkbox"/> Monday to Sunday		<input type="checkbox"/> Others (specify) _____	
<input type="checkbox"/> Monday to Thursday			

(Please check one box and indicate the main reason for adopting such work schedule using the code below.)

Work Schedule	Reason for adoption of work schedule	Work Schedule	Reason for adoption of work schedule
<input type="checkbox"/> Fixed daytime schedule (employees start and end work at the same time during the day)		<input type="checkbox"/> Flexible daytime schedule (employees start and end work at different time during the day)	
<input type="checkbox"/> Fixed evening schedule		<input type="checkbox"/> Flexible evening schedule	
<input checked="" type="checkbox"/> Rotating shift	04	<input type="checkbox"/> On irregular schedule	
<input type="checkbox"/> Split shift		<input type="checkbox"/> On call	

Code	Reason	Code	Reason
01	Requirement of the job	05	Care for children
02	Company-imposed policy	06	Earn more money
03	Worker's preference	07	Do part-time job
04	Nature of business	08	Others

6. What is the usual operating hours of your establishment?

Guidelines: 1. There should be one response.
2. If there are operating hours other than those enumerated, these should be specified under “Others”.

<input checked="" type="checkbox"/> 0 hours a day	<input type="checkbox"/> 24 hours a day
<input type="checkbox"/> 12 hours a day	<input type="checkbox"/> Others (specify) _____
<input type="checkbox"/> 18 hours a day	

7. How many employees are on evening (e.g., 3:00 P.M. until 11:00 P.M. or 4:00 P.M. until midnight) and graveyard (e.g., 10:00 P.M. until 6:00 A.M. or midnight until 8:00 A.M.) shifts, if there are any?

Guidelines: 1. Number indicated in “Total” should not be more than the total number of employees in Part II item 1.3.
2. Number indicated in “Female” should not be more than the total number of female workers in Part II item 2.2.

Total	=	350	Female	=	85
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8. Do employees work extra hours in excess of their regular work hours?

Guidelines: 1. There should be only one response.

<input checked="" type="checkbox"/> YES, go to item 9	<input type="checkbox"/> NO, go to Part IV-B
-------------------------------------------------------	----------------------------------------------

2.10.2.5. Part IV-A: Balancing Work and Family Responsibilities and Working Time Arrangements (Pages 7-9) **cont'd**

9. What is the arrangement for extra hours of work of employees?

Guidelines: 1. Multiple responses are acceptable.
2. If there are arrangements for extra hours of work of employees other than those enumerated, these should be specified under "Others".

<input type="checkbox"/>	With fixed pay, regardless of extra hours worked	<input type="checkbox"/>	Compensated by additional cash allowance
<input checked="" type="checkbox"/>	With pay based on the number of hours worked	<input type="checkbox"/>	No arrangement
<input type="checkbox"/>	Compensated by time-off	<input type="checkbox"/>	Others (specify) _____

2.10.2.6. Part IV-B: Occupational Safety and Health (Pages 10-12)

1. What activities are conducted or practiced in the company as part of your prevention and control measures against work safety and health hazards?

- Guidelines:** 1. Multiple responses are acceptable.
2. If there are preventive and control measures/activities other than those enumerated, these should be specified under “Others”.

Code	Preventive and Control Measures/Activities	Yes	Not Yet (In Planning Stage)	No Plan	Not Applicable/ Not Needed
(1)	(2)	(3)	(4)	(5)	(6)
01	Conduct of regular meeting on work safety and health	✓			
02	Organize an OSH Committee	✓			
03	Designate a trained health and safety officer		✓		
04	Practice proper handling of chemicals/hazardous materials (appropriate labels, handling and storage)		✓		
05	Proper posting of safety signages	✓			
06	Use of safety manuals, labels or maintenance procedures		✓		
07	Provision of information, education, communication materials/ training on occupational safety and health		✓		
08	Provision of adequate machine guarding/railing or casing on moving parts		✓		
09	Conduct of emergency drills (fire, earthquake, chemical spills, etc.)	✓			
10	Conduct of process/hazard analysis for potential problems				✓
11	Use of Safety Data Sheet for chemicals				✓
12	Perform correction action programs and audits				✓
13	Regular conduct of pest control treatment		✓		
14	Maintenance of mechanical and electrical facilities	✓			
15	HIV and AIDS Education in the Workplace		✓		
16	Advocacy, education and training on drug-free workplace		✓		
17	Adoption of DOTS (Directly Observed Treatment Short Course) in management or referral of workers with tuberculosis			✓	
18	Submission of reports on illness and injuries to DOLE-BWC	✓			
19	Provision of work accommodation measures to support workers with TB (e.g., flexible leave/work schedule)				
20	Regular monitoring of hazards such as fumes, dust, noise level and heat in work areas		✓		
21	Random drug testing of officers and employees			✓	
22	Regular inspection and maintenance of equipment	✓			
23	Pre-employment and/or annual medical exams to workers		✓		
24	Strict observance of medical confidentiality of status and identity of person with HIV			✓	
25	HIV testing as pre-condition to employment			✓	
26	Others (specify) _____				

2. Which of the following Occupational Safety and Health policies and programs are currently implemented in your establishment?

- Guidelines:** 1. Multiple responses are acceptable.
2. If there are occupational safety and health policies/programs other than those enumerated, these should be specified under “Others”.

Code	Occupational Safety and Health Policies/Programs	Yes	Not Yet (In Planning Stage)	No Plan	Not Applicable/ Not Needed
(1)	(2)	(3)	(4)	(5)	(6)
01	Noise Pollution Control Program			✓	
02	Radiation Exposure Control Program			✓	
03	DOLE Approved Construction Safety and Health Program	✓			
04	Policy on Non-discrimination of Workers who have/had PTB		✓		
05	Policy on Non-discrimination of Workers confirmed/ suspected/perceived to have HIV infection		✓		
06	Accident Prevention Program	✓			
07	Emergency Response Preparedness Program	✓			
08	Tuberculosis Prevention and Control Program		✓		
09	Anti-sexual Harassment Program - Committee on Decorum and Investigation (CODI)			✓	
10	HIV and AIDS Prevention Policy in the Workplace			✓	
11	Indoor Air Quality Program				✓
12	Substance Abuse Prevention Program				
13	Employee Assistance Program related to substance abuse, to include treatment, rehabilitation and referral services			✓	
14	Self-assessment under Labor Standards Enforcement Framework (LSEF)	✓			
15	Others (specify) _____				

2.10.2.6. Part IV-B: Occupational Safety and Health (Pages 10-12) cont'd

3. Which of the following provisions are available in your establishment ?

- Guidelines:** 1. Multiple responses are acceptable.
2. If there are provisions/facilities/amenities other than those enumerated, these should be specified under “Others”.

Code	Provisions/Facilities/Amenities	Yes, Adequate	Yes, but Inadequate	None	Reason for Non-Provision (Use code)
(1)	(2)	(3)	(4)	(5)	(6)
01	Ventilation/exhaust system in work areas	✓			
02	Space that allow freedom of movement to perform duties	✓			
03	Machine guarding (i.e., railings, casing on moving parts)	✓			
04	Ergonomically designed seats/tools/machines		✓		
05	Personal protective equipment (e.g., respirator, facemask, helmet, safety glasses, gloves, boots, etc)		✓		
06	Lighting in work areas, aisles, passageways	✓			
07	Aisles/passageways with sufficient signs/markings	✓			
08	Emergency exits (2 exits per floor)	✓			
09	Fire protecting equipment/facilities (e.g., fire extinguisher, etc)		✓		
10	Medical facilities (treatment room, clinic)	✓			
11	Emergency medicines		✓		
12	Waste (includes chemicals, pesticides and hazardous materials) disposal system			✓	5
13	Designated smoking area/s			✓	4
14	Canteen for employees		✓		
15	Supply of safe drinking water	✓			
16	Rest area for workers			✓	4
17	Toilet with water supply	✓			
	- Separate toilets for men and women			✓	1
18	Washing facilities and facilities for changing/storing working clothes			✓	4
19	Facilities for persons with disabilities			✓	1
20	Others (specify) _____				

Code for Reason (Col. 6)
1 - Too costly
2 - Very few workers
3 - Not required by law
4 - No available space
5 - Not needed/not applicable
6 - Others (specify) _____

4. Which of the following OSH-related trainings/seminars were provided to your employees for the **last two (2) years**?

- Guidelines:** 1. Multiple responses are acceptable.
2. If there are OSH-related trainings/seminars provided other than those enumerated, these should be specified under “Others”.

Code	OSH Trainings/Seminars	Yes	No	Not Applicable/ Not Needed
(1)	(2)	(3)	(4)	(5)
01	40-Hour Basic Course on Occupational Safety and Health (BOSH) Training	✓		
02	One-day Orientation on Occupational Safety and Health	✓		
03	40-Hour Construction Safety Training	✓		
04	HIV and AIDS Prevention in the Workplace		✓	
05	Drug-Free Workplace Training		✓	
06	Tuberculosis Prevention and Control in the Workplace			✓
07	Smoke-Free Workplace/Tobacco and the Workplace		✓	
08	OSH Management System		✓	
09	Fire Safety	✓		
10	Crane Safety/Forklift Safety	✓		
11	Fundamentals of Industrial Hygiene		✓	
12	Safe Use of Chemicals at Work			✓
13	Industrial Ventilation			✓
14	Work-Environment Measurement		✓	
15	Work-Relatedness of Diseases		✓	
16	Prevention and Control of Lifestyle-Related Diseases		✓	
17	Managing Emerging Health-Related Problems in the Workplace		✓	
18	Stress Management and Violence in the Workplace		✓	
19	Work Improvement in Small Enterprises/Informal Sector		✓	
20	Environment Protection Training		✓	
21	Safe Work Procedures/Lock Out Tag Out Training		✓	
22	Loss Control Management		✓	
23	Principles of Ergonomics		✓	
24	Emergency Preparedness Training	✓		
25	Total Quality Management	✓		
26	Safety Audit/Accident Investigation	✓		
27	Family Planning and Reproductive Health		✓	
28	Others (specify) _____			

2.10.2.6. Part IV-B: Occupational Safety and Health (Pages 10-12) cont'd

5. Which agency(ies) conducted any of the above trainings?

- Guidelines:** 1. Multiple responses are acceptable.
2. If there are agency (ies) other than those enumerated, these should be specified under "Others".

Code (1)	Agencies (2)	Often (3)	Sometimes (4)	Never (5)
01	DOLE Regional Office (DOLE-ROs)	<input checked="" type="checkbox"/>		
02	Bureau of Working Conditions (BWC)		<input checked="" type="checkbox"/>	
03	Occupational Safety and Health Center (OSHC)		<input checked="" type="checkbox"/>	
04	Employers Associations (e.g., ECOP, PMAP, PCCI)			<input checked="" type="checkbox"/>
05	Trade Unions/Federations (e.g., TUCP, FFW)			<input checked="" type="checkbox"/>
06	Industry Associations			<input checked="" type="checkbox"/>
07	DOLE Accredited Safety Training and Consultancy Organizations (i.e., SOPI, etc.)			<input checked="" type="checkbox"/>
08	Association of Safety Practitioners of the Phils., Inc. (ASPPi)			<input checked="" type="checkbox"/>
09	NGOs/Universities/Academic Institutions			<input checked="" type="checkbox"/>
10	Others (specify) _____			
Often – 3 or more trainings in two years		Sometimes – 1 to 2 trainings in two years		Never – have not availed of any training from specified agency

6. Who is/are the designated health and safety personnel(s) in your establishment?

- Guidelines:** 1. Multiple responses are acceptable.
2. If there are designated health and safety personnel other than those enumerated, these should be specified under "Others".

<input checked="" type="checkbox"/> Trained First-Aider	<input checked="" type="checkbox"/> Safety Officer
<input checked="" type="checkbox"/> Registered Nurse	<input type="checkbox"/> Nearest clinic/hospital
<input type="checkbox"/> Physician	<input type="checkbox"/> Others (specify) _____
<input type="checkbox"/> Dentist	

2.10.2.7. Part V: Occupational Injuries and Diseases (Pages 13-16)

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

1. Did your establishment experience any occupational accidents during the year? <input checked="" type="checkbox"/> Yes, go to item 2 <input type="checkbox"/> No, go to item 8	2. How many occupational accidents were there? <u>5</u>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------

- 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						

- 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 maximum workdays lost per case of permanent incapacity may exceed 365
 - computed maximum workdays lost per case of temporary incapacity should not exceed 365.

2.10.2.7. Part V: Occupational Injuries and Diseases (Pages 13-16) 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				

- 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.

2.10.2.7. Part V: Occupational Injuries and Diseases (Pages 13-16) 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				
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. Craft and related trades workers			2	
7.7 Plant and machine operators and assemblers		1		
7.8. 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.

2.10.2.7. Part V: Occupational Injuries and Diseases (Pages 13-16) cont'd

8. Occupational Diseases (1)	Occupational disease - an abnormal condition or disorder other than one resulting from an occupational injury caused by exposure over a period of time to risk factors associated with work activity such as contact with certain chemicals, inhaling coal dust, carrying out repetitive movements. This refers to a new case recognized, diagnosed and recorded during the year.	Cases (2)
8.1 Occupational dermatitis (including 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, ex. 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 diseases (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 (specify) _____		
8.14. Others (specify)		
8.14.1. <u>cancer of the lungs</u> _____		5
8.14.2. <u>viral encephalitis</u> _____		2
8.14.3. _____		

Guidelines: 1. There may be no entries in item 8.
2. If there is an entry for "Others", the disease/s and the corresponding number of cases should be specified.

Did any of your workers experience **commuting accidents** in 2009?

☒ Yes, go to item 9.1 ☐ No, go to Item 10

1. How many commuting accidents were there? 1 2. How many workers were injured? 2

Guidelines: 1. There should only be 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.

2.10.2.7. Part V: Occupational Injuries and Diseases (Pages 13-16) cont'd

How many hours were actually worked by **all employed persons** in your establishment in 2009?

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

51

Average employment

x

8

Regular working hours per day
Ex. 6, 7, 8 or 12

x

250

Days actually worked during the year
Ex. 250 or 302

+

20,000

Total overtime hours on regular working days of **all persons** who rendered overtime work

+

720

Total hours worked on rest days, special days and regular holidays of **all persons** who rendered work on these days

=

122,720

Hours actually worked

An example to compute for average employment for CY 2009

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 ~ 2,406

•

Acceptable range: 1,200 – 3,600 per person

•

Accept entry as it falls within the range.

2.10.2.8. Consistency of Some Entries for Questionnaires from the Same Samples

BITS and OWS questionnaires ask for some information that pertain to reference periods which are one month apart, that is June 30, 2010 for BITS and July 30, 2010 for OWS. These items are:

Item of Inquiry	OWS Item No.	BITS Item No.
Main economic activity	Part A: item 1	Part I: item 1
Major products/goods or services	Part A: item 1	Part I: item 1
Employment	Part A: item 2	Part II: item 1
Time-rate workers on full-time basis	Part A: item 2 Part B: sum of totals of cols. 2, 4 and 6	Part II: item 2.3.1
Hourly	Part B: sum of entries of col. 2	Part II: item 2.3.1.1
Daily	Part B: sum of entries of col. 4	Part II: item 2.3.1.2
Monthly	Part B: sum of entries of col. 6	Part II: item 2.3.1.3

BITS entries for these items of inquiries may reflect a plus (+) or minus (–) 20% difference from corresponding OWS entries, i. e., employment is 200 in BITS while entry in OWS may vary from 160 to 240. It is the responsibility of the **Supervisors** to ensure that the entries referred to are at this range (\pm 20%) when the questionnaires for the two surveys from the same establishments are retrieved at the **same** time.

2.10.2.9. Part VI: Certification (Page 17)

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 BLES. (see section 3.8b 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 2009/2010 BITS can facilitate processing of survey data while those on the results of previous surveys would indicate the usefulness of the data generated by BLES surveys.

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, (specify) : <u>4 days</u>		
Comments:		
a. On the data provided for the 2009/2010 BITS: Difficult to go back to records of CY 2009.		
b. On statistics from previous BITS:		
· Employment	Informative	
· Occupational Shortages and Surpluses	Informative	
· Safety and Health Practices	Informative	
· Occupational Injuries and Diseases	Informative	
· Labor Cost of Employees	Informative	
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	

2.10.2.10. Part VII: Survey Personnel (Page 17)

In this portion, the persons involved in the field operations should write their names and the dates when the questionnaire was retrieved (Enumerator) and reviewed (Area/Regional Supervisor/BLES Reviewer). The dates are particularly important, as these would indicate the time it took to retrieve or review the questionnaire---a measure of survey efficiency.

National Capital Region

	Enumerator	Area Supervisor	Reviewer
Name	Edna Castro	Nancy Dimapilis	Kathrina Birad
Date	8/27/10	9/1/10	9/6/10

Outside National Capital Region

	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				

2.11. BITS Form 1 Verification Forms (See Chapter 5)

The Reviewer* should accomplish the **applicable** BITS Form 1 in duplicate, specifying the establishment's name, address, other particulars and details of entry/ies for verification. The original copy should be stapled to the questionnaire and returned to:

In BLES:	i) Area Supervisor for NCR questionnaire	Concerned Supervisor should acknowledge receipt of questionnaire on the original copy of BITS Form 1 and the Reviewer's duplicate copy. He/she should return the questionnaire and original BITS Form 1 to the Enumerator and follow-up the retrieval of the questionnaire for verification.
	ii) Senior LEO for ONCR questionnaire	Senior LEO in-charge transmits questionnaire and BITS Form 1 to concerned Regional Supervisor for verification of concerned Enumerator. He/she should follow-up the retrieval of the questionnaire with the DOLE-RO.
The duplicate copy of BITS Form 1 will be retained by the Reviewer to keep tab of the questionnaire for verification.		
In DOLE RO:	Concerned ONCR Enumerator for verification with the establishment.	
	The duplicate copy of BITS Form 1 will be retained by the ONCR Supervisor to keep tab of the questionnaire for verification.	

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

Once verification is completed, the verified questionnaire should be returned to:

- In BLES

i) Area Supervisor for NCR questionnaire

Concerned Supervisor turns over questionnaire for second pass of concerned Reviewer. The Reviewer refers to the duplicate copy of the BITS Form 1 for guidance.

ii) Senior LEO for ONCR questionnaire

BLES Senior LEO in-charge turns over questionnaire for second pass of concerned Reviewer. The Reviewer refers to the duplicate copy of the BITS Form 1 for guidance.
- In DOLE RO:

Concerned ONCR Supervisor for review. He/She refers to the duplicate copy of the BITS Form 1 for guidance.

If the questionnaire is acceptable, the ONCR Supervisor/BLES Reviewer signs and writes the date when verification was accepted in the appropriate spaces of the duplicate copy of BITS Form 1.

The ONCR Supervisor/BLES 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 also 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 (menu) for each section of the form are shown in chapter 5 (Survey Documents and Forms).

OPERATIONAL STRATEGY

This chapter discusses the conduct of field operations for 2010 OWS and 2009/2010 BITS.

3.1. Training of Field Personnel

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

The training schedule is as follows:

TIME	DURATION	ACTIVITY
DAY 1		
<i>A.M.</i>		
8:00	15 minutes	Registration
8:15	15 minutes	Opening Ceremonies
8:30	1 hr. 30 mins.	Occupational Wages Survey
10:00	15 minutes	Break
10:15	15 minutes	BITS Part I – General Information
10:30	45 minutes	BITS Part II – Employment
11:15	45 minutes	BITS Part III – Occupational Shortages and Surpluses
12:00		Lunch Break
<i>P.M.</i>		
1:30	1 hour	BITS Part IV -A – Balancing Work and Family Responsibilities and Working Time Arrangements
		BITS Part IV -B – Occupational Safety and Health
2:30	1 hr. 30 mins.	BITS Part V – Occupational Injuries and Diseases
3:00	15 minutes	Break
3:15		Continuation of BITS Part V
DAY 2		
<i>A.M.</i>		
8:00	15 minutes	Registration
8:15	2 hours	Operational Strategy
10:15	15 minutes	Break
10:30	1 hr. 30 mins.	Mock Interview/Sharing of Experiences on Actual Data Collection
12:00		Lunch Break
<i>P.M.</i>		
1:30	2 hours	Administrative Concerns and Survey Documents and Forms
3:30	15 minutes	Break
3:45		Allocation of Workload

3.2. Duties and Responsibilities of Field Personnel

3.2.1. Regional Supervisors Outside NCR

- a. Participate in the training on data collection and field editing to be conducted by BLES;
- b. Conduct training to Area Supervisors and Enumerators;

Note: For duties a-b, when training is to be held in the Regional Offices, the BLES trainer conducts the training to Area Supervisors and Enumerators.

3.2.1. Regional Supervisors Outside NCR (cont'd)

- c. Ensure the implementation of the survey in their regions within the allotted time;
- d. Allocate questionnaires for delivery to field personnel, receive and control questionnaires from the field and send back to BLES within the required period the spoilage/retrieved/verified questionnaires and those questionnaires for endorsement to NCR head offices, covered by the applicable transmittal forms;
- e. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to Area Supervisors or Enumerators;
- f. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification;
- g. Check authenticity of **all** accomplished questionnaires for priority samples;
- h. Submit the regional report on the implementation of the survey and other required reports to BLES;
- i. Monitor and evaluate the performance of field personnel for purposes of determining the survey status and payment of salaries; and
- j. Ensure the confidentiality of data provided by the establishments.

3.2.2. Area Supervisors

- a. Participate in the training on data collection and field editing;
- b. Ensure the implementation of the survey in their areas within the allotted time;
- c. Allocate questionnaires to field personnel, receive and control the questionnaires from the field (*for NCR Supervisors*);
- d. Assist the Regional Supervisor in the allocation of questionnaires to field personnel, receive and control the questionnaires from the field (*for ONCR Area Supervisors*);
- 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. Check authenticity of **all** accomplished questionnaires for priority samples;
- h. Monitor and evaluate the performance of Enumerators for purposes of determining the survey status and payment of salaries; and
- i. Ensure the confidentiality of data provided by the establishments.

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

3.2.3. Enumerators

- a. Participate in the training on data collection and field editing;
- b. Deliver the questionnaires, explain the items of inquiries to the contact persons in the establishments, and collect and edit accomplished questionnaires within the allotted time;
- c. Submit the properly accomplished/edited and undelivered questionnaires to the Regional/Area Supervisor;
- d. Verify with the establishments questionnaires returned by Regional/Area 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	v	
Letter of introduction	v	
Field Operations Manual	v	v
Applicable control list	v	v
Pre-addressed questionnaires	v	
Extra questionnaires	v	
Extra OWS Occupational Sheets	v	
Certificate of Appearance	v	
Letters to head offices of sample establishments	v	
Other applicable forms	√	√
Ballpen (blue/black and red)	v	v
Calculator	v	v

- Notes:** 1. Supervisors should have the relevant materials if they will double up as Enumerators.
2. Letter to head office should already contain the signature of the Director. This letter should be addressed, filled-out and dated by the Enumerator before delivery to the head office.
3. Calculator to be returned to the Supervisor upon completion of the field operation or upon resignation/termination of contract.

3.5. General Information

3.5.1. Address Label

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

THE OWNER/MANAGER PHILIPPINE AIRLINES INC 4/F PAL CTR 106 LEGASPI ST SAN LORENZO MAKATI CITY 1223 METRO MANILA 10540 137602025 I62102 9 *				Name of Establishment Address 1: Floor/Bldg., # Street, Subdivision Address 2: Barangay, City or Municipality Address 3: Zip Code, Province
EIN GEO PSIC ATE CODE CODE CODE CODE				Note: Address 3 for NCR is Metro Manila

On each address label of the questionnaire, an asterisk can be seen 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 Establishment Identification Number. This is a **unique** and **fixed** number assigned to each establishment by the BLES for reference purposes. **Caution** should be exercised in writing this number on any document pertinent to the survey.

3.5.3. Geographic (GEO) Code

The GEO Code is the 9-digit code to denote the geographical location of the establishment. The first and second digits refer to the *region*, the third and fourth digits to the *province*, the fifth and sixth digits to the *city/municipality* and the last three digits to the *barangay*. The reference year of the GEO code used is 2007.

3.5.4. Philippine Standard Industrial Classification (PSIC) Code

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

3.5.5. Average Total Employment (ATE) Code

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

ATE Code	Employment Size	ATE Code	Employment Size
3	20-49	7	500-999
4	50-99	8	1,000-1,999
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 Supervisor for review. If acceptable, the status is retained.
RFV	Returned for verification	The accomplished questionnaire when reviewed by the Supervisor/Reviewer was found with incomplete/inconsistent entries or a consolidated/nationwide report . The Supervisor returns it to the enumerator for verification of incomplete or inconsistent entries or reporting of data specific to the establishment in the case of consolidated or nationwide data.
RET2	Retrieved for processing after verification	All the items for verification have been corrected and have passed the review of the Supervisor/Reviewer. Otherwise, the status remains RFV and will be returned to the Enumerator for further verification. When the questionnaire finally passes the review, the status becomes RET2.
REF	Refusal	The establishment refuses to cooperate to the survey despite repeated persuasions and three (3) callbacks/follow-ups by the Enumerator and one (1) follow-up by the Supervisor (through phone, mail or personal visit) .

3.5.6. Status Codes (cont'd)

Notes

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 previous establishment in the given address has moved to an unknown location. All possible sources of information, e.g., knowledgeable persons in the area, phone directory, should first be exhausted before an establishment is coded as CBL.
PCL	Permanently closed	The establishment has permanently ceased operation at the time of enumeration.
DUP	Duplicate	<p>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.</p> <p>The establishment to be retained should be that with the <u>lower</u> EIN, e.g., EIN 450 and EIN 463 are the same establishments, then EIN 463 is DUP of EIN 450.</p>
OSP	Outside industry coverage of the survey	This refers to an establishment whose industry is excluded from the coverage of the survey. Discontinue data collection. Write beside the code, the PSIC of the establishment, e.g., A01-A05, B06, I64110, J65100, L75, M80, N8511, O91 and Q99.
OTH	Status n.e.c.	<p>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.</p> <p>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.</p>

3.6. Delivery of Questionnaires

Notes

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

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

“Good morning/afternoon, Ms./Mr. _____. I am _____, an interviewer of the Department of Labor and Employment (show letter of introduction). I am here concerning the 2010 Occupational Wages Survey (OWS) and/or the 2009/2010 BLES Integrated Survey (BITS) being conducted nationwide by the Bureau of Labor and Employment Statistics. The BLES is the statistical arm of the DOLE and is one of the major data producing agencies of our government. The inquiries are in response to the demand of various users for information on wages, employment, industrial relations practices and occupational injuries in the workplace. For your particular needs, you may find that these statistics are useful in your business planning and operations.

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

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

- c. The enumerator should conduct quality control of questionnaire before delivery. Enumerator should check its quality and completeness of pages. Defective questionnaire should be replaced.
- d. 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 BLES will know the expected number of questionnaires to be retrieved and processed. The questionnaire should be delivered to a **knowledgeable person** in the establishment to ensure that the questionnaire 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.

- e. 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**.
- f. The NCR Enumerator should **leave** his/her name to facilitate coordination in case the respondent still has some queries. On the other hand, the ONCR Enumerator should also provide his/her name and write the address, telephone/fax numbers and e-mail address of the Regional Office/Provincial/Field Offices in the spaces provided on the cover page of the questionnaire.
- g. 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**.
- h. **No replacement** of sample establishment is allowed. If the establishment being subject of inquiry is no longer in the given address, the questionnaire should **not** be given to the establishment found in the same location even if this establishment has the same economic activity and employment size.
- i. 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.
- j. A report by the Enumerator that an establishment cannot accomplish the questionnaire due to refusal (REF), strike (STR), closure (TCL or PCL), non-location (CBL), duplicate (DUP), outside survey coverage (OSP) or other reasons (OTH) should be **verified** by his/her Supervisor/Designated personnel. If **confirmed** by site verification or through other means, the Enumerator is **entitled** to the payment for delivery.

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

- k. Actions to be taken in cases where an establishment has **moved to a known location** are shown on Appendix III (Flow Chart on Delivery Cases to Sample Establishments that Transferred to Known Locations). Examples on these are shown on Appendix IV

(Examples of Accomplished Control Lists on Delivery Cases to Sample Establishments that Transferred to Known Locations) of this Chapter.

- I. Actions to be taken in cases where a questionnaire is **endorsed to the head office** of the sample establishment are shown on Appendix V (Flow Chart on Delivery Cases to Head Offices of Sample Establishments). Examples on these are shown on Appendix VI (Examples of Accomplished Control Lists on Delivery Cases to Head Offices of Sample Establishments) of this Chapter.

3.7. Collection and Field Editing of Questionnaires

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

3.8. Field Verification

- a. Supervisors should select **1 to 2 questionnaires** from each Enumerator's weekly submissions for **authenticity checks** with the contact persons of establishments. See Appendix II (Examples of Accomplished Control Lists - Case 2) of this Chapter.
- b. Supervisors/Designated personnel should verify through phone or personally visit the contact persons of **all** establishments that submitted seemingly spurious questionnaires. **Spurious** means no certification/signature of contact person or forged signature, item entries written in pencil or many erasures, fabricated entries or same entries among questionnaires or other doubtful cases. Verification of **all** spurious questionnaires should be recorded in the Supervisor's and Enumerator's control lists. See Appendix II (Examples of Accomplished Control Lists - Case 3) of this Chapter.

For information: In the review of questionnaires during past survey rounds, BLES staff made some personal verification of inconsistent entries. The contact person in one establishment denied having answered a BLES survey questionnaire nor signed its certification portion 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 BLES shall review all accomplished questionnaires.

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

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

3.10. Survey Status Monitoring

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

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

The computerized status monitoring report **Assessment on the Implementation of Field Operations of BLES Survey/s** (FM-BLES 03-3.17) is generated to reflect the performance of the NCR Supervisors/Enumerators and the DOLE-Regional Offices not later than 2 days after the 5th and 20th of the month.

The Supervisors should also prepare manually the **Enumerators' Summary Performance Report** (FM-BLES 03-3.11) not later than 2 days after the payroll period.

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

DELIVERY, RETRIEVAL, VERIFICATION AND REVIEW OF QUESTIONNAIRES

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

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

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

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

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

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

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

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

EXAMPLES OF ACCOMPLISHED CONTROL LISTS

Examples of Accomplished Control Lists
Case 1: Spoilage Questionnaire

Enumerator's Control List

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

Supervisor's Control List

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

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

Examples of Accomplished Control Lists
Case 2: Retrieved Questionnaire

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00146 133902010 D15110 4 . . .	A B COSTELO 1546 NARRA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	-	Jun de la Islas HRD Manager	527-1234	8/4	BITS-8/25 OWS-8/28	BITS-8/23 OWS-8/25	BITS-RET 1 OWS-RET 1	Authenticated BITS-8/25 OWS-8/27

Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Liza . . .	00146 133902010 D15110 4	A B COSTELO 1546 NARRA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	-	Jun de la Islas HRD Manager	527-1234	8/4	BITS-8/25 OWS-8/27	BITS-RET 1 OWS-RET 1	Authenticated BITS-8/25 OWS-8/27

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

Examples of Accomplished Control Lists
Case 3: Spurious Questionnaire

Enumerator's Control List

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

Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Cindy . . .	00900 133902010 D15110 4 . . .	REMEDIOS CORP 65 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	-	Jun Simon HRD Manager	527-4263	8/4	8/25	RET1	8/31 Forged signature of contact person

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

Examples of Accomplished Control Lists
Case 4: Questionnaire for Verification

Enumerator’s Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00543 133902010 D15110 4 . . .	A B NADAL INC 30 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	-	Jun de la Cruz HRD Manager	527-1696	8/3	BITS-8/25 OWS-8/24	BITS-8/23 OWS-8/16 8/18	BITS-RET1 OWS-RET1-REV RET2	

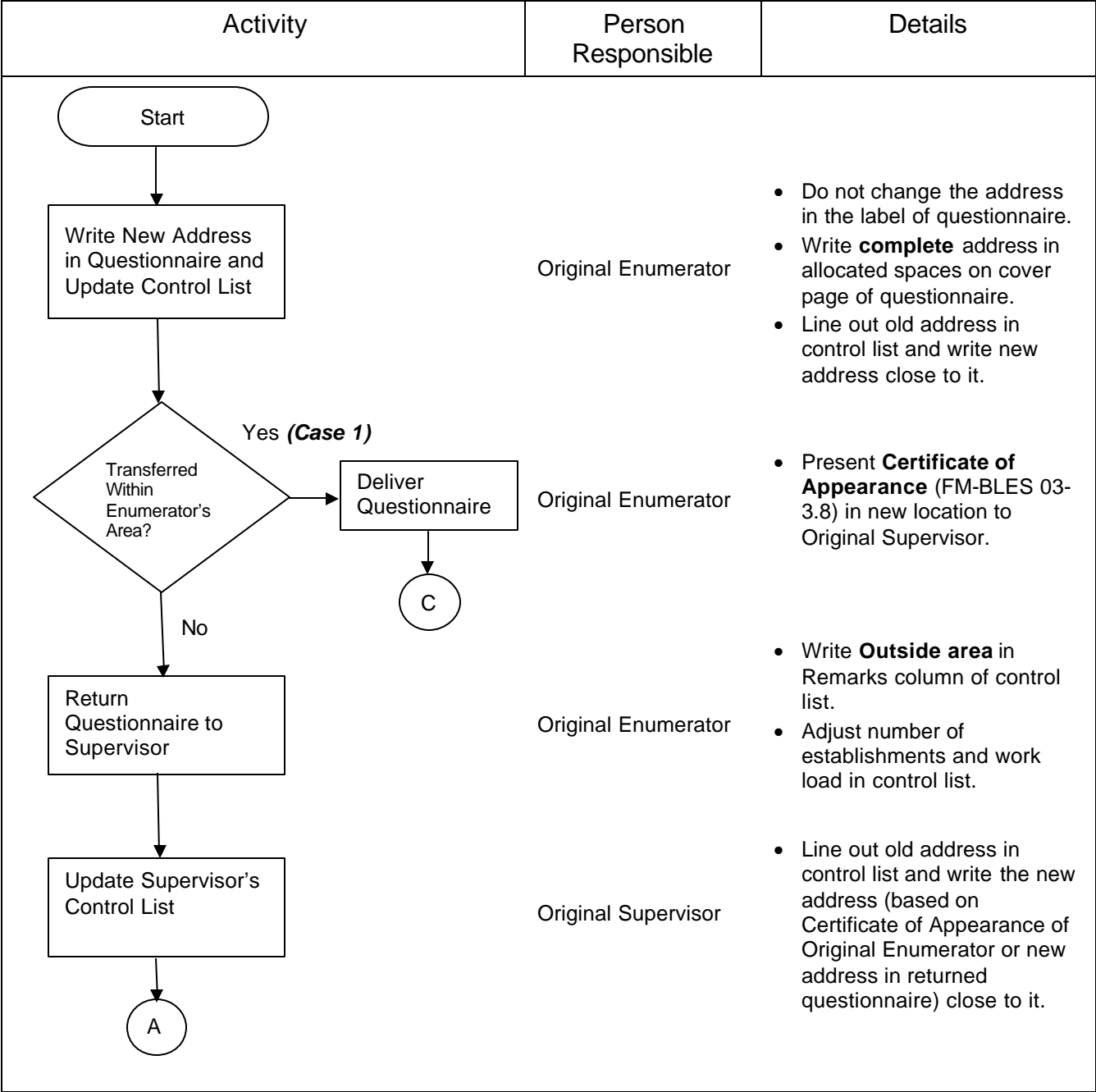
Supervisor’s Control List

ENUMERATOR’S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Bob . . .	00543 133902010 D15110 4	A B NADAL INC 30 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	-	Jun de la Cruz HRD Manager	527-1696	8/3	BITS-8/24 OWS-8/20	BITS-RET1 OWS-REV RET2	

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

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

FLOW CHART ON DELIVERY TO SAMPLE ESTABLISHMENTS THAT TRANSFERRED TO KNOWN LOCATIONS



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

**FLOW CHART ON DELIVERY TO SAMPLE ESTABLISHMENTS
THAT TRANSFERRED TO KNOWN LOCATIONS** *(cont'd)*

Activity	Person Responsible	Details
<div> <pre> graph TD A((A)) --> D1{Establishment Within Supervisor's Area?} D1 -- "Yes (Case 2)" --> E1[Assign to New Enumerator] E1 --> E2[Deliver Questionnaire] E2 --> C((C)) D1 -- "No" --> D2{Transferred within the Region?} D2 -- "Yes (Case 4)" --> B((B)) D2 -- "No (Case 3)" --> E3[Mail the Questionnaire] </pre> </div>		<ul style="list-style-type: none"> Replace name of Original Enumerator with that of New Enumerator in control list. Adjust workloads of Original and New Enumerators in Assessment on the Implementation of Field Operations of BLES Survey/s (FM-BLES 03-3.17). See section 4.4f of Chapter 4 of this Manual. Add establishment and its particulars in control list. Write Additional in Remarks column of control list. Adjust number of establishments and workload in control list. Present Certificate of Appearance (FM-BLES 03-3.8) in new location to Original Supervisor. Replace name of Original Enumerator with that of Original Supervisor in control list. Write Moved to Region _ (mailed) in Remarks column of control list. Workload should now be for the account of the Original Supervisor. This should be reflected accordingly in the Assessment on the Implementation of Field Operations of BLES Survey/s (FM-BLES 03-3.17). Mail questionnaire together with the prescribed letter. Keep duplicate letter for reference. Record date mailed under Date Delivered column of control list. Follow-up questionnaire at least twice during field operations using prescribed letter. Keep duplicate letters for reference.

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

FLOW CHART ON DELIVERY TO SAMPLE ESTABLISHMENTS
THAT TRANSFERRED TO KNOWN LOCATIONS (cont'd)

Activity	Person Responsible	Details
<pre>graph TD; B((B)) --> A1[Forward to New Supervisor]; A1 --> A2[Assign to New Enumerator]; A2 --> A3[Deliver Questionnaire]; A3 --> C((C)); C --> A4[End];</pre>	Original Supervisor	<ul style="list-style-type: none">• Write To __ Supervisor in Remarks column of control list.• Adjust number of establishments in control list.
	New Supervisor	<ul style="list-style-type: none">• Add name of Enumerator and establishment particulars in control list and write Additional in Remarks column.• Adjust number of establishments in control list.• Adjust workload of New Enumerator in Assessment on the Implementation of Field Operations of BLES Survey/s(FM-BLES 03-3.17). <p><u>For BLES:</u></p> <ul style="list-style-type: none">• Original Supervisor accomplishes Sample Respondents with New Names and Addresses (FM-BLES 03-3.9) for Cases 1, 2, 3 and 4.• New Supervisor acknowledges receipt of questionnaire by signing beside his/her name in the form.• Original Supervisor immediately provides the accomplished form to designated personnel for computerized status monitoring. <p><u>For DOLE- ROs:</u></p> <ul style="list-style-type: none">• FM-BLES 03.3.9 should be accomplished by Regional Supervisor only for establishments that have not responded to the survey. The form should be sent to BLES within 20 days after the termination of field operations.
	New Enumerator	<ul style="list-style-type: none">• Add establishment particulars in control list.• Write Additional in Remarks column of control list.• Adjust number of establishments and workload in control list.• Present Certificate of Appearance (FM-BLES 03-3.8) in new location to New Supervisor.

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

Examples of Accomplished Control Lists (Sample Establishment Still Within the Area of Original Enumerator)

Case 1: Original Enumerator Made Delivery under Original Supervisor

Original Enumerator's Control List (Ben)

Total Establishments: 55
Total Questionnaires (Workload): BITS: 55 OWS: 55

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

Original Supervisor's Control List (Linda)

Total Establishments: 150

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

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

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

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

Examples of Accomplished Control Lists (Sample Establishment Outside the Area of Original Enumerator But Still Within the Area of Original Supervisor)

Case 2: New Enumerator made delivery under Original Supervisor

Original Enumerator's Control List (Robin)

Total Establishments: ~~58~~ 57
Total Questionnaires (Workload): BITS: ~~58~~ 57 OWS: ~~58~~ 57

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

New Enumerator's Control List (Annie)

Total Establishments: ~~60~~ 61
Total Questionnaires (Workload): BITS: ~~60~~ 61 OWS: ~~60~~ 61

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

Original Supervisor's Control List (Rosie)

Total Establishments: 175

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

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

Examples of Accomplished Control Lists (Sample Establishment Outside Region)

Case 3: Questionnaire to be Mailed

Original Enumerator's Control List (Lani)

Total Establishments: ~~87~~ 86
Total Questionnaires (Workload): BITS: ~~87~~ 86 OWS: ~~87~~ 86

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

Original Supervisor's Control List (Hermie)

Total Establishments: 200

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

Notes: 1. As the establishment is a common sample for BITS and OWS, the number of establishments and workload of the Original Enumerator are reduced by one (1) and two (2) respectively.
2. The number of establishments of the Original Supervisor remains unchanged. However, the workload of the Original Enumerator is now for the account of the Original Supervisor.

Examples of Accomplished Control Lists (Sample Establishment Outside Area of Original Supervisor But Still Within Region)

Case 4: New Enumerator Made Delivery under New Supervisor

Original Enumerator's Control List (Joy)

Total Establishments: ~~75~~ 76
Total Questionnaires (Workload): BITS: ~~75~~ 76 OWS: ~~75~~ 76

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

Original Supervisor's Control List (Rupert)

Total Establishments: ~~300~~ 299

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

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

Examples of Accomplished Control Lists (Sample Establishment Outside Area of Original Supervisor But Still Within Region)

Case 4: New Enumerator Made Delivery under New Supervisor (cont'd)

New Enumerator's Control List (Carol)

Total Establishments: ~~75~~ 76
Total Questionnaires (Workload): BITS: ~~75~~ 76 OWS: ~~75~~ 76

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

New Supervisor's Control List (Remy)

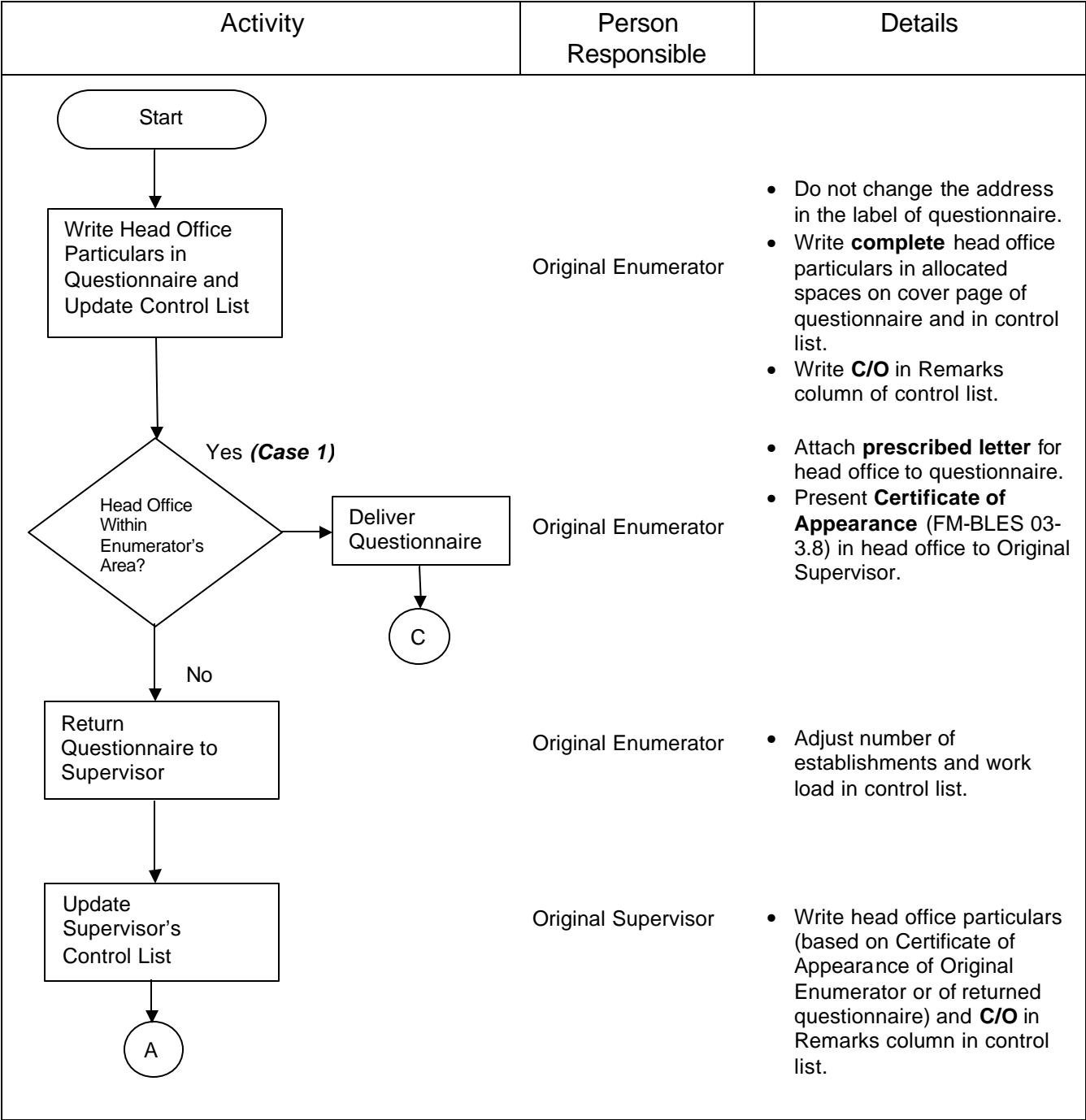
Total Establishments: ~~300~~ 301

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

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

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

FLOW CHART ON DELIVERY OF SAMPLE QUESTIONNAIRE TO HEAD OFFICE



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

FLOW CHART ON DELIVERY OF SAMPLE QUESTIONNAIRE TO HEAD OFFICE (cont'd)

Activity	Person Responsible	Details
<pre>graph TD; B((B)) --> A1[Forward to New Supervisor]; A1 --> A2[Assign to New Enumerator]; A2 --> A3[Deliver Questionnaire]; C((C)) --> A3; A3 --> End([End]);</pre>	Original Supervisor	<ul style="list-style-type: none">• Add __ Supervisor to C/O in Remarks column of control list.• Adjust number of establishments in control list.
	New Supervisor	<ul style="list-style-type: none">• Add name of Enumerator and establishment/head office particulars in control list and write C/O-additional in Remarks column.• Adjust number of establishments in control list.• Adjust workload of New Enumerator in Assessment on the Implementation of Field Operations of BLES Surveys (FM-BLES 03-3.17). <p><u>For BLES:</u></p> <ul style="list-style-type: none">• Original Supervisor accomplishes FM-BLES 03-3.15 for Cases 1, 2, 3 and 4.• New Supervisor (Case 4) acknowledges receipt of questionnaire by signing below the corresponding EIN in the form.• Original Supervisor forwards the accomplished form to designated personnel for computerized status monitoring within 10 days from the end of delivery period.
	New Enumerator	<ul style="list-style-type: none">• Add establishment/head office particulars in control list.• Write C/O-additional in Remarks column of control list.• Adjust number of establishments and workload in control list.• Present Certificate of Appearance (FM-BLES 03-3.8) in head office to New Supervisor.

Payment Schemes:

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

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

Examples of Accomplished Control Lists (Delivery to Head Office Still Within the Area of Original Enumerator)

Case 1: Original Enumerator Made Delivery under Original Supervisor

Original Enumerator’s Control List (Rene)

Total Establishments: 45
Total Questionnaires (Workload): BITS: 45 OWS: 45

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25294 137404115 D151620 3	MADRIGAL ENTERPRISES ROMULO ST COR AURORA BLVD SOCORRO QUEZON CITY 1109 METRO MANILA	-	Jose Almir VP - HR 113 Aurora Blvd. Socorro, Quezon City 1109 Metro Manila	911-2598	8/4	8/14			C/O

Original Supervisor’s Control List (Lando)

Total Establishments: 145

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

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

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

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

Examples of Accomplished Control Lists (Delivery to Head Office Outside the Area of Original Enumerator But Still Within Area of Original Supervisor)

Case 2: New Enumerator Made Delivery under Original Supervisor

Original Enumerator's Control List (Bert)

Total Establishments: 95 94
Total Questionnaires (Workload): BITS: 94 OWS: 95 94

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

New Enumerator's Control List (Ana)

Total Establishments: 86 87
Total Questionnaires (Workload): BITS: 87 OWS: 86 87

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

Original Supervisor's Control List (Joven)

Total Establishments: 230

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

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

Examples of Accomplished Control Lists (Delivery to Head Office Outside NCR)

Case 3.1: Questionnaire to be Mailed

Original Enumerator's Control List (Emma)

Total Establishments: 87 86

Total Questionnaires (Workload): BITS: 87 86 OWS: 87 86

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

Original Supervisor's Control List (Aida)

Total Establishments: 487

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Emma Aida	13123 137602 C10100 5	ISABELA MINING BANCORP LEGASPI ST SAN LORENZO MAKATI CITY 1223 METRO MANILA	-	Oscar Kho Personnel Manager Tudao Bldg., Raja St. Ugac Norte, Tuguegarao 3500 Cagayan	(078) 844-2350	8/7			C/O-mailed

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

Examples of Accomplished Control Lists

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

Original Enumerator's Control List (Rhoda)

Total Establishments: 50 49

Total Questionnaires (Workload): BITS: 50 49 OWS: 50 49

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

Original Supervisor's Control List (Susan)

Total Establishments: 287

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Rhoda Susan	13123 021529034 D24241 5	SOLAR MFG TUDAO BLDG RAJA ST UGAC NORTE TUGUEGARAO 3500 CAGAYAN	-	Priscilla Romu Personnel Manager 50 Mercury Ave. Libis, Quezon City 1110 Metro Manila	911-1345	8/7			C/O-BLES

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

Examples of Accomplished Control Lists (Delivery to Head Office Outside Area of Original Supervisor But Still Within Region)

Case 4: New Enumerator Made Delivery Under New Supervisor

Original Enumerator's Control List (Joy)

Total Establishments: ~~75~~ 74
Total Questionnaires (Workload): BITS: ~~75~~ 74 OWS: ~~75~~ 74

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

Original Supervisor's Control List (Bella)

Total Establishments: ~~486~~ 185

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

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

Examples of Accomplished Control Lists (Delivery to Head Office Outside Area of Original Supervisor But Still Within Region)

Case 4: New Enumerator Made Delivery Under New Supervisor) (cont'd)

New Enumerator's Control List (Minda)

Total Establishments: ~~87~~ 88
Total Questionnaires (Workload): BITS: ~~87~~ 88 OWS: ~~87~~ 88

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

New Supervisor's Control List (Maura)

Total Establishments: ~~347~~ 348

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

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

ADMINISTRATIVE CONCERNS

Note: The BLES survey personnel should conform to the field operations procedures under the BLES Quality Management System.

4.1. Recruitment and Selection of Project-based Individuals

- a. The PBI 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 PBI 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 PBI should be issued his/her office identification card and Letter of Introduction to Sample Establishment.

4.2. Training of Field Personnel

- a. Participants should accomplish **Evaluation of Training for BLES Survey/s** (FM-BLES 03-3.23), **Enumerator's Evaluation Survey on the Delivery of Questionnaire** (FM-BLES 03-3.24), and **Enumerator's Evaluation Survey on the Retrieval of Questionnaire** (FM-BLES 03-3.25) to monitor the effectiveness of training/s conducted by BLES trainers.
- b. Regional Offices that conduct their own training (without BLES participation) should transmit the accomplished forms (only FM-BLES 03-3.23) to the BLES not later than 20 days after the training for processing and consolidation with other reports.
- c. The results of the training evaluation shall form part of the Terminal Report on Training.

4.3. Work Allocation

- a. The Supervisor should, as much as possible, equitably distribute assignments to his/her Enumerators 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).

4.4. Monitoring of Performance of Enumerators and Survey Status

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

- a. time lines in the work plan are observed; the Enumerator submits a **Certificate of Appearance** (FM-BLES 03-3.8 verification);
- b. the Enumerator reports once a week on a mutually agreed day and time;
- c. the Enumerator communicates with his/her Survey Supervisor if the Enumerator cannot report as scheduled since there is nothing to report or no retrieved questionnaires to submit;
- d. the performance of the Enumerator is monitored by requiring him/her to accomplish the **Enumerator's 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), and subsequently the **General Payroll for Piece-Rate Enumerators** (FM-BLES 03-3.12);
- e. the Enumerator's Control List is properly filled out/updated and such details are consistent with those in the Supervisor's Control List; and
- f. the status of field operations in his/her area/s is manually tracked by accomplishing the **Assessment on the Implementation of Field Operations of BLES Survey/s** (FM-BLES 03-3.17) every 5th and 20th of the month.

Note: The status of field operations is also monitored electronically by BLES.

4.5. Outputs and Terms of Payment

- a. An Enumerator should deliver the questionnaires to at least **five (5)** establishments in a day. Each establishment delivery regardless of the number of questionnaires per establishment costs **P 100.00**.
- b. A report by the Enumerator that an establishment cannot accomplish the questionnaire due to refusal (REF), strike (STR), closure (TCL or PCL), non-location (CBL), duplicate (DUP), outside survey coverage (OSP) or other reasons (OTH) should be **verified** by his/her Supervisor or designated personnel. If **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 to 2 questionnaires per day**. A properly accomplished/edited questionnaire that is duly signed by the contact person/respondent in the establishment is **proof of retrieval**. A correctly accomplished or edited questionnaire **costs P 260.00 for BITS and P 260.00 for OWS**. An additional amount of **P 30.00** will be paid for retrieved priority samples.
- d. The Supervisor/designated personnel, however, should make random spot checks on the **authenticity** of the submissions (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 enumerator should be undertaken. All payments for the retrieved questionnaires shall be withheld pending the review of all questionnaires for authenticity of entries.

4.6. Pre-Termination of PBI Contract

- a. An Enumerator who decides to resign before the termination of field operations 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. Fund Utilization by DOLE ROs

- a. The amount allocated for each object of expenditure including wages and salaries are indicative only. **Realignment** of the budget is allowed subject to the usual accounting and auditing procedures.
- b. Cash advances for Supervisors and reimbursement of traveling allowances of Enumerators, and related expenses for the conduct of the survey may also be given as long as no additional funds are requested from the BLES.
- c. The BLES shall provide the Regional Offices copies of their respective Advice Disbursement Limits (ADL).

4.8. Transmittal of Questionnaires by DOLE ROs to BLES

- a. At the end of the delivery period, the Regional Supervisor should send all undelivered questionnaires (closures, refusals, non-location, etc.) to the Bureau, sorted by survey, province 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 Regional Supervisor should send all correctly accomplished/edited and verified questionnaires to the Bureau, sorted by survey, province and ascending EIN, together with the accomplished **Transmittal of Retrieved/Verified Questionnaires in ONCR** (FM-BLES 03-3.13).
- c. Establishments whose questionnaires will be accomplished by the head offices in NCR should be returned immediately to the Bureau by the Regional Supervisor. The questionnaires sorted by survey, province and ascending EIN should be accompanied by the accomplished **Questionnaires for Endorsement to**

4.9. Sample Respondents with New Names and Addresses

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

- a. Regional Supervisors should accomplish the **Sample Respondents 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 BLES not later than 20 days after the termination of field operations in the region.
- b. NCR supervisors should accomplish the said form and forward it immediately to the designated personnel for computerized status monitoring.

4.10. Form on Questionnaires for Endorsement to Head Offices (FM-BLES 03-3.15)

Regional Supervisors should accomplish the **Questionnaires for Endorsement to Head Offices** (FM-BLES 03-3.15) for those head offices outside NCR that have not responded to the survey by the end of field operations. The form should be sent to the BLES not later than 20 days after the termination of field operations in the region.

4.11. Report on the Conduct of Field Operations by DOLE ROs

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

4.12. Enumerator's Evaluation Survey on the Delivery and Retrieval of Questionnaire

The **Enumerator's Evaluation Survey on the Delivery of Questionnaire** (FM-BLES 03-3.24) should be administered by Supervisor a month after the delivery of questionnaires. The **Enumerator's Evaluation Survey on the Retrieval of Questionnaire** (FM-BLES 03-3.25), on the other hand, should be administered by Supervisor three (3) months after the start of delivery of questionnaires. The accomplished forms should be submitted by NCR Supervisors to the Team Head of Statistics Support Group.

CHAPTER 5

SURVEY DOCUMENTS AND FORMS

To ensure efficient and effective implementation of field operations, the BLES has standardized the documents and the 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 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 BLES Survey/s
18. FM-BLES 03-3.9 Sample Establishments with New Names and Addresses
19. OWS Form 1 OWS Verification Form
20. BITS Form 1 BITS Verification Form
21. FM-BLES 03-3.16 Regional Report on the Implementation of BLES Survey/s
22. FM-BLES 03-3.24 Enumerator's Evaluation Survey on the Delivery of Questionnaire
23. FM-BLES 03-3.25 Enumerator's Evaluation Survey on the Retrieval of Questionnaire

Copies of these documents/forms are found in this chapter of the manual. The Regional Offices will be provided electronic copies of the forms or they can access these at the BLES Homepage (www.bles.dole.gov.ph).

Contract of Services

KNOW ALL MEN BY THESE PRESENTS:

This contract of service entered into and executed this _____ of _____ 2010 at _____, Philippines by and between:

The _____, an instrumentality of the government of the Republic of the Philippines, represented by _____, hereinafter referred to as the **FIRST PARTY**;

-and-

<Name>, Filipino, of legal age, (marital status), with residence and postal address at <Address>, hereinafter referred to as the **SECOND PARTY**.

WITNESSETH:

That pursuant to the provisions of CSC Memorandum Circular No. 38 (Omnibus Guidelines on Appointments) and the DOLE Administrative Order No. 113 and 113-A, series of 2003, authorizing the contracting of services in the DOLE where manpower is inadequate, to be able to effectively and efficiently deliver services, the following terms and conditions are hereby set:

1. That the **SECOND PARTY** is fully competent to render services as a Project-based Individual - (Area Supervisor or Enumerator) in connection with the conduct of **the 2010 Occupational Wages Survey (OWS) and the 2009/2010 BLES Integrated Survey (BITS)** in accordance with the professional qualifications he/she alleged in the attached information sheet.
2. That the **SECOND PARTY** hereby attests (a) that he/she is not related within the third degree of consanguinity or affinity to hiring authority and/or representative of the **FIRST PARTY**; b) that he/she has not been previously dismissed from government by reason of an administrative offense; and (c) that he/she has not already reached the compulsory retirement age of sixty-five (65).
3. That the **SECOND PARTY** shall perform work at a time and schedule to be agreed upon by both parties.
4. That the **SECOND PARTY** is specifically contracted by the **FIRST PARTY** to: (enumerate duties and responsibilities of Area Supervisor or Enumerator)
5. That the **FIRST PARTY** for and in consideration of the services rendered agrees to pay the **SECOND PARTY**, on a bi-monthly basis

For Area Supervisor--the amount of _____ and the reimbursement of traveling expenses related to the conduct of the OWS and BITS but not to exceed the amount of _____.

For Enumerator:

- a. the amount of _____ 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; and

- b. the amount of _____ for each collected/retrieved OWS or BITS questionnaire, subject to the acceptance of the questionnaire/verification by the Supervisor/Reviewer.
6. That the **SECOND PARTY** shall not enjoy the benefits of government employees and that his/her services rendered thereunder are not considered as government service.
7. That this contract takes effect from _____.
8. That notwithstanding the fixed duration of the employment, this contract of services can be terminated anytime by the **FIRST PARTY** for just cause such as but not limited to the unsatisfactory performance of the **SECOND PARTY** and only after due notice to the **SECOND PARTY** at least five (5) days prior to his/her termination.
9. That the herein parties do hereby agree and accept that there will be no employee-employer relationship between them during the tenure of this contract of service.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this ____ day of _____ at _____, Philippines.

FIRST PARTY

SECOND PARTY

SIGNED IN THE PRESENCE OF:

WITNESS

WITNESS

CERTIFIED FUNDS AVAILABLE

APPROVED BY:

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

On the basis of the evaluation of your performance (see attached) on the conduct of the **2010 Occupational Wages Survey (OWS)** and the **2009/2010 BLES Integrated Survey (BITS)**, 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 PBI-Enumerator is therefore terminated effective _____
in accordance with the following provision/s of your contract:

- “9. That notwithstanding the fixed duration of the employment, this contract of services can be terminated anytime by the **FIRST PARTY** for just cause such as but not limited to the unsatisfactory performance of the **SECOND PARTY** and only after due notice to the **SECOND PARTY** at least five (5) days prior to his/her termination.”

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 Bureau of Labor and Employment Statistics (*Note: add this phrase if ONCR PBI: through the DOLE Regional Office No. ____*) is currently conducting joint survey operations for the **2010 Occupational Wages Survey (OWS)** and the **2009/2010 BLES Integrated Survey (BITS)**. 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-rated workers on full time basis in selected occupations in selected non-agricultural industries. These data are most useful in wage and salary administration, and wage determination in collective bargaining negotiations.

The BITS, on the other hand, is a nationwide establishment survey that aims to generate **an integrated data set on employment of specific groups of workers, occupational shortages and surpluses, balancing work and family responsibilities and working time arrangements, occupational safety and health, and occupational injuries and diseases**. 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: BLES or DOLE 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 Bureau of Labor and Employment Statistics (*Note: add this phrase if ONCR PBI: through the DOLE Regional Office No. ____*) is currently conducting joint survey operations for the **2010 Occupational Wages Survey (OWS)** and the **2009/2010 BLES Integrated Survey (BITS)**. 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-rated workers on full time basis in selected occupations in selected non-agricultural 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: BLES or DOLE 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:
2010 OWS EIN_____
2009/2010 BITS 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 Bureau of Labor and Employment Statistics (*Note: add this phrase if ONCR PBI: through the DOLE Regional Office No. ____*) is currently conducting joint survey operations for the **2010 Occupational Wages Survey (OWS)** and the **2009/2010 BLES Integrated Survey (BITS)**. 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.

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The BITS, on the other hand, is a nationwide establishment survey that aims to generate an **integrated data set on employment of specific groups of workers, occupational shortages and surpluses, balancing work and family responsibilities and working time arrangements, occupational safety and health, and occupational injuries and diseases**. 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 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 will 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: BLES or DOLE 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
2010 OWS EIN _____
2009/2010 BITS 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 (Bureau of Labor and Employment Statistics or DOLE Regional Office No. ____) reiterates our request for your establishment to accomplish our questionnaire/s for the:

- ☐ 2010 Occupational Wages Survey
☐ 2009/2010 BLES Integrated Survey

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 on our website at <http://www.bles.dole.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: BLES or DOLE 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
2010 OWS EIN _____
2009/2010 BITS EIN _____

EVALUATION OF TRAINING FOR BLES SURVEY/S

Enumerator: _____
Area/s of Assignment: _____

Supervisor: _____
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)*

Topic/Resource Person	In a scale where 1 - is unsatisfactory and 5 - is excellent, how would you rate the resource person in terms of:				Duration of session
	Time management	Arousing the interest of participants	Mastery of the subject	Method and skill in imparting knowledge	Was the session: 1 – short; 2 – adequate; 3 – long?
Survey 1 - 2010 OWS					1 2 3
Resource Person:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
Survey 2 - 2009/2010 BITS					1 2 3
Resource Person:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
Survey 3 (Title of Survey)					1 2 3
Resource Person:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
Operational Strategy					1 2 3
Resource Person:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
Administrative Concerns					1 2 3
Resource Person:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
Survey Documents and Forms					1 2 3
Resource Person:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	

EVALUATION OF TRAINING FOR BLES SURVEY/S

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

A. On Survey 1 - 2010 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)

B. On Survey 2 - 2009/2010 BITS

- ☐ 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 Survey 3 (Title of Survey)

- ☐ 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)

D. On Operational Strategy

- | | | |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Duties and Responsibilities of Enumerators | <input type="checkbox"/> Field Verification | <input type="checkbox"/> Flow Chart on Delivery Cases to Head Offices of Sample Establishments |
| <input type="checkbox"/> Survey Respondents | <input type="checkbox"/> Flow Chart on Delivery, Retrieval, Verification and Review of Questionnaires | <input type="checkbox"/> Others (<i>specify</i>)
_____ |
| <input type="checkbox"/> General Information (e.g., EIN, PSIC, PSOC, ATE, Status Codes) | <input type="checkbox"/> Flow Chart on Delivery Cases to Sample Establishments Transferred to Known Locations | _____ |
| <input type="checkbox"/> Delivery of Questionnaires | | _____ |
| <input type="checkbox"/> Collection and Field Editing of Questionnaires | | |

E. On Administrative Concerns

- ☐ Work Allocation
- ☐ Monitoring of Performance of Enumerators and Survey Status
- ☐ Outputs and Terms of Payment
- ☐ Pre-Termination of PBI Contract

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

_____	_____
_____	_____
_____	_____
_____	_____

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:
Area/s of Assignment:

Total Establishments:
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
							OWS	BITS	OWS	BITS	

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: _____

Total Establishments: _____

Area/s of Assignment: _____

Total Questionnaires (Workload): _____

EIN GEO PSIC ATE	Name/Address of Sample Establishment	Contact Person/ Position	Survey Code	Tel. No.	Date Delivered	Date Retrieved				Status Code		Remarks
						Expected		Actual		OWS	BITS	
						OWS	BITS	OWS	BITS			

The control lists are integrated for OWS and BITS. However, a separate control list for sample establishments care of (c/o) their head offices shall be generated by BLES.

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 ensure **that the** information pertinent to each establishment **is** consistent in their respective control lists.

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 Bureau of Labor and Employment Statistics appeared in this office to (pls. underline) deliver/follow-up/collect/verify the questionnaire/s for:

☐ 2010 OWS ☐ 2009/2010 BITS

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 03-3.10 Revision Code: 3 Effectivity Date: June 10, 2010	<h2 style="margin: 0;">ENUMERATOR'S WEEKLY PERFORMANCE REPORT</h2> <p style="margin-top: 10px;"><i>Check only one box:</i></p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <input type="checkbox"/> Retrieved <input type="checkbox"/> Spoilage </div> <p>Survey: _____</p>	Page ____ of ____
-------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------

Enumerator: Accomplish once a week in duplicate for each survey, and **separately** for RET and spoilage questionnaires. Attach corresponding questionnaires sorted by EIN and submit to Supervisor. Retain duplicate copy for file.

Supervisor: Turnover spoilage questionnaires to PBI for verification and retrieved questionnaires to Reviewer for editing.

PBI: Return completed form together with questionnaires to Supervisor.

Reviewer: Return completed form to Supervisor together with RFV, OSE, OSP, OTH questionnaires. Retain retrieved questionnaires for batching.

Name and Signature of Enumerator:		
Area/s of Assignment:		
Period Covered:	Date Submitted:	No. of questionnaires:

To be accomplished by Enumerator			Status Code After Verification or Editing/Review <small>(to be accomplished by PBI/Reviewer)</small>
EIN	Name of Establishment	Status Code	

Received by PBI/Reviewer: _____
(from Supervisor) Date: _____

Received by Survey Supervisor _____
(from PBI/Reviewer) Date: _____

ENUMERATORS' SUMMARY PERFORMANCE REPORT

This form should be accomplished by the Supervisor for all surveys not later than two (2) days after payroll period. Refer to Certificates of Appearance for delivered questionnaires and FM-BLES 03-3.10 Enumerator's Weekly Performance Report for verified spoilage and retrieved questionnaires.

Area/s of Assignment:

Payroll Period:[illegible]

Prepared by: _____ Reviewed by: _____
Date: _____ Date: _____

Effectivity Date: June 10, 2010

Page ____ of ____

[illegible]

3 - (Incentive Amount) per questionnaire.

Date _____

Revision Code: 1
Effectivity Date: June 10, 2010

Page ____ of ____

The attached ____ questionnaires are for (encircle only one):

2009/2010 BITS

[illegible]

Noted by:

Signature: _____

Name: _____

Position: TSSD Chief

Date:

Effectivity Date: June 10, 2010

Page ____ of ____

The attached_____ spoilage questionnaires (REF, STR, TCL, CBL, PCL, DUP, OSP,
OTH) are for (encircle only one): 2010 OWS 2009/2010 BITS

[illegible]

<div>FM-BLES 03-3.15</div> <div>Revision Code: 3</div> <div>Effectivity Date: June 10, 2010</div>	<div>QUESTIONNAIRES FOR</div> <div>ENDORSEMENT TO HEAD</div> <div>OFFICES</div>	Page __ of __	
<div>Regional Supervisor:</div> <div>Head Offices in NCR: Accomplish in duplicate for <u>each</u> survey. Retain duplicate for file. Transmit the original copy to BLES together with the corresponding questionnaires, sorted by province and by EIN. Exercise care in writing EIN.</div> <div>Head Offices in ONCR That Have Not Responded to the Survey: Accomplish in duplicate for <u>each</u> survey. Retain duplicate for file. Forward to BLES within 20 days after the termination of field operations. Exercise care in writing EIN.</div> <div>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.</div>			
<div>(For ONCR only.) The attached ____ questionnaires are for (encircle only one):</div> <div>2010 OWS2009/2010 BITS</div>			
EIN	Name/Address of Sample Establishment	Name/Address of Head Office and Contact Person/Position/Tel. No.	GEOCODE <small>(For BLES use only)</small>
DOLE Regional Office			
Prepared by:		Noted by:	
Signature:		Signature:	
Name:		Name:	
Position:		Position: TSSD Chief	
Date:		Date:	
Prepared by BLES			
Signature:		Position:	
Name:		Date:	

Revision Code: 4
Effectivity Date: June 10, 2010

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

Page ____ of ____

FOR THE 2010 OWS AND 2009/2010 BITS FIELD OPERATIONS

As of _____

[illegible]

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

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.

<i>Performance Rate</i>		Verification Rate		Refusal Rate		Formulas Used (for purposes of performance assessment)	
<u>Points</u>		<u>Points</u>		<u>Points</u>		% Accounted	= (Total Accounted / Sample Questionnaires) * 100
25	90% and over	15	0 percent	10	2% or less	Performance Rate	= {Retrieved / [Sample – (Refused + Spoilage)]} * 100
22	85 - 89	12	> 0 - 1	8	> 2 - 6		where Spoilage = Cannot be located, permanently/ temporarily closed, on strike, duplicate, outside industry or employment coverage, others not, eligible for processing
19	80 - 84	9	> 1 - 2	6	> 6 - 10		
16	75 - 79	6	> 2 - 3	4	> 10 - 14		
13	70 - 74	3	> 3 - 4	2	> 14 - 18	Verification Rate	= [For Verification / (Sample - Spoilage)] * 100
10	65 - 69	0	> 4	0	> 18	Refusal Rate	= [Refused / (Sample - Spoilage)] * 100
7	60 - 64						
4	55 - 59						
1	Below 55						

2. For Regional Assessment:
 - a. Regions are grouped in accordance with the number of establishments covered by the survey/s.
 - b. Bases for assessment: Same as above.
 - c. Ranking in the group is based on total points earned by each region in all surveys. 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.

SAMPLE ESTABLISHMENTS WITH NEW NAMES AND ADDRESSES

Regional Supervisor: Accomplish in duplicate for each survey. Retain duplicate for file and transmit the original copy to BLES **not later than 20 days after the termination of field operations** in the region. The list should contain the names of sample respondents with new names and addresses but whose questionnaires have **not** been accounted for at the close of field operations. Exercise **care** in writing EIN.

NCR Supervisor: List respondents and forward the form **immediately** to the designated personnel for computerized status monitoring and if there are new reports **until the end of the period of delivery**. Exercise **care** in writing EIN.

[illegible]

OWS FORM 1 (VERIFICATION FORM)

To Our Valued Respondents: Thank you for accomplishing the 2010 OWS questionnaire. We, however, have some queries regarding the encircled entry/s in the attached questionnaire which need 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/s, kindly do so and affix your initial beside the new entry/s in the questionnaire.

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

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 entry ☐ Details do not add up to Total

Part B: Employment and Wage Rates of Time-Rated 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-rated 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/s 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-RATED WORKERS ON FULL-TIME BASIS (MEN + WOMEN = TOTAL)

☐ No entries ☐ No breakdown ☐ Breakdown does not add up to total

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

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

To Our Valued Respondent: Thank you for accomplishing the 2009/2010 BITS questionnaire. We, however, have some queries regarding some entries in the attached questionnaire. To guide you, we are providing you this form which contains our observation/s on your report. Should there be a need to revise your data, kindly line out the original entry, write close to it the new entry and affix your initial beside it.

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

Item No.	Verification Details
1. What is the main economic activity of your establishment?	<input type="checkbox"/> No entry <input type="checkbox"/> Main Economic Activity not completely described <input type="checkbox"/> Main Economic Activity not specified <input type="checkbox"/> Major products/goods or services not specified
2. Ownership	<input type="checkbox"/> No check mark <input type="checkbox"/> Please check only one box
3. Type of market	<input type="checkbox"/> No check mark <input type="checkbox"/> Please check only one box <input type="checkbox"/> Percentage of export market not specified
4. With union	<input type="checkbox"/> No check mark <input type="checkbox"/> Please check only one box
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"/> For clarification
6. Union membership	<input type="checkbox"/> No entry <input type="checkbox"/> Membership exceed number of supervisors/foremen reported in Part II item 1.3.2 <input type="checkbox"/> Membership exceed number of regular workers reported in Part II item 1.3.3.1 <input type="checkbox"/> Membership exceed the sum of supervisor/foremen and regular workers reported in Part II items 1.3.2 and 1.3.3.1
6.1. Female members	<input type="checkbox"/> No entry <input type="checkbox"/> Entry exceed union membership reported in item 6 <input type="checkbox"/> Entry exceed female workers reported in Part II item 2.2
6.2. Union officers	<input type="checkbox"/> No entry <input type="checkbox"/> Entry exceed/equal to union membership reported in item 6
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 exceed number of union officers reported in item 6.2
6.2.1.1. Female presidents	<input type="checkbox"/> No entry <input type="checkbox"/> Entry exceed 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"/> Please check only one box
8. Workers covered by CBAs	<input type="checkbox"/> No entry <input type="checkbox"/> Workers covered less than union membership reported in item 6 <input type="checkbox"/> Workers covered exceed number of supervisors/foremen reported in Part II item 1.3.2 <input type="checkbox"/> Workers covered exceed number of regular workers employees reported in Part II item 1.3.3.1 <input type="checkbox"/> Workers covered exceed the sum of supervisor/foremen and regular workers reported in Part II items 1.3.2 and 1.3.3.1
8.1 Female workers covered	<input type="checkbox"/> No entry <input type="checkbox"/> Entry less than female members reported in item 6.1 <input type="checkbox"/> With entry but no female workers reported in Part II item 2.2
9. Is your establishment part of a global production network (GPN)?	<input type="checkbox"/> No check mark <input type="checkbox"/> Please check only one box <input type="checkbox"/> Specific product not specified <input type="checkbox"/> Partner country/ies not specified.

Received by Supervisor: Signature: _____ Date: _____	Verification Accepted by Reviewer: Signature: _____ Date: _____
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BITS FORM 1 (VERIFICATION FORM FOR PART II: EMPLOYMENT)

To Our Valued Respondent: Thank you for accomplishing the 2009/2010 BITS questionnaire. We, however, have some queries regarding some entries in the attached questionnaire. To guide you, we are providing you this form which contains our observation/s on your report. Should there be a need to revise your data, kindly line out the original entry, write close to it the new entry and affix your initial beside it.

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

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 higher than entry in item 1.3.
1.2. Unpaid workers	<input type="checkbox"/> Entry is higher than entry in item 1.3.
1.3. Employees <i>(sum of entries in items 1.3.1, 1.3.2 and 1.3.3)</i>	<input type="checkbox"/> Entry is not the sum of entries in items 1.3.1, 1.3.2 and 1.3.3.
1.3.1. Managers/Executives <i>(including working owners receiving regular pay and female managers/executives)</i>	<input type="checkbox"/> Entry is higher than entry in item 1.3.
1.3.1.1. Female managers/executives	<input type="checkbox"/> Entry is higher than entry in item 1.3.1.
1.3.2. Supervisors/Foremen	<input type="checkbox"/> Entry is higher than entry in item 1.3.
1.3.2.1. Female supervisors	<input type="checkbox"/> Entry is higher than entry in item 1.3.2.
1.3.3. Rank and file workers <i>(sum of entries in items 1.3.3.1 and 1.3.3.2)</i>	<input type="checkbox"/> Entry is higher than entry in item 1.3. <input type="checkbox"/> Entry is not the sum of entries in items 1.3.3.1 and 1.3.3.2.
1.3.3.1. Regular workers	<input type="checkbox"/> Entry is higher than entry in item 1.3.3.
1.3.3.2. Non-regular workers <i>(as reported in item 2.6)</i>	<input type="checkbox"/> Entry is higher than entry in item 1.3.3. <input type="checkbox"/> Different entry from entry in item 2.6.
2.1. Young workers	<input type="checkbox"/> Entry is higher than entry in item 1.3.
2.2. Female workers	<input type="checkbox"/> Entry is higher than entry in item 1.3.
2.3. Time-rated workers <i>(sum of entries in items 2.3.1 and 2.3.2)</i>	<input type="checkbox"/> Entry is not the sum of entries in items 2.3.1 and 2.3.2.
2.3.1. Full-time workers <i>(sum of entries in items 2.3.1.1, 2.3.1.2 and 2.3.1.3)</i>	<input type="checkbox"/> Entry is not the sum of entries in items 2.3.1.1 to 2.3.1.3.
2.3.1.1. Hourly	<input type="checkbox"/> Entry is equal to/higher than entry in item 2.3.1.
2.3.1.2. Daily	<input type="checkbox"/> Entry is equal to/higher than entry in item 2.3.1.
2.3.1.3. Monthly	<input type="checkbox"/> Entry is equal to/higher than entry in item 2.3.1.
2.3.2. Part-time workers <i>(except consultants and those on retainer basis)</i>	<input type="checkbox"/> Entry is equal to/higher than entry in item 2.3.
2.4. Commission workers <i>(sum of entries in items 2.4.1, 2.4.2 and 2.4.3)</i>	<input type="checkbox"/> Entry is equal to/higher than entry in item 1.3.3. <input type="checkbox"/> Entry is not the sum of entries in items 2.4.1 to 2.4.3.
2.4.1. With basic pay and commission	<input type="checkbox"/> Entry is higher than entry in item 2.4.
2.4.2. Purely on commission with employer control and supervision	<input type="checkbox"/> Entry is higher than entry in item 2.4.
2.4.3. Purely on commission without employer control	<input type="checkbox"/> Entry is higher than entry in item 2.4.
2.5. Output-rated workers <i>(sum of entries in items 2.5.1, 2.5.2, 2.5.3 and 2.5.4)</i>	<input type="checkbox"/> Entry is not the sum of entries in items 2.5.1 to 2.5.4.
2.5.1. Piece-rated workers	<input type="checkbox"/> Entry is higher than entry in item 2.5.
2.5.2. Production standard (quota) workers	<input type="checkbox"/> Entry is higher than entry in item 2.5.
2.5.3. "Pakyao" or "Takay" workers	<input type="checkbox"/> Entry is higher than entry in item 2.5.
2.5.4. Task workers	<input type="checkbox"/> Entry is higher than entry in item 2.5.
2.6. Non-regular workers <i>(sum of entries in items 2.6.1, 2.6.2, 2.6.3, 2.6.4 and 2.6.5; this should be the entry reported in item 1.3.3.2)</i>	<input type="checkbox"/> Entry is not the sum of entries in items 2.6.1 to 2.6.5 <input type="checkbox"/> Different entry from entry in item 1.3.3.2. <input type="checkbox"/> Entry is equal to/higher than entry in item 1.3.3.
2.6.1. Probationary workers	<input type="checkbox"/> Entry is equal to/higher than entry in item 2.6.
2.6.2. Casual workers	<input type="checkbox"/> Entry is equal to/higher than entry in item 2.6.

2.6.3. Contractual/project-based workers (except workers hired through employment agency/cooperative)	<input type="checkbox"/> Entry is equal to/higher than entry in item 2.6.
2.6.4. Seasonal workers	<input type="checkbox"/> Entry is equal to/higher than entry in item 2.6.
2.6.5. Apprentices/learners	<input type="checkbox"/> Entry is equal to/higher than entry in item 2.6.
2.6.5.1 Persons enrolled in Special Program for Employment of Students (SPES)/Youth Education – Youth Employability (YEYE)	<input type="checkbox"/> Entry is higher than entry in item 2.6.5.
3. Engaged in outsourcing or sub-contracting?	<input type="checkbox"/> No check mark in any of the boxes. <input type="checkbox"/> “Yes” is checked but % of production process is not indicated/ no check mark/s in types of process outsourced/jobs contracted out.
3.1. Job, work or service done <u>WITHIN</u> the premises of the establishment	
3.1.1. Workers hired through employment agency/cooperative	<input type="checkbox"/> Entry is not the sum of entries in items 3.1.1.1 to 3.1.1.9.
3.1.1.1. Security services	<input type="checkbox"/> Entry is higher than entry in item 3.1.1.
3.1.1.2. Janitorial	<input type="checkbox"/> Entry is higher than entry in item 3.1.1.
3.1.1.3. General administrative	<input type="checkbox"/> Entry is higher than entry in item 3.1.1.
3.1.1.4. Marketing/Sales	<input type="checkbox"/> Entry is higher than entry in item 3.1.1.
3.1.1.5. Packaging	<input type="checkbox"/> Entry is higher than entry in item 3.1.1.
3.1.1.6. Production/Assembly (Please specify activity/process) _____	<input type="checkbox"/> Number of workers is reported but type of activity is not specified. <input type="checkbox"/> Production/assembly is checked but the activity/process is not specified. <input type="checkbox"/> Entry is higher than entry in item 3.1.1.
3.1.1.7. Research and development	<input type="checkbox"/> Entry is higher than entry in item 3.1.1.
3.1.1.8. IT services	<input type="checkbox"/> Entry is higher than entry in item 3.1.1.
3.1.1.9 Others (specify) _____	<input type="checkbox"/> Number of workers reported in “Others” but jobs contracted out not specified.
3.2. Job, work or service done <u>OUTSIDE</u> the premises of the establishment	<input type="checkbox"/> Production/assembly is checked but the activity/process is not specified. <input type="checkbox"/> “Others” is checked but process outsourced/jobs contracted out not specified.
Received by Supervisor:	
Verification Accepted by Reviewer:	
Signature:	Signature:
Date:	Date:

BITS FORM 1 (VERIFICATION FORM FOR PART III: OCCUPATIONAL SHORTAGES AND SURPLUSES)

To Our Valued Respondent: Thank you for accomplishing the 2009/2010 BITS questionnaire. We, however, have some queries regarding some entries in the attached questionnaire. To guide you, we are providing you this form which contains our observation/s on your report. Should there be a need to revise your data, kindly line out the original entry, write close to it the new entry and affix your initial beside it.

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

Item No.	Verification Details
1. Were there job vacancies in your establishment from January 2009 to June 2010?	<div> <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. </div>
1.1. Table of Job Vacancies	<div> <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"/> The total number of job vacancies listed in column (5) is not equal to the entry in Item 1. <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. </div>

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

BITS FORM 1 (VERIFICATION FORM FOR PART IV-A: BALANCING WORK AND FAMILY RESPONSIBILITIES AND WORKING TIME ARRANGEMENTS)

To Our Valued Respondent: Thank you for accomplishing the 2009/2010 BITS questionnaire. We, however, have some queries regarding some entries in the attached questionnaire. To guide you, we are providing you this form which contains our observation/s on your report. Should there be a need to revise your data, kindly line out the original entry, write close to it the new entry and affix your initial beside it.

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

ITEM NO.		VERIFICATION DETAILS	
1.	Which of the following facilities are available in your establishment ?	<input type="checkbox"/>	No check mark in any of the boxes
		<input type="checkbox"/>	Others not specified
2.	Which of the following programs are being implemented in your establishment ?	<input type="checkbox"/>	No check mark in any of the boxes
		<input type="checkbox"/>	Others not specified
3.	Which of the following non-statutory leave arrangements are provided to each occupational category in your establishment?	<input type="checkbox"/>	No check mark in any of the occupational category.
		<input type="checkbox"/>	Others not specified
4.	Which of the following flexible work arrangements are being adopted for each occupational category in your establishment?	<input type="checkbox"/>	No check mark in any of the occupational category
		<input type="checkbox"/>	Others not specified
5.	Which of the following workdays and work schedules for majority of your workers are being adopted in your establishment?	<input type="checkbox"/>	Check only one box for workdays
		<input type="checkbox"/>	Indicate only one code for reason
		<input type="checkbox"/>	Check only one box for work schedule
		<input type="checkbox"/>	Indicate only one code for reason
6.	What is the usual operating hours of your establishment?	<input type="checkbox"/>	No check mark in any of the boxes
		<input type="checkbox"/>	Check only one box for operating hours
		<input type="checkbox"/>	Others not specified
7.	How many employees are on evening and graveyard shifts, if there are any?	<input type="checkbox"/>	Entry in total exceed total employees reported in Part II Item 1.3
		<input type="checkbox"/>	Entry in female exceed female workers reported in Part II Item 2.2
8.	Do employees work extra hours in excess of their regular work hours?	<input type="checkbox"/>	No check mark in any of the boxes
9.	What is the arrangement for extra hours of work of employees?	<input type="checkbox"/>	Yes, in item 8, but no check mark in any of the boxes
		<input type="checkbox"/>	No, in item 8, but with check mark in box/es
		<input type="checkbox"/>	Others not specified

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

BITS FORM 1 (VERIFICATION FORM FOR PART IV-B: OCCUPATIONAL SAFETY AND HEALTH)

To Our Valued Respondent: Thank you for accomplishing the 2009/2010 BITS questionnaire. We, however, have some queries regarding some entries in the attached questionnaire. To guide you, we are providing you this form which contains our observation/s on your report. Should there be a need to revise your data, kindly line out the original entry, write close to it the new entry and affix your initial beside it.

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

ITEM NO.	VERIFICATION DETAILS
1. What activities are conducted or practiced in the company as part of your prevention and control measures against work safety and health hazards?	<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> Others not specified
2. Which of the following Occupational Safety and Health policies and programs are currently implemented in your establishment ?	<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> Others not specified
3. Which of the following provisions are available in your establishment?	<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> None is checked but no code for reason <input type="checkbox"/> Others not specified
4. Which of the following OSH-related trainings/seminars were provided to your employees for the last two (2) years?	<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> Others not specified
5. Which agency(ies) conducted any of the above trainings?	<input type="checkbox"/> Yes, in item 4 but no check mark in any of the boxes
6. Who is/are the designated health and safety personnel(s) in your establishment?	<input type="checkbox"/> No check mark in any of the boxes <input type="checkbox"/> Others not specified

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

BITS FORM 1 (VERIFICATION FORM FOR PART V: OCCUPATIONAL INJURIES AND DISEASES)		
To Our Valued Respondent: Thank you for accomplishing the 2009/2010 BITS questionnaire. We, however, have some queries regarding some entries in the attached questionnaire. To guide you, we are providing you this form which contains our observation/s on your report. Should there be a need to revise your data, kindly line out the original entry, write close to it the new entry and affix your initial beside it.		
EIN: _____		NAME OF ESTABLISHMENT: _____
GEO: _____		FLOOR/BLDG.: _____
PSIC: _____		No./STREET/SUBDIVISION: _____
ATE: _____		BARANGAY/CITY/MUNICIPALITY: _____
		ZIP CODE/PROVINCE: _____
ITEM NO. AND 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 <u>at the least one workday lost</u> 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 on "Others" but occupational disease not specified <input type="checkbox"/> With multiple occupational diseases specified in item 8.13 on "Others" but lumped together into one entry	
9. Did any of your workers experience commuting accidents in 2009?		<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 Supervisor:		Verification Accepted by Reviewer:
Name and Signature:		Name and Signature:
Date:		Date:

FOR __ (SEMESTER/YEAR) __ FIELD OPERATIONS				
DOLE Regional Office No. _____				
A. Timetable of Field Operations				
Activity	BLES Scheduled Dates		Actual Dates	
Training of PBIs				
Delivery				
Collection				
B. Manpower Complement				
Personnel	BLES 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				
02				
03				
07				
29				
Training				
Wages				
D. Problems Encountered				
1. Administrative Concerns				
a. Training of Enumerators/Area Supervisors				
b. Manpower Complement including Hiring of PBIs				
c. Fund Utilization				
2. Field Operations				
a. Delivery of Questionnaires				
b. Collection/Retrieval of Questionnaires				
On the average, how many callbacks were made to an establishment?_____				

FM-BLES 03-3.16 Revision Code: 2 Effectivity Date: February 13, 2009	REGIONAL REPORT ON THE IMPLEMENTATION OF BLES SURVEY/S	Page 2 of 2
FOR <u> (SEMESTER/YEAR) </u> FIELD OPERATIONS DOLE Regional Office No. <u> </u>		
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: TSSD Chief	Position: Regional Director	
Date:	Date:	

To All Enumerators,

The quality of BLES survey data greatly relies on the quality of field operations in which you have been a part of. The Statistics Support Group of BLES 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 t he 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?

(a) Minimum: _____

(b) Maximum: _____

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

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

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

Factors	Very Great Extent	Great Extent	Moderate Extent	Less Extent	No Help
Operational Strategy from the Enumerators' Training					
Assistance of Supervisor					
Assistance of Monthly PBI					
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 questionnaire?
(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 BLES survey data greatly relies on the quality of field operations in which you have been a part of. The Statistics Support Group of BLES 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?
(c) Minimum: _____
(d) Maximum: _____
2. How many visits have you made before you retrieved a questionnaire from the establishment?
(a) Minimum: _____
(b) Maximum: _____
3. Generally, how difficult/easy was it to retrieve the questionnaires?
(Encircle answer)
1 – Very Easy 2 – Easy 3 – Difficult 4 – Very Difficult
4. To what extent did the following factors contribute to the successful retrieval of questionnaires? *(Check only one for each factor)*

Factors	Very Great Extent	Great Extent	Moderate Extent	Less Extent	No Help
Operational Strategy from the Enumerators' Training					
Establishments' Cooperation					
Assistance of Supervisor					
Completeness of Data Reported					
Consistency of Entries					
Others, specify					

