

Checklist Form 1

Checklist on the Assessment of the Implementation of BLES Surveys (2010 Occupational Wages Survey and 2009/2010 BLES Integrated Survey)

DOLE Regional Office No. ____/Field Office ____

Items	Survey Standards	Yes	No	NA	Reason (if No)/Remarks
1. Hiring of Enumerators					
1.1 Were there criteria in the recruitment and selection of enumerators? if Yes , please check as applicable	✓				
▪ College graduate					
▪ With units in any college course	✓				
▪ With good communication skills	✓				
▪ Familiar with the area	✓				
▪ Others, please specify					
1.2 Did you require the applicants to submit the following requirements?					
▪ Diploma/Transcript of Records	✓				
▪ Barangay/Police/NBI Clearance	✓				
▪ Medical Certificate					
▪ Others, please specify					
1.3 Did you interview the applicants before accepting them?	✓				
1.4 Did you hire survey/area supervisor/s and enumerator/s as indicated in the Manpower and Financial Requirements provided by BLES?	✓ Area Supervisors - Enumerators -				

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2. Training of Enumerators					
2.1 Did you conduct training for survey/area supervisor/s and enumerator/s? If Yes , please indicate the date/s of training	✓				
2.2 Did you provide the following training materials to the enumerators? If Yes , please check as applicable	✓				
▪ Field Operations Manual	✓				
▪ Questionnaires	✓				
▪ Occupational Sheets	✓				
▪ Writing Pads	✓				
▪ Ballpen/Pencil	✓				
▪ Training Envelope/Bag/Kit	✓				
▪ Others, please specify					
2.3 Did you conduct mock interview?	✓				
2.4 Did you evaluate the conduct of training? If Yes , did you use the FM-BLES 03-3.23 Evaluation of Training for BLES Survey/s?	✓ ✓				

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3. Work Allocation					
3.1 What factors did you consider in allocating the workload to the enumerators?					
▪ Accessibility	✓				
▪ Transportation Cost	✓				
▪ Familiarity of the Enumerators to the Area	✓				
▪ Others, please specify					
3.2 Were the enumerators given Enumerator's Control List?	✓				
4. Data Collection					
4.1 When did you start the data collection? _____					
4.2 Who supervises the data collection?					
▪ Regional Supervisor					
▪ Area Supervisor					
▪ Others, please specify					

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4.3 How often do the enumerators report in the office?					
▪ Daily					
▪ Once a week	✓				
▪ Others, please specify					
4.4 Did the enumerators accomplish FM- BLES 03-3.10 Enumerator's Weekly Performance Report?	✓				
4.5 Was the Enumerator's Control List properly filled out?	✓				
4.6 Who recorded the enumerators accomplishments in the Supervisor's Control List?					
▪ Regional Supervisor					
▪ Area Supervisor					
▪ Others, please specify					
4.7 Did you provide token to the establishment for accomplishing the questionnaires?	✓				
4.8 On the average, how many questionnaires were delivered by the enumerator in a day? _____	5 questionnaires				

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4.9 On the average, how many questionnaires were retrieved by the enumerator in a day? _____	1 to 2 questionnaires				
4.10 Did you verify spoilage questionnaires before accepting them for payment?	✓				
4.11 Did you conduct spot check to the establishments?	✓ (one to two questionnaires from weekly submission of the enumerator)				
4.12 Did you review the questionnaires before transmitting them to BLES?	✓				
4.13 Did you use the Verification Forms for RFV questionnaires?	✓				
5. Preparation of Payroll					
5.1 How often were the enumerators paid?					
▪ Weekly					
▪ Every 15 days	✓				
▪ Monthly					
▪ Other, please specify					
5.2 Did you provide cash advances to the enumerators (as transportation allowance)?					

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6. Fund Utilization					
6.1 When did your office receive the interfund transfer/Notice of Transfer Allocation (NTA)? _____	Date of Transmittal of LBP Check/NTA: _____				
6.2 Did you transfer funds to the Field Offices? (only for RO) If Yes, indicate the date.		Date: _____			
7. Comments/Suggestions for Improvement of Survey Processes					

Status of Field Operations

Survey	Total Samples	Delivered	Mailed	c/o HO	Transmitted to BLES		For Transmittal		For Retrieval
					Retrieved	Spoilage	Retrieved	Spoilage	
2009/2010 BITS									
2010 OWS									

For BLES staff:

Survey	Total Samples	Retrieved*	Spoilage*
2009/2010 BITS			
2010 OWS			

* As of October 27, 2010

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Summary of Findings/Observations	
A. BLES Observations for Action by the Regional Office	B. Regional Office Suggestions for Action by BLES

CERTIFICATION

Interviewed/Assessed by BLES:	Interviewee (Regional Office):	Interviewee (Field Office):	Noted by:
Signature over Printed Name: Position:			
Signature over Printed Name Position:	Signature over Printed Name TSSD Chief	Signature over Printed Name Field Officer	Signature over Printed Name Regional Director
Date:	Date:		Date: