

ASSESSMENT REPORT ON THE IMPLEMENTATION OF BLES SURVEYS IN THE REGIONAL OFFICES (except NCR and ARMM) November 2 – December 3, 2010

A. CONFORMANCE TO SURVEY STANDARDS

SURVEY STANDARD	REGIONAL OFFICE WITH DEVIATION FROM SURVEY STANDARD
1. Recruitment of Enumerators <ul style="list-style-type: none"> Hire enumerators to deliver and retrieve the questionnaires 	<ul style="list-style-type: none"> Region IV-B - did not hire enumerators; provincial staff were assigned to conduct the enumeration in their respective areas; staff involved prepared the Transportation Expenses Voucher (TEV) to reimburse the transportation expenses
2. Conduct of Training <ul style="list-style-type: none"> Conduct training for area supervisors and enumerators before the data collection proper Conduct mock interview Evaluate the training conducted 	<ul style="list-style-type: none"> None CAR and Region III - rehired previous enumerators Region II - cited constraints on time and accessibility due to floods at that time Caraga - conducted only a briefing session CAR, Region II and Caraga - training evaluation done
3. Work Allocation <ul style="list-style-type: none"> Provide control list of sample establishments to enumerators 	<ul style="list-style-type: none"> Region XII - the enumerator jotted the status of establishments in a notebook rather than in the control list
4. Data Collection <ul style="list-style-type: none"> Require enumerators to report at least once a week Enumerators to submit weekly performance report Provide tokens to survey respondents Conduct spot checks to establishments Review questionnaires prior to transmittal to BLES 	<ul style="list-style-type: none"> Regions I and II - no fixed reporting schedule/the enumerators reported only once a month Regions I, II, III, X and XII – enumerators did not submit weekly performance reports Thirteen regions – did not provide token (<i>only Regions VIII and XI provided tokens</i>) Regions IV-A, IV-B, V, XI and Caraga – no spot checks undertaken <i>Region III conducted spot checks, however, during the visit of BLES personnel in one of the establishments in the region, the respondent denied accomplishing the OWS and BITS questionnaires.</i> Regions IV-B, V and VIII - did not review questionnaires prior to transmittal.
5. Preparation of Payroll <ul style="list-style-type: none"> Pay the enumerators twice a month 	<ul style="list-style-type: none"> Regions I and XII - paid the enumerators on monthly basis Regions XI and Caraga – paid the enumerators on weekly basis Region III - paid the enumerators for every six questionnaires retrieved. Region II - no payroll prepared yet CAR - to pay the enumerators upon completion of the survey operation

Note: Items 2 to 5 not applicable for RO IV-B as the office did not hire enumerators.

B. RO/FO ISSUES/COMMENTS/SUGGESTIONS AND REMARKS/ACTION TO BE UNDERTAKEN BY BLES

Operational Concerns

REGION	COMMENT	SUGGESTION	REMARKS/ACTION TO BE UNDERTAKEN BY BLES
I, IV-A, V, VII, VIII, X, XI,	Need to update sampling frame as previously reported duplicates and permanently closed establishments are still included	BLES to provide RO with Lists of Establishments for validation before survey operation	BLES to request from ROs their List of Establishments for updating of the BLES Sampling Frame which will start in the second quarter of 2011. Provide ROs the list of sample establishments generated after the updating for validation.
		Spoilage reported by RO should no longer be included in the new list of establishments	
III, VI	Short duration of survey operation	Extension of survey operation	Current survey operation has been extended from EO Nov. 2010 to March 15, 2011.
VII	With DOLE as data collector, establishments may give biased information.	Outsourcing of data collection for BLES surveys	Outsourcing of the survey operations was explored in the past but it is not a good option due to limited budget. It will also entail less supervision and control over the enumerators and on the quality of data.

Financial Concerns

REGION	COMMENT	SUGGESTION	REMARKS/ACTION TO BE UNDERTAKEN BY BLES
II	High transport cost of samples in far flung areas	Increase budget/provide transport allowance for samples outside capital region	For consideration in the next survey period if there is available budget.
VI, Caraga	No transport allowance for samples located outside the capital region		
X	Provide payment for permanently closed (PCL) and cannot be located (CBL) establishments.		- do -
IV-A, VIII, X	Survey budget not flexible to allow ROs to provide food allowance to enumerators; use excess survey funds for capital outlay	BLES to provide authorization to realign budget.	Reiterate in the next training that budget realignment is allowed by BLES as stated in the Field Operations Manual. Include the accountant/auditor to attend the next survey training.
		Allow some flexibility in budget	
IX	Need for additional area supervisor in some areas, e.g., Zamboanga City		BLES requires the hiring of only one Enumerator for regions with less than 100 sample establishments and one area supervisor for those with more than 60 sample establishments. Only one enumerator and one supervisor was provided for Zamboanga as it has 75 sample establishments.

C. ESTABLISHMENT COMMENTS/SUGGESTIONS

METHOD AND SCHEDULE OF DATA COLLECTION	SURVEY QUESTIONNAIRE	FIELD ENUMERATOR
Due date to accomplish the questionnaire should be extended to more than 10 days upon receipt	OWS items should be applicable to category of worker in the establishment (industry-specific) e.g., specific occupations for broadcasting industry, schools, utility industry	Visit/s to the establishment should be by appointment.
BLES surveys should not coincide with NSO surveys	Shorten the survey questionnaire; design user-friendly forms; simplify matrix/presentation; improve the layout	Should always be properly groomed and courteous.
Questionnaires should be given at the start of the year	Need to reduce the items of inquiry in BITS/OWS; survey forms are too long and burdensome to accomplish, e.g.: <ul style="list-style-type: none"> ➤ OWS difficult to fill-out especially for large establishment (particularly basic pay) ➤ Difficult to provide data by sex (OWS) ➤ Items in BITS Part IV-B are redundant ➤ Computation on hours of work burdensome 	Should have a clear knowledge of all the items in the questionnaires.
	Font size and color should be improved Survey forms should be customized	Should assist the respondent in accomplishing the survey forms/ collection of data should be thru "face-to-face interview".
	Some definitions/survey items need further clarification/explanation	Follow-up should be done on personal basis (physically present) to guide respondent in accomplishing the questionnaire.
	Portion on coverage/ reference period should be properly highlighted to better guide respondents in filling-up the survey forms	
	Accomplishing the questionnaire involved several personnel in the establishment	
	Some questions are not applicable to the respondent (e.g. Number of Managers and Supervisors in schools) OSH portion of BITS is confusing	
	Provide extra sheets for salary by occupation (OWS)	
	Need to develop on-line data collection system for large-sized establishments.	