

Philippines - BLES Integrated Survey 2009/2010

Bureau of Labor and Employment Statistics

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Overview

Identification

ID NUMBER
PHL-BLES-BITS-2009-v1

Version

VERSION DESCRIPTION
V2: Edited data, for public distribution.

PRODUCTION DATE
2012-02-17

Overview

ABSTRACT

Initiated in 2003, the BITS is a modular survey that integrates the data requirements on employment, industrial relations, occupational injuries and diseases and labor cost that used to be collected by the BLES through independent surveys such as Survey on Specific Groups of Workers (SSGW), Employment, Hours and Earnings Survey (EHES), Industrial Relations at the Workplace Survey (IRWS), Occupational Injuries Survey (OIS) and Labor Cost Survey (LCS). Each round of the BITS covers different aspects of employment and establishment practices. The inquiry on occupational injuries and diseases is a regular feature while that on labor cost is undertaken on a less frequent basis.

The main objective of this survey is to generate an integrated data set on employment of specific groups of workers, occupational shortages and surpluses, safety and health practices, occupational injuries and diseases and labor cost of employees. 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.

Note: Refer to Field Operations Manual, Chapter 2.1

KIND OF DATA
Sample survey data [ssd]

UNITS OF ANALYSIS

The statistical unit is the establishment. Each unit is classified to 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.

Note: Refer to Field Operations Manual, Chapter 2.5.1

Scope

NOTES

Industrial: The BITS covers establishments in 65 non-agricultural industries with an average total employment of at least 20 persons. The following industries are excluded from the survey: Agriculture, Hunting and Forestry; Fishing; National Postal Activities; Central Banking; Public Administration and Defense and Compulsory Social Security (e.g., DOLE, PNP, SSS, GSIS); Public Education Services; Public Medical, Dental and Other Health Services; Activities of Membership Organizations, n.e.c. (e.g., ECOP, TUCP); Extra-Territorial Organizations and Bodies (e.g., ILO, UNDP).

Note: Refer to Field Operations Manual, 2008 Occupational Wages Survey and 2007/2008 BLES Integrated Survey Chapter 2.4

TOPICS

Topic	Vocabulary	URI
LABOUR AND EMPLOYMENT [3]	CESSDA	http://www.nesstar.org/rdf/common
employment [3.1]	CESSDA	http://www.nesstar.org/rdf/common
unemployment [3.5]	CESSDA	http://www.nesstar.org/rdf/common

Coverage

GEOGRAPHIC COVERAGE

National coverage, 17 administrative regions

GEOGRAPHIC UNIT

National Capital Region

Cordillera Administrative Region

Region I - Ilocos Region

Region II - Cagayan Valley

Region III - Central Luzon

Region IV-A - CALABARZON

Region IV-B - MIMAROPA

Region V - Bicol

Region VI - Western Visayas

Region VII - Central Visayas

Region VIII - Eastern Visayas

Region IX - Zamboanga Peninsula

Region X - Northern Mindanao

Region XI - Davao

Region XII - SOCCSKSARGEN

Caraga

ARMM - Autonomous Region of Muslim Mindanao

UNIVERSE

Non-agricultural establishments employing 20 or more workers except national postal activities, central banking, public administration and defense and compulsory social security, public education services, public medical, dental and other health services, activities of membership organization, extra territorial organizations and bodies.

Note: Refer to Field Operations Manual, Chapter 2.4

Producers and Sponsors

PRIMARY INVESTIGATOR(S)

Name	Affiliation
Bureau of Labor and Employment Statistics	Department of Labor and Employment

FUNDING

Name	Abbreviation	Role
Bureau of Labor and Employment Statistics	BLES	

OTHER ACKNOWLEDGEMENTS

Name	Affiliation	Role
DOLE Regional Offices outside NCR	Department of Labor and Employment	Assisted in data collection in regions outside NCR

Metadata Production

METADATA PRODUCED BY

Name	Abbreviation	Affiliation	Role
Alvin B. Curada	ABC	Bureau of Labor and Employment Statistics	Documenter
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Asuncion M. Gavilla	AMG	Bureau of Labor and Employment Statistics	Reviewer
Manuel L. Laopao	MLL	Bureau of Labor and Employment Statistics	Reviewer
Rosario G. Fajardo	RGF	Bureau of Labor and Employment Statistics	Reviewer

DATE OF METADATA PRODUCTION

2012-02-17

DDI DOCUMENT VERSION

Version 1: First survey documentation using DDI standards

DDI DOCUMENT ID

DDI-PHL-BLES-BITS-2010-v1

Sampling

Sampling Procedure

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.

Survey Universe/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 2008 BLES Integrated Survey and 2008 Occupational Wages Survey. Lists of Establishments from the Department of Trade and Industry (DTI) and Philippine Chamber of Commerce and Industries (PCCI) were also considered in preparing the 2008 frame. 2008 List of Establishments of the National Statistics Office; and

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.

Sample Size: The number of establishment covered was 6,780.

Note: Refer to Field Operations Manual, Chapter 2.5

Deviations from Sample Design

Not all of the fielded questionnaires are accomplished. Due to the inadequacy of the frame used , 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.

Note: Refer to Survey Metadata

Response Rate

For 2009/2010 BITS, the response rates in terms of eligible units are 78.3% (for employment/safety and health practices), 78.1% (for occupational injuries and diseases).

Note: Refer to BLES Integrated Survey Metadata

Weighting

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.

The estimates are aggregated to the desired levels to arrive at total estimates of the population , e.g. number of minimum wage earners or number of establishments with a specific safety and health practice. A population ratio is obtained by dividing total estimate of a variable with the total estimate of another variable, e.g. total labor cost by the number of employees to arrive at average labor cost per employee or total workdays lost of cases resulting to temporary incapacity by

corresponding number of cases to derive average days lost.

Non-response is taken into account in the weighing procedure.

Note: Refer to Field Operations Manual, Chapter 2.6

Questionnaires

Overview

The survey questionnaire has been designed to capture the key data requirements on labor statistics from establishments that used to be collected in previous surveys of the BLES.

Cover Page

This contains the address box, contact particulars for assistance, spaces for changes in the name and location of sample establishment and 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.

Survey Information

This contains the survey objectives and uses of the data, confidentiality clause, collection authority, authorized field personnel, coverage, reference periods, due date for accomplishment and expected date when the results of the 2007/2008 BITS would be available.

Part I: General Information

This portion inquires on:

- main economic activity
- major products/goods or services
- establishment characteristics as to ownership
- unionism and membership, and existence and coverage of collective bargaining agreement/s
- participation in global production network
- type of market for business process outsourcing

Part II: Employment

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 agency-hired workers and the types of jobs contracted out.

Part III: Occupational Shortages and Surpluses

This portion inquires on the number of job vacancies, hard-to-fill occupations, difficulties encountered in recruitment, requirements in filling-up of job vacancies, vacant positions that are easy to fill, methods adapted in filling-up of vacancy, total recruitment cost and methods used in rating the applicants in terms of acquired traits.

Part IV: Safety and Health Practices

This part inquires on the 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 facilities, occupational health programs/services, preventive and control measures, trainings and seminars.

Part V: Occupational Injuries and Diseases

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.

Part VI: Certification

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 2007/2008 BITS questionnaire
- statistics from previous BITS
- presentation/packaging, particularly on the definition of terms, layout, font and color.

Part VII: Survey Personnel

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.

Results of the previous BITS

The results/statistics of the previous 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>.

Note: Refer to BLES Integrated Survey Questionnaire

Data Collection

Data Collection Dates

Start	End	Cycle
2010-07	2011-03	N/A

Time Periods

Start	End	Cycle
2009-01		Part III - Occupational Shortages and Surpluses
2009-01		Part V - Occupational Injuries and Diseases

Data Collection Mode

Other [oth], mixed method: self-accomplished, mailed and face-to-face

Data Collection Notes

The survey is conducted in coordination with the Regional Offices (except the National Capital Region Regional Office) of the Department of Labor and Employment. On a project basis, employees are hired to personally deliver and retrieve the questionnaires from the establishments. In some instances, questionnaires are mailed to establishments in less accessible or conflict prone areas, in which case a self-addressed envelope is provided. The establishments may also submit the accomplished questionnaires through fax. Delivery of questionnaires starts in August of the reference year and retrieval will commence after all questionnaires have been delivered or within 10 working days from delivery to an establishment or on a date agreed upon by the contact person and the enumerator.

The basic data originate from the payroll, accident and other related records of establishments.

Note: Refer to Field Operations Manual, Chapter 2.5

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Note: Refer to BLES Integrated Survey Questionnaire

Data Collectors

Name	Abbreviation	Affiliation
Bureau of Labor and Employment Statistics for NCR	BLES	Department of Labor and Employment
DOLE Regional Offices for areas outside of NCR	DOLE ROs	Department of Labor and Employment

Supervision

The regional statisticians, economists or personnel designated by the Regional Director supervised the data collectors/enumerators in their respective region. In provinces/areas where there were relatively many establishments to be covered, area supervisors were hired to assist the regional staff in the supervision of data collection activities. The BLES handled the field operations in the National Capital Region.

Note: Refer to Field Operations Manual, Chapter 3.2

Data Processing

Data Editing

Data are manually and electronically processed. Upon collection of accomplished questionnaires, enumerators perform field editing before leaving the establishments to ensure completeness, consistency and reasonableness of entries in accordance with the field operations manual. The forms are again checked for data consistency and completeness by their field supervisors.

The BLES personnel undertake the final review, coding of information on classifications used, data entry and validation and scrutiny of aggregated results for coherence. Questionnaires with incomplete or inconsistent entries are returned to the establishments for verification, personally or through mail.

Microsoft Access is used for data encoding and generation of validation prooflists. After checking accuracy of encoding based on the prooflists, a conversion program using SPSS is executed to generate output tables.

Note: Refer to BLES Integrated Survey Office Editing and Data Validation Guidelines

Other Processing

Processing involves the following activities:

1. Batch labelling
2. Office editing and coding
3. Status monitoring and printing of Survey Status Report (5th and 20th of the month)
4. Data entry (MS Access)
5. Printing of validation prooflists
6. Data validation (1st and 2nd pass)
7. Re-encoding of data
8. Re-validation and re-encoding
9. Back-up MS Access database
10. Conversion of file from MS Access to SPSS
11. Computation of weights and recoding of some variables
12. Output tables generation
13. Publication tables preparation

Note: Refer to BLES Integrated Survey Office Editing and Data Validation Guidelines

Data Appraisal

Estimates of Sampling Error

Estimates of the sampling errors will be computed and posted at BLES website.

Other forms of Data Appraisal

The survey results are checked for consistency with the results of previous BITS data or related administrative data.