

# **DATA ENTRY GUIDELINES**

## ***2003 BLES Integrated Survey***



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Bureau of Labor and Employment Statistics  
Intramuros, Manila



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## PART I: GENERAL INFORMATION

358 ↩ EIN

Type Corresponding EIN

ONCR1114-R5 ↩ BATCH NO.

Type Corresponding BATCH NO.

General guidelines: For each item, type the corresponding entry as reflected on the questionnaire. For items 5 to 7, type the encircled figures, if "others", enter entry. For items 8 to 11 and 12.3, type the corresponding code for every checked item.

Item of Inquiry	June 30, 2003	CY 2002
1. Main Economic Activity	POWER GENERATION	POWER GENERATION
2. Major products/goods or services	OPERATION AND MAINTENANCE	OPERATION AND MAINTENANCE
PSIC CODE	E40100	E40100
3. Average employment		103
4. Average number of employees		103
5. Normal/regular working hours per day	8	8
6. Days actually worked during the year		250
7. Days not worked but considered paid		12
8. Ownership	Codes: 1 - Wholly Filipino 2 - With Foreign equity 3 - Wholly foreign 3	Codes: 1 - Wholly Filipino 2 - With Foreign equity 3 - Wholly foreign 3
9. Multinational	Codes: 1 - Yes 2 - No 1	Codes: 1 - Yes 2 - No 1
<i>If there is more than one "nationality", type the entry separated by a comma.</i>	If yes, nationality: FRENCH	If yes, nationality: FRENCH
10. Market	Codes: 1 - Domestic only 2 - Export only 3 - Both 1	Codes: 1 - Domestic only 2 - Export only 3 - Both 1
11. With Union	Codes: 1 - Yes, go to Items 12 to 14 2 - No, go to item 8. (CY 2002) 1	Codes: 1 - Yes, go to Item 12.3 2 - No go to Part II 1
12. Number of unions	Total: 1 Supervisory: 0 Rank and File: 1 Others: 0	

12.1. Registered	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	Codes: 1 - Yes 2 - No
12.2. Exclusive bargaining agents	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	
12.3. With collective bargaining agreement	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
13. Union membership	<input type="text" value="72"/>	<input type="text" value="0"/>	<input type="text" value="72"/>	<input type="text" value="0"/>	
13.1. Female members	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	
13.2. Union officers	<input type="text" value="13"/>	<input type="text" value="0"/>	<input type="text" value="13"/>	<input type="text" value="0"/>	
13.2.1. Female officers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
13.2.1.1. Female presidents	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
14. Workers covered by CBAs	<input type="text" value="72"/>	<input type="text" value="0"/>	<input type="text" value="72"/>	<input type="text" value="0"/>	



## PART II: EMPLOYMENT

Reference Date: June 30, 2003

Type Corresponding EIN NO. EIN → 358

Type Corresponding BATCH NO. BATCH NO. → ONCRII4-R5

General guidelines: For each item, type the corresponding numeric entry as reflected on the questionnaire. However, if there is no entry reflected on each item of inquiry on the questionnaire, type "0" (zero) except on item 2.13.

**Note: Dark blue shaded boxes reflect totals for specific items of inquiry. These totals are automatically computed and are reflected only after the last data entry for the specific item of inquiry is entered. Data entry starts with the specific items of inquiry (white shaded boxes).**

Item of Inquiry	No. of workers
<b>1. Total Employment</b>	<b>103</b>
1.1. Working owners	0
1.2. Unpaid Workers	0
<b>1.3. Employees</b>	<b>103</b>
1.3.1. Managers/Executives	4
1.3.2. Supervisors/Foremen	19
<b>1.3.3. Rank and File Workers</b>	<b>80</b>
1.3.3.1. Regular Workers	71
1.3.3.2. Non-Regular Workers	9

2. Employment of Specific Groups of Employees	Number of workers	2. Employment of Specific Groups of Employees (continued)	Number of workers		
2.1. Female workers	10	2.10. Non-regular workers	9		
2.2. Workers paid the minimum wage	0	2.10.1. Probationary workers	0		
2.3. Persons with disabilities	0	2.10.2. Casual workers	0		
2.4. Time-rate workers	103	2.10.3. Contractual/project based worker	1		
2.4.1. Full-time workers	103	2.10.4. Seasonal workers	0		
2.4.1.1. Hourly	0	2.10.5. Paid apprentices/learners	8		
2.4.1.2. Daily	0	2.11. Workers who work on shifts	51		
2.4.1.3. Monthly	103	2.11.1. Number of shifts	2		
2.4.2. Part-time workers	0	Shift	Indicated time/s	# of shifts	Total # of workers
2.5. Piece-rate workers	0		Type the indicated time/s separated by a comma. Otherwise leave it blank.	Type the total number of indicated time/s for the shift.	Type the total number of workers for the shift.
2.6. Quota workers	0	Day	7:00AM-7:00PM	1	26
2.7. "Pakyaw" or "Takay" workers	0	Afternoon		0	0
2.8. Task workers	0	Night	7:00PM-7:00AM	1	25
2.9. Commission workers	0				
2.9.1. With basic pay and commission	0				
2.9.2. Purely on commission	0				
(without employer control and supervision)					
2.9.3. Purely on commission	0				
(with employer control and supervision, e.g. bus drivers)					

# PART III: INDUSTRIAL RELATIONS PRACTICES (1)

Reference Date: June 30, 2003

## General Guidelines:

Enter carefully the EIN and BATCH NO. of each questionnaire. If there is entry in items nos. 1-5 enter "1" in WITH REPORT box and proceed to item no. 1, otherwise enter "0" and proceed to next part.

EIN: 5516

BATCH NO. NCR4-R1

WITH REPORT: 1

## 1. Where do you source applicants for vacancies in the establishment?

Occupational Category	From within the establishment	From another establishment with the same enterprise	From outside the establishment/enterprise
Managers/Executives	1		
Professional/Technical			1
Supervisors/Foremen			1
Sales/Services			1
Clerical			1
Skilled operatives			1
Unskilled operatives			1

## INSTRUCTIONS:

Enter 1= for every checked items, otherwise leave it blank

## 2. How are these vacancies announced?

Method of Announcing Vacancies	Yes	No
Word of mouth	1	
Posting in-house	1	
Posting of vacancies on bulletin boards in schools	2	
Advertising through print	2	
Posting of vacancies in the internet	2	
Thru private recruitment agencies/employment services	2	
Thru Public Employment Service Offices (PESOs)/Phil-JOBNET	2	
Others (specify)		

1 - Yes  
2 - No  
For others (specify), enter entry/ies as is

## 3. What criteria are used in hiring employees?

Occupational Category	Age	Sex	Civil Status	Educational Attainment	Relevant Training/Trade Skills	Experience
Managers/Executives	W	M	N	W	W	W
Professional/Technical	W	M	N	W	W	W
Supervisors/Foremen	W	M	N	W	W	W
Sales/Services	W	M	N	W	W	W
Clerical	W	F	N	W	W	W
Skilled operatives	W	N	N	W	W	W
Unskilled operatives	W	N	N	W	W	W

Age, Educ. Attain., Rel. Training, Experience:  
W - With Requirement  
N - No Requirement

Sex:  
M - Male  
F - Female  
N - No Preference

Civil Status:  
S - Single  
M - Married  
N - No Preference

## 4. What methods are used in fixing or revising wages/salaries of employees?

Method in Fixing or Revising Wages	Managers/Executives	Supervisors/Foremen	Rank and File
			Regular Non-Regular
Collective Bargaining Agreement			
Individual agreement between employer and employee	1	1	1 1
Employer's decision	1	1	1 1

Enter 1= for every checked items, otherwise leave it blank.  
For others (specify), enter entry/ies as is.



Wage restructuring due to minimum wage issuances of RTWPB	1	1	1	1
Wage structuring arising from wage distortion	1	1	1	1
Others (specify)				

5. How many employees are covered by the following benefits/schemes?

Benefits/Schemes	Number of Workers Covered	Benefits/Schemes	Number of Workers Covered
<b>Leave Benefits</b>		<b>Social Security Schemes</b>	
Vacation leave	54	Compulsary social schemes	974
Sick leave	54	Pension plan	
Maternity leave	5	Life insurance	974
Paternity leave	10	Accident insurance	974
Service incentive leave		Medical and health insurance	
Union leave		Hospitalization plan	
Emergency leave	54	Retirement pay	974
Bereavement/ Burial leave		Separation/Termination pay	974
Others (specify)		Others (specify)	
<b>Allowances, Bonuses and Gratuities</b>		<b>Other Benefits/Schemes</b>	
Cost of living allowance	974	Work education	
Transportation allowance	5	Family planning service/ reproductive health	
Representation allowance	3	Canteen and other food services	
Housing allowance		Cultural and recreational services	
Incentive pay		Grants to cooperatives/credit union	
Productivity bonus		Bereavement/Burial aid	974
Performance bonus	54	Health and safety equipment	974
Mid-year bonus	54	Transport of workers to / from work	210
Christmas bonus	974	Training on committee on decorum and investigation	20
13th month pay		Others (specify)	
14th, 15th month pay or the like			
Profit sharing bonus			
Others (specify)			

Enter numeric entry/ies as is. For others (specify), enter

## PART III: INDUSTRIAL RELATIONS PRACTICES (2)

Reference Date: CY 2002

**General Guidelines:**

Enter carefully the EIN and BATCH NO. of each questionnaire. If there is entry in items nos. 6-12 enter "1" in WITH REPORT box and proceed to item no. 6, otherwise enter "0" and proceed to next part.

EIN: 5516

BATCH NO. NCR4-R1

WITH REPORT: 1

6. How many employees were given job-related training in 2002?

Both Sexes: 920 Female: 50 Male: 870

7. Which of the following job-related trainings were provided to employees in 2002?

Type of Training	Managers/ Executives	Supervisors/ Foremen	Rank and File	
			Regular	Non-Regular
Managerial/Supervisory training/Leadership				
Problem-solving or decision-making techniques				
Strategic planning				
Business planning/market forecasting				
Financial management training				
Total Quality Management				
Productivity improvement				
Team-building				
Sales and marketing training				
Communication skills training				
Occupational health and safety training			1	
Computer programming/System analysis and design				
Computer hardware				
Computer software application training				
Skills upgrading training			1	
Others (specify)				

### INSTRUCTIONS:

Type the corresponding numeric entries as reflected in the questionnaire. You cannot encode in Both Sexes box since it is automatically computed. If there were no employees given job-related training or Both Sexes = "0", proceed to item no. 10.

Enter 1= for every checked items, otherwise leave it blank. For others (specify), enter entry/ies as is.

8. Were the trainings provided intended ...?

Purpose of Training	Yes	No
For newly hired/recruited workers	1	
To move workers between jobs with the same salary levels	2	
To improve job performance	1	
To upgrade/raise salary	1	
To enhance/upgrade skills	1	
Others (specify)		

1 - Yes  
2 - No  
For others (specify), enter entry/ies as is

9. What were the sources of funds for the trainings?

Source of Funds	Source of Funds
<input type="checkbox"/> National government programs	<input type="checkbox"/> Industry associations
<input type="checkbox"/> Local government programs	<input type="checkbox"/> Equipment vendors
<input type="checkbox"/> Establishment/company fund (in full)	<input type="checkbox"/> Other private sector organizations
<input type="checkbox"/> Subsidy from establishment/company	1 Others (specify) PROVIDED BY SEC

Enter 1= for every checked items, otherwise leave it blank. For others (specify), enter entry/ies as is.



Union funds	

10. What measures have been implemented to cope with economic and financial difficulties?

Measure Implemented	Yes	No
Freeze hiring for all positions	2	
Freeze hiring for managerial and supervisory positions	2	
Freeze hiring for rank and file positions	2	
Granting smaller salary increases	2	
Suspension of salary increases	2	
Suspension of some benefits	2	
Layoffs	2	
Reducing work time (days/hours)	2	
Job rotation	2	
Contracting out some services	2	
Budget cuts in training	2	
Defer expansion plans	2	
Others (specify)		

1 - Yes  
2 - No  
For others  
(specify), enter  
entry/ies as is

11. Has this establishment introduced any improvement scheme/s or innovation in 2002?

Measure Implemented	Yes	No
Implementation of Total Quality Management	1	
New products or services	1	
Improved products or services	1	
New processes	1	
Improved processes/re-engineering	1	
New technology	1	
Adoption of flexible working hours	1	
Others (specify)		

1 - Yes  
2 - No  
For others  
(specify), enter  
entry/ies as is

12. For those with "No" replies in item 11, what factor/s impede the adoption or implementation of any innovation?

Measure Implemented	Yes	No
Internal resistance to change		
Insufficient skilled personnel		
Insufficient financial resources		
Insufficient information on markets		
Insufficient information on technologies		
Deficiencies in the availability of external technical services		
Barriers to cooperation with other firms		
Barriers to cooperation with scientific and educational institutions		
Insufficient information on government-initiated assistance programs		
Insufficient government incentives		
Inappropriate government standards and regulations, specify:		
Others (specify)		

1 - Yes  
2 - No  
For others  
(specify), enter  
entry/ies as is

## PART IV: OCCUPATIONAL INJURIES

GENERAL INSTRUCTIONS: Enter country Establishment Identification Number (EIN) and Batch Number

EIN:	5512	Batch No:	NCR2-RS	SPECIFIC INSTRUCTIONS:
1. Did your establishment experience any occupational accidents during the year?				Enter: 1 for "YES", then proceed to Item 2. 2 for "NO", then proceed to Item 4.
2. How many occupational accidents were there?				Enter entry as is.
3. How many cases of occupational injuries and workdays were lost?				
	Cases	Lost Workdays	Totals (cases and lost workdays) shall be the sum of entries in Items 3.1.1, 3.1.2, 3.1.3 and 3.1.4.	
3.1 Total	3	30		
3.1.1. Fatal	0	0		
3.1.2. Permanent incapacity	0	0	Enter entry as is.	
3.1.3. Temporary incapacity	3	30		
3.1.4. Without lost workdays	0	0		
4. How many hours were actually worked by all employed persons in your establishment during the year?				Enter entry as is.
499816				

## PART V: LABOR COST OF EMPLOYEES

Labor Cost: 1 = with report 2 = without report		1
1. Reference period if other than calendar year (month/year)		START: 01/2002 END: 12/2002
2.1.1. Pay for normal/regular working time		17419390
2.1.2. Commissions of employees and their share in service charges		0
2.1.3. Overtime, night shift and premium pay		168722
2.1.4. Payments under bonus, productivity, performance and other incentive schemes		0
2.1.5. Cost of living allowances and other guaranteed and regularly paid allowances		74160
2.2 Remuneration for time not worked		0
2.3.1. Year-end, seasonal and other one-time bonuses		1455680
2.3.2. Profit sharing bonuses		0
2.3.3. Additional payments in respect of vacation, supplementary to normal vacation pay		0
2.4 Payments in kind		0
2.5.1. Cost for establishment-owned dwellings		0
2.5.2. Cost for dwellings not owned by establishment and other housing		0
2.6.1. Compulsory social security expenditures		827625
2.6.2. Collectively agreed, contractual and non-obligatory contributions to private social security schemes and insurance		0
2.6.3. Direct payments by employer to employees regarded as social security benefits		0
2.6.4. Cost of medical care and health services		0
2.6.5. Retirement and termination/separation pay		0
2.7. Cost of training		50112
2.8. Cost of welfare services		0
2.9.1 Cost of work clothes/protective gear		0
2.9.2. Transport of workers to and from work undertaken by employers		0
2.9.3. Recruitment cost		0
2.9.4. Others (specify)		0
		0
		0
		0
3. Hours Actually worked by all employees during the year		499816
4. Percent share of labor cost to total cost		3
specify		0

Codes for Item 4

1 = less than 5
2 = 5 - 9
3 = 10 - 19
4 = 20-29
5 = 30% or more

## PART VI: CERTIFICATION

Codes: 1 - Less than a day 2 - 1 - 2 days 3 - More than 2 days  
Time spent in answering this questionnaire: 2

a. Comments: On the data provided for the 2003 BITS

b. On the results of BLES surveys

1st Semester 2002 Employment, Hours and Earnings Survey (EHES)

1999 Industrial Relations at the Workplace Survey (IRWS)

2000 Occupational Injuries Survey (OIS)

1998 Labor Cost Survey (LCS)

c. On presentation/packaging

Definition of terms

Codes: 1 - Easy to understand  
2 - Vague

Layout

Codes: 1 - User friendly  
2 - Not user friendly

Consistency

Codes: 1 - Applicable  
2 - Not applicable