

MEMORANDUM

FOR : **ELIZABETH O. RECIO**
FMS Director

FROM : **MA. CRISELDA R. SY**
Director

SUBJECT : **Conduct of the 2002 Integrated BLES Surveys**

DATE : **May 13, 2003**

BACKGROUND:

1. The BLES Integrated Survey 2003 is a nationwide establishment survey that contains key data requirements of four of the Bureau's regular surveys – **Employment, Hours and Earnings Survey (EHES), Industrial Relations at the Workplace Survey (IRWS), Occupational Injuries Survey (OIS) and the Labor Cost Survey (LCS).**
2. The BITS aims to generate an integrated data set on employment, wages, hours of work, labor relations and occupational safety in the workplace. It is also a vehicle to collect some of the data that would measure decent work (*"opportunities for women and men to obtain decent and productive work, in conditions of freedom, equity, security and human dignity"*) in the Philippines. Specifically, these data are inputs to the study of industry trends and practices and serve as bases for the formulation of policies on employment, conditions of work and industrial relations.
3. On the operational level, the survey aims to reduce respondent burden from filling out BLES survey questionnaires with similar items of inquiry, 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 Bureau's Quality Management System.
4. The BITS is being conducted under EO 126 (creating the BLES), which mandates the BLES to conduct nationwide surveys and studies which will generate trends and structures on labor and employment. Its conduct is contained in the approved Work and Financial Plan of the BLES for 2003.
5. The survey will cover about 6,818 non-agricultural establishments nationwide. Of this total, about 2,909 establishments are in NCR while 3,909 establishments are located outside NCR.
6. Field operations for this survey shall commence on July 7, 2003.

7. For this purpose, the BLES will hire a total of 50 Project-Based Individuals (piece-rate) as field enumerators to undertake data collection and field editing in NCR. The BLES shall also hire, through the DOLE Regional Offices, a total of 87 Project-Based Individuals to undertake supervision, data collection and field editing in regions outside NCR.
8. For this purpose, the amount of P 2.546 M has been allocated for the nationwide conduct of this survey. Of this amount P 1,540 M shall be provided to the DOLE Regional Offices (except NCR) as interfund transfer.
9. Results of this survey will be available not later than July 2004.

ACTION REQUIRED:

Certification of funds availability for the conduct of the 2003 BITS.

CERTIFIED FUNDS AVAILABLE

CLARO EMMANUEL M. LAVADO
OIC-Accounting Division

Attachments:
BLES Work and Financial Plan, 2003
2003 BITS Work and Financial Plans (Annex A)

May 13, 2003
c:/acermate3000/integrated surveys/pre-field/memo and attachments/memo.doc

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS
FINANCIAL AND MANAGEMENT SERVICE**

RE : **Conduct of the BLES Integrated Survey (BITS) 2003**

DATE : **May 22, 2003**

The BLES will be conducting the 2003 BLES Integrated Survey (BITS) in July this year. This is a nationwide establishment survey that contains the key data requirements of four (4) of the Bureau's regular surveys – Employment, Hours and Earnings Survey (EHES), Industrial Relations at the Workplace Survey (IRWS), Occupational Injuries Survey (OIS) and the Labor Cost Survey (LCS).

For this purpose, all Regional Offices, (except NCR) in behalf of the BLES, shall hire Project-Based Individuals (PBIs) to undertake field operations for said survey in their respective areas based on the attached Work and Financial Plan. The recruitment of PBIs should be completed by end of June in time for the start of field operations on July 7, 2003.

Interfund transfer shall be facilitated by the Financial Management Service and executed in favor of the regional offices not later than the third week of June 2003 to defray expenses for the survey, including those incurred for the two-day briefing on field operations. The DOLE-ROs should liquidate this interfund transfer not later than the end of November 2003.

The briefing on field operations shall be conducted by the BLES for all IMSD Chiefs and designated regional survey supervisors – statistician or economist – (except NCR) in Manila on June 26-27, 2003.

For strict compliance.

MA. ANTHONETTE V. ALLONES
Assistant Secretary
Policy and Program Support

**TABLE 1. - INTERFUND TRANSFER FOR THE CONDUCT OF FIELD OPERATION
OF 2003 BLES INTEGRATED SURVEY**

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Region	Travelling (831)	Communications (837/838)	Supplies (849)	Survey Briefing and other exp (950)	Total Wages (950)	Total Interfund Transfer (P)
Total	182,020	25,000	16,800	22,400	1,293,700	1,539,920
CAR	3,400	1,000	300	400	18,600	23,700
Region I	4,000	1,500	750	1,000	47,060	54,310
Region II	11,552	1,000	300	400	19,500	32,752
Region III	3,700	2,500	2,100	2,800	181,468	192,568
Region IV-A	4,400	3,500	4,200	5,600	380,784	398,484
Region IV-B						
Region V	14,032	1,500	750	1,000	41,608	58,890
Region VI	15,512	2,000	1,350	1,800	95,040	115,702
Region VII	16,592	2,500	2,250	3,000	196,200	220,542
Region VIII	15,472	1,500	750	1,000	40,672	59,394
Region IX	19,072	1,500	750	1,000	38,300	60,622
Region X	18,872	2,000	1,050	1,400	72,468	95,790
Region XI	18,672	2,000	1,200	1,600	90,180	113,652
Region XII & ARMM	18,872	1,500	750	1,000	49,920	72,042
Caraga	17,872	1,000	300	400	21,900	41,472

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**TABLE 2. - SUMMARY OF MANPOWER AND FINANCIAL REQUIREMENTS FOR CONDUCT OF FIELD OPERATIONS
OF 2003 BLES INTEGRATED SURVEY**

Region	Total No. of Est.	Time Table of Field Operations	Duration in		Personnel Involved				Maintenance and other Operating Expenses					
			In Months	In Working Days	Statistician/ Economists/ Designated Staff	Area Supervisors (PBIs)	Enumerators (PBIs)	Total	Travelling Expenses	Communications	Supplies	Survey Briefing	Total Wages (PBIs)	Total Cost (P)
PHILIPPINES	6,818	July 7 - Nov. 20			43	13	124	180	182,020	30,000	30,750	137,000	2,166,400	2,546,170
CAR	62	July 7 - Sept. 4	2.0	44.00	1	-	1	2	3,400	1,000	300	400	18,600	23,700
Region I	129	July 7 - Sept. 4	2.0	44.00	2	1	2	5	4,000	1,500	750	1,000	47,060	54,310
Region II	65	July 7 - Sept. 4	2.0	44.00	1	-	1	2	11,552	1,000	300	400	19,500	32,752
Region III	563	July 7 - Sept. 22	2.5	55.00	2	1	11	14	3,700	2,500	2,100	2,800	181,468	192,568
Region IV-A	1,165	July 7 - Oct. 6	3.0	66.00	2	2	24	28	4,400	3,500	4,200	5,600	380,784	398,484
Region IV - B	35	Questionnaires to be mailed by BLES												
Region V	112	July 7 - Sept. 4	2.0	44.00	2	1	2	5	14,032	1,500	750	1,000	41,608	58,890
Region VI	264	July 7 - Sept. 4	2.0	44.00	2	2	5	9	15,512	2,000	1,350	1,800	95,040	115,702
Region VII	610	July 7 - Oct. 6	3.0	66.00	2	1	12	15	16,592	2,500	2,250	3,000	196,200	220,542
Region VIII	108	July 7 - Sept. 4	2.0	44.00	2	1	2	5	15,472	1,500	750	1,000	40,672	59,394
Region IX	102	July 7 - Sept. 4	2.0	44.00	2	1	2	5	19,072	1,500	750	1,000	38,300	60,622
Region X	209	July 7 - Sept. 4	2.0	44.00	2	1	4	7	18,872	2,000	1,050	1,400	72,468	95,790
Region XI	272	July 7 - Sept. 4	2.0	44.00	2	1	5	8	18,672	2,000	1,200	1,600	90,180	113,652
Region XII & ARM	140	July 7 - Sept. 4	2.0	44.00	2	1	2	5	18,872	1,500	750	1,000	49,920	72,042
Caraga	73	July 7 - Sept. 4	2.0	44.00	1	-	1	2	17,872	1,000	300	400	21,900	41,472
NCR	2,909	July 7 - Nov. 20	4.5	-	18	-	50	68	-	5,000	13,950	114,600	872,700	1,006,250

Notes:

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1. Total Cost excludes the monthly salary of 6 BLES PBIs and P21,000 for the printing of questionnaires.

2. Travelling expenses of BLES trainers, regional staffs and PBIs.

3. Communications for ONCR

P 1,000 for less than 100 questionnaires

2,500 for 400 - 999 questionnaires

1,500 for 100 - 199 questionnaires

3,000 for ≥ 1,000 questionnaires

2,000 for 200 - 399 questionnaires

4. For ballpens of personnel involved, expanding envelopes of enumerators, bond paper for contracts, enumerators' control lists, letters of introduction/follow-ups, certificates of appearance, verification forms, thermal paper for fax machines, etc.

5. For survey briefing. P100.00/person for 2 days.

**TABLE 3 - MANPOWER AND FINANCIAL REQUIREMENTS FOR SUPERVISORS (Project-based individuals)
OF 2003 BLES INTEGRATED SURVEY**

Region	Total Number of Establishments	Number to be Hired	Time Table of Field Operations	Duration (in days)	Daily Salary Rate	Total Wages (P)
PHILIPPINES	6,818	13	July 7 - Nov. 20			131,500
CAR	62	-	July 7 - Sept.4			
Region I	129	1	July 7 - Sept.4	44.0	190.00	8,360
Region II	65	-	July 7 - Sept.4	44.0	185.00	-
Region III	563	1	July 7 - Sept. 22	55.0	228.50	12,568
Region IV-A	1,165	2	July 7 - Oct. 6	66.0	237.00	31,284
Region IV-B	35	-	←————To be mailed by BLES————→			
Region V	112	1	July 7 - Sept.4	44.0	182.00	8,008
Region VI	264	2	July 7 - Sept.4	44.0	180.00	15,840
Region VII	610	1	July 7 - Oct. 6	66.0	200.00	13,200
Region VIII	108	1	July 7 - Sept.4	44.0	188.00	8,272
Region IX	102	1	July 7 - Sept.4	44.0	175.00	7,700
Region X	209	1	July 7 - Sept.4	44.0	222.00	9,768
Region XI	272	1	July 7 - Sept.4	44.0	195.00	8,580
Region XII & ARMM	140	1	July 7 - Sept.4	44.0	180.00	7,920
Caraga	73	-	July 7 - Sept.4	44.0	179.00	-
NCR	2,909	-	July 7 - Nov. 20	4.5 mons	-	-

TABLE 4. - MANPOWER AND FINANCIAL REQUIREMENTS FOR ENUMERATORS (Project-based individuals) OF 2003 BLES INTEGRATED SURVEY

Region/Province	Total Number of Establishments	Number to be Hired	Time Table of Field Operations	Duration (in working days)	Total Wages (₱)
TOTAL	6,818	124	July 7 - Nov. 20		2,034,900
CAR	62	1	July 7 - Sept.4	44.0	18,600
Abra ^{a/}	3	0			
Benguet	57	1			
Kalinga ^{a/}	1	0			
Apayao ^{a/}	1	0			
Region I	129	2	July 7 - Sept.4	44.0	38,700
Ilocos Norte	20	0			
Ilocos Sur	13	0			
La Union	34	1			
Pangasinan	62	1			
Region II	65	1	July 7 - Sept.4	44.0	19,500
Batanes ^{a/}	1	0			
Cagayan	18	0			
Isabela	42	1			
Nueva Viz. ^{a/}	3	0			
Quirino ^{a/}	1	0			
Region III	563	11	July 7 - Sept.22	55.0	168,900
Bataan	65	1			
Bulacan	170	3			
Nueva Ecija	34	1			
Pampanga	170	3			
Tarlac	45	1			
Zambales	76	2			
Aurora ^{a/}	3	0			
Region IV-A	1,165	24	July 7 - Oct.6	66.0	349,500
Batangas	133	3			
Cavite	401	8			
Laguna	397	8			
Quezon	53	1			
Rizal	181	4			
Region IV-B	35		Questionnaires to be mailed by BLES		
Marinduque ^{a/}	2	0			
Occ. Mindoro ^{a/}	6	0			
Or. Mindoro ^{a/}	10	0			
Palawan ^{a/}	13	0			
Romblon ^{a/}	4	0			
Region V	112	2	July 7 - Sept.4	44.0	33,600
Albay	46	1			
Cam. Norte ^{a/}	11	0			
Camarines Sur	39	1			
Catanduanes ^{a/}	2	0			
Masbate ^{a/}	6	0			
Sorsogon ^{a/}	8	0			
Region VI	264	5	July 7 - Sept.4	44.0	79,200
Aklan	14	0			
Antique ^{a/}	4	0			
Capiz	22	0			
Iloilo	95	2			
Negros Occ.	129	3			

a - Questionnaires to be mailed or delivered/retrieved by supervisors.

**TABLE 4. - MANPOWER AND FINANCIAL REQUIREMENTS FOR ENUMERATORS (Project-based individuals)
OF 2003 BLES INTEGRATED SURVEY**

Region/Province	TOTAL	Number to be hired	Time Table of Field Operations	Duration (in working days)	Total Wages (P)
Region VII	610	12	July 7 - Oct. 6	66.0	183,000
Bohol	21	0			
Cebu	554	11			
Negros Or.	33	1			
Siquijor ^{a/}	2	0			
Region VIII	108	2	July 7 - Sept.4	44.0	32,400
Eastern Samar ^{a/}	16	0			
Leyte	72	2			
Northern Samar ^{a/}	6	0			
Western Samar	8	0			
Southern Leyte ^{a/}	5	0			
Biliran ^{a/}	1	0			
Region IX	102	2	July 7 - Sept.4	44.0	30,600
Zam. del Norte	13	0			
Zam. del Sur	78	2			
Zamboanga Sibugay ^{a/}	6	0			
City of Isabela ^{a/}	5	0			
Region X	209	4	July 7 - Sept.4	44.0	62,700
Bukidnon	23	0			
Camiguin ^{a/}	3	0			
Lanao del Norte	38	1			
Misamis Occ.	20	0			
Misamis Or.	125	3		44.0	
Region XI	272	5	July 7 - Sept.4	44.0	81,600
Davao del Norte	34	1			
Davao del Sur	227	4			
Davao Or. ^{a/}	6	0			
Compostela Valley ^{a/}	5	0			
Region XII	124	2	July 7 - Sept.4	44.0	37,200
North Cotabato	15	0			
South Cotabato	85	2			
Sultan Kudarat	12	0			
Sarangani ^{a/}	4	0			
Cotabato City	8	0			
Caraga	73	1	July 7 - Sept.4	44.0	21,900
Agusan del N.	40	1			
Agusan del S. ^{a/}	3	0			
Surigao del N.	18	0			
Surigao del S.	12	0			
ARMM ^{b/}	16	0			4,800
Lanao del Sur	7	0			
Maguindanao	8	0			
Tawi-Tawi	1	0			
NCR	2,909	50	July 7 - Nov. 20	99.0	872,700

a - Questionnaires to be mailed or delivered/retrieved by supervisors.

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b - c/o Region XII: Questionnaires to be mailed or delivered/retrieved by RO staff/PBI.

Notes:

1. Number of enumerators: (number of establishments/10 working days for delivery)/5 establishments per day per enumerator.
2. Terms of payment except for questionnaires for mailing or delivery/retrieval by supervisors:
 - a. P60 per delivery (5 establishments per day per enumerator)
 - b. P240 per retrieved questionnaire (2 questionnaires per day per enumerator)
3. No wages allocated for provinces with questionnaires to be mailed or delivered by supervisors.