

# Philippines - BLES Integrated Survey 2002/2003

**Bureau of Labor and Employment Statistics**

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## Overview

### Identification

ID NUMBER  
PHL-BLES-BITS-2003-v1

### Version

VERSION DESCRIPTION  
v1: Edited data, for public distribution.

PRODUCTION DATE  
2010-05-27

### Overview

#### ABSTRACT

The Bureau of Labor and Employment Statistics conducted the BLES Integrated Survey (BITS) in 2003. The BITS is a nationwide survey of non-agricultural establishments employing 20 or more workers that inquires on the key data elements 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 Labor Cost Survey (LCS).

The BITS aims to generate an integrated data set on employment, wages, hours of work, labor relations, occupational injuries and labor cost of employees. It is also a vehicle to collect some of the data that would measure decent work.

Note: Refer to Field Operations Manual, Chapter 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 1.5.1

### Scope

#### NOTES

The BITS covers all establishments in 58 non-agricultural industries with an average total employment of at least 20 persons.

Note: Refer to Field Operations Manual, Chapter 1.4

#### TOPICS

Topic	Vocabulary	URI
LABOUR AND EMPLOYMENT [3]	CESSDA	<a href="http://www.nesstar.org/rdf/common">http://www.nesstar.org/rdf/common</a>
employment [3.1]	CESSDA	<a href="http://www.nesstar.org/rdf/common">http://www.nesstar.org/rdf/common</a>
labour relations/conflict [3.3]	CESSDA	<a href="http://www.nesstar.org/rdf/common">http://www.nesstar.org/rdf/common</a>

working conditions [3.6]

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 persons or more, except Agriculture and Forestry; Fishing; National Postal Activities; Central Banking; Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, SSS, GSIS, HDMF, PhilHealth); Public Education Services; Public Medical, Dental and Other Health Services; Activities of Membership Organizations (e.g. ECOP, TUCP); Extra-Territorial Organizations and Bodies (e.g. ILO, UNDP)

Note: Refer to 2003 BLES Integrated Survey Field Operations Manual, Chapter 1.4

## 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

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Elena M. Daguidi	EMD	Bureau of Labor and Employment Statistics	Reviewer

## DATE OF METADATA PRODUCTION

2010-05-27

## DDI DOCUMENT VERSION

Version 1- first survey documentation using DDI standards

## DDI DOCUMENT ID

DDI-PHL-BLES-BITS-2003-v1

# Sampling

## Sampling Procedure

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**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.

**Sampling Frame:** The 2003 BLES Survey Sampling Frame is a list frame of establishments that is a partial update of the 2002 BLES Sampling Frame based on the status of establishments reported in BLES conducted surveys in the National Capital Region in 2002. Reports on closures and retrenchments of establishments submitted to the Regional Offices of the Department of Labor and Employment in 2002 up to February 2003 were also considered in updating the 2002 frame. The 2002 BLES sampling frame was largely culled from the 2000 List of Establishments of the National Statistics Office that was also partially updated based on the establishment status in BLES conducted surveys in 2001. Similarly, previous sampling frames were partial updates of the 1996 List of Establishments of the NSO based on responses to the BLES surveys conducted since 1997.

**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-digit level. Geographical location was not considered in the stratification to allow for detailed industry groupings.

**Sample Size:** For 2002/2003 BLES Integrated Survey, the sample size was 6,818.

**Note:** Refer to Field Operations Manual, Chapter 1.5

## Response Rate

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For 2002/2003 BITS, the response rate in terms of eligible sampling units is 81.0%.

**Note:** Refer to Metadata

## Weighting

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Due to the inadequacy of the frame used, reports of permanent closures, duplicate listing and shifts in industry and employment outside the survey coverage are expected during field operations. Establishments that fall in these categories are not eligible elements of the population and their count is not considered in the estimation. In addition to non-response of establishments because of refusals, strikes or temporary closures, there are establishments whose questionnaires contain inconsistent item responses that are not included in the processing as these have not replied to the verification queries by the time output table generation commences. Such establishments are also considered as non-respondents.

Respondents are post-stratified as to geographic, industry and employment size classifications. Non-respondents are retained in their classifications.

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 eligible population of establishments (retrieved, refused, for verification, temporarily closed, on strike, unaccounted/no response) to the corresponding number of responding establishments. This weighting procedure takes non-response into account.

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 unions. 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 lost workdays of cases resulting to temporary incapacity by corresponding number of cases to derive average days lost.

Note: Refer to Metadata

# Questionnaires

## Overview

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The questionnaire is made up of the following parts:

**Part I - General Information** - This portion inquires on main economic activity and major products/goods or services of the establishment, average employment and number of employees, normal/regular working hours per day, days actually worked during the year and days not worked but considered paid during the year for majority of employees, establishment characteristics such as ownership (Filipino or with foreign equity), spread of operations (multinational or not), market orientation (domestic or export), unionism and membership, and existence and coverage of collective bargaining agreement/s.

**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 employment of specific groups of employees, types of jobs contracted out and the number of agency-hired workers.

**Part III - Industrial Relations Practices** - This part inquires on establishment practices in filling up vacancies; fixing or revising wages and salaries of employees, those given wage and non-wage benefits and those provided training, purpose of training and sources of training funds. It also inquires on coping measures to economic and financial difficulties, and innovation/s introduced and impediment/s encountered in the adoption or implementation of any innovation.

**Part IV - Occupational Injuries** - This inquires on the incidence of occupational accidents, cases of occupational injuries and lost workdays and hours actually worked by all employed persons.

**Part V - Labor Costs** - This section requires data on the reference period if other than the calendar year, labor cost by cost component and sub-components, hours actually worked by all employees and the percent share of labor cost to total cost.

**Part VI - Certification** - this space is provided for the respondent's name and signature, position, date accomplished and telephone/fax numbers and e-mail address of the person responsible for filling out the form and the time spent in answering the questionnaire. It also solicits comments on the BITS data provided and on the results of previous BLES surveys, and suggestions for improvement on the presentation/packaging of the questionnaire.

**Part VII - Survey Personnel** - This portion is for the particulars of the enumerators and area supervisors at the BLES and DOLE Regional Offices involved in the data collection and review of questionnaire entries.

**Results of Recently Conducted BLES Surveys** - These are for information of the respondent.

**Note:** Refer to Questionnaire

# Data Collection

## Data Collection Dates

Start	End	Cycle
2003	2004	N/A

## Time Periods

Start	End	Cycle
2002		Part I - General Information

## 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 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 July of each 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 Metadata

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## Data Collectors

Name	Abbreviation	Affiliation
Bureau of Labor and Employment Statistics	BLES	Department of Labor and Employment
DOLE Regional Offices	DOLE ROs	Department of Labor and Employment

# Data Processing

## Data Editing

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Data would be 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 based 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.

Note: Refer to Metadata

## Other Processing

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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 Office Editing and Data Validation Guidelines

## Data Appraisal

### **Estimates of Sampling Error**

Estimates of sampling error on employment are computed.

### **Other forms of Data Appraisal**

Data estimates would be checked with those from other related surveys or administrative data.

Note: Refer to Metadata