



Republic of the Philippines  
**BUREAU OF LABOR AND EMPLOYMENT STATISTICS**  
DEPARTMENT OF LABOR AND EMPLOYMENT



## 2003/2004 BLES INTEGRATED SURVEY

*In correspondence, please quote this reference number.*

### Assistance Available

If you have problems completing this form or in meeting the due date, please **contact**:

**Metro Manila**

Bureau of Labor and Employment Statistics  
3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila 1002  
Tel. Nos. 527-3419/527-3578  
Telefax 527-9324/527-9325  
E-mail [emsd@manila-online.net](mailto:emsd@manila-online.net)  
[lrsd@manila-online.net](mailto:lrsd@manila-online.net)  
[lssd@manila-online.net](mailto:lssd@manila-online.net)

**Outside Metro Manila**

Tel. Nos.  
Fax No.  
E-mail

Download this questionnaire at: <http://www.manila-online.net/bles/download/2004BITS.pdf>  
or <http://www.bles.dole.gov.ph/download/2004BITS.pdf>

### To be accomplished by Enumerator (except GEOCODE)

**1. Changes in the address label should be written below:**

Trade Name of Establishment \_\_\_\_\_  
Floor/Bldg./No./Street/Subdivision \_\_\_\_\_  
\_\_\_\_\_  
Barangay/City/Municipality \_\_\_\_\_  
Zip Code/Province \_\_\_\_\_ **GEOCODE:** \_\_\_\_\_

**2. If questionnaire is endorsed to head office, particulars should be written below:**

Trade Name of Establishment \_\_\_\_\_  
Contact Person \_\_\_\_\_ **TEL. NO.** \_\_\_\_\_  
Position of Contact Person \_\_\_\_\_  
Floor/Bldg./No./Street/Subdivision \_\_\_\_\_  
\_\_\_\_\_  
Barangay/City/Municipality \_\_\_\_\_  
Zip Code/Province \_\_\_\_\_ **GEOCODE:** \_\_\_\_\_

### Status Code

For Field Personnel	For BLES Personnel									
	June 2004					CY 2003				
RET1	RFV	RET2	RET1	RFV	RET2	CON	RET1	RFV	RET2	CON
REF	STR	TCL	REF	STR	TCL		REF	STR	TCL	
CBL	PCL		CBL	PCL	OSE		CBL	PCL	OSE	
DUP OF EIN _____			DUP OF EIN _____				DUP OF EIN _____			
OSP WITH PSIC _____			OSP WITH PSIC _____				OSP WITH PSIC _____			
OTH (specify) _____			OTH (specify) _____				OTH (specify) _____			

## PLEASE READ BEFORE ACCOMPLISHING THE QUESTIONNAIRE

### Survey Objectives and Uses of the Data

Your establishment has been selected to participate in the 2003/2004 BLES Integrated Survey (BITS). The main objective of this survey is to generate an **integrated data set on employment, labor relations and occupational safety in the workplace**. 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.

On the operational level, the BITS aims 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 our Bureau's Quality Management System.

### Confidentiality

Your completed form remains **confidential** to the BLES and our field personnel and will be used for statistical purposes only and **not for taxation, regulation or investigation purposes**. All information from your establishment will be integrated with those of the rest of the respondents and will be disseminated only in summaries or statistical tables.

### Collection Authority

The information asked for is collected under authority of **Executive Order No. 126**, dated January 30, 1987, creating and mandating the Bureau of Labor and Employment Statistics, one of the major data producing agencies of the government, to conduct nationwide surveys and studies which will generate trends and structures on labor and employment.

### Authorized Field Personnel

The **BLES** will supervise data gathering in Metro Manila. For the rest of the country, the Bureau has hired personnel under the supervision of the **DOLE Regional Offices** to undertake the field operations of the survey.

### Coverage

Your report should include data relating **only** to the establishment in the address box to avoid multiple reporting, as your other branches may have also been selected to participate in our survey.

### Periodicity and Reference Periods

The BITS is conducted annually. The reference periods for this survey round are as follows:

Part I: General Information---June 30, 2004 and CY 2003

Part II: Employment---June 30, 2004

Part III: Industrial Relations Practices--- CY 2003

Part IV: Occupational Injuries and Diseases---CY 2003

### Due Date

Please complete this form and return it on the date agreed upon by your establishment and our designated data collector. However, we would highly appreciate if you can accomplish the questionnaire within **fifteen (15) days** from your receipt.

### Availability of Results

Visit our website for some of the results of the 2002/2003 BITS (<http://www.manila-online.net/bles> or <http://www.bles.dole.gov.ph>). More details can be furnished upon request. Results of the 2003/2004 BITS will be available by **July 2005**.

Part I 

## PART I: GENERAL INFORMATION

(Please do not fill shaded areas.)

Item of Inquiry (1)	June 30, 2004 (2)	CY 2003 (3)
1. Main economic activity		
2. Major products/goods or services (in order of importance)		
	<b>1994 PSIC Code:</b> (Do not fill)	<b>1994 PSIC Code:</b> (Do not fill)
3. Average employment		
4. Average number of employees		
5. Regular working hours per day for majority of employees (encircle only one)	6      7      8      12 Others (specify) _____	6      7      8      12 Others (specify) _____
6. Days actually worked during the year for majority of employees (encircle only one)		250                  302 Others (specify) _____
7. Days not worked but considered paid during the year for majority of employees e.g. Sundays or rest days, special days and regular holidays (encircle only one)		12                          63 Others (specify) _____

**Establishment** - an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location, e.g. mine, factory, store, bank, restaurant.

For **multi-unit enterprises with different outlets and subsidiaries** or whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment.

For **firms engaged in activities which may be physically dispersed** such as mining, construction, real estate development, transportation, communication, insurance, etc., the establishment is the **base** from which the personnel operate to carry out their activities or from which they are paid.

**1. Main economic activity** - activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g. metallic ore mining, food manufacturing, retail trade, education.

**2. Major products/goods or services** - specific product/goods produced or service given by the establishment, e.g. gold, ice cream, electricity, residential buildings, automotive parts, fast food, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.

**3. Employment** - number of persons who worked or received pay from the establishment.

**Include:**

- working owners without regular pay and unpaid workers
- **Employees (item 4)**
  - salaried directors, managers and executives, including working owners with regular pay
  - regular and non-regular workers, e.g. probationary, casual, contractual/project-based, seasonal, apprentices/learners
  - persons on paid vacation, sick, maternity, paternity, service incentive leave and other paid leaves
  - persons working away from the establishment but paid by and under its control, e.g. bus drivers
  - workers on strike

**Exclude:**

- silent or inactive partners
- members of the board of directors paid solely for attendance at meetings
- workers on indefinite leave
- laid off workers for six (6) months or more
- persons purely on commission and without employer control
- consultants
- persons on retainer basis
- contract out/agency hired workers
- homeworkers

**An example to compute for average employment for CY 2003: (item 3)**

**End of the month:**

January	50	July	53
February	49	August	54
March	48	September	52
April	52	October	52
May	51	November	51
June	50	December	50

**Average employment:**

$$50+49+48+52+51+50+53+54+52+52+51+50 \\ =612/12 \\ =51$$

**To compute for average number of employees for CY 2003 (item 4):** Use the same method as in the above example.

**5. Regular working hours** - hours of work per day in excess of which any time worked is remunerated at overtime rates or forms an exception to the rules or customs of the establishment.



## PART I: GENERAL INFORMATION (cont'd.)

(Please do not fill shaded areas.)

Item of Inquiry (1)	June 30, 2004 (2)	CY 2003 (3)																																				
8. Ownership <i>(check only one under each column)</i>	<input type="checkbox"/> Wholly Filipino <input type="checkbox"/> With foreign equity, specify percent of equity _____ <input type="checkbox"/> Wholly foreign	<input type="checkbox"/> Wholly Filipino <input type="checkbox"/> With foreign equity, specify percent of equity _____ <input type="checkbox"/> Wholly foreign																																				
9. Multinational <i>(check only one under each column)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, nationality: _____ Code: _____ <i>(Do not fill)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, nationality: _____ Code: _____ <i>(Do not fill)</i>																																				
10. Market <i>(check only one under each column)</i>	<input type="checkbox"/> Domestic only <input type="checkbox"/> Export only <input type="checkbox"/> Both	<input type="checkbox"/> Domestic only <input type="checkbox"/> Export only <input type="checkbox"/> Both																																				
11. With union	<input type="checkbox"/> Yes, go to Items 12 to 14 <input type="checkbox"/> No, go to Part II	<input type="checkbox"/> Yes, go to Item 12.3 <input type="checkbox"/> No, go to Part II																																				
	<table border="1"> <thead> <tr> <th>Total (2a)</th> <th>Supervisory (2b)</th> <th>Rank &amp; File (2c)</th> <th>Others (2d)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Total (2a)	Supervisory (2b)	Rank & File (2c)	Others (2d)																																	
Total (2a)	Supervisory (2b)	Rank & File (2c)	Others (2d)																																			
12. Number of unions																																						
12.1. Registered																																						
12.2. Exclusive bargaining agents																																						
12.3. With collective bargaining agreements		<input type="checkbox"/> Yes <input type="checkbox"/> No    Go to Part II																																				
13. Union membership																																						
13.1. Female members																																						
13.2. Union officers																																						
13.2.1. Female officers																																						
13.2.1.1. Female presidents																																						
14. Workers covered by CBAs																																						

**9. Multinational** - a large firm whose head office is in one country and with branches/offices operating overseas.

**11. Union** - any registered group or association of employees that exists in whole or in part for the purpose of collective bargaining or dealing with employers concerning terms and conditions of employment.

**12.3. Collective Bargaining Agreement (CBA)** - the negotiated contract between a legitimate labor organization and the employer concerning wages, hours of work, and all other terms and conditions of employment in a bargaining unit, including mandatory provisions for grievance and arbitration machinery.

Part II 

## PART II: EMPLOYMENT

Reference Date: June 30, 2004

Item of Inquiry (1)	Number of Workers (2)	
<b>1. Total Employment</b> (sum of entries in items 1.1, 1.2 and 1.3)		
1.1. Working owners (without regular pay)		
1.2. Unpaid workers		
1.3. Employees (sum of entries in items 1.3.1, 1.3.2 and 1.3.3; this is also the sum of entries in items 2.4, 2.5, 2.6, 2.7, 2.8 and 2.9.2)		
1.3.1. Managers/Executives (including working owners receiving regular pay)		<b>1.1. Working owners</b> - working owners who do not receive regular pay
1.3.2. Supervisors/Foremen		<b>1.2. Unpaid workers</b> - persons without regular pay who work for at least one-third of the working time normal to the establishment. Apprentices without compensation or student on-the-job trainees are <b>included</b> .
1.3.3. Rank and file (sum of entries in items 1.3.3.1 and 1.3.3.2)		<b>1.3.1. Managers/Executives</b> - workers whose main responsibilities are to determine and formulate policies and plan, direct, control and coordinate the activities of enterprises and organizations, or their internal departments or sections. Working owners receiving regular pay are <b>included</b> .
1.3.3.1. Regular workers		<b>1.3.2. Supervisors/Foremen</b> - workers whose main responsibilities are to plan, direct, organize and supervise the daily activities of workers in the section or unit concerned with the production of goods or the provision of services, subject to the general directive of managers.
1.3.3.2. Non-regular workers (as reported in item 2.10)		<b>1.3.3. Rank and file workers</b> - workers who do not fall within the managerial or supervisory classification of employees. <b>1.3.3.1. Regular workers</b> - workers hired to perform activities which are <b>usually necessary or desirable</b> in the usual business or trade of the employer and usually worked on permanent status.
<b>2. Employment of Specific Groups of Employees</b> (as applicable, workers may be reported in several categories)		<b>2.2. Workers paid the minimum wage</b> - workers who are paid the <b>applicable</b> minimum wage rates fixed by the Regional Tripartite Wages and Productivity Boards.
2.1. Female workers		<b>2.3. Persons with disabilities</b> - workers suffering from restriction or different disabilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being.
2.2. Workers paid the minimum wage		<b>2.4. Time-rate workers</b> - workers paid on the basis of a time unit of work such as an hour, a day or a month. <b>2.4.2. Part-time workers</b> - workers who work at jobs which provide less than the working time normal to the establishment.
2.3. Persons with disabilities		<b>2.5. Piece-rate workers</b> - workers who are paid on the basis of the number of units produced rather than the time spent in production. Production standard (quota), "pakyao" or "takay", task, commission workers and homeworkers are <b>excluded</b> .
2.4. Time-rate workers (sum of entries in items 2.4.1 and 2.4.2)		<b>2.6. Production standard (quota) workers</b> - workers whose performance is measured based on an imposed minimum amount or quantity of production for a given period, usually eight (8) hours. Piece-rate, "pakyao" or "takay", task, commission workers and homeworkers are <b>excluded</b> .
2.4.1 Full-time workers (sum of entries in items 2.4.1.1, 2.4.1.2 and 2.4.1.3)		<b>2.7. "Pakyao" or "Takay" workers</b> - workers whose job or work to be performed is in bulk or volumes which are difficult to quantify (commonly practiced in the agricultural industry). Piece-rate, production standard (quota), task, commission workers and homeworkers are <b>excluded</b> .
2.4.1.1. Hourly		<b>2.8. Task workers</b> - workers who are paid for performing specific work irrespective of the time consumed. Piece-rate, production standard (quota), "pakyao" or "takay", commission workers and homeworkers are <b>excluded</b> .
2.4.1.2. Daily		<b>2.9.1. Workers with basic pay and commission</b> - persons working for the establishment who receive a basic pay plus a certain percentage of money received for a transaction. They are <b>on the regular payroll</b> of the establishment and are <b>included</b> in its total employment. (Example: sales representatives)
2.4.1.3 Monthly		<b>2.9.2. Purely on commission with employer control and supervision</b> - persons working for the establishment who are paid purely on the basis of a certain percentage of money received for a transaction. They are under employer control and supervision and are <b>on the regular payroll</b> of the establishment, and are <b>included</b> in its total employment. (Example: bus drivers in transport operation)
2.4.2. Part-time workers (except consultants and those on retainer basis)		<b>2.9.3. Purely on commission without employer control</b> - persons working for the establishment who are paid purely on the basis of a certain percentage of money received for a transaction. They are outside employer control and are <b>not on the regular payroll</b> of the establishment, and are <b>excluded</b> in its total employment. (Example: insurance underwriters)
2.5. Piece-rate workers		
2.6. Quota workers		
2.7. "Pakyao" or "Takay" workers		
2.8. Task workers		
2.9. Commission workers (sum of entries in items 2.9.1, 2.9.2 and 2.9.3)		
2.9.1. With basic pay and commission		
2.9.2. Purely on commission with employer control and supervision		
2.9.3. Purely on commission without employer control		

**PART II: EMPLOYMENT** (cont'd.)

(Please do not fill shaded areas.)

Item of Inquiry (1)			Number of Workers (2)
<b>2. Employment of Specific Groups of Employees</b> (cont'd.)			
2.10. Non-regular workers (sum of entries in items 2.10.1, 2.10.2, 2.10.3, 2.10.4 and 2.10.5; this should be the entry reported in item 1.3.3.2)			
2.10.1. Probationary workers			
2.10.2. Casual workers			
2.10.3. Contractual/project based workers (except agency-hired workers)			
2.10.4. Seasonal workers			
2.10.5. Apprentices/learners			
2.11. Workers who work on shifts (in col. 1c, enumerate shift schedules corresponding to col. 1b; in col. 2a, provide total workers corresponding to col. 1c)			
<b>Shift Period</b> (1a)	<b>No. of Shifts</b> (1b)	<b>Shift Schedules</b> e.g. 6:00 A.M.-2:00 P.M. (1c)	<b>Workers on Shift Basis</b> (2a)
<b>Total</b>			
Day/Morning			
Afternoon			
Night			
2.12. Engaged in contracting <input type="checkbox"/> Yes, go to item 2.13 <input type="checkbox"/> No, go to Part III			
<b>Code</b> (1)	<b>2.13. Jobs contracted out</b> (check as applicable) (2)		
01	<input type="checkbox"/> Security services		
02	<input type="checkbox"/> Janitorial		
03	<input type="checkbox"/> General administrative services (accounting, auditing, legal, messengerial)		
04	<input type="checkbox"/> Marketing/Sales		
05	<input type="checkbox"/> Packaging		
06	<input type="checkbox"/> Transport services		
07	<input type="checkbox"/> Production/assembly		
08	<input type="checkbox"/> Research and development		
09	<input type="checkbox"/> IT services		
10	<input type="checkbox"/> Others (specify) _____ _____ _____		
<b>Code</b> (1)	<b>2.14. Agency-hired Workers</b> (2)		<b>Number of Workers</b> (sum of entries should add up to total) (3)
	<b>Total</b>		
01	2.14.1. Security services		
02	2.14.2. Janitorial		
03	2.14.3. General administrative		
04	2.14.4. Marketing/Sales		
05	2.14.5. Packaging		
06	2.14.6. Transport services		
07	2.14.7. Production/assembly		
08	2.14.8. Research and development		
09	2.14.9. IT services		
10	2.14.10. Others (specify) _____ _____ _____		

**2.10.1. Probationary workers** - workers on trial period during which the employer determines their fitness to qualify for regular employment, based on reasonable standards made known to them at the time of engagement.

**2.10.2. Casual workers** - workers whose work is not usually necessary and desirable to the usual business or trade of the employer. Their employment is not for a specific undertaking or seasonal in nature.

**2.10.3. Contractual/project-based workers** - workers whose employment has been fixed for a specific project or undertaking, the completion or termination of which has been determined at the time of engagement. Agency-hired workers are **excluded**.

**2.10.4. Seasonal workers** - workers whose employment, specifically its timing and duration, is significantly influenced by seasonal factors.

**2.10.5. Apprentices/learners** - workers who are covered by written apprenticeship/learnership agreements with individual employers or any of the entities with duly recognized programs.

**2.11. Workers who work on shifts** - workers who work on work schedules, whether successive or overlapping, within a 12-hour or 24-hour day of work. In establishments other than call centers, workers on **regular** working schedules (e.g. 7:00 a.m.-4:00 p.m., 8:00 a.m.-5:00 p.m., 9:00 a.m.-6:00 p.m.) should be **excluded**.)

**2.12. Contracting** - an arrangement whereby a principal agrees to put out or farm out with a contractor or subcontractor the performance or completion of a specific job, work or service within a definite or pre-determined period regardless of whether such job is to be performed or completed within or outside the premises of the principal.

**2.14. Agency-hired workers** - workers hired through agencies/contractors to perform or complete a job, work or service **within** the premises of the establishment. They are **excluded** from the total employment of the establishment.

**For item 2.11. (1c) - Shift Schedules, use additional sheets if necessary to enumerate the shift schedules in each shift period.**

## PART III: INDUSTRIAL RELATIONS PRACTICES

Reference Date: Calendar Year 2003

1. Which of the following practices on balancing work and family life apply to your establishment?  
(check "Yes" or "No" for each practice)

Code (1)	Establishment Practice (2)	Yes (3)	No (4)
01	Adopts flexible working arrangements <i>(See work arrangements enumerated in item 2)</i>		
02	Allows extended maternity leave with pay		
03	Allows extended maternity leave without pay		
04	Employees are entitled to more leave benefits to care for sick family members		
05	Male employees are allowed extended paternity leave with pay		
06	Male employees are allowed extended paternity leave without pay		
07	Facilities have been specifically provided for employees with children <i>(e.g. breastfeeding room/child care centers)</i>		
08	Allows woman worker with newly born child to take a special work arrangement <i>(less than 8 hours a day)</i> with necessary wage adjustments		
09	Allows woman worker with sick/elderly family members to take a special work arrangement with necessary wage adjustment		
10	Implements work and family programs <i>(e.g. gender awareness and sensitivity seminars, family Christmas party/summer outings)</i>		
11	Implements family planning service/reproductive health programs		

2. Does your establishment adopt any of the following flexible work arrangements? (check "Yes" or "No" for each work arrangement) If Yes, please indicate the number of employees covered in 2003.

Code (1)	Flexible Work Arrangement (2)	Yes (3)	No (4)	If Yes, Number of Employees (5)
01	Compressed workweek - <i>an arrangement where a worker observes the normal weekly hours of work by prolonging his/her daily working hours but shortening his/her workweek. For instance, an employee may work for 10 hours a day for four days a week instead of eight (8) hours a day for five (5) days a week to comply with the 40-hour workweek.</i>			
02	Sliding flexible work schedule (Flexi time) - <i>an arrangement where an employee works at least eight (8) hours each working day but may start and quit work at his/her convenient time provided that this does not disrupt the daily operation and delivery of service of the establishment.</i>			
03	On-call - <i>an arrangement where a worker is on standby and is only called when needed to do a job, and is only paid for the hours worked.</i>			
04	Teleworking - <i>an arrangement where an employee (teleworker) is allowed to work at home. A teleworker is different from a homemaker as he/she has greater control over his/her skills, and means of production and labor. Teleworkers often network; the popular practice is for them to work in their local vicinity and communicate with their establishment located elsewhere.</i>			
05	Job-sharing - <i>an arrangement where two (2) or more employees share one job. This arrangement is resorted to rather than cutting down on workforce. The employees would rather cut their wages and work time.</i>			
06	Career breaks - <i>an arrangement where an employee is allowed to go on a long term leave, similar to an extended leave, e.g., as long as three to six months.</i>			
07	Others (specify) _____ _____			



## PART III: INDUSTRIAL RELATIONS PRACTICES (cont'd.)

3. How many employees were given job-related training (subsidized or fully funded by your establishment) in 2003? (If none, write "0" in Both Sexes.)

**Job-related training** - includes courses, workshops and training programs, where acquired knowledge is needed for the job or it helps the performance of the tasks and duties of the job. It excludes training on topics of personal interest if unrelated to the job.

Both Sexes  = Female  + Male

4. Which of the following job-related trainings were provided to employees in 2003? (check as applicable)

Code (1)	Type of Training (2)	Managers/ Executives (3)	Supervisors/ Foremen (4)	Rank and File	
				Regular (5)	Non- Regular (6)
01	Managerial/Supervisory /Leadership				
02	Business planning/market forecasting				
03	Financial management				
04	Sales and marketing				
05	Information and communication technology (ICT)				
06	Skills upgrading (technical skills except ICT)				
07	Apprenticeship training				
08	ISO trainings				
09	Productivity improvement				
10	Communication skills				
11	Occupational safety and health				
12	Team-building				
13	Stress management				
14	Language (Japanese, Chinese, etc.)				
15	Others (specify) _____ _____				

5. Do you have mechanisms for worker's participation in decision and policy making process? (check "Yes" or "No" for each mechanism)

Code (1)	Mechanism (2)	Yes (3)	No (4)
01	Labor-Management Council/Committee (LMC)		
02	Grievance Machinery		
03	Productivity Improvement Committee		
04	Quality and Productivity Circles		
05	Safety and Health Committee		
06	Joint Committee/Task Forces		
07	Suggestion Schemes		
08	Others (specify) _____ _____		



## PART III: INDUSTRIAL RELATIONS PRACTICES (cont'd.)

6. What grievances/complaints were raised in 2003? (check "Yes" or "No" for each grievance)

Code (1)	Grievance/Complaint (2)	Yes (3)	No (4)
01	Wage increases/Allowances/Bonuses		
02	Job grading/classification		
03	Promotion/career development/internal transfers		
04	Physical working conditions/health and safety		
05	Work practices/workload allocations		
06	Working time/annual leave/time-off work		
07	Performance appraisal		
08	Sex discrimination		
09	Sexual harassment		
10	Relationship with supervisors/line managers		
11	Bullying at work		
12	Matters relating to interpretation and enforcement of company rules and regulations, company personnel policies, code of discipline, etc.		
13	Matters relating to the interpretation and implementation of the economic provisions of the CBA (specify) _____		
14	Matters relating to the interpretation and implementation of the non-economic provisions of the CBA (specify) _____		
15	Other unfair labor practices (specify) _____		
16	Others (specify) _____		

7. How do your employees pursue their grievances? (check as applicable)

- The employee him/herself files a written complaint/notice of grievance
- The employee files a written complaint/notice of grievance with the assistance of the union
- The employee files a written complaint/notice of grievance with the assistance of co-employees
- The employee airs his/her grievance verbally directly to his/her supervisor/shop steward
- The employee airs his/her grievance verbally directly to any union official
- The employee airs his/her grievance verbally directly to other responsible persons in the company
- Others (specify) \_\_\_\_\_

8. How were these grievances settled? (check as applicable)

- Through the grievance machinery
- Through the Labor Management Council/Committee
- Resolved by the immediate supervisor
- Resolved by a union official
- Resolved by top management
- Others (specify) \_\_\_\_\_

9. Which of the following modes of disposition are resorted to for unresolved grievances? (check as applicable)

- Voluntary arbitration
- Compulsory arbitration
- NCMB (union files a notice of strike or request for preventive mediation)
- DOLE Regional Office
- Others (specify) \_\_\_\_\_

## PART IV: OCCUPATIONAL INJURIES AND DISEASES

Reference Period: Calendar Year 2003

1. Did your establishment experience any occupational accidents during the year? <input type="checkbox"/> Yes, go to item 2 <input type="checkbox"/> No, go to item 7			2. How many occupational accidents were there? _____			
Type of Injury (See loose sheet for description of classifications)  (1)	Fatal Cases  (2)	Permanent Incapacity		Temporary Incapacity		Cases Without Lost Workdays  (7)
		Cases  (3)	Lost Workdays  (4)	Cases  (5)	Lost Workdays  (6)	
3. Total (sum of corresponding entries in cols. 2 to 7)						
3.1. Superficial injuries and open wounds						
3.2. Fractures						
3.3. Dislocations, sprains and strains						
3.4. Traumatic amputations						
3.5. Concussion and internal injuries						
3.6. Burns, corrosions, scalds and frostbites						
3.7. Acute poisonings and infections						
3.8. Foreign body in the eye						
3.9. Others						

**Occupational accident** - an unexpected and unplanned occurrence, including acts of violence arising out of or in connection with work which results in one or more workers incurring a personal injury, disease or death. It can occur outside the usual workplace/premises of the establishment while the worker is on business on behalf of his/her employer i.e. in another establishment or while on travel, transport or in road traffic.

**Occupational injury** - an injury which results from a work-related event or a single instantaneous exposure in the work environment. If one person is injured in more than one occupational accident during the reference period, each case of injury to that person should be counted separately. Recurrent absences due to an injury resulting from a single occupational accident should be treated as the continuation of the same case of occupational injury not as a new case. Where more than one (1) person is injured in a single accident, each case of occupational injury should be counted separately.

**Fatal case** - person fatally injured as a result of an occupational accident whether death occur immediately after the accident or within the same reference year as the accident.

**Permanent incapacity** - case where the injured person was unable to work from the day after the accidents and, 1) was never able to perform again the normal duties of work in the job or position occupied at the time of the occupational accident causing the injury, or 2.) will be able to perform the same job but his/her total absence from work is expected to exceed a year from the day of the accident.

**Temporary incapacity** - case where the injured person was unable to work for at least one day excluding the day of the accident but, 1) was able to perform again the normal duties of work in the job or position occupied at the time of the occupational accident causing the injury or 2.) will be able to perform the same job but his/her total absence from work is expected not to exceed a year from the day of the accident or 3.) did not return to the same job but the reason for changing the job is not related to his/her inability to perform the job at the time of the occupational accident.

**Lost workdays** - working days (consecutive or staggered) for which the injured person was not able to work, starting **the day after the accident**. If the person is still absent from work by the end of the reference year, the days lost cover the period from the day after the accident up to the end of the reference year. Temporary absences from work of less than one day for **medical treatment** should not be included in days lost.

**Case without lost workdays** - case where the injured person required only first aid or medical treatment on the day of the accident causing the injury and was able to perform again the day after the accident the normal duties of work in the job or position occupied at the time of the occupational accident.

Part of the Body Injured (See loose sheet for description of classifications)  (1)	Fatal Cases  (2)	Permanent Incapacity Cases  (3)	Temporary Incapacity Cases  (4)	Cases without Lost workdays  (5)
4. Total (sum of corresponding entries in cols. 2 to 5; these should be the same as corresponding totals reported in cols.2, 3, 5 and 7 of item 3)				
4.1. Head				
4.2. Neck				
4.3. Back				
4.4. Trunk or Internal Organs				
4.5. Upper Extremities				
4.6. Lower Extremities				
4.7. Whole Body or Multiple Sites Equally Injured				
Cause of Injury (See loose sheet for description of classifications)				
5. Total (as reported in item 4))				
5.1. Falls of persons				
5.2. Struck by falling objects				
5.3. Stepping on, striking against or struck by objects, excluding falling objects				
5.4. Caught in or between objects				
5.5. Over-exertion or strenuous movement				
5.6. Exposure to or contact with extreme temperatures				
5.7. Exposure to or contact with electric current				
5.8. Exposure to or contact with harmful substances or radiation				
5.9. Others				



## PART IV: OCCUPATIONAL INJURIES AND DISEASES (cont'd.)

If answer is YES in item 1, indicate in item 6, as applicable, the number of cases of occupational injuries.

Agent of Injury (See loose sheet for description of classifications) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases without Lost workdays (5)
6. Total (as reported in item 5)				
6.1. Buildings, structures				
6.2. Prime movers				
6.3. Distribution systems				
6.4. Hand tools				
6.5. Machines, equipment				
6.6. Conveying/transport/ packaging equipment or vehicles				
6.7. Materials, objects				
6.8. Chemical substances				
6.9. Human, animals, plants, etc.				
6.10. Others				
<b>7. Occupational Diseases</b> (1)	<b>Occupational disease</b> - an abnormal condition or disorder other than one resulting from an occupational injury caused by <b>exposure over a period of time</b> to risk factors associated with work activity. This refers to a <b>new</b> case recognized, diagnosed and recorded during the year.			<b>Cases</b> (2)
7.1 Occupational dermatitis (including skin conditions due to chemical agents which are skin irritants and sensitizers)				
7.2. Bronchial asthma (due to exposure to allergies in the working environment)				
7.3. Acute poisonings (due to exposure to chemical toxic substances)				
7.4. Heat stroke, cramps, exhaustion (due to exposure to excessive heat)				
7.5. Chilblain, frostbite, freezing (due to exposure to excessive cold)				
7.6. Deafness (loss of or decreased hearing due to excessive exposure to noise)				
7.7. Infections (due to exposure to biologic hazards/agents, ex. anthrax, rabies, hepatitis A, B, C, D, PTB pneumonia)				
7.8. Cataract (due to exposure to glare of or rays from molten glass or red hot metal)				
7.9. Cardio-vascular diseases (cardiac injury or acute attack precipitated by unusual strains of work)				
7.10. Essential hypertension (primary hypertension that cause impairment of function of kidneys, ears, eyes and brain resulting in permanent disability)				
7.11. Peptic ulcer (due to prolonged emotional or physical stress at work)				
7.12. Work-related musculoskeletal diseases (caused or made worst by work such as exposure to forceful exertions, highly repetitive motions, awkward body postures, vibrations, etc.)				
7.13. Others (specify) _____				

8. Did any of your workers experience commuting accidents during the year?  
 Yes, go to item 8.1     No, go to Item 9

8.1. How many commuting accidents were there? \_\_\_\_\_    8.2. How many workers were injured? \_\_\_\_\_

**Commuting accident** - an accident which results to death or personal injury occurring on the habitual route of a worker, in either direction, between the place of work or work-related training and the worker's principal or secondary residence, the place where the worker usually takes his/her meals or the place where he/she usually receives his/her remuneration.

9. How many hours were actually worked by **all employed persons** in your establishment during the year? \_\_\_\_\_

**To estimate for total hours actually worked:**  
**average employment** (as reported in Part I: item 3 for CY 2003)  
x regular working hours per day (as reported in Part I: item 5 for CY 2003)  
x days actually worked during the year (as reported in Part I: item 6 for CY 2003)  
+ total overtime hours on regular working days of **all employed persons** (based on actual data)  
+ total hours worked on rest days, special days and regular holidays of **all employed persons** (based on actual data)

**Hours actually worked**

**Include:**

- normal or regular hours of work
- overtime
- time spent at the place of work such as the preparation of workplace, repairs, maintenance, preparation and cleaning of tools and preparation of receipts, time sheets and reports
- time spent at the place of work waiting or standing by for reasons such as lack of supply of work, breakdown of machinery or accident, or time during which no work is done but for which payment is made
- time corresponding to lunch/meal breaks of less than one (1) hour and to short rest periods at the workplace including tea and coffee breaks/meriendas

**Exclude:**

- hours paid for but not worked due to vacation, sick, maternity, paternity, service incentive leave and other paid leaves, rest days, special days and regular holidays
- lunch/ meal breaks of one hour or more and time spent on travel from home to workplace and vice versa

## PART V. CERTIFICATION

This is to certify as to the accuracy of the data provided in this questionnaire.

<b>Name/Signature of Contact Person in the Establishment:</b>		
Position:	Fax No.:	
Tel. No.	E-mail address:	
<b>Time spent in answering this questionnaire:</b>		
<input type="checkbox"/> Less than a day <input type="checkbox"/> 1 -2 days <input type="checkbox"/> More than 2 days ( <i>specify</i> ) _____		
<b>Comments:</b>		
a. On the data provided for the 2003/2004 BITS		
b. On presentation/packaging:		Suggestions for improvement:
Definition of terms	<input type="checkbox"/> Easy to understand <input type="checkbox"/> Vague	
Layout	<input type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly	
Font, color	<input type="checkbox"/> Appealing <input type="checkbox"/> Not appealing	

***Thank you for your support and full cooperation to our undertaking.***

## PART VI: SURVEY PERSONNEL

### National Capital Region

Name	Enumerator	Area Supervisor	Reviewer
Date			

### Outside National Capital Region

Name	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Date				