

# Philippines - BLES Integrated Survey 2003/2004

**Bureau of Labor and Employment Statistics**

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## Overview

### Identification

ID NUMBER  
PHL-BLES-BITS-2004-v1

### Version

VERSION DESCRIPTION  
v2: Edited data, for public distribution.

PRODUCTION DATE  
2010-06-04

### Overview

#### ABSTRACT

The Bureau of Labor and Employment Statistics conducted the BLES Integrated Survey (BITS) in 2004 for the second time. The BITS was initially conducted in 2003. It is a nationwide survey of non-agricultural establishments that collects key information on labor and employment.

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. 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 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.

Note: Refer to Field Operations Manual, Chapter 2.5.1

### 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 2003/2004 BLES Integrated Survey Field Operations Manual, Chapter 2.4

#### 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>
in-job training [3.2]	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	<a href="http://www.nesstar.org/rdf/common">http://www.nesstar.org/rdf/common</a>

## 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 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
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Rosario G. Fajardo	RGF	Bureau of Labor and Employment Statistics	Reviewer

## DATE OF METADATA PRODUCTION

2010-06-04

## DDI DOCUMENT VERSION

Version 1- first survey documentation using DDI standards

## DDI DOCUMENT ID

DDI-PHL-BLES-BITS-2004-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 2004 BLES Survey Sampling Frame (SSF2004) is a list frame of establishments that is a partial update of the 2003 BLES Sampling Frame based on the status of establishments reported in the 2003 BLES Integrated Survey (BITS) conducted nationwide. Reports on closures and retrenchments of establishments submitted to the Regional Offices of the Department of Labor and Employment in December 2003 and January 2004 were also considered in updating the 2004 frame.

The previous sampling frames were 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 and also 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 2003/2004 BITS, the total sample size is 7,191.

**Note:** Refer to 2003/2004 BLES Integrated Survey Field Operations Manual, Chapter 2.5

## Response Rate

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For 2003/2004 BITS, the response rate in terms of eligible sampling units is 72.0 percent.

**Note:** Refer to Survey Metadata

## Weighting

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Due to the inadequacy of the frame used, there are reports of permanent closures, 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. 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 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: 20-99, 100-199 and 200 or more) by the corresponding blowing-up factor which is the ratio of the eligible population of establishments to the corresponding number of responding establishments.

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

Note: Refer to 2003/2004 BLES Integrated Survey Metadata

# Questionnaires

## Overview

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The questionnaire is made up of the following parts:

### 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 2003/2004 BITS would be available.

### Part I: General Information

This portion inquires on:

- main economic activity
- major products/goods or services
- average employment
- average number of employees
- regular working hours per day for majority of employees
- days actually worked during the year for majority of employees
- days not worked but considered paid during the year for majority of employees
- establishment characteristics such as ownership, spread of operations (multinational or not), market orientation, 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 the 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 balancing work and family life, adoption of flexible work arrangements and those provided training. It also inquires on mechanisms for workers' participation, grievances/complaints raised, grievance handling and mode of settling grievances.

### Part IV: 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 V: 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 BITS questionnaire
- presentation/packaging, particularly on the definition of terms, layout, font and color.

### Part VI: 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.

## Data Collection

### Data Collection Dates

Start	End	Cycle
2004-07	2005-03	N/A

### Time Periods

Start	End	Cycle
2004-06-30		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 2003/2004 BLES Integrated Survey 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 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 2003/2004 BLES Integrated Survey Metadata

### Other Processing

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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 2003/2004 BLES Integrated Survey Office Editing and Data Validation Guidelines

## Data Appraisal

### **Estimates of Sampling Error**

Estimates of the sampling errors on industrial relations computed.

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

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

Note: Refer to BLES Integrated Survey Metadata