

# **STATUS MONITORING GUIDELINES**

2007/2008 BLES Integrated Survey  
2008 Occupational Wages Survey

- 1. Open the Microsoft Access to view the contents of the SELECTION MENU.
- 2. Click appropriate button to go to the selected report/form

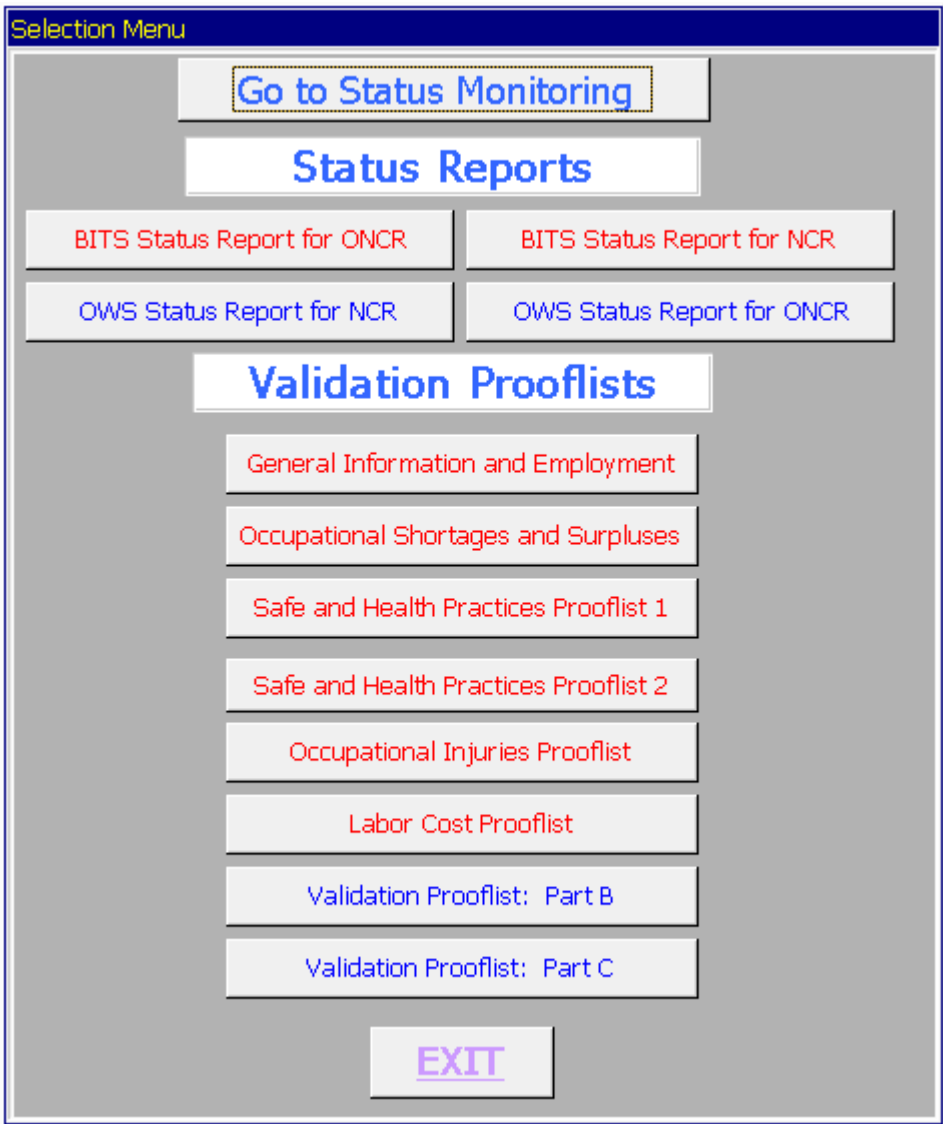
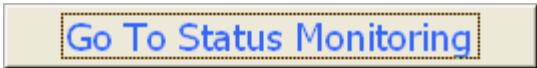


Figure 1. Selection Menu.

For example, if you click this button



The Status Monitoring Screen will appear.

Microsoft Access - [ESTABLISHMENT DATA]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

for BITS Only

OPEN BITS Form  
Part 1 and 2

Bureau of Labor and Employment Statistics

2007/2008 BITS and OWS Survey

Status Monitoring

for OWS Only

Go to Basic Pay

Main Menu

Business Name: ILOCOS NORTE ELECTRIC COOP INC

New Name of Establishment:

Address 1: NATL RD

New Address 1:

EIN:

Geographic Code: 012809 030

HEAD OFFICE PARTICULARS (if Questionnaire is endorsed to Head Office)

Business Name:

Contact Person:

Position of Contact Person:

Head Office Address 1:

Geocode of Head office:

Tel. No.:

HO\_indicator:

Batch No. for BITS

Batch No. for OWS

GENERAL INFORMATION

BITS

June 2008 CY 2007

Status Code:

DUP of EIN:

CET with EIN:

CON with EIN:

OSP w/ PSIC:

OTH (specify)

Remarks:

Industry Code: E40100

Total Employment: 366

Main Economic Activity: ELECTRIC COOPERATIVE

Major Products/Goods or Services: ELECTRICITY

OWS

Status Code:

DUP of EIN:

CET with EIN:

CON with EIN:

OSP w/ PSIC:

OTH (specify)

Remarks:

Industry Code: E40100

Total Employment: 366

Main Economic Activity: ELECTRIC COOPERATIVE

Major Products/Goods or Services: ELECTRICITY

Time-rate on Full-time Basis

Time-Rate on Part-time Basis

Output Rate Workers

Working Owners and Unpaid Workers

TOTAL

PART D. CERTIFICATION PORTION

BITS

Contact Person:

Position Title:

Telephone Number:

Fax Number:

E-mail Address:

Comments - BITS

Time spent in answering this questionnaire:

specify if more than 2 days

Comment on data provided

Employment:

Wage and Compensation:

Occupational Injuries

Labor Cost of Employees

Presentation /Packaging

Suggestions for improvement

OWS

Contact Person:

Position Title:

Telephone Number:

Fax Number:

E-mail Address:

Comments - OWS

Time spent in answering this questionnaire:

specify if more than 2 days

Comment on data provided

Comment on results

Presentation /Packaging

Suggestions for improvement

Definition of terms:

Layout

Font color:

Participation in Other Government Surveys

In 2006, have you been a recipient of a questionnaire in any of these surveys? (check as applicable)

Annual Survey of Philippine Business and Industry

Quarterly Survey of Philippine Business and Industry

Labor Turnover Survey

Others

PART E: SURVEY PERSONNEL

Enumerator

Area Supervisor

Reviewer-BITS

Reviewer-OWS

Name

Date

The status monitoring for the 2007/2008 BLES Surveys already includes both BITS and OWS Buttons for the two surveys which are located on top of the screen (BITS – left corner; OWS-right corner).

STATUS MONITORING GUIDELINES ( see Figure 2)

1. EIN	Press CTRL+F to find the desired EIN
2. New Name	See Guidelines on Establishments Naming and Addressing.
3. New Address 1	
4. New GeoCode	Type the corresponding entry for each item as reflected in the questionnaire
5. Head Office Particulars	
Business Name of Establishment	
Contact Person	
Position of Contact person	
Telephone Number	
Head Office Address 1	
Geocode of Head Office	
Head Office Indicator	Select from the list.
6. Batch Number for BITS and OWS	See Batch Label For Retrieved questionnaires <b>NCRx-Rn</b> where x - Reviewer Code <b>ONCRx-Rn</b> n - Sequence no. from 1 to n  For Spoilage questionnaires <b>NCRx-Sn</b> where x - Reviewer Code <b>ONCRx-Sn</b> n - Sequence no. from 1 to n
7. Status Code for BITS and OWS	Select from the List
DUP	Enter EIN for DUP, CET, CON
CET	
CON	
OSP	
OTH	
7a. Remarks	Enter Industry Code Specify reason
7a. Remarks	Enter as applicable
FOR BITS ONLY	
Main Economic Activity	Type the corresponding entry for each item as reflected in the questionnaire.
Major products / goods or services	
New Industry Code	
New Total Employment	
FOR OWS ONLY	
Main Economic Activity	Type the corresponding entry for each item as reflected in the questionnaire.
Major products / goods or services	
New Industry Code	
Time-rate on Full-time Basis	
Time-rate on Part-time Basis	
Output Rate Workers	
Working Owners and Unpaid Workers	
Total	Entry should be equal to Time-rate on Full-time Basis + Part-time+Output Rate+Working Owners and Unpaid Workers
8. Certification Portion for BITS & OWS	Type the corresponding entry for each item as reflected in the questionnaire.
Name of Contact Person	
Position Title	
Telephone Number	
Fax Number	
E-mail address	
Time spent in answering the questionnaire	Select from the List Less than a day 1-2 days More than 2 days
If more than 2 days specify	Type the corresponding entry for each item as reflected in the questionnaire.

STATUS MONITORING GUIDELINES (cont'd)

Comments on BITS	
On the data provided for the 2007/2008 BITS	Type the corresponding entry for each item as reflected in the questionnaire.
On statistics from previous BITS	
• Employment	Type the corresponding entry for each item as reflected in the questionnaire.
• Wage and Compensation Practices	
• Occupational Injuries	
• Labor Cost of Employees	
Comments on OWS	
On the data provided for the 2008 OWS	Type the corresponding entry for each item as reflected in the questionnaire.
On results of the 2006 OWS	
Presentation/Packaging for BITS and OWS	
Definition of terms	Select from the list
Layout	
Font, color	
Suggestions for improvement	Type the corresponding entry for each item as reflected in the questionnaire.
Participation in Other Government Survey (OWS only)	Check as applicable
If Others is checked	Type the corresponding entry for each item as reflected in the questionnaire.
9. Survey Personnel for BITS and OWS	Type the corresponding entry for each item as reflected in the questionnaire.
Enumerator	
Date	
Area Supervisor	
Date	
Reviewer	
Date	