



# **2007/2008 BLES INTEGRATED SURVEY**

*(Publication Tables)*

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*Republic of the Philippines*  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**Bureau of Labor and Employment Statistics**  
*Intramuros, Manila*



ISO 9001:2000 Certified

## I. ABOUT THE DATA

### A. OBJECTIVE/S OF THE STUDY

The 2007/2008 BLES Integrated Survey (BITS) aims to generate an integrated data set on employment of specific groups of workers, occupational shortages and surpluses, safety and health practices, occupational injuries and diseases and labor cost of employees.

### B. MAIN TOPICS COVERED BY THE SURVEY

Main topics covered by the survey are total employment by category of workers; employment of specific groups of employees; agency hired workers, outsourcing/contracted-out activities; occupational shortages and surpluses, recruitment practices, safety and health practices; occupational injuries and diseases; structure of labor cost.

### C. USES OF THE DATA

As inputs to studies on industry trends and practices and serve as basis for formulation of policies and programs on employment, safety and health at the workplace and wages.

### D. REFERENCE PERIOD

The reference periods for the 2007/2008 BITS are as follows:

- General Information---June 30, 2008
- Employment--June 30, 2008
- Occupational Shortages and Surpluses---January 2007 to June 2008
- Safety and Health Practices--June 30, 2008
- Occupational Injuries and Diseases--Calendar Year 2007
- Labor Cost of Employees--Calendar Year 2007

### E. PERIODICITY (FREQUENCY)

Every 2 years

### F. COVERAGE OF THE SURVEY

**Geographical:** The whole country.

**Industrial** Non-agricultural industries except national postal activities, central banking, public administration and defense and compulsory social security, public education services, public medical, dental and other health services, activities of membership organizations, extra territorial organizations and bodies.

**Establishments:** Non-agricultural establishments employing 20 persons or more.

**Persons:** All employed persons.

## G. CONCEPTS AND DEFINITIONS

**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 personnel operate to carry out their activities or from which they are paid.

**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.

**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, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.

**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.

**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.

**Global Production Network (GPN)** - a production scheme where stages of manufacturing process are undertaken in different geographic locations/countries where they can be carried out most efficiently.

**Business Process Outsourcing (BPO)** - the delegation of an IT-intensive service-type business process of the establishment to an external provider.

### EMPLOYMENT

**Employment** - refers to persons who worked for or received pay from the establishment. This includes:

*Working Owners without Regular Pay,*

*Unpaid Workers* - 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 included; and

*Employees* - categorized into:

- *Managers and Executives* - 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 included;
- *Supervisors/Foremen* - 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; and
- Rank and File Workers - workers who do not fall within the managerial or supervisory classification of employees. These consist of:
  - i. *Regular Workers* - workers hired to perform activities which are usually necessary or desirable in the usual business or trade of the employer and usually worked on permanent status; and
  - ii. *Non-Regular Workers* - consist of:
    - 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;
    - 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;
    - 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.
    - Seasonal Workers - workers whose employment, specifically its timing and duration, is significantly influenced by seasonal factors; and
    - Apprentices/Learners - workers who are covered by written apprenticeship/learnership agreements with individual employers or any of the entities with duly recognized programs. Apprentices without compensation are excluded.

Total Employment of an establishment includes 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 and workers on strike. It excludes 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 and homeworkers.

**Young Workers** - workers aged 15-24 years old as of reference date.

**Workers Paid the Minimum Wage** - workers who are paid the applicable minimum wage rates fixed by the Regional Tripartite Wages and Productivity Boards.

**Persons with Disabilities** - workers suffering from restriction or different disabilities, as a result of mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being.

**Time-rate Workers** - those paid on the basis of a time unit of work such as an hour, a day or a month.

**Part-time Workers** - those who work at jobs which provide less than the working time normal to the establishment.

**Commission Workers** - persons working for the establishment who receive a basic pay plus a certain percentage of money received for a transaction, (e.g., sales representatives) or purely on commission with employer control (e.g., bus drivers) or purely on commission without employer control (e.g., insurance underwriters).

**Expatriate Workers** - Non-Filipino citizens employed in the establishment.

**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.

**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.

**Job Vacancies** - refer to all job positions or items in the company that became vacant at any time during the reference period. A job position or item should be counted only once regardless of the number of times it became vacant during the reference period.

**Hard-to-fill Occupations** - refer to those job vacancies for which an establishment has encountered difficulties in recruitment, for reason of absence of qualified applicant or no interested applicant.

### **SAFETY AND HEALTH PRACTICES**

**Health and Safety** - means securing the health, safety and welfare of persons at work as well as on the protection of other individuals against risk to their safety and health in connection with or as affected by activities at work.

**Adequate Aisles/Passageways** - passageway between machineries or equipment shall not be less than 60 cm (approx. 2 ft.)

**Good Housekeeping** - maintenance of cleanliness of building, yards, machines, equipment, regular waste disposal and orderly arrangement of processes, operations, storage, and filing of materials.

**Ergonomically Designed Tools** - appropriate equipment design intended to reduce operator fatigue and discomfort in order to maximize productivity in the workplace.

**Health Maintenance Organization** - refers to an organization providing a fixed set of medical services for a prepaid fee

### **OCCUPATIONAL INJURIES AND DISEASES**

**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 (occupational accident). Where more than one person is injured in a single accident, each case of occupational injury should be counted separately. 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.

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

**Permanent Incapacity** - case where an injured person was absent from work for at least one day, excluding the day of the accident, and 1) was never able to perform again the normal duties of the job or position occupied at the time of the occupational accident, or 2) will be able to perform the same job but his/her total absence from work is expected to exceed a year starting the day after the accident.

**Temporary Incapacity** - case where an injured person was absent from work for at least one day, excluding the day of the accident, and 1) was able to perform again the normal duties of the job or position occupied at the time of the occupational accident or 2) will be able to perform the same job but his/her total absence from work is expected not to exceed a year starting the day after 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.

**Case Without Workdays Lost** - case where the injured person required only first aid or medical treatment on the day of the accident and was able to perform again, on the day after the accident, the normal duties of the job or position occupied at the time of the occupational accident.

**Workdays Lost** - refer to working days (consecutive or staggered) an injured person was absent from work, starting the day after the accident. If the person is still absent from work by the end of the reference year, his/her 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 are not included in days lost.

**Occupational Disease** - an abnormal condition or disorder other than one resulting from an occupational injury caused by exposure over a period of time to risk factors associated with work activity such as contact with certain chemicals, inhaling coal dust, carrying out repetitive movements.

**Frequency Rate** - cases of occupational injuries with workdays lost including fatalities per 1,000,000 employee-hours of exposure.

**Incidence Rate** - cases of occupational injuries with workdays lost including fatalities per 1,000 workers.

**Severity Rate** - workdays lost of cases of occupational injuries resulting to temporary incapacity per 1,000,000 employee-hours of exposure.

**Average Days Lost** - workdays lost of cases of occupational injuries resulting to temporary incapacity per case of occupational injury.

**Hours Actually Worked** - include normal/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, 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 hour and to short rest periods at the workplace including tea and coffee breaks/meriendas; it 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.

**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.

### **LABOR COST**

**Labor Cost:** defined as including:

*Direct Wages and Salaries In Cash* - payments for normal/regular working time, commissions of employees and their share in service charges, overtime, night shift and premium pay, payments under bonus, productivity and other incentive schemes (regular payments on the basis of work performed or current output), cost of living allowances and other guaranteed and regularly paid allowances except housing allowances; these are payments before any deductions are made in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees; these exclude payments/overhead costs which are reimbursements to employees for travel, entertainment, meals and other expenses incurred in conducting the business of the employer;

*Remuneration for Time Not Worked* - payments for vacation, sick, maternity, paternity, service incentive leave, union/emergency/bereavement/burial leaves and other paid leaves;

*Bonuses and Gratuities* - year-end, seasonal and other one-time bonuses (mid-year/Christmas bonus, 13<sup>th</sup>/14<sup>th</sup>/15<sup>th</sup>month pay and the like), profit sharing bonuses and additional payments in respect of vacation supplementary to normal vacation pay;

*Payments in Kind* - refer to goods and services, valued at producer's or wholesale prices given to workers as part of their remuneration; these exclude general amenities provided by the employer such as imputed rental value of free/subsidized housing, medical services, canteen and other welfare services and facilities;

*Cost of Workers' Housing Shouldered by Employer* - cost for establishment-owned dwellings and cost for dwellings not owned by establishment and other housing costs (housing allowances, rents, subsidies, etc.);

- *Cost for establishment-owned dwellings* - net cost, i.e. maintenance expenditures, fees, property taxes, insurance, interest, depreciation and other costs, less grants-in aid, tax rebates, subsidies, etc. received from government and other institutions in respect of establishment-owned building and equipment used for dwelling of employees; it excludes capital investment on building, equipment or land made during the year and labor cost of personnel employed in establishment-owned dwellings for employees.

*Employer's Social Security Expenditures* - compulsory social security expenditures (GSIS, SSS, PhilHealth, Pag-IBIG); collectively agreed and non-obligatory contributions to private social security schemes and insurance (pension, life, accident, medical and health, hospitalization); direct payments by employer to employees regarded as social security benefits (in respect of absence from work due to sickness, maternity or occupational injury); cost of medical care and health services; retirement and separation/termination pay;

- *Cost of medical care and health services* - medical care and health expenses (except insurance), e.g. medicines, incurred by the employer on behalf of the employees; it includes net cost, i.e. maintenance expenditures, fees, property taxes, insurance, interest, depreciation and other costs, less grants-in aid, tax rebates, subsidies, etc. received from government and other institutions in respect of establishment-owned building and equipment used for medical care and health services of employees; it excludes capital investment on building, equipment or land made during the year and labor cost of personnel employed in establishment-owned medical care and health facilities for employees;

*Cost of Training* - net cost of fees, salaries and other payments for services of outside instructors, payments made to outside training institutions on behalf of the workers of the establishment and the reimbursement of school fees to workers, it includes net cost, i.e. maintenance expenditures, fees, property taxes, insurance, interest, depreciation and other costs, less grants-in aid, tax rebates, subsidies, etc. received from government and other institutions in respect of establishment-owned building and equipment used for training of employees; it excludes capital investment on building, equipment or land made during the year and labor cost of personnel employed in establishment-owned training facilities;

*Cost of Welfare Services* - grants to credit unions and related services for employees, cost of services such as canteens and other food services, educational, cultural, recreational and related facilities and services; it includes net cost, i.e. maintenance expenditures, fees, property taxes, insurance, interest, depreciation and other costs, less grants-in aid, tax rebates, subsidies, etc. received from government and other institutions in respect of establishment-owned building and equipment used for welfare of employees; it excludes capital investment on building, equipment or land made during the year and labor cost of personnel employed in establishment-owned welfare facilities; and

*Other Labor Costs* - cost of work clothes/protective gear, transport of workers to and from work undertaken by employers and recruitment cost.

**Total Costs** - all expenses incurred by the establishment whether paid or payable, valued at market price. Aside from labor cost, these are costs of purchased materials, supplies, fuel and electricity, industrial and non-industrial services done by others, costs of good for resale, interest expenses and indirect taxes; it exclude donations and contributions, bad debts, income taxes, losses and depreciation.

#### H. UNIT OF MEASUREMENT

- Numbers and percentages for employment and safety and health practices
- Numbers and rates for occupational injuries; numbers for occupational diseases
- Pesos for labor costs and percentages for labor cost structure

#### I. CLASSIFICATIONS

**Geographic:** The geographic classification is based on the 2002 Philippine Standard Geographic Classification (PSGC).

**Industrial:** The industry classification is based on the 1994 Philippine Standard Industrial Classification (PSIC) as amended. It was patterned after the International Standard Industrial Classification (ISIC), Rev. 3 of the United Nations, up to the 4-digit level, but with modifications to suit national situations and circumstances.

**Occupational:** The occupational classification is based on the Philippine Standard Occupational Classification (PSOC) 2002 update. It was patterned after the 1988 International Standard Classification of Occupations (ISCO) of the International Labour Office with modifications to suit the national context.

**Employment Size:** The classification of establishments according to employment size is based on their average total employment, i.e., 20-99; 100-199; 200 and over.

**Others:**

- Employment according to categories of workers and employees according to specific groups
- Job vacancies as to requirements on minimum educational level, main skill/area of specialization, years of experience
- Rating of job applicants according to certain traits (verbal, writing, mathematical, etc.)
- Safety and health practices according to facilities and health programs
- Cases of occupational injuries according to incapacity for work (fatal, permanent, temporary)

**J. SURVEY DESIGN**

**Statistical unit:** 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.

**Survey universe/Sampling frame:** The 2008 BLES Survey Sampling Frame (SSF2008) is an integrated list of establishments culled from the 2006 List of Establishments of the National Statistics Office; and updated 2006 BLES Sampling Frame based on the status of establishments reported in the 2006 BLES Integrated Survey (BITS) and 2006 Occupational Wages Survey. Lists of Establishments from the Department of Trade and Industry (DTI) and Philippine Chamber of Commerce and Industries (PCCI) were also considered in preparing the 2008 frame.

**Sampling design:** The OWS is a sample survey of non-agricultural establishments employing 20 persons or more. 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, 5 or 6-digit levels. Geographical location was not considered in the stratification to allow for detailed industry groupings.

In designing the survey, the margin of error ( $e$ ) was fixed at 5%. The level of significance or the probability that the estimated total number of employed persons ( $y$ ) is within 5% of the population total ( $Y$ ) was specified as 95%, that is, setting  $\alpha = 0.05$ . This means that the probability that the estimated total number of employed persons will differ from the true number of employed persons is 5%. The desired precision for this survey can be expressed as follows:

$$P(|y - Y| \leq e) = 1 - \alpha$$

$$P(|y - Y| \leq 0.05) = 1 - 0.05,$$

$$P(|y - Y| \leq 0.05) = 0.95$$

To compute for the sample size,  $n$ , a targeted coefficient of variation (CV) of 2.5% was used, that is,

$$n = \frac{z_{\alpha/2}^2 CV^2}{e^2 + \frac{z_{\alpha/2}^2 CV^2}{N}} = \frac{1.96^2 (2.5)^2}{0.05^2 + \frac{1.96^2 (2.5)^2}{32,028}}$$

$$= \frac{24.01}{0.0025 + \frac{24.01}{32,028}} = 7,388.4731$$

$$n \approx 7,388$$

Sixty five (65) industry groups were considered as domains; this number is the union of industry groups covered by the Occupational Wages Survey and the BLES Integrated Survey. These surveys have common sample establishments beginning 2006 survey operations because of budgetary constraints and to facilitate delivery of questionnaires and data collection.

To ensure the precision of estimates in each domain, the initial sample size was allocated in each domain using the Kish's allocation formula defined below:

$$n_h = n \left( \frac{\sqrt{\frac{1}{L^2} + IW_h^2}}{\sum_{h=1}^L \sqrt{\frac{1}{L^2} + IW_h^2}} \right)$$

where

$n_h$  - sample size in the industry  $h$

$n$  - initial sample size (7,388)

$L$  - total number of domains

$I$  - set at 0.5 to allow approximately equal allocation for each domain

$W_h$  - population weight which is equal to  $\frac{N_h}{N}$

After allocating the initial sample size (7,388) to the domains, the sample size in each domain was adjusted to accommodate an expected 5% proportion of ineligible samples. These adjusted sample sizes were then allocated to the different strata (employment sizes: 20-99, 100-199 and 200 and over) proportional to the total employment in each size. This was done to utilize the employment distribution because large establishments represents 55.1% of national employment despite that these establishments comprise only 8.9 % of the national establishment population. However, establishments in some industries were sampled with certainty because of their relatively few numbers. Also, a minimum of 10 samples in the cells (industry and employment size) was maintained to accommodate expected non-responses.

**Substitution of sampling units:** There is no substitution of sampling units.

**Sample size:** For 2007/2008 BITS, number of establishments covered was 6,460, of which, 5,173 (for employment/safety and health practices) and 5,149 (for occupational injuries and diseases/labor cost) were eligible units.

#### K. FIELD WORK

**Data collection:** The survey is conducted in coordination with the Regional Offices (except the National Capital Region regional office) 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 August of the reference 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.

**Survey questionnaire:** The questionnaire is made up of several parts, i.e.,

*Cover page* - contains the address box for the establishment and other particulars;

*Page 2* - provides information on the survey objective, scope and uses of the data; confidentiality clause; collection authority; authorized field personnel; coverage; periodicity and reference period; due date; and availability of results;

*Part I: General Information* - This portion inquires on main economic activity and major products/goods or services of the establishment; ownership (wholly Filipino, with foreign equity, wholly foreign); whether establishment is part of a global production network; whether the establishment is a business process outsourcing (BPO) provider; and presence of a union and existence of a collective bargaining agreement in the establishment. Union membership and CBA coverage are likewise inquired on;

*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 workers; types of process outsourced/jobs contracted out; and the number of agency-hired workers;

*Part III: Occupational Shortages and Surpluses* - This part inquires on the number of vacancies and applicants for hard-to-fill jobs and their requirements; job vacancies which are easy to fill; methods of filling up job vacancies, school preference for new staff; estimated recruitment cost; rating of job applicants according to certain traits (verbal, writing, mathematical, etc.);

*Part IV: Health and Safety Practices* - This part inquires on establishment facilities and programs on safety and health; types of training/seminars on safety and health and sources of services/assistance in the conduct of trainings; those responsible for the overall implementation of safety and health practices in the establishment; those responsible for administering medical services to employees in case of emergencies; presence of OSH records; means of communicating safety and health practices to employees; whether establishment is ISO certified;

*Part V: Occupational Injuries and Diseases* - This inquires on the incidence of occupational accidents; cases of occupational injuries and lost workdays (part of the body injured, cause and agent of injury); occupational diseases; number of commuting accidents and workers injured; and hours actually worked by all employed persons;

*Part VI: Labor Cost of Employees* - This section inquires on 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 VII: Certification* - This box is provided for the respondent's name and signature, position, and telephone/fax numbers and e-mail address; time spent in answering the questionnaire; comments or suggestions (on the data it provided for the survey, results of previous survey round and improvements on the design/contents of the questionnaire); and

*Part VIII: Survey Personnel* - this portion is allocated for the names of personnel involved in collection, editing and review of each questionnaire and dates when the activities were completed.

*Survey Results* - selected statistics from previous BITS rounds on employment, wage and compensation practices, occupational injuries and labor cost of employees are provided for information of the respondents.

#### L. DATA PROCESSING AND EDITING

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.

#### M. TYPES OF ESTIMATES

- Categories of employment and employees;
- Occupational shortages and surpluses;
- Establishment practices on safety and health ;
- Cases of occupational injuries (by type, part of body injured, cause, agent), frequency and incidence rates of cases of occupational injuries with lost workdays, severity rates and average days lost of cases of occupational injuries resulting to temporary incapacity;
- Cases of occupational diseases by type of disease
- Commuting accidents and workers injured
- Labor cost according to major and specific cost component

#### N. ESTIMATION/COMPILATION METHODOLOGY

Not all of the fielded questionnaires are accomplished. Due to the inadequacy of the frame used , there are reports of permanent closures, non-location, 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. Non-respondents are made up of refusals, strikes or temporary closures and those establishments whose questionnaires contain inconsistent item responses and have not replied to the verification queries by the time output table generation commences. 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 estimated population of establishments to the number of responding establishments. These estimates are then aggregated to the desired totals.

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 a specific safety and health practice. 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 workdays lost of cases resulting to temporary incapacity by corresponding number of cases to derive average days lost.

## O. ADJUSTMENTS

**Non-response:** Non-response is taken into account in the weighing procedure.

**Other bias:** No adjustments are made.

**Use of benchmark data:** No benchmark data is used.

**Use of other surveys:** No other survey data are used.

**Seasonal variations:** Not applicable.

## P. INDICATORS OF THE RELIABILITY OF THE ESTIMATES

**Coverage of the sampling frame:** Partially updated.

**Sampling error/sampling variance:** Computed for key variables.

**Non-response rate:** For 2007/2008 BITS, the non-response rates in terms of eligible units are 21.7% (for employment/safety and health practices), 21.9% (for occupational injuries and diseases) and 24.0% (for labor cost).

**Non-sampling errors:** These may occur due to inaccuracies in reporting by establishments and enumerators, mistakes in coding, editing and data entry. However, efforts are made to reduce non-sampling errors by careful design of the questionnaire, intensive training of survey personnel, linkages with key informants (employers' and workers groups, government agencies and the academe) and through adoption and documentation of efficient operating procedures.

**Conformity with other sources:** The survey results are checked for consistency with the results of previous BITS data or related administrative data.

**Estimates for non-survey years:** Not relevant.

## Q. HISTORY OF THE SURVEY

Initiated in 2003, the BITS is a modular survey that integrates the data requirements on employment, industrial relations, occupational injuries and labor cost that used to be collected by the BLES through independent surveys such as Survey on Specific Groups of Workers (SSGW), Employment, Hours and Earnings Survey (EHES), Industrial Relations at the Workplace Survey (IRWS), Occupational Injuries Survey (OIS) and Labor Cost Survey (LCS).

Each round of the BITS covers different aspects of employment and establishment practices. The inquiry on occupational injuries and diseases is a regular feature while that on labor cost is undertaken on a less frequent basis.

The integration aims to reduce respondent burden from filling out various BLES survey questionnaires, to optimize the use of resources and to improve the timeliness of information.

#### R. AVAILABLE SERIES:

The new data series starts with the 2002/2003 BITS. Nevertheless, past data are available from SSGW, EHES, IRWS, OIS and LCS.

## II. DOCUMENTATION

### A. PERIODICITY OF DISSEMINATION

The results are released 14 months after the June reference period of the survey inquiry on employment.

### B. ADVANCE RELEASE CALENDAR

An advance release calendar that gives one-quarter-ahead notice of the approximate release date is posted in the BLES Homepage.

### C. DISSEMINATION FORMATS

#### ***Hard Copy***

- LABSTAT Updates
- Philippine Industry Yearbook of Labor Statistics
- Yearbook of Labor Statistics

#### ***Electronic***

- BLES Homepage: <http://www.bles.dole.gov.ph>
- CD ROM (4-in-1): Philippine Industry Yearbook of Labor Statistics; Yearbook of Labor Statistics; Gender Statistics on Labor and Employment; LABSTAT Updates

## III. CONFIDENTIALITY

The compilation and dissemination of the data are governed by the terms and conditions of Executive Order No. 126 (January 30, 1987) creating the Bureau of Labor and Employment Statistics and Executive Order 352 (July 1, 1996) designating the OWS as one of the statistical activities critical for decision making of the government and the private sector.

While E.O. 126 is silent on the confidentiality of individual responses from surveys conducted by the BLES, it collects data under the pledge of confidentiality. A statement to this effect is printed in all the questionnaires of BLES surveys.

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### Employment

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**TABLE 1 - Total Number of Persons Engaged by Non-Agricultural Establishments With 20 or More Workers by Type of Worker and Major Industry Group, Philippines: June 2008**

Major Industry	Establishment Employment							Agency-Hired Workers
	Total Employment	Working Owners	Unpaid Workers	Paid Employees				
				Managers/ Executives	Supervisors/ Foremen	Rank and File		
						Regular Workers	Non-Regular Workers	
<b>ALL INDUSTRIES</b>	<b>3,011,801</b>	<b>17,461</b>	<b>3,779</b>	<b>154,364</b>	<b>236,970</b>	<b>1,867,680</b>	<b>731,548</b>	<b>364,610</b>
Mining and Quarrying	24,721	8	-	698	2,702	10,658	10,655	1,660
Manufacturing	919,387	3,713	131	33,208	67,984	609,117	205,235	169,877
Electricity, Gas and Water Supply	91,606	80	477	3,367	11,018	60,950	15,713	16,878
Construction	95,152	586	-	2,919	4,601	37,386	49,658	2,787
Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	367,460	3,961	155	20,547	31,311	225,124	86,363	59,941
Hotels and Restaurants	150,501	1,059	424	11,270	10,688	81,293	45,766	18,492
Transport, Storage and Communications	184,713	705	860	12,467	25,600	121,893	23,189	23,418
Financial Intermediation	172,620	848	69	31,294	22,176	105,202	13,030	21,332
Real Estate, Renting and Business Activities	614,529	1,386	116	20,953	34,444	345,251	212,379	15,328
<i>Real Estate and Renting</i>	23,944	91	37	3,576	2,913	13,264	4,063	5,264
<i>Business Activities</i>	590,584	1,294	79	17,377	31,532	331,987	208,316	10,064
- Call Center Activities Inc. Medical Transcription	247,085	71	17	6,343	18,938	156,129	65,586	2,468
- Others Business Activities	343,499	1,224	61	11,034	12,593	175,857	142,730	7,596
Private Education Services	229,710	2,877	1,226	10,765	12,994	157,268	44,580	18,102
Health and Social Work Except Public Medical, Dental and Other Health Services	91,518	1,858	130	2,612	5,325	68,346	13,247	6,509
Other Community, Social and Personal Services Activities	69,884	381	191	4,263	8,127	45,191	11,731	10,286

*Note: Details may not add up to totals due to rounding of figures.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 2 - Total Number of Persons Engaged by Non-Agricultural Establishments With 20 or More Workers by Type of Worker and Employment Size, Philippines: June 2008**

Employment Size	Establishment Employment							Agency-Hired Workers
	Total Employment	Working Owners	Unpaid Workers	Paid Employees				
				Managers/ Executives	Supervisors/ Foremen	Rank and File		
			Regular Workers			Non-Regular Workers		
<b>ALL SIZES</b>	<b>3,011,801</b>	<b>17,461</b>	<b>3,779</b>	<b>154,364</b>	<b>236,970</b>	<b>1,867,680</b>	<b>731,548</b>	<b>364,571</b>
20-99 workers	805,130	13,375	1,134	55,200	58,144	542,682	134,595	105,689
100-199 workers	381,623	2,137	376	20,121	30,290	244,459	84,241	59,536
200 workers or more	1,825,047	1,949	2,268	79,043	148,535	1,080,539	512,713	199,347

*Note: Details may not add up to totals due to rounding of figures.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 3 - Total Employment of Non-Agricultural Establishments With 20 or More Workers  
by Basis of Payment and Major Industry Group, Philippines: June 2008**

Major Industry	Total Employment*	Working Owners/Unpaid Workers	Full-time			Part-time Workers	Commission Workers	Expatriate Workers
			Hourly	Daily	Monthly			
<b>ALL INDUSTRIES</b>	<b>3,011,801</b>	<b>21,239</b>	<b>74,559</b>	<b>1,175,767</b>	<b>1,600,148</b>	<b>91,327</b>	<b>55,234</b>	<b>4,341</b>
Mining and Quarrying	24,721	8	-	16,174	8,392	-	57	92
Manufacturing	919,387	3,844	14,228	559,636	304,584	10,866	20,056	2,164
Electricity, Gas and Water Supply	91,606	557	484	11,049	78,648	244	-	-
Construction	95,152	586	2,430	58,484	21,978	8,973	1,865	108
Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	367,460	4,116	5,139	180,066	172,471	3,794	6,989	135
Hotels and Restaurants	150,501	1,483	16,583	44,788	54,163	32,491	269	186
Transport, Storage and Communications	184,713	1,564	2,262	31,299	135,766	2,113	16,733	319
Financial Intermediation	172,620	918	32	8,537	161,674	549	2,672	409
Real Estate, Renting and Business Activities	614,529	1,501	16,659	215,929	375,673	2,092	4,608	666
<i>Real Estate and Renting</i>	23,944	128	42	4,315	19,247	163	3,220	19
<i>Business Activities</i>	590,584	1,373	16,617	211,614	356,426	1,928	1,388	648
- Call Center Activities Inc. Medical Transcription	247,085	88	11,396	12,879	221,471	1,148	199	403
- Other Business Activities	343,499	1,285	5,221	198,735	134,955	781	1,189	245
Private Education Services	229,710	4,103	13,101	9,948	175,218	27,474	18	212
Health and Social Work Except Public Medical, Dental and Other Health Services	91,518	1,988	3,017	22,221	62,144	1,749	-	18
Other Community, Social and Personal Services Activities	69,884	571	626	17,637	49,436	983	1,968	31

Note: Details may not add up to totals due to rounding of figures.

\* Details may not add up to total employment due to the inclusion of workers who are purely on commission and without employer control.

Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).

**TABLE 4 - Total Employment of Non-Agricultural Establishments With 20 or More Workers  
by Basis of Payment and Employment Size, Philippines: June 2008**

Employment Size	Total Employment*	Working Owners/Unpaid Workers	Full-time			Part-time Workers	Commission Workers	Expatriate Workers
			Hourly	Daily	Monthly			
<b>ALL SIZES</b>	<b>3,011,801</b>	<b>21,239</b>	<b>74,559</b>	<b>1,175,767</b>	<b>1,600,148</b>	<b>91,327</b>	<b>55,234</b>	<b>4,341</b>
20-99 workers	805,130	14,508	24,905	293,637	410,949	44,975	23,789	796
100-199 workers	381,623	2,513	8,034	149,801	204,168	9,685	11,167	613
200 workers or more	1,825,047	4,218	41,619	732,330	985,032	36,667	20,278	2,932

*Note: Details may not add up to totals due to rounding of figures.*

*\* Details may not add up to total employment due to the inclusion of workers who are purely on commission and without employer control.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 5 - Total Employment of Non-Agricultural Establishments With 20 or More Workers  
by Selected Category and Major Industry Group, Philippines: June 2008**

<b>Major Industry</b>	<b>Total Employment</b>	<b>Female Workers</b>	<b>Workers Paid the minimum wage</b>	<b>Persons with Disabilities</b>	<b>Young Workers</b>
<b>ALL INDUSTRIES</b>	<b>3,011,801</b>	<b>1,242,352</b>	<b>778,496</b>	<b>3,546</b>	<b>288,587</b>
Mining and Quarrying	24,721	1,313	4,311	-	1,622
Manufacturing	919,387	412,461	271,606	1,750	77,860
Electricity, Gas and Water Supply	91,606	14,509	6,939	68	3,013
Construction	95,152	6,066	30,238	13	1,796
Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	367,460	156,798	121,691	143	40,030
Hotels and Restaurants	150,501	50,171	64,750	412	30,385
Transport, Storage and Communications	184,713	44,154	29,694	95	7,268
Financial Intermediation	172,620	98,455	13,499	350	16,822
Real Estate, Renting and Business Activities	614,529	245,775	171,268	370	87,195
<i>Real Estate and Renting</i>	23,944	8,854	2,277	7	1,289
<i>Business Activities</i>	590,584	236,921	168,991	362	85,905
- Call Center Activities Inc. Medical Transcription	247,085	132,314	11,370	105	59,430
- Other Business Activities	343,499	104,607	157,621	257	26,475
Private Education Services	229,710	129,598	26,401	117	11,170
Health and Social Work Except Public Medical, Dental and Other Health Services	91,518	58,339	22,722	154	5,919
Other Community, Social and Personal Services Activities	69,884	24,714	15,376	74	5,507

*Note: Details may not add up to totals due to rounding of figures.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 6 - Total Employment of Non-Agricultural Establishments With 20 or More Workers by Selected Category and Employment Size, Philippines: June 2008**

<b>Employment Size</b>	<b>Total Employment</b>	<b>Female Workers</b>	<b>Workers Paid the minimum wage</b>	<b>Persons with Disabilities</b>	<b>Young Workers</b>
<b>ALL SIZES</b>	<b>3,011,801</b>	<b>1,242,352</b>	<b>778,496</b>	<b>3,546</b>	<b>288,587</b>
20-99 workers	805,130	297,419	256,464	1,295	58,089
100-199 workers	381,623	131,577	113,664	135	20,939
200 workers or more	1,825,047	813,357	408,369	2,115	209,560

*Note: Details may not add up to totals due to rounding of figures.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**Table 7 - Total Employment and Number of Non-Regular Workers in Non-Agricultural Establishments  
With 20 or More Workers by Category and Major Industry Group, Philippines: June 2008**

Major Industry	Total Employment	Non-regular Workers					
		Total	Probationary Workers	Casual Workers	Contractual/ Project-based Workers	Seasonal Workers	Apprentices/ Learners
<b>ALL INDUSTRIES</b>	<b>3,011,801</b>	<b>731,548</b>	<b>169,452</b>	<b>147,447</b>	<b>359,553</b>	<b>33,684</b>	<b>21,412</b>
Mining and Quarrying	24,721	10,655	1,087	789	7,949	830	-
Manufacturing	919,387	205,235	37,621	52,040	82,337	16,776	16,461
Electricity, Gas and Water Supply	91,606	15,713	1,779	3,723	8,675	1,114	423
Construction	95,152	49,658	1,988	3,925	42,615	940	190
Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	367,460	86,363	16,535	29,573	29,723	9,935	596
Hotels and Restaurants	150,501	45,766	7,089	11,181	26,049	1,079	368
Transport, Storage and Communications	184,713	23,189	6,983	3,652	9,782	1,795	977
Financial Intermediation	172,620	13,030	8,390	1,517	2,706	40	376
Real Estate, Renting and Business Activities	614,529	212,379	54,542	28,522	128,448	204	663
<i>Real Estate and Renting</i>	23,944	4,063	1,469	218	2,183	194	-
<i>Business Activities</i>	590,584	208,316	53,074	28,304	126,265	11	663
- Call Center Activities Inc. Medical Transcription	247,085	65,586	42,426	637	22,053	2	468
- Other Business Activities	343,499	142,730	10,647	27,667	104,212	9	195
Private Education Services	229,710	44,580	24,874	6,692	11,678	797	539
Health and Social Work Except Public Medical, Dental and Other Health Services	91,518	13,247	6,222	3,837	2,378	16	794
Other Community, Social and Personal Services Activities	69,884	11,731	2,342	1,997	7,212	156	24

*Note: Details may not add up to totals due to rounding of figures.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**Table 8 - Total Employment and Number of Non-Regular Workers in Non-Agricultural Establishments  
With 20 or More Workers by Category and Employment Size, Philippines: June 2008**

Employment Size	Total Employment	Non-regular Workers					
		Total	Probationary Workers	Casual Workers	Contractual/ Project-based Workers	Seasonal Workers	Apprentices/ Learners
<b>ALL SIZES</b>	<b>3,011,801</b>	<b>731,548</b>	<b>169,452</b>	<b>147,447</b>	<b>359,553</b>	<b>33,684</b>	<b>21,412</b>
20-99 workers	805,130	134,595	33,007	31,226	62,415	6,358	1,590
100-199 workers	381,623	84,241	18,269	25,896	34,270	4,008	1,796
200 workers or more	1,825,047	512,713	118,176	90,325	262,867	23,318	18,026

*Note: Details may not add up to totals due to rounding of figures.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 9 - Number of Establishments With Agency-Hired Workers in Non-Agricultural Establishments  
With 20 or More Workers by Major Industry Group, Philippines: June 2008**

Major Industry	Total Establishments	Establishments With Agency-Hired Workers		
		Number	Percent Share	Percent Distribution
<b>ALL INDUSTRIES</b>	<b>24,457</b>	<b>15,675</b>	<b>64.1</b>	<b>100.0</b>
Mining and Quarrying	60	37	62.4	0.2
Manufacturing	5,840	3,944	67.5	25.2
Electricity, Gas and Water Supply	552	425	77.0	2.7
Construction	618	265	42.9	1.7
Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	5,407	3,745	69.3	23.9
Hotels and Restaurants	2,941	1,934	65.8	12.3
Transport, Storage and Communications	1,416	936	66.1	6.0
Financial Intermediation	1,135	830	73.1	5.3
Real Estate, Renting and Business Activities	2,476	785	31.7	5.0
<i>Real Estate and Renting</i>	308	199	64.8	1.3
<i>Business Activities</i>	2,168	586	27.0	3.7
- Call Center Activities Inc. Medical Transcription	148	92	61.9	0.6
- Other Business Activities	2,020	494	24.4	3.2
Private Education Services	2,624	1,778	67.8	11.3
Health and Social Work Except Public Medical, Dental and Other Health Services	679	532	78.4	3.4
Other Community, Social and Personal Services Activities	709	464	65.4	3.0

*Note: Details may not add up to totals due to rounding of figures.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 10 - Number of Establishments With Agency-Hired Workers in Non- Agricultural Establishments  
With 20 or More Workers by Employment Size, Philippines: June 2008**

Employment Size	Total Establishments	Establishments With Agency-Hired Workers		
		Number	Percent Share	Percent Distribution
<b>ALL SIZES</b>	<b>24,457</b>	<b>15,675</b>	<b>64.1</b>	<b>100.0</b>
20-99 workers	19,076	11,746	61.6	74.9
100-199 workers	2,696	2,072	76.9	13.2
200 workers or more	2,685	1,857	69.2	11.8

*Note: Details may not add up to totals due to rounding of figures.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 11 - Number of Agency-Hired Workers in Non-Agricultural Establishments With 20 or More Workers  
by Type of Process Outsourced/Jobs Contracted Out and Major Industry Group, Philippines: June 2008**

Major Industry	Total Number of Agency-hired Workers	Security Services	Janitorial Services	General Administrative Services	Marketing/Sales	Packaging	Transport services	Production/Assembly/Construction	Research and Development	IT Services	General Services	Food and Catering	Repair and Maintenance	Others
<b>ALL INDUSTRIES</b>	<b>364,610</b>	<b>119,342</b>	<b>50,394</b>	<b>14,282</b>	<b>30,736</b>	<b>11,225</b>	<b>13,408</b>	<b>100,287</b>	<b>648</b>	<b>2,165</b>	<b>897</b>	<b>5,339</b>	<b>3,059</b>	<b>12,827</b>
Mining and Quarrying	1,660	821	86	107	-	-	169	-	90	25	-	-	279	84
Manufacturing	169,877	28,330	12,500	2,144	11,977	4,561	6,698	100,287	138	297	9	-	657	2,278
Electricity, Gas and Water Supply	16,878	10,745	3,432	441	-	-	99	-	7	41	30	-	-	2,083
Construction	2,787	1,238	239	111	140	-	105	-	70	70	-	-	-	814
Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	59,941	24,081	8,708	1,968	15,727	6,594	888	-	15	234	288	186	25	1,226
Hotels and Restaurants	18,492	7,068	1,942	1,248	303	48	456	-	37	82	-	5,129	605	1,573
Transport, Storage and Communications	23,418	11,958	2,930	1,521	1,205	1	3,594	-	-	210	71	-	74	1,853
Financial Intermediation	21,332	10,168	4,416	4,177	827	-	769	-	3	277	374	-	-	319
Real Estate, Renting and Business Activities	15,328	7,707	3,646	947	382	8	209	-	257	680	64	24	561	843
<i>Real Estate and Renting</i>	<i>5,264</i>	<i>2,627</i>	<i>1,054</i>	<i>181</i>	<i>54</i>	<i>-</i>	<i>61</i>	<i>-</i>	<i>-</i>	<i>31</i>	<i>-</i>	<i>-</i>	<i>551</i>	<i>705</i>
<i>Business Activities</i>	<i>10,064</i>	<i>5,080</i>	<i>2,593</i>	<i>766</i>	<i>328</i>	<i>8</i>	<i>148</i>	<i>-</i>	<i>257</i>	<i>648</i>	<i>64</i>	<i>24</i>	<i>10</i>	<i>139</i>
- Call Center Activities Inc.														
Medical Transcription	2,468	1,088	1,210	54	-	-	30	-	-	7	2	24	10	44
- Other Business Activities	7,596	3,992	1,383	712	328	8	117	-	257	641	62	-	-	94
Private Education Services	18,102	9,478	7,132	909	-	-	69	-	2	94	-	-	9	409
Health and Social Work Except Public Medical, Dental and Other Health	6,509	2,750	2,971	405	-	-	20	-	-	14	22	-	147	180
Other Community, Social and Personal Services Activities	10,286	4,997	2,392	302	175	13	332	-	28	140	39	-	703	1,165

Note: Details may not add up to totals due to rounding of figures.

Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).

**TABLE 12 - Number of Agency-Hired Workers in Non-Agricultural Establishments With 20 or More Workers  
by Type of Jobs/Services Contracted Out and Employment Size, Philippines: June 2008**

Employment Size	Total Number of Agency-hired Workers	Security Services	Janitorial Services	General Administrative Services	Marketing/Sales	Packaging	Transport services	Production/Assembly	Research and Development	IT Services	General Services	Food and Catering	Repair and Maintenance	Others
<b>ALL SIZES</b>	<b>364,610</b>	<b>119,342</b>	<b>50,394</b>	<b>14,282</b>	<b>30,736</b>	<b>11,225</b>	<b>13,408</b>	<b>100,287</b>	<b>648</b>	<b>2,165</b>	<b>897</b>	<b>5,339</b>	<b>3,059</b>	<b>12,827</b>
20-99 workers	105,689	41,717	10,519	3,243	18,235	2,631	2,764	17,008	238	895	263	3,666	86	4,422
100-199 workers	59,536	21,266	9,048	1,978	5,024	2,454	1,984	14,012	315	293	157	1,134	35	1,835
200 workers or more	199,386	56,359	30,827	9,061	7,477	6,140	8,660	69,266	95	976	476	540	2,938	6,570

*Note: Details may not add up to totals due to rounding of figures.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 13 - Number of Establishments Engaged in Subcontracting in Non- Agricultural Establishments  
With 20 or More Workers by Major Industry Group, Philippines: June 2008**

Major Industry	Total Establishments	Establishments Resorting to Subcontracting		
		Number	Percent Share	Percent Distribution
<b>ALL INDUSTRIES</b>	<b>24,457</b>	<b>2,259</b>	<b>9.2</b>	<b>100.0</b>
Mining and Quarrying	60	12	19.3	0.5
Manufacturing	5,840	892	15.3	39.5
Electricity, Gas and Water Supply	552	47	8.5	2.1
Construction	618	180	29.1	8.0
Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	5,407	350	6.5	15.5
Hotels and Restaurants	2,941	162	5.5	7.2
Transport, Storage and Communications	1,416	103	7.3	4.6
Financial Intermediation	1,135	89	7.8	3.9
Real Estate, Renting and Business Activities	2,476	221	8.9	9.8
<i>Real Estate and Renting</i>	308	36	11.7	1.6
<i>Business Activities</i>	2,168	185	8.5	8.2
- Call Center Activities Inc. Medical Transcription	148	28	19.2	1.3
- Other Business Activities	2,020	156	7.7	6.9
Private Education Services	2,624	129	4.9	5.7
Health and Social Work Except Public Medical, Dental and Other Health Services	679	20	2.9	0.9
Other Community, Social and Personal Services Activities	709	56	7.9	2.5

*Note: Details may not add up to totals due to rounding of figures.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 14 - Number of Establishments Engaged in Subcontracting in Non-Agricultural Establishments  
With 20 or More Workers by Employment Size, Philippines: June 2008**

Employment Size	Total Establishments	Establishments Resorting to Subcontracting		
		Number	Percent Share	Percent Distribution
<b>ALL SIZES</b>	<b>24,457</b>	<b>2,259</b>	<b>9.2</b>	<b>100.0</b>
20-99 workers	19,076	1,526	8.0	67.5
100-199 workers	2,696	371	13.8	16.4
200 workers or more	2,685	362	13.5	16.0

*Note: Details may not add up to totals due to rounding of figures.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 15 - Number of Establishments Engaged in Subcontracting in Non-Agricultural Establishments With 20 or More Workers  
by Type of Process Outsourced/Jobs Contracted Out and Major Industry Group, Philippines: June 2008**

Major Industry	Total Establishments Resorting to Subcontracting*	Type of Process Outsourced/Jobs Contracted Out													
		Production/Assembly	Finance/Accounting	Procurement	Data processing/encoding	Human Resource	Learning/Training	Billing and payment	Customer contact/technical support	Marketing/Sales	Material transport/delivery	Courier Services	Packaging/crating	Reserch and Development	Others
<b>ALL INDUSTRIES</b>	<b>2,259</b>	<b>593</b>	<b>818</b>	<b>131</b>	<b>145</b>	<b>235</b>	<b>237</b>	<b>219</b>	<b>180</b>	<b>188</b>	<b>370</b>	<b>338</b>	<b>155</b>	<b>88</b>	<b>356</b>
Mining and Quarrying	12	3	6	-	-	-	-	3	2	-	3	6	-	-	-
Manufacturing	892	434	234	45	46	65	48	35	68	57	171	144	113	23	111
Electricity, Gas and Water Supply	47	2	9	8	9	8	9	24	20	9	9	6	-	6	26
Construction	180	60	11	-	-	-	8	8	7	-	35	-	-	-	76
Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	350	6	244	51	35	71	82	37	37	75	40	80	41	47	60
Hotels and Restaurants	162	-	109	-	-	1	-	26	-	13	38	1	-	-	13
Transport, Storage and Communications	103	1	42	2	19	7	6	6	7	2	38	29	2	2	11
Financial Intermediator	89	-	37	-	3	5	21	30	16	2	2	15	-	1	4
Real Estate, Renting and Business Activities	221	68	75	24	8	15	16	27	13	30	5	35	-	4	32
<i>Real Estate and Renting</i>	36	-	14	10	1	9	1	4	3	1	1	18	-	1	19
<i>Business Activities</i>	185	68	60	14	7	7	15	24	9	28	3	18	-	1	14
- Call Center Activities Inc.															
- Medical Transcription	28	-	17	2	2	2	5	2	5	5	3	5	-	-	2
- Other Business Activities	156	68	43	12	5	5	10	22	4	23	-	13	-	1	12
Private Education Services	129	18	39	-	23	56	21	2	3	-	2	-	-	3	12
Health and Social Work Except Public Medical, Dental and Other Health Services	20	-	1	-	1	4	1	1	4	-	-	-	-	1	8
Other Community, Social and Personal Services Activities	56	-	8	-	-	2	22	21	2	-	25	21	-	-	-

Note: Details may not add up to totals due to rounding of figures.

\* Details do not add up to total establishments due to multiple response.

Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).

**TABLE 16 - Number of Establishments Engaged in Subcontracting in Non- Agricultural Establishments With 20 or More Workers by Type of Process Outsourced/Jobs Contracted Out and Employment Size, Philippines: June 2008**

Employment Size	Total Establishments Resorting to Subcontracting*	Type of Process Outsourced/Jobs Contracted Out													
		Production/ Assembly	Finance/ Accounting	Procurement	Data processing/ encoding	Human Resource	Learning/ Training	Billing and payment	Customer contact/ technical support	Marketing/ Sales	Material transport/ delivery	Courier Services	Packaging/ crating	Reserch and Development	Others
<b>ALL SIZES</b>	<b>2,259</b>	<b>593</b>	<b>818</b>	<b>131</b>	<b>145</b>	<b>237</b>	<b>235</b>	<b>219</b>	<b>180</b>	<b>188</b>	<b>370</b>	<b>338</b>	<b>155</b>	<b>88</b>	<b>356</b>
20-99 workers	1,526	397	88	95	79	155	167	140	92	111	275	201	105	59	197
100-199 workers	371	110	66	17	28	36	22	53	29	42	24	46	16	9	95
200 workers or more	362	85	663	19	38	46	47	26	58	34	71	91	35	19	65

*Note: Details may not add up to totals due to rounding of figures.*

*\* Details do not add up to total establishments due to multiple response.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 17 - Hard-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural Establishments With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies	Median Duration in Filling-up Vacancy (in months)
<b>ALL OCCUPATIONS</b>	<b>72,060</b>	<b>310,632</b>		
<i>Corporate Executives, Managers, Managing Proprietors and Supervisors</i>	<b>3,476</b>	<b>31,506</b>		
1 Sales and Marketing Managers	638	4,750	74	2.0
2 Finance and Administration Managers	495	3,373	68	2.0
3 Production Supervisors and General Foremen	474	5,812	123	3.0
4 Production and Operations Managers in Manufacturing	202	385	19	8.0
5 Personnel and Industrial Relations Managers	199	1,720	86	5.0
6 Production and Operations Managers in Business Services	175	1,273	73	10.0
7 Sales Supervisors In Retail Trade	139	4,905	354	6.0
8 General Managers/Managing-Proprietors of Business Services	121	337	28	2.0
9 Computing Services Managers	121	2,657	220	3.0
10 Production and Operations Managers in Restaurant and Hotels	115	505	44	2.0
11 School Principals	88	96	11	1.0
12 Production and Operations Managers in Construction	79	898	114	3.0
13 Sales Supervisors In Wholesale Trade	42	254	60	0.0
14 Supply and Distribution Managers	30	143	48	12.0
15 School Supervisors	28	72	26	11.0
16 Research and Development Managers	27	224	83	8.0
17 General Managers/Managing-Proprietors of Restaurants and Hotels	26	38	15	0.0
18 Production and Operations Managers in Transport, Storage and Communications	25	75	30	2.0
19 General Managers/Managing-Proprietors In Wholesale and Retail Trade	13	59	46	7.0
20 Other Supervisors Not Elsewhere Classified	146	1,286	88	2.0
21 Other Specialized Managers	136	821	60	2.0
22 Other Sales Supervisors	119	383	32	2.0
23 General Managers/Managing-Proprietors Not Elsewhere Classified	21	40	20	2.0
24 Others	19	1,399	754	-

**TABLE 17 - Hard-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural Establishments With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies	Median Duration in Filling-up Vacancy (in months)
<i>Professionals</i>	<b>17,530</b>	<b>96,617</b>		
1 Accountants and Auditors	1,688	10,739	64	3.0
2 Systems Analysts and Designers	1,152	9,712	84	2.0
3 College, University and Higher Education Teaching Professionals	1,097	2,613	24	2.0
4 General Secondary Education Teaching Professionals	1,075	2,441	23	2.0
5 Electrical Engineers	1,059	7,014	66	2.0
6 General Elementary Education Teaching Professionals	910	2,563	28	1.0
7 Computer Programmers	795	5,704	72	2.0
8 Computer Engineers and Related Professionals	772	4,863	63	2.0
9 Mechanical Engineers	730	4,052	56	3.0
10 Chemical Engineers	480	2,596	54	2.0
11 Personnel and Human Resource Development Professionals	471	4,812	102	4.0
12 Electronics and Communications Engineers	428	5,065	118	2.0
13 Industrial Engineers	409	3,589	88	2.0
14 Medical Technologists	323	390	12	2.0
15 Civil Engineers	315	1,253	40	2.0
16 Authors, Journalists and Other Writers	281	3,130	112	5.0
17 Pharmacists	270	699	26	2.0
18 Professional Nurses	250	965	39	1.0
19 Architects	249	1,544	62	2.0
20 Chemists	136	853	63	2.0
21 Librarians, Archivists and Curators	112	140	13	2.0
22 Medical Doctors	111	183	16	5.0
23 Pre-Elementary Education Teaching Professionals	85	297	35	2.0
24 Geologists and Geophysicists	53	168	32	4.0
25 Physiotherapist	41	84	21	5.0
26 Psychologists	34	411	120	2.0
27 Nutritionists-Dietitians	30	59	20	2.0
28 Lawyers	28	65	23	2.0
29 Science and Mathematics Teaching Professionals	26	49	19	12.0
30 Philologists, Translators and Interpreters	25	176	69	6.0
31 Social Work Professionals	23	57	25	1.0
32 Other Computer Professionals	1,914	7,019	37	3.0
33 Other Business Professionals	1,625	11,298	70	3.0
34 Other Engineers and Related Professionals	207	865	42	2.0
35 Other Health Professionals (Except Nursing)	139	334	24	2.0
36 Other Teaching Professionals	84	200	24	1.0
37 Other Social Science Professionals	3	9	35	5.0
38 Others	101	608	60	-

**TABLE 17 - Hard-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural Establishments With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies	Median Duration in Filling-up Vacancy (in months)
<i>Technicians and Associate Professionals</i>	<b>9,368</b>	<b>48,593</b>		
1 Technical and Commercial Sales Representatives	2,442	13,975	57	3.0
2 Mechanical Engineering Technicians	1,587	3,305	21	2.0
3 Safety, Health and Quality Inspectors (Vehicles, Processes and	556	3,828	69	3.0
4 Administrative Secretaries and Related Associate Professionals	442	3,083	70	2.0
5 Computer Equipment Operators	389	2,029	52	5.0
6 Aircraft Pilots, Navigators and Flight Engineers	314	558	18	12.5
7 Electrical Engineering Technicians	250	756	30	6.0
8 Bookkeepers	243	1,023	42	2.0
9 Electronics and Communications Engineering Technicians	200	2,584	129	2.0
10 Statistical, Mathematical and Related Associate Professionals	190	2,981	157	2.0
11 Chemical Engineering Technicians	142	2,218	157	4.0
12 Decorators and Commercial Designers	129	593	46	2.0
13 Buyers	118	681	58	2.0
14 Computer Assistants	104	569	55	2.0
15 Draftsmen	88	626	71	1.0
16 Social Work Associate Professionals	69	2	0	6.0
17 Air Traffic Safety Technician	53	53	10	10.0
18 Travel Consultants and Organizers	47	137	29	6.0
19 Legal and Related Business Associate Professionals	28	199	71	5.0
20 Ships' Deck Officers and Pilots	26	79	31	1.0
21 Photographers and Image and Sound Recording Equipment Operators	23	45	19	1.0
22 Customs and Immigration Inspectors	23	87	38	9.0
23 Radio, Television and Other Announcers	20	98	50	5.0
24 Other Finance and Sales Associate Professionals	970	4,121	42	2.0
25 Other Administrative Associate Professionals	352	1,827	52	3.0
26 Other Physical Science and Engineering Technicians	115	419	36	1.0
27 Other Business Services Agents and Trade Brokers	44	301	69	3.0
28 Other Life Science Technicians	14	4	3	3.0
29 Other Health Associate Professionals (Except Nursing)	12	12	10	5.0
30 Other Optical and Electronic Equipment Operators Not Elsewhere				
Classified	3	0	0	13.0
31 Others	188	1,200	64	-

**TABLE 17 - Hard-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural Establishments With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies	Median Duration in Filling-up Vacancy (in months)
<i>Clerks</i>	<b>32,644</b>	<b>107,979</b>		
1 Customer Service Representatives	20,820	41,444	20	8.0
2 Cashiers and Ticket Clerks	3,902	13,140	34	2.0
3 Accounting and Bookkeeping Clerks	1,910	13,564	71	2.0
4 Receptionists and Information Clerks	1,479	18,228	123	1.0
5 Stock Clerks	842	2,387	28	1.0
6 Data Entry Operators	387	1,276	33	0.0
7 Pawnbrokers and Money Lenders	198	6,335	320	4.0
8 Medical Transcriptionist	159	837	53	13.0
9 Debt Collectors and Related Workers	129	335	26	0.0
10 Statistical and Finance Clerks	108	315	29	1.0
11 Production Clerks	87	814	94	1.0
12 Secretaries	79	310	39	1.0
13 Transport Clerks	75	500	67	17.0
14 Tellers and Other Counter Clerks	55	195	36	2.0
15 Coding, Proof-Reading and Related Clerks	32	583	184	1.0
16 Telephone Switchboard Operators	24	110	46	1.0
17 Travel Agency Clerks and Related Workers	14	23	17	1.0
18 Library and Filing Clerks	10	142	148	17.0
19 Mail Carriers and Sorting Clerks	4	12	33	2.0
20 Stenographers and Typists	2	5	30	14.0
21 Other Office Clerks	2,329	7,424	32	2.0
<i>Service Workers and Shop and Market Sales Workers</i>	<b>2,914</b>	<b>10,926</b>		
1 Protective Services Workers Not Elsewhere Classified	918	1,844	20	1.0
2 Waiters, Waitresses and Bartenders	602	2,496	41	2.0
3 Shop Salespersons and Demonstrators	466	2,470	53	2.0
4 Travel Attendants and Travel Stewards	249	1,635	66	6.0
5 Cooks	235	1,653	70	1.0
6 Transport Conductors	209	216	10	6.0
7 Hairdressers, Barbers, Beauticians and Related Workers	99	285	29	2.0
8 Home-Based Personal Care Workers	68	119	18	4.0
9 Housekeepers and Related Workers	35	72	21	3.0
10 Service Crew	30	118	40	0.0
11 Institution-Based Personal Care Workers	2	12	50	1.0
12 Stall and Market Salespersons	2	6	25	1.0
<i>Forestry Workers</i>	<b>1</b>	<b>0</b>		
1 Forest Tree Planters	1	0	0	4.0

**TABLE 17 - Hard-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural Establishments With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies	Median Duration in Filling-up Vacancy (in months)
<i>Craft and Related Trades Workers</i>	<b>3,334</b>	<b>7,703</b>		
1 Food Preservers	595	0	0	12.0
2 Sewers, Embroiderers and Related Workers	517	336	7	1.0
3 Tailors, Dressmakers and Hatters	335	558	17	1.0
4 Machine-Tool Setters and Setter-Operators	257	1,210	47	1.0
5 Lineman, Line Installers and Cable Splicers	223	1,566	70	2.0
6 Plumbers, Pipe Fitters and Other Related Workers	148	692	47	6.0
7 Cabinet/Furniture Makers and Related Workers	134	379	28	1.0
8 Potters and Related Clay and Abrasive Formers	133	183	14	2.0
9 Bakers, Pastry Cooks and Confectionery Makers	128	195	15	2.0
10 Textile, Leather and Related Pattern Makers and Cutters	112	458	41	1.0
11 Welders and Flamecutters	104	236	23	1.0
12 Electrical Mechanics and Fitters	83	89	11	4.0
13 Marine Craft Mechanics	79	111	14	1.0
14 Building and Related Electricians	67	233	35	4.0
15 Agricultural or Industrial-Machinery Mechanics and Fitters	62	197	32	1.0
16 Shoemakers and Related Workers	58	101	17	0.0
17 Weavers, Knitters and Related Workers	46	34	8	1.0
18 Floor Layers and Tile Setters	34	168	50	2.0
19 Motor Vehicle Mechanics and Related Trades Workers	32	353	109	0.0
20 Woodworking-Machine Setters and Setter-Operators	32	9	3	0.0
21 Upholsterers and Related Workers	24	59	25	1.0
22 Varnishers and Related Painters	24	23	10	6.0
23 Carpenters and Joiners	23	118	51	3.0
24 Pressman Letterpress and Related Workers	18	42	24	1.0
25 Rattan, Bamboo and Other Wicker Furniture Makers	15	101	66	1.0
26 Telecommunication Equipment Installers and Repairers	14	142	100	2.0
27 Metal-Wheel Grinders, Polishers and Tool Sharpeners	12	24	20	1.0
28 Photographic and Related Workers	8	17	20	0.0
29 Aircraft Engine Mechanics and Fitters	6	12	20	1.0
30 Metal Molders and Coremakers	4	9	20	3.0
31 Butchers, Fishmongers and Related Food Preparers	4	20	50	13.0
32 Structural-Metal Preparers, Erectors and Related Workers	3	27	80	4.0

**TABLE 17 - Hard-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural Establishments With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies	Median Duration in Filling-up Vacancy (in months)
<b><i>Plant and Machine Operators and Assemblers</i></b>	<b>2,371</b>	<b>6,259</b>		
1 Baked Goods, Cereal and Chocolate Products Machine Operators	495	927	19	1.0
2 Heavy Truck and Lorry Drivers	363	833	23	1.0
3 Lifting-Truck Operators	266	471	18	3.0
4 Bus Drivers	215	197	9	1.0
5 Car, Taxi and Van Drivers	209	1,498	72	3.0
6 Plastic Products Machine Operators	148	306	21	4.0
7 Metal Drawers and Extruders	89	99	11	0.0
8 Machine-Tool Operators	85	141	17	4.0
9 Incinerator, Water-Treatment and Related Plant Operators	79	67	8	21.0
10 Papermaking-Plant Operators	62	74	12	1.0
11 Crushing, Grinding and Chemical-Mixing Machinery Operators	54	195	36	1.0
12 Cement and Other Mineral Products Machine Operators	41	26	6	2.0
13 Bleaching-, Dyeing- and Cleaning-Machine Operators	35	36	10	1.0
14 Electrical Equipment Assemblers	35	145	42	3.0
15 Paper Pulp Plant Operators	24	53	23	3.5
16 Steam Engine and Boiler Operators	22	41	19	77.0
17 Earth-Moving and Related Plant Operators	20	10	5	4.0
18 Mechanical Machinery Assemblers	18	98	55	1.0
19 Rubber Products Machine Operators	14	56	39	1.0
20 Metal Melters, Casters and Rolling-Mill Operators	13	41	31	1.0
21 Mining-Plant Operators	13	20	15	6.0
22 Photographic-Products Machine Operators	12	37	30	3.0
23 Other Machine Operators and Assemblers	9	752	862	1.0
24 Metal Finishing-, Plating and Coating-Machine Operators	7	1	1	0.0
25 Weaving and Knitting Machine Operators	6	17	30	2.0
26 Power-Production Plant Operators	5	18	33	0.0
27 Crane, Hoist and Related Plant Operators	5	18	33	2.0
28 Electronic Equipment Assemblers	4	18	45	1.0
29 Petroleum and Natural Gas Refining Plant Operators	4	21	54	2.0
30 Sewing Machine Operators	4	19	50	1.0
31 Motorized Farm and Forestry Plant Operators	3	0	0	7.0
32 Glass, Ceramics and Related Plant Operators Not Elsewhere Classified	3	0	0	2.0
33 Ship's Deck Crews and Related Workers	3	5	20	1.0
34 Mineral-Ore and Stone-Processing-Plant Operators	2	2	10	1.0
35 Automated Assembly-Line Operators	2	8	50	1.0
36 Tobacco Production Machine Operators	1	6	50	5.0
37 Wood Products Machine Operators	1	2	20	6.0
<b><i>Laborers and Unskilled Workers</i></b>	<b>612</b>	<b>2,250</b>		
1 Helpers and Cleaners In Offices, Hotels and Other Establishments	214	361	17	1.0
2 Freight Handlers	134	724	54	2.0
3 Messengers, Package and Luggage Porters and Deliverers	109	488	45	5.0
4 Hand Packers and Other Manufacturing Laborers	65	208	32	2.0
5 Domestic Helpers and Cleaners	38	256	67	1.0
6 Door-to-Door and Telephone Salespersons	25	47	19	10.5
7 Building Caretakers	15	123	80	1.0
8 Assembling Laborers	12	44	38	2.0

Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).

**TABLE 18 - Easy-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural  
With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies
<b>ALL OCCUPATIONS</b>	<b>131,912</b>	<b>753,325</b>	
<i>Corporate Executives, Managers, Managing Proprietors and Supervisors</i>	<b>1,370</b>	<b>8,615</b>	
1 Production Supervisors and General Foremen	404	3,760	93
2 Finance and Administration Managers	234	1,356	58
3 Sales and Marketing Managers	166	733	44
4 Sales Supervisors In Retail Trade	66	119	18
5 Production and Operations Managers In Restaurant and Hotels	65	134	20
6 Personnel and Industrial Relations Managers	64	614	96
7 Supply and Distribution Managers	49	487	99
8 Production and Operations Managers In Business Services	38	113	30
9 School Principals	37	41	11
10 Production and Operations Managers In Transport, Storage and Communications	30	73	24
11 Production and Operations Managers In Manufacturing	23	65	29
12 School Supervisors	18	54	30
13 General Managers/Managing-Proprietors of Business Services	13	38	30
14 Transport and Communications Service Supervisors Not Elsewhere Classified	10	134	133
15 Computing Services Managers	9	104	118
16 General Managers/Managing-Proprietors In Manufacturing	6	11	20
17 Directors and Chief Executives of Corporations	5	17	34
18 Production and Operations Managers In Construction	2	2	10
19 Other Supervisors Not Elsewhere Classified	52	398	77
20 Other Sales Supervisors	37	281	76
21 Other Specialized Managers	27	66	25
22 General Managers/Managing-Proprietors Not Elsewhere Classified	15	15	10

**TABLE 18 - Easy-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural  
With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies
<i>Professionals</i>	<b>12,683</b>	<b>143,382</b>	
1 College, University and Higher Education Teaching Professionals	1,208	3,067	25
2 General Elementary Education Teaching Professionals	1,198	3,887	32
3 Professional Nurses	1,097	12,575	115
4 General Secondary Education Teaching Professionals	1,076	4,062	38
5 Systems Analysts and Designers	598	10,888	182
6 Accountants and Auditors	519	2,986	58
7 Electronics and Communications Engineers	303	790	26
8 Electrical Engineers	301	3,116	103
9 Civil Engineers	252	2,044	81
10 Personnel and Human Resource Development Professionals	251	1,823	73
11 Computer Engineers and Related Professionals	195	697	36
12 Justices (Legal Adviser)	185	718	39
13 Chemical Engineers	163	1,950	120
14 Mechanical Engineers	151	664	44
15 Computer Programmers	140	2,844	203
16 Science and Mathematics Teaching Professionals	118	385	33
17 Industrial Engineers	111	1,083	97
18 Medical Technologists	89	374	42
19 Mathematicians and Actuaries	64	64	10
20 Authors, Journalists and Other Writers	63	199	32
21 Architects	58	188	32
22 Pre-Elementary Education Teaching Professionals	40	67	17
23 Pharmacists	36	58	16
24 Physiotherapist	36	190	52
25 Librarians, Archivists and Curators	33	54	17
26 Religious Professionals	29	32	11
27 Actors and Stage Directors	29	207	73
28 Lawyers	28	42	15
29 Chemists	23	322	139
30 Nutritionists-Dietitians	23	168	72
31 Education Methods Specialists	18	18	10
32 Professional Midwives	15	29	20
33 Medical Doctors	14	216	150
34 Science and Mathematics Elementary Education Teaching Professional	12	24	20
35 Foresters and Related Scientists	8	152	180
36 Technical and Vocational Instructors/Trainers	4	32	77
37 Optometrists and Opticians	3	13	40
38 Psychologists	3	13	40
39 Composers, Musicians and Singers	3	19	60
40 Sculptors, Painters and Related Artists	2	6	30
42 Vocational Education Teaching Professionals	2	3	20
41 Dentists	2	10	60
43 Veterinarians	1	1	10
44 Philologists, Translators and Interpreters	1	5	50
45 Other Computer Professionals	2,340	8,542	37
46 Other Business Professionals	1,375	77,108	561
47 Other Health Professionals (Except Nursing)	295	416	14
48 Other Engineers and Related Professionals	166	1,228	74
49 Other Teaching Professionals	2	3	20

**TABLE 18 - Easy-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural  
With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies
<i>Technicians and Associate Professionals</i>	<b>19,993</b>	<b>228,359</b>	
1 Safety, Health and Quality Inspectors	4,471	23,538	53
2 Technical and Commercial Sales Representatives	3,581	56,157	157
3 Labor Contractors and Employment Agents	3,176	4,765	15
4 Administrative Secretaries and Related Associate Professionals	1,082	45,277	419
5 Computer Equipment Operators	1,039	5,896	57
6 Chemical Engineering Technicians	634	1,177	19
7 Computer Assistants	579	19,423	336
8 Mechanical Engineering Technicians	466	3,763	81
9 Statistical, Mathematical and Related Associate Professionals	458	2,816	62
10 Electrical Engineering Technicians	420	2,225	53
11 Buyers	344	3,552	103
12 Electronics and Communications Engineering Technicians	189	1,048	55
13 Decorators and Commercial Designers	149	386	26
14 Pharmaceutical Assistants	135	333	25
15 Draftsmen	83	377	45
16 Appraisers and Valuers	73	331	45
17 Bookkeepers	66	1,241	189
18 Teaching Associate Professionals	63	125	20
19 Nursing Associate Professionals	61	160	26
20 Ships' Deck Officers and Pilots	36	123	34
21 Air Traffic Safety Technician	30	48	16
22 Insurance Representatives	22	215	96
23 Customs and Immigration Inspectors	18	723	400
24 Civil Engineering Technicians	17	67	39
25 Legal and Related Business Associate Professionals	17	210	126
26 Photographers and Image and Sound Recording Equipment Operators	14	94	69
27 Broadcasting and Telecommunications Equipment Operators	12	30	24
28 Midwifery Associate Professionals	9	9	10
29 Ship and Aircraft Controllers and Technicians	9	34	40
30 Estate Agents	8	25	32
31 Aircraft Pilots, Navigators and Flight Engineers	5	6	13
32 Air Traffic Controllers	5	6	13
33 Medical Assistants	5	9	20
34 Athletes and Related Workers	3	19	60
35 Securities and Finance Dealers and Brokers	2	106	530
36 Police Inspectors and Detectives	2	5	30
37 Farm Technicians	2	8	50
38 Non-Ordained Religious Associate Professionals	2	10	60
39 Medical Equipment Operators	1	6	50
40 Mining and Metallurgical Engineering Technicians	1	3	30
41 Other Finance and Sales Associate Professionals	2,081	50,314	242
42 Other Administrative Associate Professionals	445	3,032	68
43 Other Physical Science and Engineering Technicians	91	454	50
44 Other Optical and Electronic Equipment Operators Not Elsewhere Classified	63	135	21
45 Other Business Services Agents and Trade Brokers	17	42	25
46 Other Life Science Technicians	7	21	31
47 Other Health Associate Professionals (Except Nursing)	1	16	150

**TABLE 18 - Easy-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural  
With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies
<i>Clerks</i>	<b>26,608</b>	<b>135,828</b>	
1 Customer Service Representatives	4,963	25,793	52
2 Stock Clerks	4,265	12,934	30
3 Receptionists and Information Clerks	3,714	26,876	72
4 Cashiers and Ticket Clerks	2,946	8,530	29
5 Production Clerks	1,767	5,563	31
6 Accounting and Bookkeeping Clerks	1,464	15,701	107
7 Tellers and Other Counter Clerks	495	3,420	69
8 Travel Agency Clerks and Related Workers	434	6,596	152
9 Data Entry Operators	374	1,514	40
10 Debt Collectors and Related Workers	357	1,327	37
11 Coding, Proof-Reading and Related Clerks	342	6,051	177
12 Statistical and Finance Clerks	203	4,103	202
13 Secretaries	198	2,848	144
14 Transport Clerks	81	385	48
15 Mail Carriers and Sorting Clerks	41	68	17
16 Pawnbrokers and Money Lenders	20	141	71
17 Telephone Switchboard Operators	19	149	80
18 Library and Filing Clerks	8	24	31
19 Word Processor and Related Operators	3	10	36
20 Other Office Clerks	4,917	13,797	28
<i>Service Workers and Shop and Market Sales Workers</i>	<b>20,609</b>	<b>91,426</b>	
1 Waiters, Waitresses and Bartenders	12,832	60,451	47
2 Shop Salespersons and Demonstrators	4,087	17,694	43
3 Protective Services Workers Not Elsewhere Classified	2,283	4,684	21
4 Travel Attendants and Travel Stewards	371	1,684	45
5 Service Crew	243	700	29
6 Stall and Market Salespersons	233	4,253	183
7 Cooks	212	542	25
8 Housekeepers and Related Workers	145	638	44
9 Hairdressers, Barbers, Beauticians and Related Workers	72	408	57
10 Travel Guides	58	136	23
11 Transport Conductors	46	158	34
12 Institution-Based Personal Care Workers	17	48	28
13 Child-Care Workers	6	12	20
14 Personal Care and Related Workers Not Elsewhere Classified	4	21	50

**TABLE 18 - Easy-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural  
With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies
<i>Craft and Related Trade Workers</i>	<b>23,315</b>	<b>50,537</b>	
1 Bakers, Pastry Cooks and Confectionery Makers	13,255	24,797	19
2 Sewers, Embroiderers and Related Workers	3,741	9,505	25
3 Tool-Makers and Related Workers	1,025	2,284	22
4 Electrical Mechanics and Fitters	992	2,762	28
5 Textile, Leather and Related Pattern Makers and Cutters	427	737	17
6 Weavers, Knitters and Related Workers	405	540	13
7 Welders and Flamecutters	395	799	20
8 Shoemakers and Related Workers	383	567	15
9 Marine Craft Mechanics	303	583	19
10 Building and Related Electricians	247	428	17
11 Plumbers, Pipe Fitters and Other Related Workers	225	398	18
12 Carpenters and Joiners	222	322	14
13 Lineman, Line Installers and Cable Splicers	221	1,620	73
14 Upholsterers and Related Workers	200	499	25
15 Agricultural or Industrial-Machinery Mechanics and Fitters	192	314	16
16 Motor Vehicle Mechanics and Related Trades Workers	187	361	19
17 Machine-Tool Setters and Setter-Operators	177	1,198	68
18 Handicraft Workers In Wood and Related Materials	98	228	23
19 Metal Molders and Coremakers	91	250	28
20 Structural-Metal Preparers, Erectors and Related Workers	81	343	42
21 Bookbinders and Related Workers	78	93	12
22 Tailors, Dressmakers and Hatters	75	167	22
23 Precision Instrument Makers and Repairers	59	811	137
24 Pressman Letterpress and Related Workers	54	138	25
25 Sheet-Metal Workers	39	104	27
26 Electronics Mechanics and Servicers	36	115	32
27 Masons and Related Concrete Finishers	32	141	44
28 Electronics Fitters	22	168	75
29 Potters and Related Clay and Abrasive Formers	14	143	100
30 Food Preservers	10	30	30
31 Printing Engravers and Etchers	8	59	70
32 Aircraft Engine Mechanics and Fitters	4	4	10
33 Photographic and Related Workers	4	8	23
34 Woodworking-Machine Setters and Setter-Operators	4	4	10
35 Varnishers and Related Painters	3	6	20
36 Butchers, Fishmongers and Related Food Preparers	2	2	10
37 Food and Beverage Tasters and Graders	1	6	50
38 Glass-Makers, Cutters, Grinders and Finishers	1	3	30
39 Painters and Related Workers	1	1	10

**TABLE 18 - Easy-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural  
With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies
<i>Plant and Machine Operators and Assemblers</i>	<b>22,480</b>	<b>75,494</b>	
1 Electronic Equipment Assemblers	4,209	16,884	40
2 Mechanical Machinery Assemblers	3,397	18,343	54
3 Sewing Machine Operators	1,675	3,910	23
4 Car, Taxi and Van Drivers	1,311	3,390	26
5 Pharmaceutical and Toiletry Products Machine Operators	1,230	8,900	72
6 Electrical Equipment Assemblers	1,198	3,351	28
7 Baked Goods, Cereal and Chocolate Products Machine Operators	1,192	3,924	33
8 Plastic Products Machine Operators	906	2,314	26
9 Metal Heat-Treating-Plant Operators	709	710	10
10 Metal Melters, Casters and Rolling-Mill Operators	700	874	12
11 Rubber Products Machine Operators	692	1,596	23
12 Cement and Other Mineral Products Machine Operators	686	1,529	22
13 Glass and Ceramics Kiln and Related Machine Operators	547	662	12
14 Crushing, Grinding and Chemical-Mixing Machinery Operators	452	1,268	28
15 Sugar Production Machine Operators	385	385	10
16 Industrial-Robot Operators	354	1,048	30
17 Bleaching, Dyeing and Cleaning-Machine Operators	289	528	18
18 Heavy Truck and Lorry Drivers	226	718	32
19 Metal, Rubber and Plastic Products Assemblers	209	475	23
20 Paperboard, Textile and Related Products Assemblers	150	411	27
21 Wood and Related Products Assemblers	135	315	23
22 Earth-Moving and Related Plant Operators	131	133	10
23 Fiber-Preparing, Spinning and Winding Machine Operators	114	171	15
24 Weaving and Knitting Machine Operators	106	240	23
25 Steam Engine and Boiler Operators	96	98	10
26 Bus Drivers	86	263	31
27 Machine-Tool Operators	83	338	41
28 Motorized Farm and Forestry Plant Operators	64	64	10
29 Chemical-Filtering and Separating Equipment Operators	59	99	17
30 Incinerator, Water-Treatment and Related Plant Operators	46	135	29
31 Paper Pulp Plant Operators	43	43	10
32 Shoemaking and Related Machine Operators	40	59	15
33 Photographic-Products Machine Operators	39	300	77
34 Dairy Products Machine Operators	36	136	38
35 Ship's Deck Crews and Related Workers	29	57	20
36 Papermaking-Plant Operators	28	49	18
37 Wood Products Machine Operators	23	57	24
38 Locomotive-Engine Drivers	21	212	100
39 Brewers, Wine and Other Beverage Machine Operators	20	59	29
40 Glass, Ceramics and Related Plant Operators Not Elsewhere Classified	16	32	20
41 Metal Finishing-, Plating and Coating-Machine Operators	11	17	15
42 Lifting-Truck Operators	10	16	17
43 Power-Production Plant Operators	9	16	19
44 Automated Assembly-Line Operators	8	34	42
45 Chemical-Processing Plant Operators Not Elsewhere Classified	5	25	50
46 Leather-Preparing Machine Operators	5	10	20
47 Mining-Plant Operators	5	11	25
48 Mineral-Ore and Stone-Processing-Plant Operators	3	188	627
49 Crane, Hoist and Related Plant Operators	2	5	25
50 Wood-Processing and Papermaking-Plant Operators	1	9	80
51 Other Machine Operators and Assemblers	690	1,081	16

**TABLE 18 - Easy-to-Fill Occupations Sorted by Number of Vacancies in Non-Agricultural  
With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Number of Vacancies	Number of Applicants	Number of Applicants Per 10 Vacancies
<i>Laborers and Unskilled Workers</i>	<b>4,852</b>	<b>19,683</b>	
1 Helpers and Cleaners In Offices, Hotels and Other Establishments	2,288	9,605	42
2 Drivers of Animal-Drawn Vehicles and Machinery	429	1,080	25
3 Domestic Helpers and Cleaners	420	3,895	93
4 Building Caretakers	380	1,140	30
5 Hand Launderers and Pressers	347	674	19
6 Freight Handlers	252	529	21
7 Assembling Laborers	199	1,042	52
8 Messengers, Package and Luggage Porters and Deliverers	179	742	41
9 Building Construction Laborers	150	406	27
10 Shoe Cleaning and Other Street Services Elementary Occupations	54	75	14
11 Mining and Quarrying Laborers	54	56	10
12 Construction and Maintenance Laborers: Roads, Dams and Similar Constructions	39	95	24
13 Hand Packers and Other Manufacturing Laborers	27	272	99
14 Door-to-Door and Telephone Salespersons	22	44	20
15 Doorkeepers, Watchpersons and Related Workers	9	22	24
16 Forestry Laborers	1	8	60

Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).

**TABLE 19 - List of Occupations that Appeared in Both Hard-to-Fill and Easy-to-Fill in Non-Agricultural With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Hard-to-Fill Occupations			Easy-to-Fill Occupations		
	Number of Vacancies	Number of Applicants	Number of Applicants per 10 Vacancies	Number of Vacancies	Number of Applicants	Number of Applicants per 10 Vacancies
<b>ALL OCCUPATIONS</b>	<b>71,122</b>	<b>305,648</b>	<b>11,144</b>	<b>121,914</b>	<b>727,718</b>	<b>12,576</b>
<i>Corporate Executives, Managers, Managing Proprietors and Supervisors</i>	<b>3,354</b>	<b>29,536</b>	<b>1,528</b>	<b>1,354</b>	<b>8,470</b>	<b>932</b>
1 Directors and Chief Executives of Corporations	5	5	9	5	17	34
2 Production and Operations Managers in Manufacturing	202	385	19	23	65	29
3 Production and Operations Managers in Construction	79	898	114	2	2	10
4 Production and Operations Managers in Restaurant and Hotels	115	505	44	65	134	20
5 Production and Operations Managers in Transport, Storage and Communications	25	75	30	30	73	24
6 Production and Operations Managers in Business Services	175	1,273	73	38	113	30
7 Finance and Administration Managers	495	3,373	68	234	1,356	58
8 Personnel and Industrial Relations Managers	199	1,720	86	64	614	96
9 Sales and Marketing Managers	638	4,750	74	166	733	44
10 Supply and Distribution Managers	30	143	48	49	487	99
11 Computing Services Managers	121	2,657	220	9	104	118
12 Services	121	337	28	13	38	30
13 School Supervisors	28	72	26	18	54	30
14 School Principals	88	96	11	37	41	11
15 Production Supervisors and General Foremen	474	5,812	123	404	3,760	93
16 Sales Supervisors in Retail Trade	139	4,905	354	66	119	18
17 General Managers/Managing-Proprietors Not Elsewhere Classified	21	40	20	15	15	10
18 Other Specialized Managers	136	821	60	27	66	25
19 Other Sales Supervisors	119	383	32	37	281	76
20 Other Supervisors Not Elsewhere Classified	146	1,286	88	52	398	77

**TABLE 19 - List of Occupations that Appeared in Both Hard-to-Fill and Easy-to-Fill in Non-Agricultural With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Hard-to-Fill Occupations			Easy-to-Fill Occupations		
	Number of Vacancies	Number of Applicants	Number of Applicants per 10 Vacancies	Number of Vacancies	Number of Applicants	Number of Applicants per 10 Vacancies
<i>Professionals</i>	<b>17,409</b>	<b>96,235</b>	<b>2,136</b>	<b>12,529</b>	<b>143,167</b>	<b>3,119</b>
1 Chemists	136	853	63	23	322	139
2 Systems Analysts and Designers	1,152	9,712	84	598	10,888	182
3 Computer Programmers	795	5,704	72	140	2,844	203
4 Architects	249	1,544	62	58	188	32
5 Civil Engineers	315	1,253	40	252	2,044	81
6 Electrical Engineers	1,059	7,014	66	301	3,116	103
7 Electronics and Communications Engineers	428	5,065	118	303	790	26
8 Mechanical Engineers	730	4,052	56	151	664	44
9 Chemical Engineers	479	2,596	54	163	1,950	120
10 Computer Engineers and Related Professionals	772	4,863	63	195	697	36
11 Industrial Engineers	409	3,589	88	111	1,083	97
12 Foresters and Related Scientists	3	0	0	8	152	180
13 Medical Doctors	111	183	16	14	216	150
14 Pharmacists	270	699	26	36	58	16
15 Nutritionists-Dietitians	30	59	20	23	168	72
16 Medical Technologists	323	390	12	89	374	42
17 Physiotherapist	41	84	21	36	190	52
18 Professional Nurses	250	965	39	1,097	12,575	115
19 College, University and Higher Education Teaching Professionals	1,097	2,613	24	1,208	3,067	25
20 Technical and Vocational instructors/Trainers	12	43	37	4	32	77
21 General Secondary Education Teaching Professionals	1,075	2,441	23	1,076	4,062	38
22 Science and Mathematics Teaching Professionals	26	49	19	118	385	33
23 Vocational Education Teaching Professionals	13	236	178	2	3	20
24 General Elementary Education Teaching Professionals	910	2,563	28	1,198	3,887	32
25 Pre-Elementary Education Teaching Professionals	85	297	35	40	67	17
26 Education Methods Specialists	2	5	30	18	18	10
27 Accountants and Auditors	1,688	10,739	64	519	2,986	58
28 Personnel and Human Resource Development Professionals	471	4,812	102	251	1,823	73
29 Lawyers	28	65	23	29	207	73
30 Justices (Legal Adviser)	11	44	40	185	718	39
31 Librarians, Archivists and Curators	112	140	13	33	54	17
32 Philologists, Translators and Interpreters	25	176	69	1	5	50
33 Psychologists	34	411	120	3	13	40
34 Authors, Journalists and Other Writers	281	3,130	112	63	199	32
35 Sculptors, Painters and Related Artists	14	105	76	2	6	30
36 Composers, Musicians and Singers	5	27	50	3	19	60
37 Other Computer Professionals	1,914	7,019	37	2,340	8,542	37
38 Other Engineers and Related Professionals	207	865	42	166	1,228	74
39 Other Health Professionals (Except Nursing)	139	334	24	295	416	14
40 Other Teaching Professionals	84	200	24	2	3	20
41 Other Business Professionals	1,625	11,298	70	1,375	77,108	561

**TABLE 19 - List of Occupations that Appeared in Both Hard-to-Fill and Easy-to-Fill in Non-Agricultural With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Hard-to-Fill Occupations			Easy-to-Fill Occupations		
	Number of Vacancies	Number of Applicants	Number of Applicants per 10 Vacancies	Number of Vacancies	Number of Applicants	Number of Applicants per 10 Vacancies
<i>Technicians and Associate Professionals</i>	<b>9,015</b>	<b>46,662</b>	<b>2,852</b>	<b>16,744</b>	<b>223,408</b>	<b>3,951</b>
1 Civil Engineering Technicians	14	18	13	17	67	39
2 Electrical Engineering Technicians	250	756	30	420	2,225	53
3 Electronics and Communications Engineering	200	2,584	129	189	1,048	55
4 Mechanical Engineering Technicians	1,587	3,305	21	466	3,763	81
5 Chemical Engineering Technicians	142	2,218	157	634	1,177	19
6 Mining and Metallurgical Engineering Technicians	11	0	0	1	3	30
7 Draftsmen	88	626	71	83	377	45
8 Computer Assistants	104	569	55	579	19,423	336
9 Computer Equipment Operators	389	2,029	52	1,039	5,896	57
10 Photographers and Image and Sound Recording Equipment Operators	23	45	19	14	94	69
11 Broadcasting and Telecommunications Equipment Operators	4	11	27	12	30	24
12 Medical Equipment Operators	14	18	13	1	6	50
13 Ship and Aircraft Controllers and Technicians	17	35	20	9	34	40
14 Ships' Deck Officers and Pilots	26	79	31	36	123	34
15 Aircraft Pilots, Navigators and Flight Engineers	314	558	18	5	6	13
16 Air Traffic Controllers	9	11	13	5	6	13
17 Air Traffic Safety Technician	53	53	10	30	48	16
18 Safety, Health and Quality inspectors	556	3,828	69	4,471	23,538	53
19 Medical Assistants	19	39	20	5	9	20
20 Pharmaceutical Assistants	14	54	40	135	333	25
21 Teaching Associate Professionals	11	23	20	63	125	20
22 Securities and Finance Dealers and Brokers	1	91	660	2	106	530
23 Insurance Representatives	15	86	55	22	215	96
24 Estate Agents	4	187	424	8	25	32
25 Technical and Commercial Sales Representatives	2,442	13,975	57	3,581	56,157	157
26 Buyers	118	681	58	344	3,552	103
27 Appraisers and Valuers	3	8	30	73	331	45
28 Administrative Secretaries and Related Associate Professionals	442	3,083	70	1,082	45,277	419
29 Legal and Related Business Associate Professionals	28	199	71	17	210	126
30 Bookkeepers	243	1,023	42	66	1,241	189
31 Statistical, Mathematical and Related Associate Professionals	190	2,981	157	458	2,816	62
32 Customs and Immigration inspectors	23	87	38	18	723	400
33 Police inspectors and Detectives	8	8	10	2	5	30
34 Decorators and Commercial Designers	129	593	46	149	386	26
35 Athletes and Related Workers	12	116	95	3	19	60
36 Other Physical Science and Engineering Technicians	115	419	36	91	454	50
37 Other Optical and Electronic Equipment Operators Not Elsewhere Classified	3	0	0	63	135	21
38 Other Life Science Technicians	14	4	3	7	21	31
39 Other Health Associate Professionals (Except Nursing)	12	12	10	1	16	150
40 Other Finance and Sales Associate Professionals	970	4,121	42	2,081	50,314	242
41 Other Business Services Agents and Trade Brokers	44	301	69	17	42	25
42 Other Administrative Associate Professionals	352	1,827	52	445	3,032	68

**TABLE 19 - List of Occupations that Appeared in Both Hard-to-Fill and Easy-to-Fill in Non-Agricultural With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Hard-to-Fill Occupations			Easy-to-Fill Occupations		
	Number of Vacancies	Number of Applicants	Number of Applicants per 10 Vacancies	Number of Vacancies	Number of Applicants	Number of Applicants per 10 Vacancies
<i>Clerks</i>	<b>32,483</b>	<b>107,137</b>	<b>1,379</b>	<b>26,606</b>	<b>135,819</b>	<b>1,419</b>
1 Data Entry Operators	387	1,276	33	374	1,514	40
2 Secretaries	79	310	39	198	2,848	144
3 Accounting and Bookkeeping Clerks	1,910	13,564	71	1,464	15,701	107
4 Statistical and Finance Clerks	108	315	29	203	4,103	202
5 Stock Clerks	842	2,387	28	4,265	12,934	30
6 Production Clerks	87	814	94	1,767	5,563	31
7 Transport Clerks	75	500	67	81	385	48
8 Library and Filing Clerks	10	142	148	8	24	31
9 Mail Carriers and Sorting Clerks	4	12	33	41	68	17
10 Coding, Proof-Reading and Related Clerks	32	583	184	342	6,051	177
11 Cashiers and Ticket Clerks	3,902	13,140	34	2,946	8,530	29
12 Tellers and Other Counter Clerks	55	195	36	495	3,420	69
13 Pawnbrokers and Money Lenders	198	6,335	320	20	141	71
14 Debt Collectors and Related Workers	129	335	26	357	1,327	37
15 Travel Agency Clerks and Related Workers	14	23	17	434	6,596	152
16 Receptionists and information Clerks	1,479	18,228	123	3,714	26,876	72
17 Telephone Switchboard Operators	24	110	46	19	149	80
18 Customer Service Representatives	20,820	41,444	20	4,963	25,793	52
19 Other Office Clerks	2,329	7,424	32	4,917	13,797	28
<i>Service Workers and Shop and Market Sales Workers</i>	<b>2,846</b>	<b>10,807</b>	<b>425</b>	<b>20,541</b>	<b>91,257</b>	<b>556</b>
1 Travel Attendants and Travel Stewards	249	1,635	66	371	1,684	45
2 Transport Conductors	209	216	10	46	158	34
3 Service Crew	30	118	40	243	700	29
4 Housekeepers and Related Workers	35	72	21	145	638	44
5 Cooks	235	1,653	70	212	542	25
6 Waiters, Waitresses and Bartenders	602	2,496	41	12,832	60,451	47
7 Institution-Based Personal Care Workers	2	12	50	17	48	28
8 Hairdressers, Barbers, Beauticians and Related Workers	99	285	29	72	408	57
9 Shop Salespersons and Demonstrators	466	2,470	53	4,087	17,694	43
10 Stall and Market Salespersons	2	6	25	233	4,253	183
11 Protective Services Workers Not Elsewhere Classified	918	1,844	20	2,283	4,684	21

**TABLE 19 - List of Occupations that Appeared in Both Hard-to-Fill and Easy-to-Fill in Non-Agricultural With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Hard-to-Fill Occupations			Easy-to-Fill Occupations		
	Number of Vacancies	Number of Applicants	Number of Applicants per 10 Vacancies	Number of Vacancies	Number of Applicants	Number of Applicants per 10 Vacancies
<i>Craft and Related Trade Workers</i>	<b>3,125</b>	<b>6,889</b>	<b>808</b>	<b>21,913</b>	<b>46,523</b>	<b>729</b>
1 Carpenters and Joiners	23	118	51	222	322	14
2 Plumbers, Pipe Fitters and Other Related Workers	148	692	47	225	398	18
3 Varnishers and Related Painters	24	23	10	3	6	20
4 Metal Molders and Coremakers	4	9	20	91	250	28
5 Welders and Flamecutters	104	236	23	395	799	20
6 Structural-Metal Preparers, Erectors and Related Workers	3	27	80	81	343	42
7 Machine-Tool Setters and Setter-Operators	257	1,210	47	177	1,198	68
8 Motor Vehicle Mechanics and Related Trades Workers	32	353	109	187	361	19
9 Aircraft Engine Mechanics and Fitters	6	12	20	4	4	10
10 Marine Craft Mechanics	79	111	14	303	583	19
11 Agricultural or industrial-Machinery Mechanics and Fitters	62	197	32	192	314	16
12 Building and Related Electricians	67	233	35	247	428	17
13 Electrical Mechanics and Fitters	83	89	11	992	2,762	28
14 Lineman, Line installers and Cable Splicers	223	1,566	70	221	1,620	73
15 Potters and Related Clay and Abrasive Formers	133	183	14	14	143	100
16 Photographic and Related Workers	8	17	20	4	8	23
17 Pressman Letterpress and Related Workers	18	42	24	54	138	25
18 Butchers, Fishmongers and Related Food Preparers	4	20	50	2	2	10
19 Bakers, Pastry Cooks and Confectionery Makers	128	195	15	13,255	24,797	19
20 Food Preservers	595	0	0	10	30	30
21 Woodworking-Machine Setters and Setter-Operators	32	9	3	4	4	10
22 Weavers, Knitters and Related Workers	46	34	8	405	540	13
23 Tailors, Dressmakers and Hatters	335	558	17	75	167	22
24 Textile, Leather and Related Pattern Makers and Cutters	112	458	41	427	737	17
25 Sewers, Embroiderers and Related Workers	517	336	7	3,741	9,505	25
26 Upholsterers and Related Workers	24	59	25	200	499	25
27 Shoemakers and Related Workers	58	101	17	383	567	15

**TABLE 19 - List of Occupations that Appeared in Both Hard-to-Fill and Easy-to-Fill in Non-Agricultural With 20 or More Workers, Philippines: January 2007 to June 2008**

Occupation Title	Hard-to-Fill Occupations			Easy-to-Fill Occupations		
	Number of Vacancies	Number of Applicants	Number of Applicants per 10 Vacancies	Number of Vacancies	Number of Applicants	Number of Applicants per 10 Vacancies
<b><i>Plant and Machine Operators and Assemblers</i></b>	<b>2,277</b>	<b>6,133</b>	<b>1,663</b>	<b>18,460</b>	<b>61,807</b>	<b>1,472</b>
1 Mining-Plant Operators	13	20	15	5	11	25
2 Mineral-Ore-and Stone-Processing-Plant Operators	2	2	10	3	188	627
3 Metal Melters, Casters and Rolling-Mill Operators	13	41	31	700	874	12
4 Glass, Ceramics and Related Plant Operators Not Elsewhere Classified	3	0	0	16	32	20
5 Paper Pulp Plant Operators	24	53	23	43	43	10
6 Papermaking-Plant Operators	62	74	12	28	49	18
7 Crushing, Grinding and Chemical-Mixing Machinery Operators	54	195	36	452	1,268	28
8 Power-Production Plant Operators	5	18	33	9	16	19
9 Steam Engine and Boiler Operators	22	41	19	96	98	10
10 Incinerator, Water-Treatment and Related Plant Operators	79	67	8	46	135	29
11 Automated Assembly-Line Operators	2	8	50	8	34	42
12 Machine-Tool Operators	85	141	17	83	338	41
13 Cement and Other Mineral Products Machine Operators	41	26	6	686	1,529	22
14 Metal Finishing-, Plating- and Coating-Machine Operators	7	1	1	11	17	15
15 Photographic-Products Machine Operators	12	37	30	39	300	77
16 Rubber Products Machine Operators	14	56	39	692	1,596	23
17 Plastic Products Machine Operators	148	306	21	906	2,314	26
18 Wood Products Machine Operators	1	2	20	23	57	24
19 Weaving and Knitting Machine Operators	6	17	30	106	240	23
20 Sewing Machine Operators	4	19	50	1,675	3,910	23
21 Bleaching, Dyeing and Cleaning Machine Operators	35	36	10	289	528	18
22 Baked Goods, Cereal and Chocolate Products Machine Operators	495	927	19	1,192	3,924	33
23 Mechanical Machinery Assemblers	18	98	55	3,397	18,343	54
24 Electrical Equipment Assemblers	35	145	42	1,198	3,351	28
25 Electronic Equipment Assemblers	4	18	45	4,210	16,884	40
26 Other Machine Operators and Assemblers	9	752	862	690	1,081	16
27 Car, Taxi and Van Drivers	209	1,498	72	1,311	3,390	26
28 Bus Drivers	215	197	9	86	263	31
29 Heavy Truck and Lorry Drivers	363	833	23	226	718	32
30 Motorized Farm and Forestry Plant Operators	3	0	0	64	64	10
31 Earth-Moving and Related Plant Operators	20	10	5	131	133	10
32 Crane, Hoist and Related Plant Operators	5	18	33	2	5	25
33 Lifting-Truck Operators	266	471	18	10	16	17
34 Ship's Deck Crews and Related Workers	3	5	20	29	57	20
<b><i>Laborers and Unskilled Workers</i></b>	<b>612</b>	<b>2,250</b>	<b>352</b>	<b>3,767</b>	<b>17,267</b>	<b>399</b>
1 Door-to-Door and Telephone Salespersons	25	47	19	22	44	20
2 Domestic Helpers and Cleaners	38	256	67	420	3,895	93
3 Helpers and Cleaners in Offices, Hotels and Other Establishments	214	361	17	2,288	9,605	42
4 Building Caretakers	15	123	80	380	1,140	30
5 Messengers, Package and Luggage Porters and Deliverers	109	488	45	179	742	41
6 Assembling Laborers	12	44	38	199	1,042	52
7 Hand Packers and Other Manufacturing Laborers	65	208	32	27	272	99
8 Freight Handlers	134	724	54	252	529	21

Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).

**TABLE 20 - Reasons Why Occupations in Non-Agricultural Establishments with 20 or More Workers  
Were Hard-to-Fill, Philippines: January 2007 to June 2008**

Reason	Number	Percent Share (%)
<b>TOTAL</b>	<b>14,159 *</b>	<b>100.0</b>
Applicants lack competency/skill	5,145	36.3
Applicants' expectation of high salary	3,044	21.5
Applicants lack years of experience	2,627	18.6
Applicants prefer overseas employment	717	5.1
Applicants lack professional licence/TESDA Skills Certification	408	2.9
Location or work schedule problem	561	4.0
No applicant	1,112	7.9
Others	484	3.4
No response/Not reported	60	0.4

\* Refers to the total number of occupations identified/listed by respondents as hard to fi

Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).

**TABLE 21 - Minimum Years of Work Experience Required for Hard-to-Fill Occupations in Non-Agricultural Establishments With 20 or More Workers, Philippines: January 2007 to June 2008**

Year	Number	Percent Share (%)
<b>TOTAL</b>	<b>14,159 *</b>	<b>100.0</b>
None	1,191	8.4
Less than a year	417	2.9
1 to 2 years	7,499	53.0
3 to 5 years	2,825	20.0
More than 5 years	268	1.9
No response	1,960	13.8

\* Refers to the total number of occupations identified/listed by respondents as hard to fill.

Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).

**TABLE 22 - Minimum Educational Level Requirement of Hard-to-Fill Occupations in Non-Agricultural Establishments  
With 20 or More Workers, Philippines: January 2007 to June 2008**

Level	Number	Percent Share (%)
<b>TOTAL</b>	<b>14,159 *</b>	<b>100.0</b>
Post graduate	547	3.9
College graduate	11,406	80.6
College undergraduate	783	5.5
Technical/Vocational graduate	411	2.9
High school graduate/undergraduate	911	6.4
Elementary graduate/undergraduate	41	0.3
No response/Not reported	60	0.4

*\* Refers to the total number of occupations identified/listed by respondents as hard to fill.*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 23 - Mode of Recruitment in Filling Up Vacancies in Non-Agricultural Establishments  
With 20 or More Workers, Philippines: January 2007 to June 2008**

Mode	Number	Percent Share (%)
<b>TOTAL</b>	<b>24,457<sup>a</sup></b>	<b>-</b>
Network of relatives, friends, neighbors	12,487	51.1
Word of mouth	11,646	47.6
Classified ads	8,386	34.3
Vacancy posting outside firm/schools	7,817	32.0
Promotion within the company	4,920	20.1
Internet (Job Boards)	4,387	17.9
Jobs Fair	3,905	16.0
Public Employment Office	2,571	10.5
Private recruitment agency	1,774	7.3
Phil-JobNet (DOLE)	660	2.7
Through labor unions	220	0.9
Others	1,030	4.2
Not reported	88	0.4

*a Details will not add up to total due to multiple response*

*Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).*

**TABLE 24 - Perception of Employers on Job Readiness of Applicants in Non-Agricultural Establishments  
With 20 or More Workers, Philippines: January 2007 to June 2008**

Trait	Total Responses	Poor		Good		Very Good	
		Number	Percent Share (%)	Number	Percent Share (%)	Number	Percent Share (%)
<b>Hard Skills</b>							
Verbal skill	24,311	1,652	6.8	18,148	74.7	4,511	18.6
Writing skill	23,207	2,516	10.8	16,832	72.5	3,859	16.6
Computer skill	22,379	2,569	11.5	15,729	70.3	4,081	18.2
Computing skill	22,263	2,403	10.8	16,065	72.2	3,795	17.0
Analytical thinking/Reasoning skill	23,572	2,301	9.8	15,981	67.8	5,290	22.4
English proficiency	22,677	4,187	18.5	14,708	64.9	3,782	16.7
Practical knowledge of the job	24,272	1,230	5.1	16,227	66.9	6,815	28.1
Previous work-related experience	24,110	1,435	6.0	17,924	74.3	4,751	19.7
<b>Soft Skills</b>							
Confidence level	24,227	1,423	5.9	17,038	70.3	5,766	23.8
Motivation/disposition	24,113	1,327	5.5	16,916	70.2	5,870	24.3
Personal appearance	24,254	811	3.3	19,337	79.7	4,106	16.9
Ability to fill out application form correctly	24,074	1,318	5.5	17,634	73.2	5,122	21.3

Source: Bureau of Labor and Employment Statistics, 2007/2008 BLES Integrated Survey (BITS).



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



## 2007/2008 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:

<b>Metro Manila</b>	<b>Outside Metro Manila</b>
Bureau of Labor and Employment Statistics	Tel. Nos.
3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila 1002	Fax No.
Tel. Nos.: 527-3000 loc 311/313/319; 527-3489	E-mail
Telefax 527-9324/527-9325	
E-mail <a href="mailto:bles_dole@yahoo.com">bles_dole@yahoo.com</a>	
<a href="mailto:blesemsd@yahoo.com">blesemsd@yahoo.com</a>	
<a href="mailto:bles_lrsd@yahoo.com">bles_lrsd@yahoo.com</a>	

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

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

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

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

Business 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 2008		CY 2007	
RET1 RFV RET2	RET1 RFV	RET 2	CET with EIN	RET1 RFV RET 2 CET with EIN
REF STR TCL	REF STR	TCL	_____	REF STR TCL _____
CBL PCL	CBL PCL	OSE	_____	CBL PCL OSE _____
DUP of EIN _____	CON with EIN _____		_____	CON with EIN _____
OSP WITH PSIC _____	DUP OF EIN _____		_____	DUP OF EIN _____
OTH (specify) _____	OSP WITH PSIC _____		_____	OSP WITH PSIC _____
	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 2007/2008 BLES Integrated Survey (BITS). The main objective of this survey is to generate an **integrated data set on employment of specific groups of workers, occupational shortages and surpluses, safety and health practices, occupational injuries and diseases and labor cost of employees**. These data are inputs to the 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 the 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 nor 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, our 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.

### ***Reference Periods***

The reference periods for this survey are as follows:

Part I: General Information---June 30, 2008

Part II: Employment---June 30, 2008

Part III: Occupational Shortages and Surpluses---January 2007 - June 2008

Part IV: Safety and Health Practices---June 30, 2008

Part V: Occupational Injuries and Diseases---Calendar Year 2007

Part VI: Labor Cost of Employees---Calendar Year 2007

### ***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 **ten (10) days** from your receipt.

### ***Availability of Results***

Selected statistics from previous BITS are presented in the last two pages of this questionnaire. More details can be furnished upon request or by visiting our website (<http://www.bles.dole.gov.ph>). Results of the 2007/2008 BITS will be available by **September 2009**.

# PART I: GENERAL INFORMATION

Reference Date: June 30, 2008

1. What is the main economic activity of your establishment? 1994 PSIC Code (as amended): <input type="text"/> (Do not fill) <i>Please specify your major products/goods or services in order of importance.</i>	
Main Economic Activity _____ Major Products/Goods or Services _____	
2. Ownership (Please check only one)	<input type="checkbox"/> Wholly Filipino <input type="checkbox"/> Wholly Foreign <input type="checkbox"/> With Foreign Equity (in terms of capital shares)
3. With union	<input type="checkbox"/> Yes <input type="checkbox"/> No, go to Item 8.
3.1 If yes, please specify scope of bargaining unit. (Please check as applicable)	<input type="checkbox"/> Supervisors only <input type="checkbox"/> Rank and File only <input type="checkbox"/> Rank and File including Supervisors
4. Number of unions	
5. Union membership	
5.1 Female members	
5.2 Union officers	
5.2.1 Female officers	
5.2.1.1 Female presidents	
6. With collective bargaining agreements	<input type="checkbox"/> Yes <input type="checkbox"/> No, go to Item 8.
7. Workers covered by CBAs	
7.1. Female workers covered	
<b>For Manufacturing Establishment Only</b>	<b>For Business Process Outsourcing Only (BPO)</b>
8. Is your establishment part of a global production network (GPN)? <input type="checkbox"/> Yes, please indicate: parent country if any: _____ partner country/ies: _____ <input type="checkbox"/> No	9. Please indicate your market. <input type="checkbox"/> Local <input type="checkbox"/> International <input type="checkbox"/> Both

**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.

**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.

**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, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.

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

**Include:**

- working owners with or without regular pay
- salaried directors, managers and executives
- regular and non-regular workers, e.g., probationary, casual, contractual/project-based, seasonal, paid 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
- unpaid workers without regular pay who work for at least 1/3 of the working time normal to the establishment including apprentices without compensation or student on-the-job trainees

**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

**Employees** - include managers/executives, supervisors/foremen and rank and file workers. Working owners receiving regular pay are also included.

**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.

**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.

**Global production network (GPN)** - a production scheme where stages of manufacturing process are undertaken in different geographic locations/countries where they can be carried out most efficiently.

**Partner country/ies** - refers to country/ies other than the country of the parent company where majority of the products are supplied.

**Business process outsourcing (BPO)** - the delegation to an organization/establishment contracted to take primary responsibility of providing a business process or function.

## PART II: EMPLOYMENT

Reference Date: June 30, 2008

Item of Inquiry (1)	Number of Workers (2)	
<b>1. Total Employment</b> <i>(sum of entries in items 1.1, 1.2 and 1.3)</i>		
1.1. Working owners <i>(without regular pay)</i>		<b>1.1. Working owners</b> – working owners who do not receive regular pay.
1.2. Unpaid workers		<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. Employees <i>(sum of entries in items 1.3.1, 1.3.2 and 1.3.3)</i>		<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> .
1.3.1. Managers/Executives <i>(including working owners receiving regular pay)</i>		<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.
1.3.2. Supervisors/Foremen		<b>1.3.3. Rank and file workers</b> – workers who do not fall within the managerial or supervisory classification of employees.
1.3.3. Rank and file <i>(sum of entries in items 1.3.3.1 and 1.3.3.2)</i>		<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.
1.3.3.1. Regular workers		<b>2.1. Young workers</b> – workers aged 15 to 24 years old as of reference date.
1.3.3.2. Non-regular workers <i>(as reported in item 2.8)</i>		<b>2.3. 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.
<b>2. Employment of Specific Groups of Workers</b> <i>(as applicable, workers may be reported in several categories)</i>		<b>2.4. 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.
2.1. Young workers		<b>2.5. Time-rate workers</b> – workers paid on the basis of a time unit of work such as an hour, a day or a month.
2.2. Female workers		<b>2.5.2. Part-time workers</b> – workers who work at jobs which provide less than the working time normal to the establishment.
2.3. Workers paid the minimum wage		<b>2.6. Commission workers</b> – persons working for the establishment who receive a basic pay plus a certain percentage of money received for a transaction (e.g., sales representatives) or purely on commission with employer control (e.g., bus drivers) or purely on commission without employer control (e.g., insurance underwriters)
2.4. Persons with disabilities		<b>2.7. Expatriate workers</b> – Non-Filipino citizens employed in the establishment.
2.5. Time-rate workers <i>(sum of entries in items 2.5.1 and 2.5.2)</i>		<b>2.8.1. Probationary workers</b> – 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.
2.5.1. Full-time workers <i>(sum of entries in items 2.5.1.1, 2.5.1.2 and 2.5.1.3)</i>		<b>2.8.2. Casual workers</b> – 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.
2.5.1.1. Hourly		<b>2.8.3. Contractual/project-based workers</b> – 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 <b>excluded</b> .
2.5.1.2. Daily		<b>2.8.4. Seasonal workers</b> – workers whose employment, specifically its timing and duration, is significantly influenced by seasonal factors.
2.5.1.3. Monthly		<b>2.8.5. Apprentices/learners</b> – workers who are covered by written apprenticeship/learnership agreements with individual employers or any of the entities with duly recognized programs. Apprentices without compensation are <b>excluded</b> .
2.5.2. Part-time workers <i>(except consultants and those on retainer basis)</i>		
2.6. Commission workers		
2.7. Expatriate workers		
2.8. Non-regular workers <i>(sum of entries in items 2.8.1, 2.8.2, 2.8.3, 2.8.4 and 2.8.5; this should be the entry reported in item 1.3.3.2)</i>		
2.8.1. Probationary workers		
2.8.2. Casual workers		
2.8.3. Contractual/project-based workers <i>(except agency-hired workers)</i>		
2.8.4. Seasonal workers		
2.8.5. Apprentices/learners		



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

Item of Inquiry (1)	Number of Workers (2)	3. Engaged in outsourcing or sub-contracting? <input type="checkbox"/> Yes, please check appropriate box/es below <input type="checkbox"/> No, go to Part III				
		Code	Type of process outsourced/jobs contracted out (Check as applicable)	3.1 Is your sub-contractor a BPO provider?		
Yes	No			Don't Know		
<b>2.9. Agency-hired Workers</b> <i>(sum of items 2.9.1 to 2.9.10)</i>						
2.9.1. Security services		01	<input type="checkbox"/> Production/assembly <i>(Please specify activity/process)</i> _____ _____			
2.9.2. Janitorial						
2.9.3. General administrative						
2.9.4. Marketing/Sales		02	<input type="checkbox"/> Finance/Accounting			
2.9.5. Packaging		03	<input type="checkbox"/> Procurement			
2.9.6. Transport services		04	<input type="checkbox"/> Data processing/encoding			
2.9.7. Production/assembly		05	<input type="checkbox"/> Human resource (HR)			
2.9.8. Research and development		06	<input type="checkbox"/> Learning/Training			
2.9.9. IT services		07	<input type="checkbox"/> Billing and payment			
2.9.10. Others (specify) _____ _____ _____		08	<input type="checkbox"/> Customer contact/technical support			
		09	<input type="checkbox"/> Marketing/Sales			
<b>2.9. Agency-hired workers</b> – workers hired through agencies/contractors to perform or complete a job, work or service <b>within</b> the premises of the establishment. They are <b>excluded</b> from the total employment of the establishment.		10	<input type="checkbox"/> Material transport/delivery			
		11	<input type="checkbox"/> Courier services			
		12	<input type="checkbox"/> Packaging/crating			
		13	<input type="checkbox"/> Research and development			
		14	<input type="checkbox"/> Others (specify) _____ _____			

**3. Sub-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.

**3.1 Business process outsourcing (BPO)** – the delegation to an organization/establishment contracted to take primary responsibility of providing a business process or function.

## PART III: OCCUPATIONAL SHORTAGES AND SURPLUSES

Reference Period: January 2007 to June 2008

1. Were there job vacancies (vacant positions) in your establishment from January 2007 to June 2008?  
**Job vacancies** - refer to the number of unfilled job openings, which are immediately available for placement and for which active recruitment steps are being undertaken anytime during the reference period. In case a job vacancy has been vacant for several times during the year, count it only once.

*(Please check appropriate box)*

- Yes, please specify total number of vacant positions** \_\_\_\_\_  
 **No, go to item no. 2**

- 1.1. Of the total number of vacant positions, how many were hard to fill? \_\_\_\_\_

**Hard-to-fill occupations** - refer to those job vacancies for which an establishment has encountered difficulties in recruitment, for reasons stated in column (7).

*(Please enumerate job title and provide details for each column. Use separate sheet following the same format, if necessary)*

PSOC Code (Do not fill)	Title of Job/Occupation	No. of Vacancies	No. of Applicants	Month/Year Vacancy was		Reason Why Hard to Fill (Use Code)	Starting Salary Rate (in ₱)
				Open-ed	Filled-up		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

*For columns 3 to 8, please reflect the necessary information for the most recent vacancy in case the position became vacant several times during the reference period.*

**Code for Reason (Col. 7)**

- |   |  |
|---|--|
| 1 - No applicant, i.e., no person applied for the job               | 5 - Applicants' expectation of high salary |
| 2 - Applicants lack years of experience                             | 6 - Location or work schedule problem      |
| 3 - Applicants lack competency/skill                                | 7 - Applicants prefer overseas employment  |
| 4 - Applicants lack professional license/TESDA Skills Certification | 8 - Others <i>(specify)</i> _____          |

- 1.2. For each job/occupation title listed above, please specify the following requirements.

*(Please use separate sheet following the same format, if necessary)*

PSOC Code (Do not fill)	Title of Job/Occupation	Minimum Educational Level	Code (Do not fill)	Main Skill/Area of Specialization	Code (Do not fill)	Yrs. of Experience	TESDA Skills Certification Title
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

- 1.3. Of the total number of vacant positions reported in Item 1, how many were easy to fill? \_\_\_\_\_

*(Please enumerate job title and indicate number of applicants. Use separate sheet following the same format, if necessary)*

PSOC Code (Do not fill)	Title of Job/Occupation	No. of Vacancies	No. of Applicants	Starting Salary Rate (in ₱)
(1)	(2)	(3)	(4)	(5)

*For columns 3 to 5, please reflect the necessary information for the most recent vacancy in case the position became vacant several times during the reference period.*



### PART III: OCCUPATIONAL SHORTAGES AND SURPLUSES (cont'd)

2. When was the last time you had vacancy? \_\_\_\_\_

3. How do you normally fill up your job vacancies?

*(Please check appropriate box/es)*

- |                          |  |                          |                                      |
|--------------------------|--|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Word of mouth                            | <input type="checkbox"/> | Through labor unions                 |
| <input type="checkbox"/> | Network of relatives, friends, neighbors | <input type="checkbox"/> | Vacancy posting outside firm/schools |
| <input type="checkbox"/> | Classified ads                           | <input type="checkbox"/> | Jobs Fair                            |
| <input type="checkbox"/> | Phil-JobNet (DOLE)                       | <input type="checkbox"/> | Private recruitment agency           |
| <input type="checkbox"/> | Internet (Job Boards)                    | <input type="checkbox"/> | Promotion within the company         |
| <input type="checkbox"/> | Public Employment Office                 | <input type="checkbox"/> | Others <i>(specify)</i> _____        |

4. Does your company have a particular school preference in recruiting new staff?

*(Please check appropriate box)*

- Yes  No

*If yes, please indicate schools.  
(Please use separate sheet, if necessary)*


5. How much is your estimated recruitment cost per job?

*(Please check appropriate box)*

- |                          |                    |                          |                      |
|--------------------------|--------------------|--------------------------|----------------------|
| <input type="checkbox"/> | No cost            | <input type="checkbox"/> | ₱ 10,000 to ₱ 19,999 |
| <input type="checkbox"/> | Less than ₱ 5,000  | <input type="checkbox"/> | ₱ 20,000 and over    |
| <input type="checkbox"/> | ₱ 5,000 to ₱ 9,999 |                          |                      |

6. In general, how do you rate the job applicants in terms of the following traits?

*(Please check applicable rating for each trait)*

Trait (1)	Poor (2)	Good (3)	Very Good (4)
1. Verbal skill			
2. Writing skill (if applicable)			
3. Computer skill (if applicable)			
4. Mathematics skill (if applicable)			
5. Analytical thinking/Reasoning skill			
6. English proficiency (if applicable)			
7. Confidence level			
8. Motivation/disposition			
9. Personal appearance			
10. Ability to fill out application form correctly			
11. Practical knowledge of the job			
12. Previous work-related experience			

7. How do you rate the quality of job applicants compared with the previous years?

*(Please check appropriate box)*

- Have improved  Have remained the same  Have deteriorated

## PART IV: SAFETY AND HEALTH PRACTICES

Reference Date: June 30, 2008

This part deals with the safety and health practices aimed at securing information on the safety and health of persons at work, as well as on the protection of other individuals against risk to their safety and health in connection with or as affected by activities of persons at work. The safety and health practices may be in the form of facilities and programs/services provided for the benefit of the workers.

Unless otherwise stated, each question/practice is answerable by **YES or NO**, depending on the provision or availability of the facility or program in your establishment.

1. Which of the following facilities are available or provided in your establishment?  
(Check either YES or NO for each facility)

Code (1)	FACILITIES (2)	YES (3)	NO (4)
01	Facilities for persons with disabilities		
02	Medical/dental clinic or treatment room		
03	Sports/recreational facilities		
04	Clean canteen for employees		
05	Separate toilets for men and women		
06	Pantry ( <i>small room used as eating area of employees</i> )		
07	Designated smoking area/s		
08	Parking space for employee's vehicle		
09	Elevator for buildings with at least four floors		
10	Unobstructed fire exits at the workplace		
11	Pipe-in music at the workplace		
12	Well-maintained office building ( <i>regular upkeep and repairs are done</i> )		
13	Ergonomically designed seats/tools/machines ( <i>to prevent musculoskeletal disorders and related injuries</i> )		
14	Proper ventilation in work areas		
15	Adequate lighting (in work areas, aisles, passageways) including emergency lights		
16	Adequate space that allow sufficient freedom of movement to perform duties		
17	Adequate aisles/passageways		
18	Washing facilities and facilities for changing/storing working clothes		
19	Comfortable rest area for workers		
20	Separate locker rooms for men and women		
21	Proper waste (includes chemicals, pesticides & hazardous materials) disposal system		
22	Adequate supply of safe drinking water		
23	Access to clean and hygienic comfort rooms		
24	Availability of water tank and functioning fire extinguishers within reach		
25	Adequate exhaust system		
26	Others, please specify: _____		

- 1.1 What are the reason/s for the non-provision of some of the facilities mentioned above?  
(Please check as applicable)

- Too costly
- Very few workers
- Not required by law
- No available space
- No need/Not necessary
- Not applicable/suitable
- Others, please specify: \_\_\_\_\_



## PART IV: SAFETY AND HEALTH PRACTICES (cont'd)

2. Below are the different occupational health programs/services relative to the maintenance of safety and health conditions at the workplace. Which programs/services are being implemented in your establishment? *(Check either YES or NO for each program/service)*

Code (1)	OCCUPATIONAL HEALTH PROGRAMS/SERVICES (2)	YES (3)	NO (4)
01	Physical fitness program		
02	Availability of first-aid kits		
03	Family planning programs		
04	Free health plan coverage by a health maintenance organization (HMO)		
05	Free health and/or accident insurance by a private insurance company		
06	Free/subsidized medical care other than those provided thru the HMO or private insurance (includes medicines, special laboratory exams for ancillary procedures on top of annual physical examination, hospitalization)		
07	Regular conduct of inspection and maintenance of equipment		
08	Regular monitoring of hazards such as fumes, dust, noise level and heat in work areas		
09	Accident prevention program		
10	Emergency response preparedness program		
11	Substance abuse and employee assistance program		
12	HIV/AIDS policy program		
13	Drug-Free workplace policy/program		
14	Random drug testing		
15	Tuberculosis prevention and control policy/program		
16	Anti-sexual harassment program		
17	Others, please specify: _____		

3. What preventive and control measures on safety and health are being implemented in your establishment? *(Check either YES or NO for each measure)*

Code (1)	PREVENTIVE AND CONTROL MEASURES (2)	YES (3)	NO (4)
01	Appropriate number of trained health and safety officer		
02	Institutionalization of health and safety committee		
03	Proper storage and labelling for chemicals, pesticides and hazardous materials		
04	Emergency/evacuation plan		
05	Provision of protective clothing/equipment to employees (e.g., gloves, head gear, footwear, etc.)		
06	Proper posting of safety signages		
07	Availability of safety manuals, labels or maintenance procedures		
08	Regular maintenance of mechanical and electrical facilities		
09	Information or advisory services on occupational safety/health		
10	Instruction/training on health and safety		
11	Observance of proper operational procedures in doing the job		
12	Security measures to reduce exposure to physical danger or violence		
13	Use of video camera or alarm system		
14	Provision of adequate machine guarding/railing or casing on moving parts		
15	Conduct of emergency drills (fire, earthquake, chemical spills, etc)		
16	Availability of safety measures to reduce exposure to radiation and airborne contaminants (e.g. solvent, heavy metals, mineral dust, virus, bacteria)		
17	Conduct of process analysis for potential problems		
18	Availability of Material Data Safety Sheets (MSDS) for chemicals		
19	Correction action programs and performance audits		
20	Regular pest control treatment		
21	Sewage treatment plan		
22	Portable/built-in fire extinguishers		
23	Others, please specify: _____		



## PART IV: SAFETY AND HEALTH PRACTICES (cont'd)

4. Which of the following OSH trainings/seminars on safety and health were provided to your employees for the **last two (2) years**? (Check either YES or NO for each training/seminar)

Code (1)	OSH TRAININGS/SEMINARS (2)	YES (3)	NO (4)
01	Family Planning and Reproductive Health		
02	Safety Drills (e.g., fire, earthquake, etc.)		
03	Safe Work Procedures		
04	Safeguarding the Environment		
05	First Aid		
06	Prohibited Drugs		
07	Good Housekeeping (e.g., 5S + 1)		
08	General Safety and Health Provisions		
09	Safety Management		
10	Handling of Hazardous Materials		
11	Principles of Ergonomics (to address musculoskeletal disorders/injuries in the workplace)		
12	Emergency Preparation to Work Hazards (provides overview of health and safety guides to various emergencies)		
13	Stress Management		
14	Conflict Management		
15	Total Quality Management		
16	Prescribed Basic Occupational Safety and Health (BOSH) Training		
17	Safety Audit		
18	Health Hazard Evaluation		
19	Accident Investigation		
20	Others, please specify: _____		

- 4.1 Have you availed of the services/assistance of the following agencies in the conduct of any of the above trainings/seminars? (Check either YES or NO for each agency)

Code (1)	AGENCIES (2)	YES (3)	NO (4)
01	Regional Offices of Department of Labor and Employment (DOLE-ROs)		
02	Bureau of Working Conditions (BWC)		
03	Occupational Safety and Health Center (OSHC)		
04	Employers Associations (e.g., ECOP, PMAP, PCCI, etc.)		
05	Trade Unions/Federations		
06	Industry Associations		
07	DOLE Accredited Safety Training and Consultancy Organizations (i.e. Safety Organization of the Phils, etc.)		
08	Association of Safety Practitioners of the Phils., Inc., (ASPPI)		
09	NGOs/Universities/Academic Institutions		
10	Others, please specify: _____		

5. Who are responsible for the overall implementation/monitoring of safety and health practices in your establishment? (Please check as applicable)

- Managing Proprietor/Owner  
 General Manager  
 Production/Operations Manager  
 Human Resource Manager  
 Industrial Relations Manager  
 Health Professionals (doctor, dentist, nurse, etc.)  
 Health Associate Professionals (medical assistant/dental assistant)  
 Health and Safety Committee/Officer  
 Labor-Management Committee  
 Industrial Hygienist  
 Pollution Control Officer  
 Others, please specify: \_\_\_\_\_



## PART IV: SAFETY AND HEALTH PRACTICES (cont'd)

6. Who are the health personnel in your establishment? *(Please check as applicable)*

- Trained First-Aider
- Registered Nurse
- Physician
- Dentist
- Nearest clinic/hospital
- Others, please specify: \_\_\_\_\_

7. Do you keep OSH records (work-related injuries, illnesses, health diseases and incidence) of your employees? *(Please check only one)*

- Yes  
If YES, please check type of records kept: *(Please check as applicable)*
  - Minutes of meeting of Health and Safety Committee
  - Employees work accident/illness report
  - Annual work accident/illness exposure data
  - Annual medical report
- No

8. How do you communicate to employees safety and health practices in your establishment? *(Please check as applicable)*

- General assembly/meetings
- Posters in conspicuous places
- Conduct of drills
- Daily "walk-through" the establishment by senior management officials
- Labor-management cooperation/council meetings
- Quality circles/productivity improvement group meetings
- Newsletter/Staff bulletin
- Others, please specify: \_\_\_\_\_

9. Does management consult with employee representatives or union officers on matters concerning occupational health and safety? *(Please check only one)*

- Always
- Sometimes
- Never
- Not Applicable

10. Is your establishment ISO (International Organization for Standardization) Certified? *(Please check only one)*

- Yes                       No

10.1 If **Yes**, please check the appropriate box/es on type of ISO certification/s

- OHSAS 18001 - Occupational Health and Safety Management Standard
- ISO 14001 - Environmental Management Standard
- ISO 9001:2000 - Quality Management System
- ISO 12006 - Building Construction
- ISO 22000 - Food Safety Management System
- ISO 27001/27002 - Information Security Management
- SA 8000 – Social Accountability Standard
- Others, please specify: \_\_\_\_\_

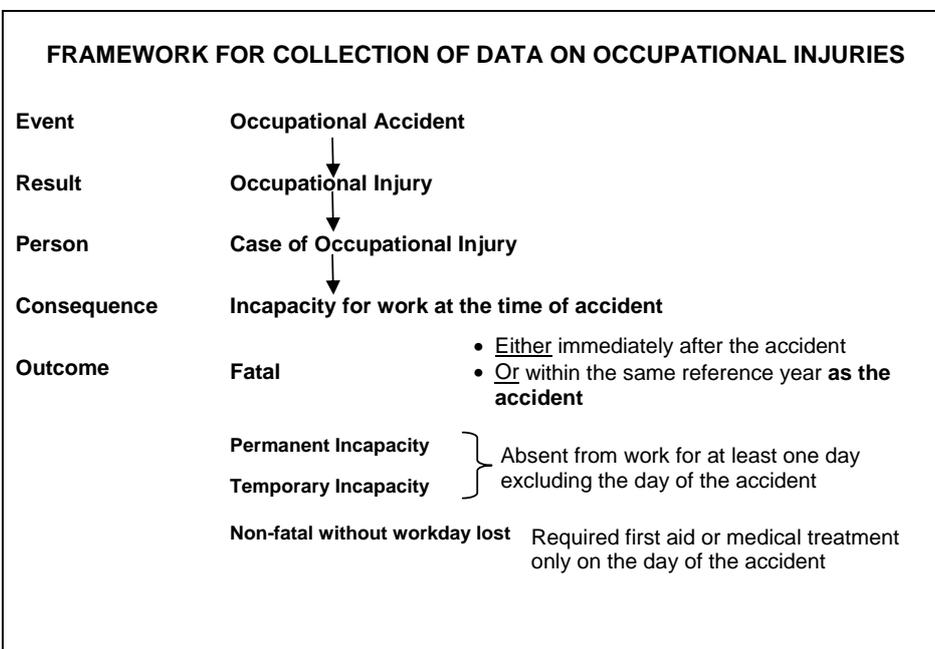
## PART V: OCCUPATIONAL INJURIES AND DISEASES

Reference Period: Calendar Year 2007

1. Did your establishment experience any <b>occupational accidents</b> 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? _____
--	--

If answer is **YES** in item 1, indicate in items 3-6, as applicable, the number of cases of **occupational injuries**.

Type of Injury (See description of classifications below)  (1)	Fatal Cases  (2)	Permanent Incapacity		Temporary Incapacity		Cases Without Workdays Lost  (7)
		Cases  (3)	Workdays Lost  (4)	Cases  (5)	Workdays Lost  (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 (occupational accident). Where more than one person is injured in a single accident, each case of occupational injury should be counted separately. 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.

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

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

**Temporary incapacity** - case where an injured person was absent from work for at least one day, excluding the day of the accident, and 1) was able to perform again the normal duties of the job or position occupied at the time of the occupational accident or 2) will be able to perform the same job but his/her total absence from work is expected not to exceed a year starting the day after 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.

**Workdays lost** - refer to working days (consecutive or staggered) an injured person was absent from work, starting the day after the accident. If the person is still absent from work by the end of the reference year, his/her workdays 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 are not included in workdays lost.

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

### 3. Type of Injury

**3.1. Superficial injuries** - including abrasions, blisters (non-thermal), contusions, puncture wounds (without major open wounds), insect bites (non-venomous)

**Open wounds** - including cuts, lacerations, punctures wounds (with penetrating foreignbody), animal bites

**3.2. Fractures** - closed fractures, open fractures, other fractures (dislocated, displaced)

**3.3. Dislocations, sprains and strains** - including avulsions, lacerations, sprains, strains, traumatic haemarthroses, ruptures, subluxations and tears of joints and ligaments

**3.4. Traumatic amputations** - including traumatic enucleation of the eye

**3.5. Concussion and internal injuries** - including blast injuries, bruises, concussions, crushing, lacerations, traumatic haematoma, punctures, ruptures and tears of internal organs



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

- 3.6. Burns, corrosions, scalds, frostbites** – thermal burns (including from electrical heating appliances, electricity, flames, friction, hot air and hot gases, hot objects, lightning, radiation), chemical burns (corrosions), scalds, frostbites
- 3.7. Acute poisonings** - acute effects of the injection, ingestion, absorption or inhalation of toxic, corrosive or causatic substances; including toxic effects of contact with venomous animals  
**Infections** - including intestinal infectious diseases, specified zoonoses, protozoal diseases, viral diseases, mycoses
- 3.8. Foreign body in the eye**
- 3.9. Others** - effects of radiation heat and light, hypothermia, effects of air pressure and water pressure, asphyxiation, effects of maltreatment (including physical abuse, psychological abuse), effects of lightning (shock from lightning, struck by lightning not otherwise specified), drowning and non-fatal submersion, effects of noise and vibration (including acute hearing loss), effects of electric current (electrocution, shock from electric current), injuries not specified

<b>Part of the Body Injured</b> (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (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				

### 4. Part of Body Injured

- 4.1. Head** - includes scalp, skull, brain and cranial nerves and vessels; ear(s); eye(s); tooth/teeth; other specified parts of the facial area; head, multiple sites affected
- 4.2. Neck** - includes spine and vertebrae in the neck
- 4.3. Back** - includes spine and vertebrae in the back
- 4.4. Trunk or internal organs** - include rib cage (ribs including sternum and shoulder blades); other parts of thorax, including internal organs; pelvic and abdominal area, including internal organs; external genitalia; trunk, multiple sites affected
- 4.5. Upper extremities** - include shoulder and shoulder joints; arm, including elbow; wrist; hand; thumb; other finger(s); upper extremities, multiple sites affected
- 4.6. Lower extremities** - include hip and hip joint; leg, including knee; ankle; foot; toe(s); lower extremities, multiple sites affected
- 4.7. Whole body and multiple sites equally injured** - systemic effect (for example, from poisoning or infection); this classification is to be used if several different parts of the body were equally injured/affected

<b>Cause of Injury</b> (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
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				

### 5. Cause of Injury

- 5.1. Falls of persons** - falls of persons from heights (trees, building, scaffolds, ladders, machines, vehicles) and into depths (wells, ditches, excavations, holes in the ground); falls of persons on the same level
- 5.2. Struck by falling objects** - slides and cave-ins (earth, rocks, stones); collapses (buildings, walls, scaffolds, ladders, piles of goods); struck by falling objects during handling; struck by falling objects, not elsewhere classified
- 5.3. Stepping on, striking against or struck by objects, excluding falling objects** - stepping on objects; striking against stationary objects (except impact due to a previous fall); striking against moving objects; struck by moving objects (including flying fragments and particles) excluding falling objects
- 5.4. Caught in or between objects** - caught in an object; caught between a stationary object and a moving object; caught between moving objects (except flying or falling objects)
- 5.5. Over-exertion or strenuous movements** - over-exertion in lifting objects; over-exertion in pushing or pulling objects; over-exertion in handling or throwing objects; strenuous movements
- 5.6. Exposure to or contact with extreme temperatures** - exposure to heat (atmosphere or environment); exposure to cold (atmosphere or environment); contact with hot substances or objects; contact with very cold substances or objects
- 5.7. Exposure to or contact with electric current** - contact with electricity resulting to electric shock or burns
- 5.8. Exposure to or contact with harmful substances or radiations** - contact by inhalation, ingestion or absorption of harmful substances; exposure to ionizing radiations; exposure to radiations other than ionizing radiations
- 5.9. Others** - include others not mentioned above; cause of injury unspecified



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

Agent of Injury (See description of classifications below) (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
6. Total <i>(as reported in item 5)</i>				
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				

### 6. Agent of Injury

- 6.1. Buildings, structures** - include all types of buildings, scaffolding, other structures; also include stepladders, harnesses, drilling platforms, excavation trenches
- 6.2. Prime movers** - include all types of engines, motors, electrical transformers, generator and power transmission systems
- 6.3. Distribution systems** - include stationary or movable pipes for distributing gas, liquids, solid matter, and drains and sewers
- 6.4. Hand tools** - those that are hand-held or hand-guided
- 6.5. Machines, equipment** - include all types of machine or equipment, including machine tools
- 6.6. Conveying/transport/packaging equipment or vehicles** - include all means of conveying, transportation and stockpiling
- 6.7. Materials, objects** - include all materials or objects or parts of a machine
- 6.8. Chemical substances** - may be solid, liquid or gas; may be caustic, corrosive, harmful, toxic, flammable, explosive, vaporous, radioactive or biological
- 6.9. Human, animals, plants, etc.** - include also tree, insects, snakes and micro-organisms
- 6.10. Others** - include natural disasters (flood, earthquake, tidal wave), or some natural element (mud, lava, etc.)

7. Occupational Diseases (1)	<b>Occupational disease</b> - an abnormal condition or disorder other than one resulting from an occupational injury caused by <i>exposure over a period of time</i> to risk factors associated with work activity such as contact with certain chemicals, inhaling coal dust, carrying out repetitive movements. This refers to a <u>new</u> case recognized, diagnosed and recorded during the year.	Cases (2)
7.1 Occupational dermatitis <i>(including skin conditions due to chemical agents which are skin irritants and sensitizers)</i>		
7.2. Bronchial asthma <i>(due to exposure to allergies in the working environment)</i>		
7.3. Acute poisonings <i>(due to exposure to chemical toxic substances)</i>		
7.4. Heat stroke, cramps, exhaustion <i>(due to exposure to excessive heat)</i>		
7.5. Chilblain, frostbite, freezing <i>(due to exposure to excessive cold)</i>		
7.6. Deafness <i>(loss of or decreased hearing due to excessive exposure to noise)</i>		
7.7. Infections <i>(due to exposure to biologic hazards/agents, ex. anthrax, rabies, hepatitis A, B, C, D, PTB pneumonia)</i>		
7.8. Cataract <i>(due to exposure to glare of or rays from molten glass or red hot metal)</i>		
7.9. Cardio-vascular diseases <i>(cardiac injury or acute attack precipitated by unusual strains of work)</i>		
7.10. Essential hypertension <i>(primary hypertension that cause impairment of function of kidneys, ears, eyes and brain resulting in permanent disability)</i>		
7.11. Peptic ulcer <i>(due to prolonged emotional or physical stress at work)</i>		
7.12. Work-related musculoskeletal diseases <i>(caused or made worst by work such as exposure to forceful exertions, highly repetitive motions, awkward body postures, vibrations, etc.)</i>		
7.13. Others <i>(specify)</i>		
7.13.1. _____		_____
7.13.2. _____		_____
7.13.3. _____		_____
7.13.4. _____		_____
7.13.5. _____		_____

8. Did any of your workers experience **commuting accidents** in 2007?

- 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.



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

9. How many hours were actually worked by **all employed persons** in your establishment in 2007?

*To estimate for total hours actually worked (in the absence of actual record on hours worked):*

	x		x		+		+		=	
<b>Average employment</b>		Regular working hours per day Ex. 6, 7, 8, or 12		Days actually worked during the year Ex. 250 or 302		Total overtime hours on regular working days of <b>all persons</b> who rendered overtime work		Total hours worked on rest days, special days and regular holidays of <b>all persons</b> who rendered work on these days		<b>Hours actually worked</b>

### 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

### An example to compute for average employment for CY 2007

#### End of the month employment:

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:

$$50+49+48+52+51+50+53+54+52+52+51+50$$

$$=612/12$$

$$=51$$

## PART VI: LABOR COST OF EMPLOYEES

**Reference Period: Calendar Year 2007**

*(If data can not be provided for the calendar year as the establishment uses a fiscal year that does not coincide with the calendar year, please report for the year where most of the months of 2007 fall.)*

<b>1. Reference period if other than calendar year</b> (month/year)	Start: _____	
	End: _____	
<b>2. Labor Cost Component</b>	<b>Amount (₱)</b>	
2.1. <i>Direct wages and salaries</i> (in cash)		
2.1.1. Pay for normal/regular working time		
2.1.2. Commissions of employees and their share in service charges		
2.1.3. Overtime, night shift and premium pay		
2.1.4. Payments under bonus, productivity, performance and other incentive schemes (regular payments on the basis of work performed or current output)		
2.1.5. Cost of living allowances and other guaranteed and regularly paid allowances (exclude housing allowances and rents in cash which should be reported in item 2.5.2)		
2.2. <i>Remuneration for time not worked</i>		
2.3. <i>Bonuses and gratuities</i>		
2.3.1. Year-end, seasonal and other one-time bonuses (Mid-year/Christmas bonus, 13 <sup>th</sup> /14 <sup>th</sup> /15 <sup>th</sup> month pay and the like)		
2.3.2. Profit sharing bonuses		
2.3.3. Additional payments in respect of vacation, supplementary to normal vacation pay		
2.4. <i>Payments in kind</i> (e.g. ordinary clothing and footwear)		
2.5. <i>Cost of workers' housing shouldered by employer</i>		
2.5.1. Cost for establishment-owned dwellings		
2.5.2. Cost for dwellings not owned by establishment and other housing costs (housing allowances, rents, subsidies, etc.)		

### **2.1. Direct wages and salaries**

- payments by employer to employees **before** any deductions is made in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees; these **exclude** payments/overhead costs which are reimbursements to employees for travel, entertainment, meals and other expenses incurred in conducting the business of the employer.

### **2.2. Remuneration for time not worked**

- payments for vacation, sick, maternity, paternity, service incentive leave, union/emergency/bereavement/burial leaves and other paid leaves.

**2.4. Payments in kind** - goods and services, valued at **producer's or wholesale prices** given to workers as part of their remuneration; these **exclude** general amenities provided by the employer such as imputed rental value of free/subsidized housing, medical services and canteen and other welfare services and facilities.

**2.5.1. Cost for establishment-owned dwellings** - net cost, i.e. maintenance expenditures, fees, property taxes, insurance, interest, depreciation and other costs, **less** grants-in aid, tax rebates, subsidies, etc. received from government and other institutions in respect of employee housing; capital investment on building, equipment or land made during the year and labor cost of personnel employed by the establishment for maintenance and other work related to establishment-owned houses are **excluded**.

**Note:** For purposes of this survey, the labor cost of personnel employed in establishment-owned housing, medical care and health, training and welfare facilities for employees of the establishment should be included in the appropriate cost items and not with the cost of the facilities.



## PART VI: LABOR COST OF EMPLOYEES (cont'd)

2. Labor Cost Component (cont'd)	Amount (₱)
2.6. Employer's social security expenditures <i>(exclude employees' share)</i>	
2.6.1. Compulsory social security contributions (GSIS, SSS, PhilHealth, PAG-IBIG, ECC)	
2.6.2. Collectively agreed, contractual and non-obligatory contributions to private social security schemes and insurance (e.g. pension, life, accident, medical and health, hospitalization)	
2.6.3. Direct payments by employer to employees regarded as social security benefits (in respect of absence from work due to sickness, maternity or occupational injury)	
2.6.4. Cost of medical care and health services	
2.6.5. Retirement and termination/ separation pay	
2.7. Cost of training	
2.8. Cost of welfare services	
2.9. Other labor costs	
2.9.1. Cost of work clothes/protective gear	
2.9.2. Transport of workers to and from work undertaken by employers	
2.9.3. Recruitment cost	
2.9.4. Others (specify)  _____	

**2.6.4. Cost of medical care and health services-** medical care and health expenses (except insurance) e.g. medicines, incurred by the employer on behalf of the employees; it also includes cost of establishment-owned medical care and health facility and equipment **for employees**. (See definition of cost for establishment-owned dwellings).

**2.7. Cost of training** - net cost of fees, salaries and other payments for services of outside instructors, payments made to outside training institutions on behalf of the workers in the establishment and the reimbursement of school fees to workers; it also includes cost of establishment-owned training facility and equipment **for employees**. (See definition of cost for establishment-owned dwellings).

**2.8. Cost of welfare services** - grants to credit unions and related services for employees, cost of services such as canteens and other food services, educational, cultural, recreational and related facilities and services (See definition of cost for establishment-owned dwellings).

**4. Total cost** - all expenses incurred by the establishment whether paid or payable, valued at market price. Aside from labor cost, these are costs of:

- purchased materials, supplies, fuel and electricity
- industrial and non-industrial services done by others
- costs of good for resale
- interest expenses
- indirect taxes

Donations and contributions, bad debts, income taxes, losses, depreciation are **excluded**.

**3. Hours actually worked by all employees in 2007**

*To estimate for total hours actually worked (in the absence of actual record on hours worked):*

	x		x		+		+		=	
<b>Average number of employees</b>		Regular working hours per day Ex. 6, 7, 8 or 12		Days actually worked during the year Ex. 250 or 302		Total overtime hours on regular working days of <b>all employees</b> who rendered overtime work		Total hours worked on rest days, special days and regular holidays of <b>all employees</b> who rendered work on these days		<b>Hours actually worked</b>

*To compute for average number of employees for CY 2007, use the same method as in Part V-Item 9.*

**4. Percent share of labor cost to total cost** (Please check only one box)

Less than 5%   
  5% - 9%   
  10% - 19%   
  20% - 29%   
  30% or more (specify) \_\_\_\_\_

## PART VII: 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 data provided for the 2007/2008 BITS			
b. On statistics from previous BITS			
• Employment			
• Wage and Compensation Practices			
• Occupational Injuries			
• Labor Cost of Employees			
c. 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 VIII: SURVEY PERSONNEL

### National Capital Region

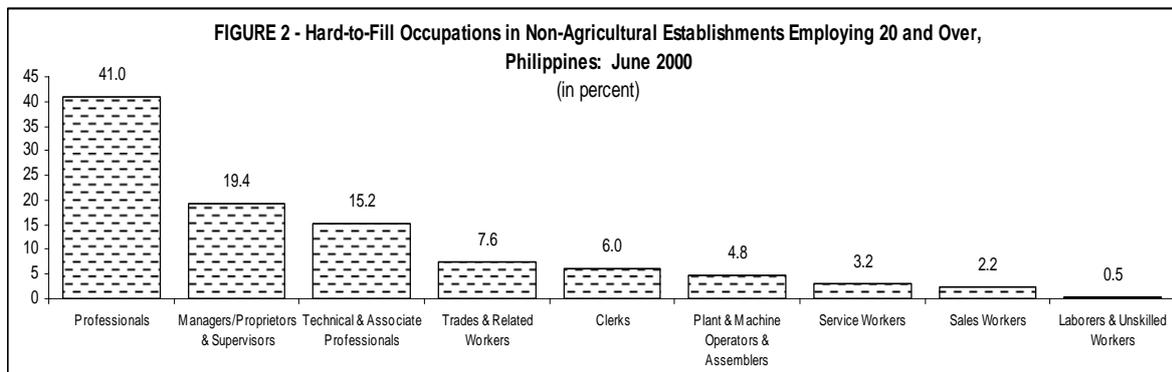
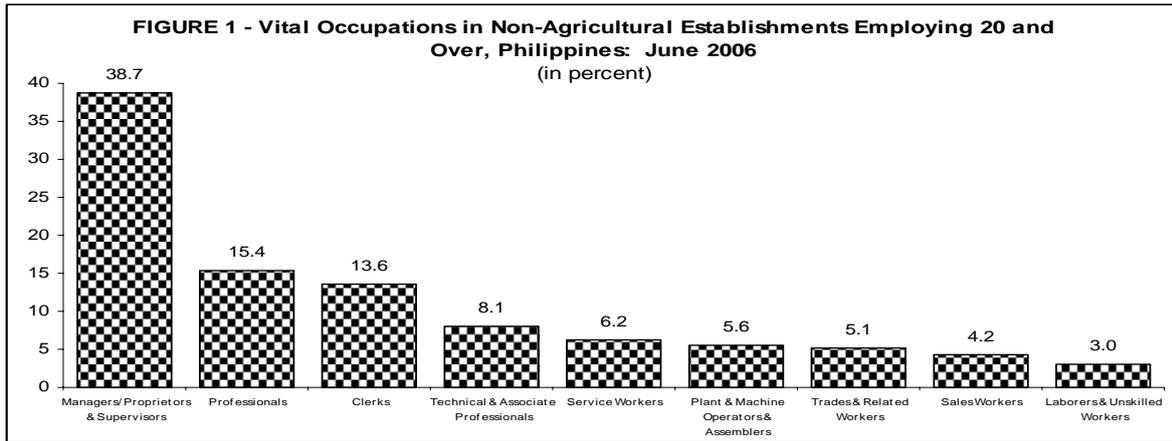
	Enumerator	Area Supervisor	Reviewer
Name			
Date			

### Outside National Capital Region

	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				

## Selected Statistics from BLES Integrated Survey

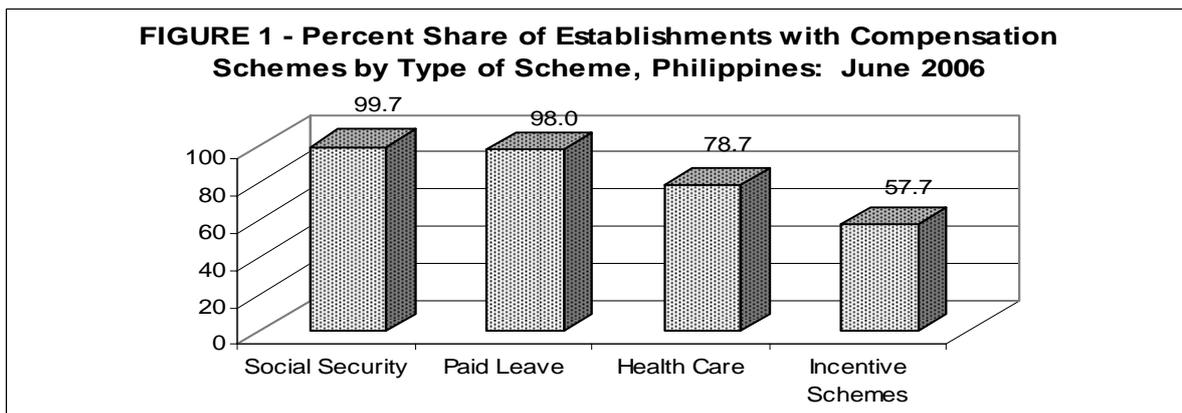
### A. Employment



### B. Wage and Compensation Practices

**TABLE 1 - Percent Share of Establishments by Method of Fixing Wages and Occupational Category, Philippines: June 2006**

Method of Fixing Wages	Managers	Supervisors	Regular Rank and File	Non-Regular Workers
<b>Total Reporting Establishments</b>	<b>23,906</b>	<b>21,917</b>	<b>25,110</b>	<b>18,553</b>
Collective Bargaining Agreement	-	2.4	9.8	1.3
Agreement between Employer and Employee	19.9	16.8	7.9	7.2
Employer's Decision	53.9	45.4	24.9	22.1
Wage Issuances	17.7	25.3	49.4	61.9
Productivity-based	5.8	7.3	5.7	5.4
Others	2.8	2.7	2.4	2.1

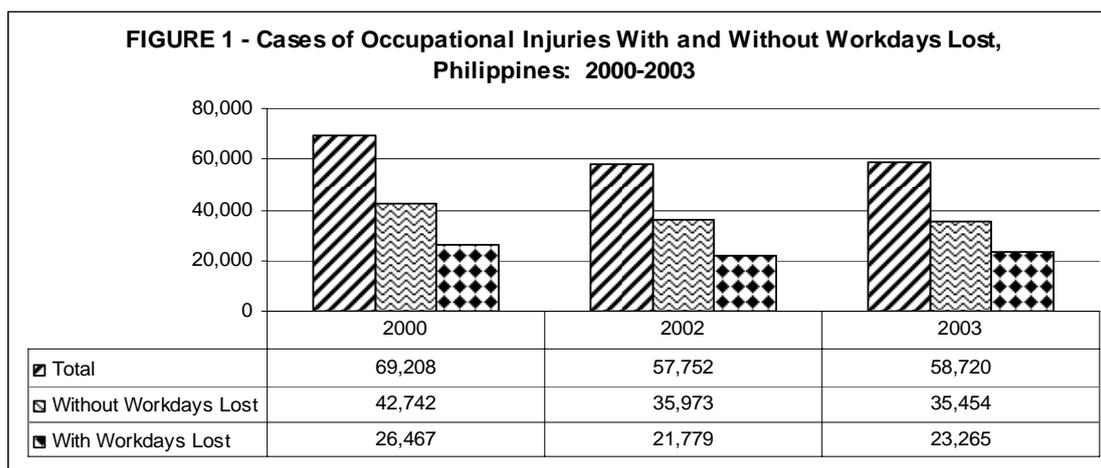


## C. Occupational Injuries

**TABLE 1 - Cases of Occupational Injuries with Workdays Lost by Incapacity for Work, Philippines: 2000 and 2002-2003**

Incapacity	Number			Percent		
	2000	2002	2003	2000	2002	2003
<b>Total</b>	<b>26,467</b>	<b>21,779</b>	<b>23,265</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>
Fatal	178	302	170	0.7	1.4	0.7
Permanent Incapacity	179	321	131	0.7	1.5	0.6
Temporary Incapacity	26,110	21,156	22,964	98.7	97.1	98.7

**FIGURE 1 - Cases of Occupational Injuries With and Without Workdays Lost, Philippines: 2000-2003**



Note: 2000 data from 2000 Occupational Injuries Survey.

## D. Labor Cost of Employees

**TABLE 1 - Annual Labor Cost per Employee and Percent Distribution of Labor Cost by Major Cost Component, Philippines: 1998 and 2002**

Major Cost Component	Number		Percent	
	1998	2002	1998	2002
<b>Total</b>	<b>139,934</b>	<b>182,541</b>	<b>100.0</b>	<b>100.0</b>
Direct Wages and Salaries	107,233	135,774	76.6	74.4
Remuneration for Time Not Worked	3,110	2,680	2.2	1.5
Bonuses and Gratuities	12,147	19,147	8.7	10.5
Payments in Kind	952	387	0.7	0.2
Cost of Worker's Housing Shouldered by Employer	619	1,788	0.4	1.0
Employer's Social Security Expenditures	12,731	17,317	9.1	9.5
Cost of Training	1,060	1,368	0.8	0.8
Cost of Welfare Services	765	1,496	0.6	0.8
Other Labor Costs <sup>1</sup>	1,317	2,585	0.9	1.4

Note: 1998 data from 1998 Labor Cost Survey.

<sup>1</sup> Other Labor Costs include Cost of work clothes/protective gear, Transport of workers to and from work undertaken by employers, Recruitment cost.