

METADATA

I. ABOUT THE DATA

A. OBJECTIVE/S OF THE STUDY

The Industrial Relations at the Workplace Survey (IRWS) aims to determine the prevailing employment, labor-management relations and wage and salary policies and practices in non-agricultural establishments.

B. MAIN TOPICS COVERED BY THE SURVEY

Main topics covered by the survey are establishment profile, employment practices, wage practices and labor management relations.

C. REFERENCE PERIOD

The reference period is end of June starting 1999. In 1995, the reference period was end of March.

D. PERIODICITY (FREQUENCY)

Every 4 years.

E. 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: Employees.

F. 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.

Employment: refers to the number of workers in the establishment as of the reference period, which includes working owners, unpaid workers and paid officials and employees. Excluded are workers receiving commission only and without employer's control, managers and directors paid solely for their attendance at Board of Director's meeting, silent or inactive partners and contractor/agency hired workers.

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 the bargaining unit including mandatory provisions for grievance and arbitration machinery.

Natural Attrition: gradual reduction in workforce usually done by not filling up the position once it is vacated.

Voluntary Resignation: involves employees volunteering to resign when management calls for workforce reduction.

Layoff: termination of employment initiated by the employer due to economic/non-economic reasons except dismissal. It may be permanent or temporary.

Dismissal: termination from employment initiated by the employer due to misconduct, incompetence of employees, and the like.

Grievance: a complaint or dissatisfaction arising from the interpretation or implementation of the CBA and/or those arising from the interpretation or enforcement of company personnel policies.

Industrial Action: a concerted work stoppage resorted to by workers concerning any controversy or matter relating to terms or conditions of employment or company policies. It is also resorted to by workers in protest or in support of a national issue or pronouncement not arising from conflicts between workers and employers.

Strike: any temporary stoppage of work by the concerted action of employees as a result of an industrial or labor dispute. Includes actual strike (with or without notice) filed at the National Conciliation and Mediation Board.

Conciliation/Mediation: mode of settlement bringing together the two parties in a dispute to come to negotiations and settlement of the dispute.

Labor-Management Cooperation: any arrangement, mechanism, activity, or process, apart from the grievance committee, which is made up of workers and management whether unionized or not in order to improve labor-management relations and working conditions, increase productivity, and enhance the quality of work life.

Voluntary Arbitration: mode of settling labor-management disputes by which the parties by mutual consent select a competent, trained and impartial person who shall decide on the merits of the cases and whose decision is final, executory and unappealable. The parties may

choose from a pool of voluntary arbitrators accredited by the National Conciliation and Mediation Board.

Sympathetic Strike: a form of concerted work stoppage resulting in strong support for a group of workers already on strike but have no particular dispute or difference with their own employer.

Boycott: a form of concerted action by employees and their union to refrain from patronizing the products or services of their company.

Mass Leave: a form of concerted work stoppage where the union and the workers avail en masse of their paid leaves under their CBA or by law or where said workers/union go on a massive absence without official leave.

Sitdown: a form of concerted work stoppage where workers refuse to work inside a factory or establishment after punching their time cards.

Slowdown: a deliberate lessening of work effort for a definite purpose and time. It is similar to a strike and differs from the latter only in the degree of stoppage involved.

Overtime Ban: a deliberate refusal of workers and their union to render overtime work in connection with a labor dispute.

Globalization: the increasingly freer movement of capital, managerial skills and technical expertise across countries amid decreasing impediments to such movements. It is characterized by increasing economic liberalization and falling tariff barriers, integrated financial markets and multinational companies that operate on the premise of homogeneous world market.

G. UNIT/S OF MEASUREMENT:

Numbers and percentages.

H. CLASSIFICATIONS

Geographical: The geographic classification is based on the 1996 Philippine Standard Geographic Classification (PSGC).

Industrial: The industry classification is based on the 1994 Philippine Standard Industrial Classification (PSIC). 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.

Employment Size: The classification of establishments according to employment size is based on the average total employment, e.g. 20-49, 50-199 and 200 and over.

Others: Establishments are categorized as to existence of unions, ownership and market orientation.

I. SAMPLING 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/Sample frame: The sampling frame used for the survey was taken from the List of Establishments of the National Statistics Office. This is regularly updated based on the

responses to other surveys of the BLES, establishment reports on retrenchments and closures submitted to the Regional Offices of the Department of Labor and Employment and other establishment lists.

Sample design: The IRWS adopts the design of the Labor Cost Survey, also of the Bureau. Among others, wages and salaries are part of labor cost and these are dictated by wage practices in establishments. These practices in turn affect industrial relations. Both surveys have the same respondents and are conducted simultaneously.

Establishments are stratified by 3-digit industry level (except for industries observed to be heterogeneous within their 3-digit level and therefore requires further breakdown at the 4-digit classification) and by employment size. Geographical location was not considered in the stratification since some components of labor costs may not be available specific to a sample establishment that is a branch of a parent company or head office.

The sampling formula used to determine the sample size of an industry group in each size category was based on establishment population; the estimated variance of labor cost and the expected coefficient of variation of average labor cost. The sample size for each cell was adjusted to build-in replacement, e.g. sample size divided by 0.8 as expected retrieval rate is 80 percent.

Sample size: For 1999 IRWS, the sample size was 7,562, of which 5,820 were found to be eligible sampling units.

J. FIELD WORK

Data collection: The survey is conducted in coordination with the Regional Offices of the Department of Labor and Employment. On a project basis, employees are hired to personally deliver and retrieve the questionnaires from the establishments. In some instances, questionnaires are mailed to establishments in less accessible or conflict prone areas, in which case a self-addressed envelope is provided. The establishments may also submit the accomplished questionnaires through fax or e-mail. Delivery of questionnaires starts in July of the reference year and retrieval commences after all questionnaires have been delivered or within 10 working days from delivery or on a date agreed upon by the contact person/respondent and the enumerator.

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

Cover page - contains information on purpose of the survey, collection authority, coverage, reference period and due date. It also contains the Establishment Profile that inquires into the main economic activity/principal product, total and female employment, ownership (with foreign equity or wholly Filipino), presence of a union and existence of a collective bargaining agreement in the establishment;

Employment Practices - inquires on hiring and retirement and workforce reduction practices;

Wage Practices - inquires on the method of fixing or revising wages and salaries, basis of wage payment and grant of allowances, benefits granted to employees and policy in determining days entitlement of sick and vacation leaves;

Labor Management Relations - inquires on labor-management communication, union organization and grievance handling; and

Coping Mechanisms - inquiries on coping mechanisms to globalization and measures implemented by establishments to cope with economic crisis (1997 Asian financial crisis in the 1999 IRWS questionnaire).

Survey Results - selected statistical information from the preceding survey round are provided for information of the respondents.

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

K. 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 the field supervisors. The BLES personnel undertake the final review, coding of data based on standard geographical/industrial classification, data entry/encoding and validation and scrutiny of aggregated results. Questionnaires with incomplete or inconsistent entries or are returned to the establishments for verification personally or through mail.

PC Edit is used for data encoding. The data base is then converted to SPSS data format and validation prooflists are generated to check data entries. After all data have been validated including exclusions based on the rejection list, output tables are generated.

L. TYPES OF ESTIMATES

Totals and distribution according to the data categories of topics covered

M. ESTIMATION / COMPILATION METHODOLOGY

Due to the inadequacy of the frame used, during field operations 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 population and their count is not considered in the estimation. In addition to non-response of establishments because of refusals, strikes or temporary closures, there are establishments whose questionnaires contain inconsistent item responses that are not included in the processing as these have not replied to the verification queries by the time output table generation commences. Such establishments are also considered as non-respondents.

Estimates are obtained by simple expansion, i.e. by multiplying the sample values at the cell level (industry and employment size) by the corresponding blowing-up factor which is the ratio of the eligible population of establishments to the number of responding establishments. These estimates are then aggregated to the desired totals.

N. 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.*

O. INDICATORS OF THE RELIABILITY OF THE ESTIMATES

Coverage of the sampling frame: *Partially updated.*

Sampling error/Sampling variance: *At the time of this report, these have not been computed.*

Non-response rate: For 1999 IRWS, the non-response rate in terms of eligible sampling units was 21.6 percent.

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' groups) and thorough adoption and documentation of efficient operating procedures.

Conformity with other sources: Not relevant

Estimates for non-survey years: Not relevant

P. HISTORY OF THE SURVEY

The first IRWS was conducted in 1995. For the 1999 round, the sampling design was modified and the survey scope was expanded to include additional items of inquiry on coping mechanisms implemented or plan to be implemented relative to the effect of globalization and financial crisis to establishments.

Starting 2003, the IRWS will no longer be conducted as an independent survey. Selected items of inquiry will be asked annually through the BLES Integrated Survey of Establishments (BITS).

Q. AVAILABLE SERIES:

Data series start with 1995 as reference period.

II. DOCUMENTATION

A. PERIODICITY OF DISSEMINATION

The results of previous IRWS rounds were published 14-17 months after the reference period. With the integration of the inquiry in BITS, the 2003 statistics on industrial relations are expected to be available by July 2004.

B. ADVANCE RELEASE CALENDAR

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

C. DISSEMINATION FORMATS

Hard Copy

- *LABSTAT Updates (the first issue on the highlights of the IRWS 1999 was published in the LABSTAT Digest)*
- *Yearbook of Labor Statistics*

Electronic

- *BLES Homepage: <http://www.bles.dole.gov.ph> | <http://www.manila-online.net/bles>*
- *Diskette: statistical tables of the IRWS*
- *CD ROM: Yearbook of Labor Statistics*

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.

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.