

TABLE OF CONTENTS

	PAGE No.
CHAPTER 1 OCCUPATIONAL WAGES SURVEY	
1.1. Objectives of the Survey.....	1-1
1.2. Collection Authority.....	1-1
1.3. Confidentiality of Information.....	1-2
1.4. Scope and Coverage.....	1-2
1.5. Bases for Industry and Occupational Coverages	1-8
1.6. Occupational Wages Survey Questionnaire.....	1-9
1.7. Statistics to be Generated.....	1-10
1.8. Unit of Enumeration.....	1-11
1.9. Frequency and Reference Date.....	1-11
1.10. Editing Guidelines	
1.10.1. General Instructions.....	1-11
1.10.2. Specific Instructions	
a. Validation of Economic Activity.....	1-12
b. Cover Page.....	1-12
c. Part A: General Information.....	1-13
d. Part B: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis.....	1-14
e. Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations.....	1-17
f. Part D: Key and Representative Occupations. in the Establishment	1-20
g. Part E: Certification of Respondent	1-20
h. Part F: Survey Personnel	1-20
1.11 OWS Form 1.....	1-20
	1-21
Industries With Selected Occupations.....	1-22
 CHAPTER 2 EMPLOYMENT, HOURS AND EARNINGS SURVEY	
2.1. Objective of the Survey.....	2-1
2.2. Collection Authority.....	2-1
2.3. Confidentiality of Information.....	2-2
2.4. Scope and Coverage.....	2-2
2.5. Sampling Design.....	2-2
2.6. Frequency and Reference Period.....	2-4
2.7. Editing Guidelines	
2.7.1. General Instructions.....	2-4
2.7.2. Specific Instructions	
a. Cover Page.....	2-4
b. Items of Information	
Item I. Employment.....	2-5
Item II. Labor Turnover.....	2-6
Item III. Existing Job Vacancies.....	2-7
Item IV. Hours of Work of Rank and File Workers Only.....	2-7
Item V. Earnings of Rank and File Workers.....	2-9
Item VI. Employment of Specific Groups of Workers.....	2-10

	PAGE No.
CHAPTER 2 EMPLOYMENT, HOURS AND EARNINGS SURVEY (CONT'D.)	
2.7.3. EHES Form 1.....	2-11
2.7.4. EHES Form 2.....	2-11
2.7.5. EHES Form 3.....	2-11
Definition of Terms.....	2-12
EHES Form 1.....	2-15
EHES Form 2.....	2-16
EHES Form 3.....	2-17
 CHAPTER 3 OPERATIONAL STRATEGY	
3.1. Training of Field Personnel.....	3-1
3.2. Duties and Responsibilities of Field Personnel	
3.2.1. Area Supervisors.....	3-1
3.2.1 Enumerators/Data Collectors.....	3-1
3.3. Survey Respondents.....	3-2
3.4. Materials of Field Personnel.....	3-2
3.5. General Information	
3.5.1. Address Label.....	3-2
3.5.2. Establishment Identification Number (EIN).....	3-3
3.5.3. Geographic (GEO)Code.....	3-3
3.5.4. Philippine Standard Industrial Classification (PSIC) Code.....	3-3
3.5.5. Average Total Employment (ATE) Code.....	3-3
3.5.6. Status Codes.....	3-3
3.6. Delivery of Questionnaires	3-5
Flow Chart on the Delivery of Questionnaires.....	3-8
3.7. Collection and Editing of Questionnaires.....	3-9
3.8. Field Verification.....	3-10
3.9. Questionnaires for Verification.....	3-10
3.10. Sample Establishments with New names and Addresses..	3-10
3.11. Sample Establishments with Questionnaires Endorsed to Head Offices.....	3-10
Flow chart on the Collection and Editing of Questionnaires..	3-11
Treatment of Questionnaire/s for Sample Establishment Delivered to Head Office.....	3-12
Treatment of Questionnaire/s for Sample Establishment that Transferred to Known Location.....	3-15
Examples of Accomplished Control Lists.....	3-18
 CHAPTER 4 ADMINISTRATIVE CONCERNS	
4.1 Recruitment and Hiring of Enumerators (Project-Based Individuals).....	4-1
4.2 Allocation of Assignments.....	4-1
4.3 Monitoring of Performance of PBIs and Survey Status	4-1
4.4 Outputs and Terms of Payments.....	4-2
4.5 Pre-Termination of PBI Contract.....	4-2

CHAPTER 5 SURVEY DOCUMENTS AND FORMS

BLES Survey Form 10	Contract of Services.....	5-2
BLES Survey Form 10A	Termination of Contract Services.....	5-4
BLES Survey Form 11	Letter of Introduction to Sample Establishment.....	5-5
FM-BLES 02-2.1a	Supervisor's Control List.....	5-6
FM-BLES 02-2.2a	Enumerator's Control List.....	5-7
FM-BLES 03-3.8	Certificate of Appearance.....	5-9
FM-BLES 03-3.10	Enumerator's Weekly Performance Report.....	5-10
FM-BLES 03-3.11	Enumerator's Summary Performance Report.....	5-11
FM-BLES 03-3.12	General Payroll for Piece Rate Enumerators.....	5-12
FM-BLES 03-3.7	Survey Status Report.....	5-13
FM-BLES 03-3.9	Sample Respondents with New Names and Addresses.....	5-14
FM-BLES 03-3.20	Questionnaires for Endorsement To Head Offices	5-15
BLES Survey Form 14	Letter to Head Office of Sample Establishment...	5-16
BLES Survey Form 15	Follow-up Letter to Sample Establishment or its Head Office.....	5-17

OCCUPATIONAL WAGES SURVEY

From 1989 to 1995, the OWS was conducted by the Bureau of Labor and Employment Statistics (BLES) to monitor the wage rates of 22 low paid occupations in 21 non-agricultural industries. Its objective then was to generate wage estimates in aid to minimum wage determination.

Developments in the new world economy, however, pressed the need for employment and wage estimates that would address the concerns of planners and policy makers. The survey was therefore redesigned in 1996 to focus on the wage rates of selected or key occupations, particularly in industries likely to be affected by the changing local and global economic structures. It also resulted, among others, in the change in periodicity of its conduct from every semester to every two years. The first round of the revised OWS had October 31, 1997 as reference date of the data. October was chosen for international comparability since the ILO inquires on Occupational wages through its annual October Inquiry on Occupational Wages and Hours of Work. The new design used the 1992 Philippine Standard Occupational Classification (PSOC) and the 1994 Philippine Standard Industrial Classification (PSIC).

In recent years, adjustments in the minimum wage rates have been implemented on a staggered basis. Each round of wage increases usually starts during the last quarter of the year and spills over until about the second quarter of the following year. Notwithstanding international comparability, the 2002 survey round reference date has been shifted to June 30 of every even year from October 31 of every odd year. This decision was made in order to capture the effects of minimum wage adjustments in the establishment wage structure. The lists of industries and occupations have also been expanded to cover other important industries and new occupations.

1.1. Objectives of the Survey

The objective of the OWS is to generate statistics for wage determination in collective bargaining negotiations.

In business, the data can serve as indicators of industry viability for investment decisions. Further, these data can aid in determination of wage differences across occupations, industries and geographic areas.

1.2. Collection Authority

The conduct of the OWS is mandated by:

- a. **Executive Order No. 126** (creating the BLES) - which mandates the Bureau, among others, to conduct nationwide surveys and studies which will generate trends and structures on labor and employment.
- b. **Executive Order NO. 352** - designating the OWS as one of the statistical activities that will generate critical data for decision-making of the government and the private sector.

The International Monetary Fund through its Special Data Dissemination Standards (SDDS) has likewise designated occupational wage rates as one of the economic variables for monitoring the financial stability of the country.

1.3. Confidentiality of Information

The BLES and its field personnel shall hold all survey data supplied by the establishments in confidence. The information obtained from each respondent shall be for statistical purposes only and cannot be used for taxation, regulation or investigation. The data shall be integrated with others of the same category and shall be disseminated in summary form or statistical tables so as not to reveal the identity of any respondent-establishment.

1.4. Scope and Coverage

The OWS covers all establishments in 58 non-agricultural industries with an average total employment of at least 50 persons, as follows:

	Description	1994 PSIC
	MINING AND QUARRYING	C
1.	Metallic Ore Mining	C10
2.	Non-Metallic Mining and Quarrying	C11
	MANUFACTURING	D
3.	Manufacture of Food Products	D15 (excl. D155)
4.	Manufacture of Beverages	D155
5.	Manufacture of Tobacco Products	D16
6.	Manufacture of Textiles	D17
7.	Manufacture of Wearing Apparel	D18
8.	Tanning and Dressing of Leather; Manufacture of Luggage and Handbags	D19 (excl. D192)
9.	Manufacture of Footwear	D192
10.	Manufacture of Articles of Bamboo, Cane, Rattan and the Like; Manufacture of Plaiting Materials	D20 (excl. D201)
11.	Manufacture of Wood, Wood Products and Cork, Except Furniture	D201
12.	Manufacture of Paper and Paper Products	D21
13.	Publishing, Printing and Reproduction of Recorded Media	D22

	Description	1994 PSIC	<i>Notes</i>
	MANUFACTURING (cont'd.)	D	
14.	Manufacture of Coke, Refined Petroleum and Other Fuel Products	D23	
15.	Manufacture of Chemicals and Chemical Products	D24	
16.	Manufacture of Rubber Products	D251	
17.	Manufacture of Plastic Products	D252	
18.	Manufacture of Glass and Glass Products	D261	
19.	Manufacture of Cement	D262	
20.	Manufacture of Other Non-Metallic Mineral Products, n.e.c.	D269	
21.	Manufacture of Basic Metals	D27	
22.	Manufacture of Fabricated Metal Products, Except Machinery and Equipment	D28	
23.	Manufacture of Machinery and Equipment	D29	
24.	Manufacture of Office, Accounting and Computing Machinery	D30	
25.	Manufacture of Electrical Machinery and Apparatus	D31	
26.	Manufacture of Radio, Television and Communication Equipment and Apparatus	D32	
27.	Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks	D33	
28.	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	D34	
29.	Manufacture of Other Transport Equipment	D35	
30.	Manufacture and Repair of Furniture	D36	
31.	Recycling	D37	
32.	Manufacturing, N.E.C	D39	
	ELECTRICITY, GAS AND WATER SUPPLY	E	
33.	Electricity, Gas, Steam and Hot Water Supply	E40	
34.	Collection, Purification and Distribution of Water	E41	
35.	CONSTRUCTION	F45	

	Description	1994 PSIC	<i>Notes</i>
	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	G	
36.	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel	G50	
37.	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles	G51	
38.	Retail Trade, Except of Motor Vehicles and Motorcycles, Repair of Personal and Household Goods	G52	
39.	HOTELS AND RESTAURANTS	H55	
	TRANSPORT, STORAGE AND COMMUNICATIONS	I	
40.	Land Transport; Transport Via Pipelines	I60	
41.	Water Transport	I61	
42.	Air Transport	I62	
43.	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	I63	
44.	Post and Telecommunications Services except National Postal Activities	I64 (excl. I64110)	
	FINANCIAL INTERMEDIATION	J	
45.	Banking Institutions except Central Banking	J65 (excl. J65100)	
46.	Non-Bank Financial Intermediation	J66	
47.	Insurance and Pension Funding, Except Compulsory Social Security	J67	
48.	Activities Auxiliary to Financial Intermediation	J68	
	REAL ESTATE, RENTING AND BUSINESS ACTIVITIES	K	
49.	Real Estate Activities	K70	
50.	Renting of Machinery and Equipment Without Operator, Personal and Household Goods	K71	
51.	Computer and Related Activities	K72	
52.	Research and Development	K73	
53.	Miscellaneous Business Activities	K74	

	Description	1994 PSIC	<i>Notes</i>
54.	PRIVATE EDUCATION SERVICES	M81	
55.	HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH SERVICES	N85 (excl. N8511)	
	OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES	O	
56.	Sewage and Refuse Disposal, Sanitation and Similar Activities	O90	
57.	Recreational, Cultural and Sporting Activities	O92	
58.	Other Service Activities	O93	

The following industries are **excluded** from the survey:

	Description	1994 PSIC
	Agriculture and Forestry	A01-A05
	Fishing	B06
	National Postal Activities	I64110
	Central Banking	J65100
	Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, SSS, GSIS)	L75
	Public Education Services	M80
	Public Medical, Dental and Other Health Services	N8511
	Activities of Membership Organizations (e.g. ECOP, TUCP)	O91
	Extra-Territorial Organizations and Bodies (e.g. ILO, UNDP)	Q99

The OWS inquires on total employment, normal or regular working hour per day, ownership, spread of operations (multinational or not) market orientation (for manufacturing only) unionism and existence of collective bargaining agreements. It also inquires on the distribution of time-rate workers on full-time basis.

The survey monitors employment and wage rates of selected occupations. Two benchmark occupations (common to all establishments) shall be monitored for the 58 non-agricultural industries and at most 8 additional industry-specific occupations shall further be monitored from the following 43 specific industries (3,4 or 5 digit PSIC code):

	Description	1994 PSIC	<i>Notes</i>
	MINING AND QUARRYING	C	
1.	Metallic Ore Mining	C10	
2.	Non-Metallic Mining and Quarrying	C11	
	SELECTED MANUFACTURING	D	
3.	Manufacture of Food Products and Beverages	D15	
4.	Manufacture of Textiles	D17	
5.	Manufacture of Wearing Apparel	D18	
6.	Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear	D19	
7.	Manufacture of Wood, Wood Products and Cork, Except Furniture;	D201	
8.	Manufacture of Paper and Paper Products	D21	
9.	Publishing and Printing	D221/D222/ D223	
10.	Manufacture of Coke, Refined Petroleum and Other Fuel Products	D23	
11.	Manufacture of Chemicals and Chemical Products	D24	
12.	Manufacture of Rubber Products	D251	
13.	Manufacture of Plastic Products	D252	
14.	Manufacture of Other Non-Metallic Mineral Products	D26	
15.	Manufacture of Basic Metals	D27	
16.	Manufacture of Fabricated Metal Products, Except Machinery and Equipment	D28	
17.	Manufacture of Machinery and Equipment	D29	
18.	Manufacture of Electrical Machinery and Apparatus	D31	
19.	Manufacture of Radio, Television and Communication Equipment and Apparatus	D32	
20.	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	D34	
21.	Building and Repairing of Ships and Boats	D351	
22.	Manufacture and Repair of Furniture	D36	

	Description	1994 PSIC	<i>Notes</i>
	ELECTRICITY, GAS AND WATER SUPPLY	E	
23.	Electricity, Gas, Steam and Hot Water Supply	E40	
24.	Collection, Purification and Distribution of Water	E41	
25.	CONSTRUCTION	F45	
	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	G	
26.	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles	G501/G502/ G503/G504	
27.	Wholesale Trade, Except of Motor Vehicles and Motorcycles	G51	
28.	Retail Trade, Except of Motor Vehicles and Motorcycles	G521/G522/ G523/G524/ G525	
29.	HOTELS AND RESTAURANTS	H55	
	SELECTED TRANSPORT, STORAGE AND COMMUNICATIONS	I	
30.	Bus Line Operation	I6011	
31.	Other Land Transport	I60 excl. I6011	
32.	Water Transport	I61	
33.	Air Transport	I62	
34.	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	I63	
35.	Post and Telecommunications except National Postal Activities	I64 (excl. I64110)	
	SELECTED FINANCIAL INTERMEDIATION	J	
36.	Banking Institutions except Central Banking	J65 (excl. J65100)	
37.	Non-Bank Financial Intermediation	J66	
38.	Insurance and Pension Funding, Except Compulsory Social Security	J67	

	Description	1994 PSIC	<i>Notes</i>
	SELECTED BUSINESS ACTIVITIES	K	
39.	Computer and Related Activities	K72	
40.	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	K7412	
41.	Architectural, Engineering and Related Technical Consultancy	K7421	
42.	PRIVATE EDUCATION SERVICES	M81	
43.	PRIVATE MEDICAL, DENTAL AND OTHER HEALTH SERVICES	N8512	

1.5. Bases for Industry and Occupational Coverages

The 43 industries for which occupations shall be monitored were identified based on the following:

- Investment Priority Plan of the Board of Investments
- Export winners identified by the Department of Trade and Industry
- Areas of cooperation under the BIMP-EAGA
- Industries likely to be affected by GATT
- Industries monitored by the ILO industrial committees and similar bodies

Meanwhile, the specific occupations for which wage rates shall be monitored were selected on the basis of the following:

- Relative importance of the occupations in the industry
- 1992 Philippine Standard Occupational Classification
- Consultations with employers and workers groups, government agencies and the academe
- Initial List of Indicative Offers to the Coordinating Committee on Services – General Agreement on Trade in Services (ASEAN Bloc)
- Catalogue of the Occupational Skills Standards for National Certification Program of the Technical Education and Skills Development Authority
- Occupations covered by the ILO October Inquiry on Occupational Wages and Hours of Work
- 2001-2002 Key Indicators of the Labor Market of the International Labour Office
- Occupational Employment Survey (OES) of the US Bureau of Labor Statistics

At most 10 occupations shall be monitored in each of the 43 specific industries to represent the 7 major occupational groups in the 1992 PSOC for a total of 168 occupations. The occupations can be classified as supervisory, professional, technical, clerical, service, trade skills and machine operation and laborers/unskilled workers. In some cases, however, more were drawn for a particular occupation group depending on the relative importance of occupations in a given industry. For instance, in mining and quarrying, selected manufacturing industries, and construction, more occupations were drawn from trade skills and

machine operation, given the manpower requirement of their operations. In trade, post and telecommunications, and most business services, more clerical occupations were selected. In hotels and restaurants, more service occupations were drawn.

The two (2) benchmark occupations are Accounting and Bookkeeping Clerks; and Unskilled Workers, except Janitors, Freight Handlers and Messengers.

Each establishment covered by the 43 industries will be provided its own occupational sheet. This sheet lists the pre-determined occupations and job descriptions for which employment and wage data will be asked from the establishment. The occupations in this sheet vary across establishments depending on their respective industry classification.

1.6. Occupational Wages Survey Questionnaire

Cover/Second Pages

This contains the address box, status codes, information on the purpose of the survey, coverage, reference period, collection authority, authorized field personnel, confidentiality clause, due date, availability of results and assistance available.

Part A: General Information

This portion inquires on:

- main economic activity
- major products/goods or services
- total employment
- normal or regular working hours per day
- establishment characteristics such as ownership, spread of operations, (multinational or not) market orientation (for manufacturing only), unionism and existence of a collective bargaining agreement.

Part B: Employment and Wage Rates of Time-Rate Workers on Full-time Basis

This section requires data on the number of time-rate workers on full-time basis by time unit and by basic pay and allowance intervals.

Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations

This part inquires on the basic pay and allowance per time unit and the corresponding workers in the benchmark occupations and in **pre-determined occupations in 43 pre-selected industries.**

Part D: Key and Representative Occupations in the Establishment

Notes

This inquires on the key and representative occupations in the establishment. These occupations are those which fall in any of the following categories:

- unique to the industry/sector that the establishment belongs to
- employs the most number of workers
- historically important in the wage structure
- emerging or has a high growth potential

Part E: Certification of Respondent

This section is to elicit information on the respondent's name/signature, position, telephone no., fax no., and e-mail address.

Appropriate spaces are provided under **Comments** to distinguish comments on:

- data provided for the 2002 OWS
- the results of the 1997 and 1999 OWS
- improvements on the design/contents of the questionnaire

Part F: Survey Personnel

This contains the names of the field personnel and BLES staff involved in the data collection and review of questionnaire entries.

Part G: Industries with Selected Occupations

The list of industries has been provided to guide the enumerators in determining the correct occupational sheet that should be furnished to the respondent.

1997 and 1999 OWS Results

The results of the 1997 and 1999 OWS are found on pp. 13-14 of the questionnaire. The respondent in the establishment can detach these for his/her reference. These results can also serve as a guide to the survey personnel in editing/review of the entries in the questionnaire.

1.7 Statistics to be Generated

From the survey, the BLES will generate statistics on:

- occupational wage rates and employment
- median basic pay and allowances
- distribution of time-rate workers on full-time basis by basic pay and allowance intervals
- total employment (time-rate/output rate workers) and working owners and unpaid workers

1.8. Unit of Enumeration

Notes

The unit of enumeration for this survey is the establishment. An establishment is defined as an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location. Thus, mining/construction sites, factories, electric plants, stores, shops, hotels, restaurants, bus companies, banks, radio stations, real estate developers and the like are considered establishments.

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. However, security detachments, janitorial units and power barges are not considered as establishments.

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

1.9 Frequency and Reference Date

Starting 2002, the OWS will be conducted every two (2) years with June 30 as reference date.

1.10 Editing Guidelines

Editing guidelines are useful in assessing the completeness and consistency of survey data. These guidelines are prepared to help enumerators, supervisors and reviewers detect and correct errors in the accomplished questionnaire to ensure processing of correct information.

1.10.1 General Instructions

- a. Any attachments by the establishment should be stapled on p. 7 of the questionnaire. The corresponding **EIN** (see section 3.5.2 of Chapter 3) should be written on the upper right hand corner of each page of the attachment.
- b. Read the **comments** of the respondent on p.15 of the questionnaire as these may provide explanations relevant to the accomplished questionnaire.
- c. Do not erase or obliterate entries by the respondent. **Line out** neatly the original entry then legibly write close to it the correct/new entry.
- d. The details should **add up** to respective totals. Otherwise, verify with the respondent.
- e. If problems arise, the enumerator should **consult** his/her area supervisor while the latter his/her regional supervisor.

a. Validation of Economic Activity

Upon acceptance of the questionnaire by the contact person/respondent, the enumerator should ask for the complete description of the nature of business of the establishment. This should be done to ensure that the right occupational sheet has been inserted in the questionnaire.

In case the establishment has several activities, e.g. manufacturing and trading, that from which it derives the most income/revenues should be the basis of the industry classification.

To illustrate: *If the establishment is engaged in fruit juice manufacturing, then its questionnaire must have an occupational sheet with the caption "Manufacture of Food Products and Beverages (D15).*

In case the establishment is not engaged in food or beverage manufacturing, the enumerator should check the list of industries given on pp. 2 - 4 of this Manual or Part G of the questionnaire to see if the establishment should be given a different occupational sheet.

If the business of the establishment falls in any of the other listed industries, the enumerator should pull out the original occupational sheet and replace it with the correct one. On the other hand, if the establishment business does not fall in any of the other industries, the original sheet should simply be pulled out.

Note: Always bring extra copies of the occupational sheets.

The compilation of all occupational sheets is found on the last part of this chapter.

b. Cover Page

If there are any **changes in the name and address** of the sample establishment, the enumerator should fill out the space/s right after the label as specified. **Do not write on the pre-addressed label.** If the questionnaire is to be accomplished by the **head office**, the enumerator should likewise fill out the allocated spaces as specified. If there were no entries in these spaces, it would be assumed that there are no changes in the name and address of the establishment or that the questionnaire was not endorsed to the head office.

Below the address box are codes (see section 3.5.6 of Chapter 3) that will reflect the status of the questionnaire. Only that for **field staff** should be used. No marks should be made on the status codes for BLES use and that of Total Employment.

c. Part A: General Information

Notes

<p>1. Main economic activity</p> <p>Major products/goods or services</p>	<p>Entry should clearly describe the main economic activity based on that, which contributes the biggest share of income/revenues.</p> <p>Entry should refer to the specific products/goods produced or services provided. In case the establishment has several products/goods or services, the entries should be written in order of importance.</p> <p>It is essential that the respondent accomplish these items, as the entries will determine if the correct occupational sheet has been furnished to the establishment. As mentioned earlier, occupational sheets vary across establishments depending on their respective industry classification. Refer to pp. 2-4 of this manual or Part G of the questionnaire which contains the list of industries for which pre-determined occupations are being monitored.</p>
<p>2. Total employment</p> <p>Time-rate on full-time basis</p> <p>Time-rate on part-time basis</p> <p>Output-rate</p> <p>Working owners and unpaid workers</p>	<p>Entry should be the sum of entries for time rate workers on full-time basis, time-rate workers on part-time basis, output rate and working owners and unpaid workers.</p> <p>There should be an entry here. It should refer to workers of the establishment whose pay is based on a time unit of work such as an hour, a day or a month on full-time basis. It should be less than or equal to total employment.</p> <p>There may or may not be entries here. Entry should refer to workers of the establishment whose pay is based on a time unit of work such as an hour, a day or a month on part-time basis. It should be less than or equal to total employment.</p> <p>There may or may not be entries here. Entry should refer to workers whose pay is based on their output i.e., piece, task or pakyao. Entry should be less than or equal to total employment.</p> <p>There may or may not be entries here. Entry should be less than total employment.</p>

3. Establishment Characteristics	
a. Ownership	Only one box should be checked. Otherwise, verify with establishment.
b. Multinational	-do-
c. Market (for manufacturing only)	-do-
d. With Union	-do-
e. With CBA	If Yes in letter d, there should be a check mark in one of the boxes in this item. If answer is No in the preceding item, there should be no check mark in either box in this item. Otherwise, verify with establishment.

d. Part B: Employment and Wage Rates of Time-Rate Workers on Full-time Basis

1. Basic Pay		
Cols. 2,4 and 6	Full-time workers	Entries should correspond to the applicable basic pay intervals in the questionnaire. An establishment would not necessarily have entries in all time unit of work, i.e. hourly, daily and monthly.
	Subtotals	This should be the corresponding sum of entries in cols. 2, 4 and 6.
	Total	Entry should be the sum of the sub-totals of cols. 2, 4 and 6. This should be equal to the number of time-rate workers on full-time basis reported in Item 2 of Part A. Otherwise, verify with establishment.

Example:

Notes

1. Basic Pay

Hourly Rate		Daily Rate		Monthly Pay	
Basic Pay (P) (1)	Full - time Workers (2)	Basic Pay (P) (3)	Full - time Workers (4)	Basic Pay (P) (5)	Full - time Workers (6)
Below 9.59		Below 76.66		Below 2,000	
9.59 - 14.37		76.66 - 114.99		2,000 - 2,999	
14.38 - 19.16		115.00 - 153.33		3,000 - 3,999	
19.17 - 23.95	10	153.34 - 191.67	15	4,000 - 4,999	
23.96 - 28.75		191.68 - 230.01	40	5,000 - 5,999	
28.76 - 33.54		230.02 - 268.35		6,000 - 6,999	
33.55 - 38.33		268.36 - 306.69		7,000 - 7,999	20
38.34 - 43.12		306.70 - 345.02		8,000 - 8,999	
43.13 - 47.92		345.03 - 383.36		9,000 - 9,999	15
47.93 - 52.71		383.37 - 421.70		10,000 - 10,999	
52.72 - 57.50		421.71 - 460.04		11,000 - 11,999	
57.51 - 62.29		460.05 - 498.38		12,000 - 12,999	
62.30 - 67.08		498.39 - 536.72		13,000 - 13,999	
67.09 - 71.87		536.73 - 575.06		14,000 - 14,999	
71.88 and over		575.07 and over		15,000 and over	10
Sub-total	10	Sub-total	55	Sub-total	45
TOTAL (sum of cols. 2, 4 and 6)					110

A common error of establishments in filling out this portion of the questionnaire is repetitive entries in cols. 2, 4 and 6 as in the following example:

Verify with the respondent if the entries in cols. 2, 4 and 6 refer to the same time-rate workers. If this is so, request for the applicable time unit then line out neatly the irrelevant entries and adjust Total.

Edited Entries

1. Basic Pay

Hourly Rate		Daily Rate		Monthly Pay	
Basic Pay (P) (1)	Full - time Workers (2)	Basic Pay (P) (3)	Full - time Workers (4)	Basic Pay (P) (5)	Full - time Workers (6)
Below 9.59		Below 76.66		Below 2,000	
::		::		::	
52.72 - 57.50	36	421.71 - 460.04	36	11,000 - 11,999	36
57.51 - 62.29	15	460.05 - 498.38	15	12,000 - 12,999	15
62.30 - 67.08	12	498.39 - 536.72	12	13,000 - 13,999	12
67.09 - 71.87		536.73 - 575.06		14,000 - 14,999	
71.88 and over	7	575.07 and over	7	15,000 and over	7
Sub-total	70	Sub-total	70	Sub-total	70
TOTAL (sum of cols. 2, 4 and 6)					210 70

2. Allowances		
Cols. 8, 10 and 12	Full-time workers	If there are entries, these should correspond to the applicable allowance intervals in the questionnaire. An establishment would not necessarily have entries in all time unit of work, i.e. hourly, daily and monthly.
	Subtotals	This should be the corresponding sum of entries in cols. 8, 10 and 12.
	Total	Entry should be the sum of the sub-totals of cols. 8, 10 and 12. It should also be less than or equal to Total (sum of cols. 2, 4 and 6) of Item 1 - Basic Pay. Otherwise, verify with establishment.

Example:**2. Allowances**

Hourly		Daily		Monthly	
Allowance (P)	Full - time Workers	Allowance (P)	Full - time Workers	Allowance (P)	Full - time Workers
(7)	(8)	(9)	(10)	(11)	(12)
Below 1.20		Below 9.58		Below 250	
1.20 - 2.39		9.58 - 19.15		250 - 499	
2.40 - 3.59		19.16 - 28.73		500 - 749	
3.60 - 4.78		28.74 - 38.31		750 - 999	
4.79 - 5.98		38.32 - 47.90	10	1,000 - 1,249	
5.99 - 7.18		47.91 - 57.48		1,250 - 1,499	
7.19 - 8.38		57.49 - 67.07		1,500 - 1,749	
8.39 - 9.58		67.08 - 76.65		1,750 - 1,999	
9.59 - 10.78		76.66 - 86.24		2,000 - 2,249	30
10.79 - 11.97		86.25 - 95.82		2,250 - 2,499	
11.98 - 13.17		95.83 - 105.41		2,500 - 2,749	
13.18 - 14.37		105.42 - 114.99		2,750 - 2,999	
14.38 and over		115.00 and over		3,000 and over	5
Sub-total		Sub-total	10	Sub-total	35
TOTAL (sum of cols. 8, 10 and 12)					45

A common error of establishments in filling out this portion of the questionnaire is repetitive entries similar to the example in Basic Pay.

Verify with the respondent if the entries in cols. 8, 10 and 12 refer to the same time-rate workers. If this is so, ask for the applicable time unit then line out neatly the irrelevant entries and adjust Total.

e. Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations

Notes

To guide the respondent, the relevant **occupational sheet** had been enclosed in each questionnaire of the establishments engaged in the pre-determined industries. This sheet lists at most 10 occupations and corresponding to each is its 1992 PSOC code and brief description of tasks/responsibilities.

To illustrate: *If the PSIC code (as indicated in the address label) of a given establishment is D15930, the questionnaire assigned to it should have an occupational sheet with the caption "Manufacture of Food Products and Beverage (D15)": The establishment should provide data on the basic pay, allowance and employment **only** for the occupations listed in this particular sheet. The occupations enumerated in this list are:*

- Production Supervisors and General Foreman*
- Food Technologist*
- Chemical Engineering Technicians*
- Quality Inspectors*
- Accounting and Bookkeeping Clerks*
- Production Clerks*
- Food Processing and Related Trades Workers*
- Food and Related Products Machine Operators*
- Unskilled Workers except Janitors, Messengers and Freight Handlers*

The compilation of all occupational sheets is found on the last part of this chapter. The occupations are grouped according to industrial classification for easy reference. This should be referred to during field operations and editing to ensure that the reported data refers to the covered occupations in the establishment. Further, it is for this reason that the enumerator should **validate the economic activity/confirm the industry** of the establishment during questionnaire delivery to ensure that the appropriate occupational sheet is given or if the establishment should not be provided one.

Establishments that were not provided occupational sheets as the industries to which these belong are not listed in section 1.4 of this chapter, would have entries for the two benchmark occupations, if existing in the establishment.

An illustration in filling out Part C is shown on page 6 of the questionnaire.

Occupation	The respondent should write the occupation title (as found in the occupational sheet) for which he/she is providing data.
1992 PSOC	This space is reserved for BLES use.
Time-Rate Workers on Full-Time Basis	Entry should be the number of total workers in the occupation referred to broken down by sex.

Under each occupation, the respondent should provide the required information on basic pay and allowances.

Notes

Basic Pay:

Col. 1	Time unit (H-hour; D-day; M-month)	Entry for each line could either be hour (H), day (D) or month (M). If there is an entry, there should be corresponding entries in cols. 2 and 3.
Col. 2	Basic Pay per Worker	Entry should refer to the actual basic pay corresponding to the time unit of each worker. It should not be given in ranges nor the total/aggregate pay of the workers reported in col. 3. If there is an entry, there should be corresponding entries in cols. 1 and 3. In case range is provided and it would be tedious for the respondent to report the details, record the basic pay that is applicable to the majority of the workers in the occupation.
Col. 3	Workers (Both Sexes)	Entry should refer to the number of full-time workers receiving the corresponding basic pay per time unit. If there is an entry, there should be corresponding entries in cols. 1 and 2.
Total	Sum of Col. 3	Entries in Col. 3 should add up to the reported total. It should be equal to the total number of time-rate workers on full-time basis in the occupation.

Allowances:

Col. 4	Time unit (H-hour; D-day; M-month)	Entry for each line could either be hour (H), day (D) or month (M). If there is an entry, there should be corresponding entries in cols. 5 and 6.
Col. 5	Allowances per Worker	Entry should refer to the actual allowances corresponding to the time unit of each worker. It should not be given in ranges nor total/aggregate allowances of the workers reported in col. 6. If there is an entry, there should be corresponding entries in cols. 4 and 6. In case range is provided and it would be tedious for the respondents to report the details, record the allowance that is applicable to the majority of the workers in the occupation.
Col. 6	Workers (Both Sexes)	Entry should refer to the number of full-time workers receiving the corresponding allowance per time unit. If there is an entry, there should be corresponding entries in cols. 4 and 5.

Total	Sum of Col. 6	Entries in col. 6 should add up to the reported total. It should be equal to or less than (as not all workers are given allowances) the total number of time-rate workers on full-time basis in the occupation.
-------	---------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Following are some errors commonly committed by the establishments in accomplishing Part C of the questionnaire.

1. Time unit is not consistent with the basic pay or allowances ---Verify with respondent. There could be a typographical error. No one is paid this much on a daily basis.

Time Unit	Basic Pay	Workers (Both Sexes)
D	1,195.50	1

2. Extremely high values for basic pay or allowances for a given occupation like production clerk ---Verify with the respondent if the given basic pay or allowance refers to one (1) worker or if it is the sum of the basic pay or allowances of the four (4) workers. If this is so, ask for the basic pay or allowances of each full-time worker.

Time Unit	Basic Pay	Workers (Both Sexes)
M	48,000	4

3. Basic pay or allowance ranges were provided instead of actual basic pay or allowance per worker ---Persuade the respondent to provide the actual basic pay or allowance per worker. It would be difficult to compute the average wage rate of the occupation if ranges are given. However, if it would be tedious for the respondent to report details, record the basic pay or allowances that is applicable to majority of workers in the occupations.
4. The word "minimum" is reported in Basic Pay - col. 2 ---Request the respondent for the actual basic pay. It would be difficult to compute the average wage rate if the response is not numerical.
5. In the case of teachers where "per load" is reported under time unit ---Request the respondent to convert the load to a time unit. e.g. hourly and report the corresponding basic pay.
6. Non-cash allowances such as free meals, free board and lodging, rice subsidy, service charges are reported in Allowances - col. 5 ---Line out neatly the entire row. Allowances as required by the survey refer to guaranteed and regular **cash** payments.

f. Part D: Key and Representative Occupations in the Establishment

Notes

Col. 1	1992 PSOC	This space is reserved for BLES use.
Col. 2	Occupation	Entry should refer to the key and representative occupation in the establishment as defined on the same page.
Col. 3	Main Function	Entry should refer to the functions of the occupations reported in col. 2. There should be entry here if there is an entry in col. 2. This is important to enable BLES to code the occupations correctly.
Col. 4	Workers (Both Sexes) Time-rate	Entry should refer to the number of workers for each occupation receiving basic pay per time unit of work.
Col. 5	Output-rate	Entry should refer to the number of workers for each occupation receiving basic pay based on their output i.e., piece, task or pakyao.

g. Part E: Certification of Respondent

To facilitate coordination in cases when some entries have to be verified, the enumerator should see to it that the required information on the respondent are fully provided. His/her signature in particular is important, as this means that the information provided by the establishment is official/approved for submission to BLES. (see section 3.7– e of Chapter 3).

h. Part F: Survey Personnel

In the portion **Field Personnel**, the persons involved in the field operations should write their names and the dates when the questionnaire was retrieved (enumerator) and reviewed (area/regional supervisor). The dates are particularly important, as these would indicate the time it took to retrieve or review the questionnaire---a measure of survey efficiency.

In the portion **Bureau of Labor and Employment Statistics**, the name of the bureau staff responsible for the review of the accomplished questionnaire and the date reviewed should be written in the spaces provided.

1.11 OWS Form 1

This form is for use of the Supervisor in the review of the entries in the questionnaire. He/she should encircle the entries in the questionnaire that are for verification. He/she should then accomplish **OWS Form 1** in duplicate, and attach the original copy to the questionnaire and return these to the enumerator. This would inform the respondent on the specific entry/s being verified and the reason/s for the query. The duplicate copy of the OWS Form 1 serves as the Supervisor's reference in checking that the entries for verification have been corrected/explained once the enumerator re-submits the questionnaire.

OWS FORM 1 (VERIFICATION FORM): This form is to be accomplished in duplicate by the Supervisor for each questionnaire that needs verification. Attach original copy to the questionnaire and retain the duplicate for reference once the enumerator re-submits the questionnaire.

EIN: _____	NAME OF ESTABLISHMENT: _____
GEO: _____	BLDG./STREET: _____
PSIC: _____	BARANGAY/CITY/MUNICIPALITY: _____
ATE: _____	ZIP CODE/PROVINCE: _____

Part A: General Information

1. MAIN ECONOMIC ACTIVITY/MAJOR PRODUCTS/ GOODS OR SERVICES	<input type="checkbox"/> No/inadequate description of main economic activity
	<input type="checkbox"/> No entry for major products/ goods or services
2. EMPLOYMENT	<input type="checkbox"/> No entries
	<input type="checkbox"/> No breakdown by type of worker
	<input type="checkbox"/> Breakdown by type of worker does not add up to Total
3. NORMAL OR REGULAR WORKING HOURS	<input type="checkbox"/> No entry
	<input type="checkbox"/> Unusually low/high
4. ESTABLISHMENT CHARACTERISTICS	
a. Ownership	<input type="checkbox"/> No check mark
	<input type="checkbox"/> Only one of the boxes should be checked
b. Multinational	<input type="checkbox"/> No check mark
	<input type="checkbox"/> Only one of the boxes should be checked
c. Market (for manufacturing only)	<input type="checkbox"/> No check mark
	<input type="checkbox"/> Only one of the boxes should be checked
d. With Union	<input type="checkbox"/> No check mark
	<input type="checkbox"/> Only one of the boxes should be checked
e. With CBA	<input type="checkbox"/> No check mark
	<input type="checkbox"/> Only one of the boxes should be checked
	(answered Yes in item 4d)
	(answered Yes in item 4d)

Part B: Employment and Wage Rates of Time-Rate Workers On Full-time Basis

1. BASIC PAY	<input type="checkbox"/> No entries	<input type="checkbox"/> Repetitive entries
	<input type="checkbox"/> Details do not add up to respective Sub-totals in: <input type="checkbox"/> Col. 2 <input type="checkbox"/> Col. 4 <input type="checkbox"/> Col. 6	
	<input type="checkbox"/> Sub-totals do not add up to Total (sum of cols. 2, 4 and 6)	
	<input type="checkbox"/> Total (sum of cols. 2, 4 and 6) is not equal to time-rate workers on full-time basis reported in Part A.2	
2. ALLOWANCES	<input type="checkbox"/> Repetitive entries	
	<input type="checkbox"/> Details do not add up to respective Sub-totals in: <input type="checkbox"/> Col. 8 <input type="checkbox"/> Col. 10 <input type="checkbox"/> Col. 12	
	<input type="checkbox"/> Sub-totals do not add up to Total (sum of cols. 8, 10 and 12)	
	<input type="checkbox"/> Total (sum of cols. 8, 10 and 12) is greater than Total reported in Part B.1	

Part C: Employment and Wage Rates of Time-rate Workers on Full-time Basis in Selected Occupations

1. FOR ESTABLISHMENTS IN PRE-SELECTED INDUSTRIES	<input type="checkbox"/> No data provided (occupational sheet is appropriate)
	<input type="checkbox"/> Change in industry classification discovered during review
2. OCCUPATION	<input type="checkbox"/> No occupation titles
	<input type="checkbox"/> Occupations reported not consistent with those in occupational sheet
	<input type="checkbox"/> Consolidated data provided/not classified by occupation
3. TIME-RATE WORKERS ON FULL TIME BASIS (MALE + FEMALE = BOTH SEXES)	
<input type="checkbox"/> No entries	<input type="checkbox"/> No breakdown by sex
	<input type="checkbox"/> Breakdown by sex does not add up to total
4. TIME UNIT AND MONETARY VALUE ARE NOT CONSISTENT	<input type="checkbox"/> Cols. 1 and 2 (Basic Pay)
	<input type="checkbox"/> Cols. 5 and 6 (Allowances)
5. NO CORRESPONDING ENTRIES	<input type="checkbox"/> Cols. 1, 2 and 3 (Basic Pay)
	<input type="checkbox"/> Cols. 4, 5 and 6 (Allowances)

Part D: Key and Representative Occupations in the Establishment

1. OCCUPATION	<input type="checkbox"/> No entries
2. MAIN FUNCTION	<input type="checkbox"/> No entries corresponding to occupation
3. TIME-RATE/OUTPUT RATE	<input type="checkbox"/> No entries corresponding to Item 1 or Item 2

INDUSTRIES WITH SELECTED OCCUPATIONS

Metallic Ore Mining (C10).....	i
Non Metallic Mining and Quarrying (C11).....	ii
Manufacture of Food Products and Beverages (D15).....	iii
Manufacture of Textiles (D17).....	iv
Manufacture of Wearing Apparel (D18).....	v
Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear (D19).....	vi
Manufacture of Wood, Wood Products and Cork, except Furniture (D201).....	vii
Manufacture of Paper and Paper Products (D21).....	viii
Publishing and Printing (D221/D222/D223).....	ix
Manufacture of Coke, Refined Petroleum and Other Fuel Products (D23).....	x
Manufacture of Chemicals and Chemical Products (D24).....	xi
Manufacture of Rubber Products (D251).....	xii
Manufacture of Plastic Products (D252).....	xiii
Manufacture of Other Non-Metallic Products (D26).....	xiv
Manufacture of Basic Metals (D27).....	xv
Manufacture of Fabricated Metal Products, except Machinery and Equipment (D28).....	xvi
Manufacture of Machinery and Equipment (D29).....	xvii
Manufacture of Electrical Machinery and Apparatus (D31).....	xviii
Manufacture of Radio, Television and Communication Equipment and Apparatus (D32).....	xix
Manufacture of Motor Vehicles, Trailers Semi-Trailers (D34).....	xx
Building and Repairing of Ships and Boats (D351).....	xxi
Manufacture and Repair of Furniture (D36).....	xxii
Electricity, Gas, Steam and Hot Water Supply (E40).....	xxiii
Collection, Purification and Distribution of Water (E41).....	xxiv
Construction (F45).....	xxv
Sale, Maintenance and Repair of Motor Vehicles and Motorcycles (G501/G502/G503/G504).....	xxvi
Wholesale Trade, except of Motor Vehicles and Motorcycles (G51).....	xxvii
Retail Trade, except of Motor Vehicles and Motorcycles (G521/G522/G523/G524/G525).....	xxviii
Hotels and Restaurants (H55).....	xxix
Bus Line Operation (I6011).....	xxx
Other Land Transport (I60 except I6011).....	xxxi
Water Transport (I61).....	xxxii
Air Transport (I62).....	xxxiii
Supporting and Auxiliary Transport Activities; Activities of Travel Agencies (I63).....	xxxiv
Post and Telecommunications (I64).....	xxxv
Banking Institutions (J65).....	xxxvi
Non-Bank Financial Intermediation (J66).....	xxxvii
Insurance and Pension Funding, except Compulsory Social Security (J67).....	xxxviii
Computer and Related Activities (K72).....	xxxix
Accounting, Bookkeeping and Auditing Activities; Tax Consultancy (K7412).....	xl
Architectural, Engineering and Related Technical Consultancy (K7421).....	xli
Private Education Services (M81).....	xlii
Private Medical, Dental and Other Health Services (N8512).....	xliii

CHAPTER 3

OPERATIONAL STRATEGY

This chapter discusses the implementation of 2002 OWS and 2001 EHES in the National Capital Region.

3.1. Training of Field Personnel

Field operations is a crucial part of any survey. The conduct of training on data collection and field editing aims to ensure that statistical and survey standards are observed.

The proposed training schedule is as follows:

TIME	DURATION	ACTIVITY
DAY 1		
8:00 - 12:00	4 hours	Occupational Wages Survey
12:00 - 1:00	1 hour	Lunch Break
1:00 - 5:00	4 hours	Employment, Hours and Earnings Survey
DAY 2		
8:00 - 12:00	4 hours	Operational Strategy
12:00 - 1:00	1 hour	Lunch Break
1:00 - 5:00	4 hours	Administrative Concerns Allocation of Assignments

3.2. Duties and Responsibilities of Field Personnel

3.2.1. Area Supervisors

- a. Participate in the training on data collection and field editing at the BLES;
- b. Supervise field operations in their areas within the allotted time;
- c. Allocate questionnaires to field personnel, receive and control the questionnaires from the field;
- d. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to Enumerators/Data Collectors;
- e. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification, and monitor and evaluate the performance of field personnel for purposes of payment of salaries;
- f. Ensure the confidentiality of the data provided by the establishments

3.2.2. Enumerators/ Data Collectors

- a. Participate in the training on data collection and field editing at the BLES;
- b. Deliver the questionnaires, explain the items of inquiries to the contact persons in the establishments, and collect and edit accomplished questionnaires within the allotted time;
- c. Submit the undelivered and properly accomplished/edited questionnaires to their Supervisors;
- d. Verify questionnaires returned by Supervisors with the establishments; and
- e. Ensure the confidentiality of the data provided by the establishments.

3.3. Survey Respondents

Notes

The respondents to the survey are the HRD/personnel managers, accountants or the designated employees by the establishments responsible for answering government surveys.

3.4. Materials of Field Personnel

Survey Material	Enumerator	Area Supervisor
BLES identification card	✓	✓
Letter of introduction	✓	
Field Operations Manual	✓	✓
Control list (FM-BLES 02-2.1a or FM-BLES 02-2.2a) as the case may be	✓	✓
Assigned questionnaires	✓	
Extra questionnaires	✓	
Extra occupational sheets (OWS)	✓	
Certificate of appearance (FM-BLES 03-3.8)	✓	
Letters to head offices of sample establishments (BLES Survey Form 14) *	✓	
Ballpen (blue or black)	✓	✓
Calculator	✓	✓

* Letter to head office should already contain signature of Director. The letter should be addressed, filled out and dated by the enumerator before delivery to the head office.

3.5. General Information

3.5.1. Address Label

All questionnaires have been pre-addressed by BLES. The address label is found on the upper portion of the cover page of each questionnaire. A sample is shown below:

THE OWNER/MANAGER SOLID ENTERPRISES 3/F SOLID BLDG 17 RIZAL ST BEL-AIR, CITY OF MAKATI 1209 METROMANILA 11100 137602002 G51311 5 ***	Name of Establishment Address 1: Floor/ Bldg # Street Address 2: Bgy City or Municipality Address 3: Zip Code Province
EIN GEO PSIC ATE CODE CODE	Note: Address 3 for NCR is Metro Manila

On each address label of the questionnaire, an asterisk/s can be seen after the ATE Code.

*	Establishment is a sample of EHES only.
**	Establishment is a sample of OWS only.
***	Establishment is common to EHES and OWS.

3.5.2. Establishment Identification Number (EIN)

The first set of numbers under the name/address of the establishment is the establishment identification number. This is a **unique and fixed** number assigned to each establishment by the BLES for reference purposes. **Caution** should be exercised in writing this number on any document pertinent to the survey.

3.5.3. Geographic (GEO) Code

The GEO Code is the 9-digit code to denote the geographical location of the establishment. The first and second digits refer to the region, the third and fourth digits to the province, the fifth and sixth digits to the city/municipality and the last three digits to the barangay. The reference year of the GEO code used is 1996.

3.5.4. Philippine Standard Industrial Classification (PSIC) Code

The PSIC Code is the 6-alpha numeric code to denote the industrial classification of the establishment. The alpha character refers to the major industry group while the numeric characters refer to the specific industry group. The reference year of the PSIC code used is 1994.

3.5.5. Average Total Employment (ATE) Code

The ATE Code is the 1-digit code to denote the employment size or number of workers in the establishment. The code equivalents are as follows:

ATE Code	Employment Size	ATE Code	Employment Size
3	20-49	7	500-999
4	50-99	8	1000-1999
5	100-199	9	2000 and over
6	200-499		

3.5.6. Status Codes

The final status code in each questionnaire should be **consistent** with that in the supervisor and enumerator's control lists (**FM-BLES 02-2.1a** and **FM-BLES 02-2.2a** respectively). For each survey questionnaire, only the following codes are **acceptable** and should be:

- EHES written on the **upper right hand corner** of the cover page of the questionnaire

- OWS encircled in the portion of **status code (for field staff)** below the address box of the cover page of the questionnaire

Code	Description	Instruction
RET1	Retrieved for processing after distribution	All information provided by the establishment at the first instance passed field editing by the enumerator. He/she then submits the questionnaire to the supervisor for review. If confirmed, the status is maintained.

Code	Description	Instruction
RFV	Returned for verification	The accomplished questionnaire when reviewed by the supervisor was found with incomplete/inconsistent entries or is a consolidated/nationwide report . The supervisor returns it to the enumerator for verification.
RET2	Retrieved for processing after verification	All the items for verification have been corrected and have passed review of the supervisor. Otherwise, the status remains RFV and will be returned to the enumerator for further verification. When the questionnaire finally passes review, the status becomes RET2.
REF	Refusal	The establishment refuses to cooperate to the survey despite repeated persuasions and three (3) callbacks/follow-ups .
STR	On strike	The establishment is on strike and no one could accomplish the questionnaire.
TCL	Temporarily closed	The establishment is not in operation at the time of the field operations due to inventory, calamity/disaster, and repair/maintenance of equipment and the like.
CBL	Cannot be located	The establishment is not in the given address nor anywhere else in the area/s covered by the enumerator, or the previously existing establishment in the given address has moved to an unknown location. All possible sources of information e.g., knowledgeable persons in the areas, phone directory, should first be exhausted before an establishment is coded as CBL.
PCL	Permanently closed	The establishment has permanently ceased operations at the time of enumeration.
DUP	Duplicate	The establishment has been confirmed as the same as another sample establishment relative to address and specific economic activity. Discontinue data collection. Write beside the code the EIN of the establishment being duplicated. The establishment to be retained should be that with the <u>lower</u> EIN, e.g. EIN 450 and EIN 463 are the same establishments, then EIN 463 is DUP of EIN 450.

Code	Description	Instruction
OSP	Outside industry coverage of the survey	This refers to an establishment whose industry is excluded from the coverage of the survey. Discontinue data collection. Write beside the code the PSIC of the establishment e.g. M80.
The following industries are excluded from the survey:		
		1994 PSIC
Agriculture and Forestry		A01-A05
Fishing		B06
National Postal Activities		I64110
Central Banking		J65100
Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, SSS, GSIS)		L75
Public Education Services		M80
Public Medical, Dental and Other Health Services		N8511
Activities of Membership Organizations (e.g. ECOP, TUCP)		O91
Extra-Territorial Organizations and Bodies (e.g. ILO, UNDP)		Q99
OTH	Status n.e.c.	This refers to a condition not classifiable in any of the above status codes. Discontinue data collection. Write beside the code the reason for OTH. Examples of this are: economic units with family/unpaid workers only , warehouse with no employees or only with security guard, power barge, security detachments, janitorial units, musical band or "banda" in operation during fiestas, cockpits.

3.6. Delivery of Questionnaires

Tips to Enumerators
<p>Staple (or keep together) those questionnaires for the same establishment, i.e. same EIN.</p> <p>Sort allocation by street.</p> <p>Bring the necessary survey materials when on fieldwork.</p> <p>Manage your time. Prepare an itinerary of travel for delivery and collection.</p> <p>Be courteous at all times. Establish rapport with the respondent and win his/her cooperation.</p>

- a. Each enumerator should have a letter of introduction (**BLES Survey Form 11**), signed by the BLES Director, to be presented to the sample establishment. Upon reaching the establishment, the enumerator introduces himself/herself to the receptionist or to any person who can refer him/her to the HRD/personnel manager, accountant or the designated employee responsible for answering government surveys. In such instance, the enumerator re-introduces himself/herself to this contact person. The enumerator

is advised to establish rapport with the contact person to win his/her cooperation to the survey. It is important that the enumerator is familiar with the objectives and concerns of the survey/s.

Below is a practice interview. The enumerator is not expected to quote the following word-for-word.

“Good morning/afternoon, Ms./Mr. _____. I am _____, an interviewer of the Department of Labor and Employment (show letter of introduction). I am here concerning the _____ (survey/s) _____ being conducted nationwide by the Bureau of Labor and Employment Statistics. The BLES is the statistical arm of the DOLE and is one of the major data producing agencies of our government. The inquiries are in response to the demand of various users for more information on _____ (area/s of concern) _____. For your particular needs, you may find that these statistics are useful in your business planning and operations.

We know that accomplishing the survey form/s will take up your valuable time. Nevertheless, your cooperation is important to come up with reliable statistics in support of government programs and policies on labor and employment.

We assure you that any data from you will be held in confidence and will be used for statistical purposes only. Your establishment data shall be integrated with others of the same category and shall be released only in summary form or statistical tables.”

- b. The delivery of questionnaires should be completed within the **prescribed time**. The duration may be extended depending on the geographical distances of the sample establishments. However, it is important that the **delivery should be completed before collection** of questionnaires in order that BLES will know the expected number of questionnaires to be retrieved and processed. The questionnaire should be delivered to a **knowledgeable person** in the establishment to ensure that the questionnaire will be officially received and the items of inquiry of the questionnaire are **clearly explained to minimize errors** in data reporting by the contact person and callbacks by the enumerator. In instances that the enumerator is asked to leave the questionnaire with the security guard or receptionist, the enumerator should ask for the name and telephone number of the person whom he/she shall follow-up regarding the questionnaire.
- c. If the questionnaire is to be endorsed to the head office, attach **BLES Survey Form 14**. Supervisor should keep duplicate copy for reference.
- d. The enumerator should inform the contact person that the BLES is providing the sample establishment with **results** of the previous survey rounds (part of OWS questionnaire; insertion in EHES questionnaire).

- e. After explaining the items of inquiries, the enumerator and the contact person should agree on a “pick-up date” for the accomplished questionnaire preferably within **10 working days from delivery**.
- f. The enumerator should **leave** his/her name, office address and telephone number/s to facilitate coordination in case the respondent still has some queries. He/she shall also provide the fax numbers and e-mail addresses of the BLES in case the respondent prefers to communicate through these means.
- g. The enumerator should request the contact person/personnel who received the questionnaire to accomplish his/her **certificate of appearance (FM-BLES 03-3.8)**. This certificate shall serve as the basis of payment for delivery to each establishment regardless of number of questionnaires delivered to it. On the average, an enumerator should deliver to **five (5) establishments per day**.
- h. An establishment may not accept the questionnaire because it does not keep the source/pertinent records in its premises as these are with the **head office**. If questionnaire is to be personally delivered to the head office (attach **BLES Survey Form 14**). The enumerator should **emphasize** to the contact person in the head office that data requested is **only** for the establishment referred to in the address label. Explain to the contact person to **refrain** from providing consolidated report/s since not all branches of the head office are samples of the survey. If consolidated data will be given, this will cause over-representation of sample data and thus lead to **unreliable** data estimates by region and employment size.
See matrix on treatment of cases like this.
- i. There may be instances when the establishment is no longer in the given address as it has **transferred** to another **known** location.
See matrix on treatment of cases like this.
- j. If information was obtained that the establishment employs **less than 20 workers (EHES) and less than 50 (OWS)**, the enumerator should **continue** with the data collection from the establishment. The decline in employment may only be temporary.
- k. A report by the enumerator that an establishment can not accomplish the questionnaire due to refusal (REF), strike (STR), closure (TCL or PCL), non-location (CBL), duplicate (DUP), outside survey coverage (OSP) or other reasons (OTH) should be **verified** by Supervisor. If **confirmed** on site verification of Supervisor or other means, the enumerator is **entitled** to the payment for delivery.
- l. **No replacement** of sample establishment is allowed. If the establishment subject of inquiry is no longer in the given address, the questionnaire should **not** be given to the establishment found in its place even if this establishment has the same economic activity and employment size.

FLOW CHART ON THE DELIVERY OF QUESTIONNAIRES

PROCEDURE	PERSON RESPONSIBLE	DETAILS
<pre> graph TD Start([Start]) --> Deliver[Deliver questionnaire] Deliver --> Delivered{Questionnaire delivered?} Delivered -- NO --> Referral[If referred to Head Office or transferred to known address, refer to 3.6.h and 3.6.i, respectively of this manual.] Delivered -- YES --> End([End]) Referral --> Deliver Spoilage[If spoilage, refer to 3.5.6 of this manual.] --> Referral </pre>	<p>Area Supervisor / Enumerator</p>	<ul style="list-style-type: none"> • Delivery should be completed within the prescribed time frame and before collection of questionnaires commences. • Questionnaires should be delivered to a knowledgeable person in the establishment. If enumerator is asked to leave the questionnaire with the security guard or receptionist, enumerator should ask for the name and telephone no. of the person responsible for filling out the questionnaire. • On the average, at least 5 questionnaires should be delivered per day. • Explain items of inquiries and agree on pick-up date, preferably within 10 working days from delivery. Inform respondent of survey results found in the questionnaire. • Enumerator should leave his/her name, office address, telephone and fax nos. and e-mail address to facilitate coordination. • Person who received the questionnaire should be asked to fill out the enumerator's certificate of appearance. • Area Supervisors should confirm all spoilage questionnaires

3.7. Collection and Editing of Questionnaires

- a. The period for collection/retrieval should be **within the prescribed schedule** in order that the Bureau's timetable for processing and report dissemination can also be met.
- b. **Phone calls, mailed and/or personal follow-ups** should be made to ensure that the questionnaire is being accomplished or is ready for pick-up on the due date.
- c. In case the contact person has misplaced the questionnaire, the enumerator should provide him/her a new one. Copy **correctly** the name and address, EIN, GEO/PSIC/ATE codes of the establishment into the portion for address label. If the establishment is an OWS sample, the **pertinent** occupational sheet should be given.
- d. Upon pick-up of the accomplished survey form/s, the enumerator should **check the entries for completeness and consistency** in accordance to the field editing guidelines of each survey. He/she should do this before he/she leaves the establishment premises to avoid callbacks/return visits. An accomplished questionnaire that did not pass the review of the supervisor shall not be paid until it finally passes the supervisor's review. The enumerator should go back to the contact person for further verification. Remember that only a **correctly accomplished/edited questionnaire shall be paid**.
- e. On the average, an enumerator should collect **2.5 questionnaires per day**. A properly accomplished/edited questionnaire that is duly signed by the contact person in the establishment is **proof of retrieval**. However, the Supervisor should make random spot checks on the **authenticity** of the submissions.

For information: *In the review of questionnaires during past survey rounds, a BLES regular staff made some personal verification of inconsistent entries. The contact person in one establishment denied having answered nor signed the certification portion of the questionnaire. His establishment has ceased operation for quite some time. Another likewise denied the existence of the contact person in her establishment.*

- f. A questionnaire that has been mailed to its head office should be followed up **using BLES Survey Form 15**. Concerned Supervisor should keep duplicate copy for reference. Follow-ups should be done at **least twice** during the duration of the field operations.
- g. The enumerator should edit an accomplished questionnaire (delivered by him/her) that has been directly sent to the BLES. When the questionnaire finally passes review of the supervisor, the enumerator should be **compensated** accordingly.

3.8 Field Verification

- a. Supervisors should phone or personally visit the contact persons of **all** establishments that submitted seemingly spurious questionnaires. **Spurious** means no certification/signature of contact person, answers written in pencil or many erasures, similar penmanship or same entries among questionnaires or other doubtful cases.
- b. Supervisors should also select **1 - 2** questionnaires from each enumerator's weekly submissions to conduct **random** checks with the contact persons of establishments whose questionnaires passed their review.

3.9. Questionnaires for Verification

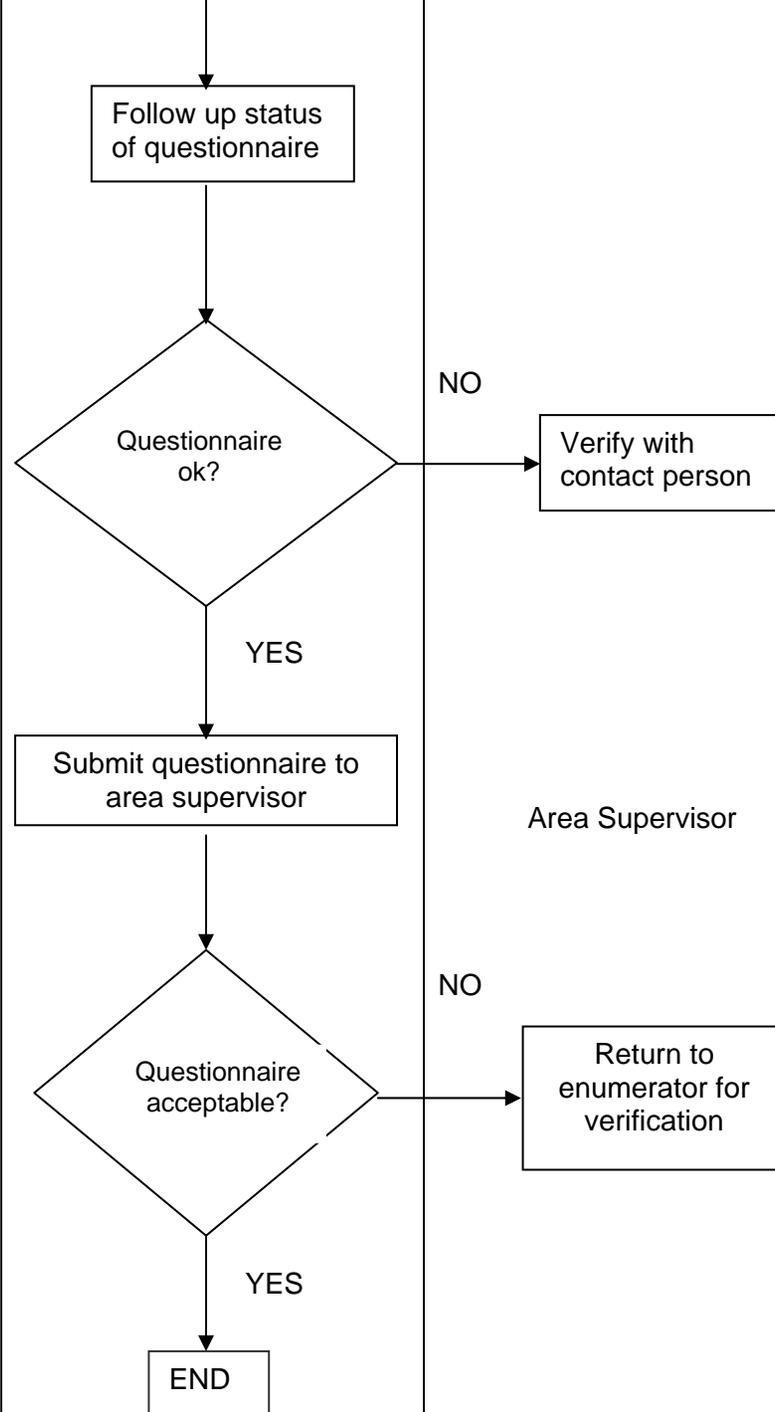
The EMSD (for EHES) and LSSD (for OWS) staff shall review all accomplished questionnaires. Those found unacceptable shall be returned to the enumerators together with the corresponding verification forms. The concerned enumerator shall verify the questionnaire with the establishment.

3.10. Sample Establishments with New Names and Addresses

Supervisors should accomplish **FM-BLES 03-3.9** (Sample Respondents with New Names and Addresses) as soon as reported to them by their enumerators. They should forward the form **immediately** to the designated personnel for computerized status monitoring and if there are new reports **until the end of the period of delivery**.

3.11. Sample Establishments with Questionnaires Endorsed to Head Offices

Supervisors should accomplish **FM-BLES 03-3.20** (Questionnaires for Endorsement to Head Offices) and submit the accomplished form to the designated computerized status monitoring personnel **within 10 days from the close of field operations**:



- Follow up through phone, mail and/or personally to ensure that questionnaire is ready for pick up on agreed date.
- In case of lost questionnaire, replace immediately and ensure that new questionnaire bears correct name, address and codes (EIN, GEO, PSIC and ATE). For OWS, provide correct occupational sheet.
- Upon pick up, check entries for completeness and consistency according to field editing guidelines. It should be duly signed by the contact person. Update control list accordingly.
- On the average, at least 2.5 questionnaires should be collected per day.
- Area supervisors should review retrieved questionnaires according to editing guidelines.
- Questionnaires with incomplete/inconsistent entries should be brought back to the establishment by the enumerator.
- Area supervisors should conduct **random** spot check on authenticity of acceptable questionnaires
- Area Supervisors should check with **all** establishments with seemingly spurious questionnaires .
- Only accomplished questionnaires that pass the review of the supervisors are eligible for payment

Treatment of Questionnaire/s for Sample Establishment Delivered to Head Office

Notes

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
1. Head office within enumerator's area (original enumerator made delivery)				
<p>Do not change address in label. Accomplish space for head office in address box (OWS) or on the space allocated at the back page of the questionnaire (EHES). Write in control list the name/position and address (under column of contact person) of the contact person in the head office and his/her tel. no. and c/o in Remarks column.</p> <p>Attach BLES Survey Form 14 to questionnaire/s.</p>	<p>Write in control list the name/position and address (under column of contact person) of the contact person in the head office and his/her tel. no. and c/o in Remarks column.</p> <p>List establishment in FM-BLES 03-3.20 (Questionnaires for Endorsement to Head Offices).</p>			<p>Original enumerator: Pay as long as certificate of appearance from sample establishment contains head office particulars.</p>
2. Head office outside enumerator's area but within supervisor's area (original enumerator made delivery)				
Same as above	Same as above			<p>Original enumerator: Pay as long as certificate of appearance from sample establishment contains head office particulars.</p> <p>Note that the enumerator will only be paid one-time for delivery.</p>

Treatment of Questionnaire/s for Sample Establishment Delivered to Head Office (cont'd.)

Notes

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
3. Head office outside enumerator's area but within supervisor's area (new enumerator made delivery)				
<p>Do not change address in label. Accomplish space for head office in address box (OWS) or on the space allocated at the back page of the questionnaire (EHES). Write in control list the name/position and address (under column of contact person) of the contact person in the head office and his/her tel. no. and c/o in Remarks column.</p> <p>Return questionnaire/s to Supervisor.</p>	<p>Reassign to new enumerator.</p> <p>Write in control list the name/position and address (under column of contact person) of the contact person in the head office and his/her tel. no. and c/o in Remarks column. The name of the new enumerator shall replace that of the original enumerator in the control list.</p> <p>List establishment in FM-BLES 03-3.20 (Questionnaires for Endorsement to Head Offices).</p> <p>Adjust workloads of original and new enumerators accordingly.</p>	<p>Add sample establishment particulars in control list including those of head office and write c/o-additional in Remarks column.</p> <p>Attach BLES Survey Form 14 to questionnaire/s.</p>		<p>Original enumerator: Pay as long as certificate of appearance from sample establishment contains head office particulars.</p> <p>New enumerator: Pay for delivery to head office.</p>
4. Head office outside enumerator's and supervisor's area but within NCR (new enumerator made delivery)				
Same as above	<p>Write in control list the name/position and address (under column of contact person) of the contact person in the head office and his/her tel. no. and c/o _____ supervisor in Remarks column.</p> <p>Forward questionnaire/s to new supervisor.</p> <p>Adjust workload of original enumerator accordingly.</p>	Same as above	<p>Assign to enumerator. Add name of enumerator, sample establishment and head office particulars in control list and write c/o-additional in Remarks column.</p> <p>List establishment in FM-BLES 03-3.20 (Questionnaires for Endorsement to Head Offices).</p> <p>Adjust workload of new enumerator accordingly.</p>	<p>Original enumerator: Pay as long as certificate of appearance from sample establishment contains head office particulars.</p> <p>New enumerator: Pay for delivery to head office.</p>

Treatment of Questionnaire/s for Sample Establishment Delivered to Head Office (cont'd.)

Notes

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
5. Head office outside NCR (questionnaire/s to be mailed)				
<p>Do not change address in label. Accomplish space for head office in address box (OWS) or on the space allocated at the back page of the questionnaire (EHES). Write in control list the name/position and address (under column of contact person) of the contact person in the head office and his/her tel. no. and c/o head office in ONCR in Remarks column.</p> <p>Return questionnaire/s to Supervisor.</p>	<p>Write in control list the name/position and address (under column of contact person) of the contact person in the head office and his/her tel. no. and c/o head office in ONCR in Remarks column. Also write date when questionnaire was mailed under Date Delivered column. The name of the Supervisor shall replace that of the enumerator in the control list.</p> <p>Adjust workload of original enumerator accordingly.</p> <p>List establishment in FM-BLES 03-3.20 (Questionnaires for Endorsement to Head Offices).</p> <p>Coordinate with counterpart survey supervisors in mailing to head offices of common samples. Use BLES Survey Form 14.</p>			<p>Original enumerator: Pay as long as certificate of appearance from sample establishment contains head office particulars.</p>

Notes:

1. NCR sample establishments whose questionnaires will be accomplished by their head offices in NCR should no longer be allocated in future survey rounds to the piece rate enumerators but to the monthly paid project based individuals (PBIs).
2. During nationwide survey operations, questionnaire/s for sample establishment for accomplishment by head office outside NCR shall be deducted from BLES workload. Such questionnaire/s shall be sent to the concerned RO (distinguished from its sample questionnaires). These shall be considered as part of RO workload. Nevertheless, BLES shall keep track of such cases for status monitoring purposes and in data processing.

Treatment of Questionnaire/s for Sample Establishment that Transferred to Known Location

Notes

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
1. Establishment within enumerator's area (original enumerator made delivery)				
Do not change address in label. Accomplish space for changes in address in address box (OWS) and on the space allocated on the front page of the questionnaire (EHES). Cross out old address in control list and write new address beside it.	Cross out old address in control list and write new address beside it. List establishment in FM-BLES 03-3.9 (Sample Establishments with New Names and Addresses).			Original enumerator: Pay only once.
2. Establishment outside enumerator's area but within supervisor's area (original enumerator made delivery)				
Same as above	Same as above			Original enumerator: Pay only once. Note that the enumerator will only be paid one-time for delivery.

Treatment of Questionnaire/s for Sample Establishment that Transferred to Known Location (cont'd.)

Notes

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
3. Establishment outside enumerator's area but within supervisor's area (new enumerator made delivery)				
<p>Do not change address in label. Accomplish space for changes in address in address box (OWS) and on the space allocated on the front page of the questionnaire (EHES). Cross out old address in control list and write new address beside it and outside area in Remarks column.</p> <p>Return questionnaire/s to Supervisor.</p>	<p>Reassign to new enumerator.</p> <p>Cross out old address in control list and write new address beside it and replace name of original enumerator with that of new enumerator.</p> <p>Accomplish FM-BLES 03-3.9 (Sample Establishments with New Names and Addresses).</p> <p>Adjust workloads of original and new enumerators accordingly.</p>	<p>Add sample establishment particulars in control list and write additional in Remarks column.</p>		<p>Original enumerator: Pay as long as complete address of sample establishment in new location will be provided.</p> <p>New enumerator: Pay for delivery to new location of sample establishment.</p>
4. Establishment outside enumerator's and supervisor's area but within NCR (new enumerator made delivery)				
<p>Same as above</p>	<p>Cross out old address in control list and write new address beside it.</p> <p>Forward questionnaire to new supervisor and write to _____ supervisor in Remarks column.</p> <p>Adjust workload of original enumerator accordingly.</p>	<p>Same as above</p>	<p>Assign to enumerator. Add name of enumerator and sample establishment particulars in control list and write additional in Remarks column.</p> <p>Accomplish FM-BLES 03-3.9 (Sample Establishments with New Names and Addresses).</p> <p>Adjust workload of new enumerator accordingly.</p>	<p>Original enumerator: Pay as long as complete address of sample establishment in new location will be provided.</p> <p>New enumerator: Pay for delivery to new location of sample establishment.</p>

Treatment of Questionnaire/s for Sample Establishment that Transferred to Known Location (cont'd.)

Notes

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
5. Establishment moved to outside NCR				
<p>Do not change address in label. Accomplish space for changes in address in address box (OWS) and on the space allocated on the front page of the questionnaire (EHES). Cross out old address in control list and write new address beside it and outside NCR in Remarks column.</p> <p>Return questionnaire/s to Supervisor.</p>	<p>Cross out old address in control list and write new address beside it and write outside NCR in Remarks column. The name of the Supervisor shall replace that of the enumerator in the control list.</p> <p>Discontinue data collection.</p> <p>Accomplish FM-BLES 03-3.9 (Sample Establishments with New Names and Addresses).</p> <p>Adjust workload of original enumerator accordingly.</p>			<p>Original enumerator: Pay as long as complete address of sample establishment in new location will be provided.</p>

Note:

1. NCR supervisor/s should forward **FM-BLES 03-3.9** to designated personnel for computerized status monitoring **within 10 days** from the end of the period of delivery to key in any changes in the survey status database/s.

EXAMPLES OF ACCOMPLISHED CONTROL LISTS

Case A: Head Office within/outside enumerator's area but within supervisor's area (original enumerator made delivery)

Original Enumerator's Control List (Liza)

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25294 137404115 D151620 3	MADRIGAL Enterprises Romulo st. cor, Aurora Blvd. Socorro, Quezon City 1109 Metro Manila	***	Jose Almir VP – HR ACE Bldg., Aurora Blvd. Socorro, Quezon City	911-2598	7/5				C/O

Original Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Liza	25294 137404115 D151620 3	MADRIGAL Enterprises Romulo st. cor, Aurora Blvd. Socorro, Quezon City 1109 Metro Manila	***	Jose Almir VP – HR ACE Bldg., Aurora Blvd. Socorro, Quezon City	911-2598	7/5			C/O

Case B: Head Office outside enumerator's area but within supervisor's area (new enumerator made delivery)

Original Enumerator's Control List (Bert)

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25111 137404082 D24241 9	Family Drug Corp. LYMANN Bldg, V. Luna Rd. Pinyahan, Quezon City 1100 Metro Manila	***	Zeny de Leon HRD Manager 7 Mercury Ave. Libis, Quezon City 1110 Metro Manila	912-4058					C/O

New Enumerator's Control List (Liza to add to list)

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25111 137404082 D24241 9	Family Drug Corp. LYMANN Bldg, V. Luna Rd. Pinyahan, Quezon City 1100 Metro Manila	***	Zeny de Leon HRD Manager 7 Mercury Ave. Libis, Quezon City 1110 Metro Manila	912-4058	7/8				C/O- additional

Original Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Bert Lisa	25111 137404082 D24241 9	Family Drug Corp. LYMANN Bldg, V. Luna Rd. Pinyahan, Quezon City 1100 Metro Manila	***	Zeny de Leon HRD Manager 7 Mercury Ave. Libis, Quezon City 1110 Metro Manila	912-4058	7/8			C/O

Case C: Head Office outside enumerator's and supervisor's areas but within NCR (new enumerator made delivery)

Original Enumerator's Control List (Joy)

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25146 133902010 D28111 7	Delta Manufacturing 744 Ipil St. Bgy. 289, Binondo, Manila 1006 Metro Manila	***	June Miraflor HRD- Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156					C/O

Original Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Joy	25146 133902010 D28111 7	Delta Manufacturing 744 Ipil St. Bgy. 289, Binondo, Manila 1006 Metro Manila	***	June Miraflor HRD- Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156				C/O Makati supervisor

Case C: Head Office outside enumerator's and supervisor's areas but within NCR (new enumerator made delivery) (cont'd)

New Enumerator's Control List (Emma to add to list)

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25146 133902010 D28111 7	Delta Manufacturing 744 Ipil St. Bgy. 289, Binondo, Manila 1006 Metro Manila	***	June Miraflor HRD- Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156	7/10				C/O- additional

New Supervisor's Control List (add to list)

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Emma	25146 133902010 D28111 7	Delta Manufacturing 744 Ipil St. Bgy. 289, Binondo, Manila 1006 Metro Manila	***	June Miraflor HRD- Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156	7/10			C/O- additional

Case D: Head Office outside NCR (questionnaire to be mailed)

Original Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
13123 137602 C10100 5	Isabela Mining BANCORP , Legaspi St. San Lorenzo, Makati City	**	Oscar Kho Personnel Manager Tudao Bldg., Raja St. Ugac Norte, Tuguegarao 3500 Cagayan	(078) 844-1596					C/O head office in ONCR

Original Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Emma Aida *	13123 137602 C10100 5	Isabela Mining BANCORP , Legaspi St. San Lorenzo, Makati City	**	Oscar Kho Personnel Manager Tudao Bldg., Raja St. Ugac Norte, Tuguegarao 3500 Cagayan	(078) 844-1596	7/8			C/O head office in ONCR

* Supervisor

Case E: Establishment within/outside enumerator's area (original enumerator made delivery)

Original Enumerator's Control List (Ben)

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
10444 137403029 D18110 4	Carmel's Garments Mfg 45 Evangelista St. Ugong, Pasig City 1604 Metro Manila 15 Solar St., Kapitolyo, Pasig City 1603 Metro Manila	**	Lynn Santos Asst. HRD Manager	620-5248	7/9				

Original Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Ben	10444 137403029 D18110 4	Carmel's Garments Mfg 45 Evangelista St. Ugong, Pasig City 1604 Metro Manila 15 Solar St., Kapitolyo, Pasig City 1603 Metro Manila	**	Lynn Santos Asst. HRD Manager	620-5248	7/9			

Case F: Establishment outside enumerator's area but within supervisor's area (new enumerator made delivery)

Original Enumerator's Control List (Ben)

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
9887 137401014 H55210 3	Le France Café 55 Esperanza St. Hulo, Mandaluyong City 1550 Metro Manila TNX Bldg., Shaw Blvd. BuroI, Mandaluyong City 1552 Metro Manila	*	Shiela Perez HRD Manager	525-2222					Outside area

New Enumerator's Control List (Annie to add to list)

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
9887 137401014 H55210 3	Le France Café TNX Bldg., Shaw Blvd. BuroI, Mandaluyong City 1552 Metro Manila	*	Shiela Perez HRD Manager	525-2222	7/5				Additional

Case F: Establishment outside enumerator's area but within supervisor's area (new enumerator made delivery) (cont'd)

Original Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Ben Annie	9887 137401014 H55210 3	Le France Café 55 Esperanza St. Hulo, Mandaluyong City 1550 Metro Manila TNX Bldg., Shaw Blvd. Burol, Mandaluyong City 1552 Metro Manila	*	Shiela Perez HRD Manager	525-2222	7/5			

Case G: Establishment outside enumerator's and supervisor's area but within NCR (new enumerator made delivery)

Original Enumerator's Control List (Joy)

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
10152 133902004 J67010 4	Pyramid Insurance Inc. 15 Juan Luna St. Binondo, Manila 1006 Metro Manila	**	D&Y Bldg., Dongalo St. Tambo, Paranaque City 1701 Metro Manila						Outside area

Original Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Joy	10152 133902004 J67010 4	Pyramid Insurance Inc. 15 Juan Luna St. Binondo, Manila 1006 Metro Manila	**	D&Y Bldg., Dongalo St. Tambo, Paranaque City 1701 Metro Manila					To Paranaque supervisor

Case G: Establishment outside enumerator's and supervisor's area but within NCR (new enumerator made delivery) (cont'd)

New Enumerator's Control List (Emma to add to list)

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
10152 133902004 J67010 4	Pyramid Insurance Inc. D&Y Bldg., Dongalo St. Tambo, Paranaque City 1701 Metro Manila	**	Susan Nieves HR Manager	827-5698	7/4				Additional

New Supervisor's Control List (add to list)

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Emma	10152 133902004 J67010 4	Pyramid Insurance Inc. D&Y Bldg., Dongalo St. Tambo, Paranaque City 1701 Metro Manila	**	Susan Nieves HR Manager	827-5698	7/4			Additional

Case H: Establishment moved to outside NCR

Original Enumerator's Control List (Lani)

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
11326 137602001 C11200 8	Mines International 900 Batangas St. Bangkal, Makati City	***	Bantol St. Agdao, Davao City Davao del Sur						Outside NCR

Original Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Lani	11326 137602001 C11200 8	Mines International 900 Batangas St. Bangkal, Makati City	***	Bantol St. Agdao, Davao City Davao del Sur					Outside NCR

Case I: Retrieved Questionnaire

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00146 133902010 D15110 4	A B Costelo Enterprises 1546 Narra St Bgy 296 Binondo Manila 1006 Metro Manila	***	Jun de la Cruz HRD Manager	527-1234	7/5	EHES 7/15 OWS 7/19	EHES 7/15 OWS 7/19	RET 1 RET 1	

EHES Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Liza	00146 133902010 D15110 4	A B Costelo Enterprises 1546 Narra St Bgy 296 Binondo Manila 1007 Metro Manila	***	Jun de la Cruz HRD Manager	527-1234	7/5	7/15	RET 1	

OWS Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Liza	00146 133902010 D15110 4	A B Costelo Enterprises 1546 Narra St Bgy 296 Binondo Manila 1008 Metro Manila	***	Jun de la Cruz HRD Manager	527-1234	7/5	7/19	RET 1	

Case J: Questionnaires for Verification

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00146 133902010 D15110 4	A B Nadal Inc. 30 Acacia St Bgy 296 Binondo Manila 1009 Metro Manila	***	Jun de la Cruz HRD Manager	527-1696	7/3	7/16	EHES - 7/16 OWS - 7/16 OWS - 7/19	RET1 RET4 RFV RET2	

EHES Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Liza	00146 133902010 D15110 4	A B Nadal Inc. 30 Acacia St Bgy 296 Binondo Manila 1010 Metro Manila	***	Jun de la Cruz HRD Manager	527-1696	7/3	7/16	RET 1	

OWS Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Liza	00146 133902010 D15110 4	A B Nadal Inc. 30 Acacia St Bgy 296 Binondo Manila 1011 Metro Manila	***	Jun de la Cruz HRD Manager	527-1696	7/3	7/19	RFV RET 2	

Case K: Spoilage Questionnaire

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00146 133902010 D15110 4	A B Nadal Inc. 30 Acacia St Bgy 296 Binondo Manila 1012 Metro Manila	***					7/24 7/31 The status was verified by the supervisor and confirmed as such on 7/31	CBL	

EHES Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Liza	00146 133902010 D15110 4	A B Nadal Inc. 30 Acacia St Bgy 296 Binondo Manila 1013 Metro Manila	***				7/31 This refers to date when status was confirmed by Supervisor	CBL	

Case K: Spoilage Questionnaire (cont'd.)

OWS Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Liza	00146 133902010 D15110 4	A B Nadal Inc. 30 Acacia St Bgy 296 Binondo Manila 1014 Metro Manila	***				7/31 This refers to date when status was confirmed by Supervisor	CBL	

ADMINISTRATIVE CONCERNS**4.1. Recruitment and Hiring of Enumerators (Project-based Individuals)**

- a. The PBIs should pass the recruitment requirements of the Bureau. They should preferably be residents of or familiar with the areas of their assignments.
- b. The contracts of the PBIs shall specify their duties and responsibilities, the duration and conditions of their employment and the terms of payment (**BLES Survey Form 10**). These should be signed and approved prior to questionnaire delivery.
- c. The PBIs shall be issued their office identification cards and **BLES Survey Form 11** (Letter of Introduction to Sample Establishment), also prior to questionnaire delivery.

4.2. Allocation of Assignments

The Supervisors should, as much as possible, equitably distribute assignments to the enumerators relative to number of establishments and workload or total questionnaires. Work assignments should be finalized before the start of questionnaire delivery.

The enumerators should acknowledge receipt of their control lists (**FM-BLES 02-2.2a**) in a separate sheet to be attached to the supervisor's control list (**FM-BLES 02-2.1a**).

4.3. Monitoring of Performance of PBIs and Survey Status

- a. The Supervisors should closely monitor the performance of their enumerators and the conduct of the field operations in their respective areas of assignments to ensure that the correct procedures are followed and the timetable of field operations is being met.
- b. The Supervisors should check the enumerators' control lists (**FM-BLES 02-2.2a**) on a weekly basis to ensure that the survey standards are observed and consistent information are contained as in his/her control list (**FM-BLES 02-2.1a**).
- c. The Supervisors should require their enumerators to submit **FM-BLES 03-3.8** (Certificate of Appearance) for each establishment delivery. The PBIs should also accomplish and submit to their Supervisors **FM-BLES 03-3.10** (Enumerator's Weekly Performance). The individual performance reports should be consolidated by the Supervisors using **FM-BLES 03-3.11** (Enumerators' Summary Performance). The consolidated enumerators performance shall serve as the basis for the preparation of **FM-BLES 03-3.12** (General Payroll for Piece-Rate Enumerators) by the designated personnel.
- d. The enumerators should report weekly to their Supervisors on a mutually agreed day and time of reporting. In case enumerators have nothing to report or no retrieved questionnaires to submit per schedule, they should inform their Supervisors beforehand.

Notes

- e. The supervisors should regularly monitor the status of survey implementation. They should accomplish **FM-BLES 03-3.7** (Survey Status Report) every 15th and 30th/31st of the month during field operations. However, this status report is preliminary and the **final** survey status would be that generated by the designated personnel from the computerized status monitoring system every 5th and 20th of the month.

4.4. Outputs and Terms of Payment

- a. An enumerator should deliver the questionnaires to at least **five (5)** establishments in a day. Each establishment delivery costs **P 60.00**. Treatment of cases such as delivery of questionnaires to head offices and to establishments who have transferred to known locations are discussed in Chapter 3.
- b. A report by the enumerator that an establishment can not accomplish the questionnaire due to refusal (REF), strike (STR), closure (TCL or PCL), non-location (CBL), duplicate (DUP), outside survey coverage (OSP) or other reasons (OTH) should be **verified** by Supervisor. If **confirmed** on site verification of Supervisor or other means, the enumerator is **entitled** to the payment for delivery.
- c. On the average, an enumerator should collect **2.5 questionnaires per day**. A properly accomplished/edited questionnaire that is duly signed by the contact person in the establishment is **proof of retrieval**. However, the Supervisor should make random spot checks on the **authenticity** of the submissions (1 2- accomplished questionnaires from each enumerator's weekly submissions). They should also undertake verification of all seemingly spurious submissions. A correctly accomplished or edited questionnaire costs —**P 140.00** regardless of survey.

4.5. Pre-Termination of PBI Contract

An enumerator who chooses to resign before the termination of field operations should file a letter of resignation at least five (5) days prior to the effectivity of his/her resignation. Otherwise, he/she shall not be issued a certificate of employment should a request for such be made in the future.

On the other hand, an enumerator shall be issued **BLES Survey Form 10A** (Notice of Termination of Contract of Services) should he/she fail to meet survey standards and quota requirements or fail to report to his/her Supervisor as earlier agreed upon within two (2) consecutive weeks from his/her last appearance or communication to the concerned Supervisor.

Pending assignments, survey materials and identification card of the enumerator should be turned over to the supervisor before he/she can be officially cleared by the Bureau and be paid whatever monetary entitlements due him/her.

CHAPTER 5

SURVEY DOCUMENTS AND FORMS

To ensure the monitoring of field operations and the reporting on survey implementation, the BLES has standardized the documents and forms for its establishment surveys. For NCR field operations, these are as follows:

- | | |
|-------------------------|-------------------------------------------------------------|
| 1. BLES Survey Form 10 | Contract of Services |
| 2. BLES Survey Form 10A | Termination of Contract of Services |
| 3. BLES Survey Form 11 | Letter of Introduction to Sample Establishment |
| 4. FM-BLES 02-2.1a | Supervisor's Control List |
| 5. FM-BLES 02-2.2a | Enumerator's Control List |
| 6. FM-BLES 03-3.8 | Certificate of Appearance |
| 7. FM-BLES 03-3.10 | Enumerator's Weekly Performance Report |
| 8. FM-BLES 03-3.11 | Enumerators' Summary Performance Report |
| 9. FM-BLES 03-3.12 | General Payroll for Piece-Rate Enumerators |
| 10. FM-BLES 03-3.7 | Survey Status Report |
| 11. FM-BLES 03-3.9 | Sample Respondents with New Names and Addresses |
| 12. FM-BLES 03-3.20 | Questionnaires for Endorsement to Head Offices |
| 13. BLES Survey Form 14 | Letter to Head Office of Sample Establishment |
| 14. BLES Survey Form 15 | Follow-up Letter to Sample Establishment or its Head Office |

Copies of these documents/forms are found in this chapter of the manual.

CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This contract of service entered into and executed this 20th day of June 2002 at Manila, Philippines by and between:

The **BUREAU OF LABOR AND EMPLOYMENT STATISTICS**, an instrumentality of the government of the Republic of the Philippines, represented by **OIC-Director MANUEL L. LAOPAO**, hereinafter referred to as the **FIRST PARTY**;

-and-

_____, Filipino, of legal age, (marital status), with residence and postal address at _____, hereinafter referred to as the **SECOND PARTY**.

WITNESSETH:

That pursuant to the provisions of CSC Memorandum Circular No. 38 (Omnibus Guidelines on Appointments) and the DOLE Administrative Order No. 121, series of 1997, authorizing the contracting of services in the DOLE where manpower is inadequate, to be able to effectively and efficiently deliver services, the following terms and conditions are hereby set:

1. That the **SECOND PARTY** is fully competent to render services as a Project-based Individual - Enumerator in connection with the conduct of the **2001 Employment, Hours and Earnings Survey** and **2002 Occupational Wages Survey** in accordance with the professional qualifications he/she alleged in the attached information sheet.
2. That the **SECOND PARTY** is specifically contracted by the **FIRST PARTY** to:
 - a. Participate in the training on data collection and field editing at the BLES;
 - b. Deliver the questionnaires, explain the items of inquiries to the contact persons in the establishments, and collect and edit accomplished questionnaires within the allotted time;
 - c. Submit the undelivered and properly accomplished/edited questionnaires to their Supervisors;
 - d. Verify questionnaires returned by Supervisors with the establishments;
 - e. Ensure the confidentiality of the data provided by the establishments.
3. That the **FIRST PARTY** for and in consideration of the services rendered agrees to pay the **SECOND PARTY**, on a bi-monthly basis
 - a. the amount of sixty pesos (₱ 60.00) per establishment delivery. An establishment for which no delivery was made due to closure, non-location, duplication, strike, refusal and similar reasons shall also be remunerated the same amount subject to the verification of the establishment status by the supervisor; and

- b. the amount of one hundred forty pesos (₱ 140.00) for each collected/retrieved EHES or OWS questionnaire, subject to the acceptance of the questionnaire/verification by the supervisor
4. That this contract takes effect from July 1 to October 31, 2002.
5. That notwithstanding the fixed duration of the employment, this contract of services can be terminated anytime by the **FIRST PARTY** for just cause such as but not limited to the unsatisfactory performance of the **SECOND PARTY** and only after due notice to the **SECOND PARTY** at least five (5) days prior to his/her termination.
6. That the herein parties do hereby agree and accept that there will be no employee-employer relationship between them during the tenure of this contract of service. As such, the **SECOND PARTY** shall not be subject to pertinent CSC rules and regulations and shall not enjoy the benefits given to government employees.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this 20th day of June 2002 at Manila, Philippines.

MANUEL L. LAOPAO
FIRST PARTY

SECOND PARTY

SIGNED IN THE PRESENCE OF:

GENOVEVA L. SANTOS
WITNESS

ELENA M.DAGUIDI
WITNESS

CERTIFIED FUNDS AVAILABLE:

CLARO EMMANUEL M. LAVADO
OIC-Accounting Division

APPROVED BY:

MA. ANTHONETTE V. ALLONES
Asst. Secretary for Policy and Program Support

BLES SURVEY FORM 10A
TERMINATION OF CONTRACT OF SERVICES

NOTICE OF TERMINATION
Issued to **Mr./Ms.** _____

Based on the evaluation of your performance (see attached) on the conduct of the _____, your output has been noted to be below the requirements of:

Delivery: on the average, 5 establishments per day

Retrieval: on the average, 2.5 questionnaires collected per day

Others:

Fail to report to Supervisor within two (2) consecutive weeks from last appearance or communication

Falsified questionnaire entries

Your services as PBI-Enumerator is therefore terminated effective _____ in accordance to the following provision of your contract:

“5. That notwithstanding the fixed duration of employment, this contract of services can be terminated anytime by the **FIRST PARTY** for just cause such as but not limited to the unsatisfactory performance of the **SECOND PARTY**, i.e. failure to meet the required outputs and/or unavailability of funds and only after due notice to the Second Party at least five (5) days prior to his/her termination.”

Relative to this, you are instructed to turnover your pending assignments, survey materials and identification card to your area supervisor before you can be officially cleared by this office of all obligations and be paid whatever monetary entitlements still due you.

BLES Director

(Date)

BLES SURVEY FORM 11
LETTER OF INTRODUCTION TO SAMPLE ESTABLISHMENT

Dear Valued Respondent,

For this year, the Bureau of Labor and Employment Statistics is conducting two (2) surveys--- **2001 Employment, Hours and Earnings Survey (EHES) and 2002 Occupational Wages Survey (OWS).**

These are regular surveys especially designed to collect statistics on the country's performance in the area of labor and employment. Both surveys, under Executive Order 352 dated July 1, 1996, have been designated as among the statistical activities that will provide critical data for decision-making of the government and the private sector.

In this instance, your establishment has been sampled to participate in one or both surveys. We have sent Mr./Ms. _____ of this office to help you in accomplishing the survey form/s.

Should you need further assistance in accomplishing the survey form/s, please do not hesitate to contact us through:

Bureau of Labor and Employment Statistics
3/F DOLE Bldg. Gen. Luna
Intramuros, Manila
Tel. nos. 527-3419; 527-3489; 527-9331
Fax nos. 527-9324; 527-9325
E-mail address: emsd@manila-online.net; lssd@manila-online.net

Thank you and we look forward to your cooperation to this statistical undertaking.

Very truly yours,

BLES Director

(Date)

The supervisor's control lists (**FM-BLES 02-2.1a**) are distinct for EHES and OWS. Each list contains the sample establishments to be covered in National Capital Region by each survey and is sorted by area, i.e. city/municipality, barangay and ascending EIN. The Supervisor should provide the following information in his/her EHES or OWS control lists.

- **Name of Supervisor**
- **Area/s of assignment:** city/municipality of the sample establishments
- **Total Establishments:** number of sample establishments covered by EHES or OWS as the case may be in the area/s of assignment
- **Enumerator's Name:** enumerator assigned to each sample establishment

Prior to delivery of questionnaires, the Enumerator shall be provided his/her **integrated** control list (**FM-BLES 02-2.2a**) of sample establishments. The enumerator should provide the following information in his/her control list that covers **both** EHES and OWS:

- **Name of Enumerator**
- **Area/s of assignment:** city/municipality of the sample establishments
- **Total Establishments:** number of sample establishments covered by EHES and OWS in the area/s of assignment
- **Total Questionnaires (Workload):** number of EHES and OWS questionnaires

Upon delivery of the questionnaire/s to the establishment, the Enumerator should accomplish the appropriate columns for the following items to facilitate follow-ups and callbacks.

- **CONTACT PERSON/ POSITION**
- **TEL. NO.**
- **DATE DELIVERED**
- **DATE RETRIEVED (Expected):** mutually agreed date of pick-up of the accomplished questionnaire/s, preferably within **10 working days from delivery**.

Upon retrieval of the questionnaire, the Enumerator should accomplish the following for each establishment.

- **DATE RETRIEVED (Actual):** date when the questionnaire was actually picked up by the enumerator from the establishment. In the case of a questionnaire whose status is REF, STR, TCL, CBL, PCL, DUP, OSP or OTH, the **date to be written is the date when the status was confirmed/verified as such by the Supervisor**.
- **STATUS CODE:** see section 3.5.6 of Chapter 3.
- **REMARKS:** any relevant statement to facilitate the monitoring of the survey/s

Note: The supervisor and his/her enumerators should confer weekly to see to it that the information pertinent to each establishment in their respective control lists are consistent.

FM-BLES 03-3.8

Revision Code: 1

Effectivity Date: July 1, 2002

CERTIFICATE OF APPEARANCE

CERTIFICATE OF APPEARANCE

This is to certify that Mr./Ms. _____, of the Bureau of Labor and Employment Statistics appeared in this office to (pls. underline) deliver/follow-up/collect/verify the questionnaire/s for:

_____ _____ _____

EIN/UIN: _____

Name of Establishment/Labor Organization: _____

Address: (as located by enumerator)

Floor/Bldg./# Street Name: _____

Barangay/City/Municipality: _____

Zip Code/Province: _____

Contact Person/s:

In Sample Respondent

In Head Office

Signature: _____

Name : _____

Position: _____

Tel. No.: _____

Date: _____

Remarks: C/O Head Office New location Others, specify _____

BLES SURVEY FORM 14
LETTER TO HEAD OFFICE OF SAMPLE ESTABLISHMENT

Name of Contact Person
Position
Name of Head Office
Address of Head Office

Dear

For this semester, the Department of Labor and Employment through the _____ is conducting two (2) surveys---**2001 Employment, Hours and Earnings Survey (EHES) and 2002 Occupational Wages Survey (OWS)**. These are regular surveys especially designed to collect statistics on the country's performance in the area of labor and employment. Both surveys, under Executive Order 352 dated July 1, 1996 have been designated as among the statistical activities that will provide critical data for decision-making of the government and the private sector.

Your office in _____ was sampled to take part in:

EHES

OWS

We realize that accomplishing our survey/s takes up your valuable time for they could be tedious and requires looking into past records particular to an establishment in a **specific location**. However, your office and some branches may have also been sampled to take part in the survey/s. Consolidated data will cause over-representation of sample data and thus result to unreliable data estimates by region and employment size.

Should you need any assistance in accomplishing the survey form/s, please do not hesitate to contact us through:

Bureau of Labor and Employment Statistics
3/F DOLE Bldg. Gen. Luna
Intramuros, Manila
Tel. nos. 527-3419; 527-3489; 527-9331
Fax nos. 527-9324; 527-9325
E-mail address: emsd@manila-online.net; lssd@manila-online.net

Thank you and we look forward to your cooperation to this statistical undertaking.

Very truly yours,

BLES Director

(Date)
encl/as
EIN _____

BLES SURVEY FORM 15
FOLLOW-UP LETTER TO SAMPLE ESTABLISHMENT OR ITS HEAD OFFICE

Name of Contact Person
Position
Name of Sample Establishment or Head Office
Address of Sample Establishment or Head Office

Dear

The Bureau of Labor and Employment Statistics wishes to reiterate its **earnest request** for your establishment to respond to the following survey/s:

2001 Employment, Hours and Earnings Survey (EHES)

2002 Occupational Wages Survey (OWS)

We realize that accomplishing our survey/s takes up your valuable time for they could be tedious and requires looking into past records particular to an establishment in a **specific location**. Nevertheless, your response is most important to come up with reliable information on our economy by **region and employment size**.

We believe that **reliable** data are needed by government policy makers to address the impact of current economic realities. On your end, as well, labor statistics are necessary bases for making prompt and sound decisions in doing your business. Our survey results are provided **free of charge** upon request. In this instance, we have made these a part of our questionnaire/s.

We are again furnishing you the **pre-addressed** questionnaire/s. Should you need any assistance in accomplishing the form/s, please do not hesitate to contact us through:

Bureau of Labor and Employment Statistics
3/F DOLE Bldg. Gen. Luna
Intramuros, Manila
Tel. nos. 527-3419; 527-3489; 527-9331
Fax nos. 527-9324; 527-9325
E-mail address: emsd@manila-online.net; lssd@manila-online.net

Thank you and we look forward to your cooperation to this statistical undertaking.

Very truly yours,

BLES Director

(Date)
encl/as
EIN _____

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN METALLIC ORE MINING (C10)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct sector or unit concerned with extraction of metals from their ores or minerals from the earth; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2156	Mining Engineers and Metallurgists	Conduct research, design and develop and maintain commercial-scale methods of extracting metals from their ores, or minerals from the earth and study and advise on technological aspects of particular materials, products or processes.
3117	Mining and Metallurgical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of mining and metallurgical engineers, contributory to the improvement/development of methods of extracting from the earth, distribution, or processing of minerals and control of processes of extraction of metals from their ores.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
7111	Miners	Extract ores and other solid minerals from underground or surface mines.
7112	Shotfirers and Blasters	Determine location and site of explosions required, charge and detonate explosives to fragments or dislodge ores or other solid minerals in mines.
8111	Mining Plant Operators	Operate and monitor machinery and equipment which cut channels in mines or drill holes for blasting or operate continuous-mining machines.
8112	Mineral Ore Processing Plant Operators	Operate and monitor machinery and equipment for processing mineral ore.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN NON-METALLIC MINING AND QUARRYING (C11)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct sector or unit concerned with extraction of minerals such as coal, liquids such as petroleum, gases such as natural gas and operation of quarries; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2156	Mining Engineers	Conduct research, design and develop and maintain commercial-scale methods of extracting minerals, liquids and gases from the earth and study and advice on technological aspects of particular materials, products or processes.
3117	Mining Engineering Technicians	Perform technical tasks, normally under the supervision of mining engineers, contributory to the improvement/ development of methods of extracting from the earth, distribution or processing of minerals, liquids and gases.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
7111	Miners and Quarry Workers	Extract solid minerals from underground or surface mines or quarries.
8111	Mining Plant Operators	Operate and monitor machinery and equipment which cut channels in mine or quarry workplaces or drill holes for blasting or operate continuous-mining machines.
8112	Stone Processing Plant Operators	Operate machinery and equipment which crushes and breaks blocks of granite, marble and other stone.
8113	Well Drillers and Borers and Related Workers	Operate drilling machinery and equipment and perform related tasks in the sinking and operation of wells.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES (D 15)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2155	Food Technologist	Conduct research and develop commercial- scale chemical processes in the production of food and drink products.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of new or improved processes for the chemical or physical transformation of substances on a commercial scale.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
741	Food Processing and Related Trades Workers	Slaughter animals, kill fish, treat and prepare them and related food items for human and animal consumption; make various kinds of bread, cakes and other flour products; process and preserve fruits, vegetables and related foods, taste and grade various food products and beverages.
826	Food and Related Products Machine Operators	Operate and monitor machines which process foodstuffs and manufacture food and related products for human and animal consumption.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF TEXTILES (D 17)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
7431	Fiber Preparers	Prepare wool, cotton, flax, jute, hemp and other natural textile fibers for spinning and winding.
7432	Weavers, Knitters and Related Workers	Spin and wind yarn by hand, weave materials on hand looms, make carpets by using a knotting technique, knit garment fabrics by hand or hand-operated machines or perform similar manufacturing tasks by hand or hand-operated machines.
8251	Fiber Preparing, Spinning and Winding Machine Operators	Operate and monitor machines which prepare fibers, and spin, double, twist and wind yarn and thread.
8252	Weaving and Knitting Machine Operators	Operate and monitor weaving and knitting machines and related equipment used to produce materials and fabrics.
8254	Bleaching, Dyeing and Cleaning Machine Operators	Operate and monitor machines which bleach, dye, wash and otherwise treat fibers, yarn or dry-clean textiles.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF WEARING APPAREL (D 18)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7433	Tailors, Dressmakers and Hatters	Make suits, dresses and other garments from textile fabrics, leather or any other material, carry out alterations and repairs or make hats, or participate in the manufacture of ready-to-wear garments.
7434	Textile, Leather and Related Pattern Makers and Cutters	Make patterns and mark and cut textile, leather and other materials in the manufacture of garments, gloves and miscellaneous products.
7435	Sewers, Embroiderers and Related Workers	By hand or by using simple sewing machines, perform various sewing tasks in making, altering and repairing garments, gloves and other products of textile and other material; embroider decorative designs on garments or other materials.
8253	Sewing Machine Operators	Operate and monitor standard or specialized single or multiple-needle sewing machines to make or repair garments, gloves and miscellaneous products in textiles or leather, or embroider ornamental designs on garments or other materials.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN TANNING AND DRESSING OF LEATHER;
MANUFACTURE OF LUGGAGE, HANDBAGS AND FOOTWEAR (D 19)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7441	Tanners	Make leather from hides and skins.
7442	Shoemakers and Related Workers	Make and repair standard or special footwear, and except for leather garments, hats and gloves, make natural or synthetic leather articles such as luggage, handbags, and belts, or participate in the manufacture of shoes and related goods.
8255	Leather Preparing Machine Operators	Operate and monitor various machines which prepare leather.
8256	Shoemaking and Related Machine Operators	Operate and monitor machines which produce and repair standard or special footwear, handbags and other accessories mainly made of leather.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF WOOD, WOOD PRODUCTS
AND CORK, EXCEPT FURNITURE (D 201)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7421	Wood Treaters	Season and preserve wood particularly through operation of steam - heated kilns or chemical treatment to protect wood against decay or parasites.
7423	Woodworking-Machine Setters and Setter-Operators	Set and operate woodworking machines, such as precision sawing, shaping, planing, boring, turning and woodcarving machines
8141	Wood Processing Plant Operators	Operate and monitor machinery and equipment for sawing wood, cutting veneer and making plywood and otherwise prepare wood for further use.
8240	Wood Products Machine Operators	Operate and monitor automatic or semi-automatic woodworking machines which perform repetitive work and are always set up by woodworking-machine setters.
8275	Wood and Related Products Assemblers	Assemble the components or parts made from wood or related materials of various types of products.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF PAPER AND PAPER PRODUCTS (D 21)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3115	Mechanical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of mechanical engineers, contributory in the design, development, manufacture, construction, installation, maintenance and repair of mechanically functioning plant and equipment.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8142	Paper Pulp Plant Operators	Operate and monitor machinery and equipment which converts materials such as wood, rags, esparto, straw, scrap-pulp and paper into stock for use in papermaking.
8143	Papermaking Plant Operators	Operate and monitor machinery and equipment which makes paper, paper board sheet pulp from pulp stock.
8276	Paperboard and Related Products Assemblers	Assemble the components or parts made from paperboard and related materials, of various types of products, according to strictly laid down procedures.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN PUBLISHING AND PRINTING (D 221/D 222/D 223)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
7341	Compositors, Typesetters and Related Workers	Set and arrange printing type by hand, machine or computer.
7342	Stereotypers and Electrotypers	Make printing plates and printing forms from set-up type by stereotyping and electroplating process.
7343	Printing Engravers and Etchers	Engrave lithographic stones and printing plates, rollers, dies and blocks by various processes.
7345	Bookbinders and Related Workers	Operate and monitor machines which bind and emboss books by hand or machine.
7347	Pressman Letterpress and Related Workers	Prepare, operate and monitor offset press and various types of machines to print single and multi-color copies from lithographic plates and print on paper, tin plate and other materials.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF COKE, REFINED PETROLEUM
AND OTHER FUEL PRODUCTS (D 23)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8153	Chemical-Filtering and Separating Equipment Operators	Operate and monitor machines and equipment which filter and separate chemicals and related materials.
8155	Petroleum Refining Plant Operators	Operate and monitor plant which refines, distills and treats petroleum, petroleum-based products and by-products.
8159	Coke Production Plant Operators	Operate and monitor machinery and equipment which produce coke from coal.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF CHEMICALS
AND CHEMICAL PRODUCTS (D 24)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
8151	Crushing, Grinding and Chemical-Mixing Machinery Operators	Operate and monitor machinery which crushes, grinds, mixes and blends chemicals and other materials used in chemical and related processes.
8152	Chemical Heat-Treating Plant Operators	Operate and monitor machinery and equipment which cook, roast and provide other types of heat treatment in chemical and related processing.
8153	Chemical-Filtering and Separating Equipment Operators	Operate and monitor machines and equipment which filter and separate chemicals and related materials.
8221	Pharmaceutical and Toiletry Products Machine Operators	Operate and monitor machines which process a variety of chemicals and other ingredients used in the production of pharmaceuticals and toiletries.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF RUBBER PRODUCTS (D 251)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8231	Rubber Products Machine Operators	Operate and monitor machines which knead and blend rubber compounds, and produce various components and products, from natural and synthetic rubber such as molded footwear, domestic articles, insulating materials, industrial accessories, or tires for bicycles, automobiles, tractors, aircraft and other vehicles.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF PLASTIC PRODUCTS (D 252)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8232	Plastic Products Machine Operators	Operate and monitor machines which knead and blend compounds to obtain plastic materials and which make various plastic components and articles.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF OTHER NON-METALLIC
MINERAL PRODUCTS (D 26)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
732	Potters, Glass-Makers and Related Trades	Make bricks, tiles, pottery, porcelainware and glassware, engrave and etch designs on glass articles and paint or decorate glass.
813	Glass, Ceramics and Related Plant Operators	Operate and monitor kilns, furnaces and other machinery and equipment used in the manufacture of glass as well as ceramic products.
8212	Cement and Other Mineral Products Machine Operators	Operate and monitor extrusion, molding, mixing, grinding and cutting machines which manufacture and finish various pre-cast concrete and stone products or which make cast stone for building purposes.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF BASIC METALS (D 27)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
7211	Metal Molders and Core Makers	Make molds and cores for casting metal.
7213	Sheet Metal Workers	Make install and repair articles and parts of articles of sheet metal such steel sheet, copper, tin, brass, aluminum, zinc or galvanized iron.
8121	Ore and Metal Furnace Operators	Operate and monitor ore-smelting, metal converting acid refining furnaces
8122	Metal Melters, Casters and Rolling-Mill Operators	Operate and monitor rolling mills to roll metal, or furnaces to melt or reheat metal, or machines to cast metals.
8123	Metal Heat Treating Plant Operators	Operate and monitor plant altering the physical properties of metal objects by heating, cooling and chemical treatment.
8124	Metal Drawers and Extruders	Operate and monitor machinery and equipment which draw and extrude metals to make wire, tubes and similar products.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF FABRICATED METAL PRODUCTS,
EXCEPT MACHINERY AND EQUIPMENT (D 28)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
7212	Welder and Flamecutters	Weld and cut metal parts using gas flame, or an electric arc and other sources of heat to melt and cut, or to melt and fuse metal .
7214	Structural Metal Preparers	Shape, assemble heavy metal guides and plates to form structure and frameworks.
7221	Blacksmiths, Hammersmiths and Forging Press Operators	Draw wire, hammer and forge bars, rods, and plates of iron, steel or other metals to make and repair various kinds of tools, metal articles, piece of equipment, agricultural and related implements.
7223	Machine - Tool Setters and Setter-Operators	Set for operators, or set and operate various machine tools working to fine tolerances or to produce metal articles in standardized series.
8211	Machine Tool Operators	Operate and monitor automatic or semi-automatic metal working machines which perform repetitive work and are set up by machine-tool setlers.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF MACHINERY AND EQUIPMENT (D 29)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7212	Welders and Flamecutters	Weld and cut metal parts using gas flame, or an electric arc and other sources of heat to melt and cut, or to melt and fuse metal.
7222	Tool Makers and Related Workers	Make engines or machinery components, and parts thereof, using hand and machine tools to work metal to fine tolerances.
7234	Agricultural or Industrial Machinery Mechanics and Fitters	Fit, install, examine, service and repair engines (except motor vehicle and aircraft engines), agricultural or industrial machinery and mechanical equipment.
8271	Mechanical Machinery Assemblers	Assemble the components or parts of mechanical machinery, according to strictly laid down procedures.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF ELECTRICAL MACHINERY
AND APPARATUS (D 31)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2152	Electrical Engineers	Conduct research, and advice on, design and direct construction of electrical systems, motors and equipment, and advice on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3113	Electrical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of electrical engineers, contributory to the design, development, construction, installation, maintenance and repair of electrical systems and equipment.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7242	Electrical Mechanics and Fitters	Fit, adjust, install and repair electrical machinery and other electrical apparatus and equipment in buildings, factories, workshops, or other places.
8272	Electrical Equipment Assemblers	Assemble the components or parts of electrical equipment, according to strictly laid down procedures.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF RADIO, TELEVISION
AND COMMUNICATION EQUIPMENT AND APPARATUS (D 32)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2153	Electronics and Telecommunications Engineers	Conduct research, and advice on, design and direct construction, installation and maintenance of electronic systems and equipment and advice on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3114	Electronics and Telecommunications Engineering Technicians	Perform technical tasks, normally under the supervision of electronics engineers, connected with electronic and telecommunications engineering research, as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment and electronic and electromechanical communications.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7243	Electronics Fitters	Fit, and adjust computer hardware, as well as sound and image recording and transmitting telecommunication and other electronic equipment.
8273	Electronic Equipment Assemblers	Assemble the components or parts of electronic equipment, according to strictly laid down procedures.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE OF MOTOR VEHICLES, TRAILERS
AND SEMI-TRAILERS (D 34)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3115	Mechanical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of mechanical engineers, contributory in the design, development, manufacture, construction, installation, maintenance and repair of mechanically functioning plant and equipment.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
7213	Sheet-Metal Workers	Install and repair sheet metal parts of vehicles.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair engines and related parts of motor vehicles.
8271	Mechanical Machinery Assemblers	Assemble the components or parts of engines and vehicles according to strictly laid down procedures.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN BUILDING AND REPAIRING OF SHIPS AND BOATS (D 351)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Marine Engineers	Conduct research and advice on and design propulsion systems, hulls and superstructures of ships and other vessels.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7214	Structural-Metal Preparers, Erectors and Related Workers	Shape, assemble and erect heavy metal girders and plates to form structures and frameworks.
7215	Riggers and Cable Splicers	Erect tackle for lifting and hauling, or install and maintain cables, ropes and wires in ships.
7233	Marine Crafts Mechanics	Service, overhaul and repair vessels' engines, boilers and mechanical equipment.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN MANUFACTURE AND REPAIR OF FURNITURE (D 36)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7422	Cabinet Makers and Related Workers	Make and repair wooden articles such as cabinets and other furniture using woodworking machines and hard tools.
7424	Rattan, Bamboo and Other Wicker Furniture Workers	Make wicker furniture from bamboo, rattan, reeds, rushes and similar materials by hand.
7436	Upholsterers and Related Workers	Upholster furniture, make mattresses, or make and install interior decorations of textile, leather and similar materials.
8240	Wood Products Machine Operators	Operate and monitor automatic or semi-automatic woodworking machines which perform repetitive work and are always set up by woodworking-machine setters.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN ELECTRICITY, GAS, STEAM AND HOT WATER SUPPLY (E 40)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2152	Electrical Engineers	Conduct research and advise on, design and direct construction of electrical systems, motors and equipment, and advise on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3113	Electrical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of electrical engineers, contributory to the design, development, construction, installation, maintenance and repair of electrical systems and equipment.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4215	Debt Collectors and Related Workers	Collect payments and perform clerical duties associated with these collections.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
7242	Electrical Mechanics and Fitters	Fit, adjust and repair various kinds of electrical machinery and motors, generators, switch gear, control apparatus and instruments.
7246	Lineman, Line Installers and Cable Splicers	Install and repair power lines and cables.
8161	Power-Production Plant Operators	Operate and monitor machinery and equipment which produce electric or other power and control its distribution.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER (E 41)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2151	Civil Engineers	Conduct research and advise on, design and direct construction, and manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.
3112	Civil Engineering Technicians	Perform technical tasks, normally under the direction and supervision of civil engineers, contributory to planning and execution of building and civil engineering projects, including design, construction, repair and maintenance of building and other structures such as water supply and sewerage systems, bridges, roads, dams and airports.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4215	Debt Collectors and Related Workers	Collect payments and perform clerical duties associated with these collections.
4225*	Customer Service Representative/Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
7136	Plumbers, Pipe Fitters and Other Related Workers	Assemble, fit, install and repair plumbing fixtures, or pipes and pipeline system.
8163	Water-Treatment and Related Plant Operators	Operate and monitor machinery and equipment which purify and clarify water for human consumption or use and later disposal into natural water systems.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN CONSTRUCTION (F 45)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2151	Civil Engineers	Conduct research and advise on, design and direct construction, and manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
7122	Masons and Related Concrete Finishers	Prepare and place concrete for structures; finish masonry surfaces by plastering chipping, grinding, sand blasting, terrazo and other related processes; install, lay, fit or set masonry products such as brick, tile and mosaic panels; and apply plaster to construct decorative and ornamental surfaces.
7123	Carpenters and Joiners	Cut, shape, assemble, erect, maintain and repair various types of wooden structures and fittings.
7136	Plumbers, Pipe Fitters and Related Workers	Assemble, fit, install and repair plumbing fixtures, or pipes and pipeline system.
7214	Structural Metal Preparers, Erectors and Related Workers	Shape, assemble and erect heavy metal girders and plates to form structures and frameworks.
7234	Heavy Equipment Mechanic	Fit, install, examine, service and repair engines (except motor vehicle and aircraft engines), agricultural, industrial and mechanical equipment.
7241	Building and Related Electricians	Install, maintain and repair electrical wiring systems and related equipment.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES
AND MOTORCYCLES (G 501/G 502/G 503/G 504)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
144	Sales Supervisors	Engage in, or directly associated with, buying and selling of goods and services for use on behalf of wholesale, retail, industrial or other establishments and organizations.
2411	Accountants and Auditors	Advise on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3415	Technical and Commercial Sales Representatives	Sell various goods on a wholesale basis including installations, equipment and technical products and related services and provide specialized information as required.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4131	Stock Clerks	Maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.
4211	Cashiers	Receive directly from clients, payments for goods and services bought in commercial establishments.
5220	Shop Salespersons and Demonstrators	Demonstrate and sell goods in wholesale establishments to retailers and large-scale consumers or to customers in retail establishments.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair engines and related equipment such as motorcycles, passenger cars and delivery trucks and other motor vehicles.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN WHOLESALE TRADE, EXCEPT OF MOTOR VEHICLES
AND MOTORCYCLES (G 51)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
144	Sales Supervisors	Engage in, or directly associated with, buying and selling of goods and services for use on behalf of wholesale, retail, industrial or other establishments and organizations.
2411	Accountants and Auditors	Advise on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3415	Technical and Commercial Sales Representatives	Sell various goods on a wholesale basis including installations, equipment and technical products and related services and provide specialized information as required.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4131	Stock Clerks	Maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.
4211	Cashiers	Receive directly from clients, payments for goods and services bought in commercial establishments.
4224*	Telemarketers	Place or receive telephone calls on behalf of an organization in order to facilitate sales. They promote, take orders and process orders for products and services. They may also receive customer complaints and resolve problems with service, billing or credit.
5220	Shop Salespersons and Demonstrators	Demonstrate and sell goods in wholesale establishments to retailers and large-scale consumers or to customers in retail establishments.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN RETAIL TRADE, EXCEPT OF MOTOR VEHICLES
AND MOTORCYCLES (G 521/G 522/G 523/G 524/G 525)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
144	Sales Supervisors	Engage in, or directly associated with, buying and selling of goods and services for use on behalf of wholesale, retail, industrial or other establishments and organizations.
2411	Accountants and Auditors	Advise on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4131	Stock Clerks	Maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.
4211	Cashiers	Receive directly from clients, payments for goods and services bought in commercial establishments.
4224*	Telemarketers	Place or receive telephone calls on behalf of an organization in order to facilitate sales. They promote, take orders and process orders for products and services. They may also receive customer complaints and resolve problems with service, billing or credit.
5220	Shop Salespersons and Demonstrators	Demonstrate and sell goods in wholesale establishments to retailers and large-scale consumers or to customers in retail establishments.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN HOTELS AND RESTAURANTS (H 55)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4222	Receptionist and Information Clerks	Receive clients, provide information and make appointments on behalf of the establishment.
5120*	Service Crew	Usually found in fast food stores; performs various tasks such as cooking, serving, cleaning and the like.
5121	Housekeepers and Related Workers	Organize, supervise and carry out housekeeping functions in hotels, clubs and other related enterprises.
5122	Cooks	Plan, organize, prepare and cook foodstuffs in hotels, restaurants and other public eating places.
5123	Waiters, Waitresses and Bartenders	Serve food and beverages in commercially-operated dining and drinking places.
9132	Helpers and Cleaners	Perform various cleaning tasks in order to keep clean and tidy the interiors and fixtures of hotels, lodging and other establishments.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN BUS LINE OPERATION (I 6011)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1421	Road Transport Service Supervisors	Supervise and coordinate one or more of the service activities of the traffic department, section or unit engaged in road transport undertaking.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4133	Transport Clerks (Dispatchers)	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
5112	Bus Conductors	Issue tickets and collect payments and take care of safety and comfort on buses.
5114*	Bus Inspectors	Inspect/check tickets of bus passengers.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair motor vehicle engines and related equipment.
8323	Bus Drivers	Drive and tend buses to transport local or long -distance passengers.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN OTHER LAND TRANSPORT (I 60 except I 6011)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1421	Road Transport Service Supervisors	Supervise and coordinate one or more of the service activities of the traffic department, section or unit engaged in road transport undertaking.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4133	Transport Clerks (Dispatchers)	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair motor vehicle engines and related equipment.
8324	Heavy Truck and Lorry Drivers	Drive and tend heavy motor vehicles to transport goods, liquids and heavy materials over short or long distances.
9333	Freight Handlers	Carry out tasks such as packing, carrying, loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN WATER TRANSPORT (I 61)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1423	Maritime Transport Service Supervisors	Supervise and coordinate one or more activities of the traffic department, section or unit engaged in marine transport undertaking.
3141	Ship's Engineers	Control and participate in the operation, maintenance and repair of mechanical, electrical and electronics equipment and machinery on board ship or perform related supporting functions on shore.
3142	Ships' Deck Officers and Pilots	Command and navigate ships and direct marine services on shore for shipping company vessels arriving in port.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4133	Transport Clerks	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
5111	Travel Attendants and Travel Stewards	Render personal services to ensure the comfort and safety of passengers, serve meals and beverages, or plan and coordinate housekeeping and social activities on board.
7233	Marine Craft Mechanics	Service, overhaul and repair vessels' engines, boilers and mechanical equipment.
8340	Ships' Deck Crews and Related Workers	Carry out deck duties on board ship and other water-borne craft.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN AIR TRANSPORT (I 62)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1422	Air Transport Service Supervisors	Supervise and coordinate one or more activities of the traffic department, section or unit engaged in air transport undertaking.
3143	Aircraft Pilots, Navigators and Flight Engineers	Control the operation of mechanical, electrical and electronic equipment in order to navigate aircraft for transporting passengers, mail and freight and perform pre-flight and in-flight tasks.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4133	Transport Clerks	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
5111	Travel Attendants and Travel Stewards	Render personal services to ensure the comfort and safety of passengers, serve meals and beverages, or plan and coordinate housekeeping and social activities on board.
7232	Aircraft Engine Mechanics and Fitters	Fit, service, repair and overhaul aircraft components, engines, accessories and related equipment.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN SUPPORTING AND AUXILIARY TRANSPORT ACTIVITIES;
ACTIVITIES OF TRAVEL AGENCIES (I 63)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
3414	Travel Consultants and Organizers	Plans itinerary and schedule travel accommodations for customers, and organize or sell complete group travel tours for business or leisure.
3422	Clearing and Forwarding Agents	Carry out customs clearing procedures and ensure that insurance, export/import licenses and other formalities are in order.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4221	Travel Agency Clerks and Related Workers	Supply information, arrange, travel itineraries and obtain necessary reservations.
5113	Travel Guides	Accompany individual or groups on sightseeing tours or excursions, describe points of interests and provide other guide services.
8324	Heavy Truck and Lorry Drivers	Drive and tend heavy motor vehicles to transport goods, liquids and heavy materials over short or long distances.
9333	Freight Handlers	Carry out tasks such as packing, carrying, loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS IN
POST AND TELECOMMUNICATIONS (I 64)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1429	Communications Service Supervisors	Supervise and coordinate one or more department, section or unit engaged in postal or telecommunications service operations.
2153	Electronics and Telecommunications Engineers	Conduct research, and advice on, design and direct construction, installation and maintenance of electronic systems and equipment and advice and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3114	Electronics and Telecommunications Engineering Technicians	Perform technical tasks, normally under the supervision of electronics engineers, connected with electronic and telecommunications engineering research as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment and electronic and electromechanical communications.
4112	Telefax/Teleprinters/ Telex Clerks	Send and receive messages and facsimiles by means of teleprinters, telefax or similar machines.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4223	Telephone Switchboard Operators	Operate a telephone switchboard or a section thereof, and deal with local or long distance calls, and various telephone inquiries.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
7245	Telecommunication Equipment Installers and Repairers	Install, service and repair telecommunication equipment in central sites or customer's premises.
9151	Messengers and Deliverers	Carry and deliver messages, packages and other items within an establishment, or between establishments, to households and elsewhere.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN BANKING INSTITUTIONS (J 65)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2122	Statisticians	Conduct statistical research to improve or develop operational methods and techniques, and advice or engage in practical applications of statistics.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
2441	Economists	Conduct economic research to improve or develop operational methods used to understand and describe the behavior of national and international markets for goods, services and labor and advice or engage in practical applications of economics.
3433	Bookkeepers	Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as with cash payments.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.
4212	Tellers	Deal directly with clients of banks in connection with receiving, changing and paying out money.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN NON-BANK FINANCIAL INTERMEDIATION (J 66)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2122	Statisticians	Conduct statistical research to improve or develop operational methods and techniques, and advice or engage in practical applications of statistics.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
2441	Economists	Conduct economic research to improve or develop operational methods used to understand and describe the behavior of national and international markets for goods, services and labor and advice or engage in practical applications of economics.
3411	Securities and Finance Dealers and Brokers	Buy and sell securities, stocks, bonds and financial instruments and deal on the foreign exchange on spot or on future markets, on behalf of their own company or for customers on a commission basis and recommend transactions to clients or senior management.
3433	Bookkeepers	Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as with cash payments.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2002 OWS
IN INSURANCE AND PENSION FUNDING, EXCEPT
COMPULSORY SOCIAL SECURITY (J 67)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2121	Actuaries	Conduct research and improve or develop mathematical and actuarial concepts, theories and operational methods and techniques and advise on or engage in their practical applications.
2122	Statisticians	Conduct statistical research to improve or develop operational methods and techniques, and advice or engage in practical applications of statistics.
2132	Computer Programmers	Write, test and maintain computer programs to meet the needs of users of computer systems.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3412	Insurance Representatives	Advise on and sell life, accident, automobile, liability, endowment, fire, marine and other types of insurance to new and established clients.
3417	Appraisers and Valuers	Determine the value of property and goods and assess losses covered by insurance policies.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as with cash payments.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 OWS
IN COMPUTER AND RELATED ACTIVITIES (K 72)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2131	Systems Analysts And Designers	Conduct research, improve or develop computing concepts and operational methods, and advise on or engage in their practical applications.
2132	Computer Programmers	Write, test and maintain computer programs to meet the needs of users of computer systems.
2139	Computer Engineers	Designing, implementing, maintaining and updating computer software applications, and computer operating system, installing computers and performing diagnostics on computer hardware.
2153	Electronics and Telecommunications Engineers	Conduct research, and advice on, design and direct construction, installation and maintenance of electronic systems and equipment and advice and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3114	Electronics and Telecommunications Engineering Technicians	Perform technical tasks, normally under the supervision of electronics engineers, connected with electronic and telecommunications engineering research as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment and electronic and electromechanical communications.
3121	Computer Assistants	Provide assistance to users of micro-computers and standard software systems at installation and when problems occur, install new computer programs on particular hardware and operating system configurations, install new peripheral units and maintain and update existing programs by making changes and adjustments to them under the guidance of computer professionals.
3122	Computer Equipment Operators	Operate and control peripheral and related computer equipment used for recording, storing, transmitting and processing digital data and for displaying data as letters, numbers or graphs on screen, paper or film.
4113	Data Entry Operators	Enter numerical and other data into electric equipment for processing and transmission or enter data on cards and tapes, using punching machines.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 OWS
IN ACCOUNTING, BOOKKEEPING AND AUDITING ACTIVITIES;
TAX CONSULTANCY (K 7412)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3433	Bookkeepers	Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.
4113	Data Entry Operators	Enter numerical and other data into electric equipment for processing and transmission or enter data on cards and tapes, using punching machines.
4114	Calculating Machine Operators	Operate bookkeeping and calculating machines.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as with cash payments.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 OWS
IN ARCHITECTURAL, ENGINEERING AND RELATED TECHNICAL
CONSULTANCY (K 7421)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2141	Architects	Conduct research and advice on and design residential, commercial and industrial buildings, landscape systems, and plan and monitor their construction, maintenance and rehabilitation.
2151	Civil Engineers	Conduct research and advise on, design and direct construction, and manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.
2152	Electrical Engineers	Conduct research, and advice on, design and direct construction of electrical systems, motors and equipment, and advice on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
2157	Geodetic Engineers	Apply surveying methods and techniques to determine exact position of natural and constructed features and boundaries of land, seas, underground areas and celestial bodies, and prepare or revise graphic, digital and pictorial representations.
3112	Civil Engineering Technicians	Perform technical tasks, normally, under the direction and supervision of civil engineers, building architects or geodetic engineers, contributory to planning and execution of building and civil engineering projects, including design, construction, repair and maintenance of building and other structures such as water supply and sewerage systems, bridges, roads, dams and airports.
3113	Electrical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of electrical engineers, contributory to the design, development, construction, installation, maintenance and repair of electrical systems and equipment.
3118	Draftsmen	Prepare technical drawings and maps and illustrations from sketches, measurements and other data and copy drawings and paintings onto printing plates.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 OWS
IN PRIVATE EDUCATION SERVICES (M 81)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2310	College, University and Higher Education Teaching Professionals	Teach subjects at different levels after the termination of secondary education; conduct research and improve or develop concepts, theories and operational methods pertaining to their particular discipline.
2320	Technical and Vocational Instructors/Trainers	Teach specific vocational training subjects in specific trades to students or trainees at the post-secondary levels or in industrial plants.
2331	General Secondary Education Teaching Professionals	Teach academic subjects at the second level of education.
2332	Science and Mathematics Teaching Professionals	Teach academic subjects at the second level of education in science and mathematics.
2333	Vocational Education Teaching Professionals	Teach vocational and technical education subjects at the second level of education.
2341	General Elementary Education Teaching Professionals	Teach a range of subjects at the primary education level.
2342	Science and Mathematics Elementary Education Teaching Professionals	Teach science and mathematics in the first level of education.
2351*	Pre-Elementary Education Teaching Professionals	Organize group and individual play and educational activities to support and promote physical, mental and social development of children below primary-school age.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 1997 OWS
IN PRIVATE MEDICAL, DENTAL AND OTHER HEALTH
SERVICE (N 8512)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2221	Medical Doctors	Conduct research, improve or develop concepts, theories and operational methods, and apply preventive or curative measure.
2222	Dentists	Conduct research, improve or develop concepts, theories and operational methods, and apply medical knowledge in the field of dentistry.
2227	Medical Technologists	Engage in the work of medical technology (laboratory work) under the supervision of a pathologist or a licensed physician.
2225	Nutritionists-Dietitians	Plan and direct all aspects of food service in hospitals and other health care facilities.
2231	Professional Nurses	Assist medical doctors in their tasks, deal with emergencies in their absence and provide professional nursing care for the sick, injured, physically and mentally disabled and others in need of such care.
2232	Professional Midwives	Deliver or assist in the delivery of babies, provide prenatal and postnatal care and instruct parents in baby care.
3133	Medical Equipment Operators	Control technical equipment used to diagnose or treat illnesses and disorders.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.