



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



2003 BLES INTEGRATED SURVEY

In correspondence, please quote this reference number.

Assistance Available

If you have problems completing this form or in meeting the due date, please **contact**:

Metro Manila

Bureau of Labor and Employment Statistics
3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila
Tel. Nos. 527-3419/527-9310/527-3489/527-9331
Telefax 527-9324/527-9325
E-mail emsd@manila-online.net/bles
lrsd@manila-online.net/bles
lssd@manila-online.net/bles

Outside Metro Manila

Tel. Nos.
Fax No.
E-mail

Download this questionnaire at: <http://www.manila-online.net/bles/download/2003BITS.pdf>
or <http://www.bles.dole.gov.ph/download/2003BITS.pdf>

To be accomplished by Enumerator

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

Trade Name of Establishment _____
Floor/Bldg. _____
Street no./Street/Subdivision _____
Barangay/City/Municipality _____
Zip Code/Province _____

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

Trade Name of Head Office _____
Contact Person _____
Position of Contact Person _____
Floor/Bldg. _____
Street no./Street/Subdivision _____
Barangay/City/Municipality _____
Zip Code/Province _____

Status Code (for office use)

For Field Personnel			For BLES		
RET1	RFV	RET2	RET1	RFV	RET2
REF	STR	TCL	REF	STR	TCL
CBL	PCL		CBL	PCL	OSE
DUP OF EIN	_____		DUP OF EIN	_____	
OSP WITH PSIC	_____		OSP WITH PSIC	_____	
OTH (specify)	_____		OTH (specify)	_____	

PLEASE READ BEFORE ACCOMPLISHING THE QUESTIONNAIRE

Survey Objectives and Uses of the Data

The Bureau of Labor and Employment Statistics is conducting the **BLES Integrated Survey (BITS)** in 2003. It is a nationwide survey of non-agricultural establishments that inquires on the key data elements of four of the Bureau's regular surveys---*Employment, Hours and Earnings Survey (EHES)*, *Industrial Relations at the Workplace Survey (IRWS)*, *Occupational Injuries Survey (OIS)* and *Labor Cost Survey (LCS)*.

The BITS aims to generate an integrated data set on employment, wages, hours of work, labor relations and occupational safety in the workplace. It is also a vehicle to collect some of the data that would measure decent work ("*opportunities for women and men to obtain decent and productive work, in conditions of freedom, equity, security and human dignity*") in the Philippines.

Specifically, these data are inputs to the study of industry trends and practices and serve as bases for the formulation of policies on employment, conditions of work and industrial relations.

On the operational level, the survey aims to reduce respondent burden from filling out BLES survey questionnaires with similar items of inquiry, to maximize the use of limited government resources and to improve the timeliness of information. This is in keeping with the continual process improvement of the Bureau's Quality Management System.

Confidentiality

Your completed form remains **confidential** to the BLES and our field personnel and will be used for statistical purposes only and **not for taxation, regulation nor investigation purposes**. All information from your establishment will be integrated with those of the rest of the respondents and will be disseminated only in summaries or statistical tables.

Collection Authority

The information asked for is collected under authority of **Executive Order No. 126**, dated January 30, 1987, creating and mandating the Bureau of Labor and Employment Statistics, one of the major data producing agencies of the government, to conduct nationwide surveys and studies which will generate trends and structures on labor and employment.

Authorized Field Personnel

The **BLES** will supervise data gathering in Metro Manila. For the rest of the country, the Bureau has hired personnel under the supervision of the **DOLE Regional Offices** to undertake the field operations of the survey.

Coverage

Your report should include data relating **only** to the establishment in the address box to avoid multiple reporting, as your other branches may have also been selected to participate in our survey.

Reference Periods

The reference periods for this survey are as follows:

Part I: General Information---June 30, 2003 and CY 2002

Part II: Employment---June 30, 2003

Part III: Industrial Relations Practices---June 30, 2003; Calendar Year 2002 in some cases

Part IV: Labor Cost---Calendar Year 2002

Part V: Occupational Injuries---Calendar Year 2002

Due Date

Please complete this form and return it on the date agreed upon by your establishment and our designated data collector. However, we would highly appreciate if you can accomplish the questionnaire within **ten (10) days** from your receipt.

Availability of Results

Some of the results of the 1st semester 2002 EHES, 1999 IRWS, 2000 OIS and 1998 LCS are found in this questionnaire. More details can be furnished upon request or by visiting the BLES Homepage (<http://www.manila-online.net/bles> or <http://www.bles.dole.gov.ph>). Results of the 2003 BITS will be available by **July 2004**.

Part I 

PART I: GENERAL INFORMATION

(Please do not fill shaded areas.)

Item of Inquiry (1)	June 30, 2003 (2)	CY 2002 (3)
1. Main economic activity		
2. Major products/goods or services (in order of importance)		
3. Average employment		
4. Average number of employees		
5. Normal/regular working hours per day for majority of employees (encircle only one)	6 7 8 12 Others (specify) ____	6 7 8 12 Others (specify) ____
6. Days actually worked during the year for majority of employees (encircle only one)		250 302 Others (specify) ____
7. Days not worked but considered paid during the year for majority of employees e.g. Sundays or rest days, special days and regular holidays (encircle only one)		12 63 Others (specify) ____

Establishment - an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location, e.g. mine, factory, store, bank, restaurant.

For multi-unit enterprises with different outlets and subsidiaries or whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment.

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

1. Main economic activity - activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g. metallic ore mining, food manufacturing, retail trade, education.

2. Major products/goods or services - specific product/goods produced or service given by the establishment, e.g. gold, ice cream, electricity, residential buildings, automotive parts, fast food, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.

3. Employment - number of persons who worked or received pay from the establishment.

Include:

- working owners without regular pay and unpaid workers
- **Employees (item 4)**
- salaried directors, managers and executives, including working owners with regular pay
- regular and non-regular workers e.g. probationary, casual, contractual, seasonal, contractual/project-based, paid apprentices/learners
- persons on paid vacation, sick, maternity, paternity, service incentive leave and other paid leaves
- persons working away from the establishment but paid by and under its control
- workers on strike

Exclude:

- silent or inactive partners
- members of the board of directors paid solely for attendance at meetings
- workers on indefinite leave
- laid off workers for six (6) months or more
- persons receiving commissions only and without employer control
- consultants
- persons on retainer basis
- contract out/agency hired workers
- homeworkers

An example to compute for average employment for CY 2002: (item 3)

End of the month:

January	50	July	53
February	49	August	54
March	48	September	52
April	52	October	52
May	51	November	51
June	50	December	50

Average employment:

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

$$=612/12$$

$$=51$$

To compute for average number of employees for CY 2002 (item 4): Use the same method as in the above example.

5. Normal/regular working hours - hours fixed by or in pursuance of laws or regulations, collective bargaining agreements or awards in arbitration.

PART I: GENERAL INFORMATION (cont'd.)

(Please do not fill shaded areas.)

Item of Inquiry (1)	June 30, 2003 (2)			CY 2002 (3)
8. Ownership <i>(check only one under each column)</i>	<input type="checkbox"/> Wholly Filipino <input type="checkbox"/> With foreign equity <input type="checkbox"/> Wholly foreign			<input type="checkbox"/> Wholly Filipino <input type="checkbox"/> With foreign equity <input type="checkbox"/> Wholly foreign
9. Multinational <i>(check only one under each column)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, nationality: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, nationality: _____
10. Market <i>(check only one under each column)</i>	<input type="checkbox"/> Domestic only <input type="checkbox"/> Export only <input type="checkbox"/> Both			<input type="checkbox"/> Domestic only <input type="checkbox"/> Export only <input type="checkbox"/> Both
11. With union	<input type="checkbox"/> Yes, go to Items 12 to 14 <input type="checkbox"/> No, go to Part II			<input type="checkbox"/> Yes, go to Item 12.3 <input type="checkbox"/> No, go to Part II
	Total (2a)	Supervisory (2b)	Rank and File (2c)	
12. Number of unions				
12.1. Registered				
12.2. Exclusive bargaining agents				
12.3. With collective bargaining agreements				<input type="checkbox"/> Yes, go to Part II <input type="checkbox"/> No, go to Part II
13. Union membership				
13.1. Female members				
13.2. Union officers				
13.2.1. Female officers				
13.2.1.1. Female presidents				
14. Workers covered by CBAs				

9. Multinational - a large firm whose head office is in one country and with branches/offices operating overseas.

11. Union - any registered group or association of employees that exists in whole or in part for the purpose of collective bargaining or dealing with employers concerning terms and conditions of employment.

12.3. Collective Bargaining Agreement (CBA) - the negotiated contract between a legitimate labor organization and the employer concerning wages, hours of work, and all other terms and conditions of employment in a bargaining unit, including mandatory provisions for grievance and arbitration machinery.

Part II ➡

PART II: EMPLOYMENT

Reference Date: June 30, 2003

Item of Inquiry (1)	Number of Workers (2)	
1. Total Employment <i>(sum of entries in items 1.1, 1.2 and 1.3)</i>		1.1. Working owners - working owners who do not receive regular pay
1.1. Working owners <i>(without regular pay)</i>		1.2. Unpaid workers - apprentices and learners without regular pay and persons without regular pay who work for at least one-third of the working time normal to the establishment.
1.2. Unpaid workers		1.3.1. Managers/Executives - workers whose main responsibilities are to determine and formulate policies and plan, direct, control and coordinate the activities of enterprises and organizations, or their internal departments or sections. Working owners receiving regular pay are included .
1.3. Employees <i>(sum of entries in items 1.3.1, 1.3.2 and 1.3.3; this is also the sum of entries in items 2.4, 2.5, 2.6, 2.7 and 2.8)</i>		1.3.2. Supervisors/Foremen - workers whose main responsibilities are to plan, direct, organize and supervise the daily activities of workers in the section or unit concerned with the production of goods or the provision of services, subject to the general directive of managers.
1.3.1. Managers/Executives <i>(including working owners receiving regular pay)</i>		1.3.3. Rank and file workers - workers who do not fall within the managerial or supervisory classification of employees.
1.3.2. Supervisors/Foremen		1.3.3.1. Regular workers - workers hired to perform activities which are usually necessary or desirable in the usual business or trade of the employer and usually worked on permanent status.
1.3.3. Rank and file <i>(sum of entries in items 1.3.3.1 and 1.3.3.2)</i>		2.2. Workers paid the minimum wage - workers who are paid the applicable minimum wage rates fixed by the Regional Tripartite Wages and Productivity Boards.
1.3.3.1. Regular workers		2.3. Persons with disabilities - workers suffering from restriction or different disabilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being.
1.3.3.2. Non-regular workers <i>(as reported in item 2.10)</i>		2.4. Time-rate workers - workers paid on the basis of a time unit of work such as an hour, a day or a month.
2. Employment of Specific Groups of Employees <i>(as applicable, workers may be reported in several categories)</i>		2.4.2. Part-time workers - workers who work at jobs which provide less than the working time normal to the establishment.
2.1. Female workers		2.5. Piece-rate workers - workers who are paid on the basis of the number of units produced rather than the time spent in production. Production standard (quota), "pakyao" or "takay", task, commission workers and homeworkers are excluded .
2.2. Workers paid the minimum wage		2.6. Production standard (quota) workers - workers whose performance is measured based on an imposed minimum amount or quantity of production for a given period, usually 8 hours. Piece-rate, "pakyao" or "takay", task, commission workers and homeworkers are excluded .
2.3. Persons with disabilities		2.7. "Pakyao" or "Takay" workers - workers whose job or work to be performed is in bulk or volumes which are difficult to quantify (commonly practiced in the agricultural industry). Piece-rate, production standard (quota), task, commission workers and homeworkers are excluded .
2.4. Time-rate workers <i>(sum of entries in items 2.4.1 and 2.4.2)</i>		2.8. Task workers - workers who are paid for performing specific work irrespective of the time consumed. Piece-rate, production standard (quota), "pakyao" or "takay", commission workers and homeworkers are excluded .
2.4.1 Full-time workers <i>(sum of entries in items 2.4.1.1, 2.4.1.2 and 2.4.1.3)</i>		2.9.1. Workers with basic pay and commission - persons working for the establishment who receive a basic pay plus a certain percentage of money received for a transaction. They are on regular payroll of the establishment and are included in its total employment.
2.4.1.1. Hourly		2.9.2. Workers purely on commission basis - persons working for the establishment who are not on a regular payroll but are paid purely on the basis of a certain percentage of money received for a transaction. They are excluded from the total employment of the establishment.
2.4.1.2. Daily		
2.4.1.3. Monthly		
2.4.2. Part-time workers <i>(except consultants and those on retainer basis)</i>		
2.5. Piece-rate workers		
2.6. Quota workers		
2.7. "Pakyao" or "Takay" workers		
2.8. Task workers		
2.9. Commission workers <i>(sum of entries in items 2.9.1 and 2.9.2)</i>		
2.9.1. With basic pay and commission		
2.9.2. Purely on commission		

PART II: EMPLOYMENT (cont'd.)

(Please do not fill shaded areas.)

Item of Inquiry (1)		Number of Workers (2)	
2. Employment of Specific Groups of Employees (cont'd.)			
2.10. Non-regular workers (sum of entries in items 2.10.1, 2.10.2, 2.10.3, 2.10.4 and 2.10.5)			
2.10.1. Probationary workers			2.10.1. Probationary workers - workers on trial period during which the employer determines their fitness to qualify for regular employment, based on reasonable standards made known to them at the time of engagement.
2.10.2. Casual workers			2.10.2. Casual workers - workers whose employment is not expected to last for more than a short period.
2.10.3. Contractual/project based workers (except agency-hired workers)			2.10.3. Contractual/project-based workers - workers whose employment has been fixed for a specific project or undertaking, the completion or termination of which has been determined at the time of engagement. Agency-hired workers are excluded .
2.10.4. Seasonal worker			2.10.4. Seasonal workers - workers whose employment, specifically its timing and duration, is significantly influenced by seasonal factors.
2.10.5. Paid apprentices/learners			2.10.5. Paid apprentices/learners - workers who are covered by written apprenticeship/learnership agreements with individual employers or any of the entities with duly recognized programs. Apprentices/learners without regular pay are excluded .
2.11. Workers who work on shifts (sum of number of workers by shift)			2.11. Workers who work on shifts - workers who work on work schedules, whether successive or overlapping, within a 12-hour or 24-hour day of work.
2.11.1. Number of shifts _____			
Shift (1a)	Indicate time/s, e.g. 6:00 A.M. - 2:00 P.M. (b)		
Day			
Afternoon			
Night			
2.12. Engaged in contracting <input type="checkbox"/> Yes, go to item 13 <input type="checkbox"/> No, go to Part III			
C O d e (1)	2.13. Jobs contracted out (check as applicable) (2)		2.14. Agency-hired Workers (sum of entries should add up to total) (1)
	01 <input type="checkbox"/> Security services		Number of Workers (2)
	02 <input type="checkbox"/> Janitorial		2.14.1. Total
	03 <input type="checkbox"/> General administrative services (accounting, auditing, legal, messenger)		2.14.2. Security services
	04 <input type="checkbox"/> Marketing/Sales		2.14.3. Janitorial
	05 <input type="checkbox"/> Packaging		2.14.4. General administrative
	06 <input type="checkbox"/> Transport services		2.14.5. Marketing/Sales
	07 <input type="checkbox"/> Production/assembly		2.14.6. Packaging
	08 <input type="checkbox"/> Research & development		2.14.7. Transport services
	09 <input type="checkbox"/> IT services		2.14.8. Production/assembly
	10 <input type="checkbox"/> Others (specify) _____		2.14.9. Research & development
			2.14.10. IT services
		2.14.11. Others (specify) _____	

Part III 

PART III: INDUSTRIAL RELATIONS PRACTICES

Reference Date: June 30, 2003 (unless otherwise stated)

1. Where do you source applicants for vacancies in the establishment? *(check as applicable)*
Enterprise - legal entity composing of one or more establishments or kind-of-activity units, e.g. joint stock company, corporation.

C o d e	Occupational Category	From within the establishment	From another establishment within the same enterprise	From outside the establishment/ enterprise
(1)	(2)	(3)	(4)	(5)
01	Managers/Executives			
02	Professional/Technical			
03	Supervisors/Foremen			
04	Sales/Services			
05	Clerical			
06	Skilled operatives			
07	Unskilled operatives			

2. How are these vacancies announced? *(check "Yes" or "No" for each method)*

C o d e	Method of Announcing Vacancies	Yes	No
(1)	(2)	(3)	(4)
01	Word of mouth		
02	Posting in-house		
03	Posting of vacancies on bulletin boards in schools		
04	Advertising through print		
05	Posting of vacancies in the internet		
06	Thru private recruitment agencies/employment services		
07	Thru Public Employment Service Offices (PESOs)/Phil-JOBNET		
08	Others <i>(specify)</i> _____		

3. What criteria are used in hiring employees? *(enter criteria code corresponding to each occupational category)*

Criteria Code for Age (col. 3), Educational Attainment (col. 6), Relevant Training (col.7), Experience (col. 8)
W - With requirement
N - No requirement

Criteria Code for Sex (col. 4)
M - Male
F - Female
N - No preference

Criteria Code for Civil Status (col. 5)
S - Single
M - Married
N - No preference

C o d e	Occupational Category	Age	Sex	Civil Status	Educational Attainment	Relevant Training/ Trade Skills	Experience
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01	Managers/Executives						
02	Professional/Technical						
03	Supervisors/Foremen						
04	Sales/Services						
05	Clerical						
06	Skilled operatives						
07	Unskilled operatives						

PART III: INDUSTRIAL RELATIONS PRACTICES (cont'd.)

4. What methods are used in fixing or revising wages and salaries of employees? (check as applicable)

C o d e (1)	Method in Fixing or Revising Wages (2)	Managers/ Executives (3)	Supervisors/ Foremen (4)	Rank and File	
				Regular (5)	Non-Regular (6)
01	Collective Bargaining Agreement				
02	Individual agreement between employer and employee				
03	Employer's decision				
04	Wage restructuring due to minimum wage issuances of Regional Tripartite Wages and Productivity Boards				
05	Wage structuring arising from wage distortion				
06	Others (specify) _____				

5. How many employees are covered by the following benefits/schemes?

C o d e (1)	Benefits/Schemes (2)	Number of Workers Covered (3)	C o d e (4)	Benefits/Schemes (5)	Number of Workers Covered (6)
	Leave Benefits			Social Security Schemes	
11	Vacation leave		61	Compulsory social security schemes (GSIS, SSS, PhilHealth, PAG-IBIG, ECC)	
12	Sick leave		62	Pension plan	
13	Maternity leave		63	Life insurance	
14	Paternity leave		64	Accident insurance	
15	Service incentive leave		65	Medical and health insurance	
16	Union leave		66	Hospitalization plan	
17	Emergency leave		67	Retirement pay	
18	Bereavement/Burial leave		68	Separation/Termination pay	
	Allowances, Bonuses and Gratuities			Other Benefits/Schemes	
31	Cost of living allowance		81	Workers education	
32	Transportation allowance		82	Family planning service/reproductive health	
33	Representation allowance		83	Canteen and other food services	
34	Housing allowance		84	Cultural and recreational services	
35	Incentive pay		85	Grants to cooperatives/credit unions	
36	Productivity bonus		86	Bereavement/Burial aid	
37	Performance bonus		87	Health and safety equipment	
38	Mid-year bonus		88	Transport of workers to and from work	
39	Christmas bonus		89	Training on committee on decorum and investigation	
40	13 th month pay			Others (specify, use additional sheets if necessary)	
41	14 th , 15 th month pay or the like				
42	Profit sharing bonus				

PART III: INDUSTRIAL RELATIONS PRACTICES (cont'd.)

6. How many employees were given job-related training in 2002?

Job-related training – includes courses, workshops and training programs, where acquired knowledge is needed for the job or it helps the performance of the tasks and duties of the job. It excludes training on topics of personal interest if unrelated to the job.

Both Sexes = **Female** + **Male**

7. Which of the following job-related trainings were provided to employees in 2002? (check as applicable)

C o d e (1)	Type of Training (2)	Managers/ Executives (3)	Supervisors/ Foremen (4)	Rank and File	
				Regular (5)	Non- Regular (6)
01	Managerial/Supervisory training/Leadership				
02	Problem-solving or decision-making technique				
03	Strategic planning				
04	Business planning/market forecasting				
05	Financial management training				
06	Total Quality Management				
07	Productivity improvement				
08	Team-building				
09	Sales and marketing training				
10	Communication skills training				
11	Occupational health and safety training				
12	Computer programming/Systems analysis and design				
13	Computer hardware (assembly, troubleshooting & related training)				
14	Computer software application training				
15	Skills upgrading training (technical skills except Information Technology)				
16	Others (specify) _____				

8. Were the trainings provided intended ...? (check "Yes" or "No" for each category)

C o d e (1)	Purpose of Training (2)	Yes (3)	No (4)
01	For newly hired/recruited workers		
02	To move workers between jobs with the same salary levels		
03	To improve job performance		
04	To upgrade/raise salary		
05	To enhance/upgrade skill/s		
06	Others (specify) _____		

9. What were the sources of funds for the trainings? (check as applicable)

C o d e (1)	Source of Funds (2)	C o d e (3)	Source of Funds (4)
01	<input type="checkbox"/> National government programs	06	<input type="checkbox"/> Industry associations
02	<input type="checkbox"/> Local government programs	07	<input type="checkbox"/> Equipment vendors
03	<input type="checkbox"/> Establishment/company fund (in full)	08	<input type="checkbox"/> Other private sector organizations
04	<input type="checkbox"/> Subsidy from establishment/company	09	<input type="checkbox"/> Others (specify) _____
05	<input type="checkbox"/> Union funds		_____

PART III: INDUSTRIAL RELATIONS PRACTICES (cont'd.)

10. What measures have been implemented to cope with economic and financial difficulties?
(check "Yes" or "No" for each measure implemented)

C o d e (1)	Measure Implemented (2)	Yes (3)	No (4)
01	Freeze hiring for all positions		
02	Freeze hiring for managerial and supervisory positions		
03	Freeze hiring for rank and file positions		
04	Granting smaller salary increases		
05	Suspension of salary increases		
06	Suspension of some benefits		
07	Layoffs		
08	Reducing work time (days/hours)		
09	Job rotation		
10	Contracting out some services		
11	Budget cuts in training		
12	Defer expansion plans		
13	Others (specify) _____		

11. Has this establishment introduced any improvement scheme/s or innovation in 2002?
(check "Yes" or "No" for each innovation introduced)

C o d e (1)	Innovation Introduced (2)	Yes (3)	No (4)
01	Implementation of Total Quality Management		
02	New products or services		
03	Improved products or services		
04	New processes (adoption of new method in production of goods/service delivery)		
05	Improved processes/re-engineering (to improve performance and reduce costs)		
06	New technology (computer hardware/software, computer contracted or assisted technology or other technology or machinery)		
07	Adoption of flexible working hours		
08	Others (specify) _____		

12. For those with "No" replies in item 11, what factor/s impede the adoption or implementation of any innovation? (check "Yes" or "No" for each impediment encountered)

C o d e (1)	Impediment Encountered (2)	Yes (3)	No (4)
01	Internal resistance to change		
02	Insufficient skilled personnel		
03	Insufficient financial resources		
04	Insufficient information on markets		
05	Insufficient information on technologies		
06	Deficiencies in the availability of external technical services		
07	Barriers to cooperation with other firms		
08	Barriers to cooperation with scientific and educational institutions		
09	Insufficient information on government-initiated assistance programs		
10	Insufficient government incentives		
11	Inappropriate government standards and regulations, specify: _____		
12	Others (specify) _____		

Part IV 

PART IV: OCCUPATIONAL INJURIES

Reference Period: Calendar Year 2002

1. Did your establishment experience any occupational accidents during the year? <input type="checkbox"/> Yes, go to item 2 <input type="checkbox"/> No, go to Part V		
2. How many occupational accidents were there? _____		
3. How many cases of occupational injuries and workdays were lost?	Cases	Lost Workdays
3.1. Total (sum of entries in items 3.1.1, 3.1.2, 3.1.3 and 3.1.4)		
3.1.1. Fatal		
3.1.2. Permanent incapacity		
3.1.3. Temporary incapacity		
3.1.4. Without lost workdays		
4. How many hours were actually worked by all employed persons in your establishment during the year? _____		
<p>To estimate for total hours actually worked:</p> <p>average employment (as reported in Part I: item 3 for CY 2002)</p> <p>x regular working hours per day (as reported in Part I: item 5 for CY 2002)</p> <p>x days actually worked during the year (as reported in Part I: item 6 for CY 2002)</p> <p>+ total overtime hours on regular working days of all employed persons (based on actual data)</p> <p>+ total hours worked on rest days, special days and regular holidays of all employed persons (based on actual data)</p> <p>Hours actually worked</p> <p>Include:</p> <ul style="list-style-type: none"> - normal or regular hours of work - overtime - time spent at the place of work such as the preparation of workplace, repairs, maintenance, preparation and cleaning of tools and preparation of receipts, time sheets and reports - time spent at the place of work waiting or standing by for reasons such as lack of supply of work, breakdown of machinery or accident, or time during which no work is done but for which payment is made - time corresponding to lunch/meal breaks of less than one (1) hour and to short rest periods at the workplace including tea and coffee breaks/meriendas <p>Exclude:</p> <ul style="list-style-type: none"> - hours paid for but not worked due to vacation, sick, maternity, paternity, service incentive leave and other paid leaves, rest days, special days and regular holidays - lunch/meal breaks of one hour or more and time spent on travel from home to workplace and vice versa 		

1. Occupational accident - an unexpected and unplanned occurrence, including acts of violence arising out of or in connection with work which results in one or more workers incurring a personal injury, disease or death. It can occur outside the usual workplace/premises of the establishment while the worker is on business on behalf of his/her employer i.e. in another establishment or while on travel, transport or in road traffic.

3. Cases of occupational injuries - cases of workers incurring occupational injuries as a result of occupational accidents. If one person is injured in more than one occupational accident during the reference period, each case of injury to that person should be counted separately. Recurrent absences due to an injury resulting from a single occupational accident should be treated as the continuation of the same case of occupational injury not as a new case. Where more than one (1) person is injured in a single accident, each case of occupational injury should be counted separately.

Incapacity for work - inability of the victim due to an occupational injury to perform the normal duties of work in the job or position occupied **at the time** of the occupational accident.

3.1.1. Fatal cases - persons fatally injured as a result of occupational accidents whether deaths occur:

- immediately after the accident
- within the same reference year as the accident

3.1.2. Cases of permanent incapacity – cases where injured persons were unable to work from the day after the accidents and:

- were **never** able to perform again the normal duties of work in the job or position occupied at the time of the occupational accidents causing the injuries
- will be able to perform the same job but their total absences from work are expected to **exceed a year** from the day of the accident.

3.1.3. Cases of temporary incapacity – cases where injured persons were unable to work for at least one day excluding the day of the accident but:

- were able to perform again the normal duties of work in the job or position occupied at the time of the occupational accidents causing the injuries
- will be able to perform the same job but their total absences from work are expected **not to exceed a year** from the day of the accidents
- did not return to the same job but the reason for changing the job is not related to their inability to perform the job at the time of the occupational accidents

3.1.4. Cases without lost workdays – cases where injured persons required only first aid or medical treatment on the day of the accident causing the injuries and were able to perform again the day after the accident the normal duties of work in the job or position occupied at the time of the occupational accidents.

Lost workdays - working days (consecutive or staggered) for which injured persons were not able to work, starting **the day after the accidents**. If the persons are still absent from work by the end of the reference year, their days lost cover the period from the day after the accidents up to the end of the reference year. Temporary absences from work of less than one day for **medical treatment** should not be included in days lost.

Part V

PART V: LABOR COST OF EMPLOYEES

Reference Period: Calendar Year 2002

(If data can not be provided for the calendar year as the establishment uses a fiscal year that does not coincide with the calendar year, please report for the year where most of the months of 2002 fall.)

1. Reference period if other than calendar year (month/year)	Start: _____ End: _____	
2. Labor Cost Component <i>(of employees reported in Part I: item 4 for CY 2002)</i>	Amount (₱)	
2.1. Direct wages and salaries (in cash)		<p>2.1. Direct wages and salaries - payments by employer to employees before any deductions is made in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees; these exclude payments/overhead costs which are reimbursements to employees for travel, entertainment, meals and other expenses incurred in conducting the business of the employer.</p> <p>2.2. Remuneration for time not worked - payments for vacation, sick, maternity, paternity, service incentive leave, union/emergency/bereavement/burial leaves and other paid leaves.</p> <p>2.4. Payments in kind - goods and services, valued at producer's or wholesale prices given to workers as part of their remuneration; these exclude general amenities provided by the employer such as imputed rental value of free/subsidized housing, medical services and canteen and other welfare services and facilities.</p> <p>2.5.1. Cost for establishment-owned dwellings - net cost, i.e. maintenance expenditures, fees, property taxes, insurance, interest, depreciation and other costs, less grants-in aid, tax rebates, subsidies, etc. received from government and other institutions in respect of employee housing; capital investment on building, equipment or land made during the year and labor cost of personnel employed by the establishment for maintenance and other work related to establishment-owned houses are excluded.</p> <p>Note: For purposes of this survey the labor cost of personnel employed in establishment-owned housing, medical care and health, training and welfare facilities for employees of the establishment should be included in the appropriate cost items and not with the cost of the facilities.</p>
2.1.1. Pay for normal/regular working time		
2.1.2. Commissions of employees and their share in service charges		
2.1.3. Overtime, night shift and premium pay		
2.1.4. Payments under bonus, productivity, performance and other incentive schemes (regular payments on the basis of work performed or current output)		
2.1.5. Cost of living allowances and other guaranteed and regularly paid allowances (exclude housing allowances and rents in cash which should be reported in item 2.5.2)		
2.2. Remuneration for time not worked		
2.3. Bonuses and gratuities		
2.3.1. Year-end, seasonal and other one-time bonuses (Mid-year/Christmas bonus, 13 th /14 th /15 th month pay and the like)		
2.3.2. Profit sharing bonuses		
2.3.3. Additional payments in respect of vacation, supplementary to normal vacation pay		
2.4. Payments in kind (e.g. ordinary clothing and footwear)		
2.5. Cost of workers' housing shouldered by employer		
2.5.1. Cost for establishment-owned dwellings		
2.5.2. Cost for dwellings not owned by establishment and other housing costs (housing allowances, rents, subsidies, etc.)		

PART V: LABOR COST OF EMPLOYEES (cont'd.)

2. Labor Cost Component (cont'd) <i>(of employees reported in Part I: item 4 for CY 2002)</i>	Amount (P)	
2.6. Employer's social security contributions <i>(exclude employees' share)</i>		<p>2.6.4. Cost of medical care and health services- medical care and health expenses (except insurance) e.g. medicines, incurred by the employer on behalf of the employees; it also includes cost of establishment-owned medical care and health facility and equipment for employees. (See definition of cost for establishment-owned dwellings).</p> <p>2.7. Cost of training - net cost of fees, salaries and other payments for services of outside instructors, payments made to outside training institutions on behalf of the workers in the establishment and the reimbursement of school fees to workers; it also includes cost of establishment-owned training facility and equipment for employees. (See definition of cost for establishment-owned dwellings).</p> <p>2.8. Cost of welfare services - grants to credit unions and related services for employees, cost of services such as canteens and other food services, educational, cultural, recreational and related facilities and services (See definition of cost for establishment-owned dwellings).</p> <p>4. Total cost - all expenses incurred by the establishment whether paid or payable, valued at market price. Aside from labor cost, these are costs of:</p> <ul style="list-style-type: none"> - purchased materials, supplies, fuel and electricity - industrial and non-industrial services done by others - costs of good for resale - interest expenses - indirect taxes <p>Donations and contributions, bad debts, income taxes, losses, depreciation are excluded.</p>
2.6.1. Compulsory social security expenditures (GSIS, SSS, PhilHealth, PAG-IBIG, ECC)		
2.6.2. Collectively agreed, contractual and non-obligatory contributions to private social security schemes and insurance (e.g. pension, life, accident, medical and health, hospitalization)		
2.6.3. Direct payments by employer to employees regarded as social security benefits (in respect of absence from work due to sickness, maternity or occupational injury)		
2.6.4. Cost of medical care and health services		
2.6.5. Retirement and termination/separation pay		
2.7. Cost of training		
2.8. Cost of welfare services		
2.9. Other labor costs		
2.9.1. Cost of work clothes/protective gear		
2.9.2. Transport of workers to and from work undertaken by employers		
2.9.3. Recruitment cost		
2.9.4. Others (specify) _____ _____		
<p>3. Hours actually worked by all employees during the year _____</p> <p>To estimate for total hours actually worked: average number of employees (as reported in Part I: item 4 for CY 2002) x regular working hours per day (as reported in Part I: item 5 for CY 2002) x days actually worked during the year (as reported in Part I: item 6 for CY 2002) + total overtime hours on regular working days of all employees (based on actual data) + total hours worked on rest days, special days and regular holidays of all employees (based on actual data)</p>	<p>4. Percent share of labor cost to total cost (check only one box)</p> <p><input type="checkbox"/> Less than 5%</p> <p><input type="checkbox"/> 5 - 9</p> <p><input type="checkbox"/> 10 - 19</p> <p><input type="checkbox"/> 20 - 29</p> <p><input type="checkbox"/> 30% or more (specify) _____</p>	

Part VI ➡

PART VI. CERTIFICATION

This is to certify as to the reliability of the data provided in this questionnaire.

Name/Signature:		
Position:	Fax No.:	
Tel. No.	E-mail address:	
Time spent in answering this questionnaire:		
<input type="checkbox"/> Less than a day <input type="checkbox"/> 1 -2 days <input type="checkbox"/> More than 2 days		
Comments:		
a. On the data provided for the 2003 BITS:		
b. On the results of BLES surveys:		
· 1 st semester 2002 Employment, Hours and Earnings Survey (EHES)		
· 1999 Industrial Relations at the Workplace Survey (IRWS)		
· 2000 Occupational Injuries Survey (OIS)		
· 1998 Labor Cost Survey (LCS)		
c. On presentation/packaging:		Suggestions for improvement:
Definition of terms	<input type="checkbox"/> Easy to understand <input type="checkbox"/> Vague	
Layout	<input type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly	
Font, color	<input type="checkbox"/> Appealing <input type="checkbox"/> Not appealing	

Thank you for your support and full cooperation to our undertaking.

PART VII: SURVEY PERSONNEL

National Capital Region

	Enumerator	Area Supervisor/Reviewer
Name		
Date		

Outside National Capital Region

	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				

**Table 1- Employment of Specific Groups of Workers,
National Capital Region: June 2002**

(Non-agricultural establishments employing 20 and over.)

Specific Groups of Workers	Number (in 000)	Percent of Total Employment
Total employment ¹	1,239	
Workers paid the minimum wage	277	22.4
Part-time workers	23	1.9
Piece-rate workers	23	1.8
Task or "pakyao" workers	5	0.4
Commission workers with basic pay and commission	23	1.9
Commission workers purely on commission	44	a
Casual workers	66	5.3
Contractual workers	177	14.2
Agency-hired workers	72	a

a Not considered as employees of the establishments.

1 Details will not add up to total employment.

Source of data: Bureau of Labor and Employment Statistics, Employment, Hours and Earnings Survey.

**Table 2 - Selected Statistics on Industrial Relations,
Philippines: June 1999**

(Non-agricultural establishments employing 20 and over.)

Indicator	Percent of Total Establishments ¹
Methods in Revising Wages and Salaries (21, 527 establishments)	
Collective bargaining agreement	12.6
Individual agreement between employer-employee	10.7
Employer's decision	32.8
Agreement between employer and union	0.7
Wage restructuring (as a result of wage issuances of RTWPBs)	39.0
Measures Implemented by Establishments to Cope with Asian Financial Crisis (16,432 establishments)	
Freeze hiring for all positions	27.6
Freeze hiring for all managerial positions	12.7
Freeze hiring for most positions	20.4
Granting smaller salary increases	16.4
Suspension of salary increases	13.7
Suspension of some benefits	7.6
Layoffs	7.3
Reducing work time (days/hours)	13.6
Job rotation	14.6
Contracting out some services	9.9
Budget cuts in training	12.3
Defer expansion plans	16.2
Others	3.3

1 Details will not add up to total due to multiple responses.

Source of data: Bureau of Labor and Employment Statistics, Industrial Relations at the Workplace Survey.

Table 3 - Summary Statistics on Occupational Injuries, Philippines: 2000
(Non-agricultural establishments employing 20 and over.)

Indicator	Number
Establishments with Occupational Accidents	3,593
Occupational Accidents	68,691
Cases of Occupational Injuries	69,208
Without Lost Workdays	42,742
With Lost Workdays	26,467
By Employment Size	
20 to 99 workers	4,236
100 to 199 workers	3,465
200 or more workers	18,766
By Incapacity for Work	
Fatal	178
Non - Fatal	26,289
Permanent incapacity	179
Temporary incapacity	26,110
Frequency Rate per 500 Workers ¹	5.70
Fatal	0.04
Non-Fatal	5.66
Permanent incapacity	0.04
Temporary Incapacity	5.62
Severity Rate per 500 Workers ² (temporary incapacity cases)	43.69
Average Days Lost (temporary incapacity cases)	8

1 Number of cases of occupational injuries with lost workdays per 1,000,000 employee-hours of exposure (number of hours worked of 500 full-time workers, each exposed to 2,000 hours per year).

2 Number of lost workdays of temporary incapacity cases of occupational injuries per 1,000,000 employee-hours of exposure.

Source of data: Bureau of Labor and Employment Statistics, Occupational Injuries Survey.

Table 4 - Annual Labor Cost per Employee and Percent Distribution of Labor Cost by Major Cost Component, Philippines: 1998
(Non-agricultural establishments employing 20 and over.)

Major Cost Component	Amount (P)	Percent
TOTAL	139,934	100.00
Direct Wages and Salaries	107,233	76.63
Remuneration for Time Not Worked	3,110	2.22
Bonuses and Gratuities	12,147	8.68
Food, Drink, Fuel and Other Payments in Kind	952	0.68
Cost of Worker's Housing Shouldered by Employer	619	0.44
Employer's Social Security Expenditures	12,731	9.10
Cost of Training	1,060	0.76
Cost of Welfare Services	765	0.55
Other Labor Costs	1,317	0.94
HOURLY LABOR COST PER EMPLOYEE	P 59.00	

Source of data: Bureau of Labor and Employment Statistics, Labor Cost Survey.

More details can be furnished upon request or by visiting the BLES Homepage (<http://www.manila-online.net/bles> or <http://www.bles.dole.gov.ph>).