

Field Operations Manual

2003 BLES Integrated Survey

2003 BLES Integrated Survey



BUREAU OF LABOR AND EMPLOYMENT STATISTICS
MANILA, PHILIPPINES



IN COORDINATION WITH
DOLE REGIONAL OFFICES
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CHAPTER I

ABOUT THE SURVEY

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)*.

1.1. Survey Objectives and Uses of the Data

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*.

1.2. Collection Authority

The conduct of the BITS is under the authority of Executive Order No. 126 dated January 30, 1987, creating and mandating the BLES to conduct nationwide surveys and studies which will generate trends and structures on labor and employment.

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 not for taxation, regulation nor investigation purposes. The data shall be processed with others of the same category and shall be disseminated in summary forms or statistical tables so as not to reveal the identity of any respondent-establishment.

1.4. Scope and Coverage

The BITS covers all establishments in 58 non-agricultural industries with an average total employment of at least 20 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
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

	Description	1994 PSIC
	MANUFACTURING (cont'd.)	D
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
	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

	Description	1994 PSIC
	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
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, HDMF, PhilHealth)	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

1.5. Sampling Design

1.5.1. Statistical Unit

The establishment is the statistical or enumeration unit. Each unit is classified in an industry that reflects its main economic activity---the activity that contributes the biggest or major portion of the gross income or revenues of the establishment.

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.

1.5.2. Sampling Frame

The 2003 BLES Survey Sampling Frame is a list frame of establishments that is a partial update of the 2002 BLES Sampling Frame based on the status of establishments reported in BLES conducted surveys in the National Capital Region in 2002. Reports on closures and retrenchments of establishments submitted to the Regional Offices of the Department of Labor and Employment in 2002 up to February 2003 were also considered in updating the 2002 frame.

The 2002 BLES sampling frame was largely culled from the 2000 List of Establishments of the National Statistics Office that was also partially updated based on the establishment status in BLES conducted surveys in 2001. Similarly, previous sampling frames were partial updates of the 1996 List of Establishments of the NSO based on responses to the BLES surveys conducted since 1997.

1.5.3. Stratification Scheme

Establishments in the sampling frame were stratified by 3-digit industry (domain) and by employment size (stratum), i.e. 20-99, 100-199 and 200 and over. However, industries observed to be heterogeneous within their 3-digit classification were further broken down at the 4-digit level. Geographical location was not considered in the stratification to allow for detailed industry groupings.

Based on past experiences and accounting for resource availability, total sample sizes of BLES surveys have been estimated at around 7,000. For the 2003 BITS, establishments employing at least 100 workers were covered with certainty as their employment represents about 67 per cent of total employment in non-agricultural establishments employing at least 20 workers. These establishments, however, comprise only 16 percent of the reference establishment population.

1.5.4. Sample Size Determination

The sample sizes for the industry groups in the non-certainty stratum (20 - 99) were derived as follows:

Step 1: $n_{20-99} = 6,500 - (n_{100-199} + n_{\geq 200})$

where n_{20-99} is the residual sample size after excluding the sample sizes of the certainty strata from 6,500 (*Note: that the desired sample of around 7,000 includes the built-in replacement samples.*)

Step 2: $n_{20-99,k} = (n_{20-99} * N_{20-99,k} / N_{20-99})$

The sample sizes of the industry groups (k) falling in the stratum were determined proportional to the establishment population (N) of the stratum.

Step 3: $n_{20-99,k} / 0.8$

The sample size for each cell (industry group and employment size) was adjusted to build-in replacement, e.g. sample size divided by 0.8 as expected retrieval rate is 80 percent. A minimum of 5 samples per cell is maintained. If the establishment population of the cell is less than 5, all the establishments were taken as sample respondents.

For 2003 BITS, the total sample size is 6,818.

1.6. Estimation Procedures

Estimates are obtained by simple expansion, i.e. multiplying the reported data of each respondent by the corresponding blowing-up factor which is the ratio of the eligible population of establishments (retrieved, refused, for verification, temporarily closed, on strike, unaccounted/no response) to the corresponding number of responding establishments in the

estimating cell. This weighing procedure takes non-response into account.

The estimates are aggregated to the desired levels to arrive at total estimates of the population e.g. number of minimum wage earners or number of establishments with unions. A population ratio is obtained by dividing total estimate of a variable with the total estimate of another variable, e.g. total labor cost by the number of employees to arrive at average labor cost per employee or total lost workdays of cases resulting to temporary incapacity by corresponding number of cases to derive average days lost.

A 10 percent level of reliability of survey estimates is desired. It is to be assessed through standard errors of population totals (employment, labor relations, occupational injuries, labor cost) and population ratios (frequency/severity rates of injuries, average labor cost per employee).

1.7. BLES Integrated Survey (BITS) Questionnaire

The survey questionnaire has been designed to capture the key data requirements on labor statistics from establishments that used to be collected in four BLES regular surveys.

1.7.1. Cover Page (Page 1)

This contains the address box, contact particulars for assistance, spaces for changes in the name and location of sample establishment and for head office information in case the questionnaire is endorsed to it and status codes of the establishment to be accomplished by BLES and its field personnel.

1.7.2. Survey Information (Page 2)

This contains the survey objectives and uses of the data, confidentiality clause, collection authority, authorized field personnel, coverage, reference periods, due date for accomplishment and expected date when the results of the 2003 BITS would be available.

1.7.3. Part I: General Information (Pages 3 - 4)

This portion inquires on:

- main economic activity
- major products/goods or services
- average employment
- average number of employees
- normal/regular working hours per day for majority of employees
- days actually worked during the year for majority of employees
- days not worked but considered paid during the year for majority of employees
- establishment characteristics such as ownership, spread of operations (multinational or not), market orientation, unionism and membership, and existence and coverage of collective bargaining agreement/s

The definitions of the terms used for this section are found at the bottom of each page while the instructions on how to compute for average total employment and number of employees for the year are found on page 3.

1.7.4. Part II: Employment (Pages 5 - 6)

This section requires data on total employment and its breakdown into working owners, unpaid workers and employees (managers/executives, supervisors/foremen and rank and file: regular and non-regular workers). It also looks into the employment of specific groups of employees, types of jobs contracted out and the number of agency-hired workers.

The definitions of terms used for this section are found at the right side of each page.

1.7.5. Part III: Industrial Relations Practices (Pages 6-10)

This part inquires on establishment practices in filling up vacancies; fixing or revising wages and salaries of employees, those given wage and non-wage benefits and those provided training, purpose of training and sources of training funds. It also inquires on coping measures on economic and financial difficulties, and improvement scheme/s or innovation/s introduced and impediment/s encountered in the adoption or implementation of any innovation.

1.7.6. Part IV: Occupational Injuries (Page 11)

This inquires on the incidence of occupational accidents, cases of occupational injuries and lost workdays and hours actually worked by all employed persons.

The definitions of terms used for this section are found at the right side of the page. The instructions on how to estimate for total hours actually worked of all employed persons are found below the items of inquiry.

1.7.7. Part V: Labor Cost (Pages 12 -13)

This section requires data on the reference period if other than the calendar year, labor cost by cost component and sub-components, hours actually worked by all employees (including instructions on how to estimate) and the percent share of labor cost to total cost.

The definitions of terms used for this section are found at the right side of each page.

1.7.8. Part VI: Certification (Page 14)

This portion is provided for the respondent's name/signature, position, telephone no., fax no. and e-mail address and time spent in answering the questionnaire.

Appropriate spaces are also provided to elicit comments on:

- data provided for the BITS questionnaire
- results of BLES surveys i.e. 1st semester 2002 EHES, 1999 IRWS, 2000 OIS and 1998 LCS
- presentation/packaging, particularly on the definition of terms, layout, font and color

1.7.9. Part VII: Survey Personnel (Page 14)

This portion is for the particulars of the enumerators and area supervisors at the BLES and DOLE Regional Offices involved in the data collection and review of questionnaire entries.

1.7.10. Results of Recently Conducted BLES Surveys (Pages 15 -16)

These are for information of the respondent.

1.8. Output Tables to be Generated

The following information can be made available from the survey.

A. Establishment Profile

1. Non-Agricultural Establishments by Employment Size and Industry Group, by (establishment characteristic), Philippines: June 2003
where employment size refers to: 20-99, 100-199, 200 and over
and establishment characteristic refers to:
 - 1.1. *ownership (wholly Filipino, with foreign equity, wholly foreign)*
 - 1.2. *spread of operations (multinational, not multinational)*
 - 1.3. *market (domestic only, export only, both)*
 - 1.4. *with union: registered, exclusive bargaining agent, with CBA (rank and file, supervisory), without union*
 - 1.5. *normal/regular working hours per day*
 - 1.6. *days actually worked, days not worked but considered paid during the year*
 - 1.7. *with shift work (day, afternoon, night), without shift work*
 - 1.8. *with contracting arrangements (security services...others), without contracting arrangements*

Notes: 1. Reference period for data in Table 1.6 is CY 2002
 2. Details of Table 1.8 will not add up to respective totals due to multiple counting

B. Employment

2. Total Employment in Non-Agricultural Establishments by Employment Size and Industry Group, by (establishment characteristic), Philippines: June 2003
where establishment characteristic refers to:
 - 2.1. *ownership (wholly Filipino, with foreign equity, wholly foreign)*
 - 2.2. *spread of operations (multinational, not multinational)*
 - 2.3. *market (domestic only, export only, both)*
 - 2.4. *with union (with CBA, without CBA) without union*
3. Total Employment in Non-Agricultural Establishments by Employment Size and Industry Group, by Position, Philippines: June 2003
where position refers to working owners, unpaid workers, employees (managers/executives, supervisors/foremen, rank and file: regular, non-regular workers)

A. Establishment Profile *(cont'd.)*

4. (employee category) in Non-Agricultural Establishments by Employment Size and Industry Group, Philippines: June 2003
where employee category refers to:
 - 4.1. *(male, female employees)*
 - 4.2. *workers paid the minimum wage*
 - 4.3. *persons with disabilities*
 - 4.4. *unionized workers: male, female (rank and file, supervisory)*
 - 4.5. *union officers: male, female (rank and file, supervisory)*
 - 4.6. *union presidents: male, female (rank and file, supervisory)*
 - 4.7. *workers covered by CBAs (rank and file, supervisory)*
 - 4.8. *time-rate workers: full-time (hourly, daily monthly), part-time*
 - 4.9. *output rate workers: piece-rate, production standard (quota), "pakyao" or "takay", task, commission basis (with basic pay and commission, purely on commission)*
Note: workers purely on commission are not considered employees of establishments
 - 4.10. *non-regular workers (probationary, casual, contractual/project-based, seasonal, paid apprentices/learners)*
 - 4.11. *shift workers (day, afternoon, night)*
 - 4.12. *agency hired workers (security services...others)*
Note: agency hired workers are not considered employees of establishments

C. Industrial Relations

Note: Statistical tables will also be prepared to show disaggregations along establishment characteristic e.g. ownership, spread of operations, market, unionized or with CBA

5. Non-Agricultural Establishments by Employment Size and Industry Group, by Source of Applicants for (occupational category) Vacancies, Philippines: June 2003
where occupational category refers to:
 - 5.1. *managers/executives*
 - 5.2. *professional/technical*
 - 5.3. *supervisors/foremen*
 - 5.4. *sales/service*
 - 5.5. *clerical*
 - 5.6. *skilled operatives*
 - 5.7. *unskilled operatives*
6. Non-Agricultural Establishments by Employment Size and Industry Group, by Means of Announcing Vacancies, Philippines: June 2003
7. Non-Agricultural Establishments by Employment Size and Industry Group, by Hiring Criteria for (occupational category) Vacancies, Philippines: June 2003
Tables 7.1-7.7

C. Industrial Relations *(cont'd.)*

8. Non-Agricultural Establishments by Employment Size and Industry Group, by Method Used in Fixing or Revising Wages and Salaries of (position), Philippines: June 2003
where position refers to:
 - 8.1. *managers/executives*
 - 8.2. *supervisors/foremen*
 - 8.3. *rank and file workers (regular, non-regular)*
9. Employees Provided Benefits/Schemes by Employment Size and Industry Group, by (type of benefits), Philippines: June 2003
where type of benefits refers to :
 - 9.1. *leave benefits (vacation....)*
 - 9.2. *allowances, bonuses and gratuities (cost of living allowances...)*
 - 9.3. *social security schemes (compulsory social security....)*
 - 9.4. *other benefits/schemes (workers education...)*
10. Employees Provided with Job-Related Training by Industry Group and Employment Size and Sex, Philippines: 2002
11. Non-Agricultural Establishments with Job-Related Training for (position) by Employment Size and Industry Group, by type of Training, Philippines: 2002
Tables 11.1 to 11.3
12. Non-Agricultural Establishments with Job-Related Training by Employment Size and Industry Group, by Purpose of Training, Philippines: 2002
13. Non-Agricultural Establishments with Job-Related Training by Employment Size and Industry Group, by Source of Funds, Philippines: 2002
14. Non-Agricultural Establishments by Employment Size and Industry Group, by Coping Measures on Economic and Financial Difficulties, Philippines: 2002
15. Non-Agricultural Establishments by Employment Size and Industry Group, by Improvement Scheme/s or Innovation/s Introduced, Philippines: 2002
16. Non-Agricultural Establishments with Innovations Introduced by Employment Size and Industry Group, by Impediments Encountered, Philippines: 2002

D. Occupational Injuries

17. Non-Agricultural Establishments with Occupational Accidents and Number of Occupational Accidents by Employment Size and Industry Group, by (establishment characteristic), Philippines: 2002
Tables 17.1-17.4
18. Non-Agricultural Establishments with Cases of Occupational Injuries by Employment Size and Industry Group, by Incapacity for Work, Philippines: 2002

D. Occupational Injuries (*cont'd.*)

19. Cases of Occupational Injuries in Non-Agricultural Establishments by Employment Size and Industry Group, by Incapacity for Work, Philippines: 2002
20. Lost Workdays of Cases of Occupational Injuries in Non-Agricultural Establishments by Employment Size and Industry Group, by Incapacity for Work, Philippines: 2002
21. Frequency Rates of Cases of Occupational Injuries with Lost Workdays in Non-Agricultural Establishments by Employment Size and Industry Group, by Incapacity for Work, Philippines: 2002
22. Severity Rates of Cases of Occupational Injuries Resulting to Temporary Incapacity in Non-Agricultural Establishments by Industry Group and Employment Size, Philippines, 2002
23. Average Days Lost of Occupational Injuries Resulting to Temporary Incapacity in Non-Agricultural Establishments by Industry Group and Employment Size, Philippines: 2002
24. Total Employment and Annual Average Hours Worked per Worker in Non-Agricultural Establishments by Industry Group and Employment Size, Philippines: 2002

E. Labor Cost

25. Annual Labor Cost in Non-Agricultural Establishments by Employment Size and Industry Group, by Major Cost Component, Philippines: 2002
26. Percent Distribution of Annual Labor Cost in Non-Agricultural Establishments by Employment Size and Industry Group, by Major Cost Component, Philippines: 2002
27. Annual (sub-component) in Non-Agricultural Establishments by Employment Size and Industry Group, Philippines: 2002
where sub-component refers to:
 - 27.1. *direct wages and salaries*
 - 27.2. *bonuses and gratuities*
 - 27.3. *cost of workers housing shouldered by employers*
 - 27.4. *employer's social security expenditures*
 - 27.5. *other labor costs*
28. Percent Distribution of (sub-component) in Non-Agricultural Establishments by Employment Size and Industry Group, Philippines: 2002
Tables 28.1-28.5
29. Annual Labor Cost per Employee in Non-Agricultural Establishments by Employment Size and Industry Group, by Establishment Characteristic, Philippines, 2002
30. Annual Labor Cost per Employee in Non-Agricultural Establishments by Employment Size and Industry Group, by Major Cost Component, Philippines: 2002

E. Labor Cost (cont'd.)

31. Annual (sub-component) per Employee in Non-Agricultural Establishments by Employment Size and Industry Group, Philippines: 2002
Tables 31.1.-31.5
 32. Hourly Labor Cost per Employee in Non-Agricultural Establishments by Industry Group and Employment Size, Philippines: 2002
 33. Non-Agricultural Establishments by Employment Size and Industry Group, by Share of Labor Cost to Total Cost, Philippines: 2000
 34. Percent Distribution of Non-Agricultural Establishments by Employment Size and Industry Group, by Share of Labor Cost to Total Cost, Philippines: 2000
- Note:** Tables 33 and 34 can be presented in terms of establishment characteristics
35. Total Employment and Employee-Hours Worked in Non-Agricultural Establishments by Industry Group and Employment Size, Philippines: 2002

1.9. Frequency and Reference Periods

Starting 2003, the BITS will be conducted annually. Each survey round will focus on specific topics based on emerging issues on labor and employment. Inquiry on employment and occupational injuries, however, shall be regular items of the survey.

For this round, the reference periods are:

- Part I: General Information---June 30, 2003 and CY 2002
- Part II: Employment---June 30, 2003
- Part III: Industrial Relations Practices---June 30, 2003, CY 2002 in some cases
- Part IV: Labor Cost---CY 2002
- Part V: Occupational Injuries---CY 2002

TABLE 1 - Distribution of Total Establishment and Sample Populations by Industry Group and Employment Size for 2003 BITS, Philippines										
Industry Group	ALL SIZES			Employment Size						
				20 - 99			100 - 199		200 and Over	
	N _k	n _k	n _{kadj}	N _{hk}	n _{hk}	n _{hkadj}	N _{hk}	n _{hk}	N _{hk}	n _{hk}
ALL INDUSTRIES	34,884	6,500	6,818	29,412	1,028	1,346	2,633	2,633	2,839	2,839
Metallic Ore Mining	50	21	25	30	1	5	9	9	11	11
Non-Metallic Mining and Quarrying	81	16	19	67	2	5	10	10	4	4
Mfg of Food Products	1,832	400	413	1,484	52	65	132	132	216	216
Mfg of Beverages	149	83	86	68	2	5	27	27	54	54
Mfg of Tobacco Products	26	18	23	8	0	5	6	6	12	12
Mfg of Textiles	417	136	139	291	10	13	62	62	64	64
Mfg of Wearing Apparel	1,272	367	375	938	33	41	139	139	195	195
Tanning & Dressing of Leather; Mfg of Luggage & Handbags	83	36	39	49	2	5	14	14	20	20
Mfg of Footwear	193	41	42	158	6	7	16	16	19	19
Mfg of Articles of Bamboo, Cane, Rattan & the Like; Mfg of Plaiting Materials	90	11	14	53	2	5	1	2	4	7
Mfg of Wood, Wood Products & Cork, Except Furniture	204	46	47	193	7	8	22	21	21	18
Mfg of Paper & Paper Products	240	67	69	179	6	8	35	35	26	26
Publishing, Printing & Reproduction of Recorded Media	527	61	65	483	17	21	23	23	21	21
Mfg of Coke, Refined Petroleum & Other Fuel Products	19	7	12	12	0	5	3	3	4	4
Mfg of Chemicals & Chemical Products	577	152	156	440	15	19	79	79	58	58
Mfg of Rubber Products	134	28	29	110	4	5	13	13	11	11
Mfg of Plastic Products	442	116	119	338	12	15	70	70	34	34
Mfg of Glass & Glass Products	67	24	27	45	2	5	8	8	14	14
Mfg of Cement	37	26	31	11	0	5	6	6	20	20
Mfg of Other Non-Metallic Mineral Products, n.e.c.	333	59	61	284	10	12	21	21	28	28
Mfg of Basic Metals	383	88	90	306	11	13	38	38	39	39
Mfg of Fabricated Metal Products, Except Machinery & Equipment	563	93	97	487	17	21	50	50	26	26
Mfg of Machinery & Equipment	492	78	82	429	15	19	37	37	26	26
Mfg of Office, Accounting & Computing Machinery	40	29	34	11	0	5	6	6	23	23
Mfg of Electrical Machinery & Apparatus	209	96	97	117	4	5	39	39	53	53
Mfg of Radio, TV & Communication Equipment and Apparatus	247	169	171	81	3	5	39	39	127	127
Mfg of Medical, Precision & Optical Instruments, Watches & Clocks	73	41	45	33	1	5	16	16	24	24
Mfg of Motor Vehicles, Trailers & Semi-Trailers	173	46	47	132	5	6	19	19	22	22
Mfg of Other Transport Equipment	96	29	32	69	2	5	10	10	17	17
Mfg & Repair of Furniture	428	106	109	334	12	15	45	45	49	49
Recycling	6	0	5	6	0	5		0		0
Mfg, N.E.C.	213	58	59	161	6	7	25	25	27	27
Electricity, Gas, Steam & Hot Water Supply	335	183	184	158	6	7	95	95	82	82
Collection, Purification & Distribution of Water	172	38	39	139	5	6	18	18	15	15
Construction	1,227	239	248	1,024	36	45	105	105	98	98
Sale, Maintenance & Repair of Motor Vehicles & Motorcycles, Retail Sale of Automotive Fuel	1,354	102	114	1,297	45	57	37	37	20	20
Wholesale Trade & Comm Trade Except of Motor Vehicles & Motorcycle	2,232	284	301	2,019	71	88	136	136	77	77
Retail Trade, Except of Motor Vehicles & Motorcycles, Repair of Personal and Household Goods	5,179	575	616	4,771	167	208	218	218	190	190
Hotels & Restaurants	3,490	297	326	3,309	116	145	106	106	75	75
Land Transport: Transport Via Pipelines	679	132	137	567	20	25	53	53	59	59
Water Transport	142	36	37	110	4	5	16	16	16	16
Air Transport	26	7	11	20	1	5	1	1	5	5
Supporting & Auxiliary Transport Actvs: Actvs of Travel Agencies	912	167	174	772	27	34	73	73	67	67
Post & Telecomms Services except National Postal Actvs	377	109	111	278	10	12	41	41	58	58
Banking Institutions except Central Banking	1,153	114	123	1,077	38	47	24	24	52	52
Non-Bank Financial Intermediation	511	55	60	472	16	21	13	13	26	26
Insurance & Pension Funding, Except Compulsory Social Security	164	48	49	120	4	5	20	20	24	24
Activities Auxiliary to Financial Intermediation	151	36	37	119	4	5	18	18	14	14
Real Estate Activities	459	59	63	414	14	18	26	26	19	19
Renting of Machinery & Equipment w/o Operator, Personal & Hhold Good	103	18	20	88	3	5	10	10	5	5
Computer & Related Activities	185	49	50	141	5	6	21	21	23	23
Research & Development	32	8	12	25	1	5	3	3	4	4
Miscellaneous Business Activities	2,037	591	604	1,498	52	65	223	223	316	316
Private Education Services	2,498	486	504	2,085	73	91	228	228	185	185
Health & Social Work except Public Medical, Dental & Other Health Services	695	150	155	565	20	25	69	69	61	61
Sewage & Refuse Disposal, Sanitation & Similar Activities	12	4	9	8	0	5	2	2	2	2
Recreational, Cultural & Sporting Activities	832	149	155	708	25	31	49	49	75	75
Other Service Activities	231	18	20	221	8	10	8	8	2	2

Sample Size Determination

Based on 2003 SSF

Stratum	N _h	% of N	Emp	% of Emp	n _h	
20 - 99	29,412	84.3	1,046,173	32.2	1,028	(difference of sample size of take all strata from 6,500)
100 - 199	2,633	7.5	364,723	11.2	2,633	
200 & over	2,839	8.1	1,833,411	56.5	2,839	
Total	34,884	100.0	3,244,307	100.0	6,500	(total sample size, excluding replacement)

CHAPTER 2

EDITING GUIDELINES

Completeness and consistency of survey data are requisites to ensure processing of correct information. With this in mind, these editing guidelines have been prepared to help Enumerators, Supervisors and Reviewers detect and correct errors in the accomplished questionnaires.

2.1 General Instructions

- a. Any attachments by the establishment should be stapled on p. 3 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. The **comments** of the respondent on p.14 of the questionnaire should be read as these may provide explanations relevant to the accomplished questionnaire.
- c. Use **red** ballpoint in editing.
The Enumerator should **verify** with the establishment any reported data in the questionnaire that does not pass the editing guidelines.
If during the questionnaire review by the Supervisor, **inconsistent** entries are still noted, these should be encircled and the questionnaire returned to the concerned Enumerator for verification.
Likewise, inconsistent entries in the accomplished questionnaires from the Regional Offices should also be encircled by BLES Reviewers and the questionnaires returned to the concerned Regional Supervisors for verification.
- d. Entries by the respondent that need to be revised should not be erased or obliterated. The original entry should be **lined out** neatly. The correct/new entry should be legibly written close to the crossed out entry.
- e. Where there are no numeric values to report, entry should be '0'.
- f. Where details are provided, these should **add up** to respective totals.
- g. Where entries refer to unclassified categories, description of the entry should be provided.
- h. If problems arise, the Enumerator should **consult** his/her Area Supervisor while the latter his/her Regional Supervisor.

2.2 Specific Instructions

2.2.1. Cover Page (Page 1)

If there are any **changes in the name (trade/patented) and address** of the sample establishment, the Enumerator should fill out the space/s right after the label as specified. **He/she should 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 the business name or that as registered with DTI, SEC or local government is given, it should **not** be considered as a change in name. Example, if the name of establishment in the pre-addressed label is 'Castillan Restaurant', there is no change in name if the franchise holder/business name is say, 'Castillan Food Industries'. *(Note: Survey Trainer should make this distinction clear to avoid changing of names from trade name to business name to trade name of the same establishment in the survey sampling frame.)*

At the bottom of the page are codes (see section 3.5.6 of Chapter 3) that will reflect the status of the questionnaire. The BLES and the field personnel should accomplish only the portions applicable to them.

2.2.2. Part I: General Information (Pages 3 and 4)

Item of Inquiry (1)	June 30, 2003 (2)	CY 2002 (3)	Guidelines
1. Main economic activity	Manufacture of structural metal products	Manufacture of structural metal products	The main economic activity should be completely described.
2. Major products/goods or services (in order of importance)	Metal structures, structural steel	Metal structures, structural steel	The first product/service reported is consistent with main economic activity.
3. Average employment		270	There should be entry here.
4. Average number of employees		265	There should be entry here. It should not exceed number of employed persons reported in item 3.
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) _____	There should only be one encircled answer in each column.
6. Days actually worked during the year for majority of employees (encircle only one)		250 302 Others (specify) _____	There should only be one encircled answer.
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) _____	There should only be one encircled answer. Note: The sum of entries in items 6 and 7 for CY 2002 should not exceed 365.
8. Ownership (check only one under each column)	<input type="checkbox"/> Wholly Filipino <input checked="" type="checkbox"/> With foreign equity <input type="checkbox"/> Wholly foreign	<input type="checkbox"/> Wholly Filipino <input checked="" type="checkbox"/> With foreign equity <input type="checkbox"/> Wholly foreign	There should only be one box checked in each column.
9. Multinational (check only one under each column)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, nationality: <u>American</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, nationality: <u>American</u>	There should only be one box checked in each column. If 'Yes' is checked, nationality/ies should be provided.
10. Market (check only one under each column)	<input type="checkbox"/> Domestic only <input checked="" type="checkbox"/> Export only <input type="checkbox"/> Both	<input type="checkbox"/> Domestic only <input checked="" type="checkbox"/> Export only <input type="checkbox"/> Both	There should only be one box checked in each column.

2.2.2. Part I: General Information (Pages 3 and 4) cont'd.

Item of Inquiry (1)	June 30, 2003 (2)			CY 2002 (3)	Guidelines
11. With union	<input checked="" type="checkbox"/> Yes, go through Items 12 to 14 <input type="checkbox"/> No, go to Part II			<input checked="" type="checkbox"/> Yes, go to Item 12.3 <input type="checkbox"/> No, go to Part II	There should only be one box checked in each column. If 'No' is checked in cols.2 or 3, there should be no entries in the rest of the succeeding items.
	Total (2a)	Supervisory (2b)	Rank and File (2c)		If there are any entries in items 12 to 14 (col. 2a), these should be the sums of the corresponding entries in cols. 2b and 2c.
12. Number of unions	2	1	1		
12.1 Registered	2	1	1		
12.2. Exclusive bargaining agents	2	1	1		Entries in items 12.1, 12.2 and 12.3 (cols. 2a, 2b and 2c) should not exceed corresponding entries in item 12.
12.3. With collective bargaining agreements	2	1	1	<input checked="" type="checkbox"/> Yes, go to Part II <input type="checkbox"/> No, go to Part II	If answer is 'Yes' in item 11 for CY 2002, there should only be one box checked in item 12.3 for CY 2002.
13. Union membership	215	45	170	Entries should be other than '0' in item 3 (cols. 2a, 2b and 2c) if there are corresponding unions reported in item 12 (cols. 2a, 2b and 2c). There should be entry in item 13.2 (cols. 2a, 2b and 2c) if there are corresponding entries in item 13 (cols. 2a, 2b and 2c). There can only be female officers if there are female union members. There can only be female presidents if there are female union officers. Entries should be other than '0' in item 4 (cols. 2a, 2b and 2c) if there are corresponding CBAs reported in item 12.3 (cols 2a, 2b and 2c). Workers covered by CBAs may exceed union membership.	Entry in col. 2b should not exceed number of supervisors/foremen reported in Part II: item 1.3.2. Entry in col. 2c should not exceed number of rank and file reported in Part II: item 1.3.3.
13.1. Female members	70	15	55		Entry in col. 2b should not exceed number of female employees reported in Part II: item 2.1. Entries in cols. 2a, 2b and 2c should not exceed corresponding entries in item 13.
13.2. Union officers	16	8	8		Entries in cols. 2a, 2b and 2c should not exceed corresponding entries in item 13.
13.2.1. Female officers	2	2	0		Entries in cols. 2a, 2b and 2c should not exceed corresponding entries in item 13.1.
13.2.1.1. Female presidents	1	1	0		Entries in cols. 2a, 2b and 2c should not exceed corresponding entries in item 13.2.1.
14. Workers covered by CBAs	230	50	180		Entry in col. 2b should not exceed number of supervisors/foremen reported in Part II: item 1.3.2. Entry in col. 2c should not exceed number of rank and file reported in Part II: item 1.3.3.

2.2.3. Part II: Employment (Pages 5 and 6)

Item of Inquiry (1)	Number of Workers (2)	Guidelines
1. Total Employment	280	Entry should be the sum of entries in items 1.1, 1.2 and 1.3.
1.1. Working owners	4	Entry should be less than entry in item 1.3.
1.2. Unpaid workers	1	Entry should be less than entry in item 1.3.
1.3. Employees	275	Entry should be the 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.
1.3.1. Managers/Executives	5	Entry should be less than entry in item 1.3.
1.3.2. Supervisors/Foremen	50	Entry should be less than entry in item 1.3.
1.3.3. Rank and file	220	This should be the sum of entries in items 1.3.3.1 and 1.3.3.2.
1.3.3.1. Regular workers	180	Entry should be less than entry in item 1.3.3.
1.3.3.2. Non-regular workers	40	Entry should be less than entry in item 1.3.3 This should be the same entry as that in item 2.10.
2. Employment of Specific Groups of Employees		Note: As applicable, workers may be reported in several categories.
2.1. Female workers	80	Entry should be equal to or less than entry in item 1.3.
2.2. Workers paid the minimum wage	100	Entry should be equal to or less than entry in item 1.3.3.
2.3. Persons with disabilities	3	Entry should be less than entry in item 1.3.
2.4. Time-rate workers	235	Entry should be the sum of entries in items 2.4.1 and 2.4.2.
2.4.1 Full-time workers	220	Entry should be the sum of entries in items 2.4.1.1, 2.4.1.2 and 2.4.1.3.
2.4.1.1. Hourly	25	Entry should be less than entry in item 2.4.1.
2.4.1.2. Daily	125	Entry should be less than entry in item 2.4.1.
2.4.1.3 Monthly	70	Entry should be less than entry in item 2.4.1.
2.4.2. Part-time workers	15	Entry should be less than entry in item 2.4. Note: Entry excludes consultants and those on retainer basis.
2.5. Piece-rate workers	10	Entry should be equal to or less than entry in item 1.3.3.
2.6. Quota workers	20	Entry should be equal to or less than entry in item 1.3.3.
2.7. "Pakyao" or "Takay" workers	10	Entry should be equal to or less than entry in item 1.3.3.
2.8. Task workers	0	Entry should be equal to or less than entry in item 1.3.3.
2.9. Commission workers	15	This should be the sum of entries in items 2.9.1 and 2.9.2. Note: Establishments engaged in insurance, real estate selling and trade would normally have entries in items 2.9.1 and/or 2.9.2.
2.9.1. With basic pay and commission	0	Entry should be less than entry in item 2.4.
2.9.2. Purely on commission	15	Entry should be equal to or less than entry in item 2.9. Note: Entry here is not part of entry in item 1.

2.2.3. Part II: Employment (Pages 5 and 6) cont'd.

Item of Inquiry (1)		Number of Workers (2)	Guidelines	
2. Employment of Specific Groups of Employees (cont'd.)			Note: As applicable, workers may be reported in several categories.	
2.10. Non-regular workers		40	Entry should be the sum of entries in items 2.10.1, 2.10.2, 2.10.3, 2.10.4 and 2.10.5. Entry should be less than entry in item 1.3.3.	
2.10.1. Probationary workers		16	Entry should be less than entry in item 2.10.	
2.10.2. Casual workers		12	Entry should be less than entry in item 2.10.	
2.10.3. Contractual/project-based workers		10	Entry should be less than entry in item 2.10. Note: Entry excludes agency-hired workers, consultants and those on retainer basis.	
2.10.4. Seasonal workers		0	Entry should be less than entry in item 2.10.	
2.10.5. Paid apprentices/learners		2	Entry should be less than entry in item 2.10.	
2.11. Workers who work on shifts		240	Entry should be the sum of workers on day, afternoon and night shifts. Entry should be equal to or less than entry in item 1.3.	
2.11.1. Number of shifts: 8			Entry should be greater than 1. If not, then there should be no entry in item 2.11.	
Shift (1a)	Indicate time/s, e.g. 6:00 A.M. 2:00 P.M. (1b)			
Day	7:00 am - 4:00 pm 7:30 am – 4:30 pm 8:00 am – 5:00 pm	30 35 30	There should be corresponding workers for each time/schedule reported in col. 1b.	
Afternoon	12:30 pm – 8:30 pm 1:00 pm – 9:00 pm 1:30 pm – 9:30 pm	30 35 35		
Night	10:00 pm - 6:00 am 10:30 pm – 6:30 am	25 20		
2.12. Engaged in contracting <input checked="" type="checkbox"/> Yes, go to item 2.13 <input type="checkbox"/> No, go to Part III			A job contracted out as checked in item 2.13 may not necessarily have an entry for the same job in item 2.14. However, if there is entry in any of the jobs contracted out in item 2.14, the same jobs in item 2.13 should be checked. Note: Total workers reported in item 2.14 are not part of entry in item 1.	
Code (1)	2.13. Jobs contracted out (check as applicable) (2)		2.14. Agency-hired Workers (sum of entries should add up to total) (1)	Number of Workers (2)
01	<input checked="" type="checkbox"/> Security services		2.14.1. Total	37
02	<input checked="" type="checkbox"/> Janitorial		2.14.2. Security services	15
03	<input type="checkbox"/> General administrative services (accounting, auditing legal and messengerial)		2.14.3. Janitorial	12
04	<input type="checkbox"/> Marketing/Sales		2.14.4. General administrative	
05	<input type="checkbox"/> Packaging		2.14.5. Marketing/Sales	
06	<input type="checkbox"/> Transport services		2.14.6. Packaging	
07	<input type="checkbox"/> Production/assembly		2.14.7. Transport services	
08	<input checked="" type="checkbox"/> Research & development		2.14.8. Production/assembly	
09	<input checked="" type="checkbox"/> IT services		2.14.9. Research & development	
10	<input checked="" type="checkbox"/> Others (specify) Storage & warehousing		2.14.10. IT services	10
			2.14.11. Others (specify) _____	

2.2.4. Part III: Industrial Relations Practices (Pages 7 - 10)

(Below is an illustration of a questionnaire that has been properly accomplished for Part III.)

1. Where do you source applicants for vacancies in the establishment? (check as applicable)

Guideline: Multiple responses are acceptable for each occupational category.

C o d e (1)	Occupational Category (2)	From within the establishment (3)	From another establishment within the same enterprise (4)	From outside the establishment/ enterprise (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)

Guideline: There should only be one response for each method of announcing vacancies.

C o d e (1)	Method of Announcing Vacancies (2)	Yes (3)	No (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 (specify) <u>participation in jobs fair</u>	✓	

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

Guideline: All hiring criteria for each occupational category should be reported.

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

2.2.4. Part III: Industrial Relations Practices (Pages 7 - 10) **cont'd.**

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

Guideline: Multiple responses are acceptable for each occupational category.

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 (<i>specify</i>) _____				

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

C o d e (1)	Benefits/Schemes (2)	Number of Workers Covered (3)	Guidelines
	Leave Benefits		
11	Vacation leave	235	Entries should not exceed number of employees reported in Part II: item 1.3.
12	Sick leave	235	
13	Maternity leave	50	
14	Paternity leave	100	Entry should not exceed number of male employees. This is equal to number of employees less number of female employees, e.g. 275 – 80 = 195.
15	Service incentive leave	275	Entries should not exceed number of employees reported in Part II: item 1.3.
16	Union leave	16	Entry should not exceed union membership reported in Part I: item 13.
17	Emergency leave	55	Entries should not exceed number of employees reported in Part II: item 1.3.
18	Bereavement/Burial leave	55	
	Allowances, Bonuses and Gratuities		Entries should not exceed number of employees reported in Part II: item 1.3.
31	Cost of living allowance	275	
32	Transportation allowance	5	
33	Representation allowance	5	
34	Housing allowance	5	
35	Incentive pay	270	
36	Productivity bonus	220	
37	Performance bonus	5	
38	Mid-year bonus	5	
39	Christmas bonus	5	
40	13 th month pay	275	
41	14 th , 15 th month pay or the like	5	
42	Profit sharing bonus	5	

2.2.4. Part III: Industrial Relations Practices (Pages 7 - 10) cont'd.

C o d e	Benefits/Schemes	Number of Workers Covered	Guidelines
(4)	(5)	(6)	
	Social Security Schemes		<i>Entries should not exceed number of employees reported in Part II: item 1.3.</i>
61	Compulsory social security schemes (GSIS, SSS, PhilHealth, PAG-IBIG, ECC)	275	
62	Pension plan	55	
63	Life insurance	5	
64	Accident insurance	5	
65	Medical and health insurance	235	
66	Hospitalization plan	235	
67	Retirement pay	235	
68	Separation/Termination pay	235	
	Other Benefits/Schemes		<i>Entries should not exceed number of employees reported in Part II: item 1.3.</i>
81	Workers education	275	
82	Family planning service/reproductive health	275	
83	Canteen and other food services	275	
84	Cultural and recreational services	275	
85	Grants to cooperatives/credit unions	215	
86	Bereavement/Burial aid	275	
87	Health and safety equipment	195	
88	Transport of workers to and from work	270	
89	Training on committee on decorum and investigation	215	
	Others (specify)		<i>Entries should not exceed number of employees reported in Part II: item 1.3.</i>
	Holiday packages (local/international)	5	
	Stock option plan	55	

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

Both Sexes 115 = Female 30 + Male 85

Guidelines:

- 1. Details should add up to total.
- 2. Employees provided training should not exceed number of employees reported in Part I: item 4 for CY 2002.

2.2.4. Part III: Industrial Relations Practices (Pages 7 - 10) cont'd.

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

Guideline: Multiple responses are acceptable for each type of training.

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)

Guideline: There should only be one response for each purpose of training.

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 training? (check as applicable)

Guideline: Multiple responses are acceptable.

Code (1)	Source of Funds (2)	Code (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 checked="" type="checkbox"/> Equipment vendors
03	<input checked="" type="checkbox"/> Establishment/company fund (in full)	08	<input type="checkbox"/> Other private sector organizations
04	<input checked="" type="checkbox"/> Subsidy from establishment/company	09	<input type="checkbox"/> Others (specify) _____
05	<input checked="" type="checkbox"/> Union funds		_____

2.2.4. Part III: Industrial Relations Practices (Pages 7 - 10) **cont'd.**

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

Guideline: There should only be one response 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)

Guideline: There should only be one response for each improvement scheme/s or 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) _____		

2.2.4. Part III: Industrial Relations Practices (Pages 7 - 10) **cont'd.**

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)

Guidelines:

- 1. This item should only be accomplished if there are any ‘No’ response in item 11.
- 2. There should only be one response 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) _____		

2.2.5. Part IV: Occupational Injuries (Page 11)

Guidelines

1. Did your establishment experience any occupational accidents during the year? <input checked="" type="checkbox"/> Yes, go to item 2 <input type="checkbox"/> No, go to Part V			There should only be one box checked.
2. How many occupational accidents were there? 5			Entry should be at least ‘1’ if ‘Yes’ is checked in item 1.
3. How many occupational injuries and workdays were lost?	Cases	Lost Workdays	This part of the questionnaire should be accomplished if there are occupational accidents reported in item 2. Entries should be the sum of their corresponding details. If cases are reported, there should be corresponding lost workdays except for shaded areas.
3.1. Total	12	285	
3.2. Fatal	1		
3.3. Permanent incapacity	1	200	
3.4. Temporary incapacity	8	85	
3.5. Without lost workdays	2		
4. How many hours were actually worked by all employed persons in your establishment during the year? <u>661,620</u>			To check for acceptability of entry: Divide entry by number of employed persons reported in Part I: item 3 for CY 2002. Acceptable range: 1,200 – 3,600 per person 661,620/270 is approximately 2450. Accept entry as it falls within the range.

2.2.6. Part V: Labor Cost (Pages 12-13)

Guidelines		
1. Reference period if other than calendar year (month/year)	Start:	If there is entry, check that most of the months covered by the reference period falls within 2002, e.g. April 2002 to March 2003.
	End:	
2. Labor Cost Component	Amount (P)	Data required pertains to employees reported in Part I: item 4 for CY 2002. If amount given contains centavos, do not round off. Line out centavo entries.
2.1. Direct wages and salaries (in cash)		
2.1.1. Pay for normal/regular working time	16,211,856	There should be entry in this item. To check for acceptability of entry: Divide entry by number of employees reported in Part I: item 4 for CY 2002. 16,211,856/265 61,177. Acceptable range: 24,000 -350,000 per employee Accept entry as it falls within the range.
2.1.2. Commissions of employees and their share in service charges	325,175	Accept with or without entry. If there is entry, it should be those received by employees of the establishment (persons with basic pay and commission) and not those of persons purely on commission (not employees of the establishment). Establishments engaged in insurance and real estate selling usually pay commissions to their employees, on top of the basic pay. These commissions are earned by employees from sales/deals completed/ closed with clients. Sharing of service charges usually apply to employees in hotels and restaurants that collect service charges from their clients.
2.1.3. Overtime, night shift and premium pay	1,468,058	Accept with or without entry. Overtime pay refers to additional remuneration for work performed beyond eight (8) hours on regular working days, rest days, special days and regular holidays. Night shift pay refers to payment for work performed between 10:00 p.m. to 6:00 a.m. of the next day. Premium pay refers to remuneration for work performed within eight (8) hours on non-working days such as rest days, special days and regular holidays.
2.1.4. Payments under bonus, productivity, performance and other incentive schemes	106,527	Accept with or without entry. If there is entry, it should refer to monthly or more frequently granted bonuses under contractual arrangements and relates to work performed or to current output e.g. productivity bonus for piece-rate workers whose outputs exceeded the daily quotas. Entry should be distinguished from entry in item 2.3.1 which refers to less frequently granted or year-end/seasonal bonuses and gratuities.

2.2.6. Part V: Labor Cost (Pages 12-13) cont'd.

2. Labor Cost Component	Amount (P)	Guidelines
2.1. Direct wages and salaries (in cash)		
2.1.5. Cost of living allowances and other guaranteed and regularly paid allowances	0	Accept with or without entry. Examples of these are commutable representation and transportation allowances. It should exclude housing allowances and rents in cash which should be reported in item 2.5.2.
2.2. Remuneration for time not worked		Accept with or without entry. If there is entry, it should refer to payments of employers to employees when not at work, e.g. for paid leaves and in some cases for those leaves under collective bargaining agreements.
2.3. Bonuses and gratuities		
2.3.1. Year-end, seasonal and other one-time bonuses	1,064,364	There should be entry in this item. If there is entry, it should refer to mid-year bonus, Christmas bonus, 13 th month pay (obligatory), 14 th , 15 th month pay and the like. Entry should be distinguished from entry in item 2.1.4 which refers to more frequently granted bonuses and gratuities. To check for acceptability of entry: Divide entry by number of employees reported in Part I: item 4 for CY 2002. 1,064,364/265 4,016. Acceptable range: 2,000 - 150,000 per employee Accept entry as it falls within the range.
2.3.2. Profit sharing bonuses	0	Accept with or without entry.
2.3.3. Additional payments in respect of vacation, supplementary to normal vacation pay	0	Accept with or without entry. If there is entry, it should refer to payments made to employees over and above those given for paid vacation leaves.
2.4. Payments in kind	219,000	Accept with or without entry. If there is entry, it should be from the standpoint of the employer (employer's cost). The value of all payments in kind should be at producer's price as bought/provided by the employer and not the market price or retailer's price as would have been bought/ consumed by the employees (benefit accruing to the employees). Examples of these are rice/corn, food subsidies, ordinary clothing or footwear. It should exclude the imputed rental value of free/subsidized housing, medical services and canteen and other welfare services and facilities.

2.2.6. Part V: Labor Cost (Pages 12-13) cont'd.

2. Labor Cost Component	Amount (P)	Guidelines
2.5. Cost of workers' housing shouldered by employer		
2.5.1. Cost for establishment-owned dwellings	0	<p>Accept with or without entry.</p> <p>If there is entry, it should refer to the net cost to the employer of establishment-owned dwellings for the use of the employees in the form of maintenance expenditures, fees, property taxes, insurance, interest, depreciation, etc. but not capital investment on building, equipment or land and labor cost of housing personnel.</p> <p>If entry is unusually high i.e. runs to millions of pesos, verify with establishment as it might include the cost/worth of the building/housing facility.</p>
2.5.2. Cost for dwellings not owned by establishment and other housing	0	<p>Accept with or without entry.</p> <p>If there is entry, it should refer to the cost from the standpoint of the employer and not what it would have cost the employees if they were to spend for their own housing.</p> <p>Examples of these are housing allowances, rents, subsidies.</p>
2.6. Employer's social security contributions		These exclude employees' shares.
2.6.1. Compulsory social security expenditures	905,252	<p>There should be entry in this item.</p> <p>Examples of these are obligatory employers' contributions to SSS/GSIS, PhilHealth, PAG-IBIG and State Insurance Fund.</p> <p>To check for acceptability of entry: Divide entry by number of employees reported in Part I: item 4 for CY 2002.</p> <p>905,252/265 3,416.</p> <p>Acceptable range: 2,000 -15,000 per employee</p> <p>Accept entry as it falls within the range.</p>
2.6.2. Collectively agreed, contractual and non-obligatory contributions to private social security schemes and insurance	0	<p>Accept with or without entry.</p> <p>Examples of these are premiums paid for pension, life, accident, medical and health and hospitalization insurance/plans of employees.</p>
2.6.3. Direct payments by employer to employees regarded as social security benefits	0	<p>Accept with or without entry.</p> <p>If there is entry, it should refer to payments in respect of absence from work due to sickness, maternity or employment injury, etc. to compensate for loss of earnings given by employer directly to the employees.</p> <p>As such, payments by GSIS/SSS are excluded.</p>

2.2.6. Part V: Labor Cost (Pages 12-13) cont'd.

2. Labor Cost Component	Amount (₱)	Guidelines
2.6. Employer's social security contributions		These exclude employees' shares.
2.6.4. Cost of medical care and health services	94,766	<p>Accept with or without entry.</p> <p>If there is entry, it should refer to actual medical care and health expenses by the employer on behalf of the employees e.g. medicines, hospitalization, exclusive of medical and health insurance that should be reported in item 2.6.2</p> <p>It should include the net cost to the employer of establishment-owned building and equipment used for the medical care and health services of the employees in the form of maintenance expenditures, fees, property taxes, insurance, interest, depreciation, etc. but not capital investment on building, equipment or land and labor cost of medical care and health service personnel employed by the establishment.</p> <p>If the respondent is engaged in medical care or health services, entry in this item does not refer to the maintenance, etc. of the hospital which is for intended for its patients.</p> <p>If entry is unusually high i.e. millions of pesos particularly for establishments with PSIC N85 (hospital/clinic), verify with establishment as it might include cost/worth of the building/medical facility.</p>
2.6.5. Retirement and termination/separation pay	547,738	Accept with or without entry.
2.7. Cost of training	60,066	<p>Accept with or without entry.</p> <p>If there is entry, it should refer to the cost to the employer in the training of its employees.</p> <p>It should include the net cost to the employer of establishment-owned building and equipment used for employees' training in the form of maintenance expenditures, fees, property taxes, insurance, interest, depreciation, etc. but not capital investment on building, equipment or land and labor cost of training personnel employed by the establishment.</p> <p>It should also include payments made to outside instructors and other training institutions on behalf of the workers and reimbursement of school fees to workers.</p> <p>If the respondent is engaged in the education services, entry in this item does not include maintenance, etc. of the educational institution which is intended for its students.</p> <p>If entry is unusually high i.e. runs to millions of pesos particularly for establishments with PSIC M81 (schools), verify with establishment as it might include cost/worth of the building/training facilities.</p>

2.2.6. Part V: Labor Cost (Pages 12-13) cont'd.

2. Labor Cost Component	Amount (P)	NOTES
2.8. Cost of welfare services	0	<p>Accept with or without entry.</p> <p>If there is entry, it should refer to the cost incurred by the employer for the welfare or benefit of its employees other than for housing (included in item 2.5.1), medical care and health (included in item 2.6.4) and training (included in item 2.7).</p> <p>It should include the net cost to the employer of establishment-owned building and equipment used for employees' welfare (such as canteen and food facilities, gymnasium/sport facilities) in the form of maintenance expenditures, fees, property taxes, insurance, interest, depreciation, etc. but not capital investment on building, equipment or land and labor cost of welfare service personnel employed by the establishment.</p> <p>It should also include grants by employers to credit unions and cost of related services for employees, etc.</p> <p>If the respondent is engaged in the food or recreational business, cost to the employer does not include the maintenance, etc. of the restaurant or sports complex or beach resort which is intended for its customers.</p> <p>If entry is unusually high i.e. runs to millions of pesos, verify with establishment as it might include cost/worth of the building/welfare facilities of employees.</p>
2.9. Other labor costs		
2.9.1. Cost of work clothes/protective gear	0	<p>Accept with or without entry.</p> <p>Examples of these are uniform, work clothes, personal protective equipment such as safety shoes, eye goggles, etc.</p> <p>This should be distinguished from ordinary clothing which should be included in item 2.4.</p>
2.9.2. Transport of workers to and from work undertaken by employers	0	<p>Accept with or without entry.</p> <p>If there is entry, this should refer to the cost of transport of workers to and from work undertaken by the employer e.g. shuttle service.</p>
2.9.3. Recruitment cost	0	<p>Accept with or without entry.</p> <p>If there is entry, this should refer to travel expenses for interviews of new recruits, the cost of advertisements, fees paid to public and private employment services in connection with recruitment, the cost of documents, legal fees, medical or physical examinations for prospective employees (pre-employment) and similar expenses borne by the employer.</p>
2.9.4Others (specify) _____ _____	0	<p>Accept with or without entry.</p> <p>If there is entry, description of other labor cost should be specified.</p>

2.2.6. Part V: Labor Cost (Pages 12-13) cont'd.

<p>3. Hours actually worked by all employees <u>649,500</u></p> <p>To check for acceptability of entry: Divide entry by number of employees reported in Part I: item 4 for CY 2002. 649,500/265 2451</p> <p>Acceptable range: 1,200 – 3,600 per employee Accept entry as it falls within the range.</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 checked="" type="checkbox"/> 30% or more (specify) <u>40%</u></p> <p>There should only be one box checked.</p> <p>If 30% or more is checked, amount should be specified</p>
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2.2.7. Part VI: Certification (Page 14)

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 3.8 of Chapter 3).

Information on the time spent in answering the questionnaire as well as on their comments on the presentation and packaging of the questionnaire will provide inputs in questionnaire re-design for subsequent survey rounds. Comments on data provided for the 2003 BITS can facilitate processing of survey data while those on the results of previous surveys would indicate the usefulness of the data generated by BLES surveys..

Name/Signature: Juan dela Cruz		
Position: Human Resource Manager		Fax No.: 831-5645
Tel. No. 831-5624		E-mail address:jdc@stc.com
Time spent in answering this questionnaire: <input type="checkbox"/> Less than 1 day <input type="checkbox"/> 1 - 2 days <input checked="" type="checkbox"/> More than 2 days		
Comments:		
a. On the data provided for the 2003 BITS: Difficult to go back to records of CY 2002.		
b. On the results of BLES surveys:		
• 1 st semester 2002 Employment, Hours and Earnings Survey (EHES)	Data should also be provided for the rest of the country.	
• 1999 Industrial Relations at the Workplace Survey (IRWS)	Informative	
• 2000 Occupational Injuries Survey (OIS)	Informative	
• 1998 Labor Cost Survey (LCS)	Informative	
c. On presentation/packaging:		Suggestions for improvement:
Definition of terms	<input checked="" type="checkbox"/> Easy to understand <input type="checkbox"/> Vague	
Layout	<input checked="" type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly	
Font, color	<input checked="" type="checkbox"/> Appealing <input type="checkbox"/> Not appealing	

2.2.8. Part VII: Survey Personnel (Page 14)

In this portion, 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/BLES Reviewer). The dates are particularly important, as these would indicate the time it took to retrieve or review the questionnaire---a measure of survey efficiency.

National Capital Region				
	Enumerator		Area Supervisor/Reviewer	
Name	Edna Castro		Nancy Dimapilis	
Date	7/31/03		8/5/03	

Outside National Capital Region				
	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				

CHAPTER 3

OPERATIONAL STRATEGY

This chapter discusses the conduct of field operations of 2003 BITS.

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 - 8:30	30 minutes	Registration
8:30 - 9:30	1 hour	Part I – General Information
9:30 -10:30	1 hour	Part II – Employment
10:30 -12:00	1 ½ hours	Part III – Industrial Relations Practices
12:00 - 1:00	1 hour	Lunch Break
1:00 - 1:30	30 minutes	Part IV – Occupational Injuries
1:30 - 2:30	1 hour	Part V – Labor Cost
2:30 - 3:00	30 minutes	Part VI – Certification & Part VII – Survey Personnel
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 Survey Documents and Forms Allocation of Assignments

3.2. Duties and Responsibilities of Field Personnel

- 3.2.1. Regional Supervisors Outside NCR
- a. Participate in the training on data collection and field editing to be conducted by BLES;
 - b. Conduct training to their Area Supervisors and Enumerators;
 - c. Ensure the implementation of the survey in their regions within the allotted time;
 - d. Allocate questionnaires for delivery to field personnel, receive and control questionnaires from the field and send the spoilage and retrieved/verified questionnaires to BLES covered by the pertinent transmittal forms on the required dates;
 - e. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to Area Supervisors or Enumerators;
 - f. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification;
 - g. Monitor and evaluate the performance of field personnel for purposes of determining the survey status and payment of salaries;
 - h. Ensure the confidentiality of the data provided by the establishments; and
 - i. Submit the regional report on the implementation of the survey and other required reports to BLES.

3.2.2. Area Supervisors

- a. Participate in the training on data collection and field editing;
- b. Conduct training to their Enumerators (for NCR Supervisors);
- c. Ensure the implementation of the survey in their areas within the allotted time;
- d. Allocate questionnaires to field personnel, receive and control the questionnaires from the field ;
- e. Assist in the allocation of questionnaires for delivery to field personnel, receive and control the questionnaires from the field and transmit the questionnaires to the Regional Supervisors (for ONCR Supervisors);
- f. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to Enumerators;
- g. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification;
- h. Monitor and evaluate the performance of Enumerators for purposes of determining the survey status and payment of salaries; and
- i. Ensure the confidentiality of the data provided by the establishments.

Note: In NCR, duties “f and g” shall be undertaken by BLES Reviewers and monthly paid PBIs respectively.

3.2.3. Enumerators

- a. Participate in the training on data collection and field editing;
- 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

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	Supervisor
Identification card		
Letter of introduction		
Field Operations Manual		
Applicable control list		
Assigned questionnaires		
Extra questionnaires		
Certificate of appearance		
Letters to head offices of sample establishments		
Ballpen (blue/black and red)		
Calculator		

Notes: 1. Supervisors should be furnished the relevant materials if they will double up as enumerators.
2. Letter to head office should already contain the signature of the Director. This 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 METRO MANILA 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 CODE	PSIC CODE	ATE CODE	Note: Address 3 for NCR is Metro Manila

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 2002.

3.5.4. Philippine Standard Industrial Classification (PSIC) Code

The PSIC Code is the 6-alphanumeric 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 of each questionnaire in the **Supervisor and Enumerator's Control Lists** (FM-BLES 02-2.1a and FM-BLES 02-2.2a, respectively) should be **the same**. Only the following codes are **acceptable** and should be encircled in the applicable portion of **Status Code (for office use)** found at the bottom 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.
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 of incomplete or inconsistent entries or reporting of data specific to the establishment in the case of consolidated or nationwide data.
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 by the Enumerator and one (1) follow-up by the Supervisor (through phone, mail or personally)..
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 or 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.

Code	Description	Instruction
PCL	Permanently closed	The establishment has permanently ceased operations at the time of enumeration.
DUP	Duplicate	<p>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.</p> <p>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.</p>
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.
OTH	Status n.e.c.	<p>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.</p> <p>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.</p>
OSE This is for BLES use only.	Outside employment coverage of the survey	This refers to an establishment whose total employment is below 20.

3.6. Delivery of Questionnaires

Tips to Enumerators

Bring the necessary survey materials when on fieldwork.

Manage your time. Follow an itinerary of travel for delivery and collection that would consume the least time.

Be **courteous** at all times. Establish rapport with the respondent and win his/her cooperation.

- a. Each enumerator should have a **Letter of Introduction** signed by the Director (BLES/Region), 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. It is important that the Enumerator is familiar with the objectives and concerns of the survey.

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 2003 BLES Integrated Survey 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 information on employment, wages, hours of work, labor relations and occupational safety in the workplace. 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 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. 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**.
- d. The NCR Enumerator should **leave** his/her name to facilitate coordination in case the respondent still has some queries. On the other hand, the ONCR Enumerator should also provide his/her name and write the telephone/fax numbers and e-mail address of the Regional Office in the spaces provided on the cover page of the questionnaire.
- e. The Enumerator should request the contact person/personnel who received the questionnaire to sign his/her **Certificate of Appearance** (FM-BLES 03-3.8). This certificate shall serve as proof of questionnaire delivery to the establishment. On the average the Enumerator should deliver questionnaires to **5 establishments per day**.

- f. **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.
- g. If information was obtained that the establishment employs **less than 20 workers**, the Enumerator should **continue** with the data collection from the establishment. The decline in employment may only be temporary.
- h. 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 his/her Supervisor. If **confirmed** by site verification of the Supervisor or through other means, the Enumerator is **entitled** to the payment for delivery.
- i. Confirmation of a spoilage questionnaire and confirmation date should be recorded in the Remarks space corresponding to the establishment in the Supervisor's control list, e.g.
 - confirmed spoilage status - 8/12/03
 - confirmed spoilage but different spoilage status - 8/12/03 (line out original spoilage status code and write beside it the correct code)
- j. The actions to be taken in cases where an establishment has moved to a known location or the questionnaire is care of the head office are discussed in the **Appendix II - Matrix of Treatment of Delivery Cases**

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 by the Enumerator 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. The name and address, EIN, GEO/PSIC/ATE codes of the establishment should be copied **correctly** into the portion for address label.
- d. Upon pick-up of the accomplished survey form, the Enumerator should **check the entries for completeness and consistency** in accordance to the field editing guidelines of the survey. He/she should do this before he/she leaves the establishment premises to avoid callbacks/return visits. The accomplished questionnaire that does not pass the review of the Supervisor shall not be paid until it finally passes 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 **1 to 2 questionnaires per day**. A properly accomplished/edited questionnaire that is duly signed by the contact person in the establishment is **proof of retrieval**.

- f. Follow-ups on questionnaires that have been mailed should be done by the Supervisor at **least twice** during the duration of the field operations. For the purpose, use the prescribed letter format. The Supervisor should keep duplicate copy of the letter for reference.
- g. The Enumerator should edit an accomplished questionnaire (delivered by him/her) that has been directly sent to the office. When the questionnaire finally passes review of the Supervisor, the Enumerator should be **compensated** accordingly.
- h. As much as possible, prioritize the collection of questionnaires from establishments with at least 100 workers (ATE Code 5 and over).
- i. Refer to **Appendix III - Examples of Accomplished Control Lists**.

3.8 Field Verification

- a. Supervisors should select **1 - 2** reviewed questionnaires from each enumerator's weekly submissions for **random** checks with the contact persons of establishments.
- b. Supervisors/designated personnel 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.

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 a BLES survey questionnaire nor signed its certification portion. His establishment has ceased operation for quite some time. Another likewise denied the existence of the contact person in her establishment.

- c. **Random** checks on accomplished questionnaires and **complete** verification of spurious questionnaires and dates undertaken should be recorded in the Remarks space corresponding to the establishment in the Supervisor's control list, e.g.
 - authenticated submission - 8/12/03
 - falsified all or some data of the questionnaire - 8/12/03
 - forged signature of contact person - 8/12/03

The above are grounds for dismissal of the Enumerator after due notice.

3.9. Review of Questionnaires

The BLES shall review all accomplished questionnaires.

Those found unacceptable by the Reviewers shall be returned to the concerned NCR Enumerators through the Area Supervisors. Questionnaires from the Regional Offices that need verification shall be sent back to the Regional Supervisors also for verification with the establishments by concerned ONCR Enumerators.

These questionnaires shall be recorded as RFV in the control lists and status monitoring database as RFV before returning to the concerned personnel.

FLOW CHART ON THE DELIVERY, COLLECTION AND FIELD EDITING OF QUESTIONNAIRES

ACTIVITY	PERSON RESPONSIBLE	DETAILS
<div><pre>graph TD; Start([Start]) --> Deliver[Deliver questionnaire]; Deliver --> Decision{Questionnaire delivered/mailed?}; Decision -- NO --> Encircle[Encircle appropriate spoilage status code in the questionnaire. Record code in the control list. Refer to 3.5.6 of this Manual for the codes to be used.]; Decision -- YES --> A((A));</pre></div>	<div>Enumerator/Area Supervisor</div> <div>Encircle appropriate spoilage status code in the questionnaire. Record code in the control list. Refer to 3.5.6 of this Manual for the codes to be used.</div> <div>Refer to Appendix II on Matrix of Treatment of Delivery Cases for actions to be taken.</div>	<ul style="list-style-type: none">• Delivery should be completed within the prescribed time frame and before collection of questionnaire commences.• Questionnaire should be delivered to a knowledgeable person in the establishment. If Enumerator is asked to leave the questionnaire with the security guard or receptionist, he/she should ask for the name and telephone no. of the person responsible for filling out the questionnaire.• Enumerator should explain items of inquiries and agree on pick-up date with respondent, preferably within 10 working days from delivery.• Enumerator should provide his/her name, office address, telephone and fax nos. and e-mail address to facilitate coordination with respondent.• Person who received the questionnaire should be asked to fill out the Enumerator's certificate of appearance.• On the average, at least 5 questionnaires should be delivered per day.• Area Supervisor/designated personnel should confirm all spoilage questionnaires.

FLOW CHART ON THE DELIVERY, COLLECTION AND FIELD EDITING OF QUESTIONNAIRES

PROCEDURE	PERSON RESPONSIBLE	DETAILS
<pre>graph TD; A((A)) --> B[Follow up status of questionnaire]; B --> C{Questionnaire acceptable?}; C -- NO --> D[Verify with contact person]; C -- YES --> E[Submit questionnaire to Supervisor]; E --> F{Questionnaire acceptable?}; F -- NO --> G[Return to Enumerator for verification]; F -- YES --> H[End];</pre>	Enumerator/Area Supervisor/ Reviewer	<ul style="list-style-type: none">• Period for collection/retrieval should be within the prescribed time frame.• Enumerator should 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, Enumerator should replace immediately and ensure that new questionnaire bears correct name, address and codes (EIN, GEO, PSIC and ATE).• Upon pick up, Enumerator should check entries for completeness and consistency according to field editing guidelines. It should be duly signed by the contact person.• On the average, 1 - 2 questionnaires should be collected per day.• Area Supervisor/Reviewer should review retrieved questionnaires according to editing guidelines.• Questionnaires with incomplete/inconsistent entries should be brought back to the establishment by the Enumerator.• Area Supervisor/designated personnel should conduct random spot check on authenticity of acceptable questionnaires.• Area Supervisor/designated personnel should check with all establishments with seemingly spurious questionnaires.• Only accomplished questionnaires that pass the review of the Area Supervisor/Reviewer are eligible for payment.

MATRIX OF TREATMENT OF DELIVERY CASES

A. Treatment of Sample Establishment that Transferred to Known Location

1. Establishment within/outside Enumerator’s area and within Supervisor’s area (original Enumerator made delivery under original Supervisor)

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
Do not change address in label. Write new address in allocated space on cover page of questionnaire. 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. Accomplish FM-BLES 03-3.9 (Sample Establishments with New Names and Addresses).			Original Enumerator: Pay only once.

Original Enumerator’s Control List (Romy)

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	7/19			

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
Romy	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			

2. Establishment outside Enumerator's area and within Supervisor's area (new Enumerator made delivery under original Supervisor)

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
Do not change address in label. Write new address in allocated space on cover page of questionnaire. Cross out old address in control list and write new address beside it. Write outside area in Remarks column. Adjust number of establishments and workload in control list. Return questionnaire to Supervisor.	Assign to new Enumerator. Replace name of original Enumerator with that of new Enumerator in control list. Cross out old address in control list and write new address beside it. Adjust workloads of original and new Enumerators accordingly. Accomplish FM-BLES 03-3.9 (Sample Establishments with New Names and Addresses).	Add sample establishment and its particulars in control list. Write additional in Remarks column. Adjust number of establishments and workload in control list.		Original Enumerator: Pay as long as complete address of sample establishment in new location is provided. New Enumerator: Pay for delivery to new location of sample establishment.

Original Enumerator's Control List (Ben)

Total Establishments: 58 57 Total Questionnaires (Workload): 58 57									
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		
H55210 3	Le France Café 55 Esperanza St. Burol, Mandaluyong City 1550 Metro Manila TNX Bldg., Shaw Blvd. Burol, Mandaluyong City 1552 Metro Manila								

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

Total Establishments: 60 61 Total Questionnaires (Workload): 60 61									
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. Burol, Mandaluyong City 1552 Metro Manila		Shiela Perez HRD Manager	525-2222	7/5	7/15			Additional

2. Establishment outside Enumerator's area and within Supervisor's area (new Enumerator made delivery under original Supervisor) 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
		Le France Café 55 Esperanza St. Hulo, Mandaluyong City 1550 Metro Manila							
		TNX Bldg., Shaw Blvd. Burol, Mandaluyong City 1552 Metro Manila							

3. Establishment outside Enumerator’s and Supervisor’s area but within Region (new Enumerator made delivery under new Supervisor)

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
Do not change address in label. Write new address in allocated space on cover page of questionnaire. Cross out old address in control list and write new address beside it. Write outside area in Remarks column. Adjust number of establishments and workload in control list. Return questionnaire to Supervisor.	Cross out old address in control list and write new address beside it. Forward questionnaire to new supervisor and write to _____ Supervisor in Remarks column. Adjust workload of original Enumerator and own total establishments accordingly.	Add sample establishment and its particulars in control list. Write additional in Remarks column. Adjust number of establishments and workload in control list.	Assign to Enumerator. Add name of Enumerator and sample establishment and its particulars in control list and write additional in Remarks column. Adjust workload of new Enumerator and own total establishments accordingly. Accomplish FM-BLES 03-3.9 (Sample Establishments with New Names and Addresses).	Original Enumerator: Pay as long as complete address of sample establishment in new location is provided. New enumerator: Pay for delivery to new location of sample establishment.

Original Enumerator’s Control List (Joy)

Total Establishments: ~~70~~ 69
Total Questionnaires (Workload): ~~70~~ 69

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		
1000000000 J67010 4	Pyramid Insurance Inc. 15 Juan Luna St. Binondo, Manila 4006 Metro Manila D&Y Bldg., Dongalo St. Tambo, Paranaque City 1701 Metro Manila								

Original Supervisor’s Control List

Total Establishments: ~~250~~ 249

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
	1000000000 J67010 4	Pyramid Insurance Inc. 15 Juan Luna St. Binondo, Manila 4006 Metro Manila D&Y Bldg., Dongalo St. Tambo, Paranaque City 1701 Metro Manila							supervisor

3. Establishment outside Enumerator’s and Supervisor’s area but within Region (new Enumerator made delivery under new Supervisor) cont’d.

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

Total Establishments: ~~75~~ 76
Total Questionnaires (Workload): ~~75~~ 76

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	7/15			Additional

New Supervisor’s Control List (add to list)

Total Establishments: ~~300~~ 301

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

4. Establishment moved to Outside the Region (questionnaire to be mailed)

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
Do not change address in label. Write new address in allocated space on cover page of questionnaire. Cross out old address in control list and write new address beside it. Write moved to Region ____ in Remarks column. Return questionnaire to Supervisor.	Cross out old address in control list and write new address beside it. Write moved to Region ____ in Remarks column. Accomplish FM-BLES 03-3.9 (Sample Establishments with New Names and Addresses). Mail questionnaire together with prescribed letter.			Original Enumerator: Pay as long as complete address of sample establishment in new location is provided.

Original Enumerator’s Control List (Danny)

Total Establishments: 87
Total Questionnaires (Workload): 87

no change

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				7/25 (mailed)				Moved to Region XI

Original Supervisor’s Control List

Total Establishments: 487 (no change)

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
Danny	11326 137602001 C11200 8	Mines International 900 Batangas St. Bangkal, Makati City Bantol St. Agdao, Davao City Davao del Sur				7/25 (mailed)			Moved to Region XI

B. Treatment of Questionnaire for Sample Establishment Delivered to Head Office

1. Head office within/outside Enumerator's area and within Supervisor's area (original Enumerator made delivery under original Supervisor)

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
Do not change address in label. Write head office particulars in allocated space on cover page of questionnaire. Write head office particulars in control list. Write c/o in Remarks column. Attach to questionnaire prescribed letter for head office.	Write head office particulars in control list. Write c/o in Remarks column. Accomplish FM-BLES 03-3.15 (Questionnaires for Endorsement to Head Offices).			Original Enumerator: Pay as long as certificate of appearance from sample establishment contains head office particulars.

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	7/15			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

2. Head office outside Enumerator’s area and within Supervisor’s area (new Enumerator made delivery under original Supervisor)

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
Do not change address in label. Write head office particulars in allocated space on cover page of questionnaire. Write head office particulars in control list. Write c/o in Remarks column. Return questionnaire to Supervisor. Adjust number of establishments and workload in control list.	Assign to new Enumerator. Replace name of original Enumerator with that of new Enumerator in control list. Write head office particulars in control list. Write c/o in Remarks column. Adjust workloads of original and new Enumerators accordingly. Accomplish FM-BLES 03-3.15 (Questionnaires for Endorsement to Head Offices).	Add sample establishment and head office particulars in control list. Write c/o-additional in Remarks column. Adjust number of establishments and workload in control list. Attach to questionnaire prescribed letter for head office.		Original Enumerator: Pay as long as certificate of appearance from sample establishment contains head office particulars. New Enumerator: Pay for delivery to head office.

Original Enumerator’s Control List (Bert)

Total Establishments: ~~95~~ 94
Total Questionnaires (Workload): ~~95~~ 94

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						C/O

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

Total Establishments: ~~85~~ 86
Total Questionnaires (Workload): ~~85~~ 86

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 13740408 2 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	7/18			C/O - additional

2. Head office outside Enumerator’s area and within Supervisor’s area (new Enumerator made delivery under original Supervisor) 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 Liza	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 MM	912-4058	7/8			C/O

3. Head office outside Enumerator's and Supervisor's area but within Region (new Enumerator made delivery under new Supervisor)

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
Do not change address in label. Write head office particulars in allocated space on cover page of questionnaire. Write head office particulars in control list. Write c/o in Remarks column. Return questionnaire to Supervisor. Adjust number of establishments and workload in control list.	Write head office particulars in control list. Forward questionnaire to new Supervisor and write c/o _____ Supervisor in Remarks column. Adjust workload of original Enumerator and own total establishments accordingly.	Add sample establishment and head office particulars in control list. Write c/o-additional in Remarks column. Adjust number of establishments and workload in control list. Attach to questionnaire prescribed letter for head office.	Assign to Enumerator. Add name of Enumerator, sample establishment and head office particulars in control list and write c/o-additional in Remarks column. Adjust workload of new Enumerator and own total establishments accordingly. Accomplish FM-BLES 03-3.15 (Questionnaires for Endorsement to Head Offices).	Original Enumerator: Pay as long as certificate of appearance from sample establishment contains head office particulars. New Enumerator: Pay for delivery to head office.

Original Enumerator's Control List (Joy)

Total Establishments: ~~75~~ 74
Total Questionnaires (Workload): ~~75~~ 74

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						C/O

Original Supervisor's Control List

Total Establishments: ~~486~~ 185

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					C/O Makati supervisor

3. Head office outside Enumerator’s and Supervisor’s area but within Region (new Enumerator made delivery under new Supervisor) cont’d.

New Enumerator’s Control List (Emma to add to list)									
Total Establishments: 87 88 Total Questionnaires (Workload): 87 88									
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	7/20			C/O- additional

New Supervisor’s Control List (add to list)									
Total Establishments: 347 348									
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

4. Head office outside Region (questionnaire to be mailed)

Original		New		Payment Scheme
Enumerator	Supervisor	Enumerator	Supervisor	
Do not change address in label. Write head office particulars in allocated space on cover page of questionnaire. Write head office particulars in control list. Write c/o head office in Region ____ in Remarks column. Return questionnaire to Supervisor.	Write head office particulars in control list. Write c/o head office in Region ____ in Remarks column. NCR Supervisor: Mail questionnaire together with prescribed letter. ONCR Regional Supervisor: Send questionnaire to BLES if head office of sample establishment is in NCR, otherwise, mail to its head office together with prescribed letter. Record date mailed under Date Delivered column. Accomplish FM-BLES 03-3.20 (Questionnaires for Endorsement to Head Offices).			Original Enumerator: Pay as long as certificate of appearance from sample establishment contains head office particulars.

Original Enumerator's Control List					Total Establishments: 87		Total Questionnaires (Workload): 87		} no change	
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, Tuquegarao 3500 Cagayan		7/8 (mailed)				C/O head office in Region II	

Original Supervisor's Control List					Total Establishments: 487 (no change)					
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	13123 137602 C10100 5	Isabela Mining BANCORP , Legaspi St. San Lorenzo, Makati City		Oscar Kho Personnel Manager Tudao Bldg., Raja St. Ugac Norte, Tuquegarao 3500 Cagayan		7/8 (mailed)			C/O head office in Region II	

EXAMPLES OF ACCOMPLISHED CONTROL LISTS

Case 1: 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		Teresita Santos HRD Manager	527-1234	7/5	7/15	7/15	RET 1	

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		Teresita Santos HRD Manager	527-1234	7/5	7/15	RET 1	

Case 2: Questionnaire 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 1008 Metro Manila		Jun de la Cruz HRD Manager	527-1696	7/3	7/16	7/16 7/19	RET1 REV RET2	

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
Daisy	00146 133902010 D15110 4	A B Nadal Inc. 30 Acacia St Bgy 296 Binondo Manila 1008 Metro Manila		Jun de la Cruz HRD Manager	527-1696	7/3	7/19	REV RET 2	

Case 3: 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		
00897 133902010 D15110 4	Advincula Bros 30 Acacia St Bgy 296 Binondo Manila 1009 Metro Manila						7/24 7/31 The status was verified by the Supervisor and confirmed as such on 7/31	CBL	

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	00897 133902010 D15110 4	Advincula Bros 30 Acacia St Bgy 296 Binondo Manila 1009 Metro Manila					7/31 This refers to date when status was confirmed by Supervisor	CBL	

3.9.1. BITS Form 1

For each questionnaire with unacceptable entries or entries that need verification, the ONCR Supervisor/NCR Reviewer should accomplish BITS Form 1 (Verification Form) in duplicate, specifying the establishment's name, address and details of entry/s for verification. The original copy should be stapled to the questionnaire and returned to the:

DOLE ROs: ONCR enumerator for verification with the establishment.

BLES: concerned NCR Enumerator through the Area Supervisor, who shall acknowledge its receipt on the NCR Reviewer's duplicate copy.

The duplicate copy of BITS Form 1 shall be retained by the ONCR Supervisor/NCR Reviewer for reference once the verified questionnaire is re-submitted by the enumerator.

Once verification is complete, the enumerator re-submits the verified questionnaire to the:

DOLE ROs: concerned ONCR Supervisor for review and signs and affixes the date on the appropriate spaces on the lower right side of the duplicate copy of the form once the questionnaire passes his/her review.

BLES: concerned NCR Supervisor for the review of the concerned NCR Reviewer who signs and affixes the date on the appropriate spaces on the lower right side of the duplicate copy of the form once the questionnaire passes his/her review.

BITS FORM 1 (VERIFICATION FORM):		
<u>DOLE-ROs:</u> 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 to the Supervisor.		
<u>BLES:</u> This form is to be accomplished in duplicate by the Reviewer for each questionnaire that needs verification. Attach original copy to the questionnaire and return the same to the Supervisor concerned. The Supervisor acknowledges receipt on the duplicate copy. The duplicate copy is retained by the Reviewer for reference once the enumerator re-submits the questionnaire to the Supervisor.		
EIN: 55888		NAME OF ESTABLISHMENT: PASIG METALS INC.
GEO: 137403019		BLDG./STREET: DSL BLDG., BRIXTON ST.
PSIC: D28111		BARANGAY/CITY/MUNICIPALITY: BGY. KAPITOLYO, PASIG CITY
ATE: 6		ZIP CODE/PROVINCE: 1603 METRO MANILA
PART	ITEM No.	VERIFICATION DETAILS
I	13.1	There are female officers reported in item 13.2.1 (cols. 2a, 2b and 2c) but no corresponding female members in this item.
II	2.10.1 to 2.10.5	No breakdown/details for entry reported in item 2.10.
III	6	No breakdown/details by sex on number of employees given job-related training in 2002 when there are entries in item 7 (training provided to employees)
IV	3.3 and 3.4	No entries for lost workdays but with reported cases.
V	2.3.1	Entry is below the acceptable range.
Received by Supervisor		Verification Completed by Reviewer
Signature: Katrina Birad		Signature: Victoria Dolor
Date: July 28, 2003		Date: August 8, 2003

CHAPTER 4

ADMINISTRATIVE CONCERNS

Note: The BLES survey personnel should conform to the field operations procedures under the BLES Quality Management System.

4.1. Recruitment and Selection of Project-based Individuals

- a. The PBI should be a graduate of any 4-year course, possesses good conversational skills and must be willing to do field work. He/she should preferably be a resident of or familiar with the assigned area/s.
- b. The contract of the PBI shall specify the duties and responsibilities, the duration and conditions of employment and the terms of payment. This should be signed by the contracting parties and approved by the hiring authority prior to questionnaire delivery.
- c. The PBI should be issued his/her office identification card and Letter of Introduction to Sample Establishment.

4.2. Work Allocation

- a. The Supervisor should, as much as possible, equitably distribute assignments to his/her Enumerators relative to the workload or number of establishments/questionnaires under his/her concern. Work assignments should be finalized before the start of the delivery period.
- b. The Enumerator should acknowledge receipt of his/her **Enumerator's Control List** (FM-BLES 02-2.2a) from his/her Supervisor.
- c. The acknowledgement sheet that contains the names and signatures of the Enumerators, area/s of assignment, workload, and the dates of receipt shall form part of the **Supervisor's Control List** (FM-BLES 02-2.1a).

4.3. Monitoring of Performance of Enumerators and Survey Status

The Supervisor should closely monitor the conduct of the field operations in his/her area/s of concern and make certain that:

- a. time lines in the work plan are observed;
- b. the Enumerator submits a **Certificate of Appearance** (FM-BLES 03-3.8) for questionnaire delivery, follow-up, collection or verification;
- c. the Enumerator reports once a week on a mutually agreed day and time;
- d. the Enumerator communicates with him/her if the Enumerator can not report as scheduled since there is nothing to report or no retrieved questionnaires to submit;

- e. the performance of the Enumerator is monitored by requiring him/her to accomplish the **Enumerator's Weekly Performance Report** (FM-BLES 03-3.10) that serves as basis for the Supervisor's accomplishment of the **Enumerators' Summary Performance Report** (FM-BLES 03-3.11); and
- f. that the status of field operations in his/her area/s is tracked by accomplishing the **Survey Status Report** (FM-BLES 03-3.7) every 5th and 20th of the month.

Note: The status of field operations in NCR are monitored electronically as well.

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 **₱ 60.00**.
- b. A report by the Enumerator that an establishment cannot 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 his/her Supervisor. If **confirmed** by site verification of the Supervisor or through other means, the Enumerator is **entitled** to the payment for delivery.
- c. On the average, an Enumerator should collect **1 to 2 questionnaires per day**. A properly accomplished/edited questionnaire that is duly signed by the contact person/respondent in the establishment is **proof of retrieval**. However, his/her Supervisor should make random spot checks on the **authenticity** of the submissions (one or two accomplished questionnaires from each Enumerator's weekly submissions). He/she should also undertake verification of all seemingly spurious submissions. A correctly accomplished or edited questionnaire costs **₱ 240.00**.

4.5. Pre-Termination of PBI Contract

- a. An Enumerator who decides 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.
- b. An Enumerator shall be issued a Notice of Termination of Contract of Services should he/she fail to meet survey standards i.e., quota requirements, submission of authentic accomplished questionnaires or weekly reporting to Supervisors.
- c. An Enumerator should return his/her identification card, letter of introduction, field operations manual and other survey materials issued by his/her Supervisor before he/she can be officially cleared and be paid whatever monetary entitlements due him/her.

4.6. Fund Utilization by DOLE ROs

- a. The cost estimates for traveling expenses of Regional and Area Supervisors, communications, supplies and training are indicative only. **Realignment** of the budget is allowed subject to the usual accounting and auditing procedures.
- b. Cash advances for Supervisors and reimbursement of traveling allowances of Enumerators, tokens of appreciation to establishments and related expenses for the conduct of the survey may also be given as long as no additional funds are requested from the BLES.

4.7. Transmittal of Questionnaires by DOLE ROs to BLES

- a. At the end of the delivery period, the Regional Supervisor should send all undelivered questionnaires (closures, refusals, non-location, etc.) to the Bureau, sorted by province and ascending EIN, together with the accomplished **Transmittal of Spoilage Questionnaires in ONCR** (FM-BLES 03-3.14).
- b. Twice a month during the data collection period, the Regional Supervisor should send all correctly accomplished/edited and verified questionnaires to the Bureau, sorted by province and ascending EIN, together with the accomplished **Transmittal of Retrieved/Verified Questionnaires in ONCR** (FM-BLES 03-3.13).
- c. Establishments whose questionnaires will be accomplished by the head offices in NCR should be immediately returned to the Bureau. The questionnaires sorted by province and ascending EIN should be accompanied by the accomplished **Questionnaires for Endorsement to Head Offices** (FM-BLES 03-3.15).

4.8. Report on the Conduct of Field Operations by DOLE ROs

The **Regional Report on the Implementation of BLES Surveys** (FM-BLES 03-3.16) should be accomplished by the Regional Supervisor and sent to the BLES not later than 20 days after termination of data collection activities.

CHAPTER 5

SURVEY DOCUMENTS AND FORMS

To ensure efficient and effective implementation of field operations, the BLES has standardized the documents and forms for its establishment surveys. These are as follows:

1. Contract of Services
2. Notice of Termination of Contract of Services
3. Letter of Introduction to Sample Establishment
4. Letter to Sample Establishment with Mailed Questionnaire
5. Letter to Head Office of Sample Establishment
6. Follow-up Letter to Sample Establishment or its Head Office (including refusal)
7. FM-BLES 02-2.1a Supervisor's Control List
8. FM-BLES 02-2.2a Enumerator's Control List
9. FM-BLES 03-3.8 Certificate of Appearance
10. FM-BLES 03-3.10 Enumerator's Weekly Performance Report
11. FM-BLES 03-3.11 Enumerators' Summary Performance Report
12. FM-BLES 03-3.12 General Payroll for Piece-Rate Enumerators
13. FM-BLES 03-3.13 Transmittal of Retrieved/Verified Questionnaires in ONCR
14. FM-BLES 03-3.14 Transmittal of Spoilage Questionnaires in ONCR
15. FM-BLES 03-3.7 Survey Status Report
16. FM-BLES 03-3.9 Sample Respondents with New Names and Addresses
17. FM-BLES 03-3.15 Questionnaires for Endorsement to Head Offices
18. FM-BLES 03-3.16 Regional Report on the Implementation of BLES Surveys

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 _____ of _____ 2003 at _____, Philippines by and between:

The _____, an instrumentality of the government of the Republic of the Philippines, represented by _____, hereinafter referred to as the **FIRST PARTY**;

-and-

<Name>, Filipino, of legal age, (marital status), with residence and postal address at <Address>, 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 - (Area Supervisor or Enumerator) in connection with the conduct of the **2003 BLES Integrated Survey (BITS)** in accordance with the professional qualifications he/she alleged in the attached information sheet.
2. That the **SECOND PARTY** hereby attests that he/she is not related within the third degree of consanguinity or affinity to the: 1) hiring authority and /or 2) representative of the **FIRST PARTY**; that he/she has not been previously dismissed from government by reason of an administrative offense; that he/she has not already reached the compulsory retirement age of sixty-five (65).
3. That the **SECOND PARTY** shall perform work at a time and schedule to be agreed upon by both parties.
4. That the **SECOND PARTY** is specifically contracted by the **FIRST PARTY** to: (enumerate duties and responsibilities of Area Supervisor or Enumerator)
5. That the **FIRST PARTY** for and in consideration of the services rendered agrees to pay the **SECOND PARTY**, on a bi-monthly basis

For Area Supervisor---the amount of _____and the reimbursement of traveling expenses related to the conduct of the BITS but not to exceed the amount of _____.

For Enumerator:

- 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 two hundred forty pesos (₱ 240.00) for each collected/retrieved BITS questionnaire, subject to the acceptance of the questionnaire/verification by the Supervisor.

- 6. That provisions for mandatory benefits provided by the Labor Code namely SSS, EC, Phil Health and Pag-IBIG representing the employer share shall form part of the contract price.
- 7. That the **SECOND PARTY** shall not enjoy the benefits of government employees and that his/her services rendered thereunder are not considered as government service.
- 8. That this contract takes effect from _____.
- 9. 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.
- 10. 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.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this ____ day of _____ at _____, Philippines.

FIRST PARTYSECOND PARTY

SIGNED IN THE PRESENCE OF:

WITNESSWITNESS

CERTIFIED FUNDS AVAILABLE:

APPROVED BY:

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

Based on the evaluation of your performance (see attached) on the conduct of the 2003 BLES Integrated Survey, your output has been noted to be below the requirements of:

☐ Delivery: on the average, 5 establishments per day

☐ Retrieval: on the average, 1 - 2 questionnaires collected per day

Others:

☐ Falsified all or some data in the questionnaire

☐ Forged signature of contact person

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

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

“9. 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.”

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

Director

(Date)

LETTER OF INTRODUCTION TO SAMPLE ESTABLISHMENT

Dear Valued Respondent,

The Bureau of Labor and Employment Statistics (*Note: add this phrase if ONCR PBI: through the DOLE Regional Office No. ____*) is conducting the **2003 BLES Integrated Survey** (BITS). This is part of the BLES' continuing effort to rationalize data collection activities and to provide users with **an integrated data set** on employment, wages, hours of work, labor relations and occupational safety in the workplace. The BITS is a nationwide establishment survey that contains key data requirements 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 statistics are inputs to the study of industry trends and practices and the formulation of policies on employment, conditions of work and industrial relations. To some extent, the survey results will be used to assess the progress of decent work in the country.

Your establishment was chosen as one of the sample respondents for this survey round. Hence, we request your active participation in this worthwhile undertaking. Rest assured that any information you provide us remains **confidential** and will be used solely for statistical purposes and not for taxation, regulation nor investigation. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

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, please do not hesitate to contact us through:

Office: BLES or DOLE Regional Office No. ____
Address:
Tel. no.
Fax no.
E-mail address:

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

Very truly yours,

Director

(Date)

LETTER TO SAMPLE ESTABLISHMENT WITH MAILED QUESTIONNAIRE

The Owner/Manager
Name of Sample Establishment
Address of Sample Establishment

Dear Valued Respondent,

This year, the Bureau of Labor and Employment Statistics (*Note: add this phrase if ONCR sample: through the DOLE Regional Office No. ____*) is conducting the **2003 BLES Integrated Survey** (BITS). This is part of the BLES' continuing effort to rationalize data collection activities and to provide users with **an integrated data set** on employment, wages, hours of work, labor relations and occupational safety in the workplace. The BITS is a nationwide establishment survey that contains key data requirements 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 statistics are inputs to the study of industry trends and practices and the formulation of policies on employment, conditions of work and industrial relations. To some extent, the survey results will be used to assess the progress of decent work in the country.

Your establishment was chosen as one of the sample respondents for this survey round. Hence, we request your active participation in this worthwhile undertaking. Rest assured that any information you provide us remains **confidential** and will be used solely for statistical purposes and not for taxation, regulation nor investigation. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

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

Office: BLES or DOLE Regional Office No. ____
Address:
Tel. no.
Fax no.
E-mail address:

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

Very truly yours,

Director

(Date)
encl/as
EIN _____

LETTER TO HEAD OFFICE OF SAMPLE ESTABLISHMENT

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

Dear

This year, the Bureau of Labor and Employment Statistics (*Note: add this phrase if head office is in ONCR: through the DOLE Regional Office No. ____*) is conducting the **2003 BLES Integrated Survey** (BITS). This is part of the BLES' continuing effort to rationalize data collection activities and to provide users with **an integrated data set** on employment, wages, hours of work, labor relations and occupational safety in the workplace. The BITS is a nationwide establishment survey that contains key data requirements 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 statistics are inputs to the study of industry trends and practices and the formulation of policies on employment, conditions of work and industrial relations. To some extent, the survey results will be used to assess the progress of decent work in the country.

Your office in _____ was chosen as one of the sample respondents for this survey round. Hence, we request your active participation in this worthwhile undertaking. Rest assured that any information you provide us remains **confidential** and will be used solely for statistical purposes and not for taxation, regulation nor investigation. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

We realize that accomplishing our survey questionnaire takes up your valuable time for they could be tedious and as in this instance inquires on data specific to one of your offices. However, providing us with consolidated data for all your offices will lead to over-representation of sample data and thus result to unreliable data estimates as not all of your offices or branches have been sampled to take part in this survey.

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

Office: BLES or DOLE Regional Office No. ____
Address:
Tel. no.
Fax no.
E-mail address:

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

Very truly yours,

Director

(Date)
encl/as
EIN _____

FOLLOW-UP LETTER TO SAMPLE ESTABLISHMENT OR ITS HEAD OFFICE (INCLUDING REFUSAL)

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

Dear

Our office, the (Bureau of Labor and Employment Statistics or DOLE Regional Office No. ____)
reiterates its request for your establishment to respond to the 2003 BLES Integrated Survey.

We realize that accomplishing our survey questionnaire takes up your valuable time for they
could be tedious and requires looking into past records. Nevertheless, your response is most
important to enable us to come up with reliable information that can be used by our government
in assessing the current labor situation in the country.

On your end, as well, labor statistics are necessary for making sound decisions in your business
planning and operations. Our survey results are provided **free of charge** and in this instance
we have included some of these in our questionnaire.

Rest assured that any information you provide us remains **confidential** and will be used solely
for statistical purposes and not for taxation, regulation nor investigation. All information from
your establishment will be processed with those of the other respondents and will be
disseminated only in summaries or statistical tables.

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

Office: BLES or DOLE Regional Office No. ____
Address:
Tel. no.
Fax no.
E-mail address:

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

Very truly yours,

Director

(Date)
encl/as
EIN _____

FM-BLES 02-2.1a Revision Code: 0 Effectivity Date: March 26, 2001		SUPERVISOR'S CONTROL LIST: <u>(SURVEY ROUND)</u> REGION: _____					Page ____ of ____		
Name of Supervisor: _____ Total Establishments: _____ Area/s of Assignment: _____									
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

FM-BLES 02-2.2a Revision Code: 0 Effectivity Date: March 26, 2001	ENUMERATOR'S CONTROL LIST: <u>(SURVEY ROUND)</u> REGION: _____	Page ____ of ____
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Name of Enumerator: _____	Total Establishments: _____
Area/s of Assignment: _____	Total Questionnaires (Workload): _____

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		

The **Supervisor’s Control List** (FM-BLES 02-2.1a) contains the sample establishments to be covered by the survey and is sorted by province, city/municipality, and ascending EIN for ONCR and city/municipality, barangay and ascending EIN for NCR. The Supervisor should provide the following information in his/her control lists. For NCR samples however, the Supervisor’s control list already contains his/her Enumerators’ names.

- **Name of Supervisor**
- **Area/s of Assignment:** province (as applicable), city/municipality of the sample establishments
- **Total Establishments:** number of sample establishments covered 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 the **Enumerator’s Control List** (FM-BLES 02-2.2a) of sample establishments. The Enumerator should provide the following information in his/her control list.

- **Name of Enumerator**
Area/s of Assignment: province (as applicable), city/municipality of the sample establishments
- **Total Establishments:** number of sample establishments covered in the area/s of assignment
- **Total Questionnaires (Workload):** number of 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
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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 _____

FM-BLES 03-3.9 Revision Code: 1 Effectivity Date: July 1, 2002		SAMPLE RESPONDENTS WITH NEW NAMES AND ADDRESSES		Page ____ of ____	
<p><u>Regional Supervisor:</u> Accomplish in duplicate for <u>each</u> survey. Retain duplicate for file and transmit the original copy to BLES not later than 20 days after the termination of field operations in the region. The list should contain the names of sample respondents with new names and addresses but whose questionnaires have not been accounted for at the close of field operations. Exercise care in writing EIN/UIN.</p> <p><u>NCR Supervisor:</u> List respondents and 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. Exercise care in writing EIN/UIN.</p>					
EIN/UIN	Name of Sample Respondent Please check: <input type="checkbox"/> Old <input type="checkbox"/> New	Address of Sample Respondent Please check: <input type="checkbox"/> Old <input type="checkbox"/> New (<u>For ONCR</u> , provide Address 1, Address 2 and Address 3; <u>For NCR</u> , provide Address 1 only)	For BLES Use (accomplish applicable columns only)		
			New GEO Code (barangay level)	New Supervisor	New Enumerator
DOLE Regional Office			BLES		
Prepared by:		Noted by:		Prepared by:	
Signature:		Signature:		Signature:	
Name:		Name:		Name:	
Position:		Position: IMSD Chief		Position:	
Date:		Date:		Date:	

FM-BLES 03-3.15 Revision Code: 0 Effectivity Date: July 1, 2002	QUESTIONNAIRES FOR ENDORSEMENT TO HEAD OFFICES	Page ____ of ____
<p>Regional Supervisor: Accomplish in duplicate for <u>each</u> survey. Retain duplicate for file. Transmit the original copy to BLES together with the corresponding questionnaires for endorsement to head offices in NCR, sorted by province and by EIN. Exercise care in writing EIN.</p> <p>NCR Supervisor: List respondents and forward accomplished form to the designated personnel for computerized status monitoring within 10 days from the end of the period of delivery. Exercise care in writing EIN.</p>		
(For ONCR only.) The attached ____ questionnaires are for 2003 BLES Integrated Survey		
EIN	Name/Address of Sample Establishment	Name/Address of Head Office and Contact Person/Position/Tel. No.
DOLE Regional Office		
Prepared by:		Noted by:
Signature:		Signature:
Name:		Name:
Position:		Position: IMSD Chief
Date:		Date:
Prepared by BLES		
Signature:		Position:
Name:		Date:

FM-BLES 03-3.16 Revision Code: 0 Effectivity Date: March 26, 2001	REGIONAL REPORT ON THE IMPLEMENTATION OF BLES SURVEY/S	Page 1 of 2
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FOR (SEMESTER/YEAR) FIELD OPERATIONS DOLE Regional Office No. _____				
A. Timetable of Field Operations				
Activity	BLES Scheduled Dates	Actual Dates		
Training of PBIs	XXXXXXXXXXXXXXXXXXXX XXX			
Delivery				
Collection				
B. Manpower Complement				
Personnel	BLES Required Manpower	Manpower Utilized		
Total				
Regional Staff				
Area Supervisors				
Enumerators				
C. Fund Utilization (P)				
Object	Interfund Transfer/Current Appropriation	Actual Expenditures		
		Total	From Current Appropriation	From Balance of Previous Surveys
Total				
02				
03				
07				
29				
Training				
Wages				
D. Problems Encountered				
1. Administrative Concerns				
a. Training of Enumerators/Area Supervisors				
b. Manpower Complement including hiring of PBIs				
c. Fund Utilization				
2. Field Operations				
a. Delivery of Questionnaires				
b. Collection/Retrieval of Questionnaires				
On the average, how many callbacks were made to an establishment? _____				

FM-BLES 03-3.16 Revision Code: 0 Effectivity Date: March 26, 2001	REGIONAL REPORT ON THE IMPLEMENTATION OF BLES SURVEY/S	Page 2 of 2
FOR (SEMESTER/YEAR) FIELD OPERATIONS DOLE Regional Office No. _____		
E. Measures Undertaken by the RO to Solicit Cooperation of Sample Establishments		
F. Suggestions for Improvement of Survey Implementation		
1. Training of Enumerators and Area Supervisors		
2. Manpower Complement		
3. Fund Utilization		
4. Field Operations		
G. Evaluation of BLES Training		
1. Resource Person: In a scale where 1 - is unsatisfactory and 5 - is excellent, how would you rate him/her in terms of (<i>encircle answer</i>)		
* <i>time management</i>	1	2 3 4 5
* <i>arousing the interest of participants</i>	1	2 3 4 5
* <i>mastery of the subject matter</i>	1	2 3 4 5
* <i>method and skill in imparting knowledge</i>	1	2 3 4 5
2. Survey Manual: In a scale where 1 - is ineffective and 5 - is very effective, how effective were the chapters in helping you understand the requirements and procedures in the survey operations? (<i>encircle answer</i>)		
• <i>About the Survey (Chapter 1)</i>	1	2 3 4 5
• <i>Editing Guidelines (Chapter 2)</i>	1	2 3 4 5
• <i>Operational Strategy (Chapter 3)</i>	1	2 3 4 5
• <i>Administrative Concerns (Chapter 4)</i>	1	2 3 4 5
• <i>Survey Documents and Forms (Chapter 5)</i>	1	2 3 4 5
3. Duration of Training (<i>encircle answer</i>) Was the training 1 - short 2 - adequate 3 - long?		
4. Suggestions for Improvement of the Training		
Prepared by:	Noted by:	
Signature:	Signature:	
Name:	Name:	
Position: IMSD Chief	Position: Regional Director	
Date:	Date:	