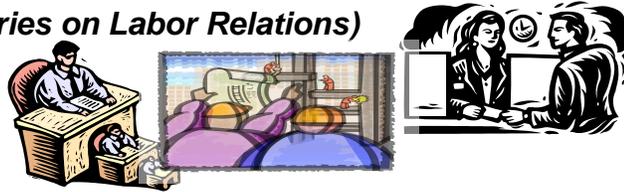


HIRING PRACTICES IN NON-AGRICULTURAL ESTABLISHMENTS

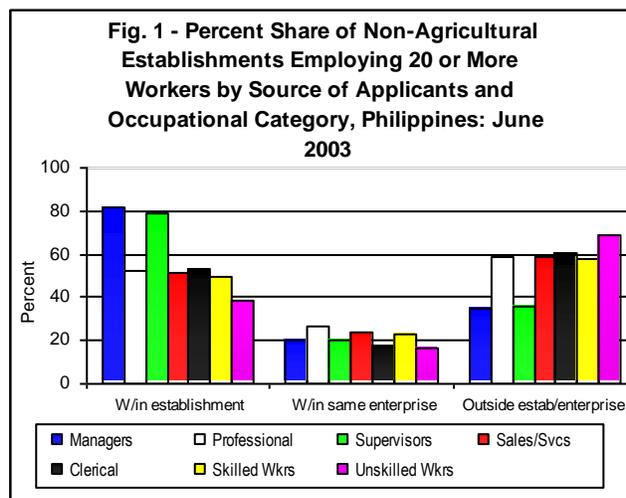
(Second of a series on Labor Relations)



This LABSTAT is the second in a series of issues that focuses on industrial relations practices based on the results of 2002/2003 BLES Integrated Survey (BITS) conducted last year in coordination with DOLE Regional Offices. The BITS is a nationwide survey covering 6,818 sample non-agricultural establishments employing 20 or more workers. It aims to provide integrated data sets on employment, labor relations, labor cost and occupational safety at the workplace as basis for policy planning and program formulation.

This report provides a brief description of hiring practices in non-agricultural establishments as of June 2003.

SOURCE OF APPLICANTS



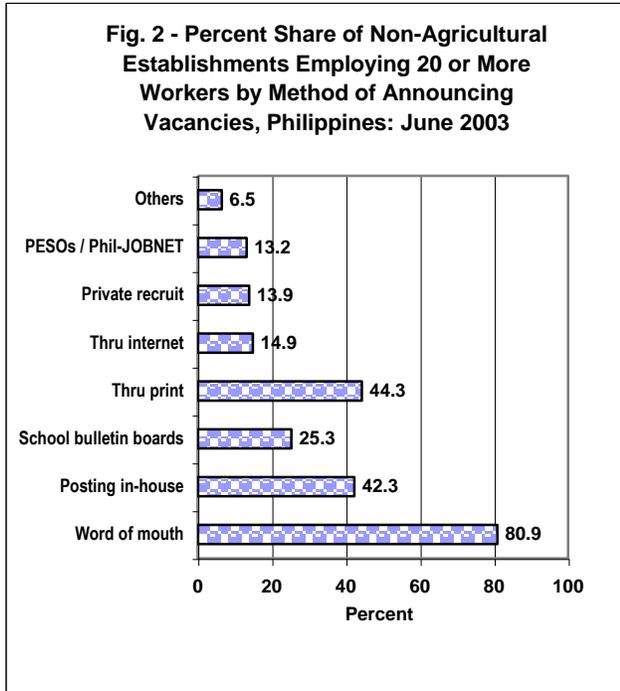
Establishments' sources of applicants vary by occupational category. For managers/executives (81.2%) and supervisors/foremen (79.1%), most establishments preferred to tap their own personnel rather than source them outside of the establishments.

However, for the rest of the occupational categories, unskilled workers (68.6%); clerical (60.1%); professional/technical (58.5%); sales/services (58.4%); and skilled operatives (58.2%), a relatively large proportion consider applicants from outside of the establishment or enterprise.

About 2 out of every 10 establishments get applicants from another establishment within the enterprise for all types of occupation.

METHOD OF ANNOUNCING VACANCIES

About 8 out of 10 establishments (80.9%) announced vacancies by word of mouth. Some advertised through print (44.3%), in-house (42.3%) and in school bulletin boards (25.3%). Only 13.2 percent availed of the services of Public Employment Service Offices (PESOs)/PhilJOBNET.



CRITERIA FOR RECRUITMENT

For all occupational categories, age was the prime consideration while sex and civil status were the least important recruitment criteria by establishments. More than 70.0 percent reported no preference. Educational attainment, experience and relevant training were also considered equally important but not in hiring unskilled workers where age was given more weight.

Among establishments with sex preference, males were preferred in almost all of the occupational categories except for clerks where females were more favored.

As to civil status, single applicants were preferred than married ones specifically for sales/services and clerical occupations.

TABLE 1 - NUMBER AND PERCENT DISTRIBUTION OF NON-AGRICULTURAL ESTABLISHMENTS EMPLOYING 20 AND OVER BY CRITERIA FOR RECRUITMENT AND OCCUPATIONAL CATEGORY, PHILIPPINES: JUNE 2003

CRITERIA FOR RECRUITMENT	Managers/ Executives	Professional/ Technical	Supervisors/ Foremen	Sales/ Services	Clerical	Skilled Operatives	Unskilled Operatives
Total	22,333	18,102	19,748	17,186	21,587	17,336	13,645
Age							
With Preference	56.6	58.5	61.1	65.1	65.6	60.5	55.3
No Preference	43.4	41.5	38.9	34.9	34.4	39.4	44.7
Sex							
Male	13.9	19.4	22.7	11.8	0.8	30.0	26.8
Female	1.9	1.3	4.6	8.1	27.8	3.1	2.6
No Preference	84.2	79.3	72.7	80.1	71.4	66.9	70.6
Civil Status							
Single	2.9	4.5	5.8	15.0	23.3	9.1	9.0
Married	4.8	3.9	4.1	2.4	1.2	3.6	2.6
No Preference	92.3	91.6	90.2	82.5	75.6	87.3	88.4
Educational Attainment							
With Preference	96.7	96.6	94.4	89.6	93.5	76.4	47.0
No Preference	3.3	3.4	5.6	10.4	6.5	23.6	53.0
Relevant Training							
With Preference	90.3	89.8	87.2	72.7	67.0	78.1	37.8
No Preference	9.7	10.2	12.8	27.3	33.0	21.9	62.2
Experience							
With Preference	93.4	92.2	89.5	73.3	64.2	81.0	38.6
No Preference	6.6	7.8	10.5	26.7	35.8	19.0	61.4

Source of data: Bureau of Labor and Employment Statistics, 2002/2003 BLES Integrated Survey.

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