

Ref. No G-03-
March 11, 2003

Dr. Romulo A. Virola
Secretary General
National Statistical Coordination Board
Midland Plaza Bldg., Sen. Gil Puyat Ave.
Makati City

Dear **Secretary General Virola**,

The Bureau of Labor and Employment Statistics is conducting the **BLES Integrated Survey (BITS)** for 2003. It is a nationwide establishment survey that contains the 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)*.

Primarily, its purpose is to provide **an integrated data set** in response to the overlapping concerns of users on employment, wages, hours of work, labor relations and occupational safety in the workplace. It also aims to *reduce respondent burden* from filling out our questionnaires with similar items of inquiry. On our part, we will be able 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 our **Quality Management System**.

In this regard, we would like to request for survey clearance to undertake the 2003 BITS. Attached is our Statistical Survey Notification Form and 2003 BITS questionnaire for your review.

As field operations for the survey is scheduled in July 2003, we would appreciate receipt of the survey clearance number on or before March 31, 2003 to give us sufficient time to finalize said questionnaire for printing.

The BITS will be an annual undertaking of the Bureau. For each survey round, the items of inquiry may change to reflect emerging issues on labor except for employment and occupational injuries which shall be regular items of inquiry. As such, may we request that the BITS be considered as one of the designated activities of the Bureau.

Thank you for your usual support to our undertakings.

Very truly yours,

EDITHA B. RIVERA
OIC-Director

March 10, 2003
c:/acermate3000/integrated surveys/pre-field/communications/consultation.doc



STATISTICAL SURVEY NOTIFICATION FORM

<i>PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM</i>	
I. GENERAL INFORMATION	
1 Title of the statistical survey 2003 BLES Integrated Survey (BITS)	
2 Legal basis E.O. 126, dated January 30, 1987, reorganizing the DOLE and creating the BLES	
3.1 Proponent agency <i>Name</i> Bureau of Labor and Employment Statistics <i>Address</i> 3/F DOLE Bldg. Gen. Luna, Intramuros, Manila	3.2 Conducting agency <i>Name</i> Bureau of Labor and Employment Statistics <i>Address</i> 3/F DOLE Bldg. Gen. Luna, Intramuros, Manila
3.3 Other cooperating agencies DOLE Regional Offices except NCR	3.4 Funding source/s (Specify) a <input checked="" type="checkbox"/> Gov't of the Phils. (GOP) _____ b <input type="checkbox"/> Local private _____ c <input type="checkbox"/> Foreign _____
3.5 Consultants <i>Name of organization/person</i> _____ <i>Nature of consultancy service</i> _____ _____ _____	
4 Objectives and relevance of the survey (Cite specific use of the data to be collected, or programs/issues to be addressed.) To provide an integrated data set in response to the overlapping concerns of users on employment, wages, hours of work, labor relations and occupational safety in the workplace. Also, to reduce respondent burden from filling out several questionnaires with similar items of inquiry; to maximize the use of limited government resources and to improve the timeliness of information.	
5.1 Status of survey a <input type="checkbox"/> Existing (Proceed to 5.2) b <input checked="" type="checkbox"/> New (Proceed to 5.3)	5.2 Status of survey form/questionnaire a <input type="checkbox"/> Existing statistical survey form being reported to the NSCB for the first time. What year was this first used? _____ b <input type="checkbox"/> Existing form for clearance renewal with revision. c <input type="checkbox"/> Existing form for clearance renewal without revision. If b or c, give previous clearance no. _____
5.3 Is this survey a rider to another survey? a <input type="checkbox"/> Yes. (Specify) b <input checked="" type="checkbox"/> No	5.4 Is this survey a component of a national or international program? a <input checked="" type="checkbox"/> Yes. (Specify) BLES Statistics Generation and Information Dissemination Program b. <input type="checkbox"/> No

(Use additional sheets if necessary)



STATISTICAL SURVEY NOTIFICATION FORM

II. TECHNICAL DESCRIPTION			
1 Type and number of respondents			
<i>Type of respondent</i>	<i>Size of universe</i>	<i>Size of sample</i>	<i>Expected response rate</i>
a <input type="checkbox"/> Individual			
b <input type="checkbox"/> Household			
c <input checked="" type="checkbox"/> Establishment	37,395	7,181	80%
d <input type="checkbox"/> Enterprise			
e <input type="checkbox"/> Government agency			
f <input type="checkbox"/> Others (Specify)			
2 Reference period of the survey		3 Geographical area covered by the survey, e.g., Phils., Region IV, etc.	4 Geographic disaggregation of the data to be produced
<ul style="list-style-type: none"> • General Information: June 30, 2003/CY 2002 • Employment: June 30, 2003 • Industrial Relations: June 30, 2003/CY 2002 • Occupational Injuries: CY 2002 • Labor Cost: CY 2002 		Philippines	<ul style="list-style-type: none"> a <input checked="" type="checkbox"/> National b <input type="checkbox"/> Regional c <input type="checkbox"/> Provincial d <input type="checkbox"/> Others (Specify)
5 Frequency of data collection		6 Method of data collection (Check as many as applicable)	
a <input type="checkbox"/> One-shot	d <input checked="" type="checkbox"/> Annually	a <input checked="" type="checkbox"/> Personal interview	c <input type="checkbox"/> Telephone
b <input type="checkbox"/> Monthly	e <input type="checkbox"/> Others (Specify)	b <input checked="" type="checkbox"/> Mail	d <input type="checkbox"/> Others (Specify)
c <input type="checkbox"/> Quarterly			
7 Survey questionnaire titles			
<i>Form No.</i>	<i>Form Title</i>		
	2003 BLES Integrated Survey		
8 Major data items to be collected (e.g., family income and expenditures, employment, compensation, prices)			
<ul style="list-style-type: none"> • Economic activity • Employment: total and specific groups of workers • Hours of work • Establishment characteristics : ownership, spread of operations market orientation, with/without union, CBA • Industrial relations: hiring practices, training provided, organizational changes, innovations introduced • Workers covered by benefits/schemes • Cases of occupational injuries • Labor Cost 			
9 List of tables and other outputs to be generated (attach table formats)			
See attached			

(Use additional sheets if necessary)



STATISTICAL SURVEY NOTIFICATION FORM

<p>10 Type of data processing (Check as many as applicable)</p> <p>a <input checked="" type="checkbox"/> Manual</p> <p>b <input checked="" type="checkbox"/> Microcomputer</p> <p>c <input type="checkbox"/> Minicomputer</p> <p>d <input type="checkbox"/> Mainframe computer</p>	<p>11 Statistical classification systems used</p> <p>a <input type="checkbox"/> Phil. Standard Commodity Classification (PSCC)</p> <p>b <input checked="" type="checkbox"/> Phil. Standard Geographic Code (PSGC)</p> <p>c <input checked="" type="checkbox"/> Phil. Standard Industry Classification (PSIC)</p> <p>d <input type="checkbox"/> Phil. Standard Occupational Classification (PSOC)</p> <p>e <input type="checkbox"/> Phil. Standard Classification of Education (PSCED)</p> <p>f <input type="checkbox"/> Others (Specify)</p>						
<p>12 Brief description of the sampling design and estimation procedure. (The details should be attached in separate sheet. If complete information is available in survey proposal, attach copy instead.)</p>							
<p>a) <i>Desired level of reliability and the proposed statistical measure to be used for assessing such reliability (e.g., standard errors of means)</i> See page 5</p>							
<p>b) <i>Type of sampling design (The details should be attached in separate sheet.)</i> See page 5</p>							
<p>c) <i>Sampling unit (per stage if applicable)</i> Non-agricultural establishment employing 20 and over</p>							
<p>d) <i>Domain</i> Minor industry group (See attached)</p>							
<p>e) <i>Sampling frame</i> 2000 List of Establishments of National Statistics Office partially updated through BLES conducted surveys and reports on closures and retrenchments of establishments submitted to DOLE Regional Offices</p>							
<p>f) <i>Sample size (total, per stratum/cluster/stage): Preliminary</i> (updating of sampling frame to be completed by April)</p> <table border="0"> <tr> <td>Stratum 1 (Establishments employing 20-99):</td> <td>3,476</td> </tr> <tr> <td>Stratum 2 (Establishments employing 100-199)</td> <td>613</td> </tr> <tr> <td>Stratum 3 (Establishments employing 200 and over)</td> <td>3,092 (complete enumeration)</td> </tr> </table>		Stratum 1 (Establishments employing 20-99):	3,476	Stratum 2 (Establishments employing 100-199)	613	Stratum 3 (Establishments employing 200 and over)	3,092 (complete enumeration)
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Stratum 3 (Establishments employing 200 and over)	3,092 (complete enumeration)						
<p>g) <i>Method of determining sample size</i> See page 5</p>							
<p>h) <i>Estimation procedure (The details and formulas should be attached in separate sheet.)</i> Estimates are obtained by simple expansion, i.e. multiplying the sample values at the cell level (industry group and employment size) by the corresponding blowing-up factor which is the ratio of the eligible population (retrieved, refused, for verification, temporarily closed, on strike, unaccounted/no response) of establishments to the number of responding establishments. These estimates are then aggregated to the desired levels to arrive at totals. A ratio is obtained by dividing total estimate of a variable with total estimate of another variable, e.g. total labor cost by 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.</p>							
<p>i) <i>Imputation procedure for non-response</i> Non-response is taken into account in the weighing procedure as the raising factor is the ratio of eligible establishments to responding establishments at the cell level (industry group and employment size)</p>							
<p>13 Statistical analysis of results (e.g., descriptive, multivariate) Descriptive</p>							

(Use additional sheets if necessary)

III. ESTIMATED DIRECT COST OF SURVEY (in pesos)			
1	Personal Services _____	Printing Expenses	60,000
2	Maintenance and Other Operating Expenses	Others (Specify)	Wages of PBIs 2,180,000 Communications 38,000
	Travelling Expenses PHP 300,000		
	Supplies 50,000	3	Capital Outlay _____
TOTAL COST			PHP 2,628,000
IV. TIMETABLE OF ACTIVITIES			
Stage		Schedule	Agency Responsible
A. Planning and preparation			
1 Formulation of survey design <i>(to include formulation of objectives, scope and coverage; development of methodology; formulation of sampling design and frame; design of table formats; preparation of questionnaire and manuals)</i>		January - March 10, 2003 <small>(except manual)</small>	BLES
2 Pre-test of the questionnaire		March 11 - 31	-do-
3 Revision based on pre-test of the questionnaire		April 1 - 4	-do-
4 Submission to NSCB for review of survey design <small>(allow 15 days after submission of all required documents)</small>		March 11 - 31	-do-
5 Finalization of questionnaires and manuals		Questionnaire: NLT April 15 <small>(questionnaire ready by April 4 except for section on BLES survey results since EHES results available by 2nd week of April)</small> Manual: NLT May 16	-do-
6 Printing of questionnaires and manuals		April 1 - May 30	
B. Field operations			
1 Training of personnel		ONCR: June 16 - 20 NCR: June 25 - 27	
2 Distribution and collection of questionnaires		July 7 - November 28	
3 Field editing		July 7 - November 28	
C. Data processing			
1 Office editing		July 21 - January 30, 2004	
2 Data encoding		September 1 - February 27, 2004	
3 Verification		October 13 - March 31, 2004	
4 Tabulation		April - June 2004	
D. Report preparation			
1 Analysis and interpretation of data		} July-September	
2 Report writing			
E. Release of survey results		NLT July 7 <small>(in BLES Homepage)</small> LABSTAT Updates: July - October	
PREPARED BY (Contact Person)		APPROVING OFFICIAL FOR REQUESTING AGENCY	
Signature		Signature	
Printed Name TERESA V. PERALTA		Printed Name EDITHA B. RIVERA	
Designation Chief LEO Tel. No. 527-3489		Designation OIC-Director	
Date Prepared March 10, 2003		Date Approved March 10, 2003	

(Use additional sheets if necessary)

<p>12 Brief description of the sampling design and estimation procedure. (The details should be attached in separate sheet. If complete information is available in survey proposal, attach copy instead.)</p>
<p>a) <i>Desired level of reliability and the proposed statistical measure to be used for assessing such reliability (e.g., standard errors of means)</i></p> <p>10 % level of reliability 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)</p>
<p>b) <i>Type of sampling design (The details should be attached in separate sheet.)</i></p> <p>Stratified sampling where the stratum is the employment size, e.g. 20-99, 100-199 and 200 & over</p>
<p>g) <i>Method of determining sample size</i></p> <p>Based on past survey experience and considering resource availability, total sample size has been fixed at around 7,000 establishments. Those employing at least 200 workers shall be covered with certainty as the employment of these establishments account for more than half of total non-agricultural employment although representing only 9 percent of total non-agricultural establishments. The sample size for each of the remaining two strata were determined as follows:</p> $n_h = n_1 * (N_h * S_h / \sum N_h * S_h)$ <p>where n_1 is the combined sample size of the remaining two strata n_h is the sample size of stratum 20-99 or 100-199 N_h is the establishment population of the stratum S_h is the standard deviation of total employment of the stratum</p> <p>The number of samples in the industry groups falling under each stratum were determined proportional to their establishment population in the stratum. To achieve at least an 80% response rate in the cell (industry group, employment size), a 20% replacement rate were built-in. A minimum of 2 respondents per cell were maintained.</p>

(Use additional sheets if necessary)