OFFICE EDITING AND DATA VALIDATION GUIDELINES
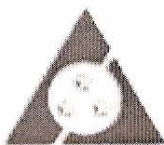## *2003/2004 BLES Integrated Survey*

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Bureau of Labor and Employment Statistics
Intramuros, Manila

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OFFICE EDITING AND DATA VALIDATION GUIDELINES

OBJECTIVES

These guidelines are prepared to facilitate office editing/review of questionnaires retrieved from the field and validation of data entry. In particular, these:

- Define the responsibilities of the Area Supervisor, Reviewer/Validator and the PBI;
- Guide office personnel in the logical sequence of activities from receipt of questionnaires from the field to revalidation of re-encoded survey data; and
- Enable the Reviewer/Validator to detect and correct errors in the accomplished questionnaire.

As review of questionnaires have already commenced at the time of the issuance of the guidelines, Reviewers should refer back to the questionnaires already reviewed to ensure that specific instructions of these guidelines have been followed.

The scope of the Guidelines is from receipt of questionnaires from the field up to re-validation of encoded survey data. Annex A are guidelines on PSIC. Annex B lists the major activities and corresponding parameters and quality standards of quantity, accuracy and timeliness. These control points are being put in place in order to improve reliability and timeliness of survey data.

I. SUPERVISOR'S GUIDELINES

1.1. Completeness Check

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a) Any change in the name and address of the establishment should be completely written in the appropriate spaces, not in the address label. Establishment name should refer to its trade/patented name.

b) If the questionnaire is to be accomplished by the **head office**, its complete details should have been written in the spaces provided.

c) Only one status code "For Field Personnel" should have been encircled. If status is DUP, EIN of duplicate questionnaire should be specified. If status is OSP, the new PSIC should be written in the spaces provided. If status is OTH, details should be provided.

Part V. Certification

a) Check that all required information about the respondent/contact person in the establishment have been completely and legibly written.

b) The respondent/contact person may or may not have comments on the information asked for (i.e. presentation and packaging and response on time spent in answering the questionnaire.

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Part VI. Survey Personnel

a) Make sure that the NCR enumerator has affixed his/her name and date when the questionnaire was retrieved or was found to be spoilage.

b) f RET questionnaires pass completeness check, affix name and date in the space provided for Supervisor before turning over questionnaires, together with FM-BLES 03-3.10 Enumerator's Weekly Performance, to Reviewer.

Attachments

Any attachments by the establishment should be stapled on the pertinent page of the questionnaire. The corresponding EIN should be written on the upper right hand corner of each page of the attachment.

1.2 Consistency Check

For common samples **retrieved simultaneously**, entries for comparable items of inquiry should be the same for BITS (June 30, 2004) and OWS. These are the data items found in the section on General information of each questionnaire. If the corresponding data are not consistent, return both questionnaires to the enumerator for verification with the establishment. FM-BLES 03-3.10 of the enumerator should be adjusted accordingly.

1.3. Authenticity Check

Select one or two questionnaires from the weekly RET submissions of each enumerator and verify its authenticity, through monthly PBIs, with the contact person in the establishment. Have contact person confirm visit of the enumerator, his/her actual participation in the survey and all contact details in the Certification portion. Remember that failure of the Enumerator on authenticity check is a ground for pre-termination of contract. In cases like these, proceed with appropriate actions.

1.4. Verification of Spoilage

a) Turn over all spoilage questionnaires, except REF, to monthly PBI for verification of spoilage status together with FM-BLES 03-3.10. For a verified spoilage questionnaire, monthly PBI encircles appropriate status code "For BLES Personnel".

b) Affix name and date in space provided for Supervisor in "Survey Personnel" of the questionnaire.

c) Update FM-BLES 02-2.1a (Supervisor's Control List.

d) If found not a spoilage questionnaire, monthly PBI should address a new questionnaire. Supervisor should check completeness of address label. Turn over questionnaire to concerned enumerator for delivery.

1.5. Follow-up on Refusals

a) Do 4th and final callback to refusing respondent (REF) to convince him/her to participate in the survey/s.

b) If establishment refuses, encircle REF in status code "For BLES Personnel" and affix name and date for Supervisor in the "Survey Personnel" of the questionnaire.

c) Updte FM-BLES 02-2.1a.

1.6. Batch Labeling

a) After verification of spoilage questionnaires (from monthly PBI), arrange in ascending EIN and batch by 30's for NCR and ONCR.

b) Each batch shall be labeled in the following format:

AREA	FORMAT
NCR	NCRx – Sn
ONCR	ONCR – Sn Where: **X** - Supervisor code **S** - Spoilage **n** -sequence number from 1 to n

c) Supervisor (or Senior LEO) initials on batch label.

d) Store in designated area.

1.7. Questionnaires Considered RET1 or RET2

a) Receive FM-BLES 03-3.10 from Reviewer.

b) Update FM-BLES 02-2.1a based on the form.

1.8. Questionnaires for Verification

a) Receive questionnaires for verification from Reviewer together with corresponding Verification forms.

b) Return questionnaires and Verification forms to enumerator for verification to establishment. Explain if necessary the items being verified.

II. REVIEWER'S GUIDELINES

2.1 General Instructions

a) Use **green** ballpoint in editing.

b) For NCR, receive questionnaires for review from the Area Supervisor together with FM-BLES 03-3.10. For ONCR, receive batched questionnaires from Senior LEO or get it from the designated area.

c) If the reported employment is at least 16 in any of the reference periods (Part I item 3 for CY 2003 and Part II item 1 for June 30, 2004), accept for processing. This questionnaire should be coded as RET by the Reviewer. Otherwise, discontinue review. Turn over spoilage questionnaires to Area Supervisor or Senior LEO (ONCR).

d) If the Reviewer finds out that the report is consolidated and it passes review, write "CET" in the status code "For BLES Personnel".

e) Entry by the respondent that needs 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.

f) The Reviewer should affix his/her initial beside data values in the questionnaire he/she verified with the respondent. For ONCR, the Senior LEO should affix her initial beside the data values she accepted without establishment verification (e.g. those that can be decided at BLES level).

g) If during the questionnaire review, **inconsistent** entries are noted in the questionnaire, their corresponding item number should be encircled. The questionnaire is subject to verification.

h) Likewise, item numbers of inconsistent entries in the accomplished questionnaire from the Regional Offices should also be encircled, accomplish the verification form, photocopy the section/s containing the encircled entries for verification. Indicate the name, address and EIN of the establishment on the upper left hand portion of the questionnaire. The Senior LEO shall fax this together with the accomplished verification form to the Regional Supervisor concerned.

i) All seemingly spurious questionnaires should be noted. Instruct monthly PBI to verify specific data items with contact person in the establishment. Remember that spurious submission is a ground for Enumerator's pre-termination of contract. Inform Supervisor for the conduct of appropriate proceedings.

j) Where there are no numeric values to report, entry should be " – ". If entry is NA, NAP or None, line out entry and write " – ".

k) Where details are provided, these should add up to respective totals. In case of discrepancy, sum of details should prevail over reported total.

l) The comments of the respondent on p. 12 of the questionnaire should be read as these may provide explanations relevant to the accomplished questionnaire.

m) Affix name and date for Reviewer in the certification section of the questionnaire (NCR or ONCR as the case may be).

n) Use FM-BLES 04-4.7 Monitoring of Data Processing Activities for record purposes.

o) If problems (not explicitly explained in the Editing and Validation Guidelines) arise, the Reviewer should **consult** his/her Senior LEO while the latter his/her Supervising LEO.

2.2. Specific Instruction

Cover Page

a) If there are changes in the address of the establishment, write the corresponding 9 digit GEO code in the space provided for sample establishment. If the barangay is not indicated, barangay code is "000". The Reviewer should accomplish the status code "For BLES Personnel". If status is OSE in either or both reference periods, write in the spaces provided the total employment (Part II item 1 for June 30, 2004 and Part I item 3 for CY 2003).

b) If the questionnaire was endorsed to its head office and appropriate head office particulars were provided, write the corresponding 9 digit GEO code in the space provided for head office. If the barangay is not indicated, barangay code is "000".

2.3. Verification of Inconsistent/Questionable Entries

Accomplish BITS Form 1 (Verification Form) in duplicate, specifying establishment's name, address and details of entry/s for verification.

For NCR, the original copy should be stapled to the questionnaire and return it to Area Supervisor for verification of the enumerator. For ONCR, the Senior LEO will transmit/fax to the concerned Regional Supervisor the photocopy of the portion of the questionnaire with entry/s for verification.

The duplicate copy of BITS Form 1 shall be retained by the Reviewer to keep tab of the questionnaire for verification. Follow-up with Supervisor (NCR) or Senior LEO (ONCR) from time to time. Also, Reviewer should inform encoder about such establishments for status encoding including changes in name, address, PSIC/GEO codes or employment.

2.4. Batch Labeling

a) Batch RET questionnaires in ascending EIN.
b) Each batch of 30 questionnaires should be fastened and labeled in the following format:

AREA	FORMAT
NCR	NCRx – Rn
ONCR	ONCRx – Rn (This includes ONCR samples with Head Offices in NCR Where: **X** - Supervisor code **R** - Retrieved **n** - sequence number from 1 to n

For ONCR, batching is done by Senior LEO and/or Reviewer.
c) Affix initial in batch label.
d) Store in designated area.

III. DATA VALIDATOR'S GUIDELINES

After batch encoding, a validation prooflist shall be generated to check accuracy of data encoding. At the same time, a rejection list shall also be generated to check the correctness of editing/review of questionnaires according to the office editing guidelines. The rejection list also captures errors in data encoding.

a) Use **red** ballpoint in validation.

b) Check accuracy of data encoding by comparing the data values in the validation prooflist with the corresponding questionnaire.

c) Check correctness of review based on rejection list. If data value in the questionnaire was found to have been initialed by the Reviewer or Senior LEO, accept data as is. Initial beside the data value in the rejection list.

d). Should there be corrections, legibly and neatly write these beside the crossed out original data values in the validation prooflist and rejection list.

e) Use FM-BLES 04-4.7 to record data validation activities and initial on batch label.

f) Monitor accuracy of review and encoding using FM-BLES 04-4.8 Monitor of Accuracy in Data Processing.

g) If problems (not explicitly explained in the Office Editing and Data Validation Guidelines) arise, the Reviewer should **consult** his/her Senior LEO while the latter his/her Supervising LEO.

h) If there are no editing/encoding errors, write in the upper right hand portion of the validation proof list "No error". However, if there are errors in editing/encoding, write the number of errors (i.e. 5 editing errors; 2 encoding errors).

i) A validation proof list with minimal error, i.e. below 5 errors will be re-validated by the Senior LEO.on screen. Encoder should call the attention of the Senior LEO in cases like these. For record purposes, correction on screen will be logged by the encoder.

PART I: General Information

ITEM OF INQUIRY	GUIDELINES
1. *Main economic activity* 2. *Major products/goods or services*	• The main economic activity should be completely described in col. 2 (June 30, 2004) and col. 3 (CY 2003). • Major products/goods or services should be specified in cols. 2 and 3 to allow for affirmation of PSIC code in the address label or its re-coding if necessary. • If there is no change in PSIC code in the address label, copy/ write the code in the space provided below the entry for major products/goods or services in item 2 (cols. 2 and 3). Likewise, if there is a change in PSIC code, write the new PSIC code.
3. *Average employment*	• There should be entry only in col. 3. • This refers to the average number of employees, working owners whether they receive regular pay or not and unpaid workers. • If the reported employment is at least 16, accept for processing.
4. *Average number of employees*	• There should be entry only in col. 3. • This refers to all employees including working owners with regular pay. • In establishments engaged in bus line operation, entries in this item include employees paid purely on commission basis but under employer control and supervision. • Entry should not exceed corresponding number of employed persons reported in item 3.
5. *Regular working hours per day for majority of employees*	• There should only be one encircled answer in each column. • If "Others" was encircled, the answer should be specified.
6. *Days actually worked during the year for majority of employees*	• There should only be one encircled answer in col. 3. • If "Others" was encircled, the answer should be specified.
7. *Days not worked but considered paid during the year for majority of employees*	• There should only be one encircled answer in col. 3. • Entry here refers to the days not worked, e.g. Sundays or rest days, special days and regular holidays. • If "Others" was encircled, the answer should be specified. *Note: The sum of entries in items 6 and 7 should not exceed 365 days.*
8. *Ownership*	• There should only be one box checked in each column.

ITEM OF INQUIRY	GUIDELINES

9. Multinational

Note: Branches/offices of a multinational firm should adopt the multinationality characteristic of their mother company. However, this excludes franchised outlets of multinationals if such franchises are independently managed by separate private franchisee-owners.

- There should only be one box checked in each column.
- If "Yes" is checked, nationality/ies should be provided and write corresponding code beside it.
- The following are the countries and their corresponding codes:

Country	Code	Country	Code
Australia	au	Malaysia	my
Belgium	be	Netherlands	nl
Brazil	br	New Zealand	nz
Brunei	bn	Norway	no
Canada	ca	Philippines	ph
China	cn	Russia	ru
Denmark	dk	Saudi Arabia	sa
Finland	fi	Singapore	sg
France	fr	Spain	es
Germany	ge	Sweden	se
Hongkong	hk	Switzerland	ch
India	in	Taiwan	tw
Indonesia	id	Thailand	th
Ireland	ie	Turkey	tr
Israel	il	United Arab Emirates	ae
Italy	it	United Kingdom	uk
Japan	jp	United States of America	us
South Korea	kr	Others	ot
Mixed Nationalities			mn*

10. Market

- There should only be one box checked in each column.
- Private Education and Private Health and Social Work (Industry M and N, respectively) may answer "Domestic only".

11. With Union

- There must be entries in items 11 to 14 even if union is enterprise-based. Write "enterprise-based" near the entry/ies.
- There should only be one box checked in each column.
- "Others" (col. 2d) refers to a union whose membership is composed of both supervisory and rank and file positions.
- Any of the following combination is acceptable:

June 30, 2004	CY 2003
Yes	Yes
Yes	No
No	Yes
No	No

- If "Yes" is checked in col. 2, items 12 to 14 must have entries.
- If "Yes" is checked in col. 3, item 12.3 must have an entry.
- If "No" is checked in cols. 2 and 3, there should be no entries in the rest of the succeeding items. Go to Part II.
- However, if "No" is checked but with entries in items 12 to 14, verify if response is still a "No". If it is "Yes", edit as instructed.

ITEM OF INQUIRY	GUIDELINES
12. Number of Unions	• If there are any entries in items 12 to 14 (col. 2a), these should be the sum of the corresponding entries in cols. 2b and 2c or 2d, as the case may be.
12.1. Registered	• Entries here (cols. 2a, 2b and 2c or 2d) should not exceed corresponding entries in item 12. • If no entries, verify if union is not really registered with BLR/ROs. If a union is a direct affiliate of a Federation, it is considered registered.
12.2. Exclusive bargaining agents	• Entries here (cols. 2a, 2b and 2c or 2d) should not exceed corresponding entries in item 12. • There must be entries here (cols. 2a, 2b and 2c or 2d) if there are entries in items 12.3. • For establishment with 2 or more unions, accept no entry if verified that certification election was not yet conducted.
12.3. With collective bargaining agreements	• There can be no CBA if there is no certified bargaining agent. • Entries here (cols. 2a, 2b and 2c or 2d) should not exceed corresponding entries in item 12. • If "Yes" is checked in item 11 col. 3 (CY 2003), there should be only one box checked in this item.
13. Union membership	• Entries in cols. 2a, 2b, and 2c or 2d should be greater than "0" if there are corresponding unions reported in item 12 (cols. 2a, 2b and 2c or 2d). • 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. • Entry in col. 2d should not exceed the combined total of supervisors/foremen and rank and file reported in Part II: items 1.3.2 and 1.3.3, respectively.
13.1. Female members	• Entries in cols. 2a, 2b and 2c or 2d should not exceed corresponding entries in item 13. • Entries in cols. 2b and 2c or 2d should not exceed number of female employees reported in Part II, item 2.1.
13.2. Union Officers	• There should be entry in cols. 2a, 2b and 2c or 2d if there are corresponding entries in item 13 (cols. 2a, 2b and 2c or 2d). • Entries in cols. 2a, 2b and 2c or 2d should not exceed corresponding entries in item 13.
13.2.1. Female officers	• There can only be female officers if there are female union members (item 13.1). • Entries in cols. 2a, 2b and 2c or 2d should not exceed corresponding entries in item 13.1.
13.2.1.1. Female presidents	• There can only be female presidents if there are female union officers (item 13.2.1).

ITEM OF INQUIRY	GUIDELINES
14. *Workers covered by CBA*	• Entries in cols. 2a, 2b and 2c or 2d should be other than "0" if there are corresponding CBAs reported in item 12.3 (cols. 2a, 2b and 2c or 2d).
	• Workers covered by CBA may exceed corresponding union membership in item 13 (cols. 2a, 2b and 2c or 2d).
	• 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.
	• Entry in col. 2d should not exceed the combined total of supervisors/foremen and rank and file reported in Part II, item 1.3.2 and 1.3.3, respectively.

PART II: Employment

ITEM OF INQUIRY	GUIDELINES
1. Total Employment	• There should be entry here. • This refers to the total employed (including working owners not receiving regular pay and unpaid workers) covered by the payroll period that includes June 30, 2004. • In establishments engaged in bus line operation, this item also includes employees paid purely on commission basis with employer control and supervision, e.g. bus drivers. • Entry should be the sum of entries in items 1.1, 1.2 and 1.3. • If the reported employment is at least 16, accept for processing.
1.1. Working owners	• Entry refers to working owners not receiving regular pay. • Entry should be less than entry in item 1.3.
1.2. Unpaid workers	• Accept with or without entry. • Entry refers to on-the-job trainees without regular pay and those who worked for at least one-third of the working time normal to the establishment but do not receive regular pay. • Entry should be less than entry in item 1.3.
1.3. Employees	• This refers to total employees including working owners receiving regular pay. • In establishments engaged in bus line operation, this item also includes employees paid purely on commission basis with employer control and supervision, e.g. bus drivers. • 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 to 2.8 and 2.9.2.
1.3.1. Managers/Executives	• Entry includes working owners receiving regular pay. • The proportion of managers/executives should not be more than 20 percent of total employment. If entry is not within range, verify.
1.3.2. Supervisors/Foremen	• The proportion of supervisors/foremen should not be more than 30 percent of total employment. If entry is not within range, verify.
1.3.3. Rank and file	• Entry refers to the number of technical, production staff and all other employees not occupying managerial or supervisory/ foremen positions. • Entry should be the sum of entries in items 1.3.3.1 and 1.3.3.2.
1.3.3.1. Regular workers	• Entry refers to workers on permanent status in the establishment (i.e. no fixed date of termination of contract). • Entry should be less than entry in item 1.3.3.

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PART II: Employment

ITEM OF INQUIRY	GUIDELINES
1. Total Employment	• There should be entry here. • This refers to the total employed (including working owners not receiving regular pay and unpaid workers) covered by the payroll period that includes June 30, 2004. • In establishments engaged in bus line operation, this item also includes employees paid purely on commission basis with employer control and supervision, e.g. bus drivers. • Entry should be the sum of entries in items 1.1, 1.2 and 1.3. • If the reported employment is at least 16, accept for processing.
1.1. Working owners	• Entry refers to working owners not receiving regular pay. • Entry should be less than entry in item 1.3.
1.2. Unpaid workers	• Accept with or without entry. • Entry refers to on-the-job trainees without regular pay and those who worked for at least one-third of the working time normal to the establishment but do not receive regular pay. • Entry should be less than entry in item 1.3.
1.3. Employees	• This refers to total employees including working owners receiving regular pay. • In establishments engaged in bus line operation, this item also includes employees paid purely on commission basis with employer control and supervision, e.g. bus drivers. • 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 to 2.8 and 2.9.2.
1.3.1. Managers/Executives	• Entry includes working owners receiving regular pay. • The proportion of managers/executives should not be more than 20 percent of total employment. If entry is not within range, verify.
1.3.2. Supervisors/Foremen	• The proportion of supervisors/foremen should not be more than 30 percent of total employment. If entry is not within range, verify.
1.3.3. Rank and file	• Entry refers to the number of technical, production staff and all other employees not occupying managerial or supervisory/ foremen positions. • Entry should be the sum of entries in items 1.3.3.1 and 1.3.3.2.
1.3.3.1. Regular workers	• Entry refers to workers on permanent status in the establishment (i.e. no fixed date of termination of contract). • Entry should be less than entry in item 1.3.3.

ITEM OF INQUIRY	GUIDELINES
1.3.3.2. Non-regular workers	• Entry refers to probationary workers, casual workers, contractual/project-based workers except agency-hired workers, seasonal workers and apprentices/learners/trainees who are hired for a fixed duration of employment. • Entry should be the same entry as that in item 2.10.
2. Employment of Specific Groups of Employees	• As applicable, workers may be reported in several categories.
2.1. Female workers	• Entry may be equal to or less than entry in item 1.3.
2.2. Workers paid the minimum wage	• Entry should be the number of workers paid **exactly** the minimum wage rate fixed by the Regional Tripartite Wages and Productivity Board (RTWPB). • Entry may be equal to or less than entry in item 1.3.3.
2.3. Persons with disabilities	• Accept with or without entry. • If there is entry, it should be less than entry in item 1.3.
2.4. Time-rate workers	• Entry should be the number of workers paid on the basis of time unit of work such as an hour, a day or a month. They may be working as full-time or part-time workers (e.g. university teachers) and are hired on a permanent/regular or non-regular status. • Entry should be the sum of entries in items 2.4.1 and 2.4.2.
2.4.1. Full-time workers	• Entry refers to the number of workers who work with the establishment for at least 40 hours. • 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	• Entry refers to the number of workers working full-time whose remunerations are based on the number of hours worked. • Entry should be less than entry in item 2.4.1. However, it is equal to entry in item 2.4.1 if there are no daily or mothly workers.
2.4.1.2. Daily	• Entry refers to the number of workers working full-time whose remunerations are based on a per day basis. • Entry should be less than entry in item 2.4.1. However, it is equal to entry in item 2.4.1 if there are no hourly or mothly workers.
2.4.1.3. Monthly	• Entry refers to the number of workers working full-time whose remunerations are based on monthly basis. • Entry should be less than entry in item 2.4.1. However, it is equal to entry in item 2.4.1 if there are no hourly or daily workers.

ITEM OF INQUIRY	GUIDELINES
2.4.2. Part-time workers	• Entry refers to the number of workers who work less than the working time normal to the establishment. • Entry excludes consultants and those on retainer basis (e.g. lawyers). • Entry should be less than entry in item 2.4.
2.5. Piece-rate workers **2.6. Quota workers** **2.7. "Pakyao" or "Takay" workers** **2.8. Task workers**	• Accept with or without entry. • Items 2.5 to 2.8 refer to output-based workers who may be hired on a permanent/regular or non-regular status. Entries may be equal to or less than entry in item 1.3.3. This group of workers are classified by establishment as non-regular workers when hired only during business peak periods or for a fixed duration of employment.
2.9. Commission workers	• Accept with or without entry. • Entry should be the sum of entries in items 2.9.1, 2.9.2 and 2.9.3 • Establishments engaged in insurance, real estate selling and trade would normally have entries in items 2.9.1 and/or 2.9.3.
2.9.1. With basic pay and commission	• Accept with or without entry. • As these are considered employees of the establishment and may have been classified as time-rate workers, entry should be less than entry in item 2.4. Entry is equal to entry in item 2.9 if there are no entries in items 2.9.2 and 2.9.3.
2.9.2 Purely on Commission (with employer control or supervision)	• Accept with or without entry. • Entry should be less than the entry in item 2.9. However, it is equal to entry in item 2.9 if there are no entries in items 2.9.1 and 2.9.3. • Since there is employer/employee relationship, they are considered employees of the establishment. • Establishments engaged in transport would have entries here.
2.9.3.Purely on Commission (without employer control or supervision)	• Accept with or without entry. • Entry should be less than the entry in item 2.9. However, it is equal to entry in item 2.9 if there are no entries in items 2.9.1 and 2.9.2.
2.10. Non-regular workers	• Entries should be the sum of entries in items 2.10.1, 2.10.2, 2.10.3, 2.10.4 and 2.10.5. • In case entry here is different from that in item 1.3.3.2, sum of details should prevail. Adjust accordingly affected entries, e.g. items 1.3.3, 1.3 and item 1.
2.10.1. Probationary workers	• Accept with or without entry. • Entry refers to the number of workers who work with the establishment on trial period usually 6 months, during which the employer determines their fitness to qualify for a regular/permanent employment.

ITEM OF INQUIRY	GUIDELINES
2.10.2. Casual workers	• Accept with or without entry.
2.10.3. Contractual/project-based workers	• Accept with or without entry. • Entry excludes agency-hired workers, consultants and those on retainer basis.
2.10.4. Seasonal workers	• Accept with or without entry. • Entry pertains to workers hired for a short period usually in recurring periods of peak business activity.
2.10.5 Apprentices/learners	• Accept with or without entry. • Entry should exclude apprentices/learners without regular pay and on-the-job trainees.
2.11. Workers who work on shifts	• Accept with or without entry. • Number of shifts should be greater than 1. • Entry should be less than entry in item 1.3. • In column 1b, indicate the total number of shifts corresponding to the number of shift schedules reported in col. 1c. • There should be corresponding number of workers (col. 2a) for each shift schedules in col. 1c. • In establishments other than call centers, time of shift work should exclude the regular working time schedules (e.g. 7-4; 7:30-4:30; 8-5; 8:30-5:30;9-6; 9:30-6:30) • Thus, any period of time commencing before the start of the regular working schedule or any time that falls outside the regular working schedule is considered as shift work. However, if it was further verified that there exist a time shift schedule that falls on the regular working time schedules and that not all employees are in that time shift schedule, accept the entry. • For multiple shift time schedule, rewrite in a separate sheet of paper all the time schedules per shift (i.e. day/morning, afternoon and night shift) and the corresponding number of workers. Add the corresponding number of workers and encircle the cumulative total for each shift schedule. Separate each time schedule by a semi-colon. • Day/morning shift starts as early as **1:00 AM**; afternoon shift starts at **1:00 PM** and night shift starts at **6:00 PM**. *Examples:* <table><tr><td>Day shift</td><td>5:30 AM – 1:30 PM</td><td>6:00 AM – 2:00 PM</td></tr><tr><td>Afternoon shift</td><td>1:30 PM – 9:30 PM</td><td>2:00 PM – 10:00 PM</td></tr><tr><td>Night shift</td><td>9:30 PM – 5:30 AM</td><td>10:00PM – 6:00 AM</td></tr></table> • In establishments engaged in provision of security and janitorial services, shift schedules and corresponding workers deployed in the establishments whom agencies serve should be reflected here.
2.12. Engaged in contracting	• There should only be one box checked in this item. • If "Yes" is checked, there should be entry in item 2.13. Item 2.14 should also be asked. • If "No" is checked, go to item 2.14.

ITEM OF INQUIRY	GUIDELINES
2.4.2. Part-time workers	• Entry refers to the number of workers who work less than the working time normal to the establishment. • Entry excludes consultants and those on retainer basis (e.g. lawyers). • Entry should be less than entry in item 2.4.
2.5. Piece-rate workers **2.6. Quota workers** **2.7. "Pakyao" or "Takay" workers** **2.8. Task workers**	• Accept with or without entry. • Items 2.5 to 2.8 refer to output-based workers who may be hired on a permanent/regular or non-regular status. Entries may be equal to or less than entry in item 1.3.3. This group of workers are classified by establishment as non-regular workers when hired only during business peak periods or for a fixed duration of employment.
2.9. Commission workers	• Accept with or without entry. • Entry should be the sum of entries in items 2.9.1, 2.9.2 and 2.9.3 • Establishments engaged in insurance, real estate selling and trade would normally have entries in items 2.9.1 and/or 2.9.3.
2.9.1. With basic pay and commission	• Accept with or without entry. • As these are considered employees of the establishment and may have been classified as time-rate workers, entry should be less than entry in item 2.4. Entry is equal to entry in item 2.9 if there are no entries in items 2.9.2 and 2.9.3.
2.9.2 Purely on Commission (with employer control or supervision)	• Accept with or without entry. • Entry should be less than the entry in item 2.9. However, it is equal to entry in item 2.9 if there are no entries in items 2.9.1 and 2.9.3. • Since there is employer/employee relationship, they are considered employees of the establishment. • Establishments engaged in transport would have entries here.
2.9.3.Purely on Commission (without employer control or supervision)	• Accept with or without entry. • Entry should be less than the entry in item 2.9. However, it is equal to entry in item 2.9 if there are no entries in items 2.9.1 and 2.9.2.
2.10. Non-regular workers	• Entries should be the sum of entries in items 2.10.1, 2.10.2, 2.10.3, 2.10.4 and 2.10.5. • In case entry here is different from that in item 1.3.3.2, sum of details should prevail. Adjust accordingly affected entries, e.g. items 1.3.3, 1.3 and item 1.
2.10.1. Probationary workers	• Accept with or without entry. • Entry refers to the number of workers who work with the establishment on trial period usually 6 months, during which the employer determines their fitness to qualify for a regular/permanent employment.

ITEM OF INQUIRY	GUIDELINES
2.13. Jobs contracted out	• Jobs contracted out are jobs/activities given to a private contractor or subcontractor the completion of which are within a definite or predetermined period (e.g. embroidery, data encoding). Depending on the agreement between the contractor and the contractee, such jobs/activities can be done outside or within the premises of the contractee. • If "Yes" is checked in item 2.12, there should at least be one checked box here. • Establishment engaged in the provision of security and janitorial services should not have checked boxes corresponding to codes 01 and 02 as it is unlikely that these establishments will contract out their security and janitorial needs to other establishments engaged in the same line of business. If the boxes have been checked, line out the entries. • Validate/verify entries which are not usually related to the activity of the establishment, e.g. production/assembly is not an activity of establishments engaged in transport, storage and communication. • If "Others" is checked, jobs contracted out must be specified.
2.14. Agency-hired workers (jobs performed within establishment premises)	• Establishments engaged in the provision of security and janitorial services must not have entries in items 2.14.1 and 2.14.2 for the same reason stated above. If there are, line out entries. • Validate/verify entries which are not usually related to the activity of the establishment, e.g. production/assembly is not an activity of establishments engaged in transport, storage and communication. • If "Others" is checked, jobs/activities performed and corresponding number of workers must be specified. • Entries should add up to total.

Note: Reviewer must be extra careful in "others" response. This might fit in to the categories identified in the questionnaire. Edit as necessary.

PART III: Industrial Relations Practices

ITEM OF INQUIRY	GUIDELINES
1. Which of the following practices on balancing work and family life apply to your establishment?	• There should be one entry for each establishment practice. • If YES of code 01 is checked, there must be at least an entry in item 2 cols. 3 and 5. • If NO of code 01 is checked, put check mark also in col. 4 (NO) for codes 01 to 06 in item 2.
2. Does your establishment adopt any of the following flexible work arrangements? If YES, please indicate the number of employees covered in 2003.	• This item should be answered only if column 3 of Item 1 Code 01 is checked. • There should be one entry for each flexible work arrangement. • If YES is checked, there should be entry in the number of employees (col. 5). Entry may exceed or less than the average number of employees reported in Part I: Item 4 for CY 2003. If excess is more than 10, verify. • If "Others" is checked, the type of flexible work arrangements should be specified.
3. How many employees were given <u>job-related trainings</u> in 2003?	• Job-related trainings include training invitations coming from other establishments free of charge. • Details should add up to total. • Employees provided training may exceed the average number of employees reported in Part I: Item 4 for CY 2003. If excess is more than 10, verify. • If there are no employees trained in 2003, write "O" in each box and go to item 5. • There should be entries in this item, if there are check marks in item 4, otherwise, verify.
4. Which of the following job-related trainings were provided to employees in 2003?	• Multiple responses are acceptable for each type of training per occupational category. For consistency, check if there are entries in Part II items 1.3.1 to 1.3.3.2, otherwise cross out check mark corresponding to occupational category with no entry. • If there is any check mark in columns 3-6, there should be an entry in item3. • If "Others" is checked, the type of job-related training should be specified.
5. Do you have mechanisms for worker's participation in decision and policy-making process?	• There should be one entry for each mechanism. • If there is no mechanism identified, NO should be checked for codes 01 to 07. • If "Others" is checked, the mechanism should be specified.
6. What grievances/complaints were raised in 2003?	• There should be one entry for each grievance/complaint. • If there are grievances/complaints reported for codes 13-16, these should be specified. • There can only be complaints (code 13 and 14) in the interpretation/implementation of the economic/non-economic provision if there is a CBA in Part I item 12.3. • If there is no grievance/complaint in 2003, check NO for codes 01 to 15.

ITEM OF INQUIRY	GUIDELINES
7. How do your employees pursue their grievances?	• Multiple responses are acceptable. • If "Others" is checked, the mode of pursuing disputes should be specified. NAP response is acceptable.
8. How were these grievances settled?	• Multiple responses are acceptable • If "Others" is checked, the mode of settling grievances should be specified. NAP response is acceptable.
9. Which of the following modes of disposition are resorted to for unresolved grievances	• Multiple responses are acceptable • If "Others" is checked, the mode of disposition should be specified. NAP response is acceptable.

Notes: 1. *Reviewer must be extra careful to "others" response. This might fit in to the categories identified in the questionnaire. Edit as necessary.*

2. *Items 7-9 should have entries even if no grievances/complaints were raised in item 6.*

PART IV: Occupational Injuries and Diseases

ITEM OF INQUIRY	GUIDELINES
1. *Did your establishment experience any occupational accidents during the year?*	• There should only be one box checked, either "Yes" or "No". Otherwise, verify. • If there is entry in Item 2 other than "0" and in any of the cells in Items 3, 4, 5 or 6, "Yes" should be checked. • If neither boxes are checked, verify. However, if there are no entries in Items 2, 3, 4, 5 or 6, "No" should be checked. *Note: An accident at work which did not result to an injury, disease or death of a worker is **not** an occupational accident.*
2. *How many occupational accidents were there?*	• If "Yes" is checked in Item 1, entry in this item should be other than "0". Otherwise, verify. • Entry should be equal to or less than the sum of totals of cases of occupational injuries of cols. 2, 3, 5, and 7 of Item 3 since **a single occupational accident may result to one or more than one case of occupational injury.** Otherwise, verify.
3. *Occupational injuries by type of accident (Items 3-3.9)*	• This portion should be accomplished if there are occupational accidents reported in Item 2. • The sum of totals of cases of occupational injuries of cols. 2, 3, 5, and 7 of Item 3 may be equal or greater than the entry in Item 2 since **more than one case of occupational injury may result from a single occupational accident.** Otherwise, verify. • Totals of cols. 2-7 should be the sum of their respective column details. • If there are permanent and/or temporary incapacity cases, there should be corresponding lost workdays and vice versa. Otherwise, verify. • In permanent and/or temporary incapacity entries, the number of lost workdays should be equal or greater than the number of their corresponding cases of occupational injuries. Otherwise, verify since an **incapacity of work of this nature should at least incur one lost workday.** • If reported lost workdays include a half day (½) or decimal (0.5), round off to higher 10 units digit, eg. 274.5 to 275 or 275.5 to 276. Even number rule of rounding does not apply in this case. *Note: A half day absence from work starting from the day after the the day of the accident automatically translates to one lost workday.* • To check lost workdays per case for each type of injury: (a) Divide the number of lost workdays by the corresponding number of cases. (b) Computed maximum lost workdays per case should not exceed 365 days. Otherwise, verify.

ITEM OF INQUIRY	GUIDELINES
8. **Did any of your workers experience commuting accidents during the year?**	• There should only be one box checked, either "Yes" or "No". Otherwise, verify. • If there are entries in Items 8.1 and 8.2, "Yes" should be checked. • If neither boxes are checked, verify. However, if there are no entries in Items 8.1 and 8.2, "No" should be checked.
8.1 How many commuting accidents were there?	• If "Yes" is checked in Item 8, entry in this item should be other than "0". Otherwise, verify. • Entry should be equal to or less than the number of workers injured in Item 8.2 since **a single commuting accident may result to one or more than one worker injured**. Otherwise, verify.
8.2 How many workers were injured?	• There should be entry in this item if there are commuting accidents reported in Item 8.1. • Entry should be equal or greater than the entry in Item 8.1 since **more than one worker may be injured from a single commuting accident**. Otherwise, verify.

9. **Hours actually worked by all employed persons**	• There **should** be entry in this item regardless of occurrence or non-occurrence of an occupational accident in the establishment.
	
	• To check for acceptability of entry:
	
	(a) Divide entry by average employment reported in Part I: item 3 for CY 2003.
	
	(b) Accept entry that falls within the range of 1,200-3,600 Otherwise, verify.
	
	    Example: 661,620 hours actually worked of 270 employed during the reference year is approximately 2,450 hours per employed person.
	
	(c) However, the average hours may be lower than the specified minimum if the establishment is in operation for less than a year.
	
	(d) If this is the **only** item in the questionnaire subject to verification, estimate hours as follows:
	    average employment (as reported in Part I: item 3 for CY 2003)
	    x regular working days per day (as reported in Part I: item 5 for CY 2003)
	    x days actually worked during the year (as reported in Part I: item 6 for CY 2003)

Guidelines on PSIC

1. If there are more than one (1) major products/services reported but one of these products/services is the same as the original PSIC, retain the code

   Example :
        Main economic activity
   A. Selling of construction materials, oil and automotive fuel .

       Applicable PSIC:
       Selling of construction materials – G52344
       Selling of automotive fuel-G50500

       Original PSIC – G50500

   B. Private elementary education/private secondary education

       Applicable PSIC
       -   private elementary education – M81120
       -   private secondary education- M 81210

       Original PSIC – M81120

2. If the reported products is generic, but have the same first two (2) digits as the original PSIC, do not change the PSIC.

   Example :

       Main Economic Activity – manufacture of undergarments
       Original PSIC –D18110 (mfg. of men's/boys garments)

3. If reported product is specific, apply the 5 digits specific code.

   Example:
   Main Economic activity – mfg of infants' powdered milk (D15230)
   Original PSIC – D15220- mfg of powdered milk (except for infants) and condensed or evaporated milk.

     Change the PSIC to D15230

4. Change the PSIC Code if there is reported turn around of main economic activity.

   Example:

        a. From manufacturing to trade
        b. From construction to landscaping
        c. From wholesaling to business services
        d. From financing to trade
        e. From water transport to fishing ----etc

5. If in doubt consult your designated PSIC personnel.

ITEM OF INQUIRY	GUIDELINES
4. Occupational injuries by part of body injured (Items 4-4.7)	• This portion should be accomplished if there are occupational accidents reported in Item 2. • The sum of totals of cases of occupational injuries of cols. 2, 3, 4, and 5 of Item 4 may be equal or greater than the entry in Item 2 since **more than one case of occupational injury may result from a single occupational accident.** Otherwise, verify. • Totals of cols. 2-5 should be the sum of their respective column details. • Totals of cols. 2-5 should be the same as their corresponding totals in cols. 2, 3, 5 and 7 of Item 3.
5. Occupational injuries by cause of injury (Items 5-5.9)	• This portion should be accomplished if there are occupational accidents reported in Item 2. • The sum of totals of cases of occupational injuries of cols. 2, 3, 4, and 5 of Item 5 may be equal or greater than the entry in Item 2 since **more than one case of occupational injury may result from a single occupational accident.** Otherwise, verify. • Totals of cols. 2-5 should be the sum of their respective column details. • Totals of cols. 2-5 should be the same as their corresponding totals in cols. 2-5 of Item 4.
6. Occupational injuries by agent of injury (Items 6-6.10)	• This portion should be accomplished if there are occupational accidents reported in Item 2. • The sum of totals of cases of occupational injuries of cols. 2, 3, 4, and 5 of Item 6 may be equal or greater than the entry in Item 2 since **more than one case of occupational injury may result from a single occupational accident.** Otherwise, verify. • Totals of cols. 2-5 should be the sum of their respective column details. • Totals of cols. 2-5 should be the same as their corresponding totals in cols. 2-5 of item 5.
7. Occupational diseases (Items 7-7.13)	• Accept with or without entries. • If there is an entry for "Others", the disease/s should be specified. If not, accept entry as is.

QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING

(The standards/specifications are in bold italics.)

Activity	Parameter	Reference Document/ Record	Performance Rating			
			Rating	Quantity	Quality	Time
Supervise delivery and retrieval of questionnaires	Performance rate[1]	-FM-BLES 03-3.17 (based on electronic file) -Questionnaires with encoded status	1	95% or more	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Fixed, not for rating
			2	89-94%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			3	*85-88%*	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			4	75-84%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			5	74% or lower	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Edit/review questionnaires	Quantity	-FM-BLES 04-4.7 -Edited questionnaires	1	26 or more	*No error*	Fixed, not for rating
	Accuracy[2]	-FM-BLES 04-4.8 -Rejection list	2	24- 25	1 - 10% error rate	
			3	*20 - 23 qn/manday*	11 - 25% of total edited questionnaires with errors	
			4	11 -19	26 - 50% error rate	
			5	10 or lower	More than 50% error rate	
Encode status of questionnaires	Quantity	-FM-BLES 03-3.19 -Encoded questionnaires	1	65 or more	*No error*	Fixed, not for rating
	Accuracy[3]	-FM-BLES 04-4.8 -FM-BLES 03-3.17 -FM-BLES 03-3.19	2	58 - 64	1 - 10% error rate	
			3	*50 - 57 qn/manday*	11 - 25% of total encoded questionnaires with errors	
			4	26- -49	26 - 50% error rate	
			5	25 or lower	More than 50% error rate	

[1] Performance rate = {RET / [Sample - (Refused + CBL + PCL + TCL + STR + DUP + OSP + OSE + OTH)]} x 100 where REF should be subject to 3 callbacks by Enumerator and one follow-up by Supervisor and the rest subject to verification by monthly PBIs.

[2] To be determined by Validator. While the data value may be outside the acceptable limits, e.g. rejected, Reviewer commits no error if his/her initial or that of Sr. LEO is found beside the data value in the *questionnaire*. This means that the data value has been evaluated and accepted as such. Validator should initial beside the data value in the *rejection list.*

[3] To be determined by Sr. LEO *prior to table generation.* Encoder commits no error if number of RET and spoilage questionnaires in *final* FM-BLES 03-3.17 are consistent with number of RET and Spoilage questionnaires *summarized* over all FM-BLES 03-3.19.

QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING *(cont'd.)*
(The standards/specifications are in bold italics.)

Activity	Parameter	Reference Document/ Record	Performance Rating			
			Rating	Quantity	Quality	Time
Encode data	Quantity	-FM-BLES 04-4.7 -Encoded questionnaires	1	39 or more	*No error*	
	Accuracy[4]	-FM-BLES 04-4.8 -Validation prooflist	2	35 - 38	1 - 10% error rate	Fixed, not for rating
			3	*30 - 34 qn/manday*	11 - 25% of total encoded questionnaires with errors	
			4	16 - 29	26 - 50% error rate	
			5	15 or lower	More than 50% error rate	
Validate encoded data	Quantity	-FM-BLES 04-4.7 -Encoded questionnaires	1	75 or more	*No error*	
	Accuracy[5]	-FM-BLES 04-4.8 -Output tables -Validation prooflist -Re-validation prooflist (pertinent establishment records) -Rejection list -Edited questionnaires	2	58 - 74	1 - 10% error rate	
			3	*50 - 57 qn/manday*	11 - 25% of total validated questionnaires with errors	
			4	26 - -49	26 - 50% error rate	Fixed, not for rating
			5	25 or lower	More than 50% error rate	

[4]To be determined by Validator. Encoder commits no error if *all* data in questionnaires are correctly encoded or re-encoded as needed.
[5]To be determined by Sr. LEO *during output table generation.* Inconsistencies in output tables are attributable to failure of Validator to correct errors due to encoding per validation prooflist or editing per rejection list.

Notes:

1. The DOLE Modified Performance Evaluation System is the reference in the development of performance ratings on quantity, time and acceptability.
2. Regardless of the number of errors committed in **one** questionnaire for a **specific** data processing activity, treatment is only **one** questionnaire with error.

Performance Rating for Quantity		Example:	
1	130% or more of planned target	*Target:*	40 edited questionnaires per manday
2	115 - 129% of planned target	*Accomplished:*	50 where 50 is 1100 edited questionnaires/22 mandays
3	100 -114% of planned target		*Mandays is total number of hours spent/7 hours*
4	51 - 99% of planned target	*Computation:*	50/40 x 100 = 125%
5	50% or less of planned target	*Rating:*	2 or Very Satisfactory

Performance Rating for Time		Example 1:	
1	50% or less of time allotted	*Target:*	4 weeks
2	51 - 99% of time allotted	*Accomplished:*	1 week
3	100% of time allotted	*Computation:*	1/4 x 100 = 25%
4	101 - 129% of time allotted	*Rating:*	1 or Outstanding
5	130% or more of time allotted		
		Example 2:	
		Target:	3 days
		Accomplished:	5 days
		Computation:	5/3 x 100 = 167%
		Rating:	5 or Poor