

OFFICE EDITING AND DATA VALIDATION GUIDELINES

2007/2008 BLES Integrated Survey



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OBJECTIVES

These guidelines aim 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 and Reviewer/Validator;
- 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 questionnaires.

The scope of the Guidelines is from receipt of the questionnaires from the field to the re-validation of re-encoded survey data.

Attached are annexes for reference by Area Supervisor, Reviewer and Validator.

- Annex A is the Specific Guidelines on PSIC.
- Annex B lists the survey critical activities and the 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.

Chapter 1

SUPERVISOR'S GUIDELINES

1.1 Completeness Check

Cover Page

- a. Check for completeness of address up to the barangay level.
- b. Any change in the name and address of the establishment should be written completely in the appropriate spaces and not in the address label. Establishment name should refer to its trade/patented name.
- c. Only the new **EIN** is written under the neatly crossed-out EIN in the address label.
- d. If the questionnaire is accomplished by the **main/head office**, the complete details should be written in the spaces provided.
- e. Only one status code "**For Field Personnel**" should be encircled.
 - If status is DUP, EIN of duplicate questionnaire should be specified.
 - If status is OSP, the new PSIC should be written in the space provided.
 - If status is OTH, details should be provided.
- f. If status is CON, specify the EIN of questionnaire wherein the report is incorporated (EIN of CET questionnaire). In the other questionnaire/s where entries of the CON questionnaire/s were already incorporated encircle CET and specify the EIN of CON questionnaire/s. The CON or CET codes should be encircled in the "**For BLES Personnel---June 2008 and CY 2007.**"
- g. See to it that the Establishment's Name and Address is in accordance with the "**Guidelines on Naming and Addressing of Establishments**".

Part VII. Certification

- a. Check if all required information about the respondent/contact person in the establishment are complete and legibly written.
- b. The respondent/contact person should indicate time spent in answering the questionnaire; and have comments on the data provided for the 2007/2008 BITS, statistics from previous BITS and presentation/packaging.

Part VIII. 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. If RET questionnaires passed the completeness check, supervisor should affix name and date in the space provided before turning over the questionnaires, together with FM-BLES 03-3.10 "Enumerator's Weekly Performance Report " 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 corner of each page of the attachment.

1.2 Consistency Check

BITS and OWS questionnaires ask for some information that pertain to reference periods which are one month apart, that is June 30, 2008 for BITS and July 31, 2008 for OWS. These items are:

Item of Inquiry	OWS Item No.	BITS Item No.
Main economic activity	Part A: item 1	Part I: item 1
Major products/goods or services	Part A: item 1	Part I: item 1
Employment	Part A: item 2	Part II: item 1
Time-rate workers on full-time basis	Part A: item 2 Part B: sum of totals of cols. 2, 4 and 6	Part II: item 2.5.1
Hourly	Part B: sum of entries of col. 2	Part II: item 2.5.1.1
Daily	Part B: sum of entries of col. 4	Part II: item 2.5.1.2
Monthly	Part B: sum of entries of col. 6	Part II: item 2.5.1.3

BITS entries for these items of inquiries may reflect a plus (+) or minus (–) 20% difference from corresponding OWS entries, i. e., employment is 200 in BITS while entry in OWS may vary from 160 to 240. It is the responsibility of the Supervisors to ensure that the entries referred to are at this range ($\pm 20\%$) when the questionnaires for the two surveys from the same establishments are **retrieved at the same time**. If not at the range, return both questionnaires to the enumerator for verification with the establishment. FM-BLES 03-3.10 “Enumerator’s Weekly Performance Report” of the enumerator should be adjusted accordingly.

1.3. Authenticity Check

One or two questionnaires from the weekly RET submissions of each enumerator should be selected and verified for its authenticity with the contact person in the establishment. Authenticity check shall be recorded in the **Supervisor’s Control List**. Request contact person to 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 such cases, proceed with the proper action.

1.4. Verification of Spoilage

- Verify the status of **all** spoilage questionnaires except REF. For a verified spoilage questionnaire, encircle appropriate status code in the portion “For BLES Personnel”. If status is OSE, write beside the code, the total employment reported in Part II item 1.

- b. Write name and date verified in space provided for Area Supervisor in “Part VIII: Survey Personnel” of the questionnaire.
- c. Update FM-BLES 02-2.1a “Supervisor’s Control List.”
- d. If found not a spoilage questionnaire, a new questionnaire should be addressed and returned to enumerator for delivery. Area Supervisor should check completeness of address label.

1.5. Follow-up on Refusals

- a. Do the **4th and final callback** to refusing respondent (REF) to convince him/her to participate in the survey/s. Record in Supervisor’s Control List.
- b. If establishment still refuses, encircle REF in Status Code “For BLES Personnel” and affix name and date of refusal in space provided for Area Supervisor in “Part VIII: Survey Personnel” of the questionnaire.
- c. Update FM-BLES 02-2.1a “Supervisor’s Control List.”

1.6. Batch Labeling of Spoilage Questionnaires

- a. Arrange verified spoilage questionnaires in ascending EIN and batch by 25’s, separately for NCR and ONCR.
- b. Label each batch 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 for NCR (or Senior LEO for ONCR) affixes name on batch label.
- d. Store in designated area.

1.7. Questionnaires Considered RET1 or RET2

- a. Receive FM-BLES 03-3.10 “Enumerator’s Weekly Performance Report” from Reviewer.
- b. Update FM-BLES 02-2.1a “Supervisor’s Control List.”

1.8. Questionnaires for Verification

- a. Receive questionnaires for verification from Reviewer together with the corresponding Verification forms and FM-BLES 03-3.10 “Enumerator’s Weekly Performance Report.” Record these questionnaires as **RFV** in the Supervisor’s Control List.
- b. Return questionnaires and Verification forms to enumerator for verification with establishment. Request Reviewer, if necessary, to explain to the Enumerator the items for verification.

- c. In case the NCR questionnaire for verification is not retrieved, inform Encoder about such establishments for status encoding (RFV). If there are changes in name, address, PSIC/GEO codes or employment size, accomplish FM-BLES 03-3.9 "Sample Respondents with New Names and Addresses" and forward to Encoder for updating of Status Monitoring Database.

1.9. Questionnaires for Endorsement to Head Office

- a. List respondents using FM-BLES 03-3.15 "Questionnaires for Endorsement to Head Offices" and forward to Encoder for updating of Status Monitoring Database.

Chapter 2

REVIEWER'S GUIDELINES

2.1 General Instructions

- a. Use **green** ballpoint in editing the questionnaire.
- b. For NCR, receive questionnaires for review from the Area Supervisor together with FM-BLES 03-3.10 "Enumerator's Weekly Performance Report". For ONCR, receive batched questionnaires from Senior LEO or get questionnaires from the designated area.
- c. If the reported employment is **less than 16**, discontinue review. However, the PSIC code in Part I item 1 should be updated as applicable. Encircle OSE in status code "For BLES Personnel". Affix name and date for Reviewer in "Part VIII: Survey Personnel" of the questionnaire. Turn over spoilage questionnaires to Area Supervisor (NCR) or Senior LEO (ONCR) for batching.
- d. If the Reviewer finds out that the report is consolidated and it passes review, encircle "CET" in the status code "For BLES Personnel". Request Area Supervisor to look for the questionnaires in which reports are included in the CET questionnaire. Area supervisor should make the necessary coding of status of the CON questionnaires.
- 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 name beside data values in the questionnaire he/she revised. For ONCR, the Senior LEO should affix her name 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, these should be encircled. The questionnaire is subject to verification. If necessary, explain to the NCR Enumerator the item/s in the verification form to be verified.
- h. Likewise, inconsistent entries in the accomplished questionnaire from the Regional Offices should also be encircled. Accomplish the verification form and photocopy the section/s containing the encircled entries for verification. Indicate the name, address and EIN of the establishment on the upper right corner of the questionnaire. The Senior LEO shall fax these together with the accomplished verification form to the Regional Supervisor concerned.
- i. **All** seemingly spurious questionnaires should be noted in the Supervisor's Control List. Verify specific data item/s with contact person in the establishment. Remember that spurious submission is a ground for Enumerator's pre-termination of contract. Inform Supervisor to conduct appropriate action.
- j. When there are no numeric values to report, entry should be "-". If entry is NA, NAP or NONE, line out entry and write "-".
- k. Where there are changes in the Main Economic Activity, the correct/new PSIC Code should be legibly written on the boxes provided for in Part I item 1.
- l. Where details are provided, these should add up to respective totals. In case of discrepancy, sum of details should prevail over reported total.

- m. Where applicable, code occupations/all skills reported using the Philippine Standard Occupational Classification, PSOC Code (4-digit) should be legibly written on space provided.
- n. The **comments** of the respondent on p. 18 of the questionnaire should be noted as these may provide explanations relevant to the accomplished questionnaire.
- o. Affix name of Reviewer and date of review in “Part VIII: Survey Personnel” of the questionnaire (NCR or ONCR as the case may be).
- p. Use FM-BLES 04-4.7 “Monitoring of Data Processing Activities” for record purposes.
- q. If problems (not explicitly explained in the Editing and Validation Guidelines) arise, the Reviewer should **consult** his/her Senior LEO while the latter should consult his/her Supervising LEO or Chief LEO.

2.2. Specific Instructions

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 should be “000”.
- b. If the questionnaire is endorsed to its **head office** and appropriate head office particulars are provided, write the corresponding 9-digit GEO code in the space provided for head office. If the barangay is not indicated, barangay code should be “000”.
- c. The Reviewer should accomplish the status code in the portion “For BLES Personnel.”

2.2.2. Part I: General Information (Page 3)

ITEM OF INQUIRY	GUIDELINES
<p>1. Main Economic Activity</p> <p><i>Major products/goods or services</i></p>	<ul style="list-style-type: none"> • Entry should clearly describe the main economic activity or business of the establishment. • Major products/goods or services reported should be consistent with main economic activity. • Fill out the 6-digit alpha-numeric 1994 PSIC (as amended) code in the space provided, whether it is the same or not. (See Annex A "Specific Guidelines on PSIC")
<p>2. Ownership</p>	<ul style="list-style-type: none"> • There should only be one (1) box checked for this item.
<p>3. With union</p>	<ul style="list-style-type: none"> • A local union may be an affiliate of a legitimate labor federation or it may have its own registration or both. • There should only be one (1) box checked. • If "YES" is checked, items 3.1 to 5.2.1.1 must have entries. • If "NO" is checked, there should be no entry in the succeeding items. GO to Part II. • However, if "NO" is checked but there are entries in the succeeding items verify if response is really a "NO". Otherwise, edit as instructed.
<p>3.1 Scope of Bargaining Unit</p>	<ul style="list-style-type: none"> • If "YES" is checked, there should be entry/ies on the scope of bargaining unit. • Supervisory employees are not eligible for membership in a labor organization of the rank and file employees but may join, assist or form a separate labor organization of their own. However, supervisory employees may be included in an existing rank and file bargaining unit (RA 6715) provided that they shall remain in that unit. • Accept one or more checkmarks.
<p>4. Number of Unions</p>	<ul style="list-style-type: none"> • This refers to the total number of existing union/s in the establishment.

2.2.2. Part I: General Information (Page 3) (cont'd)

ITEM OF INQUIRY	GUIDELINES
5. Union membership	<ul style="list-style-type: none"> • If “Supervisors only” is checked in item 3.1, union membership should not exceed number of supervisors/foremen reported in item 1.3.2 (Part II). • If “Rank and File only” is checked in item 3.1, union membership should not exceed number of regular workers reported in item 1.3.3.1 (Part II). • If “Rank and File including Supervisors” is checked in item 3.1, union membership should not exceed the sum of entries in item 1.3.2 (supervisors/foremen) and 1.3.3.1 (regular workers) in Part II. • If both “Supervisory only” and Rank and File only” are checked in item 3.1, union membership should not exceed the sum of entries in item 1.3.2 (supervisors/foremen) and 1.3.3.1 (regular workers) in Part II.
5.1. Female members	<ul style="list-style-type: none"> • Entry should not exceed union membership reported in item 5. • Entry may be equal to or less than the number of female workers reported in item 2.2 (Part II).
5.2. Union officers	<ul style="list-style-type: none"> • May or may not have entry. No entry if officers are based in the Main Office or in other branches. • If there is no union officer in this particular establishment, there should be no entry in items 5.2.1 and 5.2.1.1. • Entry should be less than the union membership reported in item 5.
5.2.1 Female officers	<ul style="list-style-type: none"> • There can only be female officers if there are female union members. • Entry should not exceed the number of union officers reported in item 5.2.
5.2.1.1 Female presidents	<ul style="list-style-type: none"> • There can only be female presidents if there are female union members. • The number of female presidents should not exceed the number of unions reported in item 4.
6. With collective bargaining agreements	<ul style="list-style-type: none"> • There should only be one box checked.

2.2.2. Part I: General Information (Page 3) (cont'd)

ITEM OF INQUIRY	GUIDELINES
7. Workers covered by CBA	<ul style="list-style-type: none"> • The CBA covers all the <u>regular</u> employees of an appropriate bargaining unit. • Entry here may exceed union membership reported in item 5. • If "Supervisors only" is checked in item 3.1, workers coverage should not exceed the number of supervisors/foremen reported in item 1.3.2 (Part II). • If "Rank and File only" is checked in item 3.1, workers coverage should not exceed the number of rank and file employees reported in item 1.3.3 (Part II). • If "Rank and File including Supervisors" is checked in item 3.1, workers coverage should not exceed the sum of entries in item 1.3.2 (supervisors/foremen) and 1.3.3 (rank and file) in Part II. • If both "Supervisory only" and Rank and File only" are checked in item 3.1, union membership should not exceed the sum of entries in item 1.3.2 (supervisors/foremen) and 1.3.3.1 (regular workers) in Part II.
7.1. Female workers covered	<ul style="list-style-type: none"> • There can only be female workers covered by CBA if there are female workers reported in item 2.2 (Part II). • Entry here should not exceed the number of female workers reported in item 2.2 (Part II). • Entry here may exceed female members reported in item 5.1.
8 . Is your establishment part of a global production network (GPN)?	<ul style="list-style-type: none"> • There should be only one (1) box checked. • If "YES" is checked there may be entry in parent country. Write "NA" if there is no mother company. • Partner country/ies should be specified.
9 . Please indicate your market	<ul style="list-style-type: none"> • May or may not have entry. • For Business Process Outsourcing only.

2.2.3. PART II: Employment (Pages 4-5)

ITEM OF INQUIRY	GUIDELINES
1. Total Employment	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Entry refers to working owners not receiving regular pay. Entry should be less than entry in item 1.3.
1.2. Unpaid workers	<ul style="list-style-type: none"> Accept with or without entry. Entry should be less than entry in item 1.3.
1.3. Employees	<ul style="list-style-type: none"> Entry should be the sum of entries in items 1.3.1, 1.3.2 and 1.3.3.
1.3.1. Managers/Executives	<ul style="list-style-type: none"> Entry includes working owners receiving regular pay. The proportion of managers/executives should not be more than 20 % of total employment. If entry is not within range, verify.
1.3.2. Supervisors Foremen	<ul style="list-style-type: none"> The proportion of supervisors/foremen should not be more than 30 % of total employment. If entry is not within range, verify.
1.3.3. Rank and file	<ul style="list-style-type: none"> Entry should be the sum of entries in items 1.3.3.1 and 1.3.3.2.
1.3.3.1. Regular workers	<ul style="list-style-type: none"> 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.
1.3.3.2. Non-regular workers	<ul style="list-style-type: none"> Entry should be the same entry as that in item 2.8.
2. Employment of Specific Groups of Employees	<ul style="list-style-type: none"> As applicable, workers may be reported in several categories.
2.1. Young workers	<ul style="list-style-type: none"> Entry may be equal to or less than entry in item 1.3.
2.2. Female workers	<ul style="list-style-type: none"> Entry may be equal to or less than entry in item 1.3.
2.3. Workers paid the minimum wage	<ul style="list-style-type: none"> Entry may be equal to or less than entry in item 1.3.3.
2.4. Persons with disabilities	<ul style="list-style-type: none"> Accept with or without entry. If there is entry, it should be less than entry in item 1.3.

2.2.3. PART II: Employment (Pages 4-5) (*cont'd*)

ITEM OF INQUIRY	GUIDELINES
2.5. Time-rate workers	<ul style="list-style-type: none"> Entry should be the sum of entries in items 2.5.1 and 2.5.2.
2.5.1. Full-time workers	<ul style="list-style-type: none"> Entry should be the sum of entries in items 2.5.1.1, 2.5.1.2 and 2.5.1.3.
2.5.1.1. Hourly	<ul style="list-style-type: none"> Entry should be less than entry in item 2.5.1. However, it is equal to entry in item 2.5.1 if there are no daily or monthly workers. Establishments engaged in <u>education</u> would normally have entries here.
2.5.1.2. Daily	<ul style="list-style-type: none"> Entry should be less than entry in item 2.5.1. However, it is equal to entry in item 2.5.1 if there are no hourly or monthly workers.
2.5.1.3. Monthly	<ul style="list-style-type: none"> Entry should be less than entry in item 2.5.1. However, it is equal to entry in item 2.5.1 if there are no hourly or daily workers.
2.5.2. Part-time workers	<ul style="list-style-type: none"> Entry should be less than entry in item 2.5.
2.6. Commission workers	<ul style="list-style-type: none"> Accept with or without entry. Establishments engaged in insurance, real estate selling, transport and trade would normally have entries here.
2.7. Expatriate workers	<ul style="list-style-type: none"> Accept with or without entry.
2.8. Non-regular workers	<ul style="list-style-type: none"> Entries should be the sum of entries in items 2.8.1, 2.8.2, 2.8.3, 2.8.4 and 2.8.5. 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.
2.8.1. Probationary workers	<ul style="list-style-type: none"> Accept with or without entry.
2.8.2. Casual workers	<ul style="list-style-type: none"> Accept with or without entry.
2.8.3. Contractual/project-based workers	<ul style="list-style-type: none"> Accept with or without entry.
2.8.4. Seasonal workers	<ul style="list-style-type: none"> Accept with or without entry.
2.8.5 Apprentices/learners	<ul style="list-style-type: none"> Accept with or without entry.

2.2.3. PART II: Employment (Pages 4-5) (cont'd)

ITEM OF INQUIRY	GUIDELINES
<p>2.9. Agency-hired workers <i>(jobs performed within establishment premises)</i></p>	<ul style="list-style-type: none"> Establishments engaged in the provision of security and janitorial services should not have entries in items 2.9.1 and 2.9.2 as it is unlikely that these establishments will hire workers for their security and janitorial needs from an agency engaged in the same line of business. If there are entries, line them out neatly. 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 financial intermediation and education. If "Others" is checked, jobs/activities performed and corresponding number of workers must be specified. Entries should add up to total.
<p>3. Engaged in outsourcing or sub-contracting?</p>	<ul style="list-style-type: none"> There should be only one box checked in this item. If "Yes" is checked, there should be at least one checked box in the type of process outsourced/jobs contracted out. Validate/verify for the proper job category of a similar job which has both entry in item 2.9 and check mark in item 3 to avoid duplication of 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 hotels and restaurants, health and welfare. If "No" is checked, go to Part III.

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

2.2.4. Part III: Occupational Shortages and Surpluses (Pages 6-7)

ITEM OF INQUIRY	GUIDELINES
1. Were there job vacancies (vacant positions) in your establishment from January 2007 to June 2008?	<ul style="list-style-type: none"> There should be one checked box. If "Yes" is checked, the total number of vacant positions should be specified. If "No", proceed to question no. 2.
1.1. Of the total number of vacant positions, how many were hard to fill?	
Col. 2 - Title of Job/ Occupation	<ul style="list-style-type: none"> Validate the exact title of job/occupation in case entries are abbreviated.
Col. 3 - No. of Vacancies	<ul style="list-style-type: none"> In case a job/occupation has been vacant for several times during the reference period, it should be counted only once. Information for the most recent vacancy should be reflected.
Col. 4 - No. of Applicants	<ul style="list-style-type: none"> Entry should be the total number of applicants who applied for each vacant job/occupation listed in column (2). If the actual count of applicants cannot be provided, an estimate can be accepted.
Col. 5 - Month/Year (mm/yy) Vacancy was Opened	<ul style="list-style-type: none"> Accept entry as is. Entry refers to the month and year a certain vacant job/occupation was opened for immediate placement.
Col. 6 - Month/Year (mm/yy) Vacancy was Filled-up	<ul style="list-style-type: none"> Accept entry as is. If there is no entry, validate with the establishment if the vacancy has not been filled up as of date of collection.
Col. 7 - Reason Why Hard to Fill	<ul style="list-style-type: none"> Only one code should be reflected, i.e, the main reason why job/occupation is hard-to-fill.
Col. 8 - Starting Salary Rate (in P)	<ul style="list-style-type: none"> An estimated salary can be accepted from establishment who opt not to provide entry due to confidentiality of data.
1.2. Requirements for filling-up hard to fill vacant positions	<ul style="list-style-type: none"> Entry refers to the company's requirements/qualification standards for the applicants to qualify for placement in a vacant position.
Col. 2 – Title of Job/ Occupation	<ul style="list-style-type: none"> Check for consistency of job/occupation titles with those listed in column (2) of item 1.1.
Col. 3 - Minimum Educational Level	<ul style="list-style-type: none"> Entry refers to the least educational attainment required by the establishment for their applicants.
Col. 5 - Main Skill/Area of Specialization	<ul style="list-style-type: none"> Accept entry as is. Entry refers to the specific skill or field of expertise of the applicants.

2.2.4. Part III: Occupational Shortages and Surpluses (Pages 6-7) (cont'd)

ITEM OF INQUIRY	GUIDELINES
Col. 7 - Yrs. of Experience	<ul style="list-style-type: none"> Accept entry as is. Entry refers to the number of years of working experience acquired by the applicant from previous employment.
Col. 8 - TESDA Skills Certification Title	<ul style="list-style-type: none"> Accept entry as is. Entry refers to the title of TESDA Certificate issued to an applicant who has undergone TESDA skills training.
1.3. Of the total number of vacant positions reported in Item 1, how many were easy to fill?	
Col. 2 - Title of Job/ Occupation	<ul style="list-style-type: none"> Entry refers to the job/occupation considered by the establishment as easy-to-fill. Validate for the exact title of job/occupation in case entries are abbreviated.
Col. 3 - No. of Vacancies	<ul style="list-style-type: none"> In case a job/occupation has been vacant for several times during the reference period, it should be counted only once. Information for the most recent vacancy should be reflected.
Col. 4 - No. of Applicants	<ul style="list-style-type: none"> Entry should be the total number of applicants who applied for each vacant job/occupation listed in column (2). If the actual count of applicants cannot be provided, an estimate can be accepted.
Col. 5 - Starting Salary Rate (in ₱)	<ul style="list-style-type: none"> An estimated salary can be accepted from establishment who opt not to provide entry due to confidentiality of data.
2. When was the last time you had vacancy?	<ul style="list-style-type: none"> Accept entry as is. Entry refers to the month and year when the company had its latest vacancy.
3. How do you normally fill up your job vacancies?	<ul style="list-style-type: none"> There should be at least one checked box. Entry refers to the method/s used by establishments in filling up their job vacancies.
4. Does your company have a particular school preference in recruiting new staff?	<ul style="list-style-type: none"> There should be one checked box. Entry refers to the establishments' preference for graduates of a particular school to fill up their job vacancies.
5. How much is your estimated recruitment cost per job?	<ul style="list-style-type: none"> Entry refers to the amount of money spent by the establishment in recruiting applicants to fill up a certain vacancy. This would normally have one check mark in any of the boxes if any or all of the following have been checked in question no. 2: Classified Ads, Private recruitment agency and Internet (Job Boards).

2.2.4. Part III: Occupational Shortages and Surpluses (Pages 6-7) (cont'd)

ITEM OF INQUIRY	GUIDELINES
6. <i>In general, how do you rate the job applicants in terms of the following traits?</i>	<ul style="list-style-type: none"> • Entry refers to the overall rating of the establishment on their applicants based on the different criteria used in recruiting the qualified applicants.
7. <i>How do you rate the quality of job applicants compared with the previous years?</i>	<ul style="list-style-type: none"> • There should be one checked box. • Entry must be consistent with the establishments' responses in item 6.

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

2.2.5. Part IV: Safety and Health Practices (Pages 8-11)

ITEM OF INQUIRY	GUIDELINES
1. Which of the following facilities are available or provided in your establishment?	<ul style="list-style-type: none"> • There should only be one checkmark for each facility. Either YES or NO. • If there are facilities provided other than those enumerated, these should be specified under "Others".
1.1. What are the reasons for the non-provision of some of the facilities mentioned above?	<ul style="list-style-type: none"> • Accept one or more checkmarks. • If there are reasons other than those enumerated, these should be specified under "Others".
2. Below are the different occupational health programs/services relative to the maintenance of safety and health conditions at the workplace. Which programs/services are implemented in your establishment?	<ul style="list-style-type: none"> • There should only be one checkmark for each occupational health programs/service. Either YES or NO. • If there are programs/services other than those enumerated, these should be specified under "Others".
3. What preventive and control measures on safety and health are implemented in your establishment?	<ul style="list-style-type: none"> • There should only be one checkmark for each preventive and control measure. Either YES or NO. • If there are measures other than those enumerated, these should be specified under "Others".
4. Which of the following OSH trainings/seminars on safety and health were provided to your employees for the last two (2) years?	<ul style="list-style-type: none"> • There should only be one checkmark for each OSH training/seminar. Either YES or NO. • If there are trainings/seminars other than those enumerated, these should be specified under "Others".
4.1. Have you availed of the services/assistance of the following agencies in the conduct of any of the above trainings/seminars?	<ul style="list-style-type: none"> • There should only be one checkmark for each agency. Either YES or NO. • If there are agencies other than those enumerated, these should be specified under "Others".
5. Who are responsible in the overall implementation/monitoring of safety and health practices in your establishment?	<ul style="list-style-type: none"> • Accept one or more checkmarks. • If there are personnel responsible other than those enumerated, these should be specified under "Others".
6. Who are the health personnel in your establishment?	<ul style="list-style-type: none"> • Accept one or more checkmarks. • If there are health personnel other than those enumerated, these should be specified under "Others".

2.2.5. Part IV: Safety and Health Practices (Pages 8-11) (cont'd)

ITEM OF INQUIRY	GUIDELINES
7. Do you keep OSH records (work-related injuries, illnesses, health diseases and incidence) of your employees?	<ul style="list-style-type: none"> • There should only be one checkmark. Either YES or NO. • If YES is checked, there should be entry/ies on the type of records kept. Accept one or more checkmarks.
8. How do you communicate to employees safety and health practices in your establishment?	<ul style="list-style-type: none"> • Accept one or more checkmarks. • If there are methods of communication other than those enumerated, these should be specified under "Others".
9. Does management consult with employee representatives or union officers on matters concerning occupational health and safety?	<ul style="list-style-type: none"> • Accept only one checkmarks.
10. Is your establishment ISO (International Organization for Standardization) Certified?	<ul style="list-style-type: none"> • There should only be one checkmark. Either YES or NO.
10.1. If YES, please check the appropriate box/es on type of ISO certification/s.	<ul style="list-style-type: none"> • If YES is checked, there should be entry/ies on the type of ISO Certification. • Accept one or more checkmarks. • If there are types of ISO Certification other than those enumerated, these should be specified under "Others".

2.2.6. Part V: Occupational Injuries and Diseases (Pages 12-15)

ITEM OF INQUIRY	GUIDELINES
<p>1. Did your establishment experience any occupational accident during the year?</p>	<ul style="list-style-type: none"> • There should only be one box checked, either “Yes” or “No”. • 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 but there are no entries in Items 2, 3, 4, 5 or 6, “No” should be checked. <p>Note: <i>An accident at work which did not result to an injury, disease or death of a worker is <u>not</u> an occupational accident within the context of this survey.</i></p>
<p>2. How many occupational accidents were there?</p>	<ul style="list-style-type: none"> • If “Yes” is checked in Item 1, entry in this item should be other than “0” • Entry should be equal to or less than the sum 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.
<p>3. Occupational injuries by type of injury (Items 3-3.9)</p>	<ul style="list-style-type: none"> • This portion should be accomplished if there is an occupational accident reported in Item 2. • The sum of cases of occupational injuries of cols. 2, 3, 5 and 7 of Item 3 should be equal to or greater than the entry in Item 2 since more than one case of occupational injury may result from a single occupational accident. • Totals of col. 2-7 should be the sum of their respective column details. • If there are permanent or temporary incapacity cases, there should be corresponding workdays lost and vice versa. • In permanent or temporary incapacity entries, the number of workdays lost should be equal to or greater than the number of their corresponding cases of occupational injuries. • If reported workdays lost include a half day ($\frac{1}{2}$) or decimal (0.5), round off to nearest whole number, e.g. 274.5 to 275 or 275.5 to 276. Even number rule of rounding does not apply in this case. <p>Note: <i>A half day absence from work (count starting after the day of accident and excludes temporary absences from work of less than one day for medical treatment) automatically translates to one workday lost.</i></p>

2.2.6. Part V: Occupational Injuries and Diseases (Pages 12-15) (cont'd)

ITEM OF INQUIRY	GUIDELINES
3. Occupational injuries by type of injury (Items 3-3.9) (cont'd)	<ul style="list-style-type: none"> To check workdays lost per case for each type of injury: <ol style="list-style-type: none"> Divide the number of lost workdays by the number of corresponding cases. Computed maximum workdays lost per case of <i>permanent incapacity</i> <u>may exceed 365 days</u>. Computed maximum workdays lost per case of <i>temporary incapacity</i> <u>should not exceed 365 days</u>.
4. Occupational injuries by part of the body injured (Items 4-4.7)	<ul style="list-style-type: none"> This portion should be accomplished if there is an occupational accident reported in Item 2. The sum of cases of occupational injuries of cols. 2, 3, 4 and 5 of Item 4 should be equal to or greater than the entry in Item 2 since more than one case of occupational injury may result from a single occupational accident. 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)	<ul style="list-style-type: none"> This portion should be accomplished if there is an occupational accident reported in Item 2. The sum of cases of occupational injuries of cols. 2, 3, 4 and 5 of Item 5 should be equal to 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 col. 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 4.
6. Occupational injuries by agent of injury (Items 6-6.10)	<ul style="list-style-type: none"> This portion should be accomplished if there is an occupational accident reported in Item 2. The sum of cases of occupational injuries of cols. 2, 3, 4 and 5 of Item 6 should be equal to or greater than the entry in Item 2 since more than one case of occupational injury may result from a single occupational accident.

2.2.6. Part V: Occupational Injuries and Diseases (Pages 12-15) (cont'd)

ITEM OF INQUIRY	GUIDELINES
6. Occupational injuries by agent of injury (Items 6-6.10) (cont'd)	<ul style="list-style-type: none"> Totals of col. 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 5.
7. Occupational diseases (Items 7-7.13)	<ul style="list-style-type: none"> Accept with or without entries. If there is an entry for "Others", the disease/s and their corresponding number should be specified.
8. Did any of your workers experience commuting accidents in 2007?	<ul style="list-style-type: none"> There should only be one box checked, either "Yes" or "No". If there are entries in Items 8.1 and 8.2, "Yes" should be checked. If neither boxes are checked but there are no entries in Items 8.1 and 8.2, "No" should be checked. <p>Note: A commuting accident which did not result to death or personal injury to the worker while on his way from place of work (or work-related training) to his residence or vice versa is <u>not</u> a commuting accident within the context of this survey.</p>
8.1 How many commuting accidents were there?	<ul style="list-style-type: none"> If "Yes" is checked in Item 8, entry in this item should be other than "0". 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.
8.2 How many workers were injured?	<ul style="list-style-type: none"> There should be entry in this item if there is an commuting accident reported in Item 8.1. Entry should be equal to or greater than the entry in Item 8.1 since more than one worker may be injured from a single commuting accident.
9. How many hours were actually worked by all employed persons in your establishment in 2007?	<ul style="list-style-type: none"> There should be an entry on hours actually worked by all employed persons regardless of <u>occurrence or non-occurrence</u> of an occupational accident in the establishment. Entry should be correctly estimated as per detailed entries reported. Otherwise, recompute entry accordingly.

2.2.6. Part V: Occupational Injuries and Diseases (Pages 12-15) (cont'd)

ITEM OF INQUIRY	GUIDELINES
<p>9. How many hours were actually worked by all employed persons in your establishment in 2007? (cont'd)</p>	<ul style="list-style-type: none"> • To check for acceptability of entry: <ol style="list-style-type: none"> a. Divide entry by average employment reported. b. Accept entry if it falls within the range of 1,200-3,600 hours per employed person. <p>Example: 122,720 hours actually worked of 51 employed persons in 2007 (reference year) is approximately 2,406 hours per employed person.</p> <p>Note: Average hours may be lower than the specified minimum only if the establishment is in operation for less than a year or working time is on rotation basis.</p>

Should there be concerns not adequately explained in the editing guidelines, consult Senior LEO of LSSD (Tess Edora).

2.2.7. Part VI: Labor Cost of Employees (Pages 16-17)

ITEM OF INQUIRY	GUIDELINES
1. Reference period if other than calendar year (<i>month/year</i>)	<ul style="list-style-type: none"> If there is no entry, write 0107 for “Start” and 1207 for “End.” If the reference period pertains to fiscal year, e.g. April 2007 to March 2008, the Reviewer should code “Start” with 0407 and “End” with 0308, e.g. MMY.
2. Labor Cost Component	<ul style="list-style-type: none"> Data required pertains to employees reported in Part VI item 3. Data should be for 12 months whether reference period is calendar or fiscal year unless establishment explicitly indicates that reference period is less than a year in item 1. If amount given contains centavos, do not round off. Line out centavo entries. If amount given is rounded off to thousands or millions, change to whole number, i.e., from 7.9M to 7,900,000.
2.1 Direct wages and salaries (in cash)	
2.1.1. Pay for normal/regular working time	<ul style="list-style-type: none"> There should be entry in this item. Otherwise, verify. If entry indicates consolidated data, e.g. including other sub-components of Direct Wages and Salaries, verify. To check for acceptability of entry: divide entry by number of employees reported in Part VI item 3. Accept entry that falls within the range of 24,000-350,000. <p>Example: ₱16,211,856 payment for normal/regular working time for 265 employees during the reference year is approximately ₱61,177 per employee.</p>
2.1.2. Commissions of employees and their share in service charges	<ul style="list-style-type: none"> 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). If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify.

2.2.7. Part VI: Labor Cost of Employees (Pages 16-17) (cont'd)

ITEM OF INQUIRY	GUIDELINES
2.1.2. Commissions of employees and their share in service charges (cont'd)	<p>Notes: 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.</p>
2.1.3. Overtime, night shift and premium pay	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Overtime pay refers to additional remuneration for work performed beyond eight 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 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	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Entry refers 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 different from entry in item 2.3.1 which refers to less frequently granted or year-end/seasonal bonuses and gratuities. Otherwise, verify.
2.1.5. Cost of living allowances and other guaranteed and regularly paid allowances	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Examples of these are commutable representation and transportation allowances. • If there is entry, it should exclude housing allowances and rents in cash which should be reported in item 2.5.2.

2.2.7. Part VI: Labor Cost of Employees (Pages 16-17) (cont'd)

ITEM OF INQUIRY	GUIDELINES
2.2. Remuneration for time not worked	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Entry refers 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	<ul style="list-style-type: none"> • There should be entry in this item. • Entry should be lower than entry in item 2.1.1. Otherwise, verify. • Entry refers to mid-year bonus, Christmas bonus, 13th month pay (obligatory), 14th, 15th month pay and the like. • Entry should be different 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 VI item 3. Accept entry that falls within the range of 2,000-150,000. Otherwise, verify. <p>Example: ₱1,064,364 payment of one-time bonuses for 265 employees during the reference year is approximately ₱4,016 per employee.</p> <ul style="list-style-type: none"> • In a case report in this item explicitly indicates that the entry covers only limited number of employees, e.g. 20, instead of all employees reported in Part VI item 3, denominator to be used in checking acceptability of entry should be the actual number of employees covered (in this example should be 20).
2.3.2. Profit sharing bonuses	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify.
2.3.3. Additional payments in respect of vacation, supplementary to normal vacation pay	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Entry refers to payments made to employees over and above those given for paid vacation leaves.

2.2.7. Part VI: Labor Cost of Employees (Pages 16-17) (cont'd)

ITEM OF INQUIRY	GUIDELINES
2.4. Payments in kind	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Entry 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 cost for rice/corn, food subsidies, ordinary clothing or footwear (as distinguished from cost of uniform and safety shoes that should be included in item 2.9.1. • It should exclude the imputed rental value of free/subsidized housing, medical services and canteen and other welfare services and facilities
2.5. Cost of workers' housing shouldered by employer	
2.5.1. Cost for establishment-owned dwellings	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Entry refers 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. • 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.
2.5.2. Cost for dwellings not owned by establishment and other housing costs	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Entry refers 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. • Examples of these are housing allowances, rents, subsidies.

2.2.7. Part VI: Labor Cost of Employees (Pages 16-17) (cont'd)

ITEM OF INQUIRY	GUIDELINES
2.6. Employer's social security expenditures	<ul style="list-style-type: none"> These exclude employees' shares.
2.6.1. Compulsory social security contributions	<ul style="list-style-type: none"> There should be entry in this item. Entry should be lower than entry in item 2.1.1. Otherwise, verify. Examples of these are obligatory employers' contributions to SSS/GSIS, PhilHealth, PAG-IBIG and State Insurance Fund. To check for acceptability of entry: Divide entry by number of employees reported in Part VI item 3. Accept entry that falls within the range of 2,000-15,000. Example: ₱905,252 payment for compulsory social security contributions of 265 employees during the reference year is approximately ₱3,416 per employee. Accept only after verification that no entry is due to non-payment of these compulsory social security contributions by the establishment. In a case wherein report in this item explicitly indicates that the entry covers only limited number of employees , e.g. 30, instead of all employees reported in Part VI item 3, denominator to be used in checking acceptability of entry should be the actual number of employees covered (in this example should be 30).
2.6.2. Collectively agreed, contractual and non-obligatory contributions to private social security schemes and insurance	<ul style="list-style-type: none"> Accept with or without entry. If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. Examples of these are premiums paid for pension, life, accident, medical and health and hospitalization insurance/plans of employees.

2.2.7. Part VI: Labor Cost of Employees (Pages 16-17) (cont'd)

ITEM OF INQUIRY	GUIDELINES
2.6.3. Direct payments by employer to employees regarded as social security benefits	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Entry refers 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. • As such, payments by GSIS/SSS are excluded.
2.6.4. Cost of medical care and health services	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Entry refers 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. • 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. • If the respondent is engaged in the provision of medical care or health services, entry in this item does not refer to the maintenance, etc. of the hospital which is intended for its patients. • If entry is unusually high, i.e. millions of pesos particularly for establishments with PSIC N8512 (hospital/clinic), verify with establishment as it might include cost/worth of the building/medical facility.
2.6.5. Retirement and termination/separation pay	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify.

2.2.7. Part VI: Labor Cost of Employees (Pages 16-17) (cont'd)

ITEM OF INQUIRY	GUIDELINES
2.7. Cost of training	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Entry refers to the cost to the employer in the training of its employees. • 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. 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. • If the respondent is engaged in the provision of education services, entry in this item does not include maintenance, etc. of the educational institution which is intended for its students. • 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.
2.8. Cost of welfare services	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Entry refers to the cost incurred by the employer for the welfare or benefit of its employees other than for housing (included in item 2.5.), medical care and health (included in item 2.6.4) and training (included in item 2.7). • 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. It should also include grants by employers to credit unions and cost of related services for employees, etc.

2.2.7. Part VI: Labor Cost of Employees (Pages 16-17) (cont'd)

ITEM OF INQUIRY	GUIDELINES
2.8. Cost of welfare services (cont'd)	<ul style="list-style-type: none"> • If the respondent is engaged in food or recreational business, cost to the employer does not include the maintenance, etc. of the restaurant, sports complex or beach resort which is intended for its customers. • 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.
2.9. Other labor costs	
2.9.1. Cost of work clothes/protective gear	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Examples of these are work clothes, personal protective equipment such as safety shoes, eye goggles, etc. • This should be distinguished from ordinary clothing which should be included in item 2.4.
2.9.2. Transport of workers to and from work undertaken by employers	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Entry refers to the cost of transport of workers to and from work undertaken by the employer e.g. shuttle service.
2.9.3. Recruitment cost	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • Entry refers to travel expenses for interviews of new employees, 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.
2.9.4. Others (specify)	<ul style="list-style-type: none"> • Accept with or without entry. • If there is entry, it should be lower than entry in item 2.1.1. Otherwise, verify. • If there is entry, description of other labor cost should be specified and corresponding amount reported.

2.2.7. Part VI: Labor Cost of Employees (Pages 16-17) (cont'd)

<p>3. Hours actually worked by all employees in 2007</p>	<ul style="list-style-type: none"> • There should be entry in this item. • To check for acceptability of entry: Divide entry by number of employees reported in this item. Accept entry that falls within the range of 1,200-3,600. Otherwise, verify. <i>Example: 614,600 hours actually worked of 265 employees during the reference year is approximately 2,319 hours per employee.</i> • In establishments engaged in provision of security and janitorial services, acceptable range of total hours actually worked during the year would be from 2,500 – 4,500 hours per employee. Otherwise, verify.
<p>4. Percent share of labor cost to total cost</p>	<ul style="list-style-type: none"> • There should only be one box checked. • If 30% or more is checked, actual proportion should be specified.

Should there be concerns not adequately explained in the editing guidelines, consult Supervising LEO of LSSD (Ochie Fajardo).

2.3. Verification of Inconsistent/Questionable Entries

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

For NCR, the original copy should be stapled to the questionnaire and return to the Area Supervisor for verification of the concerned Enumerator. For ONCR, the Senior LEO should transmit/fax to the concerned Regional Supervisor a photocopy of the questionnaire with entry/ies for verification.

The duplicate copy of the BITS Form 1 shall be retained by the Reviewer to keep tab of the questionnaire for verification. Follow up the questionnaire with the Area Supervisor (NCR) or Senior LEO (ONCR) from time to time.

In case the ONCR questionnaire for verification is not retrieved, inform Encoder about such establishments for status encoding (RFV). If there are changes in name, address, PSIC/GEO codes or employment size, accomplish FM-BLES 03-3.9 "Sample Respondents with New Names and Addresses" and forward to Encoder for updating of Status Monitoring Database.

2.4. Batch Labeling of Retrieved Questionnaires

- a. Batch RET1/ RET2 questionnaires in ascending EIN separately for NCR and ONCR.
- b. Fasten and label each batch of 25 questionnaires in the following format:

AREA	FORMAT
NCR	NCRX - Rn
ONCR	ONCRX - Rn (This includes ONCR samples with Head Offices in NCR where: X - Reviewer code R - Retrieved n - sequence number from 1 to n

- c. Affix name in batch label.
- d. Store in designated area.

Chapter 3

DATA VALIDATOR'S GUIDELINES

After batch encoding, a validation prooflist shall be generated to check accuracy of review and data encoding.

- a. Use **red** ballpoint in validation.
- b. Check accuracy of data encoding by comparing the data values in the validation prooflist with those in the corresponding questionnaire.
- c. If a seemingly erroneous data value in the questionnaire was initialed by the Reviewer or Senior LEO, accept data as is.
- d. Should there be a correction (error in review or encoding), write correction legibly and neatly beside the crossed out data value in the validation prooflist. Affix name beside the new data value in the validation prooflist.
- e. Use FM-BLES 04-4.7 "Monitoring of Data Processing Activities" to record data validation activities and affix name on batch label.
- f. Monitor accuracy of review and encoding using FM-BLES 04-4.8 "Monitoring 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.

After incorrect data discovered during data validation have been re-encoded, a re-validation prooflist should be printed containing the pertinent records to ensure that the revised values have been correctly re-encoded.

- a. Use red ballpoint in re-validation.
- b. Check accuracy of data re-encoding by comparing the data values in the re-validation prooflist with the original validation prooflist.
- c. Should there be a correction, (error in re-encoding), write correction legibly and neatly beside the data value in the re-validation prooflist. There should be another print-out containing the pertinent records to ensure the correctness of the 2nd re-encoding.
- d. Use FM-BLES 04-4.7 to record data re-validation activities and affix name on batch label.
- e. Monitor accuracy of re-encoding using FM-BLES 04-4.8.
- f. All validation/revalidation prooflists should be inserted in the corresponding batch of questionnaires.
- 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.

Specific Guidelines on PSIC

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

Example:

If the main economic activity is:

- Selling of construction materials, oil and automotive fuel

Applicable PSIC:

- Selling of construction materials - G52344
- Selling of automotive fuel - G50500

Original PSIC - G50500, retain this PSIC code

- Private elementary education/private secondary education

Applicable PSIC

- private elementary education - M81120
- private secondary education - M 81210

Original PSIC - M81120, retain this PSIC code

2. If the reported product is generic, but have the same first two (2) digits as the original PSIC, retain the PSIC code.

Example:

Main Economic Activity - manufacture of undergarments

Original PSIC - D18110 (mfg of men's/boys garments), retain PSIC code

3. If the 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 code to D15230

4. Change the PSIC Code if there is a reported change in main economic activity, the code should be based on the first product/service reported.

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 land transport ---- etc.

5. If in doubt, consult your division's PSIC code specialist.

QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING

(The standards/specifications are in bold italics.)

Activity	Parameter	Reference Document/ Record	Performance Rating for the Semester			
			Rating	Quantity	Quality	Time
Supervise delivery and retrieval of NCR questionnaires for follow-up including RFVs	Performance rate ¹	-FM-BLES 03-3.17 (based on electronic file) -Questionnaires with encoded status	5	95% or more	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Fixed, not for rating
			4	86 - 94%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			3	80 - 85%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			2	75 - 79%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			1	74% or lower	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Deliver and retrieve NCR questionnaires for follow-up including RFVs	Performance rate ¹	-FM-BLES 03-3.17 (based on electronic file) -Questionnaires with encoded status	5	95% or more	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Fixed, not for rating
			4	86 - 94%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			3	80 - 85%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			2	75 - 79%	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			1	74% or lower	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Edit (NCR)/review (ONCR) questionnaires	Quantity	-FM-BLES 04-4.7 -Edited questionnaires	5	35 or more	No error	Fixed, not for rating
	Accuracy ²	-FM-BLES 04-4.8 -Validation proof list	4	30 - 34	1 - 10% error rate	
			3	25 - 29 qn/manday	11 - 25% of total edited questionnaires	
			2	14 - 24	26 - 50% error rate	
			1	13 or lower	More than 50% error rate	
Encode status of questionnaires	Quantity	-FM-BLES 03-3.19 -Encoded questionnaires	5	69 or more	No error	Fixed, not for rating
	Accuracy ³	-FM-BLES 04-4.8	4	58 - 68	1 - 10% error rate	
			3	50 - 57 qn/manday	11 - 25% of total encoded questionnaires	
			2	26 - 49	26 - 50% error rate	
			1	25 or lower	More than 50% error rate	

¹Performance rate = (RET + CET) / [Sample - (REF+ Spoilage)] x 100²To be determined by Validator. While the data value may be outside the acceptable limits, e.g. rejected, Editor/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 *proof list*.³To be determined by Sr. LEO *prior to table generation*, i.e. status reconciliation.

QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING (*cont'd*)

(The standards/specifications are in bold italics.)

Activity	Parameter	Reference Document/ Record	Performance Rating for the Semester			
			Rating	Quantity	Quality	Time
Encode data	Quantity	-FM-BLES 04-4.7 -Encoded questionnaires	5	44 or more	No error	Fixed, not for rating
	Accuracy ⁴	-FM-BLES 04-4.8 -Validation prooflist	4	37 - 43	1 - 10% error rate	
			3	32 - 36 qn/manday	11 - 25% of total encoded questionnaires	
			2	17 - 31	26 - 50% error rate	
			1	16 or lower	More than 50% error rate	
Validate encoded data	Quantity	-FM-BLES 04-4.7 -Encoded questionnaires	5	51 or more	No error	Fixed, not for rating
	Accuracy ⁵	-FM-BLES 04-4.8 -Output tables -Validation prooflist -Rejection list -Edited questionnaires	4	43 - 50	1 - 10% error rate	
			3	37 - 42 qn/manday	11 - 25% of total validated questionnaires	
			2	20 - 36	26 - 50% error rate	
			1	19 or lower	More than 50% error rate	
Re-encode corrected data	Accuracy ⁶	-FM-BLES 04-4.8 -Re-validation prooflist (pertinent establishment records)	5	XXXXXXXXXXXXX	No error	Fixed, not for rating
			4	XXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			3	XXXXXXXXXXXXX	With errors	
			2	XXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
			1	XXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Re-validate re-encoded data	None					

⁴To be determined by Validator. Encoder commits no error if *all* data in questionnaires are correctly encoded.

⁵To be determined by Senior LEO *during output table generation*, i.e. errors in 1st validation attributable to Validator; those in 2nd validation attributable to Encoder.

⁶To be determined by Validator. Encoder commits no error if *all* data in questionnaires are correctly re-encoded.

QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING (*cont'd*)

(The standards/specifications are in bold italics.)

Activity	Parameter	Reference Document/ Record	Performance Rating for the Semester			
			Rating	Quantity	Quality	Time
Consolidate NCR enumerator's weekly performance report	Timeliness	SPR	5	XXXXXXXXXXXX	No error	50% or less of time allotted
	Accuracy ⁷	-FM-BLES 03-3.10	4	XXXXXXXXXXXX	1 summary report with errors	51 - 99% of time allotted
		-Edited and verified spoilage questionnaires	3	XXXXXXXXXXXX	2 summary reports with errors	100% of time allotted
		-Certificates of Appearance	2	XXXXXXXXXXXX	3 summary reports with errors	101 - 129% of time allotted
			1	XXXXXXXXXXXX	4 or more summary reports with errors	130% or more of time allotted
Review NCR enumerators summary report	Timeliness	SPR	5	XXXXXXXXXXXX	No error	50% or less of time allotted
	Accuracy ⁸	-FM-BLES 03-3.11	4	XXXXXXXXXXXX	1 summary report with errors	51 - 99% of time allotted
		-Edited and verified spoilage questionnaires	3	XXXXXXXXXXXX	2 summary reports with errors	100% of time allotted
		-Certificates of Appearance	2	XXXXXXXXXXXX	3 summary reports with errors	101 - 129% of time allotted
			1	XXXXXXXXXXXX	4 or more summary reports with errors	130% or more of time allotted
Prepare payroll	Timeliness	-SPR	5	XXXXXXXXXXXX	No error	50% or less of time allotted
	Accuracy ⁹	-FM-BLES 03-3.11	4	XXXXXXXXXXXX	1 payroll report with errors	51 - 99% of time allotted
		-FM-BLES 03-3.12	3	XXXXXXXXXXXX	2 payroll report with errors	100% of time allotted
			2	XXXXXXXXXXXX	3 payroll report with errors	101 - 129% of time allotted
			1	XXXXXXXXXXXX	4 or more payroll report with errors	130% or more of time allotted

⁷ A statistical table is considered without error if data is correctly encoded and formula used is correct. Evaluation on accuracy is to be determined by Supervising LEO. Concerned staff has to record evaluation in his/her Staff Performance Report (SPR).

⁸ To be determined by Supervising LEO. Evaluation on accuracy is to be recorded by Sr. LEO in her SPR.

⁹ To be determined by Supervising LEO. Evaluation on accuracy is to be recorded by Clerk III in her SPR.

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.
3. Regardless of the number of errors committed in **one** statistical table, treatment is only **one** statistical table with error.

QUALITY STANDARDS IN DATA COLLECTION AND PROCESSING (*cont'd*)

(The standards/specifications are in bold italics.)

Performance Rating for Quantity		Example:	
5	more than 135% of planned target	55 questionnaires or more/manday	
4	115 - 135% of planned target	47 – 54 questionnaires/manday	
3	100 -114% of planned target	40 – 46 <i>questionnaires/manday</i>	
2	Derived from upper limit of Performance Rating 1 (e.g., upper limit of Performance Rating 1 plus 1) and lower limit of Performance Rating 3 (e.g., lower limit of Performance Rating 3 less 1)	21 – 39 questionnaires/manday	
1	50% or less of planned target	20 questionnaires or lower/manday	
Performance Rating for Time		Example 1:	Example 2:
5	50% or less of time allotted	<i>Target:</i> 4 weeks	<i>Target:</i> 3 days
4	51 - 99% of time allotted	<i>Accomplished:</i> 1 week	<i>Accomplished:</i> 5 days
3	100% of time allotted	<i>Computation:</i> $1/4 \times 100 = 25\%$	<i>Computation:</i> $5/3 \times 100 = 167\%$
2	101 - 129% of time allotted	<i>Rating:</i> 5 or Outstanding	<i>Rating:</i> 1 or Poor
1	130% or more of time allotted		