



Republic of the Philippines

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Philippine Statistics Authority

## **--DATA ENTRY GUIDELINES--**

### **2013/2014 INTEGRATED SURVEY ON LABOR AND EMPLOYMENT and 2014 OCCUPATIONAL WAGES SURVEY**

**August 2014**

# 2013/2014 Integrated Survey on Labor and Employment (ISLE)

## PART I: GENERAL INFORMATION

Reference Period: June 30, 2014

ISLE Part I: General Information			
EIN:	<input type="text" value="3"/>	Major Industry:	<input type="text"/>
		<b>Part II</b>	Status Monitoring
<b>Part I: GENERAL INFORMATION</b>			
2. Ownership	<input type="text" value="3"/>		
3. Type of Market	<input type="text" value="1"/>		
4. With Union (Registered or under process as of reference date)	<input type="text" value="1"/> (1-YES 2-NO, go to Part II)		
4.1. If yes, please specify scope of bargaining unit	<input type="checkbox"/> Supervisors only	<input type="checkbox"/> Rank and File only	<input type="checkbox"/> Rank and File including Supervisors
5. Number of Unions (Registered or under process as of reference date)	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Union membership	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.1 Female Members	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.2 Union officers including members of the Board	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.2.1. Female officers	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.2.1.1. Female presidents	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. With collective bargaining agreements (1-YES 2-NO)	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Workers covered by CBAs including those paying agency fee	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.1. Female workers covered	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 1. Part I: General Information - Data Screen Format

ITEM OF INQUIRY	GUIDELINES
<b>General Rule:</b> Type the numeric entry or code indicated in the questionnaire.	
<b>2. Ownership</b>	<ul style="list-style-type: none"> <li>There should only be one answer.</li> <li>Type "1" if Filipino.</li> <li>Type "2" if Foreign.</li> <li>Type "3" if Joint Venture.</li> <li>Type "4" if Multinational.</li> </ul>
<b>3. Type of market</b>	<ul style="list-style-type: none"> <li>Entry is applicable for establishments engaged in production of goods, e.g., agriculture, mining and quarrying, and manufacturing</li> <li>There should only be one answer.</li> <li>Type "1" if Domestic Market Only.</li> <li>Type "2" if Both Domestic and Export.</li> <li>Type "3" if Export/International Market.</li> </ul>

**PART I: GENERAL INFORMATION(cont'd)**

ITEM OF INQUIRY	GUIDELINES
<b>General Rule:</b> Type the numeric entry or code indicated in the questionnaire.	
<b>4. With union?</b>	<ul style="list-style-type: none"> <li>• Type "1" if YES or "2" if NO.</li> <li>• If the answer is YES, there should be an answer in item 4.1.</li> <li>• If answer is NO proceed to Part II. There should be no entries in items 4.1. to 8.1.</li> </ul>
<b>4.1. If yes, please specify scope of bargaining unit.</b>	<ul style="list-style-type: none"> <li>• Type "1" for the appropriate bargaining unit checked.</li> <li>• If Supervisors Only and/or Rank &amp;File Only is "1", column for Rank &amp; File including Supervisors will be disabled.</li> <li>• If Rank &amp; File including supervisors is "1", column/s for Supervisors Only and Rank &amp; File Only will be disabled.</li> </ul>
<b>5. Number of unions</b>	<ul style="list-style-type: none"> <li>• Entry is required if "1" in item 4.</li> <li>• Entry should correspond to the bargaining unit checked in item 4.1.</li> </ul>
<b>6. Union membership</b>	<ul style="list-style-type: none"> <li>• Entry should correspond to the bargaining unit checked in item 4.1.</li> <li>• If <b>Supervisors only</b> is "1" in item 4.1, union membership should NOT exceed the number of supervisors/foremen reported in <i>Part II item 1.4.2</i>.</li> <li>• If <b>Rank &amp; File only</b> is "1", entry should NOT exceed the number of regular workers reported in <i>Part II item 1.4.3.1</i>.</li> <li>• If <b>Rank &amp; File including Supervisors</b> is "1" in item 4.1, union membership should not exceed the sum of entries in <i>Part II items 1.4.2</i> (supervisors/foremen) and <i>1.4.3.1</i> (regular workers).</li> </ul>
<b>6.1. Female members</b>	<ul style="list-style-type: none"> <li>• Entry should not exceed union membership reported in <i>Part I item 6</i>.</li> <li>• If Supervisors only is checked in item 4.1, entry should not exceed the number of female supervisors reported in <i>item 6</i> and <i>Part II item 1.4.2.1</i>.</li> </ul>
<b>6.2. Union officers including members of the Board</b>	<ul style="list-style-type: none"> <li>• Entry should correspond to the bargaining unit checked in item 4.1.</li> <li>• Entries should not exceed entries in <i>item 6</i>.</li> </ul>
<b>6.2.1. Female officers</b>	<ul style="list-style-type: none"> <li>• Entry should correspond to the bargaining unit checked in item 4.1.</li> <li>• Entries should not exceed entries in <i>item 6.2</i>.</li> </ul>
<b>6.2.1.1. Female presidents</b>	<ul style="list-style-type: none"> <li>• Entry should correspond to the bargaining unit checked in item 4.1.</li> <li>• Entries should not exceed entries in <i>items 5 and 6.2.1</i>.</li> </ul>

**PART I: GENERAL INFORMATION(cont'd)**

ITEM OF INQUIRY	GUIDELINES
<b>General Rule:</b> Type the numeric entry or code indicated in the questionnaire.	
<b>7. With collective bargaining agreement?</b>	<ul style="list-style-type: none"> <li>• Type "1" for YES, "2" for NO.</li> <li>• If the answer is No, go to Part II.</li> </ul>
<b>8. Workers covered by CBAs including those paying agency fees</b>	<ul style="list-style-type: none"> <li>• Entry may exceed the number of union membership reported in <i>Item 6</i>.</li> <li>• If <b>Supervisors only</b> is "1" in <i>item 4.1</i>, the number of workers covered should not exceed the number of supervisors/foremen reported in <i>Part II, Item 1.4.2</i>.</li> <li>• If <b>Rank &amp; File only</b> is "1" in <i>item 4.1</i>, the number of workers covered should not exceed the number of regular workers reported in <i>Part II item 1.4.3.1</i>.</li> <li>• If <b>Rank &amp; File including Supervisors</b> is "1" in <i>item 4.1</i>, the number of workers covered should not exceed the sum of the entries reported in <i>Part II item 1.4.2 (supervisors/foremen) and 1.4.3.1 (regular workers)</i>.</li> </ul>
<b>8.1. Female workers covered</b>	<ul style="list-style-type: none"> <li>• Entry should not exceed female employees reported in <i>Part II item 1.3.1</i>.</li> <li>• If <b>Supervisors only</b> is checked in <i>item 4.1</i>, the number of female workers covered should not exceed the number of female supervisors in <i>Part II item 1.4.2.1</i>.</li> </ul>

## PART II: EMPLOYMENT

Reference Period: June 30, 2014

ISLE Part2: Employment

EIN: 

Trace Error/s
Part III and IV
Status Monitoring

### Part II: EMPLOYMENT

<b>1. Total Employment</b>		<input style="width: 100px;" type="text"/>
1.1. Working Owners		<input style="width: 100px;" type="text"/>
1.2. Unpaid Workers		<input style="width: 100px;" type="text"/>
1.3. Employees		<input style="width: 100px;" type="text"/>
1.3.1. Female Employees		<input style="width: 100px;" type="text"/>
1.4.1. Managers/Executives		<input style="width: 100px;" type="text"/>
1.4.1.1. Female managers/executives		<input style="width: 100px;" type="text"/>
1.4.2. Supervisors/Foremen		<input style="width: 100px;" type="text"/>
1.4.2.1. Female supervisors		<input style="width: 100px;" type="text"/>
1.4.3. Rank and file workers		<input style="width: 100px;" type="text"/>
1.4.3.1. Regular workers		<input style="width: 100px;" type="text"/>
1.4.3.2. Non-regular workers		<input style="width: 100px;" type="text"/>
<b>2. Employment of Specific Groups of Workers</b>		
2.1. Young workers		<input style="width: 100px;" type="text"/>
2.1.1. 15-24 years old		<input style="width: 100px;" type="text"/>
2.1.2. 25-30 years old		<input style="width: 100px;" type="text"/>
2.2. Female Workers		<input style="width: 100px;" type="text"/>
2.3. Workers paid the minimum wage		<input style="width: 100px;" type="text"/>
2.4. Time-rated workers		<input style="width: 100px;" type="text"/>
2.4.1. Full-time workers		<input style="width: 100px;" type="text"/>
2.4.1.1. Hourly		<input style="width: 100px;" type="text"/>
2.4.1.2. Daily		<input style="width: 100px;" type="text"/>
2.4.1.3. Monthly		<input style="width: 100px;" type="text"/>
2.4.2. Part-time workers		<input style="width: 100px;" type="text"/>
2.5. Commission Workers		<input style="width: 100px;" type="text"/>
2.5.1. With basic pay and commission		<input style="width: 100px;" type="text"/>
2.5.2. Purely on commission with employer control and supervision		<input style="width: 100px;" type="text"/>
2.5.3. Purely on commission without employer control		<input style="width: 100px;" type="text"/>
2.6. Output-rated workers		<input style="width: 100px;" type="text"/>
2.6.1. Piece-rated workers		<input style="width: 100px;" type="text"/>
2.6.2. Production standard (quota) workers		<input style="width: 100px;" type="text"/>
2.6.3. "Pakyao" or "Takay" workers		<input style="width: 100px;" type="text"/>
2.6.4. Task workers		<input style="width: 100px;" type="text"/>
2.7. Non-regular workers		<input style="width: 100px;" type="text"/>
2.7.1. Probationary Workers		<input style="width: 100px;" type="text"/>
2.7.2. Casual workers		<input style="width: 100px;" type="text"/>
2.7.3. Contractual/Project-based workers		<input style="width: 100px;" type="text"/>
2.7.4. Seasonal Workers		<input style="width: 100px;" type="text"/>
2.7.5. Apprentices/Learners		<input style="width: 100px;" type="text"/>

**2.8. Workers who work on graveyard shifts**

Shift Schedules	No. of Workers	Total	No. of Workers
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

**3. Outsourcing/Contracting-out**

Job, work or service done **WITHIN** the premises of the establishment 2

3.1.1. Total:	<input style="width: 100px;" type="text"/>
3.1.1.1. Security Services:	<input style="width: 100px;" type="text"/>
3.1.1.2. Janitorial:	<input style="width: 100px;" type="text"/>
3.1.1.3. General Administrative:	<input style="width: 100px;" type="text"/>
3.1.1.4. Marketing/Sales:	<input style="width: 100px;" type="text"/>
3.1.1.5. Packaging:	<input style="width: 100px;" type="text"/>
3.1.1.6. Production Assembly:	<input style="width: 100px;" type="text"/>
3.1.1.7. Research and development:	<input style="width: 100px;" type="text"/>
3.1.1.8. IT Services:	<input style="width: 100px;" type="text"/>
3.1.1.9. Food service/catering:	<input style="width: 100px;" type="text"/>
3.1.1.10. Logistics/Transport:	<input style="width: 100px;" type="text"/>
3.1.1.1.1. Repair/Maintenance/Construction:	<input style="width: 100px;" type="text"/>
3.1.1.1.2. Warehousing:	<input style="width: 100px;" type="text"/>
3.1.1.1.3. Medical health services:	<input style="width: 100px;" type="text"/>
3.1.1.1.4. Cashier:	<input style="width: 100px;" type="text"/>
3.1.1.1.5. Messenger:	<input style="width: 100px;" type="text"/>
3.1.1.1.6. Billing/Payment:	<input style="width: 100px;" type="text"/>
3.1.1.1.7. Human Resource:	<input style="width: 100px;" type="text"/>
3.1.1.1.8. Data Processing/Encoding:	<input style="width: 100px;" type="text"/>
3.1.1.1.9. Finance/Accounting:	<input style="width: 100px;" type="text"/>
3.1.1.2.0. Learning/Training:	<input style="width: 100px;" type="text"/>
3.1.1.2.1. Others:	<input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

Job, work or service done **OUTSIDE** the premises of the establishment 2

<input type="checkbox"/> 3.2.1. Production/Assembly	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.2. Finance/Accounting	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.3. Data processing/encoding	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.4. Human Resource	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.5. Learning/Training	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.6. Billing and payment	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.7. Transport Services	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.8. Courier services	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.9. Packaging/Crating	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.10. Research and development	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.11. Marketing/Sales	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.12. Medical and Health Services	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.13. Messenger	<input style="width: 100px;" type="text"/>
<input type="checkbox"/> 3.2.14. Others	<input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

Code: 1 - YES and 2 - No

Figure 2. Part II: Employment - Data Screen Format

## PART II: EMPLOYMENT

ITEM OF INQUIRY	GUIDELINES
<b>General Rule:</b> Type the numeric entry indicated in the questionnaire. If there is no entry on the item, type "0" (zero).	
<b>1. Total Employment</b>	<ul style="list-style-type: none"> <li>Entry should be the sum of entries in items 1.1, 1.2 and 1.3.</li> </ul>
<b>1.1. Working owners</b>	<ul style="list-style-type: none"> <li>Entry should not exceed the number in items 1 and 1.3.</li> </ul>
<b>1.2. Unpaid workers</b>	<ul style="list-style-type: none"> <li>Entry should not exceed the number in items 1 and 1.3.</li> </ul>
<b>1.3. Employees</b>	<ul style="list-style-type: none"> <li>Entry should be the sum of entries in items 1.4.1, 1.4.2 and 1.4.3.</li> <li>Entry should be the sum of entries in items 2.4, 2.5.2 and 2.6.</li> </ul>
<b>1.3.1. Female Employees</b>	<ul style="list-style-type: none"> <li>Entry may be equal to or less than the entry in item 1.3.</li> <li>Entry may be equal to or less than the entry in item 2.2.</li> <li>Entry may be equal to or greater than the sum of entries in items 1.4.1.1 and 1.4.2.1.</li> </ul>
<b>1.4. Category of Employees</b>	
<b>1.4.1. Managers/Executives</b>	<ul style="list-style-type: none"> <li>Entry should be less than entry in item 1.3.</li> </ul>
<b>1.4.1.1. Female managers/executives</b>	<ul style="list-style-type: none"> <li>Entry may be equal to or less than entry in items 1.3.1 and 1.4.1.</li> </ul>
<b>1.4.2. Supervisors/Foremen</b>	<ul style="list-style-type: none"> <li>Entry should be less than entry in item 1.3.</li> </ul>
<b>1.4.2.1. Female supervisors</b>	<ul style="list-style-type: none"> <li>Entry may be equal to or less than entry in items 1.3.1 and 1.4.</li> </ul>
<b>1.4.3. Rank and File workers</b>	<ul style="list-style-type: none"> <li>Entry should be less than entry in item 1.3.</li> <li>Entry should be the sum of entries in items 1.4.3.1 and 1.4.3.2.</li> </ul>
<b>1.4.3.1. Regular workers</b>	<ul style="list-style-type: none"> <li>Entry may be equal to or less than entry in item 1.4.3.</li> </ul>
<b>1.4.3.2. Non-regular workers</b>	<ul style="list-style-type: none"> <li>Entry should be less than entry in item 1.4.3.</li> <li>Entry should be the same as that in item 2.7.</li> </ul>

**PART II: EMPLOYMENT (cont'd)**

ITEM OF INQUIRY	GUIDELINES
<b>General Rule:</b> Type the numeric entry indicated in the questionnaire. If there is no entry on the item, type "0" (zero).	
<b>2. Employment of Specific Groups of Workers</b>	
<b>2.1. Young workers</b>	<ul style="list-style-type: none"> <li>• Entry should be the sum of entries in items 2.1.1 and 2.1.2.</li> <li>• Entry may be equal or less than entry in item 1.3.</li> </ul>
<b>2.1.1. 15-24 years old</b>	<ul style="list-style-type: none"> <li>• Entry may be equal to or less than entry in items 2.1.</li> </ul>
<b>2.1.2. 25-30 years old</b>	<ul style="list-style-type: none"> <li>• Entry may be equal to or less than entry in items 1.3 and 2.1.</li> </ul>
<b>2.2. Female workers</b>	<ul style="list-style-type: none"> <li>• Entry may be equal to or greater than the entry in item 1.3.1.</li> </ul>
<b>2.3. Workers paid the exact minimum wage</b>	<ul style="list-style-type: none"> <li>• Entry may be equal to or less than entry in items 1.4.3 and 2.4.1.2.</li> </ul>
<b>2.4. Time-rated workers</b>	<ul style="list-style-type: none"> <li>• Entry should be the sum of entries in items 2.4.1 and 2.4.2.</li> </ul>
<b>2.4.1 Full-time workers</b>	<ul style="list-style-type: none"> <li>• Entry should be the sum of entries in items 2.4.1.1 to 2.4.1.3.</li> </ul>
<b>2.4.1.1 Hourly</b>	<ul style="list-style-type: none"> <li>• Entry may be less than entry in item 2.4.1.</li> </ul>
<b>2.4.1.2 Daily</b>	<ul style="list-style-type: none"> <li>• Entry may be equal to or less than entry in item 2.4.1.</li> </ul>
<b>2.4.1.3 Monthly</b>	<ul style="list-style-type: none"> <li>• Entry may be equal to or less than entry in item 2.4.1.</li> </ul>
<b>2.4.2 Part-time workers</b>	<ul style="list-style-type: none"> <li>• Entry should be less than entry in item 2.4.</li> </ul> <p><b>Note:</b> Entry excludes consultants and those on retainer basis.</p>
<b>2.5 Commission workers</b>	<ul style="list-style-type: none"> <li>• Entry may be equal to or less than entry in item 1.3.</li> <li>• Entry should be the sum of entries in items 2.5.1 to 2.5.3.</li> </ul> <p><b>Note:</b> Establishments engaged in insurance, real estate, selling and trade would normally have entries on this item.</p>
<b>2.5.1. With basic pay and commission</b>	<ul style="list-style-type: none"> <li>• Entry may be equal to or less than entry in item 2.5.</li> </ul>
<b>2.5.2. Purely on commission with employer control and supervision</b>	<ul style="list-style-type: none"> <li>• Entry may be equal to or less than entry in item 2.5.</li> </ul>

**PART II: EMPLOYMENT(cont'd)**

ITEM OF INQUIRY	GUIDELINES
<b>General Rule:</b> Type the numeric entry indicated in the questionnaire. If there is no entry on the item, type "0" (zero).	
2.5.3. Purely on commission without employer control	<ul style="list-style-type: none"> <li>Entry may be equal to or less than entry in item 2.5.</li> </ul>
2.6. Output-rated workers	<ul style="list-style-type: none"> <li>Entry should be the sum of entries in items 2.6.1 to 2.6.4.</li> </ul>
2.6.1. Piece-rated workers	<ul style="list-style-type: none"> <li>Entry should be equal to or less than entry in item 2.6.</li> </ul>
2.6.2. Production standard (quota) workers	<ul style="list-style-type: none"> <li>Entry should be equal to or less than entry in item 2.6.</li> </ul>
2.6.3. "Pakyao" or "Takay" workers	<ul style="list-style-type: none"> <li>Entry should be equal to or less than entry in item 2.6.</li> </ul>
2.6.4. Task workers	<ul style="list-style-type: none"> <li>Entry should be equal to or less than entry in item 2.6.</li> </ul>
2.7. Non-regular workers	<ul style="list-style-type: none"> <li>Entry should be the sum of entries in items 2.7.1 to 2.7.5.</li> <li>Entry should be equal to the entry reported in item 1.4.3.2.</li> </ul>
2.7.1. Probationary workers	<ul style="list-style-type: none"> <li>Entry may be equal to or less than entry in item 2.7.</li> </ul>
2.7.2. Casual workers	<ul style="list-style-type: none"> <li>Entry may be equal to or less than entry in item 2.7.</li> </ul>
2.7.3. Contractual/project-based workers	<ul style="list-style-type: none"> <li>Entry may be equal to or less than entry in item 2.7.</li> </ul> <p><b>Note:</b> Entry excludes workers hired through contractors.</p>
2.7.4. Seasonal workers	<ul style="list-style-type: none"> <li>Entry may be equal to or less than entry in item 2.7.</li> </ul>
2.7.5. Apprentices/learners	<ul style="list-style-type: none"> <li>Entry may be equal to or less than entry in item 2.7.</li> </ul>
2.8. Workers who work on graveyard shifts	
Total	<ul style="list-style-type: none"> <li>Total should be equal to the sum of details.</li> <li>Total number of workers working on shifts should be less than entry in item 1.3.</li> </ul>
Shift 1	<ul style="list-style-type: none"> <li>Entry may be equal to or less than total number of workers working on evening/graveyard shift.</li> </ul>
Shift 2	
Shift 3	
	<ul style="list-style-type: none"> <li>Valid entry should be in shift schedule in am/pm format (12 hours)</li> </ul>



**PART II: EMPLOYMENT(cont'd)**

ITEM OF INQUIRY	GUIDELINES
<b>General Rule:</b> Type the numeric entry indicated in the questionnaire. If there is no entry on the item, type "0" (zero).	
<b>3.Outsourcing/Contracting out</b>	
<b>3.1. Job, work, or service done <i>within</i> the premises of the establishment</b>	
<b>3.1.1 Total no. of workers hired through agencies/contractors</b>	<ul style="list-style-type: none"> <li>Entry should be the sum of entries in items 3.1.1.1 to 3.1.1.21.</li> </ul> <p><b>Note:</b> Total workers reported in this item is not part of entry in item 1 (Total Employment).</p>
<b>3.1.1.1 Security services</b>	<ul style="list-style-type: none"> <li>Entry may be equal to or less than entry in item 3.1.1.</li> <li>If "Production/Assembly" is checked, specific activity/process and the corresponding number of workers should be indicated.</li> </ul>
<b>3.1.1.2 Janitorial</b>	
<b>3.1.1.3 General administrative</b>	
<b>3.1.1.4 Marketing/Sales</b>	
<b>3.1.1.5 Packaging</b>	
<b>3.1.1.6 Production/Assembly (Please, specify activity/process.)</b>	
<b>3.1.1.7 Research and development</b>	
<b>3.1.1.8. IT services</b>	
<b>3.1.1.9. Food services/Catering</b>	
<b>3.1.1.10.Logistics/Transport</b>	
<b>3.1.1.11. Repair/Maintenance/Construction</b>	
<b>3.1.1.12.Warehousing</b>	
<b>3.1.1.13.Medical and health services</b>	
<b>3.1.1.14.Cashier</b>	
<b>3.1.1.15.Messengerial</b>	
<b>3.1.1.16.Billing/Payment</b>	
<b>3.1.1.17.Human resource</b>	
<b>3.1.1.18.Data processing/Encoding</b>	
<b>3.1.1.19.Finance/Accounting</b>	
<b>3.1.1.20.Learning/Training</b>	
<b>3.1.1.21 Others (Please, specify.)</b>	<ul style="list-style-type: none"> <li>Entry may be equal to or less than entry in item 3.1.1.</li> <li>If there is an entry, number of workers i n the specified work should be indicated.</li> </ul>

**PART II: EMPLOYMENT(cont'd)**

ITEM OF INQUIRY	GUIDELINES
<b>General Rule:</b> Type the numeric entry indicated in the questionnaire. If there is no entry on the item, type "0" (zero).	
<b>3.2. Job, work, or service done <i>outside</i> the premises of the establishment</b>	
<b>3.2.1 Production/Assembly (Please specify activity/precess.)</b>	<ul style="list-style-type: none"> <li>• Type "1" for every checked item.</li> <li>• If "Production/Assembly" is checked, specific activity/process should be indicated.</li> <li>• If "Others" is checked, process outsourced/job contracted out should be specified.</li> <li>• There may or may not a check mark here.</li> </ul>
<b>3.2.2 Finance/Accounting</b>	
<b>3.2.3 Data processing/Encoding</b>	
<b>3.2.4 Human resource (HR)/Recruitment</b>	
<b>3.2.5 Learning/Training</b>	
<b>3.2.6 Billing /Payment</b>	
<b>3.2.7 Transport services</b>	
<b>3.2.8. Courier services</b>	
<b>3.2.9 Packaging/Crating</b>	
<b>3.2.10 Research and development</b>	
<b>3.2.11Marketing/Sales</b>	
<b>3.2.12Medical and health services</b>	
<b>3.2.13Messengerial</b>	
<b>3.2.14 Others (Please specify)</b>	

## Reference Period: January 2013 to June 2014

Figure 3. Part III: Occupational Shortages and Surpluses - Data Screen Format

ITEM OF INQUIRY	GUIDELINES
<b>1. Were there job vacancies in your establishment from January 2013 to June 2014?</b>	<ul style="list-style-type: none"> <li>• Type “1” if YES or “2” if NO.</li> <li>• If “YES”, the total number of job vacancies must be indicated.</li> <li>• For the total number of job vacancies, the entry must be equal to the total of “Number of Vacancies” in column 5.</li> </ul>
<b>Col. 1 - PSOC Code</b>	<ul style="list-style-type: none"> <li>• Type the PSOC code specified for each of the corresponding job title/occupation.</li> </ul>
<b>Col. 2 – Job Title/Occupation</b>	<ul style="list-style-type: none"> <li>• Type the complete job title/occupation for each of the identified job vacancies.</li> </ul>
<b>Col. 3 – Status</b>	<ul style="list-style-type: none"> <li>• Type the corresponding status code indicated in the corresponding row of job title/occupation.</li> </ul>

<b>Col. 4 - Category</b>	<ul style="list-style-type: none"> <li>Type the corresponding category indicated in the corresponding row of job title/occupation.</li> </ul>
<b>Col. 5 – Number of Vacancies</b>	<ul style="list-style-type: none"> <li>Type the numeric entry reflected in the corresponding row of job/occupation title.</li> <li>The total number of job vacancies for all job titles/occupations should be the same with the entry in item 1.</li> </ul>
<b>Col. 6 – Number of Applicants</b>	<ul style="list-style-type: none"> <li>Type the numeric entry reflected in the corresponding row of job title/occupation.</li> </ul>
<b>Col. 7 – Length of Recruitment Period (in months)</b>	<ul style="list-style-type: none"> <li>Enter the corresponding length of recruitment period (in months) for each job vacancy.</li> </ul>
<b>Col. 8 – Specialization/Specific skills</b>	<ul style="list-style-type: none"> <li>Type the specialization/specific skills indicated for each of the corresponding row of job title /occupation title, e.g., specialization/specific skills needed to fill up a hard-to-fill vacancy.</li> </ul>
<b>Col. 9 – Reason (ONLY for Hard to Fill Vacancies)</b>	<ul style="list-style-type: none"> <li>Enter the code reflected in the corresponding row of an identified hard-to-fill vacancy.</li> </ul>

**PART IV: TRAINING OF WORKERS**  
Reference Period: Calendar Year 2013

Part IV: TRAINING OF WORKERS

1. Did your establishment provide job-related training/s to your employees? 1 Code: 1 - YES and 2 - No

Training Provider (1)	TOTAL		Managers/Executives		Supervisors/Foremen		Rank and File Workers	
	No. (2)	Cost (Php) (3)	No. (4)	Cost (Php) (5)	No. (6)	Cost (Php) (7)	No. (8)	Cost (Php) (9)
Local private training institution								
Government training institution								
your establishment (In-house)								
Foreign training institution								
Others:								

Figure 4. Part IV: Training of Workers - Data Screen Format

#### PART IV. TRAINING OF WORKERS

ITEM OF INQUIRY	GUIDELINES
<b>General Rule:</b> Type the numeric entry indicated in the questionnaire. If there is no entry on the item, type "0" (zero).	
<b>1. Did your establishment provide job-related training/s to your employee?</b>	<ul style="list-style-type: none"> <li>Type "1" if YES; 2 if "NO".</li> <li>If the answer is NO, proceed to Part V.</li> </ul>
<b>Col (2) – Total No.</b>	<ul style="list-style-type: none"> <li>The total number of employees provided job-related training should be indicated.</li> <li>Entries should be the sum of entries in columns 4, 6 and 8 of the corresponding row for each training provider.</li> </ul>
<b>Col (3) – Total Cost</b>	<ul style="list-style-type: none"> <li>The total cost of training should be indicated.</li> <li>Entries should be equal to the total cost of entries in columns 5, 7 and 9 of the corresponding row for each training provider.</li> </ul>
<b>Col (4) – No. of Managers/Executives</b>	<ul style="list-style-type: none"> <li>Entries should be the respective number of managers/executives provided job-related training for each training provider.</li> <li>Entries should be less than or equal to entries in col. 2.</li> </ul>
<b>Col (5) – Managers/Executives Training Cost</b>	<ul style="list-style-type: none"> <li>Entries should be the respective job-related training cost of managers/executives for each training provider.</li> </ul>
<b>Col (6) – No. of Supervisors/Foremen</b>	<ul style="list-style-type: none"> <li>Entries should be the respective number of supervisors/foremen provided job-related training for each training provider.</li> <li>Entries should be less than or equal to entries in col. 2.</li> </ul>
<b>Col (7) – Supervisors/Foremen Training Cost</b>	<ul style="list-style-type: none"> <li>Entries should be the respective job-related training cost of supervisors/foremen for each training provider.</li> </ul>
<b>Col (8) – No. of Rank and File Workers</b>	<ul style="list-style-type: none"> <li>Entries should be the respective number of rank and file workers provided job-related training for each training provider.</li> <li>Entries should be less than or equal to entries in col. 2.</li> </ul>
<b>Col (9) – Rank and File Workers Training Cost</b>	<ul style="list-style-type: none"> <li>Entries should be the respective job-related training cost of rank and file workers for each training provider.</li> </ul>
<b>Others (specify)</b>	<ul style="list-style-type: none"> <li>Specify other training provider.</li> <li>If "Others" is specified, there should be entry on the spaces provided.</li> </ul>

## PART V: PRODUCTIVITY IMPROVEMENT AND GAINSHARING PRACTICES

Reference Period: Calendar Year 2013

ISLE Part5: Productivity Improvement and Gainsharing Practices																											
EIN <input style="width: 50px;" type="text"/>	<b>Part VIA</b>	Status Monitoring																									
<b>Part V: PRODUCTIVITY IMPROVEMENT AND GAINSHARING PRACTICES</b>																											
1. What productivity improvement program/s are being implemented in your establishment and who developed these programs? <span style="float: right;">(with answer except none)</span>																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Program</th> <th>Developed by</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> 5S of Good Housekeeping</td><td><div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div><div><input type="checkbox"/></div></div></td></tr> <tr><td><input type="checkbox"/> Client Satisfaction Measurement (CSM)</td><td><div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div><div><input type="checkbox"/></div></div></td></tr> <tr><td><input type="checkbox"/> Total Quality Management (TQM)</td><td><div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div><div><input type="checkbox"/></div></div></td></tr> <tr><td><input type="checkbox"/> Lean Manufacturing/Lean Production</td><td><div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div><div><input type="checkbox"/></div></div></td></tr> <tr><td><input type="checkbox"/> Suggestion/feedback scheme</td><td><div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div><div><input type="checkbox"/></div></div></td></tr> </tbody> </table>	Program	Developed by	<input type="checkbox"/> 5S of Good Housekeeping	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div><div><input type="checkbox"/></div></div>	<input type="checkbox"/> Client Satisfaction Measurement (CSM)	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div><div><input type="checkbox"/></div></div>	<input type="checkbox"/> Total Quality Management (TQM)	<div style="display: flex; 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justify-content: space-between;"><div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div><div><input type="checkbox"/></div></div></td></tr> <tr><td><input type="checkbox"/> Continuous Process Improvement</td><td><div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div><div><input type="checkbox"/></div></div></td></tr> <tr><td><input type="checkbox"/> None</td><td><div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div><div><input type="checkbox"/></div></div></td></tr> <tr><td><input type="checkbox"/> Others, specify <input style="width: 100px;" type="text"/></td><td><div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div><div><input type="checkbox"/></div></div></td></tr> </tbody> </table>	Program	Developed by	<input type="checkbox"/> Six Sigma	<div style="display: flex; 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2. What are the objective/s of your productivity improvement programs and to what extent were the objective/s met? <span style="float: right;">(1= 100% 2= 99%-50% 3= below 50%)</span>																											
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Shorten process cycle time  <input type="checkbox"/> Reduce:           <div style="margin-left: 20px;"> <input type="checkbox"/> work accidents/injuries  <input type="checkbox"/> wastage  <input type="checkbox"/> customer complaints  <input type="checkbox"/> personnel downtime  <input type="checkbox"/> machine downtime  <input type="checkbox"/> rework           </div> </div> <div> <input type="checkbox"/> Increase:           <div style="margin-left: 20px;"> <input type="checkbox"/> profit or sales  <input type="checkbox"/> volume of production  <input type="checkbox"/> Improve product quality  <input type="checkbox"/> Others, specify <input style="width: 100px;" type="text"/> </div> </div> </div>	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Shorten process cycle time  <input type="checkbox"/> Reduce:           <div style="margin-left: 20px;"> <input type="checkbox"/> work accidents/injuries  <input type="checkbox"/> wastage  <input type="checkbox"/> customer complaints  <input type="checkbox"/> personnel downtime  <input type="checkbox"/> machine downtime  <input type="checkbox"/> rework           </div> </div> <div> <input type="checkbox"/> Increase:           <div style="margin-left: 20px;"> <input type="checkbox"/> profit or sales  <input type="checkbox"/> volume of production  <input type="checkbox"/> Improve product quality  <input type="checkbox"/> Others, specify <input style="width: 100px;" type="text"/> </div> </div> </div>																										
3. Does the productivity improvement program include a productivity gainsharing scheme? <span style="float: right;">(1=YES 2=NO)</span>																											
If yes, what kind of productivity gainsharing scheme/s is/are being implemented? <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Scanlon Plan  <input type="checkbox"/> Rucker Plan         </div> <div> <input type="checkbox"/> Improshare Plan  <input type="checkbox"/> Tonnage Plan         </div> <div> <input type="checkbox"/> Kaiser Plan  <input type="checkbox"/> Others, specify <input style="width: 100px;" type="text"/> </div> <div> <input type="checkbox"/> Performance Bonus         </div> </div>																											
4. Have you availed of tax incentives related to your productivity improvement program as provided under RA 6971 or known as the Productivity Incentive Act of 1990? <span style="float: right;">(1=YES 2=NO)</span>																											
<input type="checkbox"/> Yes <input type="checkbox"/> No																											
5. Have you been assisted by any government agency in the development and implementation of your productivity improvement program? <span style="float: right;">(1=YES 2=NO)</span>																											
<div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Regional Tripartite Wages and Productivity Board (RTWPB)  <input type="checkbox"/> Department of Labor and Employment  <input type="checkbox"/> Development Academy of the Philippines         </div> <div> <input type="checkbox"/> Department of Trade and Industry  <input type="checkbox"/> Department of Science and Technology  <input type="checkbox"/> Others, specify <input style="width: 100px;" type="text"/> </div> </div>																											
6. Have you attended any of the training programs conducted by RTWPBs? <span style="float: right;">(1=YES 2=NO)</span>																											
<div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> ISTIV-Plus  <input type="checkbox"/> ISTIV-Bayanihan         </div> <div> <input type="checkbox"/> ISTIV-PAP  <input type="checkbox"/> SS (Good Housekeeping)         </div> <div> <input type="checkbox"/> Service Quality  <input type="checkbox"/> Green Productivity         </div> <div> <input type="checkbox"/> None  <input type="checkbox"/> Other, specify <input style="width: 100px;" type="text"/> </div> </div>																											
7. What forms of assistance should government provide to encourage more establishments to adopt productivity improvement programs? <span style="float: right;">(with answer except none)</span>																											
<div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Training  <input type="checkbox"/> Consulting         </div> <div> <input type="checkbox"/> Information materials  <input type="checkbox"/> None         </div> <div> <input type="checkbox"/> Others, specify <input style="width: 100px;" type="text"/> </div> </div>																											

Figure 5. Part V: Productivity and Gainsharing Practices - Data Screen Format

## PART V: PRODUCTIVITY IMPROVEMENT AND GAINSHARING PRACTICES

ITEM OF INQUIRY	GUIDELINES
<b>1. What productivity improvement program/s are being implemented in your establishment and who developed these programs?</b>	<ul style="list-style-type: none"> <li>• Type "1" if WITH productivity improvement program/s or "2" if NONE.</li> <li>• If "WITH", type "1" for program/s answered and select at most 3 codes in DEVELOPED BY.</li> <li>• If "Others" in programs is marked with "1", there should be entry on the space provided as specified in questionnaire.</li> <li>• If code 7 or "Others", there should be entry on the space provided as specified in the questionnaire.</li> <li>• If "NONE", proceed to item 5.</li> </ul>
<b>2. What are the objective/s of your productivity improvement programs and to what extent were the objective/s met?</b>	<ul style="list-style-type: none"> <li>• No entry here if NONE in item 1.</li> <li>• Type "1" on checked objective/s and corresponding percentage equivalent to the extent the objective/s was met.</li> <li>• If REDUCE and/or INCREASE is "1", there should be "1" on its sub-categories and percentage equivalent.</li> <li>• If "Others" is answered, there should be entry on the space provided and percentage equivalent as specified in questionnaire.</li> </ul>
<b>3. Does the productivity improvement program include a productivity gainsharing scheme?</b>	<ul style="list-style-type: none"> <li>• No entry here if NONE in item 1.</li> <li>• Type "1" if YES; 2 if "NO".</li> <li>• If "YES", there should be "1" on the kind of productivity gainsharing scheme/s being implemented.</li> <li>• If "NO", proceed to item 5.</li> </ul>
<b>4. Have you availed of tax incentives related to your productivity improvement program as provided under RA 6971 or known as the Productivity Incentives Act of 1990?</b>	<ul style="list-style-type: none"> <li>• No entry here if NONE in Item 1 or NO in Item 3.</li> <li>• Type "1" if YES; 2 if "NO".</li> </ul>
<b>5. Have you been assisted by any government agency in the development and implementation of your productivity improvement program?</b>	<ul style="list-style-type: none"> <li>• Type "1" if YES; 2 if "NO".</li> <li>• If "YES", there should be "1" on the corresponding government agency/ies selected.</li> <li>• If "Others" is answered, there should be entry on the space provided.</li> </ul>
<b>6. Have you attended any training programs conducted by RTWPBs?</b>	<ul style="list-style-type: none"> <li>• Type "1" if YES; 2 if "NO".</li> <li>• If "YES", there should be "1" on the corresponding training program/s selected.</li> <li>• If "Others" is answered, there should be entry on the space provided as specified in questionnaire.</li> </ul>
<b>7. What forms of assistance should government provide to encourage more establishments to adopt productivity improvement programs?</b>	<ul style="list-style-type: none"> <li>• Type "1" if WITH answer or "2" if NONE.</li> <li>• If "WITH", there should be "1" on the corresponding assistance selected</li> <li>• If "Others" is answered, there should be entry on the space provided as specified in questionnaire.</li> </ul>

## PART VI: OCCUPATIONAL SAFETY AND HEALTH PRACTICES

Reference Period: Calendar Years 2012-2013

ISLE Part 6A- Occupational Safety and Health Practices			
EIN	3	Part VI (B)	Status Monitoring
<b>Part VI-A: OCCUPATIONAL SAFETY AND HEALTH PRACTICES</b>			
<b>PREVENTION AND CONTROL MEASURES/ACTIVITIES</b>		<b>2012</b>	<b>2013</b>
01	Organized safety and health committee		
02	Appointed safety/health officers and/or first aiders		
03	Posting of safety signages or warnings		
04	Workers' orientation on safety and health hazards at work		
05	Installation of machine guards on moving parts/equipment		
06	Emergency response preparedness activities for earthquake, fire, chemical spills, etc.		
07	Regular monitoring of hazards such as chemicals, noise and heat in work areas		
08	Dissemination of info materials on safety and health		
09	Submission of required reports on illness/injuries to DOLE		
10	Trainings on safety and health for officers and workers		
11	HIV and AIDS education in the workplace		
12	Regular inspection and maintenance of equipment		
13	Advocacy, education and training on drug-free workplace		
14	Provision of work accommodation measures to support workers with TB		
15	Smoke-free workplace		
16	Periodic/annual medical exam of workers		
17	Hepatitis B education in the workplace		
18	Practice proper handling of chemicals/hazardous materials . . .		
19	Use of safety manuals, labels or maintenance procedures		
20	Use of safety data sheet for chemicals		
21	Perform corrective action programs and audits		
22	Maintenance of mechanical and electrical facilities		
23	Provision of appropriate personal protective equipment (PPE) such as hard hat, . . .		
24	Adoption of DOTS (Directly Observed Treatment Short Course) in management . . .		
25	Random drug testing of officers and employees		
26	Others, specify		
<b>OCCUPATIONAL SAFETY AND HEALTH POLICIES/PROGRAMS</b>		<b>2012</b>	<b>2013</b>
01	Hearing conservation program		
02	Monitoring/surveillance of occupational and work-related injuries and illnesses		
03	Healthy lifestyle program such as smoking cessation, regular physical exercise, . . .		
04	DOLE approved construction safety and health program		
05	Policy on non-discrimination of workers who have/had PTB		
06	Policy on non-discrimination of workers confirmed/suspected/perceived to have HIV..		
07	Policy on non-discrimination of workers confirmed/suspected/perceived to have Hepa B...		
08	Accident prevention program		
09	Emergency response preparedness program		
10	Tuberculosis prevention and control program		
11	Accident investigation program		
12	HIV and AIDS prevention and control policy and program		
13	Indoor air quality program		
14	Drug-free workplace policy and program		
15	Employee assistance program related to substance abuse, to include treatment . . .		
16	Hepatitis B prevention and control policy and program		
17	Ergonomics program		
18	Anti-sexual harassment policy		
19	Chemical safety program such as provision of Globally Harmonized System labels . . .		
20	Others, specify		

**Encoding Rule:**  
 1 - Yes  
 2 - Not Yet  
 3 - Not Needed/Not Applicable

Figure 6a. Part VI: Occupational Safety and Health Practices - Data Screen Format



## PART VI - OCCUPATIONAL SAFETY AND HEALTH PRACTICES

ISLE Part 6B: Occupational Safety and Health Practices - CONT'D.

EIN:

Part VII-A Status Monitoring

### Part VI-B: OCCUPATIONAL SAFETY AND HEALTH PRACTICES

#### 3. TRAININGS/SEMINARS

		TRAINING AGENCY/ORGANIZATION		
01	40-Hour Basic Occupational Safety and Health Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	40-Hour Construction Safety Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	1-day occupational safety and health orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	HIV and AIDS prevention program and control in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Safe work procedures/lock out tag out training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	Drug-free workplace training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Tuberculosis prevention and control in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	Smoke-free workplace/tobacco control in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	Hepatitis B prevention and control in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Stress Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Prevention and control of lifestyle-related disease/health lifestyle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Fire safety training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Industrial hygiene (ventilation, work . . .)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Chemical safety training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Ergonomics training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Emergency preparedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Safety audit/accident investigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	OSH management system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Family planning and reproductive health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Others, specify <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Encoding Rule:  
Type 1 for every checked item;  
Use Codes for Training Agency

Code for Training Agency:  
1 - OSHC/OSHHat  
2 - Bureau of Fire Protection  
3 - Professional Organizations  
4 - DOLE Accredited Safety . . .  
5 - Employers' Organizations  
6 - Workers' Groups  
7 - Academia/Universities  
8 - Own company  
9 - Others, specify

#### 4. DESIGNATED HEALTH AND SAFETY PERSONNEL(S)

01	<input type="checkbox"/> Trained First-Aider
02	<input type="checkbox"/> Occupational Health Registered Nurse
03	<input type="checkbox"/> Occupational Health Physician
04	<input type="checkbox"/> Dentist
05	<input type="checkbox"/> Industrial hygienist
06	<input type="checkbox"/> Safety Officer (Yes-Accredited by DOLE/No-Not Accredited?)
07	Others, specify <input type="text"/>

Encoding Rule:  
Type 1 for every checked item;  
Use Codes for Safety officer

Figure 6b. Part VI: Occupational Safety and Health Practices - Data Screen Format

## PART VI: OCCUPATIONAL SAFETY AND HEALTH PRACTICES

ITEM OF INQUIRY	GUIDELINES
<p><b>1. What activities were conducted or practiced in the company as part of your prevention and control measures against work and safety and health hazards?</b>  <i>[Codes 01-26 Prevention and Control Measures/Activities]</i></p>	<ul style="list-style-type: none"> <li>For every checked item in the questionnaire under column 2012 and 2013, use or type code  1 – Yes  2 – Not Yet (Planning Stage)  3 – Not Needed/Not Applicable</li> </ul>
<p><b>2. Which of the following Occupational Safety and Health policies and programs are implemented in your establishment?</b>  <i>[Codes 01-20 Occupational Safety and Health Policies/Programs]</i></p>	<ul style="list-style-type: none"> <li>Each item of inquiry should have an answer using the codes, do not leave item(s) blank.</li> <li>For “Others”, type as specified in the questionnaire.</li> </ul>
<p><b>3. What work safety and health-related trainings/seminars were availed by your employees and which agency/organization conducted it?</b>  <i>[Codes 01-21 Trainings/ Seminars]</i></p>	<ul style="list-style-type: none"> <li>For Trainings/Seminars, type “1” for every checked item.</li> <li>Use the following codes for training agency/organization or click the dropdown box to select:  1 – Occupational Safety and Health Center (OSHC)/OSHNet  2 – Bureau of Fire Protection (BFP)  3 – Professional Organizations (ASPP, OHNAP, PCOM, etc.)  4 – DOLE Accredited Safety Training Organizations (SOPI, etc.)  5 – Employer’s Organizations (ECOP, PMAP, PCCI, etc.)  6 – Workers’ Groups (TUCP, FFW, APL, etc.)  7 – Academe/Universities  8 – Own Company  9 – Others</li> <li>If “Others” is answered, there should be entry as specified in questionnaire</li> </ul> <p>Note: If Trainings/Seminars (Col. 2 in Qn) has no tick mark, “TrainingAgency/Organization” (Col. 3) should be blank.</p>

PART VI: OCCUPATIONAL SAFETY AND HEALTH PRACTICES (cont'd.)

ITEM OF INQUIRY	GUIDELINES
<b>4. <i>Who is/are the designated health and safety personnel in your establishment?</i></b>	<ul style="list-style-type: none"><li>• Multiple entries are acceptable</li><li>• Type "1" for every checked item; otherwise, leave it blank</li><li>• For <b>Others</b>, enter as specified in questionnaire</li><li>• If safety officer is checked, enter "1" for Yes - accredited by DOLE and "2" for No – not accredited by DOLE</li></ul>

## PART VII: OCCUPATIONAL INJURIES AND DISEASES

Reference Period: Calendar Year 2013

ISLE Part 7A: Occupational Injuries

EIN:  3

Part VII (8) Status Monitoring

### Part VII-A: OCCUPATIONAL INJURIES

1. Did your establishment experience any occupational accidents during the year?  0

2. How many occupational accidents were there?

Type of Injury (1)	Fatal Cases (2)	Permanent Incapacity		Temporary Incapacity		Cases Without Workdays Lost (7)
		Cases (3)	Workdays Lost (4)	Cases (5)	Workdays Lost (6)	
3. Total						
3.1. Superficial injuries and open wounds						
3.2. Fractures						
3.3. Dislocations, sprains and strains						
3.4. Traumatic amputations						
3.5. Concussion and internal injuries						
3.6. Burns, corrosions, scalds and frostbites						
3.7. Acute poisoning and infections						
3.8. Foreign body in the eye						
3.9. Others (Please specify.)						

Part of the Body Injured (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
4. Total				
4.1. Head				
4.2. Neck				
4.3. Back				
4.4. Trunk or internal organs				
4.5. Arm and shoulder				
4.6. Wrist and hand				
4.7. Lower extremities				
4.8. Whole body or multiple sites equally injured				

Cause of Injury (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
5. Total				
5.1. Falls of persons				
5.2. Struck by falling objects				
5.3. Stepping on, striking against or struck by objects, excluding falling objects				
5.4. Caught in or between objects				
5.5. Over exertion or strenuous movements				
5.6. Exposure to or contact with extreme temp				
5.7. Exposure to or contact with electric current				
5.8. Exposure to or contact with harmful substances				
5.9. Others (Please specify.)				

Agent of Injury (1)	Fatal Cases (2)	Permanent Incapacity Cases (3)	Temporary Incapacity Cases (4)	Cases Without Workdays Lost (5)
6. Total				
6.1. Buildings, structures				
6.2. Prime movers				
6.3. Distribution systems				
6.4. Hand tools				
6.5. Machines, equipment				
6.6. Conveying/Transport/Packaging equipment or vehicles				
6.7. Materials, objects				
6.8. Chemical substances				
6.9. Human, animals, plants, etc.				
6.10. Others (Please specify.)				

Figure 7a. Part VII: Occupational Injuries and Diseases - Data Screen Format

ISLE Part 7B: Occupational Diseases

Figure 7b. Part VII: Occupational Injuries and Diseases - Data Screen Format

## PART VII: OCCUPATIONAL INJURIES AND DISEASES

ITEM OF INQUIRY	GUIDELINES
1. Did your establishment experience any occupational accidents during the year?	<ul style="list-style-type: none"> <li>For checked item, type code 1-Yes 2-No</li> <li>If answer is "No", go to <i>item 8</i></li> </ul>
2. How many occupational accidents were there?	<ul style="list-style-type: none"> <li>Enter/Type as specified in the questionnaire.</li> </ul>
3. Type of Injury 4. Part of Body Injured 5. Cause of Injury 6. Agent of Injury 7. Major Occupation Group	If answer is "Yes" in item 1 <ul style="list-style-type: none"> <li>Type the number of cases of occupational injuries as specified in the questionnaire.</li> <li>Details should be equal to total.</li> <li>For <b>Others</b>, enter as specified.</li> </ul>
8. Occupational Diseases	<ul style="list-style-type: none"> <li>Type the corresponding number of cases as specified in the questionnaire.</li> <li>For <b>Others</b>, enter as specified.</li> </ul>
9. Did any of your workers experience commuting accidents in 2013?	<ul style="list-style-type: none"> <li>For checked item, type code 1-Yes 2-No</li> <li>If answer is "No", go to <i>item 10</i></li> </ul>
9.1 How many commuting accidents were there? 9.2 How many workers were injured?	<ul style="list-style-type: none"> <li>Enter/Type as specified in the questionnaire.</li> </ul>
10. How many hours were actually worked by all employed persons in your establishment in 2013?	<ul style="list-style-type: none"> <li>Enter/Type as specified in the questionnaire.</li> </ul>



## PART VIII: LABOR COST OF EMPLOYEES

Reference Period: Calendar Year 2013

ISLE Part 8: Labor Cost of Employees

EIN: 3 Status Monitoring

### PART VIII - Labor Cost of Employees

**1. Reference period (if other than calendar year (month/year))** Start:  End:

**2. Labor Cost Component**

**2.1. Direct Wages and salaries (in cash)**

2.1.1. Pay for normal/regular working time:

2.1.2. Commissions of employees and their share in service charges:

2.1.3. Overtime, night shift and premium pay:

2.1.4. Payments under bonus, productivity, performance and other incentive schemes (regular payments on the basis of work performed or current output):

2.1.5. Cost of living allowances and other guaranteed and regularly paid allowances (exclude housing allowances and rents in cash which should be reported in item 2.5.2):

**2.2. Remuneration for time not worked**

**2.3. Bonuses and gratuities**

2.3.1. Year-end, seasonal and other one-time bonuses (13th/14th/15th month pay and the like):

2.3.2. Profit-sharing bonuses:

2.3.3. Additional payments in respect of vacation, supplementary to normal vacation pay:

**2.4. Payments in kind (e.g., ordinary clothing and footwear)**

**2.5. Cost of workers' housing shouldered by employer**

2.5.1. Cost for establishment-owned dwellings:

2.5.2. Cost for dwellings not owned by establishment and other housing costs (housing allowances, rents, subsidies, etc.):

**2.6. Employer's social security expenditures (exclude employees' share)**

2.6.1. Compulsory social security contributions (GSS, SSF, PhilHealth, PAG-IBIG, EGC):

2.6.2. Collectively agreed, contractual and non-obligatory contributions to private social security schemes and insurance (e.g., pension, life, accident, medical and health, hospitalization):

2.6.3. Direct payments by employer to employees regarded as social security benefits (in respect of absence from work due to sickness, maternity or occupational injury):

2.6.4. Cost of medical care and health services:

2.6.5. Retirement and termination/separation pay:

**2.7. Cost of training**

**2.8. Cost of welfare services**

**2.9. Other labor costs**

2.9.1. Cost of work clothes/protective gear:

2.9.2. Transport of workers to and from work undertaken by employers:

2.9.3. Recruitment cost:

2.9.4. Others (Please specify):

**3. How many hours were actually worked by all employees in your establishment in 2013?**

Average number of employees	x	Regular working hours per day (i.e., 7/8 or 12)	x	Days actually worked during the year (i.e., 250 or 302)	+	Total overtime hours on regular working days of all employees who rendered overtime work	+	Total hours worked on rest days, special days and regular holidays of all employees who rendered work on these days	=	Hours actually worked
-----------------------------	---	---	---	---	---	--	---	---	---	-----------------------

**4. Percent share of labor cost to total cost** (Please select only one area.)

☐ Less than 5%  
 ☐ 6% - 9%  
 ☐ 10% - 15%  
 ☐ 20%  
 ☐ 25%  
 ☐ 30% or more (Please specify.)

Figure 8. Part VIII: Labor Cost of Employees - Data Screen Format

**PART VIII: LABOR COST OF EMPLOYEES**

ITEM OF INQUIRY	GUIDELINES
<b>1. Reference period if other than calendar year</b>	<ul style="list-style-type: none"><li>• Enter/Type as specified in the questionnaire.</li><li>• Date should be in mm/yyyy format.</li></ul>
<b>2. Labor Cost Component</b>	<ul style="list-style-type: none"><li>• Enter/Type as specified in the questionnaire.</li><li>• For <b>Others</b>, enter as specified.</li></ul>
<b>3. How many hours were actually worked by all employees in your establishment in 2013?</b>	<ul style="list-style-type: none"><li>• Enter/Type as specified in the questionnaire.</li></ul>
<b>4. Percent share of labor cost to total cost</b>	<ul style="list-style-type: none"><li>• <b>1</b> = for checked item; Otherwise, leave it blank.</li><li>• If 30% or more is checked, enter as specified.</li></ul>



# 2014 Occupational Wages Survey

Reference Period: July 31, 2014

OWS: Basic Pay

PHILIPPINE STATISTICS AUTHORITY  
2014 OCCUPATIONAL WAGES SURVEY  
FORM BASIC PAY

Go To ALLOWANCES

Go To PART C

EIN: 3

**PART B: EMPLOYMENT AND WAGE RATES OF TIME-RATE WORKERS ON FULL-TIME BASIS**

Hourly Rate		Daily Rate		Monthly Rate	
Basic Pay	Full-time Workers	Basic Pay	Full-time Workers	Basic Pay	Full-time Workers
Below 14.38		Below 115.00		Below 3,000	
14.38 - 19.16		115.00 - 153.33		3,000 - 3,999	
19.17 - 23.95		153.34 - 191.67		4,000 - 4,999	
23.96 - 28.75		191.68 - 230.01		5,000 - 5,999	
28.76 - 33.54		230.02 - 268.35		6,000 - 6,999	
33.55 - 38.33		268.36 - 306.69		7,000 - 7,999	
38.34 - 43.12		306.70 - 345.02		8,000 - 8,999	
43.13 - 47.92		345.03 - 383.36		9,000 - 9,999	
47.93 - 52.71		383.37 - 421.70		10,000 - 10,999	
52.72 - 57.50		421.71 - 460.04		11,000 - 11,999	
57.51 - 62.29		460.05 - 498.38		12,000 - 12,999	
62.30 - 67.08		498.39 - 536.72		13,000 - 13,999	
67.09 - 71.87		536.73 - 575.06		14,000 - 14,999	
71.88 - 76.66		575.07 - 613.40		15,000 - 15,999	
76.67 - 81.45		613.41 - 651.74		16,000 - 16,999	
81.46 - 86.24		651.75 - 690.08		17,000 - 17,999	
86.25 - 91.03		690.09 - 728.42		18,000 - 18,999	
91.04 - 95.82		728.43 - 766.76		19,000 - 19,999	
95.83 - 100.61		766.77 - 805.10		20,000 - 20,999	
100.62 - 105.40		805.11 - 843.44		21,000 - 21,999	
105.41 - 110.19		843.45 - 881.78		22,000 - 22,999	
110.20 - 114.98		881.79 - 920.12		23,000 - 23,999	
114.99 - 119.77		920.13 - 958.46		24,000 - 24,999	
119.78 and over		958.47 and over		25,000 and over	
Sub-total		Sub-total		Sub-total	
				TOTAL	

**PART B: EMPLOYMENT AND WAGE RATES OF TIME-RATE WORKERS ON FULL-TIME BASIS (Basic Pay)**

- Type the corresponding entry for each item as reflected in the questionnaire.
- Total below is sum of the three (3) sub-totals.

Click the button

[Go To ALLOWANCES](#)

to go to next part.

PHILIPPINE STATISTICS AUTHORITY  
2014 OCCUPATIONAL WAGES SURVEY  
FORM ALLOWANCES

[Go To PART C](#)
EIN: Of the TOTAL reported in Basic Pay, how many received allowances? 

**PART B: EMPLOYMENT AND WAGE RATES OF TIME-RATE WORKERS ON FULL-TIME BASIS**

Hourly Rate		Daily Rate		Monthly Rate	
Allowances	Full-time Workers	Allowances	Full-time Workers	Allowances	Full-time Workers
Below 1.20	<input type="text" value="0"/>	Below 9.58	<input type="text" value="0"/>	Below 250	<input type="text" value="0"/>
1.20 - 2.39	<input type="text" value="0"/>	9.58 - 19.15	<input type="text" value="0"/>	250 - 499	<input type="text" value="0"/>
2.40 - 3.59	<input type="text" value="0"/>	19.16 - 28.73	<input type="text" value="0"/>	500 - 749	<input type="text" value="0"/>
3.60 - 4.78	<input type="text" value="0"/>	28.74 - 38.31	<input type="text" value="0"/>	750 - 999	<input type="text" value="0"/>
4.79 - 5.98	<input type="text" value="0"/>	38.32 - 47.90	<input type="text" value="0"/>	1,000 - 1,249	<input type="text" value="0"/>
5.99 - 7.18	<input type="text" value="0"/>	47.91 - 57.48	<input type="text" value="0"/>	1,250 - 1,499	<input type="text" value="0"/>
7.19 - 8.38	<input type="text" value="0"/>	57.49 - 67.07	<input type="text" value="0"/>	1,500 - 1,749	<input type="text" value="0"/>
8.39 - 9.58	<input type="text" value="0"/>	67.08 - 76.65	<input type="text" value="0"/>	1,750 - 1,999	<input type="text" value="0"/>
9.59 - 10.78	<input type="text" value="0"/>	76.66 - 86.24	<input type="text" value="0"/>	2,000 - 2,249	<input type="text" value="0"/>
10.79 - 11.97	<input type="text" value="0"/>	86.25 - 95.82	<input type="text" value="0"/>	2,250 - 2,499	<input type="text" value="0"/>
11.98 - 13.17	<input type="text" value="0"/>	95.83 - 105.41	<input type="text" value="0"/>	2,500 - 2,749	<input type="text" value="0"/>
13.18 - 14.37	<input type="text" value="0"/>	105.42 - 114.99	<input type="text" value="0"/>	2,750 - 2,999	<input type="text" value="0"/>
14.38 - 15.57	<input type="text" value="0"/>	115.00 - 124.57	<input type="text" value="0"/>	3,000 - 3,249	<input type="text" value="0"/>
15.58 - 16.77	<input type="text" value="0"/>	124.58 - 134.15	<input type="text" value="0"/>	3,250 - 3,499	<input type="text" value="0"/>
16.78 - 17.97	<input type="text" value="0"/>	134.16 - 143.73	<input type="text" value="0"/>	3,500 - 3,749	<input type="text" value="0"/>
17.98 - 19.17	<input type="text" value="0"/>	143.74 - 153.31	<input type="text" value="0"/>	3,750 - 3,999	<input type="text" value="0"/>
19.18 - 20.37	<input type="text" value="0"/>	153.32 - 162.89	<input type="text" value="0"/>	4,000 - 4,249	<input type="text" value="0"/>
20.38 - 21.57	<input type="text" value="0"/>	162.90 - 172.47	<input type="text" value="0"/>	4,250 - 4,499	<input type="text" value="0"/>
21.58 - 22.77	<input type="text" value="0"/>	172.48 - 182.05	<input type="text" value="0"/>	4,500 - 4,749	<input type="text" value="0"/>
22.78 - 23.97	<input type="text" value="0"/>	182.06 - 191.63	<input type="text" value="0"/>	4,750 - 4,999	<input type="text" value="0"/>
23.98 and over	<input type="text" value="0"/>	191.64 and over	<input type="text" value="0"/>	5,000 and over	<input type="text" value="0"/>
Sub-total	<input type="text" value="0"/>	Sub-total	<input type="text" value="0"/>	Sub-total	<input type="text" value="0"/>
<b>TOTAL</b> <input type="text" value="0"/>					

**PART B: EMPLOYMENT AND WAGE RATES OF TIME-RATE WORKERS ON FULL-TIME BASIS (Allowances)**

- Type the corresponding entry for each item as reflected in the questionnaire.
- Total below is sum of the three (3) sub-totals.
- The automatic computed TOTAL below should be the same with the above entry TOTAL.

Click the button

[Go To PART C](#)

to go to next part.

