

BLES SURVEY FORM 14
LETTER TO HEAD OFFICE OF SAMPLE ESTABLISHMENT

Dear Sir/Madam:

For this semester, the Department of Labor and Employment through the **Bureau of Labor and Employment Statistics** is conducting two (2) surveys---the 3rd and 4th quarters 2000 Employment, Hours and Earnings Survey (EHES) and 2000 Occupational Injuries Survey (OIS). These are regular surveys especially designed to collect statistics on the country's performance in the area of labor and employment. EHES under Executive Order 352 dated July 1996 has been designated as one of the statistical activities that will provide critical data for decision-making of the government and the private sector.

Your office in Metro Manila (**see attached list of specific branches**) was sampled to take part in:

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EHES

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OIS

We realize that accomplishing our survey/s takes up your valuable time for they could be tedious and requires looking into past records particular to an establishment in a **specific location**. However, your office and some branches may have also been sampled to take part in the survey/s. Consolidated data will cause over-representation of sample data and thus result to unreliable data estimates by region and employment size.

Should you need any assistance in accomplishing the survey form/s, please do not hesitate to contact us through:

Office:	Bureau of Labor and Employment Statistics
Address:	3/F DOLE Bldg., Gen.Luna St., Intramuros Manila
Tel. no.	527-9325, 527-3419, 527-9331
Fax no.	527-3489
E-mail address:	dolebles@manila-online.net

Thank you and we look forward to your cooperation to this statistical undertaking.

Very truly yours,

Hector B. Morada
Director IV

08 May, 2001