



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Bureau of Labor and Employment Statistics
3rd Floor, DOLE Bldg., Gen. Luna St., Intramuros, Manila



Ref No BLES-C-04-0429

March 23, 2004

DR. ROMULO A. VIROLA
Secretary General
National Statistical Coordination Board
Midland Plaza Bldg.
Sen. Gil Puyat Ave., Makati City

Dear **Sec. Gen. Virola**,

We are submitting the attached Statistical Survey Notification Forms for the conduct of the 2004 Occupational Wages Survey (OWS) and the 2004 BLES Integrated Survey (BITS) in July this year.

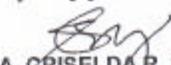
The 2004 OWS will cover the same occupations and industries as in the previous round. However, new items of inquiry such as the hiring/entry wage rate, minimum educational requirement and minimum years of related experience for each of the occupations were added to generate more information about these occupations.

As in the previous round, the 2004 BITS will inquire on employment, industrial relations practices and occupational injuries. The section on labor cost is excluded in this year's round as data on cost structures are gathered once every four (4) years. Meanwhile, inquiries on occupational injuries were expanded to include queries on types of injury, part of body part injured and causes of injury.

Also, for your reference, we are providing you the 2002 OWS and 2003 BITS questionnaires which we used in our survey operations last year.

Thank you very much and regards.

Very truly yours,


MA. CRISELDA R. SY
Director

March 18, 2004

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STATISTICAL SURVEY NOTIFICATION FORM

PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM

I. GENERAL INFORMATION

1 Title of the statistical survey 2004 Occupational Wages Survey (OWS)	
2 Legal basis E.O. 126, dated January 30, 1987, reorganizing the DOLE and creating the BLES/E.O. 352 dated July 1, 1996	
3.1 Proponent agency <i>Name</i> Bureau of Labor and Employment Statistics <i>Address</i> 3/F DOLE Bldg. Gen. Luna, Intramuros, Manila	3.2 Conducting agency <i>Name</i> Bureau of Labor and Employment Statistics <i>Address</i> 3/F DOLE Bldg. Gen. Luna, Intramuros, Manila
3.3 Other cooperating agencies DOLE Regional Offices except NCR	3.4 Funding source/s (Specify) a <input checked="" type="checkbox"/> Gov't of the Phils. (GOP) _____ b <input type="checkbox"/> Local private _____ c <input type="checkbox"/> Foreign _____
3.5 Consultants <i>Name of organization/person</i> NONE <i>Nature of consultancy service</i>	
4 Objectives and relevance of the survey (Cite specific use of the data to be collected, or programs/issues to be addressed.) To generate statistics for wage and salary administration and wage determination in collective bargaining negotiations.	
5.1 Status of survey a <input checked="" type="checkbox"/> Existing (Proceed to 5.2) b <input type="checkbox"/> New (Proceed to 5.3)	5.2 Status of survey form/questionnaire a <input type="checkbox"/> Existing statistical survey form being reported to the NSCB for the first time. What year was this first used? _____ b <input checked="" type="checkbox"/> Existing form for clearance renewal with revision. c <input type="checkbox"/> Existing form for clearance renewal without revision. If b or c, give previous clearance no. <i>BLES-0003-01</i>
5.3 Is this survey a rider to another survey? a <input type="checkbox"/> Yes. (Specify) b <input checked="" type="checkbox"/> No	5.4 Is this survey a component of a national or international program? a <input checked="" type="checkbox"/> Yes. (Specify) SDDS b <input type="checkbox"/> No

(Use additional sheets if necessary)



STATISTICAL SURVEY NOTIFICATION FORM

II. TECHNICAL DESCRIPTION			
1 Type and number of respondents			
<i>Type of respondent</i>	<i>Size of universe</i>	<i>Size of sample</i>	<i>Expected response rate</i>
a <input type="checkbox"/> Individual			
b <input type="checkbox"/> Household			
c <input checked="" type="checkbox"/> Establishment	8,770	8,770	80%
d <input type="checkbox"/> Enterprise			
e <input type="checkbox"/> Government agency			
f <input type="checkbox"/> Others (Specify)			
2 Reference period of the survey • June 30, 2004	3 Geographical area covered by the survey, e.g., Phils., Region IV, etc. Philippines	4 Geographic disaggregation of the data to be produced a <input checked="" type="checkbox"/> National b <input checked="" type="checkbox"/> Regional c <input type="checkbox"/> Provincial d <input type="checkbox"/> Others (Specify)	
5 Frequency of data collection a <input type="checkbox"/> One-shot b <input type="checkbox"/> Monthly c <input type="checkbox"/> Quarterly	d <input type="checkbox"/> Annually e <input checked="" type="checkbox"/> Others (Specify) every 2 years	6 Method of data collection (Check as many as applicable) a <input checked="" type="checkbox"/> Personal interview b <input checked="" type="checkbox"/> Mail c <input type="checkbox"/> Telephone d <input type="checkbox"/> Others (Specify)	
7 Survey questionnaire titles			
<i>Form No.</i>	<i>Form Title</i>		
	2004 Occupational Wages Survey		
8 Major data items to be collected (e.g., family income and expenditures, employment, compensation, prices) <ul style="list-style-type: none"> • Employment of time-rate workers on full-time basis • Occupational wage rates of time-rate workers on full time basis (hiring rate and actual of basic pay and allowance) • Minimum educational requirement and years of related experience of selected occupations • Basic pay of time-rate workers on full time basis • Allowance of time-rate workers on full time basis 			
9 List of tables and other outputs to be generated (attach table formats) <ul style="list-style-type: none"> • Average (Minimum/Maximum, Hiring Rate) Monthly Wage Rates of Time-Rate Workers on Full Time Basis in Selected Industries and Selected Occupations • Minimum Educational Requirement/Years of Related Experience of Time-Rate Workers on Full Time Basis in Selected Industries and Selected Occupations • Median Monthly Basic Pay and Allowance of Time-Rate Workers on Full Time Basis by Industry and Establishment Characteristic (with union or without union, type of ownership, type of market and whether multinational or not) • Median Monthly Basic Pay and Allowance of Time-Rate Workers on Full Time Basis by Region and Establishment Characteristic (with union or without union, type of ownership, type of market and whether multinational or not) 			

(Use additional sheets if necessary)



STATISTICAL SURVEY NOTIFICATION FORM

<p>10 Type of data processing (Check as many as applicable)</p> <p>a <input checked="" type="checkbox"/> Manual</p> <p>b <input checked="" type="checkbox"/> Microcomputer</p> <p>c <input type="checkbox"/> Minicomputer</p> <p>d <input type="checkbox"/> Mainframe computer</p>	<p>11 Statistical classification systems used</p> <p>a <input type="checkbox"/> Phil. Standard Commodity Classification (PSCC)</p> <p>b <input checked="" type="checkbox"/> Phil. Standard Geographic Code (PSGC)</p> <p>c <input checked="" type="checkbox"/> Phil. Standard Industry Classification (PSIC)</p> <p>d <input checked="" type="checkbox"/> Phil. Standard Occupational Classification (PSOC)</p> <p>e <input type="checkbox"/> Phil. Standard Classification of Education (PSCED)</p> <p>f <input type="checkbox"/> Others (Specify)</p>
<p>12 Brief description of the sampling design and estimation procedure. (The details should be attached in separate sheet. If complete information is available in survey proposal, attach copy instead.)</p>	
<p>a) <i>Desired level of reliability and the proposed statistical measure to be used for assessing such reliability (e.g., standard errors of means)</i> 10% cv</p>	
<p>b) <i>Type of sampling design (The details should be attached in separate sheet.)</i> Complete enumeration of non-agricultural establishments employing 50 persons or more</p>	
<p>c) <i>Sampling unit (per stage if applicable)</i> Non-agricultural establishment employing 50 and over</p>	
<p>d) <i>Domain</i> Industry</p>	
<p>e) <i>Sampling frame</i> 2004 BLES Sampling Frame: 2000 List of Establishments of NSO partially updated through BLES conducted surveys and report on closures and retrenchments of establishments submitted to DOLE Regional Offices</p>	
<p>f) <i>Sample size (total, per stratum/cluster/stage)</i> 8770</p>	
<p>g) <i>Method of determining sample size</i> Complete enumeration of establishments employing 50 and over</p>	
<p>h) <i>Estimation procedure (The details and formulas should be attached in separate sheet.)</i> See attached</p>	
<p>i) <i>Imputation procedure for non-response</i> See attached</p>	
<p>13 Statistical analysis of results (e.g., descriptive, multivariate) Descriptive</p>	

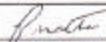
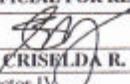
(Use additional sheets if necessary)

III. ESTIMATED DIRECT COST OF SURVEY (in pesos)

1 <u>Personal Services</u>	Printing Expenses	66,500
2 <u>Maintenance and Other Operating Expenses</u>	Others (Specify) Training Expenses	200,000
Travelling Expenses PHP 200,000	Wages of Enumerators	3,482,820
Supplies 100,680	Communication	50,000
	TOTAL COST	PHP 4,100,000*
	*Total Cost of OWS and BITS	

IV. TIMETABLE OF ACTIVITIES

Stage	Schedule	Agency Responsible
A. Planning and preparation		
1 Formulation of survey design <i>(to include formulation of objectives, scope and coverage; development of methodology; formulation of sampling design and frame; design of table formats; preparation of questionnaire and manuals)</i>	January 5 - May 31	BLES
2 Pre-test of the questionnaire	NAP	
3 Revision based on pre-test of the questionnaire	NAP	
4 Submission to NSCB for review of survey design (allow 15 days after submission of all required documents)	March 19, 2004	-do-
5 Finalization of questionnaires and manuals	Questionnaires: NLT April 30 Manuals: NLT May 14	-do-
6 Printing of questionnaires and manuals	NLT May 31	-do-
B. Field operations		
1 Training of personnel	NLT June 30	BLES/DOLE ROs
2 Distribution and collection of questionnaires	July 2- November 28	-do-
3 Field editing	-do-	-do-
C. Data processing		
1 Office editing	July 19 - December 29	BLES
2 Data encoding	September 1 - February 2005	-do-
3 Verification	October 13 - March 2005	-do-
4 Tabulation	April 2005 - June 2005	-do-
D. Report preparation		
1 Analysis and interpretation of data	July 2005 - August 2005	-do-
2 Report writing		
E. Release of survey results	June 30, 2005	-do-

PREPARED BY (Contact Person)		APPROVING OFFICIAL FOR REQUESTING AGENCY	
Signature		Signature	
Printed Name	TERESA V. PERALTA	Printed Name	MA CRISELDA R. SY
Designation	Chief LEO	Designation	Director IV
Tel. No.	527-3489	Date Approved	
Date Prepared	March 16, 2004		

(Use additional sheets if necessary)