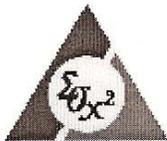


# **STATUS MONITORING AND DATA ENCODING GUIDELINES**

*2004 Occupational Wages Survey*



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



**A. STATUS MONITORING GUIDELINES ( see Figure 1)**

Item of inquiry	Acceptable Entry/Entries
<b>1. EIN</b>	Press CTRL+F to find the desire EIN
<b>2. Batch Number</b>	See Batch Label For Retrieved questionnaires <b>NCRx-Ry</b> where x - Reviewer Code <b>ONCRx-Ry</b> y - Sequence no. from 1 to n
	For Spoilage questionnaires <b>NCRx-Sy</b> where x - Reviewer Code <b>ONCRx-Sy</b> y - Sequence no. from 1 to n
<b>3. New Name</b> <b>4. New Address 1</b> <b>5. New GeoCode</b>	See <b>Guidelines on Data Entry of Establishment's Name and Address</b>
<b>6. Head Office Particulars</b> <i>Trade Name of Establishment</i> <i>Contact Person</i> <i>Position of Contact person</i> <i>Telephone Number</i> <i>Head Office Address 1</i> <i>Geocode of Head Office</i>	Type the corresponding entry for each item as reflected in the questionnaire
<b>7. Status Code</b>	Select from the List
<b>7a. Remarks</b>	If DUP, remarks should be "OF EIN #####. If OSP, remarks should be "WITH PSIC " If OTH, entry as reflected in the questionnaire.
<b>8. Main Economic Activity</b> <b>9. Major products/goods or services</b> <b>10. New Industry Code</b> <b>11. New Total Employment</b>	Type the corresponding entry for each item as reflected in the questionnaire
<b>12. Ownership</b>	Select from the List <i>Wholly Filipino</i> <i>With Foreign Equity</i> <i>Wholly Foreign</i>
<b>13. Multinational</b>	Select from the List <i>Yes</i> <i>No</i>
<b>14. Market</b>	Select from the List <i>Domestic Only</i> <i>Export Only</i> <i>Both</i>
<b>15. With Union</b>	Select from the List <i>Yes</i> <i>No</i>
<b>16. With CBA</b>	Select from the List <i>Yes</i> <i>No</i>

<b>17. Certification Portion</b>	
<i>Name of Contact Person</i>	Type the corresponding entry for each item as reflected in the questionnaire
<i>Position Title</i>	
<i>Telephone Number</i>	
<i>Fax Number</i>	
<i>E-mail address</i>	
<b>18. Time spent in answering the questionnaire</b>	Select from the List <i>Less than a day</i> <i>1-2 days</i> <i>More than 2 days</i>
<b>18a. If more than 2 days specify</b>	Type the corresponding entry for each item as reflected in the questionnaire
<b>19. Comments</b>	Type the corresponding entry for each item as reflected in the questionnaire
<i>a. On data provided for the 2004 OWS</i>	
<i>b. On results of the 2002 OWS</i>	
<i>c. Presentation/Packaging</i>	
<i>Definition of terms</i>	Select from the List <i>Easy to understand</i> <i>Vague</i>
<i>Layout</i>	Select from the List <i>User-friendly</i> <i>Not user-friendly</i>
<i>Font, color</i>	Select from the List <i>Appealing</i> <i>Not Appealing</i>
<i>Suggestions for improvement</i>	Type the corresponding entry for each item as reflected in the questionnaire
<b>20. Survey Personnel</b>	Type the corresponding entry for each item as reflected in the questionnaire
<i>Enumerator</i>	
<i>Date</i>	
<i>Area Supervisor</i>	
<i>Date</i>	
<i>Reviewer</i>	
<i>Date</i>	

Microsoft Access - [ESTABLISHMENT DATA]

BUREAU OF LABOR AND EMPLOYMENT STATISTICS  
2004 OCCUPATIONAL WAGES SURVEY  
STATUS MONITORING

EIN:  Batch Number:  SOURCE: LE2002 Survey Code:

Name of Establishment: ILOCOS NORTE ELECTRIC COOP INC  
New Name of Establishment: ILOCOS NORTE ELECTRIC COOPERATIVE  
Address 1: NATLRD  
New Address 1:   
Geographic Code: 012899 030

**HEAD OFFICE PARTICULARS (if Questionnaire is endorsed to Head Office)**

Trade Name of Establishment:   
Contact Person:  Tel. No.:   
Position of Contact Person:   
Head Office Address 1:   
Geocode of Head office:

Status Code:  Remarks:   
Industry Code: E40100  Total Employment: 375  ATE Code: 6  
Main Economic Activity: ELECTRIC DISTRIBUTION  
Major Products/Goods or Services: ELECTRICITY

Ownership:  With Union:   
Multinational:  With CBA:   
Market:

**PART D: CERTIFICATION PORTION**

Name of Contact Person in the Establishment:   
Position Title:   
Telephone Number:   
Fax Number:   
E-mail Address:

**Comments**

Time spent in answering this questionnaire:  specify if more than 2 days   
Comment on data provided for the 2004 OWS:   
Comment on results of the 2002 OWS:

**Presentation /Packaging**      **Suggestions for improvement**

Definition of terms:    
Layout:    
Font color:

**PART E: SURVEY PERSONNEL**

	Enumerator	Area Supervisor	Reviewer
Name	<input type="text"/>	REG 1	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Go To Basic Pay** 

Figure 1. Status Monitoring Screen Lay-out

**Go To Basic Pay** Opens Figure 2. Data Entry Screen Lay-out (for Basic Pay).



Click to find the desired EIN.

**B. OCCUPATIONAL WAGES SURVEY ENCODING GUIDELINES**

Field Name	Expected Entries
<b>PART A: GENERAL INFORMATION</b>	Included in the status monitoring database
<b>PART B: EMPLOYMENT AND WAGE RATES OF TIME RATE WORKERS ON FULL TIME BASIS (Basic Pay)</b>	Type the corresponding entry for each item as reflected in the questionnaire
<b>PART B: EMPLOYMENT AND WAGE RATES OF TIME RATE WORKERS ON FULL TIME BASIS (Allowances)</b>	Type the corresponding entry for each item as reflected in the questionnaire
<b>PART C: EMPLOYMENT AND WAGE RATES OF TIME-RATE WORKERS ON FULL-TIME BASIS IN SELECTED OCCUPATIONS</b>	
<p><b>Occupation</b></p> <p><b>1992 PSOC</b></p> <p>Hiring/Entry Rate</p> <p><b>Wage Component</b></p> <p><i>Basic Pay Amount</i></p> <p><i>Allowance Amount</i></p> <p><i>Minimum Educational Requirement</i></p> <p><i>Specify Minimum Years of Related Experience</i></p> <p><i>Specify</i></p>	<p><b>Pre-defined</b></p> <p>Type the corresponding entry for each item as reflected in the questionnaire</p> <p><b>Select from the List</b></p> <p><i>Hourly, Daily, Monthly, Not Reported</i></p> <p><b>Enter as is</b></p> <p><i>Hourly, Daily, Monthly, Not Reported</i></p> <p><b>Enter as is</b></p> <p><i>Not Reported</i></p> <p><i>Elementary graduate</i></p> <p><i>High School graduate</i></p> <p><i>Trade School graduate</i></p> <p><i>College Graduate</i></p> <p><i>Others, specify</i></p> <p><i>If not in the list</i></p> <p><i>Select from the List</i></p> <p><i>None</i></p> <p><i>1 year</i></p> <p><i>2 years</i></p> <p><i>3 years</i></p> <p><i>4 years or more, specify</i></p> <p><i>If not in the list</i></p>
<p><i>Male</i></p> <p><i>Female</i></p> <p><i>Both Sexes</i></p>	<p>Type the corresponding entry for each item as reflected in the questionnaire</p> <p>Type the corresponding entry for each item as reflected in the questionnaire</p> <p>Type the corresponding entry for each item as reflected in the questionnaire</p>

<p><b>Existing Wage Rates</b></p> <p><i>PSOC CODE</i> <i>TIME UNIT</i></p> <p><i>Wage Component</i> <i>Amount</i></p> <p><i>Full-time workers</i></p>	<p>Type the corresponding entry for each item as reflected in the questionnaire <i>Select from the List</i> <i>Hourly, Daily, Monthly</i> <i>Select from the List</i> <i>Basic Pay, Allowance</i></p> <p>Type the corresponding entry for each item as reflected in the questionnaire</p> <p>Type the corresponding entry for each item as reflected in the questionnaire</p>
---	---

Microsoft Access - [FORM\_BASICPAY]  
BUREAU OF LABOR AND EMPLOYMENT STATISTICS  
2004 OCCUPATIONAL WAGES SURVEY  
FORM BASIC PAY

EIN: 3122 BATCH NO. ONCR1 R1

Go To ALLOWANCES  
Go To PART C

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

1. Basic Pay: Please Provide the number of time-rate workers on full-time basis in your establishment, regardless of job or position, in the applicable time unit and basic pay range.

For standardization purposes, hourly and daily rates are the corresponding equivalent of the monthly pay. They were computed on the basis of 313 working days a year and 8 hours per day.

Hourly Rate		Daily Rate		Monthly Rate	
Basic Pay	Full-time Workers (Both Sexes)	Basic Pay	Full-time Workers (Both Sexes)	Basic Pay	Full-time Workers (Both Sexes)
Below 9.59	1	Below 76.66	0	Below 2,000	0
9.59 - 14.37	2	76.66 - 114.99	0	2,000 - 2,999	0
14.38 - 19.16	1	115.00 - 153.33	0	3,000 - 3,999	0
19.17 - 23.95	0	153.34 - 191.67	0	4,000 - 4,999	0
23.96 - 28.75	0	191.68 - 230.01	0	5,000 - 5,999	0
28.76 - 33.54	0	230.02 - 268.35	0	6,000 - 6,999	0
33.55 - 38.33	0	268.36 - 306.69	0	7,000 - 7,999	0
38.34 - 43.12	0	306.70 - 345.02	0	8,000 - 8,999	0
43.13 - 47.92	0	345.03 - 383.36	0	9,000 - 9,999	0
47.93 - 52.71	0	383.37 - 421.70	0	10,000 - 10,999	0
52.72 - 57.50	0	421.71 - 460.04	0	11,000 - 11,999	0
57.51 - 62.29	0	460.05 - 498.38	0	12,000 - 12,999	0
62.30 - 67.08	0	498.39 - 536.72	0	13,000 - 13,999	0
67.09 - 71.87	0	536.73 - 575.06	0	14,000 - 14,999	0
71.88 - 76.66	0	575.07 - 613.40	0	15,000 - 15,999	0
76.67 - 81.45	0	613.41 - 651.74	0	16,000 - 16,999	0
81.46 - 86.24	0	651.75 - 690.08	0	17,000 - 17,999	0
86.25 - 91.03	0	690.09 - 728.42	0	18,000 - 18,999	0
91.04 - 95.82	0	728.43 - 766.76	0	19,000 - 19,999	0
95.83 and over	0	766.77 and over	0	20,000 and over	0
Sub-total	4	Sub-total	0	Sub-total	0
		<b>TOTAL</b>		4	

Record: 14 of 1242  
Establishment Identification Number NUM

Figure 2. Data Entry Screen Lay-out (for Basic Pay)

**Go To ALLOWANCES** Opens Figure 2a. Data Entry Screen Lay-out (for Allowance).

**Go To PART C** Opens Figure 2b. Data Entry Screen Lay-out (for Part C).

Microsoft Access - [frmALLOWANCE : Form]

BUREAU OF LABOR AND EMPLOYMENT STATISTICS  
2004 OCCUPATIONAL WAGES SURVEY  
FORM BASIC PAY

EIN:  BATCH NO:  [Go To PART C](#)

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

1. Allowances: Please provide the number of time-rate workers on full-time basis in your establishment receiving allowances, regardless of job or position, in the applicable time unit and allowance range.

For standardization purposes, hourly and daily rates are the corresponding equivalent of the monthly pay. They were computed on the basis of 313 working days a year and 8 hours per day.

Hourly Rate		Daily Rate		Monthly Rate	
Allowances	Full-time Workers (Both Sexes)	Allowances	Full-time Workers (Both Sexes)	Allowances	Full-time Workers (Both Sexes)
Below 1.20	0	Below 9.58	0	Below 250	0
1.20 - 2.39	0	9.58 - 19.15	0	250 - 499	0
2.40 - 3.59	0	19.16 - 28.73	0	500 - 749	0
3.60 - 4.78	0	28.74 - 38.31	0	750 - 999	0
4.79 - 5.98	0	38.32 - 47.90	0	1,000 - 1,249	0
5.99 - 7.18	0	47.91 - 57.48	0	1,250 - 1,499	0
7.19 - 8.38	0	57.49 - 67.07	0	1,500 - 1,749	0
8.39 - 9.58	0	67.08 - 76.65	0	1,750 - 1,999	0
9.59 - 10.78	0	76.66 - 86.24	0	2,000 - 2,249	0
10.79 - 11.97	0	86.25 - 95.82	0	2,250 - 2,499	0
11.98 - 13.17	0	95.83 - 105.41	0	2,500 - 2,749	0
13.18 - 14.37	0	105.42 - 114.99	0	2,750 - 2,999	0
14.38 - 15.57	0	115.00 - 124.57	0	3,000 - 3,249	0
15.58 - 16.77	0	124.58 - 134.15	0	3,250 - 3,499	0
16.78 - 17.97	0	134.16 - 143.73	0	3,500 - 3,749	0
17.98 - 19.17	0	143.74 - 153.31	0	3,750 - 3,999	0
19.18 - 20.37	0	153.32 - 162.89	0	4,000 - 4,249	0
20.38 - 21.57	0	162.90 - 172.47	0	4,250 - 4,499	0
21.58 and over	0	172.48 and over	0	4,500 and over	0
SUB-TOTAL	0	SUB-TOTAL	0	SUB-TOTAL	0
				TOTAL	0

Record: 14 of 1242  
Establishment Identification Number NUM

Figure 2a. Data Entry Screen Lay-out (for Allowances)

[Go To PART C](#)

Opens Figure 2b. Data Entry Screen Lay-out (for Part C).

Microsoft Access - [frmPART\_C] Type a question for help

File Edit View Insert Format Records Tools Window Help

BUREAU OF LABOR AND EMPLOYMENT STATISTICS  
 2004 OCCUPATIONAL WAGES SURVEY  
 FORM BASIC PAY

EIN:  BATCH NO.:  Goto Status

---

EIN:  1992 PSOC

Occupation:

**1. Hiring/Entry Rate**

Basic Pay  Allowances

**2. Minimum Educational Requirement**

Others, specify

**3. Minimum Years of Related Experience**

Others, specify

+  =

MALE                  FEMALE                  Both Sexes

Record:      of 1

PSOC Code	Time Unit	Wage Component	Amount	Full-time Workers
▶ 0			0.00	0

Record:      of 1

---

Record:      of 8779

Establishment Identification Number NUM

Figure 2b. Data Entry Screen Layout for Part C (Selected Occupations)

- Goto Status Returns to Figure 1. Status Monitoring Screen Lay-out.
- Closes the application.