



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
BUREAU OF LABOR AND EMPLOYMENT STATISTICS



2006 BLES INTEGRATED SURVEY

In correspondence, please quote this reference number.

Assistance Available

If you have problems completing this form or in meeting the due date, please contact:

Metro Manila
Bureau of Labor and Employment Statistics
3/F DOLE Bldg., Gen. Luna St., Intramuros, Manila 1002
Tel. Nos.: 527-3000 loc 313/319;527-3489
Telefax: 527-9324/25
E-mail: bles_dole@yahoo.com
emsd@manila-online.net
lrzd@manila-online.net

Outside Metro Manila
Tel. Nos.
Fax No.
E-mail

To be accomplished by Enumerator (except GEOCODE)

1. Changes in the address label should be written below:

Business Name of Establishment _____
Floor/Bldg./No./Street/Subdivision _____

Barangay/City/Municipality _____
Zip Code/Province _____ **GEOCODE:** | | | | | | | | | |

2. If questionnaire is endorsed to main office, particulars should be written below:

Business Name of Establishment _____
Contact Person _____ **Tel. No.** _____
Position of Contact Person _____
Floor/Bldg./No./Street/Subdivision _____

Barangay/City/Municipality _____
Zip Code/Province _____ **GEOCODE:** | | | | | | | | | |

Status Code

For Field Personnel			For BLES Personnel			
RET1	RFV	RET2	RET1	RFV	RET2	CET
REF	STR	TCL	REF	STR	TCL	
CBL	PCL		CBL	PCL	OSE	
DUP OF EIN _____	OSP WITH PSIC _____		CON with EIN _____	OSP WITH PSIC _____		
OTH (specify) _____			DUP OF EIN _____	OTH (specify) _____		

PLEASE READ BEFORE ACCOMPLISHING THE QUESTIONNAIRE

Survey Objectives and Uses of the Data

Your establishment has been selected to participate in the 2006 BLES Integrated Survey (BITS). The main objective of this survey is to generate an **integrated data set on occupational employment pattern, wage and compensation practices**. These data are inputs to studies on industry trends and practices and serve as bases for the formulation of policies on employment, conditions of work and industrial relations.

On the operational level, the BITS aims to maximize the use of limited government resources and to improve the timeliness of information. This is in keeping with the continual process improvement of our Bureau's Quality Management System.

Confidentiality

Your completed form remains **confidential** to the BLES and to our field personnel and will be used for statistical purposes only and **not for taxation, regulation or investigation purposes**. All information from your establishment will be integrated with those of the rest of the respondents and will be disseminated only in summaries or statistical tables.

Collection Authority

The information asked for is collected under authority of **Executive Order No. 126**, dated January 30, 1987, creating and mandating the Bureau of Labor and Employment Statistics, one of the major data producing agencies of the government, to conduct nationwide surveys on labor and employment.

Authorized Field Personnel

The **BLES** will supervise data gathering in Metro Manila. For the rest of the country, our Bureau has hired personnel under the supervision of the **DOLE Regional Offices** to undertake the field operations of the survey.

Coverage

Your report should include data **only** for the establishment in the address box to avoid multiple reporting as your other branches may have also been selected to participate in our survey.

Reference Date

All information in this questionnaire pertain to the payroll journal June 30, 2006, unless otherwise indicated.

Due Date

Please complete this form and return it on the date agreed upon by your establishment and our designated data collector. However, we would highly appreciate if you can accomplish the questionnaire within **fifteen (15) days** from your receipt.

Availability of Results

Visit our website for some of the results of the 2006 BITS (<http://www.manila-online.net/bles> or <http://www.bles.dole.gov.ph>). More details can be furnished upon request. Results of the 2006 BITS will be available by **August 2007**.



PART II: EMPLOYMENT

Reference Date: June 30, 2006

1. How many employees did your establishment have as of payroll period June 30, 2006 and how are they classified by major occupation group?

Item of Inquiry (1)	Number of Workers (2)	
1.1. Total Employment <i>(sum of entries in items 1.2.1. to 1.2.9.)</i>		
1.1.1. Female workers		
1.2. Employment by Major Occupation Group <i>(Please indicate number for each group relevant to your establishment)</i>		
1.2.1. Managers, Managing Proprietors and Supervisors		1.2.1. Managers, managing proprietors and supervisors – workers who plan, direct, control and coordinate the policies and activities of establishments or their internal departments or sections (e.g., general manager, managing proprietors, supervisors). <u>Managing owners without pay are included.</u>
1.2.2. Professionals		1.2.2. Professionals – workers who increase the existing stock of knowledge, apply scientific or artistic concepts and theories, teach about the foregoing in a systematic manner, or engage in any combination of these three activities. (e.g., engineers, doctors, chemists, lawyers, accountants, teachers, computer programmers, architects)
1.2.3. Technical and Associate Professionals		1.2.3. Technical and associate professionals – workers who perform mostly technical and related tasks connected with research and application of scientific or artistic concepts and operational methods and or business regulations, and assist teaching at certain educational levels. (e.g., engineering technicians, draftsmen, computer assistants, nursing associate professionals)
1.2.4. Clerks		1.2.4. Clerks – workers who record, organize, store and retrieve information related to the work in question; compute numerical, financial and statistical data; and perform number of client-oriented clerical duties. (e.g., office clerks, secretaries, production clerks, cashiers, tellers)
1.2.5. Sales Workers		1.2.5. Sales Workers - workers who demonstrate and sell goods in shops, establishments, stalls and market or pose as models for artistic creation and display. (e.g., shop sales persons and demonstrators)
1.2.6. Service Workers		1.2.6. Service workers - workers who provide personal and protective services related to travel, housekeeping, catering, personal care, or protection against unlawful acts. (e.g., travel guides, cooks, waiters, valets, hairdressers, security guards)
1.2.7. Trades and Related Workers		1.2.7. Trades and related workers - workers who apply their specific knowledge/skills in the field of mining, construction, form metal, set machine tools, or make fit/maintain/ repair machinery, equipment or tools produce or process food stuff, textile or wooden, metal and other articles (e.g., miners, mechanics, bakers, food processors, handicraft workers, carpenter, masons, sewer, blacksmith)
1.2.8. Plant and Machine Operators and Assemblers		1.2.8. Plant and machine operators and assemblers - workers who operate and monitor industrial machinery and equipment on the spot or by remote control, drive and operate trains, motor vehicles and mobile machinery and equipment, or assemble products from component parts. (e.g., machine tool operators, machinery assemblers, motor vehicle drivers)
1.2.9. Laborers and Unskilled Workers		1.2.9. Laborers and Unskilled Workers – workers who perform simple tasks which mainly require the use of hand-held tools and often some physical effort. (e.g., domestic helpers, building caretakers, cleaners, construction laborer)
<p>Note: Workers for each category should be classified as to their actual duties and responsibilities to the company. Workers should be reported only once. Example: A graduate teacher occupying a clerical position should be classified in the category of "Clerks" However, a teacher by profession is classified in the "Professional" group.</p>		

2. Which occupations/skills have been vital to the success of your business operations? *(Please list down at most five (5) such occupations and indicate briefly their key function)*

Core/Vital Occupation	Key Function
<i>Example: Manager</i>	<i>Devises strategic corporate plans, involved in day-to-day transaction, allocates and prioritizes resources</i>



3. Which occupations (if any) have presented special recruitment problem over the last three years? *(Please list down hard-to-fill occupations)*

Hard-to-Fill Occupations	Number of months/years vacancy remains unfilled	Reason

Hard-to-fill occupations refer to those job vacancies for which a establishment has encountered difficulties in recruitment, for reason of absence of qualified applicant or no interested applicant.

RECENT CHANGES IN BUSINESS AND WORKING METHODS AND TECHNOLOGY ADOPTION

4. What was the general trend in the following aspects of your business operation and working methods between 2003 and now? *(Please check appropriate column corresponding to each aspect of business/working methods relevant to your establishment)*

Aspect of Business	Since 2003, it has		
	Increased	Remained Unchanged	Decreased
1. Business turnover/Number of customers			
2. Competitive environment			
3. Subcontracted work/Business process outsourced			
4. Production capacity			

Aspect Of Working Methods	Since 2003, it has		
	Improved	Remained Unchanged	Worsened
1. Adoption of new technology			
2. Production or service-delivery processes			
3. Organizational structure			
4. Quality of equipment and premises			

5. What is the current level of your organization's adoption of new technologies in each of the following areas? *(Please check appropriate column corresponding to each area)*

Area of Implementation	The current level of adoption of new technologies is.....		
	Considerable	Limited	Negligible
1. Administrative and financial operations			
2. Human resources management			
3. Production/service processes			
4. Storage, packaging and distribution			
5. Others <i>(Please specify)</i> _____			

New technologies refer to product and process innovations, whether based on microelectronics or other applications.

6. As a result of the changes in business/working methods and adoption of technology described above, please indicate which occupations (if any) have increased or decreased as a proportion of your total employment. *(Please list down those most affected occupations under appropriate heading)*

EXPANDING OCCUPATIONS

CONTRACTING OCCUPATIONS



Expanding occupations refer to those occupations which showed increase in employment as a result of the changes in business/working methods and adoption of modern/new technologies.

Contracting occupations refer to those occupations which exhibited reduction in employment as a result of the changes in business/working methods and adoption of modern/new technologies.

7. As a result of the changes in technology and working methods described above, were there any new/emerging occupation created in your establishment since 2003? *(Please list down new/emerging occupations and describe briefly their main function. Use additional sheet if necessary)*

New/Emerging Occupations	Main Function/Tasks

New/emerging occupations can be characterized either as: 1) new occupations brought about by changes in technology, society, market or regulations; 2) existing occupations that have undergone a substantial degree of skill modification and are increasing in employment; 3) occupations that have arisen as an offshoot of an existing occupation.

Note: Common occupations (e.g., comptroller, accountant, etc.) newly filled up by the establishment should not be misconstrued as new/emerging occupation.

FUTURE TRENDS IN OCCUPATIONAL EMPLOYMENT

8. Which of the following developments (as identified in Item 4) are likely to have influenced most on your organization's employment level between now and the end of 2010? *(Please check relevant box/s for each aspect)*

ASPECT OF BUSINESS:

ASPECT OF WORKING METHODS:

- 1. Business turnover/ Number of customers
- 2. Competitive environment
- 3. Subcontracted work
- 4. Production capacity

- 1. Adoption of new technology
- 2. Production or service-delivery processes
- 3. Organizational structure
- 4. Quality of equipment and premises

9. In the light of developments identified in Item 8, what do you think will happen to the occupational structure of your organization's employment in the period up to 2010? *(For each occupation group relevant to your establishment, please check appropriate column)*

OCCUPATION GROUP	IN THE PERIOD TO END 2010.....		
	Is Likely to Increase	Is Likely to Remain Static	Is Likely to Decrease
1. Managers, Managing Proprietors and Supervisors			
2. Professionals			
3. Technical and Associate Professionals			
4. Clerks			
5. Sales Workers			
6. Service Workers			
7. Trades and Related Workers			
8. Plant and Machine Operators and Assemblers			
9. Laborers and Unskilled Workers			

10. Which occupations (if any) are likely to expand the most in the period up to 2010?
(Please list down such occupation/s and check appropriate column of reason for expansion)

Expanding Occupations	Reason (Check one box)	
	Due to Increase Demand	Due to Technical Innovation
<i>e.g., software engineers</i>	√	

11. Which particular occupations/skills are likely to be most vital/key to your future business performance and why? *(Please list such occupations and for each indicate the reason why its is vital to the organization and its most important characteristics using the codes provided below)*

Occupations (1)	Reasons Why Vital <i>(Please use codes)</i> (2)	Most Important Characteristics <i>(Please use codes)</i> (3)

Codes for Reasons

- 1 - Changing role in the organization that needs higher performance standards and expanded skills content
- 2 - Application of Information Technology (IT) to product design and development to increase competitiveness, boost productivity and flexibility of production
- 3 - Increasing responsibilities and accountability due to decentralization of operations
- 4 - Needs to coordinate various outlets/branches
- 5 - Projected shortage of qualified applicants
- 6 - Integration of work processes that require multiple skills
- 7 - Others (*Please specify*): _____

Codes for most important characteristics

- 1 - Knowledge of Information Technology (IT) and its application
- 2 - Multiple skills to perform varied functions
- 3 - Knowledge/familiarity with product market/ customer
- 4 - Social skills/interpersonal communication skills
- 5 - Marketing/Entrepreneurial skills
- 6 - Administration skills
- 7 - Coordination skills
- 8 - Financial management skills
- 9 - Others (*Please specify*): _____

12. Do you foresee any problems/constraints that may arise in the future in the recruitment of qualified applicants for the vital occupations identified in Item 11?

Yes No

If yes, please indicate briefly these problems/constraints:

13. What form of government interventions do you propose to address these problems/constraints?



PART III: WAGE AND COMPENSATION PRACTICES

Reference Date: June 30, 2006

1. What **methods** are used in fixing or revising wages and salaries for the majority of the employees? *(Please check appropriate method corresponding to each occupational group)*

Code (1)	Method in Fixing or Revising Wages (2)	Managers/ Executives (3)	Supervisors/ Foremen (4)	Rank and File	
				Regular (5)	Non- Regular (6)
01	Collective Bargaining Agreement				
02	Individual agreement between employer and employee				
03	Employer's decision				
04	Wage restructuring due to minimum wage issuances of Regional Tripartite Wages and Productivity Boards				
05	Productivity-based pay schemes				
06	Others, <i>specify</i> _____ _____				

Managers/Executives – workers whose main responsibilities are to determine and formulate policies and plan, direct, control and coordinate the activities of enterprises and organizations, or their internal departments or sections. Working owners receiving regular pay are **included**.

Supervisors/Foremen – workers whose main responsibilities are to plan, direct, organize and supervise the daily activities of workers in the section or unit concerned with the production of goods or the provision of services, subject to the general directive of managers.

Rank and file workers – workers who do not fall within the managerial or supervisory classification of employees.

Regular workers – workers hired to perform activities which are **usually necessary or desirable** in the usual business or trade of the employer and usually worked on permanent status.

Non-regular - workers hired to perform specific tasks which are temporary in nature such as probationary workers, casual workers, contractual/project based workers, seasonal workers and paid apprentices/learners.

2. What is the **basis** of wage payment for the majority of the employees? *(Please check appropriate basis of wage payment corresponding to each occupational group)*

Code (1)	Basis of Wage Payment (2)	Managers/ Executives (3)	Supervisors/ Foremen (4)	Rank and File	
				Regular (5)	Non- Regular (6)
01	Hourly				
02	Daily				
03	Weekly				
04	Monthly				
05	Output/ Piece-rate				

3. What is the **mode** of payment of wages or salaries for the majority of the employees? *(Please check appropriate mode of payment corresponding to each occupational group)*

Code (1)	Mode of Payment (2)	Managers/ Executives (3)	Supervisors/ Foremen (4)	Rank and File	
				Regular (5)	Non-Regular (6)
01	Daily				
02	Weekly				
03	Fortnightly				
04	Monthly				



4. How are wages or salaries paid for the majority of the employees? *(Please check type of payment corresponding to each occupational group)*

Code (1)	Type of Payment (2)	Managers/ Executives (3)	Supervisors/ Foremen (4)	Rank and File	
				Regular (5)	Non-Regular (6)
01	Wholly in Cash				
02	Partly in Cash and Partly in Kind				
03	Wholly in Kind				

5. Are there any cost-of-living or dearness allowances given to the majority of the employees? *(Please check appropriate column corresponding to each occupational group)*

Code (1)	Occupational Group (2)	YES (3)	NO (4)
01	Managers/ Executives		
02	Supervisors/ Foremen		
	Rank and File		
03	Regular		
04	Non-Regular		

5a. If yes, what methods are used in fixing cost-of-living allowances? *(Please check appropriate method corresponding to each occupational group)*

Code (1)	Method in Fixing COLA (2)	Managers/ Executives (3)	Supervisors/ Foremen (4)	Rank and File	
				Regular (5)	Non-Regular (6)
01	Collective Bargaining Agreement				
02	Individual agreement between employer and employee				
03	Employer's decision				
04	Wage restructuring due to minimum wage issuances of Regional Tripartite Wages and Productivity Boards				
05	Productivity-based pay schemes				
06	Others, <i>specify</i> _____ _____				

6. What paid leave benefits does the establishment provide for the majority of the employees? *(Please check appropriate box)* For every leave benefit provided, please indicate the number of days paid corresponding to each occupational group.

Code (1)	Paid Leave Benefit (2)	Managers/ Executives (3)	Supervisors/ Foremen (4)	Rank and File	
				Regular (5)	Non-Regular (6)
01	<input type="checkbox"/> Vacation Leave				
02	<input type="checkbox"/> Sick Leave				
03	<input type="checkbox"/> Emergency Leave				
04	<input type="checkbox"/> Union Leave				
05	<input type="checkbox"/> Bereavement/Burial Leave				
06	<input type="checkbox"/> Birthday Leave				
07	<input type="checkbox"/> Calamity Leave (<i>e.g. fire, flood</i>)				
08	<input type="checkbox"/> Marriage Leave				
09	<input type="checkbox"/> Maternity Leave				
10	<input type="checkbox"/> Paternity Leave				
11	<input type="checkbox"/> Study Leave				
	Other Time-off with pay, <i>specify:</i>				
12	<input type="checkbox"/> _____ _____				



7. What social security benefits/schemes does the establishment adopt for the majority of the employees? *(Please check appropriate scheme and type of payment corresponding to each occupational group)*

Code (1)	Social Security Schemes (2)	Wholly by Employer				With Contribution From Employee			
		Mgrs/ Exec (3)	Sup/ Foremen (4)	Rank and File		Mgrs/ Exec (7)	Sup/ Foremen (8)	Rank and File	
				Reg (5)	Non-Reg (6)			Reg (9)	Non-Reg (10)
01	Compulsory social security schemes <i>(GSIS, SSS, Philhealth, PAG-IBIG, ECC)</i>								
02	Pension Plan								
03	Life Insurance								
04	Accident Insurance								
05	Medical and health insurance								
06	Hospitalization plan								
07	Retirement pay								
08	Separation/ Termination pay								
09	Others, <i>specify</i> _____								

8. Are health care benefits provided to the majority of the employees? *(Please check appropriate column corresponding to each occupational group)*

Code (1)	Occupational Group (2)	YES (3)	NO (4)
01	Managers/ Executives		
02	Supervisors/ Foremen		
	Rank and File		
03	Regular		
04	Non-Regular		

8a. If yes, what health care benefits are provided? *(Please check appropriate health care benefits and coverage corresponding to each occupational group)*

Code (1)	Health Care Benefits (2)	Managers/ Executives		Supervisors/ Foremen		Rank and File			
		Solely Employee (3)	Including family members (4)	Solely Employee (5)	Including family members (6)	Regular		Non-Regular	
						Solely Employee (7)	Including family members (8)	Solely Employee (9)	Including family members (10)
01	Medical care <i>(includes provision of health maintenance insurance, e.g. HMO, etc.)</i>								
02	Vision care								
03	Dental care								
04	Annual physical check-up								
05	Optical assistance								
06	Hospitalization assistance/medical reimbursement								
07	Medicine allowance								
08	First-aid treatment								
09	Specific/Special laboratory exams or ancillary procedures (on top of annual PE)								
10	Others, <i>specify</i> _____								

8b. How are these health care benefits funded? *(Please enter **code** for fund source corresponding to each occupational group)*

Code for fund source

a - Solely Employer b - Solely Employee c - Employee and Employer

Code (1)	Health Care Benefits (2)	Managers/ Executives (3)	Supervisors/ Foremen (4)	Rank and File	
				Regular (5)	Non-Regular (6)
01	Medical care				
02	Vision care				
03	Dental care				
04	Annual physical check-up				
05	Optical assistance				
06	Hospitalization assistance/ medical reimbursement				
07	Medicine allowance				
08	First-aid treatment				
09	Specific/Special laboratory exams or ancillary procedures (on top of annual PE)				
10	Others, <i>specify</i> _____ _____				

9. Are incentives included in the compensation system of the majority of the employees? *(Please check appropriate column corresponding to each occupational group)*

Code (1)	Occupational Group (2)	YES (3)	NO (4)
01	Managers/ Executives		
02	Supervisors/ Foremen		
	Rank and File		
03	Regular		
04	Non-Regular		

9a. If yes, what incentives are included in the compensation system? *(Please check incentives provided corresponding to each occupational group)*

Code (1)	Incentives (2)	Managers/ Executives (3)	Supervisors/ Foremen (4)	Rank and File	
				Regular (5)	Non-Regular (6)
01	Individual incentive system				
02	Productivity/quality gain-sharing and other group incentives				
03	Profit-sharing plan				
04	Merit pay or skill-based pay				
05	Employee stock plan				
06	Others, <i>specify</i> _____ _____				

Individual Incentive systems – systems that reward individuals on the basis of individual output or performance such as bonuses, piece-rate and commissions.

Group Incentive systems – systems that reward individuals on the basis of group output or performance such as productivity/quality gain-sharing.

Profit-sharing plan – any plan by which employees receive a share of the profits of the establishment.

Merit pay or skill-based pay – a reward or honor given for superior qualities, great abilities or expertise that comes from training, practice, etc.

Employee stock plans – include employee stock purchase plans, ownership plans or stock options transfer.

PART IV: CERTIFICATION

This is to certify as to the accuracy of the data provided in this questionnaire.

Name/Signature of Contact Person in the Establishment:		
Position:	Fax No.:	
Tel. No.	E-mail address:	
Time spent in answering this questionnaire: <input type="checkbox"/> Less than a day <input type="checkbox"/> 1 -2 days <input type="checkbox"/> More than 2 days (<i>specify</i>) _____		
Comments:		
a. On the data provided for the 2006 BITS		
b. On presentation/packaging:		Suggestions for improvement:
Definition of terms	<input type="checkbox"/> Easy to understand <input type="checkbox"/> Vague	
Layout	<input type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly	
Font, color	<input type="checkbox"/> Appealing <input type="checkbox"/> Not appealing	

Thank you for your support and full cooperation to our undertaking.

PART V: SURVEY PERSONNEL

National Capital Region

	Enumerator	Area Supervisor	Reviewer
Name			
Date			

Outside National Capital Region

	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				