

FIELD OPERATIONS MANUAL

2006 Occupational Wages Survey and 2006 BLES Integrated Survey



DEPARTMENT OF LABOR AND EMPLOYMENT
BUREAU OF LABOR AND EMPLOYMENT STATISTICS
Manila, Philippines



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DOLE Regional Offices
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OCCUPATIONAL WAGES SURVEY

From 1989 to 1995, the OWS was conducted by the Bureau of Labor and Employment Statistics (BLES) to monitor the wage rates of 22 low paid occupations in 21 non-agricultural industries. Its objective then was to generate wage estimates in aid to minimum wage determination.

In 1996, the survey was redesigned to focus on the wage rates of selected or key occupations, particularly in industries likely to be affected by the changing local and global economic structures. The 1997 and 1999 rounds of the revised OWS had October 31 as reference date of the data for international comparability since the ILO inquires on occupational wages through its annual October Inquiry on Occupational Wages and Hours of Work. The new design used the 1992 Philippine Standard Occupational Classification (PSOC) and the 1994 Philippine Standard Industrial Classification (PSIC).

In recent years, adjustments in the minimum wage rates have been implemented on a staggered basis. Each round of wage increases usually starts during the last quarter of the year and spills over until about the second quarter of the following year. Notwithstanding international comparability, the 2002 survey round reference date has been shifted to June 30 of every even year from October 31 of every odd year. This decision was made in order to capture the effects of minimum wage adjustments in the establishment wage structure. The lists of industries and occupations have also been expanded to cover other important industries and new occupations.

The June 2002 round of the OWS only covered Metro Manila due to budget constraints.

1.1. Survey Objectives and Uses of the Data

The main objective of this survey is to generate statistics for *wage and salary administration and wage determination in collective bargaining negotiations*. These statistics can also be used as basis for investment decisions and determining global competitiveness of our industries and occupations.

Statistics on wage rates are useful economic indicators and are inputs to wage, income, productivity and price policies, wage fixing and collective bargaining. Specifically, occupational wage rates can be used to measure wage differentials, wage inequality in typical low wage and high wage occupations and for international comparability. Industry data on basic pay and allowance can be used to measure wage differentials across industries, for investment decisions and as reference in periodic adjustments of minimum wages.

The data category *average monthly occupational wage rate of selected occupations* is also one of the variables listed by the Philippine government under the Special Data Dissemination Standard (SDDS) of the International Monetary Fund. The SDDS serves as reference to member countries in the dissemination of economic and financial data.

1.2. Collection Authority

Notes

The conduct of the OWS is mandated by:

- a. **Executive Order No. 126**, dated January 30, 1987, (creating the BLES) which mandates the Bureau, among others, to conduct nationwide surveys and studies which will generate trends and structures on labor and employment.
- b. **Executive Order NO. 352**, dated July 1, 1996, designating the OWS as one of the statistical activities that will generate critical data for decision-making of the government and the private sector.

1.3. Confidentiality of Information

The BLES and its field personnel shall hold all survey data supplied by the establishments in confidence. The information obtained from each respondent shall be for statistical purposes only and not for taxation, regulation nor investigation purposes. The data shall be processed with others of the same category and shall be disseminated in summary form or statistical tables so as not to reveal the identity of any respondent-establishment.

1.4. Scope and Coverage

The OWS covers all establishments in non-agricultural industries with an average total employment of at least 20 persons. It inquires on total employment and on the distribution of time-rate workers on full-time basis. Starting the 2006 round, two additional industries (Call Center Activities; and Medical Transcription and Related Outsourcing Activities) are included. The 60 industries covered are as follows:

1994 PSIC		Description
C		MINING AND QUARRYING
1.	C10	Metallic Ore Mining
2.	C11	Non-Metallic Mining and Quarrying
D		MANUFACTURING
3.	D15 (excl. D155)	Manufacture of Food Products
4.	D155	Manufacture of Beverages
5.	D16	Manufacture of Tobacco Products
6.	D17	Manufacture of Textiles
7.	D18	Manufacture of Wearing Apparel
8.	D191	Tanning and Dressing of Leather; Manufacture of Luggage and Handbags
9.	D192	Manufacture of Footwear
10.	D201	Manufacture of Wood and Wood Products except Furniture

	1994 PSIC	Description	Notes
	D	MANUFACTURING (cont'd.)	
11.	D202	Manufacture of Products of Bamboo, Cane, Rattan and the Like, and Plaiting Materials except Furniture; Manufacture of Other Products of Wood	
12.	D21	Manufacture of Paper and Paper Products	
13.	D22	Publishing, Printing and Reproduction of Recorded Media	
14.	D23	Manufacture of Coke, Refined Petroleum and Other Fuel Products	
15.	D24	Manufacture of Chemicals and Chemical Products	
16.	D251	Manufacture of Rubber Products	
17.	D252	Manufacture of Plastic Products	
18.	D261	Manufacture of Glass and Glass Products	
19.	D262	Manufacture of Cement	
20.	D269	Manufacture of Non-Metallic Mineral Products, n.e.c.	
21.	D27	Manufacture of Basic Metals	
22.	D28	Manufacture of Fabricated Metal Products, Except Machinery and Equipment	
23.	D29	Manufacture of Machinery and Equipment, n.e.c.	
24.	D30	Manufacture of Office, Accounting and Computing Machinery	
25.	D31	Manufacture of Electrical Machinery and Apparatus, n.e.c.	
26.	D32	Manufacture of Radio, Television and Communication Equipment and Apparatus	
27.	D33	Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks	
28.	D34	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	
29.	D35	Manufacture of Other Transport Equipment	
30.	D36	Manufacture and Repair of Furniture	
31.	D37	Recycling	
32.	D39	Manufacturing, n.e.c.	

	1994 PSIC	Description	Notes
	E	ELECTRICITY, GAS AND WATER SUPPLY	
33.	E40	Electricity, Gas, Steam and Hot Water Supply	
34.	E41	Collection, Purification and Distribution of Water	
35.	F45	CONSTRUCTION	
	G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	
36.	G50	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel	
37.	G51	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles	
38.	G52	Retail Trade, Except of Motor Vehicles and Motorcycles, Repair of Personal and Household Goods	
39.	H55	HOTELS AND RESTAURANTS	
	I	TRANSPORT, STORAGE AND COMMUNICATION	
40.	I60	Land Transport; Transport via Pipelines	
41.	I61	Water Transport	
42.	I62	Air Transport	
43.	I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	
44.	I64 (excl. I6411)	Post and Telecommunications Services except National Postal Activities	
	J	FINANCIAL INTERMEDIATION	
45.	J65 (excl. J6510)	Banking Institutions Except Central Banking	
46.	J66	Non-Bank Financial Intermediation	
47.	J67	Insurance and Pension Funding except Compulsory Social Security	
48.	J68	Activities Auxiliary to Financial Intermediation	

	1994 PSIC	Description	Notes
	K	REAL ESTATE, RENTING AND BUSINESS ACTIVITIES	
49.	K70	Real Estate Activities	
50.	K71	Renting of Machinery and Equipment Without Operator, Personal and Household Goods	
51.	K72	Computer and Related Activities	
52.	K73	Research and Development	
53.	K74 (excl. K74996 and K74997)	Miscellaneous Business Activities	
54.	K74996	Call Center Activities	
55.	K74997	Medical Transcription and Related Outsourcing Activities	
56.	M81	PRIVATE EDUCATION SERVICES	
57.	N85 (excl. N8511)	HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH SERVICES	
	O	OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES	
58.	O90	Sewage and Refuse Disposal, Sanitation and Similar Activities	
59.	O92	Recreational, Cultural and Sporting Activities	
60.	O93	Other Service Activities	

The following industries are **excluded** from the survey:

	1994 PSIC	Description
	A01-A05	Agriculture and Forestry
	B06	Fishing
	I6411	National Postal Activities
	J6510	Central Banking
	L75	Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, SSS, GSIS)
	M80	Public Education Services
	N8511	Public Medical, Dental and Other Health Services
	O91	Activities of Membership Organizations (e.g. ECOP, TUCP)
	Q99	Extra-Territorial Organizations and Bodies (e.g. ILO, UNDP)

- 1.4.1. *Benchmark Occupations:* The OWS specifically collects data on employment and wage rates of occupations. Two (2) benchmark occupations (common to all establishments) i.e., Accounting and Bookkeeping Clerks; and Unskilled Workers except Janitors, Messengers and Freight Handlers are monitored in the covered non-agricultural industries:
- 1.4.2. *Industry-Specific Occupations:* In addition to the two benchmark occupations, at most 8 industry-specific occupations are monitored in the following 45 specific industries (3, 4 or 5 digit PSIC code):

	1994 PSIC	Description
	C	MINING AND QUARRYING
1.	C10	Metallic Ore Mining
2.	C11	Non-Metallic Mining and Quarrying
	D	SELECTED MANUFACTURING
3.	D15	Manufacture of Food Products and Beverages
4.	D17	Manufacture of Textiles
5.	D18	Manufacture of Wearing Apparel
6.	D19	Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear
7.	D201	Manufacture of Wood and Wood Products except Furniture
8.	D21	Manufacture of Paper and Paper Products
9.	D221/D222/ D223	Publishing and Printing
10.	D23	Manufacture of Coke, Refined Petroleum and Other Fuel Products
11.	D24	Manufacture of Chemicals and Chemical Products
12.	D251	Manufacture of Rubber Products
13.	D252	Manufacture of Plastic Products
14.	D26	Manufacture of Other Non-Metallic Mineral Products
15.	D27	Manufacture of Basic Metals
16.	D28	Manufacture of Fabricated Metal Products, Except Machinery and Equipment
17.	D29	Manufacture of Machinery and Equipment, n.e.c.
18.	D31	Manufacture of Electrical Machinery and Apparatus, n.e.c.

	1994 PSIC	Description	Notes
	D	SELECTED MANUFACTURING (cont'd.)	
19.	D32	Manufacture of Radio, Television and Communication Equipment and Apparatus	
20.	D34	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	
21.	D351	Building and Repairing of Ships and Boats	
22.	D36	Manufacture and Repair of Furniture	
	E	ELECTRICITY, GAS AND WATER SUPPLY	
23.	E40	Electricity, Gas, Steam and Hot Water Supply	
24.	E41	Collection, Purification and Distribution of Water	
25.	F45	CONSTRUCTION	
	G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	
26.	G501/G502/ G503/G504	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles	
27.	G51	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles	
28.	G521/G522/ G523/G524/ G525	Retail Trade except of Motor Vehicles and Motorcycles	
29.	H55	HOTELS AND RESTAURANTS	
	I	SELECTED TRANSPORT, STORAGE AND COMMUNICATION	
30.	I6011	Bus Line Operation	
31.	I60 excl. I6011	Other Land Transport	
32.	I61	Water Transport	
33.	I62	Air Transport	
34.	I63	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	
35.	I64 (excl. I6411)	Post and Telecommunications Except National Postal Activities	

	1994 PSIC	Description	Notes
	J	SELECTED FINANCIAL INTERMEDIATION	
36.	J65 (excl. J6510)	Banking Institutions Except Central Banking	
37.	J66	Non-Bank Financial Intermediation	
38.	J67	Insurance and Pension Funding except Compulsory Social Security	
	K	SELECTED BUSINESS ACTIVITIES	
39.	K72	Computer and Related Activities	
40.	K7412	Accounting, Bookkeeping and Auditing Activities; Tax Consultancy	
41.	K7421	Architectural, Engineering and Related Technical Consultancy	
42.	K74996	Call Center Activities	
43.	K74997	Medical Transcription and Related Outsourcing Activities	
44.	M81	PRIVATE EDUCATION SERVICES	
45.	N8512	PRIVATE MEDICAL, DENTAL AND OTHER HEALTH SERVICES	

1.4.3. Bases for Industry and Occupational Coverages

The 45 industries for which industry-specific occupations shall be monitored were identified based on the following:

- Investment Priority Plan of the Board of Investments
- Export winners identified by the Department of Trade and Industry
- Areas of cooperation under the BIMP-EAGA
- Industries likely to be affected by GATT
- Industries monitored by the ILO industrial committees and similar bodies
- Consultations with employers' groups, labor organizations, other government agencies and the academe
- Emerging industries as in the case of Call Center Activities; and Medical Transcription and Related Outsourcing Activities

On the other hand, the specific occupations for which wage rates shall be monitored were selected on the basis of the following:

- Relative importance of the occupations in the industry
- 1992 Philippine Standard Occupational Classification
- Consultations with employers and workers groups, government agencies and the academe
- Initial List of Indicative Offers to the Coordinating Committee on Services-General Agreement on Trade in Services (ASEAN Bloc)

- Catalogue of the Occupational Skills Standards for National Certification Program of the Technical Education and Skills Development Authority
- Occupations covered by the ILO October Inquiry on Occupational Wages and Hours of Work
- 2001-2002 Key Indicators of the Labor Market of the International Labour Office
- Occupational Employment Survey (OES) of the US Bureau of Labor Statistics

At most 10 occupations shall be monitored in each of the 45 specific industries to represent the 7 major occupational groups in the 1992 PSOC for a total of 169 occupations. The occupations can be classified as supervisory; professional; technical; clerical; service; trade skills and machine operation; and laborers/unskilled workers. In some cases, however, more were drawn for a particular occupation group depending on the relative importance of occupations in a given industry. For instance, in mining and quarrying, selected manufacturing industries, and construction, more occupations were drawn from trade skills and machine operation, given the manpower requirement of their operations. In trade, post and telecommunications, and most business services, more clerical occupations were selected. In hotels and restaurants, more service occupations were drawn.

The two (2) benchmark occupations are Accounting and Bookkeeping Clerks; and Unskilled Workers, except Janitors, Freight Handlers and Messengers.

Each establishment covered by the 45 industries will be provided its own occupational sheet. This sheet lists the pre-determined occupations and job descriptions for which employment and wage data will be asked from the establishment. The occupations in this sheet vary across establishments depending on their respective industry classification.

1.5. Survey Design

The OWS is a sample survey of non-agricultural establishments employing 20 persons or more (see section 2.5 of Chapter 2).

1.5.1. Statistical Unit

The establishment is the statistical or enumeration unit. Each unit is classified in an industry that reflects its main economic activity---the activity that contributes the biggest or major portion of the gross income or revenues of the establishment.

An establishment is defined as an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location. Thus, mining/construction sites, factories, electric plants, stores, shops, hotels, restaurants, bus companies, banks, radio stations, real estate developers and the like are considered establishments.

For multi-unit enterprises with different outlets and subsidiaries or whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment. However, security detachments, janitorial units and power barges are not considered as establishments.

For firms engaged in activities which may be physically dispersed such as mining, construction, real estate development, transportation, communication, insurance, etc. the establishment is the base from which the personnel operate to carry out their activities or from which they are paid.

1.5.2. Sampling Frame

The 2006 BLES Survey Sampling Frame (SSF2006) is an integrated list of establishments culled from the 2004 List of Establishments of the National Statistics Office, updated 2004 BLES Sampling Frame based on the status of establishments reported in the 2004 BLES Integrated Survey (BITS). Reports on closures and retrenchments of establishments submitted to the Regional Offices of the Department of Labor and Employment were also considered in preparing the 2006 frame.

1.6. Estimation Procedure

Not all of the fielded questionnaires are accomplished. Due to possible inadequacy of the frame used, there are reports of permanent closures, non-location, duplicate listing and shifts in industry and employment outside the survey coverage. Establishments that fall in these categories are not eligible elements of the frame and their count is not considered in the estimation. In addition to non-response of establishments because of refusals, strikes or temporary closures, there are establishments whose questionnaires contain inconsistent item responses that are not included in the processing as these have not replied to the verification queries by the time output table generation commences. Such establishments are also considered as non-respondents.

Respondents are post-stratified as to geographic, industry and employment size classifications. Non-respondents are retained in their classifications.

Sample values of basic pay and allowances for the monitored occupations whose basis of payment is an hour or a day are converted into a standard monthly equivalent, assuming 313 working days and 8 hours per day. Daily rate x 26.08333; Hourly rate x 208.66667.

Estimates are obtained by simple expansion, i.e. by multiplying the sample values at the cell level (industry and employment size: 20-99, 100-199 and 200 or more workers) by the corresponding blowing-up factor which is the ratio of the eligible (retrieved, refusal, for verification, temporarily closed, on strike, unaccounted/no response) population of establishments to the number of responding establishments. These estimates are then aggregated to the desired totals.

Dividing the estimated total basic pay (or total allowances) in each occupation by the corresponding estimate of time rate workers on full-time basis results to the average monthly basic pay or average monthly allowances as the case may be. The monthly average basic pay and monthly average allowances are then summed up to provide the average monthly wage rates by occupation.

The median monthly basic pay is computed from the estimated distribution of workers by monthly basic pay. On the other hand, the median monthly allowance is computed only for those workers reported with allowances.

Table 1 - Distribution of Establishments Covered by 2006 OWS

Notes

PSIC	All Sizes	Employment Size		
		20-99	100-199	200 & over
Total	7,630	3,163	1,331	3,136
C10	42	25	5	12
C11	44	35	7	2
D15 (excl. D 155)	385	125	63	197
D155	64	10	15	39
D16	22	7	4	11
D17	101	29	21	51
D18	329	79	53	197
D191	24	10	5	9
D192	37	14	10	13
D201	51	18	10	23
D202	16	10	3	3
D21	64	17	19	28
D22	94	50	16	28
D23	13	9	1	3
D24	127	45	31	51
D251	30	10	10	10
D252	119	35	29	55
D261	28	10	8	10
D262	30	10	5	15
D269	56	21	10	25
D27	77	27	18	32
D28	103	47	19	37
D29	70	33	14	23
D30	50	10	5	35
D31	63	13	13	37
D32	160	10	18	132
D33	49	10	10	29
D34	55	10	11	34
D35	36	10	10	16
D36	100	35	26	39
D37	14	10	2	2
D39	49	15	13	21
E40	145	19	36	90
E41	47	20	12	15
F45	233	78	46	109
G50	176	129	22	25
G51	366	209	65	92
G52	764	407	107	250
H55	551	433	62	56
I60	134	48	25	61
I61	38	12	10	16
I62	23	17	1	5
I63	169	79	29	61
I64 (excl. I 6411)	91	34	16	41
J65 (excl. J 6510)	135	69	14	52
J66	89	46	14	29
J67	51	11	16	24
J68	40	12	10	18
K70	67	35	16	16
K71	19	10	4	5
K72	74	25	15	34
K73	32	23	0	9
K74	745	159	128	458
K74996	128	43	15	70
K74997	8	6	1	1
M81	602	268	102	232
N85 (excl. N8511)	187	62	38	87
O90	13	10	1	2
O92	153	63	36	54
O93	48	37	6	5

Table 2 - Distribution of Establishments with Monitored Occupations
2006 OWS

Notes

PSIC	All Sizes	Employment Size		
		20-99	100-199	200 & over
Total	6,229	2,684	1,086	2,459
C10	42	25	5	12
C11	44	35	7	2
D15	449	135	78	236
D17	101	29	21	51
D18	329	79	53	197
D19	61	24	15	22
D201	51	18	10	23
D21	64	17	19	28
D221/222/223	94	50	16	28
D23	13	9	1	3
D24	127	45	31	51
D251	30	10	10	10
D252	119	35	29	55
D26	114	41	23	50
D27	77	27	18	32
D28	103	47	19	37
D29	70	33	14	23
D31	63	13	13	37
D32	160	10	18	132
D34	55	10	11	34
D351	17	5	5	7
D36	100	35	26	39
E40	145	19	36	90
E41	47	20	12	15
F45	233	78	46	109
G501/502/503/504	112	72	19	21
G51	366	209	65	92
G521/522/523/524/525	730	386	101	243
H55	551	433	62	56
I6011	74	13	17	44
I60 (excl. I 6011)	60	35	8	17
I61	38	12	10	16
I62	23	17	1	5
I63	169	79	29	61
I64 (excl. I 6411)	91	34	16	41
J65 (excl. J 6510)	135	69	14	52
J66	89	46	14	29
J67	51	11	16	24
K72	74	25	15	34
K7412	13	4	3	6
K7421	22	12	4	6
K74996	128	43	15	70
K74997	8	6	1	1
M81	602	268	102	232
N8512	185	61	38	86

1.7. Occupational Wages Survey (OWS) Questionnaire

Notes

The 2006 OWS questionnaire contains the following sections.

1.7.1. Cover Page (Page 1)

This contains the address box, contact particulars for assistance, spaces for changes in the name and location of sample establishment and head office information in case the questionnaire is endorsed to it and status codes of the establishment to be accomplished by BLES and its field personnel.

1.7.2. Survey Information (Page 2)

This contains the survey objective and uses of the data, scope of the survey, confidentiality clause, collection authority, authorized field personnel, coverage, periodicity and reference period, due date for accomplishment and expected date when the results of the 2006 OWS would be available.

1.7.3. Part A: General Information (Page 3)

This portion inquires on:

- main economic activity
- major products/goods or services
- total employment.

1.7.4. Part B: Employment and Wage Rates of Time Rate Workers on Full Time Basis (Pages 4-5)

This section requires data on the number of time-rate workers on full-time basis by time unit and by basic pay and allowance intervals.

1.7.5. Part C: Employment and Wage Rates of Time Rate Workers on Full Time Basis in Selected Occupations (Pages 6-9)

This part inquires on the basic pay and allowance per time unit and corresponding number of workers in the two benchmark occupations and in the **pre-determined occupations** listed in the occupational sheet to be provided to the establishment where applicable

1.7.6. Part D: Certification (Page 10)

This portion is provided for the respondent's name/signature, position, telephone no., fax no. and e-mail address and time spent in answering the questionnaire.

Appropriate spaces are also provided to elicit comments on:

- data provided for the 2006 OWS
- results of the 2004 OWS
- presentation/packaging, particularly on the definition of terms, layout, font and color

1.7.7. Part E: Survey Personnel (Page 10)

This portion is for the particulars of the enumerators and area/regional supervisors and reviewers at the BLES and DOLE Regional Offices involved in the data collection and review of questionnaire entries.

1.7.8. Part F: Industries With Selected Occupations (Page 11)

Notes

The list of industries for occupational wage monitoring has been provided to guide the enumerators in determining the correct occupational sheet that should be furnished to the respondent.

1.7.9. Results of the 2004 OWS (Page 12)

The results of the 2004 OWS are found on page 12 of the questionnaire. These results can serve as a guide to the survey personnel in editing/review of the entries in the questionnaire. More of the results can be obtained from the BLES Website at <http://www.manila-online.net/bles> or <http://www.bles.dole.gov.ph>.

1.7.10. Revisions in the Questionnaire

Relative to the 2004 OWS questionnaire, the following revisions were made:

Part	Item	Details	Basis
Part A: General Information	Establishment Characteristic	Deleted	Covered in BITS
Part C: Employment and Wage Rates of Time-Rate Workers on Full Time Basis	1. Hiring/Entry Rate	Deleted	Does not change frequently
	2. Minimum Educational Requirement	Deleted	
	3. Minimum Years of Related Experience	Deleted	

1.8 Statistics to be Generated

From the survey, the BLES will generate statistics on:

- occupational wage rates (actual rates) and employment of time-rate workers on full-time basis in selected industries and selected occupations
- median basic pay and allowances of time-rate workers on full-time basis by industry/region
- distribution of time-rate workers on full-time basis by basic pay and allowance intervals by industry/region

1.9 Periodicity and Reference Period

The OWS is conducted every two (2) years. The reference of this survey round is the pay period that includes August 31, 2006.

1.10 Editing Guidelines

Completeness, consistency and authenticity of survey data are requisites to ensure processing of correct information. With this in mind, these editing guidelines have been prepared to help Enumerators, Supervisors and Reviewers detect and correct errors in the accomplished questionnaires.

1.10.1 General Instructions

- a. Any attachments by the establishment should be stapled on page 7 of the questionnaire. The corresponding **EIN** (see section 3.5.2 of Chapter 3) should be written on the upper right hand corner of each page of the attachment.

- b. The **comments** of the respondent on page 10 of the questionnaire should be read as these may provide explanations relevant to the accomplished questionnaire.
- c. Use **red** ballpoint in editing.

The Enumerator should **verify** with the establishment any reported data in the questionnaire that does not pass the editing guidelines.

If during the questionnaire review by the Supervisor/Reviewer, **inconsistent** entries are still noted, these should be encircled and the questionnaire returned to the concerned Enumerator for verification together with the accomplished OWS Form 1 (Verification Form).

Likewise, inconsistent entries in the accomplished questionnaires from the Regional Offices should also be encircled by BLES Reviewers and the questionnaires returned to the concerned Regional Supervisors for verification together with the accomplished OWS Form 1 (Verification Form).

- d. Entries by the respondent that need to be revised should not be erased or obliterated. The original entry should be **lined out** neatly. The correct/new entry should be legibly written close to the crossed out entry.
- e. Where details are provided, these should **add up** to corresponding total.
- f. If problems arise, the Enumerator should **consult** his/her Area Supervisor while the latter his/her Regional Supervisor.

1.10.2. Specific Instructions

1.10.2.1. Cover Page (Page 1)

If there are any **changes in the business name and address** of the sample establishment, the Enumerator should fill out the space/s right after the label as specified. **He/she should not write on the pre-addressed label.** If the questionnaire is to be accomplished by the **head office**, the Enumerator should likewise fill out the allocated spaces as specified.

If the registered name or that as registered with DTI, SEC or local government is given by the respondent, it should **not** be considered as a change in name. Example, if the name of establishment in the pre-addressed label is 'McDonalds', there is no change in businessname if the registered name is say, 'McGeorge Food Industries'. (*Note: Survey Trainer should make this distinction clear to avoid changing of names from business name to registered name when it refers to the same establishment.*)

At the bottom of the page are codes (see section 3.5.6 of Chapter 3) that will reflect the status of the questionnaire. The field personnel should accomplish only the portions applicable to them.

Validation of Economic Activity

Upon acceptance of the questionnaire by the contact person/respondent, the enumerator should ask for the complete description of the nature of business of the establishment. This should be done to ensure that the right occupational sheet has been inserted in the questionnaire.

In case the establishment has several activities, e.g. manufacturing

and trading, that from which it derives the most income/revenues should be the basis of the industry classification.

To illustrate: *If the establishment is engaged in fruit juice manufacturing, then its questionnaire must have an occupational sheet with the caption “Manufacture of Food Products and Beverages (D15).*

In case the establishment is not engaged in food or beverage manufacturing, the enumerator should check the list of industries given on pp. 6 - 8 of this Manual or Part F of the OWS questionnaire to see if the establishment should be given a different occupational sheet.

If the business of the establishment falls in any of the other listed industries, the enumerator should pull out the original occupational sheet and replace it with the correct one. On the other hand, if the establishment business does not fall in the listed industries, the original sheet should be pulled out.

Note: *Always bring extra copies of the occupational sheets.*

1.10.2.2. Part A: General Information (Page 3)

1. Main economic activity	Entry should clearly describe the main economic activity or business of the establishment based on that, which contributes the biggest share of income/revenues .
Major products/ goods or services	<p>Entry should refer to the specific products/goods produced or services provided. In case the establishment has several products/goods or services, the entries should be written in order of importance.</p> <p>It is essential that the respondent accomplish these items, as the entries will determine if the correct occupational sheet has been furnished to the establishment. As mentioned earlier, the occupational sheet vary for each establishment depending on its industry classification. Refer to pp. 6-8 of this manual or Part F of the questionnaire which contains the list of industries for which pre-determined occupations are being monitored.</p>
2. Total employment	Entry should be equal to or greater than reported Total (sum of cols. 2, 4 and 6) in Part B.1 - Basic Pay (page 4) .

1. Basic Pay		
Cols. 2, 4 and 6	Full-time Workers (Both Sexes)	Entries should correspond to the applicable basic pay intervals in the questionnaire. An establishment would not necessarily have entries in all time unit of work, i.e. hourly, daily and monthly.
	Sub-totals	These should be the corresponding sum of entries in cols. 2, 4 or 6.
	Total	Entry should be the sum of the sub-totals of cols. 2, 4 and 6. This should be less than or equal to total employment reported in Item 2 of Part A. Otherwise, verify with establishment.

Example:

1. Basic Pay

Hourly Rate		Daily Rate		Monthly Rate	
Basic Pay (P)	Full - time Workers (Both Sexes)	Basic Pay (P)	Full - time Workers (Both Sexes)	Basic Pay (P)	Full - time Workers (Both Sexes)
(1)	(2)	(3)	(4)	(5)	(6)
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	10	230.02 - 268.35	15	6,000 - 6,999	
33.55 - 38.33		268.36 - 306.69	40	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	20
52.72 - 57.50		421.71 - 460.04		11,000 - 11,999	
57.51 - 62.29		460.05 - 498.38		12,000 - 12,999	15
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	10
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	10	Sub-total	55	Sub-total	45

TOTAL (sum of cols. 2, 4 and 6)

110

A common error of establishments in filling out this portion of the questionnaire is repetitive entries in cols. 2, 4 and 6 as in the following example:

Notes

Verify with the respondent if the entries in cols. 2, 4 and 6 refer to the same time-rate workers. If this is so, request for the applicable time unit then line out neatly the irrelevant entries and adjust Total.

Edited Entries

1. Basic Pay

Hourly Rate		Daily Rate		Monthly Rate	
Basic Pay (P)	Full - time Workers (Both Sexes)	Basic Pay (P)	Full - time Workers (Both Sexes)	Basic Pay (P)	Full - time Workers (Both Sexes)
(1)	(2)	(3)	(4)	(5)	(6)
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	36	421.71 - 460.04	36	11,000 - 11,999	36
57.51 - 62.29	45	460.05 - 498.38	45	12,000 - 12,999	15
62.30 - 67.08	42	498.39 - 536.72	42	13,000 - 13,999	12
67.09 - 71.87		536.73 - 575.06		14,000 - 14,999	
71.88 - 76.66	7	575.07 - 613.40	7	15,000 - 15,999	7
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	70	Sub-total	70	Sub-total	70
TOTAL (sum of cols. 2, 4 and 6)				210 70	

2. Allowances		
Cols. 8, 10 and 12	Full-time Workers (Both Sexes)	If there are entries, these should correspond to the applicable allowance intervals in the questionnaire. An establishment would not necessarily have entries in all time unit of work, i.e. hourly, daily and monthly.
	Sub-totals	These should be the corresponding sum of entries in cols. 8, 10 and 12.
	Total	Entry should be the sum of the sub-totals of cols. 8, 10 and 12. It should also be less than or equal to Total (sum of cols. 2, 4 and 6) of Item 1 - Basic Pay. Otherwise, verify with establishment.

Example:

2. Allowances

Hourly Rate		Daily Rate		Monthly Rate	
Allowance (P)	Full - time Workers (Both Sexes)	Allowance (P)	Full - time Workers (Both Sexes)	Allowance (P)	Full - time Workers (Both Sexes)
(7)	(8)	(9)	(10)	(11)	(12)
Below 1.20		Below 9.58		Below 250	
1.20 - 2.39		9.58 - 19.15		250 - 499	
2.40 - 3.59		19.16 - 28.73		500 - 749	
3.60 - 4.78		28.74 - 38.31		750 - 999	
4.79 - 5.98		38.32 - 47.90	10	1,000 - 1,249	
5.99 - 7.18		47.91 - 57.48		1,250 - 1,499	
7.19 - 8.38		57.49 - 67.07		1,500 - 1,749	
8.39 - 9.58		67.08 - 76.65		1,750 - 1,999	
9.59 - 10.78		76.66 - 86.24		2,000 - 2,249	30
10.79 - 11.97		86.25 - 95.82		2,250 - 2,499	
11.98 - 13.17		95.83 - 105.41		2,500 - 2,749	
13.18 - 14.37		105.42 - 114.99		2,750 - 2,999	
14.38 - 15.57		115.00 - 124.57		3,000 - 3,249	
15.58 - 16.77		124.58 - 134.15		3,250 - 3,499	
16.78 - 17.97		134.16 - 143.73		3,500 - 3,749	
17.98 - 19.17		143.74 - 153.31		3,750 - 3,999	
19.18 - 20.37		153.32 - 162.89		4,000 - 4,249	
20.38 - 21.57		162.90 - 172.47		4,250 - 4,499	
21.58 - 22.77		172.48 - 182.05		4,500 - 4,749	5
22.78 - 23.97		182.06 - 191.63		4,750 - 4,999	
23.98 and over		191.64 and over		5,000 and over	
Sub-total		Sub-total	10	Sub-total	35

TOTAL (sum of cols. 8, 10 and 12)

45

Total of workers with allowances should not exceed the total of workers with basic pay.

A common error of establishments in filling out this portion of the questionnaire is repetitive entries similar to the example in Basic Pay.

Verify with the respondent if the entries in cols. 8, 10 and 12 refer to the same time-rate workers. If this is so, ask for the applicable time unit then line out neatly the irrelevant entries and adjust Total.

1.10.2.4. *Part C: Employment and Wage Rates of Time-Rate Workers on Full-Time Basis in Selected Occupations (Pages 6-9)*

To guide the respondent, the relevant **occupational sheet** had been enclosed in each questionnaire of the establishments engaged in the pre-determined industries. This sheet lists at most eight (8) occupations and corresponding to each is its 1992 PSOC code and brief description of tasks/responsibilities.

To illustrate: *If the PSIC code (as indicated in the address label) of a given establishment is D15930, the questionnaire assigned to it should have an occupational sheet with the caption “Manufacture of Food Products and Beverage (D15)”: The establishment should provide data on the basic pay, allowance and employment **only** for the occupations listed in this particular sheet in addition to the benchmark occupations mentioned in Section 1.4.1 of this Chapter. The occupations enumerated in this list are:*

- Production Supervisors and General Foreman*
- Food Technologist*
- Chemical Engineering Technicians*
- Quality Inspectors*
- Production Clerks*
- Food Processing and Related Trades Workers*
- Food and Related Products Machine Operators*

The compilation of all occupational sheets is found on the last part of this chapter. The occupations are grouped according to industrial classification for easy reference. This should be referred to during field operations and editing to ensure that the reported data refers to the covered occupations in the establishment. Further, it is for this reason that the enumerator should **validate the economic activity/confirm the industry** of the establishment during questionnaire delivery to ensure that the appropriate occupational sheet is given or if the establishment should not be provided one.

An establishment whether given an occupational sheet or not should provide the required data for the two benchmark occupations, if existing in the establishment.

An illustration in filling out Part C is shown on page 6 of the questionnaire.

Occupation		The respondent should write the occupation title (as found in the occupational sheet) for which he/she is providing data. This space is reserved for BLES use.
1992 PSOC		
1. Current Wage Rates		
1a. Basic Pay		
Col. 1	Time Unit (H-Hour; D-Day; M-Month)	Entry for each line could either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entries in cols. 2 and 3.
Col. 2	Basic Pay per Worker	Entry should refer to the actual basic pay corresponding to the reported time unit in col. 1. It should not be given in ranges nor the total/aggregate basic pay of all workers reported in the occupation. If there is an entry, there should be corresponding entries in cols. 1 and 3. In case range is provided because it would be tedious for the respondent to report the details, ask the respondent to report instead the basic pay that is applicable to the majority of the workers in the occupation.
Col. 3	Full-Time Workers (Both Sexes)	Entry should refer to the number of full-time workers receiving the corresponding basic pay per reported time unit in col. 1. If there is an entry, there should be corresponding entries in cols. 1 and 2.
	Total (Sum of col. 3)	Entries in col. 3 should add up to the reported total. It should be equal to the total number of time-rate workers on full-time basis in the occupation reported in Item 2.

1b. Allowances		
Col. 4	Time Unit (H-Hour; D-Day; M-Month)	Entry for each line could either be H (hour), D (day) or M (month). If there is an entry, there should be corresponding entries in cols. 5 and 6.
Col. 5	Allowances per Worker	Entry should refer to the actual allowances corresponding to the reported time unit in col. 4. It should not be given in ranges nor total/aggregate allowances of all workers in the occupation. If there is an entry, there should be corresponding entries in cols. 4 and 6. In case range is provided because it would be tedious for the respondents to report the details, ask the respondent to report instead the allowance that is applicable to the majority of the workers in the occupation.
Col. 6	Full-Time Workers (Both Sexes)	Entry should refer to the number of full-time workers receiving the corresponding allowance per reported time unit in col. 4. If there is an entry, there should be corresponding entries in cols. 4 and 5.
	Total (Sum of col. 6)	Entries in col. 6 should add up to the reported total. It should be less than or equal to reported total in col. 3.
2. Time-Rate Workers on Full-time Basis		Entry should be the number of total full-time workers in the occupation referred to broken down by sex.

Following are some errors commonly committed by the establishments in accomplishing Part C of the questionnaire.

1. Time unit is not consistent with the basic pay or allowances

Verify with respondent. There could be a typographical error. No one is paid this much on a daily basis.

Time Unit	Basic Pay Per Worker	Full-Time Workers (Both Sexes)
D	3,000.00	1

2. Extremely high values for basic pay (or allowances) for a given occupation like production clerk

Verify with the respondent if the given basic pay (or allowance) refers to one (1) worker or if it is the sum of the basic pay (or allowances) of the four (4) workers. If this is so, ask for the basic pay (or allowances) of each full-time worker.

Time Unit	Basic Pay Per Worker	Full-Time Workers (Both Sexes)
M	100,000	4

- | | |
|---|---|
| <p>3. Basic pay (or allowance) ranges were provided instead of actual basic pay or allowance per worker</p> | <p>Persuade the respondent to provide the actual basic pay (or allowance) per worker. It would be difficult to compute the average wage rate of the occupation if ranges are given.</p> <p>However, if it would be tedious for the respondent to report details, record the basic pay (or allowances) that is applicable to majority of workers in the occupations.</p> |
| <p>4. The word “minimum” is reported in Basic Pay-col. 2</p> | <p>Request the respondent for the actual basic pay. It would be difficult to compute the average wage rate if the response is not numerical.</p> |
| <p>5. In the case of teachers where “per load” is reported under time unit</p> | <p>Request the respondent to convert the load to a time unit. e.g. hourly and report the corresponding basic pay.</p> |
| <p>Non-cash allowances such as free meals, free board and lodging, rice subsidy, service charges are reported in Allowances -col. 5</p> | <p>Line out neatly the entire row. Allowances as required by the survey refer to guaranteed and regular cash payments.</p> |

1.10.2.5. Part D: Certification (Page 10)

To facilitate coordination in cases when some entries have to be verified, the Enumerator should see to it that the required information on the respondent are fully provided. The respondent's signature in particular is important, as this means that the information provided by the establishment is official/approved for submission to BLES. (see section 3.8b of Chapter 3).

Information on time spent in answering the questionnaire as well as on their comments on the presentation and packaging of the questionnaire will provide inputs in questionnaire re-design for subsequent survey rounds. Comments on data provided for the 2006 OWS can facilitate processing of survey data while those on the results of previous survey would indicate the usefulness of the data generated by the OWS.

Example:

Name/Signature of Contact Person In the Establishment:		Juan dela Cruz	
Position: Human Resource Manager		Fax No.: 831-5645	
Tel. No. 831-5624		E-mail address:jdc@stc.com	
Time spent in answering this questionnaire: <input type="checkbox"/> Less than a day <input type="checkbox"/> 1 - 2 days <input checked="" type="checkbox"/> More than 2 days, (specify) : _____			
Comments:			
a. On data provided for the 2006 OWS: Not all workers given allowance.			
b. On the results of the 2004 OWS: Useful in wage-setting			
c. On Presentation/Packaging:		Suggestions for improvement:	
Definition of terms	<input checked="" type="checkbox"/> Easy to understand <input type="checkbox"/> Vague		
Layout	<input checked="" type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly		
Font, color	<input checked="" type="checkbox"/> Appealing <input type="checkbox"/> Not appealing		

1.10.2.6. Part E: Survey Personnel (Page 10)

In this portion, the Enumerator writes his/her name and the date when the questionnaire was retrieved or found to be a spoilage (see 3.5.6 of Chapter 3). The Area or Regional Supervisor only writes his/her name and date if the questionnaire is acceptable for processing or confirmed spoilage.

The dates are particularly important, as these would indicate the time it takes to retrieve or review the questionnaire---a measure of survey efficiency.

Example:

National Capital Region			
	Enumerator	Area Supervisor	Reviewer
Name	Edna Castro	Nancy Dimapilis	Katrina Birad
Date	8/31/06	9/4/06	9/6/06

Outside National Capital Region				
	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				

1.11. OWS Form 1 (Verification Form)

The Reviewer should accomplish OWS Form 1 (Verification Form) in duplicate, specifying the establishment's name, address, other particulars and details of entry/s for verification. The original copy should be stapled to the questionnaire and returned to:

- In BLES:

i) NCR questionnaire

Concerned Supervisor for verification of concerned Enumerator. Supervisor should acknowledge its receipt on the original copy of OWS Form 1 and the NCR Reviewer's duplicate copy. He/she should follow-up with the Enumerator on the questionnaire for verification.

ii) ONCR questionnaire

BLES Senior LEO in-charge for transmittal to the concerned Regional Supervisor for verification of concerned Enumerator. He/she should follow-up with the DOLE RO on the questionnaire for verification.

The duplicate copy of OWS Form 1 shall be retained by the NCR Reviewer to keep tab of the questionnaire for verification.

- In DOLE RO:

Concerned ONCR Enumerator for verification with the establishment.

The duplicate copy of OWS Form 1 shall be retained by the ONCR Supervisor to keep tab of the questionnaire for verification.

Once verification is completed, the verified questionnaire is to be submitted to:

- In BLES

i) NCR questionnaire

Concerned NCR Supervisor for review of concerned Reviewer. The Reviewer refers to the duplicate copy of the OWS Form 1 as necessary.

ii) ONCR questionnaire

BLES Senior LEO in-charge for action of the Reviewer. The Reviewer refers to the duplicate copy of the OWS Form 1 as necessary.
- In DOLE RO:

Concerned ONCR Supervisor for review. He/She refers to the duplicate copy of the OWS Form 1 as necessary.

If the questionnaire is acceptable, ONCR Supervisor/BLES Reviewer encircles RET2 in status code portion of the questionnaire. He/She signs and writes the date on the appropriate spaces in the certification portion of the questionnaire. Supervisor and Enumerator also record RET2 and date verified (date of RET2) in their respective control lists.

The ONCR Supervisor/BLES Reviewer signs and writes the date in the appropriate spaces of the duplicate copy of OWS Form 1.

OWS FORM 1 (VERIFICATION FORM)

To Our Valued Respondents: Thank you for accomplishing the 2006 OWS questionnaire. We, however, have some queries regarding the encircled entry/s in the attached questionnaire which need verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/s, kindly do so and affix your initial beside the new entry/s in the questionnaire.	
EIN: _____ GEO: _____ PSIC: _____ ATE: _____	NAME OF ESTABLISHMENT: _____ FLOOR/BLDG.: _____ No./STREET/SUBDIVISION: _____ BARANGAY/CITY/MUNICIIPALITY: _____ ZIP CODE/PROVINCE: _____
Part A: General Information	
1. MAIN ECONOMIC ACTIVITY/MAJOR PRODUCTS/ GOODS OR SERVICES	
<input type="checkbox"/> No/inadequate description of main economic activity <input type="checkbox"/> No entry for major products/ goods or services	
2. EMPLOYMENT <input type="checkbox"/> No entry	
Part B: Employment and Wage Rates of Time-Rate Workers On Full-time Basis	
1. BASIC PAY <input type="checkbox"/> No entries <input type="checkbox"/> Repetitive entries <input type="checkbox"/> Details do not add up to respective sub-totals in: <input type="checkbox"/> Col. 2 <input type="checkbox"/> Col. 4 <input type="checkbox"/> Col. 6 <input type="checkbox"/> Sub-totals do not add up to Total (<i>sum of cols. 2, 4 and 6</i>) <input type="checkbox"/> Total (<i>sum of cols. 2, 4 and 6</i>) is greater than total employment in Part A.2	
2. ALLOWANCES <input type="checkbox"/> No entries <input type="checkbox"/> Repetitive entries <input type="checkbox"/> Details do not add up to respective sub-totals in: <input type="checkbox"/> Col. 8 <input type="checkbox"/> Col. 10 <input type="checkbox"/> Col. 12 <input type="checkbox"/> Sub-totals do not add up to Total (<i>sum of cols. 8, 10 and 12</i>) <input type="checkbox"/> Total (<i>sum of cols. 8, 10 and 12</i>) is greater than Total reported in Part B.1	
Part C: Employment and Wage Rates of Time-rate Workers on Full-time Basis in Selected Occupations	
1. FOR ESTABLISHMENTS IN PRE-SELECTED INDUSTRIES <input type="checkbox"/> No data provided (<i>occupational sheet given is appropriate</i>) <input type="checkbox"/> Change in industry classification discovered during review (<i>provide appropriate occupational sheet</i>)	
2. OCCUPATION <input type="checkbox"/> No occupation titles <input type="checkbox"/> Occupations reported not consistent with those in occupational sheet <input type="checkbox"/> Consolidated data provided/not classified by occupation	
3. CURRENT WAGE RATES <input type="checkbox"/> No entry/s in Col./s _____ <input type="checkbox"/> Time unit and monetary value are not consistent <input type="checkbox"/> Cols. 1 and 2 (Basic Pay) <input type="checkbox"/> Cols. 4 and 5 (Allowances) <input type="checkbox"/> Details in col. 3 do not add up to its reported total <input type="checkbox"/> Details in col. 6 do not add up to its reported total	
4. TIME-RATE WORKERS ON FULL TIME BASIS (MALE + FEMALE = BOTH SEXES)	
<input type="checkbox"/> No entries <input type="checkbox"/> No breakdown by sex <input type="checkbox"/> Breakdown by sex does not add up to total	
Received by Supervisor	Verification Accepted by Reviewer
Signature:	Signature:
Date:	Date:

INDUSTRIES WITH SELECTED OCCUPATIONS

Benchmark Occupations.....	i
Metallic Ore Mining (C10).....	ii
Non Metallic Mining and Quarrying (C11).....	iii
Manufacture of Food Products and Beverages (D15).....	iv
Manufacture of Textiles (D17).....	v
Manufacture of Wearing Apparel (D18).....	vi
Tanning and Dressing of Leather; Manufacture of Luggage, Handbags and Footwear (D19).....	vii
Manufacture of Wood, Wood Products and Cork, except Furniture (D201).....	viii
Manufacture of Paper and Paper Products (D21).....	ix
Publishing and Printing (D221/D222/D223).....	x
Manufacture of Coke, Refined Petroleum and Other Fuel Products (D23).....	xi
Manufacture of Chemicals and Chemical Products (D24).....	xii
Manufacture of Rubber Products (D251).....	xiii
Manufacture of Plastic Products (D252).....	xiv
Manufacture of Other Non-Metallic Products (D26).....	xv
Manufacture of Basic Metals (D27).....	xvi
Manufacture of Fabricated Metal Products, except Machinery and Equipment (D28).....	xvii
Manufacture of Machinery and Equipment (D29).....	xviii
Manufacture of Electrical Machinery and Apparatus (D31).....	xix
Manufacture of Radio, Television and Communication Equipment and Apparatus (D32).....	xx
Manufacture of Motor Vehicles, Trailers Semi-Trailers (D34).....	xxi
Building and Repairing of Ships and Boats (D351).....	xxii
Manufacture and Repair of Furniture (D36).....	xxiii
Electricity, Gas, Steam and Hot Water Supply (E40).....	xxiv
Collection, Purification and Distribution of Water (E41).....	xxv
Construction (F45).....	xxvi
Sale, Maintenance and Repair of Motor Vehicles and Motorcycles (G501/G502/G503/G504).....	xxvii
Wholesale Trade and Commission Trade except of Motor Vehicles and Motorcycles (G51).....	xxviii
Retail Trade, except of Motor Vehicles and Motorcycles (G521/G522/G523/G524/G525).....	xxix
Hotels and Restaurants (H55).....	xxx
Bus Line Operation (I6011).....	xxxi
Other Land Transport (I60 except I6011).....	xxxii
Water Transport (I61).....	xxxiii
Air Transport (I62).....	xxxiv
Supporting and Auxiliary Transport Activities; Activities of Travel Agencies (I63).....	xxxv
Post and Telecommunications (I64).....	xxxvi
Banking Institutions (J65).....	xxxvii
Non-Bank Financial Intermediation (J66).....	xxxviii
Insurance and Pension Funding, except Compulsory Social Security (J67).....	xxxix
Computer and Related Activities (K72).....	xl
Accounting, Bookkeeping and Auditing Activities; Tax Consultancy (K7412).....	xli
Architectural, Engineering and Related Technical Consultancy (K7421).....	xlII
Call Center Activities (K74996).....	xlIII
Medical Transcription and Related Outsourcing Activities (K74997).....	xlIV
Private Education Services (M81).....	xlV
Private Medical, Dental and Other Health Services (N8512).....	xlVI

**BENCHMARK OCCUPATIONS COVERED BY 2006 OWS
IN ALL NON-AGRICULTURAL INDUSTRIES**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN METALLIC ORE MINING (C10)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct sector or unit concerned with extraction of metals from their ores or minerals from the earth; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2156	Mining Engineers and Metallurgists	Conduct research, design and develop and maintain commercial-scale methods of extracting metals from their ores, or minerals from the earth and study and advise on technological aspects of particular materials, products or processes.
3117	Mining and Metallurgical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of mining and metallurgical engineers, contributory to the improvement/development of methods of extracting from the earth, distribution, or processing of minerals and control of processes of extraction of metals from their ores.
7111	Miners	Extract ores and other solid minerals from underground or surface mines.
7112	Shotfirers and Blasters	Determine location and site of explosions required, charge and detonate explosives to fragments or dislodge ores or other solid minerals in mines.
8111	Mining Plant Operators	Operate and monitor machinery and equipment which cut channels in mines or drill holes for blasting or operate continuous-mining machines.
8112	Mineral Ore Processing Plant Operators	Operate and monitor machinery and equipment for processing mineral ore.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN NON-METALLIC MINING AND QUARRYING (C11)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct sector or unit concerned with extraction of minerals such as coal, liquids such as petroleum, gases such as natural gas and operation of quarries; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2156	Mining Engineers	Conduct research, design and develop and maintain commercial-scale methods of extracting minerals, liquids and gases from the earth and study and advice on technological aspects of particular materials, products or processes.
3117	Mining Engineering Technicians	Perform technical tasks, normally under the supervision of mining engineers, contributory to the improvement/ development of methods of extracting from the earth, distribution or processing of minerals, liquids and gases.
7111	Miners and Quarry Workers	Extract solid minerals from underground or surface mines or quarries.
8111	Mining Plant Operators	Operate and monitor machinery and equipment which cut channels in mine or quarry workplaces or drill holes for blasting or operate continuous-mining machines.
8112	Stone Processing Plant Operators	Operate machinery and equipment which crushes and breaks blocks of granite, marble and other stone.
8113	Well Drillers and Borers and Related Workers	Operate drilling machinery and equipment and perform related tasks in the sinking and operation of wells.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES (D15)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2155	Food Technologist	Conduct research and develop commercial-scale chemical processes in the production of food and drink products.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of new or improved processes for the chemical or physical transformation of substances on a commercial scale.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
741	Food Processing and Related Trades Workers	Slaughter animals, kill fish, treat and prepare them and related food items for human and animal consumption; make various kinds of bread, cakes and other flour products; process and preserve fruits, vegetables and related foods, taste and grade various food products and beverages.
826	Food and Related Products Machine Operators	Operate and monitor machines which process foodstuffs and manufacture food and related products for human and animal consumption.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF TEXTILES (D17)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
7431	Fiber Preparers	Prepare wool, cotton, flax, jute, hemp and other natural textile fibers for spinning and winding.
7432	Weavers, Knitters and Related Workers	Spin and wind yarn by hand, weave materials on hand looms, make carpets by using a knotting technique, knit garment fabrics by hand or hand-operated machines or perform similar manufacturing tasks by hand or hand-operated machines.
8251	Fiber Preparing, Spinning and Winding Machine Operators	Operate and monitor machines which prepare fibers, and spin, double, twist and wind yarn and thread.
8252	Weaving and Knitting Machine Operators	Operate and monitor weaving and knitting machines and related equipment used to produce materials and fabrics.
8254	Bleaching, Dyeing and Cleaning Machine Operators	Operate and monitor machines which bleach, dye, wash and otherwise treat fibers, yarn or dry-clean textiles.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF WEARING APPAREL (D18)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7433	Tailors, Dressmakers and Hatters	Make suits, dresses and other garments from textile fabrics, leather or any other material, carry out alterations and repairs or make hats, or participate in the manufacture of ready-to-wear garments.
7434	Textile, Leather and Related Pattern Makers and Cutters	Make patterns and mark and cut textile, leather and other materials in the manufacture of garments, gloves and miscellaneous products.
7435	Sewers, Embroiderers and Related Workers	By hand or by using simple sewing machines, perform various sewing tasks in making, altering and repairing garments, gloves and other products of textile and other material; embroider decorative designs on garments or other materials.
8253	Sewing Machine Operators	Operate and monitor standard or specialized single or multiple-needle sewing machines to make or repair garments, gloves and miscellaneous products in textiles or leather, or embroider ornamental designs on garments or other materials.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN TANNING AND DRESSING OF LEATHER;
MANUFACTURE OF LUGGAGE, HANDBAGS AND FOOTWEAR (D19)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7441	Tanners	Make leather from hides and skins.
7442	Shoemakers and Related Workers	Make and repair standard or special footwear, and except for leather garments, hats and gloves, make natural or synthetic leather articles such as luggage, handbags, and belts, or participate in the manufacture of shoes and related goods.
8255	Leather Preparing Machine Operators	Operate and monitor various machines which prepare leather.
8256	Shoemaking and Related Machine Operators	Operate and monitor machines which produce and repair standard or special footwear, handbags and other accessories mainly made of leather.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF WOOD AND WOOD PRODUCTS
EXCEPT FURNITURE (D201)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7421	Wood Treaters	Season and preserve wood particularly through operation of steam - heated kilns or chemical treatment to protect wood against decay or parasites.
7423	Woodworking-Machine Setters and Setter-Operators	Set and operate woodworking machines, such as precision sawing, shaping, planing, boring, turning and woodcarving machines
8141	Wood Processing Plant Operators	Operate and monitor machinery and equipment for sawing wood, cutting veneer and making plywood and otherwise prepare wood for further use.
8240	Wood Products Machine Operators	Operate and monitor automatic or semi-automatic woodworking machines which perform repetitive work and are always set up by woodworking-machine setters.
8275	Wood and Related Products Assemblers	Assemble the components or parts made from wood or related materials of various types of products.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF PAPER AND PAPER PRODUCTS (D21)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3115	Mechanical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of mechanical engineers, contributory in the design, development, manufacture, construction, installation, maintenance and repair of mechanically functioning plant and equipment.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8142	Paper Pulp Plant Operators	Operate and monitor machinery and equipment which converts materials such as wood, rags, esparto, straw, scrap-pulp and paper into stock for use in papermaking.
8143	Papermaking Plant Operators	Operate and monitor machinery and equipment which makes paper, paper board sheet pulp from pulp stock.
8276	Paperboard and Related Products Assemblers	Assemble the components or parts made from paperboard and related materials, of various types of products, according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN PUBLISHING AND PRINTING (D221/D222/D223)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
7341	Compositors, Typesetters and Related Workers	Set and arrange printing type by hand, machine or computer.
7342	Stereotypers and Electrotypers	Make printing plates and printing forms from set-up type by stereotyping and electroplating process.
7343	Printing Engravers and Etchers	Engrave lithographic stones and printing plates, rollers, dies and blocks by various processes.
7345	Bookbinders and Related Workers	Operate and monitor machines which bind and emboss books by hand or machine.
7347	Pressman Letterpress and Related Workers	Prepare, operate and monitor offset press and various types of machines to print single and multi-color copies from lithographic plates and print on paper, tin plate and other materials.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF COKE, REFINED PETROLEUM
AND OTHER FUEL PRODUCTS (D23)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8153	Chemical-Filtering and Separating Equipment Operators	Operate and monitor machines and equipment which filter and separate chemicals and related materials.
8155	Petroleum Refining Plant Operators	Operate and monitor plant which refines, distills and treats petroleum, petroleum-based products and by-products.
8159	Coke Production Plant Operators	Operate and monitor machinery and equipment which produce coke from coal.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF CHEMICALS
AND CHEMICAL PRODUCTS (D24)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
8151	Crushing, Grinding and Chemical-Mixing Machinery Operators	Operate and monitor machinery which crushes, grinds, mixes and blends chemicals and other materials used in chemical and related processes.
8152	Chemical Heat-Treating Plant Operators	Operate and monitor machinery and equipment which cook, roast and provide other types of heat treatment in chemical and related processing.
8153	Chemical-Filtering and Separating Equipment Operators	Operate and monitor machines and equipment which filter and separate chemicals and related materials.
8221	Pharmaceutical and Toiletry Products Machine Operators	Operate and monitor machines which process a variety of chemicals and other ingredients used in the production of pharmaceuticals and toiletries.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF RUBBER PRODUCTS (D251)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8231	Rubber Products Machine Operators	Operate and monitor machines which knead and blend rubber compounds, and produce various components and products, from natural and synthetic rubber such as molded footwear, domestic articles, insulating materials, industrial accessories, or tires for bicycles, automobiles, tractors, aircraft and other vehicles.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF PLASTIC PRODUCTS (D252)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
2155	Chemical Engineers	Conduct research and develop, design and advice on unit processes and unit operations and direct commercial - scale chemical processes and operations and direct maintenance and repair of industrial plant, or study and advice on technological aspects of particular materials, products or processes.
3116	Chemical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of chemical engineers, contributory to the development of industrial chemical processes and design, construction, operation, maintenance and repair of industrial plant.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
8232	Plastic Products Machine Operators	Operate and monitor machines which knead and blend compounds to obtain plastic materials and which make various plastic components and articles.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF OTHER NON-METALLIC
MINERAL PRODUCTS (D26)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
732	Potters, Glass-Makers and Related Trades	Make bricks, tiles, pottery, porcelainware and glassware, engrave and etch designs on glass articles and paint or decorate glass.
813	Glass, Ceramics and Related Plant Operators	Operate and monitor kilns, furnaces and other machinery and equipment used in the manufacture of glass as well as ceramic products.
8212	Cement and Other Mineral Products Machine Operators	Operate and monitor extrusion, molding, mixing, grinding and cutting machines which manufacture and finish various pre-cast concrete and stone products or which make cast stone for building purposes.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF BASIC METALS (D27)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
7211	Metal Molders and Core Makers	Make molds and cores for casting metal.
7213	Sheet Metal Workers	Make install and repair articles and parts of articles of sheet metal such steel sheet, copper, tin, brass, aluminum, zinc or galvanized iron.
8121	Ore and Metal Furnace Operators	Operate and monitor ore-smelting, metal converting acid refining furnaces
8122	Metal Melters, Casters and Rolling-Mill Operators	Operate and monitor rolling mills to roll metal, or furnaces to melt or reheat metal, or machines to cast metals.
8123	Metal Heat Treating Plant Operators	Operate and monitor plant altering the physical properties of metal objects by heating, cooling and chemical treatment.
8124	Metal Drawers and Extruders	Operate and monitor machinery and equipment which draw and extrude metals to make wire, tubes and similar products.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF FABRICATED METAL PRODUCTS,
EXCEPT MACHINERY AND EQUIPMENT (D28)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
7212	Welder and Flamecutters	Weld and cut metal parts using gas flame, or an electric arc and other sources of heat to melt and cut, or to melt and fuse metal .
7214	Structural Metal Preparers	Shape, assemble heavy metal guides and plates to form structure and frameworks.
7221	Blacksmiths, Hammersmiths and Forging Press Operators	Draw wire, hammer and forge bars, rods, and plates of iron, steel or other metals to make and repair various kinds of tools, metal articles, piece of equipment, agricultural and related implements.
7223	Machine - Tool Setters and Setter-Operators	Set for operators, or set and operate various machine tools working to fine tolerances or to produce metal articles in standardized series.
8211	Machine Tool Operators	Operate and monitor automatic or semi-automatic metal working machines which perform repetitive work and are set up by machine-tool selters.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF MACHINERY AND EQUIPMENT, N.E.C. (D29)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7212	Welders and Flamecutters	Weld and cut metal parts using gas flame, or an electric arc and other sources of heat to melt and cut, or to melt and fuse metal.
7222	Tool Makers and Related Workers	Make engines or machinery components, and parts thereof, using hand and machine tools to work metal to fine tolerances.
7234	Agricultural or Industrial Machinery Mechanics and Fitters	Fit, install, examine, service and repair engines (except motor vehicle and aircraft engines), agricultural or industrial machinery and mechanical equipment.
8271	Mechanical Machinery Assemblers	Assemble the components or parts of mechanical machinery, according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF ELECTRICAL MACHINERY
AND APPARATUS, N.E.C. (D31)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2152	Electrical Engineers	Conduct research, and advice on, design and direct construction of electrical systems, motors and equipment, and advice on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3113	Electrical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of electrical engineers, contributory to the design, development, construction, installation, maintenance and repair of electrical systems and equipment.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7242	Electrical Mechanics and Fitters	Fit, adjust, install and repair electrical machinery and other electrical apparatus and equipment in buildings, factories, workshops, or other places.
8272	Electrical Equipment Assemblers	Assemble the components or parts of electrical equipment, according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF RADIO, TELEVISION
AND COMMUNICATION EQUIPMENT AND APPARATUS (D32)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2153	Electronics and Telecommunications Engineers	Conduct research, and advice on, design and direct construction, installation and maintenance of electronic systems and equipment and advice on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3114	Electronics and Telecommunications Engineering Technicians	Perform technical tasks, normally under the supervision of electronics engineers, connected with electronic and telecommunications engineering research, as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment and electronic and electromechanical communications.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7243	Electronics Fitters	Fit, and adjust computer hardware, as well as sound and image recording and transmitting telecommunication and other electronic equipment.
8273	Electronic Equipment Assemblers	Assemble the components or parts of electronic equipment, according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE OF MOTOR VEHICLES, TRAILERS
AND SEMI-TRAILERS (D34)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Mechanical Engineers	Conduct research and advice on, design and direct production of machines, machinery industrial plant, equipment and systems and advice on and direct their functioning, maintenance and repairs.
3115	Mechanical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of mechanical engineers, contributory in the design, development, manufacture, construction, installation, maintenance and repair of mechanically functioning plant and equipment.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
7213	Sheet-Metal Workers	Install and repair sheet metal parts of vehicles.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair engines and related parts of motor vehicles.
8271	Mechanical Machinery Assemblers	Assemble the components or parts of engines and vehicles according to strictly laid down procedures.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN BUILDING AND REPAIRING OF SHIPS AND BOATS (D351)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2154	Marine Engineers	Conduct research and advice on and design propulsion systems, hulls and superstructures of ships and other vessels.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7214	Structural-Metal Preparers, Erectors and Related Workers	Shape, assemble and erect heavy metal girders and plates to form structures and frameworks.
7215	Riggers and Cable Splicers	Erect tackle for lifting and hauling, or install and maintain cables, ropes and wires in ships.
7233	Marine Crafts Mechanics	Service, overhaul and repair vessels' engines, boilers and mechanical equipment.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MANUFACTURE AND REPAIR OF FURNITURE (D36)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4132	Production Clerks	Compute quantities of materials required at specified dates for the production program and prepare and check production operation schedules.
7422	Cabinet Makers and Related Workers	Make and repair wooden articles such as cabinets and other furniture using woodworking machines and hard tools.
7424	Rattan, Bamboo and Other Wicker Furniture Workers	Make wicker furniture from bamboo, rattan, reeds, rushes and similar materials by hand.
7436	Upholsterers and Related Workers	Upholster furniture, make mattresses, or make and install interior decorations of textile, leather and similar materials.
8240	Wood Products Machine Operators	Operate and monitor automatic or semi-automatic woodworking machines which perform repetitive work and are always set up by woodworking-machine setters.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN ELECTRICITY, GAS, STEAM AND HOT WATER SUPPLY (E40)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2152	Electrical Engineers	Conduct research and advise on, design and direct construction of electrical systems, motors and equipment, and advise on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3113	Electrical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of electrical engineers, contributory to the design, development, construction, installation, maintenance and repair of electrical systems and equipment.
4215	Debt Collectors and Related Workers	Collect payments and perform clerical duties associated with these collections.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
7242	Electrical Mechanics and Fitters	Fit, adjust and repair various kinds of electrical machinery and motors, generators, switch gear, control apparatus and instruments.
7246	Lineman, Line Installers and Cable Splicers	Install and repair power lines and cables.
8161	Power-Production Plant Operators	Operate and monitor machinery and equipment which produce electric or other power and control its distribution.

* BLES CODE (no 1992 PSOC)
 Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER
(E 41)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2151	Civil Engineers	Conduct research and advise on, design and direct construction, and manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.
3112	Civil Engineering Technicians	Perform technical tasks, normally under the direction and supervision of civil engineers, contributory to planning and execution of building and civil engineering projects, including design, construction, repair and maintenance of building and other structures such as water supply and sewerage systems, bridges, roads, dams and airports.
3152	Quality Inspectors	Inspect finished products or parts for conformity with manufacturer's specifications and standards.
4215	Debt Collectors and Related Workers	Collect payments and perform clerical duties associated with these collections.
4225*	Customer Service Representative/Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
7136	Plumbers, Pipe Fitters and Other Related Workers	Assemble, fit, install and repair plumbing fixtures, or pipes and pipeline system.
8163	Water-Treatment and Related Plant Operators	Operate and monitor machinery and equipment which purify and clarify water for human consumption or use and later disposal into natural water systems.

* BLES CODE (no 1992 PSOC)
 Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN CONSTRUCTION (F45)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1430	Production Supervisors and General Foremen	Supervise the production activities of a distinct unit or sector concerned with processing; coordinate, control and organize the activities of workers; train workers on a particular skill or task.
2151	Civil Engineers	Conduct research and advise on, design and direct construction, and manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.
7122	Masons and Related Concrete Finishers	Prepare and place concrete for structures; finish masonry surfaces by plastering chipping, grinding, sand blasting, terrazo and other related processes; install, lay, fit or set masonry products such as brick, tile and mosaic panels; and apply plaster to construct decorative and ornamental surfaces.
7123	Carpenters and Joiners	Cut, shape, assemble, erect, maintain and repair various types of wooden structures and fittings.
7136	Plumbers, Pipe Fitters and Related Workers	Assemble, fit, install and repair plumbing fixtures, or pipes and pipeline system.
7214	Structural Metal Preparers, Erectors and Related Workers	Shape, assemble and erect heavy metal girders and plates to form structures and frameworks.
7234	Heavy Equipment Mechanic	Fit, install, examine, service and repair engines (except motor vehicle and aircraft engines), agricultural, industrial and mechanical equipment.
7241	Building and Related Electricians	Install, maintain and repair electrical wiring systems and related equipment.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES
AND MOTORCYCLES (G501/G502/G503/G504)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
144	Sales Supervisors	Engage in, or directly associated with, buying and selling of goods and services for use on behalf of wholesale, retail, industrial or other establishments and organizations.
2411	Accountants and Auditors	Advise on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3415	Technical and Commercial Sales Representatives	Sell various goods on a wholesale basis including installations, equipment and technical products and related services and provide specialized information as required.
4131	Stock Clerks	Maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.
4211	Cashiers	Receive directly from clients, payments for goods and services bought in commercial establishments.
5220	Shop Salespersons and Demonstrators	Demonstrate and sell goods in wholesale establishments to retailers and large-scale consumers or to customers in retail establishments.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair engines and related equipment such as motorcycles, passenger cars and delivery trucks and other motor vehicles.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN WHOLESALE TRADE AND COMMISSION TRADE, EXCEPT OF
MOTOR VEHICLES AND MOTORCYCLES (G51)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
144	Sales Supervisors	Engage in, or directly associated with, buying and selling of goods and services for use on behalf of wholesale, retail, industrial or other establishments and organizations.
2411	Accountants and Auditors	Advise on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3415	Technical and Commercial Sales Representatives	Sell various goods on a wholesale basis including installations, equipment and technical products and related services and provide specialized information as required.
4131	Stock Clerks	Maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.
4211	Cashiers	Receive directly from clients, payments for goods and services bought in commercial establishments.
4224*	Telemarketers	Place telephone calls on behalf of an organization in order to facilitate sales. They promote, take orders and process orders for products and services. They may also receive customer complaints and resolve problems with service, billing or credit.
5220	Shop Salespersons and Demonstrators	Demonstrate and sell goods in wholesale establishments to retailers and large-scale consumers or to customers in retail establishments.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN RETAIL TRADE, EXCEPT OF MOTOR VEHICLES
AND MOTORCYCLES (G521/G522/G523/G524/G525)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
144	Sales Supervisors	Engage in, or directly associated with, buying and selling of goods and services for use on behalf of wholesale, retail, industrial or other establishments and organizations.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
4131	Stock Clerks	Maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.
4211	Cashiers	Receive directly from clients, payments for goods and services bought in commercial establishments.
4224*	Telemarketers	Place telephone calls on behalf of an organization in order to facilitate sales. They promote, take orders and process orders for products and services. They may also receive customer complaints and resolve problems with service, billing or credit.
5220	Shop Salespersons and Demonstrators	Demonstrate and sell goods in wholesale establishments to retailers and large-scale consumers or to customers in retail establishments.

* BLES CODE (no 1992 PSOC)
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN HOTELS AND RESTAURANTS (H55)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
4222	Receptionist and Information Clerks	Receive clients, provide information and make appointments on behalf of the establishment.
5120*	Service Crew	Usually found in fast food stores; performs various tasks such as cooking, serving, cleaning and the like.
5121	Housekeepers and Related Workers	Organize, supervise and carry out housekeeping functions in hotels, clubs and other related enterprises.
5122	Cooks	Plan, organize, prepare and cook foodstuffs in hotels, restaurants and other public eating places.
5123	Waiters, Waitresses and Bartenders	Serve food and beverages in commercially-operated dining and drinking places.
9132	Helpers and Cleaners	Perform various cleaning tasks in order to keep clean and tidy the interiors and fixtures of hotels, lodging and other establishments.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN BUS LINE OPERATION (I6011)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1421	Road Transport Service Supervisors	Supervise and coordinate one or more of the service activities of the traffic department, section or unit engaged in road transport undertaking.
4121	Accounting and Bookkeeping Clerks	Help with accounting and bookkeeping records and computations, wages and production costs computations as well as cash payments.
4133	Transport Clerks (Dispatchers)	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
5112	Bus Conductors	Issue tickets and collect payments and take care of safety and comfort on buses.
5114*	Bus Inspectors	Inspect/check tickets of bus passengers.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair motor vehicle engines and related equipment.
8323	Bus Drivers	Drive and tend buses to transport local or long -distance passengers.
9400*	Unskilled Workers except Janitors, Messengers and Freight Handlers	Perform simple and routine manual tasks requiring mainly physical effort and little or no previous experience and are not performed by other workers in the establishment.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN OTHER LAND TRANSPORT (I60 except I6011)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1421	Road Transport Service Supervisors	Supervise and coordinate one or more of the service activities of the traffic department, section or unit engaged in road transport undertaking.
4133	Transport Clerks (Dispatchers)	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
7231	Motor Vehicle Mechanics and Related Trades Workers	Install, maintain, service and repair motor vehicle engines and related equipment.
8324	Heavy Truck and Lorry Drivers	Drive and tend heavy motor vehicles to transport goods, liquids and heavy materials over short or long distances.
9333	Freight Handlers	Carry out tasks such as packing, carrying, loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN WATER TRANSPORT (I61)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1423	Maritime Transport Service Supervisors	Supervise and coordinate one or more activities of the traffic department, section or unit engaged in marine transport undertaking.
3141	Ship's Engineers	Control and participate in the operation, maintenance and repair of mechanical, electrical and electronics equipment and machinery on board ship or perform related supporting functions on shore.
3142	Ships' Deck Officers and Pilots	Command and navigate ships and direct marine services on shore for shipping company vessels arriving in port.
4133	Transport Clerks	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
5111	Travel Attendants and Travel Stewards	Render personal services to ensure the comfort and safety of passengers, serve meals and beverages, or plan and coordinate housekeeping and social activities on board.
7233	Marine Craft Mechanics	Service, overhaul and repair vessels' engines, boilers and mechanical equipment.
8340	Ships' Deck Crews and Related Workers	Carry out deck duties on board ship and other water-borne craft.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN AIR TRANSPORT (I62)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1422	Air Transport Service Supervisors	Supervise and coordinate one or more activities of the traffic department, section or unit engaged in air transport undertaking.
3143	Aircraft Pilots, Navigators and Flight Engineers	Control the operation of mechanical, electrical and electronic equipment in order to navigate aircraft for transporting passengers, mail and freight and perform pre-flight and in-flight tasks.
4133	Transport Clerks	Keep records of operational aspects and coordinate the timing of passenger and freight transport.
5111	Travel Attendants and Travel Stewards	Render personal services to ensure the comfort and safety of passengers, serve meals and beverages, or plan and coordinate housekeeping and social activities on board.
7232	Aircraft Engine Mechanics and Fitters	Fit, service, repair and overhaul aircraft components, engines, accessories and related equipment.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN SUPPORTING AND AUXILIARY TRANSPORT ACTIVITIES;
ACTIVITIES OF TRAVEL AGENCIES (I63)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
3414	Travel Consultants and Organizers	Plans itinerary and schedule travel accomodations for customers, and organize or sell complete group travel tours for business or leisure.
3422	Clearing and Forwarding Agents	Carry out customs clearing procedures and ensure that insurance, export/import licenses and other formalities are in order.
4221	Travel Agency Clerks and Related Workers	Supply information, arrange, travel itineraries and obtain necessary reservations.
5113	Travel Guides	Accompany individual or groups on sightseeing tours or excursions, describe points of interests and provide other guide services.
8324	Heavy Truck and Lorry Drivers	Drive and tend heavy motor vehicles to transport goods, liquids and heavy materials over short or long distances.
9333	Freight Handlers	Carry out tasks such as packing, carrying, loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS IN
POST AND TELECOMMUNICATIONS (I64 except I6411)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
1429	Communications Service Supervisors	Supervise and coordinate one or more department, section or unit engaged in postal or telecommunications service operations.
2153	Electronics and Telecommunications Engineers	Conduct research, and advice on, design and direct construction, installation and maintenance of electronic systems and equipment and advice and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3114	Electronics and Telecommunications Engineering Technicians	Perform technical tasks, normally under the supervision of electronics engineers, connected with electronic and telecommunications engineering research as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment and electronic and electromechanical communications.
4112	Telefax/Teleprinters/ Telex Clerks	Send and receive messages and facsimiles by means of teleprinters, telefax or similar machines.
4223	Telephone Switchboard Operators	Operate a telephone switchboard or a section thereof, and deal with local or long distance calls, and various telephone inquiries.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.
7245	Telecommunication Equipment Installers and Repairers	Install, service and repair telecommunication equipment in central sites or customer's premises.
9151	Messengers and Deliverers	Carry and deliver messages, packages and other items within an establishment, or between establishments, to households and elsewhere.

* BLES CODE (no 1992 PSOC)

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN BANKING INSTITUTIONS (J65 except J6510)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2122	Statisticians	Conduct statistical research to improve or develop operational methods and techniques, and advice or engage in practical applications of statistics.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor’s report therein.
2441	Economists	Conduct economic research to improve or develop operational methods used to understand and describe the behavior of national and international markets for goods, services and labor and advice or engage in practical applications of economics.
3433	Bookkeepers	Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.
4212	Tellers	Deal directly with clients of banks in connection with receiving, changing and paying out money.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.

* BLES CODE (no 1992 PSOC)
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN NON-BANK FINANCIAL INTERMEDIATION (J66)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2122	Statisticians	Conduct statistical research to improve or develop operational methods and techniques, and advice or engage in practical applications of statistics.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
2441	Economists	Conduct economic research to improve or develop operational methods used to understand and describe the behavior of national and international markets for goods, services and labor and advice or engage in practical applications of economics.
3411	Securities and Finance Dealers and Brokers	Buy and sell securities, stocks, bonds and financial instruments and deal on the foreign exchange on spot or on future markets, on behalf of their own company or for customers on a commission basis and recommend transactions to clients or senior management.
3433	Bookkeepers	Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.

* BLES CODE (no 1992 PSOC)
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN INSURANCE AND PENSION FUNDING, EXCEPT
COMPULSORY SOCIAL SECURITY (J67)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2121	Actuaries	Conduct research and improve or develop mathematical and actuarial concepts, theories and operational methods and techniques and advise on or engage in their practical applications.
2122	Statisticians	Conduct statistical research to improve or develop operational methods and techniques, and advice or engage in practical applications of statistics.
2132	Computer Programmers	Write, test and maintain computer programs to meet the needs of users of computer systems.
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3412	Insurance Representatives	Advise on and sell life, accident, automobile, liability, endowment, fire, marine and other types of insurance to new and established clients.
3417	Appraisers and Valuers	Determine the value of property and goods and assess losses covered by insurance policies.
4122	Statistical and Finance Clerks	Compute statistical or actuarial data or perform clerical tasks relating to the transactions of banks and other financial establishments.
4225*	Customer Service Representative/ Associates (in call centers)	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.

* BLES CODE (no 1992 PSOC)
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN COMPUTER AND RELATED ACTIVITIES (K72)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2131	Systems Analysts And Designers	Conduct research, improve or develop computing concepts and operational methods, and advise on or engage in their practical applications.
2132	Computer Programmers	Write, test and maintain computer programs to meet the needs of users of computer systems.
2139	Computer Engineers	Designing, implementing, maintaining and updating computer software applications, and computer operating system, installing computers and performing diagnostics on computer hardware.
2153	Electronics and Telecommunications Engineers	Conduct research, and advice on, design and direct construction, installation and maintenance of electronic systems and equipment and advice and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
3114	Electronics and Telecommunications Engineering Technicians	Perform technical tasks, normally under the supervision of electronics engineers, connected with electronic and telecommunications engineering research as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment and electronic and electromechanical communications.
3121	Computer Assistants	Provide assistance to users of micro-computers and standard software systems at installation and when problems occur, install new computer programs on particular hardware and operating system configurations, install new peripheral units and maintain and update existing programs by making changes and adjustments to them under the guidance of computer professionals.
3122	Computer Equipment Operators	Operate and control peripheral and related computer equipment used for recording, storing, transmitting and processing digital data and for displaying data as letters, numbers or graphs on screen, paper or film.
4113	Data Entry Operators	Enter numerical and other data into electric equipment for processing and transmission or enter data on cards and tapes, using punching machines.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN ACCOUNTING, BOOKKEEPING AND AUDITING ACTIVITIES;
TAX CONSULTANCY (K7412)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2411	Accountants and Auditors	Advice on, plan and install budgetary, accounts controlling and other accounting policies and systems; prepare financial statements for presentation to management, shareholders, statutory or other bodies and for taxation purposes; audit accounting records and documents leading to the preparation of auditor's report therein.
3433	Bookkeepers	Maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.
4113	Data Entry Operators	Enter numerical and other data into electric equipment for processing and transmission or enter data on cards and tapes, using punching machines.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN ARCHITECTURAL, ENGINEERING AND RELATED TECHNICAL
CONSULTANCY (K7421)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2141	Architects	Conduct research and advice on and design residential, commercial and industrial buildings, landscape systems, and plan and monitor their construction, maintenance and rehabilitation.
2151	Civil Engineers	Conduct research and advise on, design and direct construction, and manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.
2152	Electrical Engineers	Conduct research, and advice on, design and direct construction of electrical systems, motors and equipment, and advice on and direct their functioning, maintenance and repairs or study and advice on technological aspects of particular materials, products or processes.
2157	Geodetic Engineers	Apply surveying methods and techniques to determine exact position of natural and constructed features and boundaries of land, seas, underground areas and celestial bodies, and prepare or revise graphic, digital and pictorial representations.
3112	Civil Engineering Technicians	Perform technical tasks, normally, under the direction and supervision of civil engineers, building architects or geodetic engineers, contributory to planning and execution of building and civil engineering projects, including design, construction, repair and maintenance of building and other structures such as water supply and sewerage systems, bridges, roads, dams and airports.
3113	Electrical Engineering Technicians	Perform technical tasks, normally under the direction and supervision of electrical engineers, contributory to the design, development, construction, installation, maintenance and repair of electrical systems and equipment.
3118	Draftsmen	Prepare technical drawings and maps and illustrations from sketches, measurements and other data and copy drawings and paintings onto printing plates.

Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN CALL CENTER ACTIVITIES (K74996)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2132	Computer Programmers	Write, test and maintain computer programs to meet the needs of users of computer systems.
2139	Computer Engineers	Designing, implementing, maintaining and updating computer software applications, and computer operating system, installing computers and performing diagnostics on computer hardware.
3121	Computer Assistants	Provide assistance to users of micro-computers and standard software systems at installation and when problems occur, install new computer programs on particular hardware and operating system configurations, install new peripheral units and maintain and update existing programs by making changes and adjustments to them under the guidance of computer professionals.
4225*	Customer Service Representative/ Associates	Place or receive telephone calls on behalf of an organization in order to facilitate, provide customer service, answer customers questions, conduct research, receive customer complaints and resolve problems. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include workers who work primarily as switchboard operators or dispatchers.

* BLES CODE (no 1992 PSOC)
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN MEDICAL TRANSCRIPTION AND RELATED OUTSOURCING
ACTIVITIES (K74997)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2132	Computer Programmers	Write, test and maintain computer programs to meet the needs of users of computer systems.
2139	Computer Engineers	Designing, implementing, maintaining and updating computer software applications, and computer operating system, installing computers and performing diagnostics on computer hardware.
3121	Computer Assistants	Provide assistance to users of micro-computers and standard software systems at installation and when problems occur, install new computer programs on particular hardware and operating system configurations, install new peripheral units and maintain and update existing programs by making changes and adjustments to them under the guidance of computer professionals.
4116*	Medical Transcriptionists	Listen to dictated recordings made by physicians and other health care professionals and transcribe them into medical reports, correspondence, and other administrative material. The documents they produce include discharge summaries, history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic imaging studies, progress notes, and referral letters.

* BLES CODE (no 1992 PSOC)
 Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN PRIVATE EDUCATION SERVICES (M 81)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2310	College, University and Higher Education Teaching Professionals	Teach subjects at different levels after the termination of secondary education; conduct research and improve or develop concepts, theories and operational methods pertaining to their particular discipline.
2320	Technical and Vocational Instructors/Trainers	Teach specific vocational training subjects in specific trades to students or trainees at the post-secondary levels or in industrial plants.
2331	General Secondary Education Teaching Professionals	Teach academic subjects at the second level of education.
2332	Science and Mathematics Teaching Professionals	Teach academic subjects at the second level of education in science and mathematics.
2333	Vocational Education Teaching Professionals	Teach vocational and technical education subjects at the second level of education.
2341	General Elementary Education Teaching Professionals	Teach a range of subjects at the primary education level.
2342	Science and Mathematics Elementary Education Teaching Professionals	Teach science and mathematics in the first level of education.
2351*	Pre-Elementary Education Teaching Professionals	Organize group and individual play and educational activities to support and promote physical, mental and social development of children below primary-school age.

* BLES CODE (no 1992 PSOC)
Note: PSOC refers to Philippine Standard Occupational Classification.

**LIST OF OCCUPATIONS COVERED BY 2006 OWS
IN PRIVATE MEDICAL, DENTAL AND OTHER HEALTH
SERVICE (N8512)**

1992 PSOC	OCCUPATION	FUNCTIONS/RESPONSIBILITIES
2221	Medical Doctors	Conduct research, improve or develop concepts, theories and operational methods, and apply preventive or curative measure.
2222	Dentists	Conduct research, improve or develop concepts, theories and operational methods, and apply medical knowledge in the field of dentistry.
2227	Medical Technologists	Engage in the work of medical technology (laboratory work) under the supervision of a pathologist or a licensed physician.
2225	Nutritionists-Dietitians	Plan and direct all aspects of food service in hospitals and other health care facilities.
2231	Professional Nurses	Assist medical doctors `in their tasks, deal with emergencies in their absence and provide professional nursing care for the sick, injured, physically and mentally disabled and others in need of such care.
2232	Professional Midwives	Deliver or assist in the delivery of babies, provide prenatal and postnatal care and instruct parents in baby care.
3133	Medical Equipment Operators	Control technical equipment used to diagnose or treat illnesses and disorders.

* BLES CODE (no 1992 PSOC)
 Note: PSOC refers to Philippine Standard Occupational Classification.

BLES INTEGRATED SURVEY

For the third time, the Bureau of Labor and Employment Statistics is conducting the **BLES Integrated Survey** (BITS). Initially conducted in 2003, it is a nationwide survey of non-agricultural establishments that collects key information on labor and employment.

2.1. Survey Objectives and Uses of the Data

The main objective of this survey is to generate an **integrated data set on occupational employment patterns and 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. To some extent, the survey results will also be used to assess the progress of decent work in the country.

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.

2.2. Collection Authority

The conduct of the BITS is under the authority of Executive Order No. 126 dated January 30, 1987, creating and mandating the BLES to conduct nationwide surveys and studies which will generate trends and structures on labor and employment.

2.3. Confidentiality of Information

The BLES and its field personnel shall hold all survey data supplied by the establishments in confidence. The information obtained from each respondent shall be for statistical purposes only and not for taxation, regulation nor investigation purposes. The data shall be processed with others of the same category and shall be disseminated in summary forms or statistical tables so as not to reveal the identity of any respondent-establishment.

2.4. Scope and Coverage

Notes

The BITS covers all establishments in 60 non-agricultural industries with an average total employment of at least 20 persons, as follows:

	Description	1994 PSIC
	MINING AND QUARRYING	C
1.	Metallic Ore Mining	C10
2.	Non-Metallic Mining and Quarrying	C11
	MANUFACTURING	D
3.	Manufacture of Food Products	D15 (excl. D155)
4.	Manufacture of Beverages	D155
5.	Manufacture of Tobacco Products	D16
6.	Manufacture of Textiles	D17
7.	Manufacture of Wearing Apparel	D18
8.	Tanning and Dressing of Leather; Manufacture of Luggage and Handbags	D19 (excl. D192)
9.	Manufacture of Footwear	D192
10.	Manufacture of Articles of Bamboo, Cane, Rattan and the Like; Manufacture of Plaiting Materials	D20 (excl. D201)
11.	Manufacture of Wood, Wood Products and Cork, Except Furniture	D201
12.	Manufacture of Paper and Paper Products	D21
13.	Publishing, Printing and Reproduction of Recorded Media	D22
14.	Manufacture of Coke, Refined Petroleum and Other Fuel Products	D23
15.	Manufacture of Chemicals and Chemical Products	D24
16.	Manufacture of Rubber Products	D251
17.	Manufacture of Plastic Products	D252
18.	Manufacture of Glass and Glass Products	D261
19.	Manufacture of Cement	D262
20.	Manufacture of Other Non-Metallic Mineral Products, n.e.c.	D269
21.	Manufacture of Basic Metals	D27

	Description	1994 PSIC
	MANUFACTURING (cont'd.)	D
22.	Manufacture of Fabricated Metal Products, Except Machinery and Equipment	D28
23.	Manufacture of Machinery and Equipment	D29
24.	Manufacture of Office, Accounting and Computing Machinery	D30
25.	Manufacture of Electrical Machinery and Apparatus	D31
26.	Manufacture of Radio, Television and Communication Equipment and Apparatus	D32
27.	Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks	D33
28.	Manufacture of Motor Vehicles, Trailers and Semi-Trailers	D34
29.	Manufacture of Other Transport Equipment	D35
30.	Manufacture and Repair of Furniture	D36
31.	Recycling	D37
32.	Manufacturing, n.e.c.	D39
	ELECTRICITY, GAS AND WATER SUPPLY	E
33.	Electricity, Gas, Steam and Hot Water Supply	E40
34.	Collection, Purification and Distribution of Water	E41
35.	CONSTRUCTION	F45
	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS	G
36.	Sale, Maintenance and Repair of Motor Vehicles and Motorcycles, Retail Sale of Automotive Fuel	G50
37.	Wholesale Trade and Commission Trade, Except of Motor Vehicles and Motorcycles	G51
38.	Retail Trade, Except of Motor Vehicles and Motorcycles, Repair of Personal and Household Goods	G52
39.	HOTELS AND RESTAURANTS	H55

Description		1994 PSIC
TRANSPORT, STORAGE AND COMMUNICATIONS		I
40.	Land Transport; Transport Via Pipelines	I60
41.	Water Transport	I61
42.	Air Transport	I62
43.	Supporting and Auxiliary Transport Activities; Activities of Travel Agencies	I63
44.	Post and Telecommunications Services except National Postal Activities	I64 (excl. I64110)
FINANCIAL INTERMEDIATION		J
45.	Banking Institutions except Central Banking	J65 (excl. J65100)
46.	Non-Bank Financial Intermediation	J66
47.	Insurance and Pension Funding, Except Compulsory Social Security	J67
48.	Activities Auxiliary to Financial Intermediation	J68
REAL ESTATE, RENTING AND BUSINESS ACTIVITIES		K
49.	Real Estate Activities	K70
50.	Renting of Machinery and Equipment Without Operator, Personal and Household Goods	K71
51.	Computer and Related Activities	K72
52.	Research and Development	K73
53.	Miscellaneous Business Activities	K74
54.	Call Center Activities	K74996
55.	Medical Transcription & Related Outsourcing Activities	K74997
56.	PRIVATE EDUCATION SERVICES	M81
57.	HEALTH AND SOCIAL WORK EXCEPT PUBLIC MEDICAL, DENTAL AND OTHER HEALTH SERVICES	N85 (excl. N8511)
OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES		O
58.	Sewage and Refuse Disposal, Sanitation and Similar Activities	O90
59.	Recreational, Cultural and Sporting Activities	O92
60.	Other Service Activities	O93

The following industries are **excluded** from the survey:

Notes

Description	1994 PSIC
Agriculture and Forestry	A01-A05
Fishing	B06
National Postal Activities	I64110
Central Banking	J65100
Public Administration and Defense and Compulsory Social Security (e.g. DOLE, PNP, SSS, GSIS)	L75
Public Education Services	M80
Public Medical, Dental and Other Health Services	N8511
Activities of Membership Organizations (e.g. ECOP, TUCP)	O91
Extra-Territorial Organizations and Bodies (e.g. ILO, UNDP)	Q99

2.5. Survey Design

2.5.1. Statistical Unit

The establishment is the statistical or enumeration unit. Each unit is classified in an industry that reflects its main economic activity--the activity that contributes the biggest or major portion of the gross income or revenues of the establishment.

An establishment is defined as an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location. Thus, mining/construction sites, factories, electric plants, stores, shops, hotels, restaurants, bus companies, banks, radio stations, real estate developers and the like are considered establishments.

For multi-unit enterprises with different outlets and subsidiaries or whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment. However, security detachments, janitorial units and power barges are not considered as establishments.

For firms engaged in activities which may be physically dispersed such as mining, construction, real estate development, transportation, communication, insurance, etc. the establishment is the base from which the personnel operate to carry out their activities or from which they are paid.

2.5.2. Sampling Frame

The 2006 BLES Survey Sampling Frame (SSF2006) is an integrated list of establishments culled from the 2004 list of establishments of the National Statistics Office and updated 2004 BLES Sampling Frame based on the status of establishments reported in the 2004 BLES Integrated Survey (BITS). Reports on closures and retrenchments of establishments submitted to the Regional Offices of the Department of Labor and Employment were also considered in preparing the 2006 frame.

2.5.3. Stratification Scheme

Establishments in the sampling frame were stratified by 3-digit industry (domain) and by employment size (stratum), i.e. 20-99, 100-199 and 200 and over. However, industries observed to be heterogeneous within their 3-digit classification were further broken down at the 6-digit level.

Based on past experiences and accounting for resource availability, total sample sizes of BLES surveys have been estimated at around 7,000.

2.5.4. Sample Size Determination

2-5 Notes

In designing the survey, the margin of error (e) was fixed at 5% and the level of significance or the probability that the estimated total number of employed persons (y) is within 5% of the population total (Y) was specified as 95%, that is, setting $\alpha = 0.05$. This means that the probability that the estimated total number of employed persons will differ from the true number of employed persons is 5 percent. The desired precision for this survey can be expressed as follows:

$$P(|y - Y| \leq e) = 1 - \alpha$$

$$P(|y - Y| \leq 0.05) = 1 - 0.05,$$

$$P(|y - Y| \leq 0.05) = 0.95$$

To compute for the sample size, n , a targeted CV of 2.5% was used, that is,

$$n = \frac{z_{\alpha/2}^2 CV^2}{e^2 + \frac{z_{\alpha/2}^2 CV^2}{N}} = \frac{1.96^2 (2.5)^2}{0.05^2 + \frac{1.96^2 (2.5)^2}{31,379}}$$

$$= \frac{24.01}{0.0025 + \frac{24.01}{31,379}} = 7,353.88$$

$$n \approx 7,353$$

In allocating the samples, the 3,136 establishments employing at least 200 workers were covered with certainty as their employment represents 57 percent of total employment in population. These establishments, however, comprise only 9.5 percent of the reference establishment population. The remaining 4,217 establishment samples were allocated to the non-certainty stratum with employment size 20-99 and 100-199 depending on their proportion to the total establishment employment exclusive of the certainty strata, that is, 70 percent and 30 percent, respectively. The sample sizes in each cell (industry group and employment size) in the non-certainty strata are allocated proportionately to the number of establishments.

However, establishments in the Metallic Ore Mining, Non-metallic Ore Mining, Manufacturing of Coke, Refined Petroleum, Air Transport, Research and Development, Call Centers and Medical Transcription industries are sampled with certainty because of their relatively few number and these are emerging industries and/or industries which are critical to the labor market. Also, a minimum of 10 samples in the cells is maintained to accommodate expected non-responses.

Thus, for 2006 BITS, the total adjusted sample size is 7,630.

2.6. Estimation Procedures

Estimates are obtained by simple expansion, i.e. by multiplying the sample values at the cell level (industry and employment size: 20-99 workers, 100-199 workers and 200 or more) by the corresponding blowing-up factor which is the ratio of the eligible (retrieved, refused, for verification, temporarily closed, on strike, unaccounted/no response) population of establishments to the number of responding establishments. This weighing procedure takes non-response into account.

The estimates are aggregated to the desired levels to arrive at total estimates of the population, e.g. number of female workers or number of establishments with unions.

A 90 percent level of reliability of survey estimates is desired. It is to be assessed through standard errors of population totals (employment, labor relations).

TABLE 1 - Distribution of Total Establishments and Sample Populations by Industry Group and Employment Size for 2006 BITS, Philippines												
1994 PSIC	INDUSTRY GROUP	20 - 99			100 - 199			200 and over		Total		
		Number	n'	n'adj	Number	n'	n'adj	Number	n'	Number	n'	n'adj
	ALL INDUSTRIES	25,061	2,952	3,163	3,182	1,265	1,331	3,136	3,136	31,379	7,353	7,630
C10	Metallic Ore Mining	25	3	25	5	2	5	12	12	42	17	42
C11	Non-Metallic Ore Mining	35	4	35	7	3	7	2	2	44	9	44
D15	Mfg of Food Products	1,065	125	125	159	63	63	197	197	1,421	385	385
D155	Mfg of Beverages	76	9	10	37	15	15	39	39	152	63	64
D16	Mfg of Tobacco Products	7	1	7	4	2	4	11	11	22	14	22
D17	Mfg of Textiles	246	29	29	53	21	21	51	51	350	101	101
D18	Mfg of Wearing Apparel	668	79	79	134	53	53	197	197	999	329	329
D191	Tanning & Dressing of Leather; Mfg of Luggage & Handbags	53	6	10	5	2	5	9	9	67	17	24
D192	Mfg of Footwear	118	14	14	18	7	10	13	13	149	34	37
D201	Mfg of Wood, Wood Products	154	18	18	15	6	10	23	23	192	47	51
D202	Mfg of Articles of Bamboo, Cane, Rattan & the like; Mfg of Plaiting Materials	43	5	10	3	1	3	3	3	49	9	16
D21	Mfg of Paper & Paper Products	147	17	17	48	19	19	28	28	223	64	64
D22	Publishing, Printing & Reproduction of Recorded Media	422	50	50	39	16	16	28	28	489	94	94
D23	Mfg of Coke, Refined Petroleum & Other Fuel Products	9	1	9	1	0	1	3	3	13	4	13
D24	Mfg of Chemicals & Chemical Products	381	45	45	77	31	31	51	51	509	127	127
D251	Mfg of Rubber Products	75	9	10	15	6	10	10	10	100	25	30
D252	Mfg of Plastic Products	293	35	35	74	29	29	55	55	422	119	119
D261	Mfg of Glass & Glass Products	37	4	10	8	3	8	10	10	55	17	28
D262	Mfg of Cement	16	2	10	5	2	5	15	15	36	19	30
D269	Mfg of Non-Metallic Mineral Products, n.e.c.	177	21	21	23	9	10	25	25	225	55	56
D27	Mfg of Basic Metals	229	27	27	46	18	18	32	32	307	77	77
D28	Mfg of Fabricated Metal Products, except Machinery & Equipment	398	47	47	48	19	19	37	37	483	103	103
D29	Mfg of Machinery & Equipment	281	33	33	36	14	14	23	23	340	70	70
D30	Mfg of Office, Accounting & Computing Machinery	15	2	10	5	2	5	35	35	55	39	50
D31	Mfg of Electrical Machinery & Apparatus	112	13	13	33	13	13	37	37	182	63	63
D32	Mfg of Radio, TV & Communication Equipment and Apparatus	69	8	10	46	18	18	132	132	247	158	160
D33	Mfg of Medical, Precision & Optical Instruments, Watches & Clocks	32	4	10	14	6	10	29	29	75	39	49
D34	Mfg of Motor Vehicles, Trailers & Semi-Trailers	85	10	10	28	11	11	34	34	147	55	55
D35	Mfg of Other Transport Equipment	42	5	10	14	6	10	16	16	72	27	36
D36	Mfg & Repair of Furniture	295	35	35	65	26	26	39	39	399	100	100
D37	Recycling	18	2	10	2	1	2	2	2	22	5	14
D39	Mfg, n.e.c.	128	15	15	32	13	13	21	21	181	49	49
E40	Electricity, Gas, Steam & Hot Water Supply	161	19	19	90	36	36	90	90	341	145	145
E41	Collection, Purification & Distribution of Water	168	20	20	31	12	12	15	15	214	47	47
F45	Construction	665	78	78	116	46	46	109	109	890	233	233
G50	Sale, Maintenance & Repair of Motor Vehicles & Motorcycles, Retail of Auto. Fuel	1,093	129	129	56	22	22	25	25	1,174	176	176
G51	Wholesale Trade & Commissioned Trade	1,776	209	209	164	65	65	92	92	2,032	366	366
G52	Retail Trade except of Motor Vehicles & Motorcycles, Rep. of Pers. & Household Goods	3,459	407	407	270	107	107	250	250	3,979	764	764
H55	Hotel & Restaurants	3,680	433	433	155	62	62	56	56	3,891	551	551
I60	Land Transport	406	48	48	62	25	25	61	61	529	134	134
I61	Water Transport	102	12	12	23	9	10	16	16	141	37	38
I62	Air Transport	17	2	17	1	0	1	5	5	23	7	23
I63	Supporting & Auxiliary Transport Activities; Activities of Travel Agencies	672	79	79	72	29	29	61	61	805	169	169
I64	Post & Telecommunications Services except National Postal Activities	286	34	34	40	16	16	41	41	367	91	91
J65	Banking Institutions except Central Banking	590	69	69	36	14	14	52	52	678	135	135
J66	Non-Bank Financial Intermediation	392	46	46	36	14	14	29	29	457	89	89
J67	Insurance & Pension Funding, except Compulsory Social Security	91	11	11	39	16	16	24	24	154	51	51
J68	Activities Auxiliary to Financial Intermediation	100	12	12	22	9	10	18	18	140	39	40
K70	Real Estate Activities	297	35	35	41	16	16	16	16	354	67	67
K71	Renting of Machinery & Equipment w/o Operator, Personal & Household Goods	59	7	10	4	2	4	5	5	68	14	19
K72	Computer & Related Activities	210	25	25	37	15	15	34	34	281	74	74
K73	Research & Development	23	3	23	0	0	0	9	9	32	12	32
K74	Miscellaneous Business Activities	1,346	159	159	322	128	128	458	458	2,126	745	745
K74996	Call Center Activities	43	5	43	15	6	15	70	70	128	81	128
K74997	Medical Transcription and Related Outsourcing Activities	6	1	6	1	0	1	1	1	8	2	8
M81	Private Education Services	2,279	268	268	256	102	102	232	232	2,767	602	602
N85	Health & Social Work except Public Medical, Dental & Other Health Services	527	62	62	96	38	38	87	87	710	187	187
O90	Sewage & Refuse Disposal, Sanitation & Similar Activities	10	1	10	1	0	1	2	2	13	3	13
O92	Recreational, Cultural & Sporting Activities	534	63	63	91	36	36	54	54	679	153	153
O93	Other Service Activities	318	37	37	6	2	6	5	5	329	44	48

Sample Size Determination (Based on 2006 SSF)

Stratum	N _h	% of N	Emp	% of Employment	n _h	
20 - 99	25,061	79.9	982,408	30.4	2,952	
100 - 199	3,182	10.1	433,579	13.4	1,265	
200 and over	3,136	10.0	1,811,055	56.1	3,136	
TOTAL	31,379	100.0	3,227,042	100.0	7,353	(total sample size excluding replacement)

2.7. BLES Integrated Survey (BITS) Questionnaire

The survey questionnaire has been designed to capture the key data requirements on labor statistics from establishments that used to be collected in BLES regular surveys.

2.7.1. Cover Page (Page 1)

This contains the address box, contact particulars for assistance, spaces for changes in the name and location of sample establishment and for head office information in case the questionnaire is endorsed to it and status codes of the establishment to be accomplished by BLES and its field personnel.

2.7.2. Survey Information (Page 2)

This contains the survey objectives and uses of the data, confidentiality clause, collection authority, authorized field personnel, coverage, reference periods, due date for accomplishment and expected date when the results of the 2006 BITS would be available.

2.7.3. Part I: General Information (Page 3)

This portion inquires on:

- main economic activity
- major products/goods or services
- establishment characteristics as to ownership,
- unionism and membership, and existence and coverage of collective bargaining agreement/s

The definition of terms used for this section are found at the bottom of page 3.

2.7.4. Part II: Employment (Pages 4 - 7)

This section requires data on total employment and its breakdown into major occupation group (managers, managing proprietors and supervisors, professionals, technical and associate professionals, clerks, sales workers, service workers, traders and related workers, plant and machine operators and assemblers, laborers and unskilled workers).; vital occupations; hard-to-fill occupations; recent changes in business and working methods and technology adoption; and future trends in occupational employment.

The definition of terms used for this section are found at the right side of page 4 and in subsequent pages.

2.7.5. Part III: Wage and Compensation Practices (Pages 8-11)

This part inquires on methods used in fixing or revising wages, basis of wage payment, mode and the type of payment, methods of fixing COLA, paid leave benefit, social security schemes, health care benefits and incentives included in the compensation system.

The definition of terms used for this section is incorporated in item 1 of the inquiry on methods used in fixing or revising wages and salaries and item 9a of the inquiry on incentives included in the compensation system.

2.7.6. Part IV: Certification (Page 12)

This portion is provided for the respondent's name/signature, position, telephone no., fax no. and e-mail address and time spent in answering the questionnaire.

Appropriate spaces are also provided to elicit comments on:

- data provided for the BITS questionnaire
- presentation/packaging, particularly on the definition of terms, layout, font and color.

2.7.7. Part V: Survey Personnel (Page 12)

This portion is for the particulars of the enumerators and area/regional supervisors and reviewers at the BLES and DOLE Regional Offices.

2.8. Output Tables to be Generated

The following information can be made available from the survey.

A. Establishment Profile

1. Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, by Establishment Characteristics, Philippines: June 2006
 - where employment size refers to: 20-99; 100-199 and 200 and over
 - where establishment characteristics refer to:
 - 1.1. ownership (wholly Filipino, with foreign equity, wholly foreign)
 - 1.2. with union (with CBA, without CBA); without union

B. Employment

2. Total Employment in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, by (establishment characteristics), Philippines: June 2006
 - where establishment characteristics refer to:
 - 2.1. ownership (wholly Filipino, with foreign equity, wholly foreign)
 - 2.2. with union (with CBA, without CBA); without union

3. Total Employment in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, by Major Occupation Group, Philippines: June 2006
where occupation group refers to:
Managers, Managing Proprietors and Supervisors,
Professionals, Technical and Associate Professionals,
Clerks, Sales Workers, Service Workers, Trades and
Related Workers, Plant and Machine Operators and
Assemblers and Laborers and Unskilled Workers
4. Employee Category in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
where employee category refers to:
 - 4.1. unionized workers: male, female
 - 4.2. union officers: male, female
 - 4.3. union presidents: male, female
 - 4.4. workers covered by CBAs: male, female

C. Additional Establishment Information

5. Vital Occupations/Skills in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
6. Hard-to-Fill Occupations in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
7. Impact of Recent Changes in Business and Working Methods in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
8. Degree of Adoption of New Technologies in Areas of Concern in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
9. Expanding Occupations in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
10. Contracting Occupations in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
11. New/Emerging Occupations in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006
12. Developments Which are Likely to Have Influenced the Employment Level Between now and end of 2010 in Non-Agricultural Establishments by Employment Size and Industry Group, Philippines: June 2006
13. Future Trends in Occupational Employment for the Period up to 2010 in Non-Agricultural Establishments with 20 or More Workers by Occupation Group, Philippines: June 2006
14. Occupations Which are Likely to Expand the Most for the Period up to 2010 and Reason/s for Expansion in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006

15. Occupations/Skills Which are Likely to be Most Vital to Establishment's Future Business Performance, Reasons Why Vital and Most Important Characteristics, in Non-Agricultural Establishments with 20 or More Workers by Employment Size and Industry Group, Philippines: June 2006

D. Wage and Compensation Practices

Note: Statistical tables will also be prepared to show disaggregations along establishment characteristics, e.g., ownership, unionized or with CBA

1. Non-Agricultural Establishments by Methods Used in Fixing or Revising Wages and Salaries by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
2. Non-Agricultural Establishments by Basis of Wage Payment by Occupational Group, Employment size and Industry Group, Philippines: June 2006
3. Non-Agricultural Establishments by Mode of Payment of Wages or Salaries by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
4. Non-Agricultural Establishments by Type of Payment of Wages or Salaries by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
5. Non-Agricultural Establishments with Cost-of-Living or Dearness Allowance Provided by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
6. Non-Agricultural Establishments by Method Used in Fixing COLA by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
7. Non-Agricultural Establishments With Leave Benefit Provisions by Number of Paid Leave by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
8. Non-Agricultural Establishments by Social Security Schemes Adopted and Type of Payment by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
9. Non-Agricultural Establishments with Health Care Benefit by Fund Source by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
10. Non-Agricultural Establishments With Incentives Included in the Compensation System by Occupational Group, Employment Size and Industry Group, Philippines: June 2006
11. Non-Agricultural Establishments by Type of Incentives Provided by Occupational Group, Employment Size and Industry Group, Philippines: June 2006

2.9. Periodicity and Reference Periods

The BITS is conducted annually with the inquiry on employment as regular features of the survey. The inquiry on industrial relations tackles new topics each year.

For this round, the reference period is June 30, 2006

2.10. Editing Guidelines

Completeness, consistency and authenticity of survey data are requisites to ensure processing of correct information. With this in mind, these editing guidelines have been prepared to help Enumerators, Supervisors and Reviewers detect and correct errors in the accomplished questionnaires.

2.10.1. General Instructions

- a. Any attachments by the establishment should be stapled on the relevant page of the questionnaire. The corresponding **EIN** (see section 3.5.2 of Chapter 3) should be written on the upper right hand corner of each page of the attachment.
- b. The **comments** of the respondent on p.12 of the questionnaire should be noted as these may provide explanations relevant to the accomplished questionnaire.
- c. Use **red** ballpoint in editing.
The Enumerator should **verify** with the establishment any reported data in the questionnaire that does not pass the editing guidelines.
If during the questionnaire review by the Supervisor/Reviewer, **inconsistent** entries are still noted, these should be encircled and the questionnaire returned to the concerned Enumerator for verification together with the applicable BITS Form 1 (Verification Form).
Likewise, inconsistent entries in the accomplished questionnaires from the Regional Offices should also be encircled by BLES Reviewers and the questionnaires returned to the concerned Regional Supervisors for verification together with the applicable BITS Form 1 (Verification Form).
- d. Entries by the respondent that need to be revised should not be erased or obliterated. The original entry should be **lined out** neatly. The correct/new entry should be legibly written close to the crossed out entry.
- e. Where there are no numeric values to report, entry should be '0'.
- f. Where details are provided, these should **add up** to respective totals.
- g. Where entries refer to unclassified categories i.e. Others (specify), description of the entry should be provided.
- h. If problems arise, the Enumerator should **consult** his/her Area Supervisor while the latter his/her Regional Supervisor.

2.10.2. Specific Instructions

2.10.2.1. Cover Page (Page 1)

If there are any **changes in the name (trade/patented) and address** of the sample establishment, the Enumerator should fill out the appropriate space/s right after the label as specified. **He/she should not write on the pre-addressed label.** If the questionnaire is to be accomplished by the **head office**, the Enumerator should likewise fill out the allocated spaces as specified.

If the business name or that as registered with DTI, SEC or local government is given, it should **not** be considered as a change in name. Example, if the name of establishment in the pre-addressed label is 'Castillan Restaurant', there is no change in name if the franchise holder/business name is say, 'Castillan Food Industries'. *(Note: Survey Trainer should make this distinction clear to avoid changing of names from trade name to business name or from business name to trade name of the same establishment in the survey sampling frame.)*

At the bottom of the page are codes (for detailed description please refer to section 3.5.6 of Chapter 3) that will reflect the status of the questionnaire. Only the field and BLES personnel should accomplish the portion applicable to them.

2.10.2.2. Part I: General Information (Pages 3 and 4)

Item of inquiry	Guidelines
1. Main Economic Activity Major Products/Goods or Services	<ul style="list-style-type: none"> The main economic activity of the establishment should be completely described. The first product/service reported should be consistent with main economic activity.
2. Ownership	<ul style="list-style-type: none"> There should be only one (1) box checked here. If "With foreign equity" is checked, <u>percent</u> of equity should be specified.
3. With union	<ul style="list-style-type: none"> There should be only one box checked here. If "No" is checked, there should be no entries in the succeeding items (items 4 to 7)
4. Number of unions	<ul style="list-style-type: none"> There should be entry here if there is entry in union membership (item 5). There may be one of more unions in an establishment.
5. Union membership	<ul style="list-style-type: none"> Entry here should not exceed or equal to the entry in total employment (item 1.1) in Part II.
5.1. Female members	<ul style="list-style-type: none"> Entry here should not exceed entry in item 5.
5.2. Union officers	<ul style="list-style-type: none"> There should be entry here if there is entry in item 5. Entry here should not exceed entry in item 5.
5.2.1. Female officers	<ul style="list-style-type: none"> There can only be female officers if there are female union members. Entry here should not exceed entry in item 5.2.
5.2.1.1. Female presidents	<ul style="list-style-type: none"> There can only be female presidents if there are female union members. Entry here should not exceed entry in item 5.2.1.
6. With collective bargaining agreements	<ul style="list-style-type: none"> If "Yes" is checked, there must be corresponding entry in item 3.
7. Workers covered by CBAs.	<ul style="list-style-type: none"> There should be entry here if there is entry in item 6. Entry here may be greater than entry in item 5. Entry should not exceed entry in total employment (item 1.1) in Part II.
7.1. Female workers covered	<ul style="list-style-type: none"> Entry here may be greater than entry in item 5.1.

2.10.2.3. Part II: Employment (Pages 5 and 6)

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)	Guidelines
1.1. Total Employment <i>(sum of entries in items 1.2.1. to 1.2.9.)</i> 1.1.1 Female Workers	66	<ul style="list-style-type: none">Entry should be the sum of entries in items 1.2.1 to 1.2.9.Managing owner with no regular pay is included here.Security Guards provided by Security Agencies to the establishment are not part of total employment.Workers in any of the occupation group who are not directly hired by the establishment should not be included in total employment.Entry may be equal to or less than entry in item 1.1.
1.2. Employment by Major Occupation Group <i>(Please indicate number for each group relevant to your establishment)</i>		<ul style="list-style-type: none">Workers for each category should be classified as to their actual duties and responsibilities in 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. This holds true to the rest of the occupation group.
1.2.1. Managers, Managing Proprietors and Supervisors	8	<ul style="list-style-type: none">Entry should not exceed entries in items 1.2.2 to 1.2.9.Managing owners without regular pay are included here.The proportion of this group should not be more than 40 percent of total employment. If entry is not within the range, verify.
Professionals Technical and Associate Professionals Clerks Sales Workers Service Workers Trades and Related Workers Plant and Machine Operators and Assemblers Laborers and Unskilled Workers	6 12 24 0 8 0 0 8	<ul style="list-style-type: none">There may be entries in all the occupation groups (1.2.1 to 1.2.9) depending on the company structure. Note: Security Guards contracted from agencies are not part of establishment total employment. In other words, workers in any of the occupation group who are not directly hired by the establishment should not be included in total employment.

ITEM OF INQUIRY	GUIDELINES
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)	<ul style="list-style-type: none"> • Every vital occupation/skill listed down should have a corresponding brief explanation that adequately provided or capture the main tasks/duties.
3. Which occupations (if any) have presented special recruitment problem over the last three years? (Please list down hard-to-fill occupations)	<ul style="list-style-type: none"> • For every occupation listed down there should be corresponding number of months/years vacancy remains unfilled and reason why still vacant.
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)	<ul style="list-style-type: none"> • Accept only one (1) check in the column for each aspect of business operation and working methods.
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)	<ul style="list-style-type: none"> • Accept only one (1) check in the column for each area. • If "Others" is ticked, check for details.
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 proportion of your total employment. (Please list down those most affected occupations under appropriate column).	<ul style="list-style-type: none"> • Accept entry/ies as is.
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).	<ul style="list-style-type: none"> • Accept entry/ies as is.
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/es for each aspect).	<ul style="list-style-type: none"> • There should be at least one relevant box checked for each aspect i.e., aspect of business and aspect of working methods.
ITEM OF INQUIRY	GUIDELINES
9. In the light of developments identified in	<ul style="list-style-type: none"> • Check if there are entries in items 1.2.1 to

<p><i>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).</i></p>	<p>1.2.9.</p> <ul style="list-style-type: none"> • There should only be one check mark in appropriate column for each occupation group.
<p><i>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).</i></p>	<ul style="list-style-type: none"> • There should only be one checkmark in appropriate column for each expanding occupation.
<p><i>11. Which particular occupations/skills are likely to be most vital/key to your future business performance and why? (Please list down such occupations and for each indicate the reason why it is vital to the organization and its most important characteristics using the codes provided below).</i></p>	<ul style="list-style-type: none"> • For each occupation, applicable code should be indicated for column (2) "Reasons Why Vital" and column (3) "Most Important Characteristics". • For code "Others", details should be specified.
<p><i>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?</i></p>	<ul style="list-style-type: none"> • Appropriate box should be checked. • If "Yes" is checked, the problems and constraints encountered by the establishment should be checked.
<p><i>13. What form of government interventions do you propose to address these problems/constraints?</i></p>	<ul style="list-style-type: none"> • Suggestions of establishments as to the form of government interventions that could address the problems/constraints should be stated here.

ITEM OF INQUIRY	GUIDELINES
1. What methods are used in fixing or revising wages and salaries for the majority of the employees?	<ul style="list-style-type: none"> There should only be one checkmark for each occupational group. If corresponding to code 01 (CBA) is checked ensure that there is an existing CBA reported in Item 6 of Part I. If the method in fixing or revising wages is other than those enumerated, this should be specified under "Others".
2. What is the basis of wage payment for the majority of the employees?	<ul style="list-style-type: none"> There should only be one checkmark for each occupational group.
3. What is the mode of payment of wages or salaries for the majority of the employees?	<ul style="list-style-type: none"> There should only be one checkmark for each occupational group.
4. How are wages or salaries paid for the majority of the employees?	<ul style="list-style-type: none"> There should only be one checkmark for each occupational group.
5. Are there any cost-of-living or dearness allowances given to the majority of the employees?	<ul style="list-style-type: none"> There should only be one checkmark for each occupational group. Either "YES" or "NO"
5a. If yes, what methods are used in fixing cost-of living allowances?	<ul style="list-style-type: none"> There should only be one checkmark corresponding to every occupational group with "YES" responses in item 5. If the method in fixing COLA is other than those enumerated, this should be specified under "Others".
6. What paid leave benefits does the establishment provide for the majority of the employees	<ul style="list-style-type: none"> Check entry as is. For every leave benefit checked, there must be entry on the no. of days paid for the applicable occupational group. If there are paid leave benefits provided other than those enumerated, these should be specified under "Others".
7. What social security benefits/schemes does the establishment adapt for the majority of the employees?	<ul style="list-style-type: none"> Check entry as is. For every social security adopted, there should only be one checkmark for the type of payment corresponding to each occupational group. If there are Social Security Schemes other than those enumerated, these should be specified under "Others".
8. Are health care benefits provided to the majority of the employees?	<ul style="list-style-type: none"> There should only be one checkmark for each occupational group
ITEM OF INQUIRY	GUIDELINES
8a. If Yes, what health care benefits	<ul style="list-style-type: none"> There should only be one checkmark for

<i>are provided?</i>	<p>coverage of every health care benefits provided corresponding to the occupational group with “YES” responses in item 8.</p> <ul style="list-style-type: none">• If there are Health Care Benefits provided other than those enumerated, these should be specified under “Others”.
<i>8b. How are these healthcare benefits funded?</i>	<ul style="list-style-type: none">• For every occupational group provided with health care benefits in item 8a, only funding source codes (either a, b or c) should be entered.• Other Health Care Benefits specified under “Others” in item 8a should also reflect funding source code accordingly.
<i>9. Are incentives included in the compensation system of the majority of the employees?</i>	<ul style="list-style-type: none">• There should only be one checkmark for each occupational group. Either YES or NO.
<i>9a. If Yes, what incentives are included in the compensation system?</i>	<ul style="list-style-type: none">• For every occupational group with “Yes” responses in item 9, there should be checkmarks on the type of incentives included in compensation package. Multiple responses for incentives are acceptable.• If there are incentives included in the compensation system other than those enumerated, these should be specified under “Others”.

2.10.2.5. Consistency of Some Entries for Common Samples

Both the OWS and BITS questionnaire ask for some information that pertain to a common reference period, that is June 30, 2006. These items are on:

Item of Inquiry	OWS Item No.	BITS Item No.
Main economic activity	Part A: item 1	Part I: item 1
Major products/goods or services	Part A: item 1	Part I: item 2
Employment	Part A: item 2	Part II: item 1

Establishments that are samples of OWS and BITS should reflect/have the same entries for these items of inquiries. It is the responsibility of the Supervisors to ensure that the entries referred to are the same when the questionnaires are retrieved at the same time.

Notes

2.10.2.6. Part IV: Certification (Page 12)

To facilitate coordination in cases when some entries have to be verified, the Enumerator should see to it that the required information on the respondent are fully provided. The respondent’s signature in particular is important, as this indicates that the information provided by the establishment is official/approved for submission to BLES.
(see section 3.8b of Chapter 3)

Information on the time spent in answering the questionnaire as well as their comments on the presentation and packaging of the questionnaire will provide inputs in questionnaire re-design for subsequent survey rounds. Comments on data provided for the 2003/2004 BITS can facilitate processing of survey data.

Name/Signature of Contact Person In the Establishment:			Juan dela Cruz
Position: Human Resource Manager		Fax No.: 831-5645	
Tel. No. 831-5624		E-mail address:jdc@stc.com	
Time spent in answering this questionnaire: <input type="checkbox"/> Less than 1 day <input type="checkbox"/> 1 - 2 days <input checked="" type="checkbox"/> More than 2 days			
Comments:			
a. On data provided for the 2003/2004 BITS:			
b. On presentation/packaging:			Suggestions for improvement:
Definition of terms	<input checked="" type="checkbox"/> Easy to understand <input type="checkbox"/> Vague		
Layout	<input checked="" type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly		
Font, color	<input checked="" type="checkbox"/> Appealing <input type="checkbox"/> Not appealing		

2.10.2.7. Part V Survey Personnel (Page 12)

In this portion, the persons involved in the field operations should write their names and the dates when the questionnaire was retrieved (Enumerator; Area Supervisor of NCR/Area or Regional Supervisor of ONCR as the case may be). The Area or Regional Supervisor of ONCR as the case may be and BLES Reviewer only sign and write the date if the questionnaire is acceptable for processing, e.g. RET1 or RET2.

The dates are particularly important, as these would indicate the time it takes to retrieve or review the questionnaire---a measure of survey efficiency.

National Capital Region			
	Enumerator	Area Supervisor	Reviewer
Name	Edna Castro	Nancy Dimapilis	Katrina Birad
Date	8/27/06	9/5/06	9/10/06

Outside National Capital Region				
	Enumerator	Area Supervisor	Regional Supervisor	BLES Reviewer
Name				
Date				

Notes

2.11. BITS Form 1 (Verification Form)

The Reviewer* should accomplish BITS Form 1 in duplicate, specifying the

establishment's name, address, other particulars and details of entry/ies for verification. The original copy should be stapled to the questionnaire and returned to:

- In BLES:

i) NCR questionnaire

Supervisor should acknowledge its receipt on the original copy of the form and the NCR Reviewer's duplicate copy. He/she should follow-up with the Enumerator on the questionnaire for verification.

ii) ONCR questionnaire

BLES Senior LEO in-charge for transmittal of the forms to the concerned Regional Supervisor for verification of concerned Enumerator, he/she should follow-up with the DOLE RO on the questionnaire for verification.

The duplicate copy of the verification form shall be retained by the NCR Reviewer to keep tab of the questionnaire for verification.

- In DOLE RO:

The duplicate copy of the form shall be retained by the ONCR Supervisor to keep tab of the questionnaire for verification.

***In the DOLE-RO, the Supervisor may double up as Reviewer.**

Once verification is completed, the verified questionnaire is to be submitted to:

- In BLES

i) NCR questionnaire

NCR Supervisor for review of concerned Reviewer. The Reviewer should refer to the duplicate copy of the form when necessary.

ii) ONCR questionnaire

BLES Senior LEO in-charge for action of the Reviewer. The Reviewer refers to the duplicate copy of the form as necessary.

- In DOLE RO:

Concerned ONCR Supervisor should review verified questionnaire. He/She refers to the duplicate copy of the form when necessary.

If the questionnaire is acceptable, ONCR Supervisor/BLES Reviewer encircles RET2 in status code portion of the questionnaire. He/She signs and writes the date on the appropriate spaces in the certification portion of the questionnaire. Supervisor and Enumerator also record RET2 and date verified (date of RET2) in their respective control lists.

The ONCR Supervisor/BLES Reviewer signs and writes the date in the appropriate spaces of the duplicate copy of BITS Form 1.

BITS FORM 1 (VERIFICATION FORM)

To Our Valued Respondent: Thank you for accomplishing the 2003/2004 BITS questionnaire. We, however, have some queries regarding some entries in the attached questionnaire. To guide you, we are providing you this form which contains our observation/s on your report. Should there be a need to revise your data, kindly line out the original entry, write close to it the new entry and affix your initial beside it.

EIN: _____ GEO: _____ PSIC: _____ ATE: _____	NAME _____ OF _____ ESTABLISHMENT: _____ FLOOR/BLDG.: _____ NO./STREET/SUBDIVISION: _____ BARANGAY/CITY/MUNICIPALITY: _____ _____ ZIP CODE/PROVINCE: _____
---	---

[illegible]

Received by Supervisor:	Verification Accepted by Reviewer:
Signature:	Signature:
Date:	Date:

OPERATIONAL STRATEGY

This chapter discusses the conduct of field operations of 2006 OWS and 2006 BITS.

3.1. Training of Field Personnel

Field operations is a crucial part of any survey. The conduct of training on data collection and field editing aims to ensure that statistical and survey standards are observed.

The training schedule is as follows:

TIME	DURATION	ACTIVITY
DAY 1		
<i>A.M.</i>		
8:00	15 minutes	Registration
8:15	15 minutes	Opening Ceremonies
8:30	1 hour	BITS Part I – General Information
9:30	1 hour	BITS Part II – Employment
10:30	15 minutes	Break
10:45	1 hr. 15 min.	BITS Part III – Wage and Compensation Practices
12:00	1 hr. 30 min.	Lunch Break
<i>P.M.</i>		
1:30	15 minutes	Part IV – Certification
		Part V – Survey Personnel
1:45	15 minutes	Break
3:00	2 hours	Occupational Wages Survey
DAY 2		
7:45	15 minutes	Registration
8:00	4 hours	Operational Strategy
12:00	1 hr. 30 min.	Lunch Break
1:30	3 hrs. 30 min.	Survey Documents and Forms
		Administrative Concerns
		Allocation of Assignments

3.2. Duties and Responsibilities of Field Personnel

3.2.1. Regional Supervisors Outside NCR

- a. Participate in the training on data collection and field editing to be conducted by BLES;
- b. Conduct training to Area Supervisors and Enumerators;
- c. Ensure the implementation of the survey in their regions within the allotted time;
- d. Allocate questionnaires for delivery to field personnel, receive and control questionnaires from the field and send to BLES within the required period the spoilage/retrieved/verified questionnaires and those questionnaires for endorsement to NCR head offices, covered by the applicable transmittal forms;
- e. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to Area Supervisors or Enumerators;

Note: When held in the Regional Office, the BLES trainer conducts the training to Area Supervisors and Enumerators.

3.2.1. Regional Supervisor Outside NCR (cont'd.)

- f. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification;
- g. Submit the regional report on the implementation of the survey and other required reports to BLES;
- h. Monitor and evaluate the performance of field personnel for purposes of determining the survey status and payment of salaries; and
- i. Ensure the confidentiality of data provided by the establishments.

3.2.2. Area Supervisors

- a. Participate in the training on data collection and field editing;
- b. Conduct training to their Enumerators *(for NCR Supervisors)*;
- c. Ensure the implementation of the survey in their areas within the allotted time;
- d. Allocate questionnaires to field personnel, receive and control the questionnaires from the field *(for NCR Supervisors)*;
- e. Assist the Regional Supervisor in the allocation of questionnaires to field personnel, receive and control the questionnaires from the field *(for ONCR Area Supervisors)*;
- f. Check the completeness and consistency of the entries in the accomplished questionnaires and return those for verification to Enumerators;
- g. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification;
- h. Monitor and evaluate the performance of Enumerators for purposes of determining the survey status and payment of salaries; and
- i. Ensure the confidentiality of data provided by the establishments.

Note: In NCR, duties “f and g” shall be undertaken by BLES Reviewers and monthly Project-Based Individuals (PBIs), respectively.

3.2.3. Enumerators

- a. Participate in the training on data collection and field editing;
- b. Deliver the questionnaires, explain the items of inquiries to the contact persons in the establishments, and collect and edit accomplished questionnaires within the allotted time;
- c. Submit the properly accomplished/edited and undelivered questionnaires to the Regional/Area Supervisor;
- d. Verify questionnaires returned by Regional/Area Supervisor with the establishments; and
- e. Ensure the confidentiality of data provided by the establishments.

3.3. Survey Respondents

The respondents to the survey are the HRD personnel/industrial relations managers, accountants or the designated employees by the establishments responsible for answering government surveys.

3.4. Materials of Field Personnel

Notes

Survey Material	Enumerator	Supervisor
Identification card	√	
Letter of introduction	√	
Field Operations Manual	√	√
Applicable control list	√	√
Pre-addressed questionnaires	√	
Extra questionnaires	√	
Extra OWS Occupational Sheets	√	
Extra Occupational Injuries Classification		
Certificate of appearance	√	
Letters to head offices of sample establishments	√	
Other applicable forms	√	√
Ballpen (blue/black and red)	√	√
Calculator		√

Notes: 1. Supervisors should have the relevant materials if they will double up as Enumerators.
2. Letter to head office should already contain the signature of the Director. This letter should be addressed, filled-out and dated by the Enumerator before delivery to the head office.

3.5. General Information

3.5.1. Address Label

All questionnaires have been pre-addressed by BLES. The address label is found on the upper portion of the cover page of each questionnaire. A sample is shown below:

THE OWNER/MANAGER SOLID ENTERPRISES 3/F SOLID BLDG 17 RIZAL ST ANTONIO SUBD BUROL MANDALUYONG CITY 1552 METRO MANILA 11100 137401014 G51311 5 *	Name of Establishment Address 1: Floor/Bldg., # Street, Subdivision Address 2: Barangay, City or Municipality Address 3: Zip Code, Province
EIN GEO PSIC ATE CODE CODE CODE	Note: Address 3 for NCR is Metro Manila

On each address label of the questionnaire, an asterisk/s can be seen after the ATE Code:

- * Establishment is a sample of BITS only
- ** Establishment is a sample of OWS only
- *** Establishment is a sample of BITS and OWS

3.5.2. Establishment Identification Number (EIN)

The first set of numbers under the name/address of the establishment is the Establishment Identification Number. This is a **unique** and **fixed** number assigned to each establishment by the BLES for reference purposes. **Caution** should be exercised in writing this number on any document pertinent to the survey.

3.5.3. Geographic (GEO) Code

The GEO Code is the 9-digit code to denote the geographical location of the establishment. The first and second digits refer to the *region*, the third and fourth digits to the *province*, the fifth and sixth digits to the *city/municipality* and the last three digits to the *barangay*. The reference year of the GEO code used is 2003.

3.5.4. Philippine Standard Industrial Classification (PSIC) Code

The PSIC Code is the 6-alphanumeric code to denote the industrial classification of the establishment. The alpha character refers to the major industry group while the numeric characters refer to the specific industry group. The reference year of the PSIC code used is 1994.

3.5.5. Average Total Employment (ATE) Code

The ATE Code is the 1-digit code to denote the employment size or number of workers in the establishment. The code equivalents are as follows:

ATE Code	Employment Size	ATE Code	Employment Size
3	20-49	7	500-999
4	50-99	8	1000-1999
5	100-199	9	2000 and over
6	200-499		

3.5.6. Status Codes

The **final** status code of each questionnaire in the **Supervisor's and Enumerator's Control Lists** (FM-BLES 02-2.1a and FM-BLES 02-2.2a, respectively) should be **the same**. Only the following codes are **acceptable** and should be encircled in the applicable portion of **Status Code** found at the bottom of the cover page of the questionnaire.

Code	Description	Instruction
RET1	Retrieved for processing after distribution	All information provided by the establishment at the first instance have passed the field editing by the Enumerator. He/she then submits the questionnaire to the Supervisor for review. If acceptable, the status is retained.
RFV	Returned for verification	The accomplished questionnaire when reviewed by the Supervisor/Reviewer was found with incomplete/inconsistent entries or is a consolidated/nationwide report . The Supervisor returns it to the enumerator for verification of incomplete or inconsistent entries or reporting of data specific to the establishment in the case of consolidated or nationwide data.
RET2	Retrieved for processing after verification	All the items for verification have been corrected and have passed the review of the Supervisor/Reviewer. Otherwise, the status remains RFV and will be returned to the Enumerator for further verification. When the questionnaire finally passes the review, the status becomes RET2.
REF	Refusal	The establishment refuses to cooperate to the survey despite repeated persuasions and three (3) callbacks/follow-ups by the Enumerator and one (1) follow-up by the Supervisor (through phone, mail or personally) .

Code	Description	Instruction
STR	On strike	The establishment is on strike and no one could accomplish the questionnaire.
TCL	Temporarily closed	The establishment is not in operation at the time of the field operations due to inventory, calamity/disaster, and repair/maintenance of equipment and the like.
CBL	Cannot be located	The establishment is not in the given address or anywhere else in the area/s covered by the Enumerator, or the previously existing establishment in the given address has moved to an unknown location. All possible sources of information e.g. knowledgeable persons in the area, phone directory, should first be exhausted before an establishment is coded as CBL.
PCL	Permanently closed	The establishment has permanently ceased operation at the time of enumeration.
DUP	Duplicate	<p>The establishment has been confirmed as the same as another sample establishment relative to address and specific economic activity. Discontinue data collection. Write beside the code the EIN of the establishment being duplicated.</p> <p>The establishment to be retained should be that with the <u>lower</u> EIN, e.g. EIN 450 and EIN 463 are the same establishments, then EIN 463 is DUP of EIN 450.</p>
OSP	Outside industry coverage of the survey	This refers to an establishment whose industry is excluded from the coverage of the survey. Discontinue data collection. Write beside the code, the PSIC of the establishment e.g. A01-A05, B06, I64110, J65100, L75, M80, N8511, O91 and Q99.
OTH	Status n.e.c.	<p>This refers to a condition not classifiable in any of the above status codes. Discontinue data collection. Write beside the code the reason for OTH.</p> <p>Examples of this are: economic units with family/unpaid workers only, warehouse with no employees or only with security guard, power barge, security detachments, janitorial units, musical band or “banda” in operation during fiestas, cockpits.</p>

Tips to Enumerators

Bring the necessary survey materials when on fieldwork.

Manage your time. Follow an itinerary of travel for delivery and collection that would consume the least time.

Be **courteous** at all times. Establish rapport with the respondent and win his/her cooperation.

- a. Each enumerator should have a **Letter of Introduction** signed by the Director (BLES/DOLE Regional Office), to be presented to the sample establishment. Upon reaching the establishment, the Enumerator introduces himself/herself to the receptionist or to any person who can refer him/her to the HRD/personnel/industrial relations manager, medical personnel, accountant or the designated employee responsible for answering government surveys. In such instance, the Enumerator re-introduces himself/herself to this contact person. It is important that the Enumerator is familiar with the objectives and concerns of the survey.

Below is a practice interview. The Enumerator is not expected to quote the following word-for-word.

“Good morning/afternoon, Ms./Mr. _____. I am _____, an interviewer of the Department of Labor and Employment (show letter of introduction). I am here concerning the 2006 Occupational Wages Survey (OWS) and/or the 2006 BLES Integrated Survey (BITS) being conducted nationwide by the Bureau of Labor and Employment Statistics. The BLES is the statistical arm of the DOLE and is one of the major data producing agencies of our government. The inquiries are in response to the demand of various users for information on (wages and/or employment, and labor relations as the case may be) in the workplace. For your particular needs, you may find that these statistics are useful in your business planning and operations.

We know that accomplishing the survey form will take up your valuable time. Nevertheless, your cooperation is important to come up with reliable statistics in support of government programs and policies on labor and employment.

We assure you that any data from you will be held in confidence and will be used for statistical purposes only. Your establishment data shall be integrated with others of the same category and shall be released only in summary form or statistical tables.”

- b. The enumerator should conduct quality control of questionnaire before delivery. Enumerator should check its quality and completeness of pages. Defective questionnaire should be replaced.
- c. The delivery of questionnaires should be completed within the **prescribed time**. The duration may be extended depending on the geographical distances of the sample establishments. However, it is important that the **delivery should be completed before collection** of questionnaires in order that BLES will know the expected number of questionnaires to be retrieved and processed. The questionnaire should be delivered to a **knowledgeable person** in the establishment to ensure that the questionnaire will be officially received and the items of inquiry of the questionnaire are **clearly explained to minimize errors** in data reporting by the contact person and **callbacks** by the Enumerator. In instances that the Enumerator is asked to leave the questionnaire with the security guard or receptionist, the Enumerator should ask for the

name, position and telephone number of the person whom he/she shall follow-up regarding the questionnaire.

- d. After explaining the items of inquiries, the Enumerator and the contact person should agree on a “pick-up date” for the accomplished questionnaire preferably within **15 working days from delivery**.
 - e. The NCR Enumerator should **leave** his/her name to facilitate coordination in case the respondent still has some queries. On the other hand, the ONCR Enumerator should also provide his/her name and write the address, telephone/fax numbers and e-mail address of the Regional Office in the spaces provided on the cover page of the questionnaire.
 - f. The Enumerator should request the contact person/personnel who received the questionnaire to sign his/her **Certificate of Appearance** (FM-BLES 03-3.8). This certificate shall serve as evidence of questionnaire delivery/follow-ups/verification to the establishment. On the average, the Enumerator should deliver questionnaires to **5 establishments per day**.
 - g. **No replacement** of sample establishment is allowed. If the establishment being subject of inquiry is no longer in the given address, the questionnaire should **not** be given to the establishment found in its place even if this establishment has the same economic activity and employment size.
 - h. If information was obtained that the establishment employs **less than 20 workers**, the Enumerator should **continue** with the delivery of questionnaire. The decline in employment may only be temporary.
 - i. A report by the Enumerator that an establishment cannot accomplish the questionnaire due to refusal (REF), strike (STR), closure (TCL or PCL), non-location (CBL), duplicate (DUP), outside survey coverage (OSP) or other reasons (OTH) should be **verified** by his/her Supervisor/Designated personnel. If **confirmed** by site verification or through other means, the Enumerator is **entitled** to the payment for delivery.
- Actions on all **spoilage** questionnaires should be recorded in the Supervisor’s and Enumerator’s control lists as shown in Appendix II (Examples of Accomplished Control Lists - Case 1) of this Chapter.
- j. Actions to be taken in cases where an establishment has **moved to a known location** are shown on Appendix III (Flow Chart on Delivery Cases to Sample Establishments that Transferred to Known Locations). Examples on these are shown on Appendix IV (Examples of Control Lists on Delivery Cases to Sample Establishments that Transferred to Known Locations) of this Chapter.
 - k. Actions to be taken in cases where a questionnaire is **endorsed to the head office** of the sample establishment are shown on Appendix V (Flow Chart on Delivery Cases to Head Offices of Sample Establishments). Examples on these are shown on Appendix VI (Examples of Control Lists on Delivery Cases to Head Offices of Sample Establishments) of this Chapter.

3.7. Collection and Field Editing of Questionnaires

- a. The period for collection/retrieval should be **within the prescribed schedule** in order that the Bureau's timetable for processing and report dissemination are met.
- b. **Phone calls and/or personal follow-ups** should be made by the Enumerator to ensure that the questionnaire is being accomplished or is ready for pick-up on the due date.
- c. In case the contact person has misplaced the questionnaire, the Enumerator should provide him/her a new one and the applicable OWS Occupational Sheet. The name and complete address, EIN, GEO/PSIC/ATE/Survey codes of the establishment should be **copied correctly** on the portion for address label.
- d. Upon pick-up of the accomplished survey form, the Enumerator should **check the entries for completeness and consistency** in accordance with the field editing guidelines of the survey. He/she should do this before leaving the establishment premises to avoid callbacks/return visits. The accomplished questionnaire shall be paid only after it finally passes the review of the Supervisor/Reviewer. The Enumerator should go back to the contact person in case of items for verification. Only a **correctly accomplished/edited questionnaire shall be paid**.
- e. On the average, an Enumerator should collect **1 to 2 questionnaires per day**. A properly accomplished/edited questionnaire that is duly signed by the contact person in the establishment is **evidence of retrieval**.
- f. The Enumerator should edit an accomplished questionnaire (delivered by him/her) that has been directly sent back to the office. When the questionnaire finally passes review of the Supervisor/Reviewer, the Enumerator should be **compensated** accordingly.
- g. Follow-ups on questionnaires that have been mailed should be done by the Supervisor at **least twice** during the duration of the field operations. For the purpose, the **prescribed letter format** should be used. The Supervisor should keep duplicate copies of the letters for reference.
- h. When a questionnaire that has been mailed is retrieved, the Supervisor/Reviewer should edit the questionnaire. If found acceptable, **no payment** should be made for retrieval considering that this questionnaire has been mailed and has been considered for the account of the Supervisor.
- i. As much as possible, the collection of questionnaires from establishments with at **least 100 workers** (ATE Code 5 and over) should be given priority.

3.8 Field Verification

- a. Supervisors should select **1 to 2** questionnaires from each Enumerator's weekly submissions for **authenticity** checks with the contact persons of establishments. See Appendix II (Examples of Accomplished Control Lists - Case 2) of this Chapter.
- b. Supervisors/Designated personnel should phone or personally visit the contact persons of **all** establishments that submitted seemingly spurious questionnaires. **Spurious** means no certification/signature of contact person or forged signature, item entries written in pencil or many erasures, fabricated entries or same entries among questionnaires or other doubtful cases. Verification of **all** spurious questionnaires should be recorded in the Supervisor's and

Enumerator's control lists. See Appendix II (Examples of Accomplished Control Lists - Case 3) of this Chapter.

For information: *In the review of questionnaires during past survey rounds, a BLES regular staff made some personal verification of inconsistent entries. The contact person in one establishment denied having answered a BLES survey questionnaire nor signed its certification portion. His establishment has ceased operation for quite some time. Another denied the existence of the contact person in her establishment.*

3.9. Review of Questionnaires

The BLES shall review all accomplished questionnaires.

In NCR, those found unacceptable by the Reviewers shall be returned to the concerned NCR Enumerators through the Area Supervisors. Questionnaires from the Regional Offices that need verification shall be sent back to the Regional Supervisors also for clarification with the establishments by concerned ONCR Enumerators. In both instances the applicable verification form shall be attached to the questionnaire.

These questionnaires shall be recorded as RFV in the control lists and in the BLES computerized status monitoring database before returning to the concerned Supervisor. Once the questionable entries are corrected, these shall be considered as finally retrieved. See Appendix II (Examples of Accomplished Control Lists - Case 4) of this Chapter.

Appendix I shows the flow chart on delivery, retrieval, verification and review of questionnaires.

3.10. Survey Status Monitoring

To keep track of the status of field operations electronically and to provide basis in updating the BLES Sampling Frame, the BLES designated personnel encodes in the survey status monitoring database the following information from the submitted questionnaires and the **Sample Respondents with New Names and Addresses** (FM-BLES 03-3.9) or **Questionnaires for Endorsement to Head Offices** (FM-BLES 03.3.15)

- changes in names, addresses, GEO code, PSIC code
- reported employment
- head office particulars, if any
- entries in certification portion of the questionnaire
- status code of the questionnaire

Every 5th and 20th of the month and until office editing has been completed, the computerized status monitoring report **Assessment on the Implementation of BLES Survey/s** (FM BLES 03-3.17) is generated to reflect the performance of the NCR Supervisors/Enumerators and the DOLE-Regional Offices.

The Supervisors should also prepare the said reports manually based on the **Enumerators' Summary Performance Report** (FM-BLES 03-3.11) or control lists.

FLOW CHART ON DELIVERY, RETRIEVAL, VERIFICATION AND REVIEW OF QUESTIONNAIRES

DELIVERY, RETRIEVAL, VERIFICATION AND REVIEW OF QUESTIONNAIRES

Activity	Person Responsible	Details
<pre> graph TD Start([Start]) --> Deliver[Deliver questionnaire to knowledgeable person in the establishment] Deliver --> Delivered{Questionnaire delivered?} Delivered -- No --> Return[Return questionnaire to Supervisor for appropriate action] Delivered -- Yes --> A((A)) Return --> Spoilage{Spoilage questionnaire?} Spoilage -- No --> Deliver Spoilage -- Yes --> B((B)) </pre>	<p>Enumerator</p> <p>Enumerator</p> <p>Supervisor/ Designated Personnel</p>	<ul style="list-style-type: none"> • All deliveries should be completed within 10 working days from the start of field operations. • Bring ID card, letter of introduction, field operations manual, control list, pre-addressed questionnaires for delivery, extra questionnaires, extra OWS occupational sheets, certificate of appearance forms, signed letters to head offices of sample establishments, ballpen (blue/black and red) and calculator. • No replacement of sample establishment is allowed. • If information was obtained that the establishment employs less than 20 workers, the Enumerator should continue with the delivery. • See sections 3.5.6 and 3.6h of this Chapter. • Confirm all spoilage status. • If verified STR, TCL, PCL, CBL, DUP, OSP, OTH, see Examples of Accomplished Control Lists-Case 1 (Appendix II) of this Chapter. • For a confirmed REF, three (3) callbacks/follow-ups by Enumerator and one (1) follow-up by the Supervisor/Designated Personnel (through phone, mail or personally) should have been done. • If establishment was found to be in operation in a new location, refer to Flow Chart on Delivery Cases to Sample Establishments that Transferred to Known Locations (Appendix III) and Appendix IV for examples of control lists. • For other delivery cases, refer to Flow Chart on Delivery Cases to Head Offices of Sample Establishments (Appendix V) and Appendix VI for examples of control lists. • On the average, the Enumerator should deliver questionnaires to 5 establishments per day.

Note: The field personnel should accomplish the applicable survey documents and forms during the relevant stages of the field operations. Refer to Chapter 5 of this Manual.

DELIVERY, RETRIEVAL, VERIFICATION AND REVIEW OF QUESTIONNAIRES (cont'd.)

Activity	Person Responsible	Details
<div><pre>graph TD; A((A)) --> B[Explain survey details to contact person]; B --> C[Collect and field edit questionnaire]; C --> D[Submit questionnaire to Supervisor]; D --> E((C)); F((D)) --> D;</pre></div>	Enumerator	<ul style="list-style-type: none">• Questionnaire should be retrieved within 15 days from delivery or on a mutually agreed date with the contact person of the establishment.• State purpose of visit, objectives and concerns of the survey.• Agree on pick-up date of accomplished questionnaire with respondent.• Leave name to facilitate coordination in case the respondent still has some queries on the survey. In addition, the ONCR enumerator should leave the address, telephone/fax numbers and e-mail address of the Regional Office in the spaces provided on the cover page of the questionnaire.• If asked to leave the questionnaire to a person (e.g. security guard, receptionist) other than a knowledgeable person in the establishment, ask for the name, position and telephone number of the person responsible for filling out the questionnaire to facilitate follow-ups.• Follow-up contact person through phone calls and/or personal visits, to ensure that questionnaire is ready for pick up on the agreed date.• In case the contact person has misplaced the questionnaire, the Enumerator should provide him/her a new one and the applicable OWS Occupational Sheet. The name and complete address, EIN, GEO/PSIC/ATE/Survey codes of the establishment should be copied correctly on the portion for address label.• Check entries of accomplished questionnaire for completeness and consistency in accordance with the field editing guidelines of the survey before leaving the establishment premises to avoid callbacks/return visits.• As much as possible, the collection of questionnaires from establishments with at least 100 workers (ATE Code 5 and over) should be given priority.• On the average, an Enumerator should collect 1 to 2 questionnaires per day.

Notes: 1. The Enumerator should edit an accomplished questionnaire (delivered by him/her) that has been directly sent back to the office.
2. Follow-ups on questionnaires that have been mailed should be done by the Supervisor at **least twice** during the duration of the field operations. For the purpose, the **prescribed letter format** should be used. The Supervisor should keep duplicate copies of the letters for reference.

DELIVERY, RETRIEVAL, VERIFICATION AND REVIEW OF QUESTIONNAIRES (cont'd.)

Activity	Person Responsible	Details
<pre>graph TD C((C)) --> A[Review questionnaire] A --> D1{Questionnaire pass editing guidelines?} D1 -- No --> B[Return to Enumerator for verification with establishment] D1 -- Yes --> E[End] B --> C1[Verify with establishment] C1 --> D((D)) F((B)) --> E G((Supervisor/ Designated Personnel)) --> E</pre> <p>The flowchart illustrates the process of reviewing and verifying questionnaires. It begins with a start point 'C' leading to the 'Review questionnaire' activity, which is the responsibility of the 'Supervisor/Reviewer'. A decision point follows: 'Questionnaire pass editing guidelines?'. If the answer is 'No', the process moves to 'Return to Enumerator for verification with establishment', the responsibility of the 'Supervisor'. This leads to 'Verify with establishment', the responsibility of the 'Enumerator', which then leads to point 'D'. If the answer to the decision is 'Yes', the process goes directly to 'End'. Additionally, point 'B' and the role of 'Supervisor/ Designated Personnel' also lead to the 'End' point.</p>	Supervisor/Reviewer	<ul style="list-style-type: none">Refer to survey editing guidelines
	Supervisor	<ul style="list-style-type: none">If there are incorrect/inconsistent/incomplete entries, fill out the pertinent Survey Verification Form/s in duplicate.Attach original copy of Verification Form to questionnaire. Keep duplicate copy for reference. See Examples of Accomplished Control Lists-Case 4 (Appendix II) of this Chapter.ONCR questionnaires for verification are returned by BLES to the Regional Supervisors for verification of their Enumerators while those for NCR are returned to the Enumerators through the Area Supervisors.
	Enumerator	
	Supervisor/Designated Personnel	<ul style="list-style-type: none">Select 1 to 2 questionnaires from each Enumerator's weekly submissions for authenticity checks with the contact persons of establishments. See Examples of Accomplished Control Lists-Case 2 (Appendix II) of this Chapter.All seemingly spurious questionnaires should be verified. See Examples of Accomplished Control Lists-Case 3 (Appendix II) of this Chapter.

Notes: 1. In NCR, Area Supervisors handle questionnaire delivery and collection while the Reviewers are in charge of review of accomplished questionnaires (including those from Regional Offices). The Designated Personnel (monthly PBIs) undertake confirmation of all spoilage questionnaires, random checks with establishments for authenticity of submissions and verification of seemingly spurious questionnaires. They are also tasked to deliver and collect/field edit questionnaires of sample establishments in regions outside NCR endorsed to head offices in NCR.

2. When a questionnaire that has been mailed is retrieved, the Supervisor/Reviewer should edit the questionnaire. If found acceptable, **no payment** should be made for retrieval considering that this questionnaire has been mailed and has been considered for the account of the Supervisor. See Examples on Delivery Cases to Sample Establishments that Transferred to Known Locations-Case 3 (Appendix IV) and Examples on Delivery Cases to Head Offices of Sample Establishments -Cases 3.1 and 3.2 (Appendix VI) of this Chapter.

EXAMPLES OF ACCOMPLISHED CONTROL LISTS

Case 1: Spoilage Questionnaire

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00897 133902010 D15110 4 . . .	ADVINCULA BROS 50 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	*					8/31	CBL	Confirmed

Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Brenda . . .	00897 133902010 D15110 4	ADVINCULA BROS 50 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	*				8/31	CBL	Confirmed

Notes: 1. All spoilage questionnaires should be confirmed by Supervisor/Designated Personnel.
2. Date Retrieved (Actual) of Enumerator and Date Retrieved of Supervisor is date when questionnaire is considered as spoilage after verification by Supervisor/Designated Personnel.

Case 2: Retrieved Questionnaire

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00146 133902010 D15110 4 . . .	A B COSTELO 1546 NARRA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	***	Jun de la Islas HRD Manager	527-1234	8/4	BITS-8/25 OWS-8/28	BITS-8/23 OWS-8/25	BITS-RET 1 OWS-RET 1	Authenticated BITS-8/25 OWS-8/28

Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Liza . . .	00146 133902010 D15110 4	A B COSTELO 1546 NARRA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	***	Jun de la Islas HRD Manager	527-1234	8/4	BITS-8/25 OWS-8/28	BITS-RET 1 OWS-RET 1	Authenticated BITS-8/25 OWS-8/28

Note: Supervisor/Designated Personnel should conduct random checks (1-2 reviewed questionnaires from Enumerator's weekly submission) with the contact persons of establishments on authenticity of submission.

Case 3: Spurious Questionnaire

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00900 133902010 D15110 4 . . .	REMEDIOS CORP 65 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	**	Jun Simon HRD Manager	527-4263	8/4	8/25	8/25	RET 1	

Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Cindy . . .	00900 133902010 D15110 4 . . .	REMEDIOS CORP 65 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	**	Jun Simon HRD Manager	527-4263	8/4	8/25	RET1	8/31 Forged signature of contact person

Notes: 1. **All** seemingly spurious questionnaires should be verified by Supervisor/Designated Personnel. **Spurious** means e.g. no certification/signature of contact person or forged signature, item entries written in pencil or many erasures, fabricated entries or same entries among questionnaires or other doubtful cases.
2. The finding that the questionnaire is spurious is a ground for dismissal of the Enumerator. See section 4.6b of Chapter 4 of this Manual.

Case 4: Questionnaire for Verification

Enumerator's Control List

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
00543 133902010 D15110 4 . . .	A B NADAL INC 30 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	***	Jun de la Cruz HRD Manager	527-1696	8/3	BITS-8/24 OWS-8/24	BITS-8/22 OWS-8/16 8/18	BITS-RET1 OWS-RET1 REF RET2	

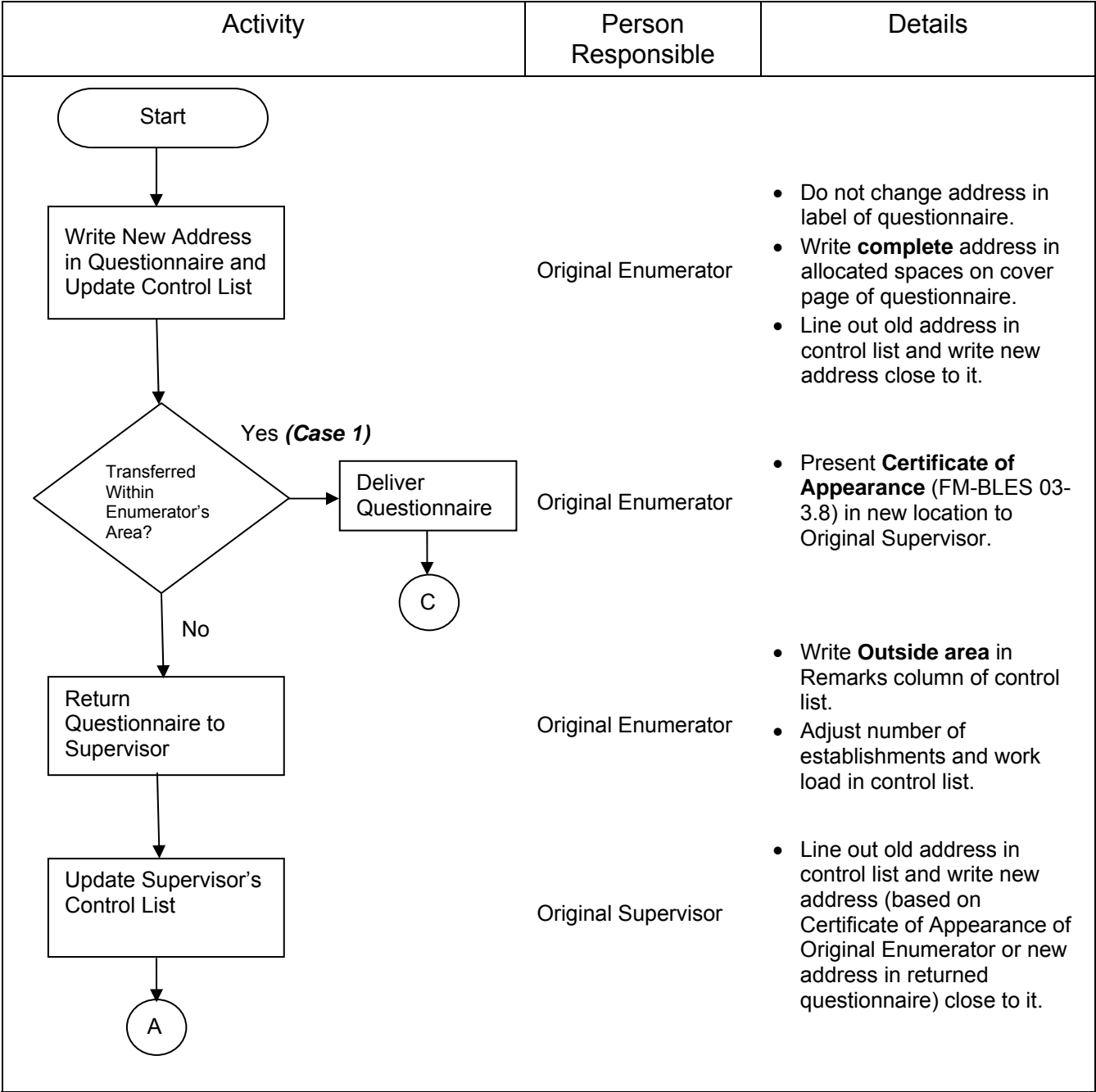
Supervisor's Control List

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Bob . . .	00543 133902010 D15110 4	A B NADAL INC 30 ACACIA ST BGY 296 BINONDO MANILA 1006 METRO MANILA	***	Jun de la Cruz HRD Manager	527-1696	8/3	BITS-8/24 OWS-8/21	BITS-RET1 OWS-REF RET2	

Note: Date Retrieved of Supervisor is date when entries in questionnaire for verification have been corrected and have the passed review of Supervisor/Reviewer.

**FLOW CHART ON DELIVERY CASES
TO SAMPLE ESTABLISHMENTS
TRANSFERRED TO KNOWN LOCATIONS**

SAMPLE ESTABLISHMENT TRANSFERRED TO KNOWN LOCATION



Cases Presented		Accountable Persons
1	Sample establishment still within area of Original Enumerator	Original Enumerator-Original Supervisor
2	Sample establishment outside area of Original Enumerator but still within area of Original Supervisor	New Enumerator-Original Supervisor
3	Sample establishment outside Region	Original Supervisor
4	Sample establishment outside area of Original Supervisor but still within Region	New Enumerator-New Supervisor

SAMPLE ESTABLISHMENT TRANSFERRED TO KNOWN LOCATION (cont'd.)

Activity	Person Responsible	Details
<pre>graph TD; A((A)) --> D1{Establishment Within Supervisor's Area?}; D1 -- "Yes (Case 2)" --> A1[Assign to New Enumerator]; A1 --> A2[Deliver Questionnaire]; A2 --> C((C)); D1 -- "No" --> D2{Transferred within the Region?}; D2 -- "No (Case 3)" --> A3[Mail the Questionnaire]; D2 -- "Yes (Case 4)" --> B((B));</pre>		<ul style="list-style-type: none">• Replace name of Original Enumerator with that of New Enumerator in control list.• Adjust workloads of Original and New Enumerators in Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17). See section 4.4g of Chapter 4 of this Manual.• Add establishment and its particulars in control list.• Write Additional in Remarks column of control list.• Adjust number of establishments and workload in control list.• Present Certificate of Appearance (FM-BLES 03-3.8) in new location to Original Supervisor.• Replace name of Original Enumerator with that of Original Supervisor in control list.• Write Moved to Region _ (mailed) in Remarks column of control list.• Workload should now be for the account of the Original Supervisor. This should be reflected accordingly in the Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17).• Mail questionnaire together with prescribed letter. Keep duplicate letter for reference.• Record date mailed under Date Delivered column of control list.• Follow-up questionnaire at least twice during field operations using prescribed letter. Keep duplicate letters for reference.

Note: Case 4 does not apply to Regional Office where there is only one staff supervising field operations.

SAMPLE ESTABLISHMENT TRANSFERRED TO KNOWN LOCATION (cont'd.)

Activity	Person Responsible	Details
<pre> graph TD B((B)) --> A1[Forward to New Supervisor] A1 --> A2[Assign to New Enumerator] A2 --> A3[Deliver Questionnaire] A3 --> C((C)) C --> A4[End] </pre> <p>The flowchart illustrates the process for BLES Survey Implementation. It begins with a start node 'B' leading to the activity 'Forward to New Supervisor'. This is followed by 'Assign to New Enumerator', then 'Deliver Questionnaire'. A connector node 'C' leads to the final 'End' node.</p>	<p>Original Supervisor</p> <p>New Supervisor</p> <p>New Enumerator</p>	<ul style="list-style-type: none"> Write To __ Supervisor in Remarks column of control list. Adjust number of establishments in control list. Add name of Enumerator and establishment particulars in control list and write Additional in Remarks column. Adjust number of establishments in control list. Adjust workload of New Enumerator in Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17). <p><u>For BLES:</u></p> <ul style="list-style-type: none"> Original Supervisor accomplishes Sample Respondents with New Names and Addresses (FM-BLES 03-3.9) for Cases 1, 2, 3 and 4. New Supervisor acknowledges receipt of questionnaire by signing beside his/her name in the form. Original Supervisor immediately provides the accomplished form to Designated personnel for computerized status monitoring. <p><u>For DOLE-RO-ROs:</u></p> <ul style="list-style-type: none"> FM-BLES 03.3.9 should be accomplished by Regional Supervisor only for establishments that have not responded to the survey. The form should be sent to BLES within 20 days after the termination of field operations. Add establishment particulars in control list. Write Additional in Remarks column of control list. Adjust number of establishments and workload in control list Present Certificate of Appearance (FM-BLES 03-3.8) in new location to New Supervisor.

Payment Schemes:

1. Original Enumerator is paid **one-time** if he/she delivers the questionnaire to the establishment in new location that is within or outside his/her area or to establishment in new location outside the area of the Original Supervisor. He/she still reports to the Original Supervisor. No adjustments are made in the number of establishments and workload.
2. New Enumerator is paid as long as Certificate of Appearance in new location is presented.

**EXAMPLES OF CONTROL LISTS ON DELIVERY CASES
TO SAMPLE ESTABLISHMENTS TRANSFERRED TO KNOWN LOCATIONS**

Case 1: Sample establishment still within area of Original Enumerator (Original Enumerator made delivery under Original Supervisor)

Original Enumerator’s Control List (Ben)

Total Establishments: 55
Total Questionnaires (Workload): BITS: 50 OWS: 85

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
10444 137403029 D18110 4	CARMEL'S GARMENTS MFG 45 EVANGELISTA ST UGONG PASIG CITY 1604 METRO MANILA 15 SOLAR ST KAPITOLYO PASIG CITY 1603 METRO MANILA	***	Lynn Santos Asst. HRD Manager	620-5248	8/9	BITS 8/19 OWS 8/26			

Original Supervisor’s Control List (Linda)

Total Establishments: 150

ENUMERATOR’S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Ben	10444 137403029 D18110 4	CARMEL'S GARMENTS MFG 45 EVANGELISTA ST UGONG PASIG CITY 1604 METRO MANILA 15 SOLAR ST KAPITOLYO PASIG CITY 1603 METRO MANILA	***	Lynn Santos Asst. HRD Manager	620-5248	8/9			

General Note for Cases 1, 2, 3 and 4:

- 1. In **ONCR**, the number of establishments of the Supervisors refers to the total establishments for all Enumerators.
- 2. In **NCR**, the initial number of establishments of Original Supervisor and Original Enumerator are the same in their control lists since these are prepared per Enumerator. Enumerators have been pre-determined prior to control list generation.

- Notes:**
- 1. The number of establishments and workload of the Original Enumerator remain unchanged.
 - 2. The number of establishments of the Original Supervisor remains unchanged.

Case 2. Sample establishment outside area of Original Enumerator but still within area of Original Supervisor (New Enumerator made delivery under Original Supervisor)

Original Enumerator's Control List (Robin)

Total Establishments: ~~58~~ 57
Total Questionnaires (Workload): BITS: ~~35~~ 34 OWS: ~~60~~ 59

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
9887 137401014 H55210 4	LE FRANCE CAFÉ 55 ESPERANZA ST HULO MANDALUYONG CITY 1550 METRO MANILA 3/F TNX BLDG SHAW BLVD BUROL MANDALUYONG CITY 1552 METRO MANILA	***							Outside area

New Enumerator's Control List (Annie)

Total Establishments: ~~60~~ 61
Total Questionnaires (Workload): BITS: ~~45~~ 46 OWS: ~~30~~ 31

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
9887 137401014 H55210 4	LE FRANCE CAFÉ 3/F TNX BLDG SHAW BLVD. BUROL MANDALUYONG CITY 1552 METRO MANILA	***	Shiela Perez HRD Manager	525-2222	8/4	BITS 78/18 OWS 8/25			Additional

Original Supervisor's Control List (Rosie)

Total Establishments: 175

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Robin Annie	9887 137401014 H55210 4	LE FRANCE CAFÉ 55 ESPERANZA ST HULO MANDALUYONG CITY 1550 METRO MANILA 3/F TNX BLDG SHAW BLVD BUROL MANDALUYONG CITY 1552 METRO MANILA	***	Shiela Perez HRD Manager	525-2222	8/4			

Notes: 1.) As the establishment is a common sample of BITS and OWS, the number of establishments and workload of the Original Enumerator are reduced by one (1) and two (2) respectively while those of the New Enumerator increased by one establishment (1) and two (2) questionnaires. 2.) The number of establishments of the Original Supervisor remains unchanged.

Case 3: Sample establishment outside Region (questionnaire to be mailed)

Original Enumerator’s Control List (Lani)

Total Establishments: ~~87~~ 86
Total Questionnaires (Workload): BITS: 34 OWS: ~~59~~ 58

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
11326 137602001 C11200 8	MINES INTERNATIONAL 900 BATANGAS ST 1233 BANGKAL MAKATI CITY METRO MANILA BANTOL ST AGDAO DAVAO CITY 8000 DAVAO DEL SUR	**							Outside area

Original Supervisor’s Control List (Hermie)

Total Establishments: 200

ENUMERATOR’S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURV EY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Lani Hermie	11326 137602001 C11200 8	MINES INTERNATIONAL 900 BATANGAS ST 1233 BANGKAL MAKATI CITY METRO MANILA BANTOL ST AGDAO DAVAO CITY 8000 DAVAO DEL SUR	**			8/25			Moved to Region XI (mailed)

- Notes:** 1. As the establishment is a sample of OWS only, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by one (1) questionnaire. The reduction in the number of establishments is for consistency with the reduction in the workload.
2. The number of establishments of the Original Supervisor remains unchanged. However, the workload of the Original Enumerator is now for the account of the Original Supervisor.

Case 4: Sample establishment outside area of Original Supervisor but still within Region (New Enumerator made delivery under new Supervisor)

Original Enumerator’s Control List (Joy)

Total Establishments: ~~70~~ 69
Total Questionnaires (Workload): BITS: ~~57~~ 56 OWS: 60

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
10152 133902004 J67010 4	PYRAMID INSURANCE INC 15 JUAN LUNA ST BINONDO MANILA 1006 METRO MANILA 2/F D&Y BLDG DONGALO ST TAMBO PARANAQUE CITY 1701 METRO MANILA	*							Outside area

Original Supervisor’s Control List (Rupert)

Total Establishments: ~~250~~ 249

ENUMERATOR’S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Joy	10152 133902004 J67010 4	PYRAMID INSURANCE INC 15 JUAN LUNA ST BINONDO MANILA 1006 METRO MANILA 2/F D&Y BLDG DONGALO ST TAMBO PARANAQUE CITY 1701 METRO MANILA	*						To Paranaque Supervisor

Notes: 1. As the establishment is a sample of BITS only, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by one (1) questionnaire.
2. The number of establishments of the Original Supervisor is reduced by one (1).

Case 4: Sample establishment outside area of Original Supervisor but still within Region (New Enumerator made delivery under new Supervisor) *cont'd.*

New Enumerator's Control List (Carol)

Total Establishments: ~~75~~ 76
Total Questionnaires (Workload): BITS: ~~50~~ 51 OWS: 40

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
10152 133902004 J67010 4	PYRAMID INSURANCE INC 2/F D&Y BLDG DONGALO ST TAMBO PARANAQUE CITY 1701 METRO MANILA	*	Susan Nieves HR Manager	827-5698	8/4	8/15			Additional

New Supervisor's Control List (Remy)

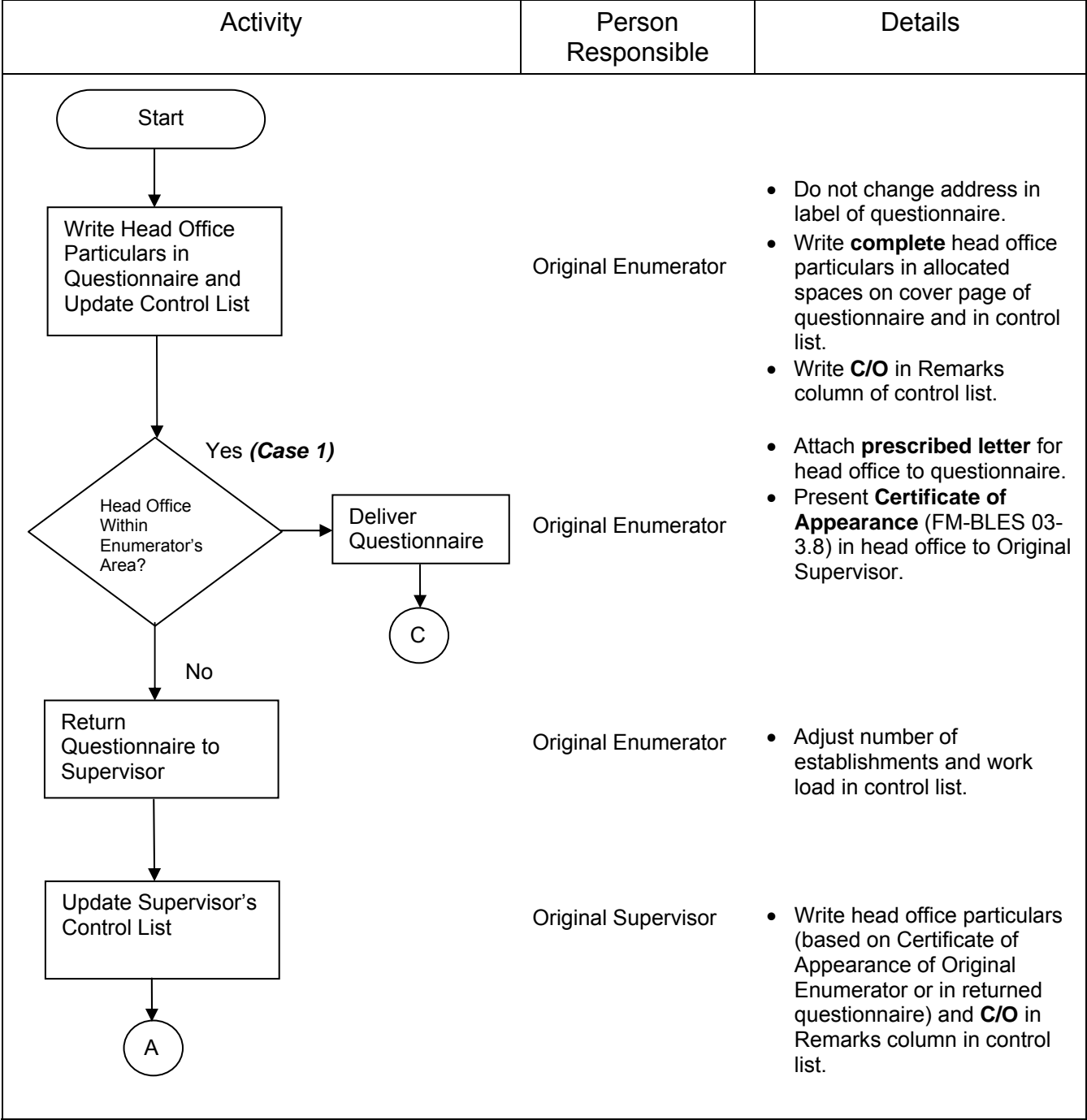
Total Establishments: ~~300~~ 301

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Carol	10152 133902004 J67010 4	PYRAMID INSURANCE INC 2/F D&Y BLDG DONGALO ST TAMBO PARANAQUE CITY 1701 METRO MANILA	*	Susan Nieves HR Manager	827-5698	8/4			Additional

Notes: 1. As the establishment is a sample of BITS only, the number of establishments of the New Enumerator is increased by one (1) and the workload is increased by one (1) questionnaire.
2. The number of establishments of the New Supervisor is increased by one (1).

**FLOW CHART ON DELIVERY CASES TO
HEAD OFFICES OF SAMPLE
ESTABLISHMENTS**

SAMPLE QUESTIONNAIRE DELIVERED TO HEAD OFFICE



Cases Presented		Accountable Persons
1	Head office still within area of Original Enumerator	Original Enumerator-Original Supervisor
2	Head office outside area of Original Enumerator but still within area of Original Supervisor	New Enumerator-Original Supervisor
3.1/ 3.2	Head office outside Region	Original Supervisor
4	Head office outside area of Original Supervisor but still within Region	New Enumerator-New Supervisor

SAMPLE QUESTIONNAIRE DELIVERED TO HEAD OFFICE (cont'd.)

Activity	Person Responsible	Details
<div><pre>graph TD A((A)) --> D1{Head Office Within Supervisor's Area?} D1 -- "Yes (Case 2)" --> B1[Assign to New Enumerator] B1 --> B2[Deliver Questionnaire] B2 --> C((C)) D1 -- "No" --> D2{Head Office within the Region?} D2 -- "No (Cases 3.1 and 3.2)" --> B3[Mail the Questionnaire] D2 -- "Yes (Case 4)" --> B((B))</pre></div>	<div>Original Supervisor</div> <div>New Enumerator</div> <div>Original Supervisor</div>	<div><ul style="list-style-type: none">• Replace name of Original Enumerator with that of New Enumerator in control list.• Adjust workloads of Original and New Enumerators in Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17).• Add establishment/head office particulars in control list.• Write C/O-additional in Remarks column of control list.• Adjust number of establishments and workload in control list.• Attach prescribed letter for head office to questionnaire.• Present Certificate of Appearance (FM-BLES 03-3.8) in head office to Original Supervisor.<p><u>Case 3.1. Head Office Outside NCR: (for BLES and DOLE ROs):</u></p><ul style="list-style-type: none">• Replace name of Original Enumerator with that of Original Supervisor in control list.• Add mailed to C/O in Remarks column of control list.• Workload should now be for the account of the Original Supervisor. This should be reflected accordingly in Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17).• Mail questionnaire together with prescribed letter. Keep duplicate letter for reference.• Record date mailed under Date Delivered column of control list.• Follow-up questionnaire at least twice during field operations using prescribed letter. Keep duplicate letters for reference.<p><u>Case 3.2. Head Office in NCR (for DOLE-ROs)</u></p><ul style="list-style-type: none">• Replace name of Original Enumerator with that of Original Supervisor in control list.• Add BLES to C/O in Remarks column of control list.• Workload should now be for the account of the Original Supervisor. This should be reflected accordingly in Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17).• Accomplish Questionnaires for Endorsement to Head Offices (FM-BLES 03.3.15) for similarly situated establishments and send immediately to BLES together with questionnaires.<p><u>Case 3.1. Head Office Outside NCR: (for DOLE ROs):</u></p><p>Another FM-BLES 03.3.15 should be accomplished by Regional Supervisor for questionnaires that have not been retrieved by end of field operations. The form should be sent to BLES within 20 days after the termination of field operations.</p><p><u>Case 3.2 Head Office in NCR (for BLES Sr. LEO/s in charge)</u></p><ul style="list-style-type: none">• Write GEO code of the head office in FM-BLES 03-3.15. Attach prescribed letter to questionnaire then forward questionnaire to monthly-based PBI who acknowledges receipt by signing below the EIN of the head office.• Monitor delivery and retrieval of questionnaire and record the same in the form below the signature of the PBI.• Forward the form to Designated personnel for computerized status monitoring within 10 days from the end of delivery period.</div>
<div>Notes: 1. Case 4 does not apply to Regional Office where there is only one staff supervising field operations. 2. Case 3.2: When questionnaire is retrieved by BLES, it would be for the account of the Regional Office.</div>		

SAMPLE QUESTIONNAIRE DELIVERED TO HEAD OFFICE *(cont'd.)*

Activity	Person Responsible	Details
<pre> graph TD B((B)) --> A1[Forward to New Supervisor] A1 --> A2[Assign to New Enumerator] A2 --> A3[Deliver Questionnaire] C((C)) --> A3 A3 --> End([End]) </pre>	<p>Original Supervisor</p> <p>New Supervisor</p> <p>New Enumerator</p>	<ul style="list-style-type: none"> • Add __ Supervisor to C/O in Remarks column of control list. • Adjust number of establishments in control list. • Add name of Enumerator and establishment/head office particulars in control list and write C/O-additional in Remarks column. • Adjust number of establishments in control list. • Adjust workload of New Enumerator in Assessment on the Implementation of BLES Survey/s (FM BLES 03-3.17). <p><u>For BLES:</u></p> <ul style="list-style-type: none"> • Original Supervisor accomplishes FM-BLES 03-3.15 for Cases 1, 2, 3 and 4. • New Supervisor (Case 4) acknowledges receipt of questionnaire by signing below the corresponding EIN in the form. • Original Supervisor forwards the accomplished form to Designated personnel for computerized status monitoring within 10 days from the end of delivery period. • Add establishment/head office particulars in control list. • Write C/O-additional in Remarks column of control list. • Adjust number of establishments and workload in control list. • Present Certificate of Appearance (FM-BLES 03-3.8) in head office to New Supervisor.

Payment Schemes:

1. Original Enumerator is paid **one-time** if he delivers the questionnaire to the head office that is within or outside his/her area or to head office outside the area of the Original Supervisor. He/she still reports to the Original Supervisor. No adjustments are made in the number of establishments and workload.
2. New Enumerator is paid as long as Certificate of Appearance in head office is presented.

**EXAMPLES OF CONTROL LISTS ON DELIVERY CASES
TO HEAD OFFICES OF SAMPLE ESTABLISHMENTS**

Case 1: Head office still within area of Original Enumerator (Original Enumerator made delivery under Original Supervisor)

Original Enumerator's Control List (Rene)

Total Establishments: 45
Total Questionnaires (Workload): BITS: 50 OWS: 40

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25294 137404115 D151620 3	MADRIGAL ENTERPRISES ROMULO ST COR AURORA BLVD SOCORRO QUEZON CITY 1109 METRO MANILA	*	Jose Almir VP - HR 113 Aurora Blvd. Socorro, Quezon City 1109 Metro Manila	911-2598	8/4	8/15			C/O

Original Supervisor's Control List (Lando)

Total Establishments: 145

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Rene	25294 137404115 D151620 3	MADRIGAL ENTERPRISES ROMULO ST COR AURORA BLVD SOCORRO QUEZON CITY 1109 METRO MANILA	*	Jose Almir VP - HR 113 Aurora Blvd. Socorro, Quezon City 1109 Metro Manila	911-2598	8/4			C/O

General Note for Cases 1, 2, 3 and 4:

- 1. In **ONCR**, the number of establishments of the Supervisors refers to the total establishments for all Enumerators.
- 2. In **NCR**, the initial number of establishments of Original Supervisor and Original Enumerator are the same in their control lists since these are prepared per Enumerator. Enumerators have been pre-determined prior to control list generation.

Notes: 1. The number of establishments and workload of the Original Enumerator remain unchanged.
2. The number of establishments of the Original Supervisor remains unchanged.

Case 2: Head office outside area of Original Enumerator but still within area of Original Supervisor (New Enumerator made delivery under Original Supervisor)

Original Enumerator's Control List (Bert)

Total Establishments: 95 94
Total Questionnaires (Workload): BITS: 46 OWS: 60 59

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/ POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25111 137404082 D24241 9	FAMILY DRUG CORP LYMANN BLDG V LUNA RD PINYAHAN QUEZON CITY 1100 METRO MANILA	**	Zeny de Leon HRD Manager 7 Mercury Ave. Libis, Quezon City 1110 Metro Manila	912-4058					C/O

New Enumerator's Control List (Ana)

Total Establishments: 86 87
Total Questionnaires (Workload): BITS: 46 OWS: 25 26

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/ POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25111 137404082 D24241 9	FAMILY DRUG CORP LYMANN BLDG V LUNA RD PINYAHAN QUEZON CITY 1100 METRO MANILA	**	Zeny de Leon HRD Manager 7 Mercury Ave. Libis, Quezon City 1110 Metro Manila	912-4058	8/8	8/18			C/O - additional

Original Supervisor's Control List (Joven)

Total Establishments: 230

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/ POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Bert Ana	25111 137404082 D24241 9	FAMILY DRUG CORP LYMANN BLDG V LUNA RD PINYAHAN QUEZON CITY 1100 METRO MANILA	**	Zeny de Leon HRD Manager 7 Mercury Ave. Libis, Quezon City 1110 Metro Manila	912-4058	8/8			C/O

Notes: 1. As the establishment is a sample of OWS only, the number of establishments and workload of the Original Enumerator are both reduced by one (1) while those of the New Enumerator increased by one (1) establishment and one (1) questionnaire.
2. The number of establishments of the Original Supervisor remains unchanged.

Case 3.1: Head office outside NCR (questionnaire to be mailed)

Original Enumerator's Control List (Emma)

Total Establishments: ~~87~~ 86
Total Questionnaires (Workload): BITS: ~~49~~ 48 OWS: 59

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
13123 137602 C10100 5	ISABELA MINING BANCORP LEGASPI ST SAN LORENZO MAKATI CITY 1223 METRO MANILA	*	Oscar Kho Personnel Manager Tudao Bldg., Raja St. Ugac Norte, Tuguegarao 3500 Cagayan	(078) 844-2350					C/O

Original Supervisor's Control List (Aida)

Total Establishments: 487

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Emma Aida	13123 137602 C10100 5	ISABELA MINING BANCORP LEGASPI ST SAN LORENZO MAKATI CITY 1223 METRO MANILA	*	Oscar Kho Personnel Manager Tudao Bldg., Raja St. Ugac Norte, Tuguegarao 3500 Cagayan	(078) 844-2350	8/8			C/O-mailed

Notes: 1. As the establishment is a sample of BITS only, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by one (1) questionnaire. The reduction in the number of establishments is for consistency with the reduction in the workload.
2. The number of establishments of the Original Supervisor remains unchanged. However, the workload of the Original Enumerator is now for the account of the Original Supervisor.

Case 3.2: Head office outside Region and in NCR (For DOLE-ROs, questionnaire to be sent to BLES)

Original Enumerator's Control List (Rhoda)

Total Establishments: ~~50~~ 49
Total Questionnaires (Workload): BITS: ~~55~~ 54 OWS: ~~59~~ 58

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
13123 021529034 D24241 5	SOLAR MFG TUDAO BLDG RAJA ST UGAC NORTE TUGUEGARAO 3500 CAGAYAN	***	Priscilla Romu Personnel Manager 50 Mercury Ave. Libis, Quezon City 1110 Metro Manila	911-1345					C/O

Original Supervisor's Control List (Susan)

Total Establishments: 287

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Rhoda Susan	13123 021529034 D24241 5	SOLAR MFG TUDAO BLDG RAJA ST UGAC NORTE TUGUEGARAO 3500 CAGAYAN	***	Priscilla Romu Personnel Manager 50 Mercury Ave. Libis, Quezon City 1110 Metro Manila	911-1345	8/8			C/O-BLES

Notes: 1. As the establishment is a common sample of BITS and OWS, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by two (2) questionnaires. The reduction in the number of establishments is for consistency with the reduction in the workload.
2. The number of establishments of the Original Supervisor remains unchanged. However, the workload of the Original Enumerator is now for the account of the Original Supervisor.
3. When the BLES retrieves the questionnaires, these would be credited for the account of the Regional Office.

Case 4: Head office outside area of Original Supervisor but still within Region (New Enumerator made delivery under New Supervisor)

Original Enumerator's Control List (Joy)

Total Establishments: ~~75~~ 74
Total Questionnaires (Workload): BITS: ~~45~~ 44 OWS: ~~59~~ 58

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25146 133902010 D28111 7	DELTA MANUFACTURING 744 IPIL ST BGY 289 BINONDO MANILA 1006 METRO MANILA	***	June Miraflor HRD- Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156					C/O

Original Supervisor's Control List (Bella)

Total Establishments: ~~486~~ 185

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Joy	25146 133902010 D28111 7	DELTA MANUFACTURING 744 IPIL ST BGY 289 BINONDO MANILA 1006 METRO MANILA	***	June Miraflor HRD- Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156				C/O Makati Supervisor

Notes: 1. As the establishment is a common sample of BITS and OWS, the number of establishments of the Original Enumerator is reduced by one (1) and the workload is reduced by two (2) questionnaires.
2. The number of establishments of the Original Supervisor is reduced by one (1).

Case 4: Head office outside area of Original Supervisor but still within Region (New Enumerator made delivery under New Supervisor) cont'd.

New Enumerator's Control List (Minda)

Total Establishments: ~~87~~ 88
Total Questionnaires (Workload): BITS: ~~43~~ 44 OWS: ~~25~~ 26

EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED		STATUS CODE	REMARKS
						Expected	Actual		
25146 133902010 D28111 7	DELTA MANUFACTURING 744 IPIL ST BGY 289 BINONDO MANILA 1006 METRO MANILA	***	June Miraflor HRD-Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156	8/10	BITS 8/20 OWS 8/20			C/O- additional

New Supervisor's Control List (Maura)

Total Establishments: ~~347~~ 348

ENUMERATOR'S NAME	EIN GEO PSIC ATE	NAME/ADDRESS OF SAMPLE ESTABLISHMENT	SURVEY CODE	CONTACT PERSON/POSITION	TEL. NO.	DATE DELIVERED	DATE RETRIEVED	STATUS CODE	REMARKS
Minda	25146 133902010 D28111 7	DELTA MANUFACTURING 744 IPIL ST BGY 289 BINONDO MANILA 1006 METRO MANILA	***	June Miraflor HRD-Head 87 Paseo de Roxas Bel-Air, Makati City 1209 Metro Manila	817-2156	8/10			C/O- additional

Notes: 1. As the establishment is a common sample of BITS and OWS, the number of establishments of the New Enumerator is increased by one (1) and the workload is increased by two (2) questionnaires.
2. The number of establishments of the New Supervisor is increased by one (1).

CHAPTER 4

ADMINISTRATIVE CONCERNS

Note: The BLES survey personnel should conform to the field operations procedures under the BLES Quality Management System.

4.1. Recruitment and Selection of Project-based Individuals

- a. The PBI should be a graduate of any 4-year course, possesses good conversational skills and must be willing to do field work. He/she should preferably be a resident of or familiar with the assigned area/s.
- b. The contract of the PBI shall specify the duties and responsibilities, the duration and conditions of employment and the terms of payment. This should be signed by the contracting parties and approved by the hiring authority prior to questionnaire delivery.
- c. The PBI should be issued his/her office identification card and Letter of Introduction to Sample Establishment.

4.2. Training of Field Personnel

- a. Participants should accomplish **Evaluation of Training for BLES Survey/s** (FM-BLES 03-3.23); **Enumerator's Evaluation Survey on the Delivery of Questionnaire** (FM-BLES 03-3.24) and **Enumerator's Evaluation Survey on the Retrieval of Questionnaire** (FM-BLES 03-3.25) to monitor the effectiveness of training/s conducted by BLES trainers.
- b. Regional Offices that conduct their own training (without BLES participation) should transmit the accomplished forms to the BLES not later than 20 days after the training for processing and consolidation with other reports.
- c. The results of the training evaluation shall form part of the Terminal Report on Training.

4.3. Work Allocation

- a. The Supervisor should, as much as possible, equitably distribute assignments to his/her Enumerators relative to the workload or number of establishments/questionnaires under his/her concern. Work assignments should be finalized before the start of the delivery period.
- b. The Enumerator should acknowledge receipt of his/her **Enumerator's Control List** (FM-BLES 02-2.2a) from the Supervisor by affixing his/her signature and date on the appropriate spaces of the **Supervisor's Control List** (FM-BLES 02-2.1a).

4.4. Monitoring of Performance of Enumerators and Survey Status

The Supervisor should closely monitor the conduct of the field operations in his/her area/s of concern and make certain that:

- a. time lines in the work plan are observed;

- b. the Enumerator submits a **Certificate of Appearance** (FM-BLES 03-3.8) for questionnaire delivery, follow-up, collection or verification;
- c. the Enumerator reports once a week on a mutually agreed day and time;
- d. the Enumerator communicates with him/her if the Enumerator cannot report as scheduled since there is nothing to report or no retrieved questionnaires to submit;
- e. the performance of the Enumerator is monitored by requiring him/her to accomplish the **Enumerator's Weekly Performance Report** (FM-BLES 03-3.10) that serves as basis for the Supervisor's accomplishment of the **Enumerators' Summary Performance Report** (FM-BLES 03-3.11) and subsequently the **General Payroll for Piece-Rate Enumerators** (FM-BLES 03-3.12).
- f. the Enumerator's Control List is properly filled out/updated and such details are consistent with those in the Supervisor's Control List; and
- g. the status of field operations in his/her area/s is manually tracked by accomplishing the **Assessment on the Implementation of Field Operations of BLES Surveys** (FM-BLES 03-3.17) every 5th and 20th of the month.

Note: The status of field operations are monitored electronically as well by BLES.

4.5. Outputs and Terms of Payment

- a. An Enumerator should deliver the questionnaires to at least **five (5)** establishments in a day. Each establishment delivery regardless of the number of questionnaires per establishment costs **₱ 85.00**.
- b. A report by the Enumerator that an establishment cannot accomplish the questionnaire due to refusal (REF), strike (STR), closure (TCL or PCL), non-location (CBL), duplicate (DUP), outside survey coverage (OSP) or other reasons (OTH) should be **verified** by his/her Supervisor or designated personnel. If **confirmed** through site verification or other means by the Supervisor or designated personnel, the Enumerator is **entitled** to the payment for delivery.
- c. On the average, an Enumerator should collect **1 to 2 questionnaires per day**. A properly accomplished/edited questionnaire that is duly signed by the contact person/respondent in the establishment is **proof of retrieval**. However, his/her Supervisor/designated personnel should make random spot checks on the **authenticity** of the submissions (one or two accomplished questionnaires from each Enumerator's weekly submissions). He/she should also undertake verification of all seemingly spurious submissions. A correctly accomplished or edited questionnaire **costs ₱ 225.00 for BITS and ₱ 250.00 for OWS**.

4.6. Pre-Termination of PBI Contract

- a. An Enumerator who decides to resign before the termination of field operations should file a letter of resignation at least five (5) days prior to the effectivity of his/her resignation. Otherwise, he/she shall not be issued a certificate of employment should a request for such be made.
- b. An Enumerator shall be issued a Notice of Termination of Contract of Services at least five (5) days prior to the effectivity of the termination should he/she fail to meet survey standards i.e., quota requirements, submission of authentic accomplished questionnaires or weekly reporting to Supervisors.
- c. An Enumerator should return his/her identification card, letter of introduction, field operations manual and other survey materials issued by his/her Supervisor before he/she can be officially cleared and be paid whatever monetary entitlements due him/her.

4.7. Fund Utilization by DOLE ROs

- a. The amount allocated for each object of expenditure including wages and salaries are indicative only. **Realignment** of the budget is allowed subject to the usual accounting and auditing procedures.
- b. Cash advances for Supervisors and reimbursement of traveling allowances of Enumerators, tokens of appreciation to establishments and related expenses for the conduct of the survey may also be given as long as no additional funds are requested from the BLES.
- c. The BLES shall provide the Regional Offices copies of their respective Advice Disbursement Limits (ADL).

4.8. Transmittal of Questionnaires by DOLE ROs to BLES

- a. At the end of the delivery period, the Regional Supervisor should send all undelivered questionnaires (closures, refusals, non-location, etc.) to the Bureau, sorted by survey, province and ascending EIN, together with the accomplished **Transmittal of Spoilage Questionnaires in ONCR** (FM-BLES 03-3.14).
- b. Twice a month during the data collection period, the Regional Supervisor should send all correctly accomplished/edited and verified questionnaires to the Bureau, sorted by survey, province and ascending EIN, together with the accomplished **Transmittal of Retrieved/Verified Questionnaires in ONCR** (FM-BLES 03-3.13).
- c. Establishments whose questionnaires will be accomplished by the head offices in NCR should be immediately returned to the Bureau by the Regional Supervisor. The questionnaires sorted by survey, province and ascending EIN should be accompanied by the accomplished **Questionnaires for Endorsement to Head Offices** (FM-BLES 03-3.15).

4.9. Sample Respondents with New Names and Addresses

To ensure that the BLES Survey Sampling Frame is updated and to minimize spoilage during delivery of questionnaires in future survey rounds:

- a. Regional Supervisors should accomplish the **Sample Respondents with New Names and Addresses** (FM-BLES 03.3-9) for questionnaires that have been delivered but not retrieved at the close of field operations. He/she should send this to the BLES not later than 20 days after termination of field operations in the region.
- b. NCR supervisors should accomplish the said form and forward it to the designated personnel for computerized status monitoring and if there are new reports until the end of the period of delivery.

4.10. Form on Questionnaires for Endorsement to Head offices (FM-BLES 03-3.15)

Regional Supervisors should accomplish the **Questionnaires for Endorsement to Head Offices** (FM-BLES 03-3.15) for those head offices outside NCR that have not responded to the survey by the end of field operations. The form should be sent to BLES not later than 20 days after termination of field operations in the region.

4.11. Report on the Conduct of Field Operations by DOLE ROs

The **Regional Report on the Implementation of BLES Surveys** (FM-BLES 03-3.16) should be accomplished by the Regional Supervisor and sent to the BLES not later than 20 days after termination of data collection activities.

CHAPTER 5

SURVEY DOCUMENTS AND FORMS

To ensure efficient and effective implementation of field operations, the BLES has standardized the documents and forms for its establishment surveys. These are as follows:

1. Contract of Services
2. Notice of Termination of Contract of Services
3. Letter of Introduction to Sample Establishment
4. Letter to Sample Establishment with Mailed Questionnaire
5. Letter to Head Office of Sample Establishment
6. Follow-up Letter to Sample Establishment or its Head Office (including refusal)
7. FM-BLES 03-3.23 Evaluation of Training for BLES Survey/s
8. FM-BLES 02-2.1a Supervisor's Control List
9. FM-BLES 02-2.2a Enumerator's Control List
10. FM-BLES 03-3.8 Certificate of Appearance
11. FM-BLES 03-3.10 Enumerator's Weekly Performance Report
12. FM-BLES 03-3.11 Enumerators' Summary Performance Report
13. FM-BLES 03-3.12 General Payroll for Piece-Rate Enumerators
14. FM-BLES 03-3.13 Transmittal of Retrieved/Verified Questionnaires in ONCR
15. FM-BLES 03-3.14 Transmittal of Spoilage Questionnaires in ONCR
16. FM-BLES 03-3.15 Questionnaires for Endorsement to Head Offices
17. FM-BLES 03-3.17 Assessment on the Implementation of Field Operations of BLES Surveys
18. FM-BLES 03-3.9 Sample Respondents with New Names and Addresses
19. OWS Form 1 OWS Verification Form
20. BITS Form 1 BITS Verification Form
21. FM-BLES 03-3.16 Regional Report on the Implementation of BLES Surveys
22. FM-BLES 03-3.24 Enumerator's Evaluation Survey on the Delivery of Questionnaire
23. FM-BLES 03-3.25 Enumerator's Evaluation Survey on the Retrieval of Questionnaire

Copies of these documents/forms are found in this chapter of the manual. The Regional Offices will be provided electronic copies of these or they can access these at the BLES Homepage (www.manila-online.net/bles).

Contract of Services

KNOW ALL MEN BY THESE PRESENTS:

This contract of service entered into and executed this _____ of _____ 2004 at _____, Philippines by and between:

The _____, an instrumentality of the government of the Republic of the Philippines, represented by _____, hereinafter referred to as the **FIRST PARTY**;

-and-

<Name>, Filipino, of legal age, (marital status), with residence and postal address at <Address>, hereinafter referred to as the **SECOND PARTY**.

WITNESSETH:

That pursuant to the provisions of CSC Memorandum Circular No. 38 (Omnibus Guidelines on Appointments) and the DOLE Administrative Order No. 121, series of 1997, authorizing the contracting of services in the DOLE where manpower is inadequate, to be able to effectively and efficiently deliver services, the following terms and conditions are hereby set:

1. That the **SECOND PARTY** is fully competent to render services as a Project-based Individual - (Area Supervisor or Enumerator) in connection with the conduct of the **2006 Occupational Wages Survey (OWS) and the 2006 BLES Integrated Survey (BITS)** in accordance with the professional qualifications he/she alleged in the attached information sheet.
2. That the **SECOND PARTY** hereby attests that he/she is not related within the third degree of consanguinity or affinity to the: a) hiring authority and /or representative of the **FIRST PARTY**; b) that he/she has not been previously dismissed from government by reason of an administrative offense; c) that he/she has not already reached the compulsory retirement age of sixty-five (65).
3. That the **SECOND PARTY** shall perform work at a time and schedule to be agreed upon by both parties.
4. That the **SECOND PARTY** is specifically contracted by the **FIRST PARTY** to: (enumerate duties and responsibilities of Area Supervisor or Enumerator)
5. That the **FIRST PARTY** for and in consideration of the services rendered agrees to pay the **SECOND PARTY**, on a bi-monthly basis

For Area Supervisor--the amount of _____ and the reimbursement of traveling expenses related to the conduct of the OWS and BITS but not to exceed the amount of _____.

For Enumerator:

- a. the amount of _____ per establishment delivery. An establishment for which no delivery was made due to closure, non-location, duplication, strike, refusal and similar reasons shall also be remunerated the same amount subject to the verification of the establishment status by the Supervisor; and
- b. the amount of _____ for each collected/retrieved OWS or BITS questionnaire, subject to the acceptance of the questionnaire/verification by the Supervisor/Reviewer.

- 6. That provisions for mandatory benefits provided by the Labor Code namely SSS, EC, Phil Health and Pag-IBIG representing the employer share shall form part of the contract price.
- 7. That the **SECOND PARTY** shall not enjoy the benefits of government employees and that his/her services rendered thereunder are not considered as government service.
- 8. That this contract takes effect from _____.
- 9. That notwithstanding the fixed duration of the employment, this contract of services can be terminated anytime by the **FIRST PARTY** for just cause such as but not limited to the unsatisfactory performance of the **SECOND PARTY** and only after due notice to the **SECOND PARTY** at least five (5) days prior to his/her termination.
- 10. That the herein parties do hereby agree and accept that there will be no employee-employer relationship between them during the tenure of this contract of service.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this ____ day of _____ at _____, Philippines.

FIRST PARTYSECOND PARTY

SIGNED IN THE PRESENCE OF:

WITNESSWITNESS

CERTIFIED FUNDS AVAILABLE:

APPROVED BY:

NOTICE OF TERMINATION OF CONTRACT OF SERVICES
Issued to **Mr./Ms.** _____

Based on the evaluation of your performance (see attached) on the conduct of the 2006 Occupational Wages Survey (OWS) and the 2006 BLES Integrated Survey (**BITS**), your output has been noted to be below the requirements of:

☐ Delivery: on the average, 5 establishments per day

☐ Retrieval: on the average, 1 - 2 questionnaires collected per day

Others:

☐ Falsified all or some data in the questionnaire

☐ Forged signature of contact person

☐ Failed to report to Supervisor within two (2) consecutive weeks from last appearance or communication

Your services as PBI-Enumerator is therefore terminated effective _____ in accordance with the following provision/s of your contract:

“9. That notwithstanding the fixed duration of the employment, this contract of services can be terminated anytime by the **FIRST PARTY** for just cause such as but not limited to the unsatisfactory performance of the **SECOND PARTY** and only after due notice to the **SECOND PARTY** at least five (5) days prior to his/her termination.”

Relative to this, you are instructed to turnover your identification card, letter of introduction to sample establishment, survey materials and pending assignments to your Supervisor/s before you can be officially cleared by this office of all obligations and be paid whatever monetary entitlements still due you.

Director

(Date)

LETTER OF INTRODUCTION TO SAMPLE ESTABLISHMENT

Dear Valued Respondent,

The Bureau of Labor and Employment Statistics (*Note: add this phrase if ONCR PBI: through the DOLE Regional Office No. ____*) is currently conducting joint survey operations for the **2006 Occupational Wages Survey (OWS)** and the **2006 BLES Integrated Survey (BITS)**. This is to rationalize data collection activities for the purpose of providing our users with **an integrated data set on key labor and employment indicators**. To some extent, the survey results will also be used to assess the progress of decent work in the country.

The OWS is a nationwide inquiry that centers on employment and wage rates (hiring/entry and actual rates) of time-rate workers on full time basis in selected occupations in selected non-agricultural industries. These data are most useful in wage and salary administration and wage determination in collective bargaining negotiations.

On the other hand, the BITS is a nationwide establishment survey that aims 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.

In some instances, an establishment was selected as respondent to both surveys, in which case, two (2) questionnaires are provided. Other establishments, however, were selected as sample to only one of the surveys.

In this regard, we request your active participation in one or both of our survey/s. Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

We have sent Mr./Ms. _____ of this office to help you in accomplishing the survey form/s.

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

Office: BLES or DOLE Regional Office No. ____

Address:

Contact Person

Tel. No.

Fax No.

E-mail address

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

Very truly yours,

Director

(Date)

LETTER TO SAMPLE ESTABLISHMENT WITH MAILED QUESTIONNAIRE

The Owner/Manager
Name of Sample Establishment
Address of Sample Establishment

Dear Valued Respondent,

The Bureau of Labor and Employment Statistics (*Note: add this phrase if ONCR PBI: through the DOLE Regional Office No. ____*) is currently conducting joint survey operations for the **2006 Occupational Wages Survey (OWS)** and the **2006 BLES Integrated Survey (BITS)**. This is to rationalize data collection activities for the purpose of providing our users with **an integrated data set on key labor and employment indicators**. To some extent, the survey results will also be used to assess the progress of decent work in the country.

The OWS is a nationwide inquiry that centers on employment and wage rates (hiring/entry and actual rates) of time-rate workers on full time basis in selected occupations in selected non-agricultural industries. These data are most useful in wage and salary administration and wage determination in collective bargaining negotiations.

On the other hand, the BITS is a nationwide establishment survey that aims 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.

In some instances, an establishment was selected as respondent to both surveys, in which case, two (2) questionnaires are provided. Other establishments, however, were selected as sample to only one of the surveys.

In this regard, we request your active participation in one or both of our survey/s. Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

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

Office: BLES or DOLE Regional Office No. ____
Address:
Contact Person
Tel. No.
Fax No.
E-mail address

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

Very truly yours,

Director

(Date)
encl/as:
2006 OWS EIN _____
2006 BITS EIN _____

LETTER TO HEAD OFFICE OF SAMPLE ESTABLISHMENT

Name of Contact Person in the Establishment
Position
Name of Head Office
Address of Head Office

Dear

The Bureau of Labor and Employment Statistics (*Note: add this phrase if ONCR PBI:* through the DOLE Regional Office No. ____) is currently conducting joint survey operations for the **2006 Occupational Wages Survey** (OWS) and the **2006 BLES Integrated Survey** (BITS). This is to rationalize data collection activities for the purpose of providing our users with **an integrated data set on key labor and employment indicators**. To some extent, the survey results will also be used to assess the progress of decent work in the country.

The OWS is a nationwide inquiry that centers on employment and wage rates (hiring/entry and actual rates) of time-rate workers on full time basis in selected occupations in selected non-agricultural industries. These data are most useful in wage and salary administration and wage determination in collective bargaining negotiations.

On the other hand, the BITS is a nationwide establishment survey that aims 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.

In some instances, an establishment was selected as respondent to both surveys, in which case, two (2) questionnaires are provided. Other establishments, however, were selected as sample to only one of the surveys.

Your office/branch in _____ was chosen as one of our sample respondents for this survey round. Hence, we request for your active participation in our survey/s. We realize that this takes up valuable time as this inquires on data specific to one or in some instances, more of your offices/branches. However, providing us with consolidated data for all your offices will lead to over-representation of sample data and thus result to unreliable data estimates as not all of your offices or branches have been sampled to take part in this survey.

In this regard, we request your active participation in one or both of our survey/s. Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

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

Office: BLES or DOLE Regional Office No. ____
Address:
Contact Person
Tel. No.
Fax No.
E-mail address

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

Very truly yours,
Director

(Date)
encl/as
2006 OWS EIN _____
2006 BITS EIN _____

FOLLOW-UP LETTER TO SAMPLE ESTABLISHMENT OR ITS HEAD OFFICE (INCLUDING REFUSAL)

Name of Contact Person in the Establishment
Position
Name of Sample Establishment or Head Office
Address of Sample Establishment or Head Office

Dear

Our office, the (Bureau of Labor and Employment Statistics or DOLE Regional Office No. ____)
reiterates our request for your establishment to accomplish our questionnaire/s for the:

- ☐ 2006 Occupational Wages Survey
- ☐ 2006 BLES Integrated Survey

We realize that accomplishing our survey questionnaire/s takes up your valuable time for they could be tedious and requires looking into past records. Nevertheless, your response is most important to enable us to come up with reliable information that can be used by our government in assessing the current labor situation in the country.

On your end, as well, labor statistics are necessary for making sound and informed decisions in your business planning and operations. Our survey results are provided **free of charge** and can be accessed in our website at (<http://www.manila-online.net/bles> or <http://www.bles.dole.gov.ph>).

Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

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

Office: BLES or DOLE Regional Office No. ____
Address:
Contact Person
Tel. No.
Fax No.
E-mail address

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

Very truly yours,

Director

(Date)
encl/as
2006 OWS EIN _____
2006 BITS EIN _____

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Enumerator: _____ Area/s of Assignment: _____	Supervisor: _____ Date Accomplished: _____
--	---

Note: Enumerators' Training is being evaluated for possible improvement to make it relevant and effective for enumerators. In this regard, your honest assessment would be most valuable in further improving this training.

1. Kindly evaluate the resource person and the session on the following areas: *(Encircle answer)*

Topic/Resource Person	In a scale where 1 - is unsatisfactory and 5 - is excellent, how would you rate the resource person in terms of:				Duration of session
	Time management	Arousing the interest of participants	Mastery of the subject	Method and skill in imparting knowledge	Was the session: 1 – short; 2 – adequate; 3 – long?
Survey 1 (Title of Survey)					1 2 3
Resource Person:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
Survey 2 (Title of Survey)					1 2 3
Resource Person:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
Survey 3 (Title of Survey)					1 2 3
Resource Person:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
Operational Strategy					1 2 3
Resource Person:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
Administrative Concerns					1 2 3
Resource Person:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
Survey Documents and Forms					1 2 3
Resource Person:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	

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2. What item/s do you think should have been more thoroughly discussed? (Check as many as applicable)

A. On Survey 1 (Title of Survey)

☐

Survey Objectives and Uses of the Data

☐

Collection Authority

☐

Confidentiality of Information

☐

Scope and Coverage

☐

Survey Design

☐

Estimation Procedures

☐

Statistics to be Generated

☐

Periodicity and Reference Period

☐

Editing Guidelines

☐

General Instructions

☐

Specific Instructions (specify)

☐

Others (specify)

B. On Survey 2 (Title of Survey)

☐

Survey Objectives and Uses of the Data

☐

Collection Authority

☐

Confidentiality of Information

☐

Scope and Coverage

☐

Survey Design

☐

Estimation Procedures

☐

Statistics to be Generated

☐

Periodicity and Reference Period

☐

Editing Guidelines

☐

General Instructions

☐

Specific Instructions (specify)

☐

Others (specify)

C. On Survey 3 (Title of Survey)

☐

Survey Objectives and Uses of the Data

☐

Collection Authority

☐

Confidentiality of Information

☐

Scope and Coverage

☐

Survey Design

☐

Estimation Procedures

☐

Statistics to be Generated

☐

Periodicity and Reference Period

☐

Editing Guidelines

☐

General Instructions

☐

Specific Instructions (specify)

☐

Others (specify)

D. On Operational Strategy

- | | | |
|---|---|---|
| <input type="checkbox"/> Duties and Responsibilities of Enumerators

<input type="checkbox"/> Survey Respondents

<input type="checkbox"/> General Information (e.g., EIN, PSIC, PSOC, ATE, Status Codes)

<input type="checkbox"/> Delivery of Questionnaires
<input type="checkbox"/> Collection and Field Editing of Questionnaires | <input type="checkbox"/> Field Verification

<input type="checkbox"/> Flow Chart on Delivery, Retrieval, Verification and Review of Questionnaires

<input type="checkbox"/> Flow Chart on Delivery Cases to Sample Establishments Transferred to Known Locations | <input type="checkbox"/> Flow Chart on Delivery Cases to Head Offices of Sample Establishments

<input type="checkbox"/> Others <i>(specify)</i>
<hr/>
<hr/>
<hr/> |
|---|---|---|

E. On Administrative Concerns

- ☐ Work Allocation
- ☐ Monitoring of Performance of Enumerators and Survey Status
- ☐ Outputs and Terms of Payment
- ☐ Pre-Termination of PBI Contract

F. On Survey Documents and Forms *(Please specify)*

FM-BLES 02-2.2a Revision Code: 0 Effectivity Date: March 26, 2001		ENUMERATOR'S CONTROL LIST: <u>(SURVEY ROUND)</u> REGION: _____					Page ____ of ____		
Name of Enumerator: _____ Area/s of Assignment: _____					Total Establishments: _____ Total Questionnaires (Workload): _____				
EIN GEO PSIC ATE	Name/Address of Sample Establishment	Survey Code	Contact Person/ Position	Tel. No.	Date Delivered	Date Retrieved		Status Code	Remarks
						Expected	Actual		

The control lists are integrated for OWS and BITS.

The **Supervisor’s Control List** (FM-BLES 02-2.1a) for ONCR contains the sample establishments to be covered and is sorted by province, city/municipality, and ascending EIN. For NCR, it is sorted by city/municipality, barangay and ascending EIN. The Supervisor should provide the following information in his/her control list.

- **Name of Supervisor**
- **Area/s of Assignment:** province (as applicable), city/municipality of the sample establishments
- **Total Establishments:** number of sample establishments covered in the area/s of assignment *(In NCR, the initial number of establishments of the Supervisor and his/her Enumerators are the same since the Supervisor’s Control List is prepared per Enumerator.)*
- **Received by:** signature of Enumerator upon receipt of workload
- **Date:** date when Enumerator received workload

Prior to delivery of questionnaires:

- **For NCR:** The Enumerator shall be provided with **Enumerator’s Control List** (FM-BLES 02-2.2a) of sample establishments.
- **For outside NCR:** The Enumerator should prepare his/her own control list following the format of the **Enumerator’s Control List** (FM-BLES 02-2.2a). The Supervisor should write the names of the Enumerators in the appropriate columns of his/her control list.

Upon delivery of the questionnaire/s to the establishment, the Enumerator should accomplish the appropriate columns for the following items to facilitate follow-ups and callbacks.

- **CONTACT PERSON/ POSITION**
- **TEL. NO.**
- **DATE DELIVERED**
- **DATE RETRIEVED (Expected):** mutually agreed date of pick-up of the accomplished questionnaire/s, preferably within **15 working days from delivery**.

Upon retrieval of the questionnaire, the Enumerator should accomplish the following for each establishment.

- **DATE RETRIEVED (Actual):** date when the questionnaire was actually picked up by the enumerator from the establishment. In the case of a questionnaire whose status is REF, STR, TCL, CBL, PCL, DUP, OSP or OTH, the **date to be written is the date when the status was confirmed/verified as such by the Supervisor/Designated personnel**.
- **STATUS CODE:** see section 3.5.6 of Chapter 3.
- **REMARKS:** any relevant statement to facilitate the monitoring of the survey/s

Note: The Supervisor and his/her enumerators should confer weekly to see to it that the information pertinent to each establishment in their respective control lists are consistent.

FM-BLES 03-3.8
Revision Code: 1
Effectivity Date: July 1, 2002

CERTIFICATE OF APPEARANCE

CERTIFICATE OF APPEARANCE

This is to certify that Mr./Ms. _____, of the Bureau of Labor and Employment Statistics appeared in this office to (pls. underline) deliver/follow-up/collect/verify the questionnaire/s for:

☐

2006 OWS

☐

2006 BITS

EIN/UIN: _____

Name of Establishment/Labor Organization: _____

Address: (as located by enumerator)

Floor/Bldg./# Street Name: _____

Barangay/City/Municipality: _____

Zip Code/Province: _____

Contact Person/s:

In Sample Respondent

In Head Office

Signature: _____

Name : _____

Position: _____

Tel. No.: _____

Date: _____

Remarks: C/O Head Office New location Others, specify _____

FM-BLES 03-3.10 Revision Code: 2 Effectivity Date: August 23, 2004	ENUMERATOR'S WEEKLY PERFORMANCE REPORT <i>Check only one box:</i> <input type="checkbox"/> Retrieved <input type="checkbox"/> Spoilage Survey: _____	Page ____ of ____
---	--	-------------------

Enumerator: Accomplish once a week in duplicate for each survey, and **separately** for RET and spoilage questionnaires. Attach corresponding questionnaires sorted by EIN/UIN and submit to Supervisor. Retain duplicate copy for file.

Supervisor: Turnover spoilage questionnaires to PBI for verification and retrieved questionnaires to Reviewer for editing.

PBI: Return completed form together with questionnaires to Supervisor.

Reviewer: Return completed form to Supervisor together with RFV, OSE, OSP, OTH questionnaires. Retain retrieved questionnaires for batching.

Name and Signature of Enumerator:

Area/s of Assignment:

Period Covered:	Date Submitted:	No. of questionnaires:
------------------------	------------------------	-----------------------------------

To be accomplished by Enumerator			Status Code After Verification or Editing/Review (to be accomplished by PBI/Reviewer)
EIN/UIN	Name of Respondent	Status Code	

Received by PBI/Reviewer: _____	Received by Survey Supervisor _____
(from Supervisor) Date: _____	(from PBI/Reviewer) Date: _____

FM-BLES 03-3.11 Revision Code: 2 Effectivity Date: Aug. 23, 2004	ENUMERATORS' SUMMARY PERFORMANCE REPORT	Page ____ of ____
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This form should be accomplished by the Supervisor for all surveys not later than two (2) days after payroll period. Refer to Certificates of Appearance for delivered questionnaires and FM-BLES 03-3.10 Enumerator's Weekly Performance Report for verified spoilage and retrieved questionnaires.

Area/s of Assignment:

Payroll Period:

Enumerator's Name (First name, Last Name) <small>List in alphabetical order by last name</small>	Delivered and Verified Spoilage (Respondents)				Retrieved Questionnaires			
	Survey			Total	Survey			Total
	2006 OWS	2006 BITS	Com- mon		2006 OWS	2006 BITS		
Total								

Prepared by: _____

Reviewed by: _____

Date: _____

Date: _____

FM-BLES 03-3.15 Revision Code: 2 Effectivity Date: May 14, 2004	QUESTIONNAIRES FOR ENDORSEMENT TO HEAD OFFICES	Page ____ of ____	
Regional Supervisor: <u>Head Offices in NCR:</u> Accomplish in duplicate for <u>each</u> survey. Retain duplicate for file. Transmit the original copy to BLES together with the corresponding questionnaires, sorted by province and by EIN. Exercise care in writing EIN. <u>Head Offices in ONCR That Have Not Responded to the Survey:</u> Accomplish in duplicate for <u>each</u> survey. Retain duplicate for file. Forward to BLES within 20 days after termination of field operations . Exercise care in writing EIN. NCR Supervisor: List respondents and forward accomplished form to the designated personnel for computerized status monitoring within 10 days from the end of the period of delivery . Exercise care in writing EIN.			
(For ONCR only.) The attached ____ questionnaires are for (encircle only one):		2006 OWS 2006 BITS	
EIN	Name/Address of Sample Establishment	Name/Address of Head Office and Contact Person/Position/Tel. No.	GEOCODE <i>(For BLES use only)</i>
<i>DOLE Regional Office</i>			
Prepared by:		Noted by:	
Signature:		Signature:	
Name:		Name:	
Position:		Position: IMSD Chief	
Date:		Date:	
<i>Prepared by BLES</i>			
Signature:		Position:	
Name:		Date:	

- Notes:
 - Bases for NCR Assessment: Points earned relative to performance rate, verification rate, refusal rate and bonus points (10 % of maximum points) for additional workload for each survey.

<i>Performance Rate</i>	Verification Rate	Refusal Rate	Formulas Used (for purposes of performance assessment)
<u>Points</u>	<u>Points</u>	<u>Points</u>	
25 90% and over	15 0 percent	10 2% or less	% Accounted = (Total Accounted / Sample Questionnaires) * 100 Performance Rate = {Retrieved / [Sample – (Refused + Spoilage)]} * 100 <div style="margin-left: 20px;">where Spoilage = Cannot be located, permanently/ temporarily closed, on strike, duplicate, outside industry or employment coverage, inactive (labor organizations), others not eligible for processing</div>
22 85 - 89	12 > 0 - 1	8 > 2 - 6	
19 80 - 84	9 > 1 - 2	6 > 6 - 10	
16 75 - 79	6 > 2 - 3	4 > 10 - 14	
13 70 - 74	3 > 3 - 4	2 > 14 - 18	
10 65 - 69	0 > 4	0 > 18	
7 60 - 64			Verification Rate = [For Verification / (Sample - Spoilage)] * 100 Refusal Rate = [Refused / (Sample - Spoilage)] * 100
4 55 - 59			
1 Below 55			
 - For Regional Assessment:
 - Regions are grouped in accordance to number of establishments/labor organizations covered by the survey/s.
 - Bases for assessment: Same as above.
 - Ranking in the group is based on total points earned by each region in all surveys. A maximum of 50 points is given per survey.
 - For NCR assessment, 1st column of the form should be Supervisor/Enumerator.
For Regional assessment, 1st column of the form should be Region/Survey.
 - Points earned and ranking shall be reflected at the end of field operations.

FM-BLES 03-3.9 Revision Code: 1 Effectivity Date: July 1, 2002		SAMPLE RESPONDENTS WITH NEW NAMES AND ADDRESSES		Page ___ of ___	
<p><u>Regional Supervisor:</u> Accomplish in duplicate for <u>each</u> survey. Retain duplicate for file and transmit the original copy to BLES not later than 20 days after the termination of field operations in the region. The list should contain the names of sample respondents with new names and addresses but whose questionnaires have not been accounted for at the close of field operations. Exercise care in writing EIN/UIN.</p> <p><u>NCR Supervisor:</u> List respondents and forward the form immediately to the designated personnel for computerized status monitoring and if there are new reports until the end of the period of delivery. Exercise care in writing EIN/UIN.</p>					
EIN/UIN	Name of Sample Respondent Please check: <input type="checkbox"/> Old <input type="checkbox"/> New	Address of Sample Respondent Please check: <input type="checkbox"/> Old <input type="checkbox"/> New (<u>For ONCR</u> , provide Address 1, Address 2 and Address 3; <u>For NCR</u> , provide Address 1 only)	For BLES Use (accomplish applicable columns only)		
			New GEO Code (barangay level)	New Supervisor	New Enumerator
DOLE Regional Office				BLES	
Prepared by:		Noted by:		Prepared by:	
Signature:		Signature:		Signature:	
Name:		Name:		Name:	
Position:		Position: IMSD Chief		Position:	
Date:		Date:		Date:	

OWS FORM 1 (VERIFICATION FORM)

To Our Valued Respondents: Thank you for accomplishing the 2006 OWS questionnaire. We, however, have some queries regarding the encircled entry/s in the attached questionnaire which need verification/clarification from you. To guide you, we are providing you this form which contains our observation/s for each of the encircled item/s. Should there be a need to revise said entry/s, kindly do so and affix your initial beside the new entry/s in the questionnaire.	
EIN: _____ GEO: _____ PSIC: _____ ATE: _____	NAME OF ESTABLISHMENT: _____ FLOOR/BLDG.: _____ _____ No./STREET/SUBDIVISION: _____ _____ BARANGAY/CITY/MUNICIPALITY: _____ _____ ZIP CODE/PROVINCE: _____
Part A: General Information	
1. MAIN ECONOMIC ACTIVITY/MAJOR PRODUCTS/ GOODS OR SERVICES	
<input type="checkbox"/> No/inadequate description of main economic activity <input type="checkbox"/> No entry for major products/ goods or services	
2. EMPLOYMENT <input type="checkbox"/> No entry	
Part B: Employment and Wage Rates of Time-Rate Workers On Full-time Basis	
1. BASIC PAY <input type="checkbox"/> No entries <input type="checkbox"/> Repetitive entries <input type="checkbox"/> Details do not add up to respective sub-totals in: <input type="checkbox"/> Col. 2 <input type="checkbox"/> Col. 4 <input type="checkbox"/> Col. 6 <input type="checkbox"/> Sub-totals do not add up to Total (<i>sum of cols. 2, 4 and 6</i>) <input type="checkbox"/> Total (<i>sum of cols. 2, 4 and 6</i>) is greater than total employment in Part A.2	
2. ALLOWANCES <input type="checkbox"/> No entries <input type="checkbox"/> Repetitive entries <input type="checkbox"/> Details do not add up to respective sub-totals in: <input type="checkbox"/> Col. 8 <input type="checkbox"/> Col. 10 <input type="checkbox"/> Col. 12 <input type="checkbox"/> Sub-totals do not add up to Total (<i>sum of cols. 8, 10 and 12</i>) <input type="checkbox"/> Total (<i>sum of cols. 8, 10 and 12</i>) is greater than Total reported in Part B.1	
Part C: Employment and Wage Rates of Time-rate Workers on Full-time Basis in Selected Occupations	
1. FOR ESTABLISHMENTS IN PRE-SELECTED INDUSTRIES	<input type="checkbox"/> No data provided (<i>occupational sheet given is appropriate</i>) <input type="checkbox"/> Change in industry classification discovered during review (<i>provide appropriate occupational sheet</i>)
2. OCCUPATION	<input type="checkbox"/> No occupation titles <input type="checkbox"/> Occupations reported not consistent with those in occupational sheet <input type="checkbox"/> Consolidated data provided/not classified by occupation
3. CURRENT WAGE RATES	<input type="checkbox"/> No entry/s in Col./s _____ <input type="checkbox"/> Time unit and monetary value are not consistent <input type="checkbox"/> Cols. 1 and 2 (Basic Pay) <input type="checkbox"/> Cols. 4 and 5 (Allowances) <input type="checkbox"/> Details in col. 3 do not add up to its reported total <input type="checkbox"/> Details in col. 6 do not add up to its reported total
4. TIME-RATE WORKERS ON FULL-TIME BASIS (MALE + FEMALE = BOTH SEXES)	
<input type="checkbox"/> No entries <input type="checkbox"/> No breakdown by sex <input type="checkbox"/> Breakdown by sex does not add up to total	
Received by Supervisor	Verification Accepted by Reviewer
Signature:	Signature:
Date:	Date:

FOR (SEMESTER/YEAR) FIELD OPERATIONS
DOLE Regional Office No. _____

A. Timetable of Field Operations

Activity	BLES Scheduled Dates	Actual Dates
Training of PBIs		
Delivery		
Collection		

B. Manpower Complement

Personnel	BLES Required Manpower	Manpower Utilized
Total		
Regional Staff		
Area Supervisors		
Enumerators		

C. Fund Utilization (P)

Object	Interfund Transfer/Current Appropriation	Actual Expenditures		
		Total	From Current Appropriation	From Balance of Previous Surveys
Total				
02				
03				
07				
29				
Training				
Wages				

D. Problems Encountered

1. Administrative Concerns
<i>a. Training of Enumerators/Area Supervisors</i>
<i>b. Manpower Complement including hiring of PBIs</i>
<i>c. Fund Utilization</i>
2. Field Operations
<i>a. Delivery of Questionnaires</i>
<i>b. Collection/Retrieval of Questionnaires</i>
On the average, how many callbacks were made to an establishment? _____

FOR <u> (SEMESTER/YEAR) </u> FIELD OPERATIONS DOLE Regional Office No. <u> </u>	
E. Measures Undertaken by the RO to Solicit Cooperation of Sample Establishments	
F. Suggestions for Improvement of Survey Implementation	
1. Training of Enumerators and Area Supervisors	
2. Manpower Complement	
3. Fund Utilization	
4. Field Operations	
Prepared by:	Noted by:
Signature:	Signature:
Name:	Name:
Position: IMSD Chief	Position: Regional Director
Date:	Date:

To All Enumerators,

The quality of BLES survey data greatly relies on the quality of field operations in which you have been a part of. The Statistics Support Group of BLES has prepared this questionnaire to gather feedback/comments from you that will help us assess the effectiveness of the conduct of Enumerators' Training and the supervision rendered by our technical staff during the delivery of questionnaires.

Please accomplish this form and return to your supervisor. Thank you very much.

Statistics Support Group

Note to all Supervisors: Please administer this form to your enumerators a month after start of delivery operations.

Enumerator: _____ Supervisor: _____
Area(s) of Assignment: _____ Number of Workload: _____
Number of Questionnaires Delivered (A month after start of delivery operations) : _____
Date Accomplished: _____

1. How many visits have you made before you completed the delivery of a questionnaire to an establishment?
- (a) Minimum: _____
- (b) Maximum: _____
2. Generally, how difficult/easy was it to locate the establishments? (Encircle answer)
- 1 – Very Easy 2 – Easy 3 – Difficult 4 – Very Difficult

3. To what extent did the following factors contribute to the successful delivery of questionnaires? (Check only one for each factor)

Factors	Very Great Extent	Great Extent	Moderate Extent	Less Extent	No Help
Operational Strategy from the Enumerators' Training					
Assistance of Supervisor					
Assistance of Monthly PBI					
Use of Control List					
Use of Maps					
Use of Telephone Directory					
Familiarity with the Area					
Others, specify					

4. What were the common problems you encountered in the delivery of questionnaire?
(Check as many as applicable)

- ☐ Incomplete/Incorrect Address Labels
- ☐ Too Many CBL, PCL and TCL Samples
- ☐ Improper Allocation of Workloads
- ☐ Uncooperative Establishment Personnel
- ☐ Ignorance of Establishment about the Survey
- ☐ Strict Security Personnel in the Establishment
- ☐ Others *(Please specify)*

5. Comments and Suggestions:

Reviewed by Supervisor:
Signature:
Name:
Position:
Date:

THANK YOU VERY MUCH!!!

To All Enumerators,

The quality of BLES survey data greatly relies on the quality of field operations in which you have been a part of. The Statistics Support Group of BLES has prepared this questionnaire to gather feedback/comments from you that will help us assess the effectiveness of the conduct of Enumerators' Training and the supervision rendered by our technical staff during the retrieval of questionnaires.

Please accomplish this form and return to your supervisor. Thank you very much.

Statistics Support Group

Note to all Supervisors: *Please administer this form to your enumerators three months after start of delivery operations.*

Enumerator: _____ **Supervisor:** _____

Area(s) of Assignment: _____ **Number of Workload:** _____

Number of Questionnaires Retrieved *(Three months after start of delivery operations)* : _____

Date Accomplished: _____

1. How many callbacks have you made before you retrieved a questionnaire from the establishment?

(c) Minimum: _____

(d) Maximum: _____

2. How many visits have you made before you retrieved a questionnaire from the establishment?

(a) Minimum: _____

(b) Maximum: _____

3. Generally, how difficult/easy was it to retrieve the questionnaires? *(Encircle answer)*

1 – Very Easy 2 – Easy 3 – Difficult 4 – Very Difficult

4. To what extent did the following factors contribute to the successful retrieval of questionnaires? *(Check only one for each factor)*

Factors	Very Great Extent	Great Extent	Moderate Extent	Less Extent	No Help
Operational Strategy from the Enumerators' Training					
Establishments' Cooperation					
Assistance of Supervisor					
Completeness of Data Reported					
Consistency of Entries					
Others, specify					

5. What were the common errors you have noted on the retrieved questionnaires during field editing?

Item	Error/s
<i>Survey 1:</i>	
<i>Survey 2:</i>	
<i>Survey 3:</i>	

6. Comments and Suggestions:

Reviewed by Supervisor:

Signature:

Name:

Position:

Date:

THANK YOU VERY MUCH!!!