

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

3. Basic pay (or allowance) ranges were provided instead of actual basic pay or allowance per worker

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.

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.

4. The word "minimum" is reported in Basic Pay-col. 2

Request the respondent for the actual basic pay. It would be difficult to compute the average wage rate if the response is not numerical.

5. In the case of teachers where "per load" is reported under time unit

Request the respondent to convert the load to a time unit. e.g. hourly and report the corresponding basic pay.

Non-cash allowances such as free meals, free board and lodging, rice subsidy, service charges are reported in Allowances-col. 5

Line out neatly the entire row. Allowances as required by the survey refer to guaranteed and regular **cash** payments.