

I. ABOUT THE DATA

A. OBJECTIVE/S OF THE STUDY

The 2007/2008 BLES Integrated Survey (BITS) aims to generate an integrated data set on employment of specific groups of workers, occupational shortages and surpluses, safety and health practices, occupational injuries and diseases and labor cost of employees.

B. MAIN TOPICS COVERED BY THE SURVEY

Main topics covered by the survey are total employment by category of workers; employment of specific groups of employees; agency hired workers, outsourcing/contracted-out activities; occupational shortages and surpluses, recruitment practices, safety and health practices; occupational injuries and diseases; structure of labor cost.

C. USES OF THE DATA

As inputs to studies on industry trends and practices and serve as basis for formulation of policies and programs on employment, safety and health at the workplace and wages.

D. REFERENCE PERIOD

The reference periods for the 2007/2008 BITS are as follows:

- General Information---June 30, 2008
- Employment--June 30, 2008
- Occupational Shortages and Surpluses---January 2007 to June 2008
- Safety and Health Practices--June 30, 2008
- Occupational Injuries and Diseases--Calendar Year 2007
- Labor Cost of Employees--Calendar Year 2007

E. PERIODICITY (FREQUENCY)

Every 2 years

F. COVERAGE OF THE SURVEY

Geographical: The whole country.

Industrial Non-agricultural industries except national postal activities, central banking, public administration and defense and compulsory social security, public education services, public medical, dental and other health services, activities of membership organizations, extra territorial organizations and bodies.

Establishments: Non-agricultural establishments employing 20 persons or more.

Persons: All employed persons.

G. CONCEPTS AND DEFINITIONS

Establishment - an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location, e.g. mine, factory, store, bank, restaurant. 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. 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 personnel operate to carry out their activities or from which they are paid.

Main Economic Activity - activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g., metallic ore mining, food manufacturing, retail trade, education.

Major Products/Goods or Services - specific product/goods produced or service given by the establishment, e.g., gold, ice cream, electricity, residential buildings, automotive parts, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.

Union - any registered group or association of employees that exists in whole or in part for the purpose of collective bargaining or dealing with employers concerning terms and conditions of employment.

Collective Bargaining Agreement (CBA) - the negotiated contract between a legitimate labor organization and the employer concerning wages, hours of work, and all other terms and conditions of employment in a bargaining unit, including mandatory provisions for grievance and arbitration machinery.

Global Production Network (GPN) - a production scheme where stages of manufacturing process are undertaken in different geographic locations/countries where they can be carried out most efficiently.

Business Process Outsourcing (BPO) - the delegation of an IT-intensive service-type business process of the establishment to an external provider.

EMPLOYMENT

Employment - refers to persons who worked for or received pay from the establishment. This includes:

Working Owners without Regular Pay,

Unpaid Workers - persons without regular pay who work for at least one-third of the working time normal to the establishment. Apprentices without compensation or student on-the-job trainees are included; and

Employees - categorized into:

- *Managers and Executives* - workers whose main responsibilities are to determine and formulate policies and plan, direct, control and coordinate the activities of enterprises and organizations, or their internal departments or sections. Working owners receiving regular pay are included;
- *Supervisors/Foremen* - workers whose main responsibilities are to plan, direct, organize and supervise the daily activities of workers in the section or unit concerned with the production of goods or the provision of services, subject to the general directive of managers; and
- Rank and File Workers - workers who do not fall within the managerial or supervisory classification of employees. These consist of:
 - i. *Regular Workers* - workers hired to perform activities which are usually necessary or desirable in the usual business or trade of the employer and usually worked on permanent status; and
 - ii. *Non-Regular Workers* - consist of:
 - Probationary Workers - workers on trial period during which the employer determines their fitness to qualify for regular employment, based on reasonable standards made known to them at the time of engagement;
 - Casual Workers - workers whose work is not usually necessary and desirable to the usual business or trade of the employer. Their employment is not for a specific undertaking or seasonal in nature;
 - Contractual/Project-based Workers - workers whose employment has been fixed for a specific project or undertaking, the completion or termination of which has been determined at the time of engagement. Agency-hired workers are excluded.
 - Seasonal Workers - workers whose employment, specifically its timing and duration, is significantly influenced by seasonal factors; and
 - Apprentices/Learners - workers who are covered by written apprenticeship/learnership agreements with individual employers or any of the entities with duly recognized programs. Apprentices without compensation are excluded.

Total Employment of an establishment includes persons on paid vacation, sick, maternity, paternity, service incentive leave and other paid leaves, persons working away from the establishment but paid by and under its control, e.g., bus drivers and workers on strike. It excludes silent or inactive partners, members of the board of directors paid solely for attendance at meetings, workers on indefinite leave, laid off workers for six (6) months or more, persons purely on commission and without employer control, consultants, persons on retainer basis, contract out/agency hired workers and homeworkers.

Young Workers - workers aged 15-24 years old as of reference date.

Workers Paid the Minimum Wage - workers who are paid the applicable minimum wage rates fixed by the Regional Tripartite Wages and Productivity Boards.

Persons with Disabilities - workers suffering from restriction or different disabilities, as a result of mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being.

Time-rate Workers - those paid on the basis of a time unit of work such as an hour, a day or a month.

Part-time Workers - those who work at jobs which provide less than the working time normal to the establishment.

Commission Workers - persons working for the establishment who receive a basic pay plus a certain percentage of money received for a transaction, (e.g., sales representatives) or purely on commission with employer control (e.g., bus drivers) or purely on commission without employer control (e.g., insurance underwriters).

Expatriate Workers - Non-Filipino citizens employed in the establishment.

Agency-hired Workers - workers hired through agencies/contractors to perform or complete a job, work or service within the premises of the establishment. They are excluded from the total employment of the establishment.

Contracting - an arrangement whereby a principal agrees to put out or farm out with a contractor or subcontractor the performance or completion of a specific job, work or service within a definite or pre-determined period regardless of whether such job is to be performed or completed within or outside the premises of the principal.

Job Vacancies - refer to all job positions or items in the company that became vacant at any time during the reference period. A job position or item should be counted only once regardless of the number of times it became vacant during the reference period.

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

SAFETY AND HEALTH PRACTICES

Health and Safety - means securing the health, safety and welfare of persons at work as well as on the protection of other individuals against risk to their safety and health in connection with or as affected by activities at work.

Adequate Aisles/Passageways - passageway between machineries or equipment shall not be less than 60 cm (approx. 2 ft.)

Good Housekeeping - maintenance of cleanliness of building, yards, machines, equipment, regular waste disposal and orderly arrangement of processes, operations, storage, and filing of materials.

Ergonomically Designed Tools - appropriate equipment design intended to reduce operator fatigue and discomfort in order to maximize productivity in the workplace.

Health Maintenance Organization - refers to an organization providing a fixed set of medical services for a prepaid fee

OCCUPATIONAL INJURIES AND DISEASES

Occupational Accident - an unexpected and unplanned occurrence, including acts of violence arising out of or in connection with work which results in one or more workers incurring a personal injury, disease or death. It can occur outside the usual workplace/premises of the establishment while the worker is on business on behalf of his/her employer i.e. in another establishment or while on travel, transport or in road traffic.

Occupational Injury - an injury which results from a work-related event or a single instantaneous exposure in the work environment (occupational accident). Where more than one person is injured in a single accident, each case of occupational injury should be counted separately. If one person is injured in more than one occupational accident during the reference period, each case of injury to that person should be counted separately. Recurrent absences due to an injury resulting from a single occupational accident should be treated as the continuation of the same case of occupational injury not as a new case.

Fatal Case - case where a person is fatally injured as a result of occupational accident whether death occurs immediately after the accident or within the same reference year as the accident.

Permanent Incapacity - case where an injured person was absent from work for at least one day, excluding the day of the accident, and 1) was never able to perform again the normal duties of the job or position occupied at the time of the occupational accident, or 2) will be able to perform the same job but his/her total absence from work is expected to exceed a year starting the day after the accident.

Temporary Incapacity - case where an injured person was absent from work for at least one day, excluding the day of the accident, and 1) was able to perform again the normal duties of the job or position occupied at the time of the occupational accident or 2) will be able to perform the same job but his/her total absence from work is expected not to exceed a year starting the day after the accident, or 3) did not return to the same job but the reason for changing the job is not related to his/her inability to perform the job at the time of the occupational accident.

Case Without Workdays Lost - case where the injured person required only first aid or medical treatment on the day of the accident and was able to perform again, on the day after the accident, the normal duties of the job or position occupied at the time of the occupational accident.

Workdays Lost - refer to working days (consecutive or staggered) an injured person was absent from work, starting the day after the accident. If the person is still absent from work by the end of the reference year, his/her days lost cover the period from the day after the accident up to the end of the reference year. Temporary absences from work of less than one day for medical treatment are not included in days lost.

Occupational Disease - an abnormal condition or disorder other than one resulting from an occupational injury caused by exposure over a period of time to risk factors associated with work activity such as contact with certain chemicals, inhaling coal dust, carrying out repetitive movements.

Frequency Rate - cases of occupational injuries with workdays lost including fatalities per 1,000,000 employee-hours of exposure.

Incidence Rate - cases of occupational injuries with workdays lost including fatalities per 1,000 workers.

Severity Rate - workdays lost of cases of occupational injuries resulting to temporary incapacity per 1,000,000 employee-hours of exposure.

Average Days Lost - workdays lost of cases of occupational injuries resulting to temporary incapacity per case of occupational injury.

Hours Actually Worked - include normal/regular hours of work; overtime; time spent at the place of work such as the preparation of workplace, repairs, maintenance, preparation and cleaning of tools, preparation of receipts, time sheets and reports; time spent at the place of work waiting or standing by for reasons such as lack of supply of work, breakdown of machinery or accident, or time during which no work is done but for which payment is made; time corresponding to lunch/meal breaks of less than one hour and to short rest periods at the workplace including tea and coffee breaks/meriendas; it exclude hours paid for but not worked due to vacation, sick, maternity, paternity, service incentive leave and other paid leaves, rest days, special days and regular holidays, lunch/meal breaks of one hour or more and time spent on travel from home to workplace and vice versa.

Commuting Accident- an accident which results to death or personal injury occurring on the habitual route of a worker, in either direction, between the place of work or work-related training and the worker's principal or secondary residence, the place where the worker usually takes his/her meals or the place where he/she usually receives his/her remuneration.

LABOR COST

Labor Cost: defined as including:

Direct Wages and Salaries In Cash - payments for normal/regular working time, commissions of employees and their share in service charges, overtime, night shift and premium pay, payments under bonus, productivity and other incentive schemes (regular payments on the basis of work performed or current output), cost of living allowances and other guaranteed and regularly paid allowances except housing allowances; these are payments before any deductions are made in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees; these exclude payments/overhead costs which are reimbursements to employees for travel, entertainment, meals and other expenses incurred in conducting the business of the employer;

Remuneration for Time Not Worked - payments for vacation, sick, maternity, paternity, service incentive leave, union/emergency/bereavement/burial leaves and other paid leaves;

Bonuses and Gratuities - year-end, seasonal and other one-time bonuses (mid-year/Christmas bonus, 13th/14th/15th month pay and the like), profit sharing bonuses and additional payments in respect of vacation supplementary to normal vacation pay;

Payments in Kind - refer to goods and services, valued at producer's or wholesale prices given to workers as part of their remuneration; these exclude general amenities provided by the employer such as imputed rental value of free/subsidized housing, medical services, canteen and other welfare services and facilities;

Cost of Workers' Housing Shouldered by Employer - cost for establishment-owned dwellings and cost for dwellings not owned by establishment and other housing costs (housing allowances, rents, subsidies, etc.);

- *Cost for establishment-owned dwellings* - net cost, i.e. maintenance expenditures, fees, property taxes, insurance, interest, depreciation and other costs, less grants-in aid, tax rebates, subsidies, etc. received from government and other institutions in respect of establishment-owned building and equipment used for dwelling of employees; it excludes capital investment on building, equipment or land made during the year and labor cost of personnel employed in establishment-owned dwellings for employees.

Employer's Social Security Expenditures - compulsory social security expenditures (GSIS, SSS, PhilHealth, Pag-IBIG); collectively agreed and non-obligatory contributions to private social security schemes and insurance (pension, life, accident, medical and health, hospitalization); direct payments by employer to employees regarded as social security benefits (in respect of absence from work due to sickness, maternity or occupational injury); cost of medical care and health services; retirement and separation/termination pay;

- *Cost of medical care and health services* - medical care and health expenses (except insurance), e.g. medicines, incurred by the employer on behalf of the employees; it includes net cost, i.e. maintenance expenditures, fees, property taxes, insurance, interest, depreciation and other costs, less grants-in aid, tax rebates, subsidies, etc. received from government and other institutions in respect of establishment-owned building and equipment used for medical care and health services of employees; it excludes capital investment on building, equipment or land made during the year and labor cost of personnel employed in establishment-owned medical care and health facilities for employees;

Cost of Training - net cost of fees, salaries and other payments for services of outside instructors, payments made to outside training institutions on behalf of the workers of the establishment and the reimbursement of school fees to workers, it includes net cost, i.e. maintenance expenditures, fees, property taxes, insurance, interest, depreciation and other costs, less grants-in aid, tax rebates, subsidies, etc. received from government and other institutions in respect of establishment-owned building and equipment used for training of employees; it excludes capital investment on building, equipment or land made during the year and labor cost of personnel employed in establishment-owned training facilities;

Cost of Welfare Services - grants to credit unions and related services for employees, cost of services such as canteens and other food services, educational, cultural, recreational and related facilities and services; it includes net cost, i.e. maintenance expenditures, fees, property taxes, insurance, interest, depreciation and other costs, less grants-in aid, tax rebates, subsidies, etc. received from government and other institutions in respect of establishment-owned building and equipment used for welfare of employees; it excludes capital investment on building, equipment or land made during the year and labor cost of personnel employed in establishment-owned welfare facilities; and

Other Labor Costs - cost of work clothes/protective gear, transport of workers to and from work undertaken by employers and recruitment cost.

Total Costs - all expenses incurred by the establishment whether paid or payable, valued at market price. Aside from labor cost, these are costs of purchased materials, supplies, fuel and electricity, industrial and non-industrial services done by others, costs of good for resale, interest expenses and indirect taxes; it exclude donations and contributions, bad debts, income taxes, losses and depreciation.

H. UNIT OF MEASUREMENT

- Numbers and percentages for employment and safety and health practices
- Numbers and rates for occupational injuries; numbers for occupational diseases
- Pesos for labor costs and percentages for labor cost structure

I. CLASSIFICATIONS

Geographic: The geographic classification is based on the 2002 Philippine Standard Geographic Classification (PSGC).

Industrial: The industry classification is based on the 1994 Philippine Standard Industrial Classification (PSIC) as amended. It was patterned after the International Standard Industrial Classification (ISIC), Rev. 3 of the United Nations, up to the 4-digit level, but with modifications to suit national situations and circumstances.

Occupational: The occupational classification is based on the Philippine Standard Occupational Classification (PSOC) 2002 update. It was patterned after the 1988 International Standard Classification of Occupations (ISCO) of the International Labour Office with modifications to suit the national context.

Employment Size: The classification of establishments according to employment size is based on their average total employment, i.e., 20-99; 100-199; 200 and over.

Others:

- Employment according to categories of workers and employees according to specific groups
- Job vacancies as to requirements on minimum educational level, main skill/area of specialization, years of experience
- Rating of job applicants according to certain traits (verbal, writing, mathematical, etc.)
- Safety and health practices according to facilities and health programs
- Cases of occupational injuries according to incapacity for work (fatal, permanent, temporary)

J. SURVEY DESIGN

Statistical unit: The statistical unit is the establishment. Each unit is classified to 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.

Survey universe/Sampling frame: The 2008 BLES Survey Sampling Frame (SSF2008) is an integrated list of establishments culled from the 2006 List of Establishments of the National Statistics Office; and updated 2006 BLES Sampling Frame based on the status of establishments reported in the 2006 BLES Integrated Survey (BITS) and 2006 Occupational Wages Survey. Lists of Establishments from the Department of Trade and Industry (DTI) and Philippine Chamber of Commerce and Industries (PCCI) were also considered in preparing the 2008 frame.

Sampling design: The OWS is a sample survey of non-agricultural establishments employing 20 persons or more. 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 4, 5 or 6-digit levels. Geographical location was not considered in the stratification to allow for detailed industry groupings.

In designing the survey, the margin of error (e) was fixed at 5%. 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%. 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 coefficient of variation (CV) of 2.5% was used, that is,

$$\begin{aligned}
 n &= \frac{z_{\alpha/2}^2 CV^2}{e^2 + \frac{z_{\alpha/2}^2 CV^2}{N}} = \frac{1.96^2 (2.5)^2}{0.05^2 + \frac{1.96^2 (2.5)^2}{32,028}} \\
 &= \frac{24.01}{0.0025 + \frac{24.01}{32,028}} = 7,388.4731 \\
 n &\approx 7,388
 \end{aligned}$$

Sixty five (65) industry groups were considered as domains; this number is the union of industry groups covered by the Occupational Wages Survey and the BLES Integrated Survey. These surveys have common sample establishments beginning 2006 survey operations because of budgetary constraints and to facilitate delivery of questionnaires and data collection.

To ensure the precision of estimates in each domain, the initial sample size was allocated in each domain using the Kish's allocation formula defined below:

$$n_h = n \left(\frac{\sqrt{\frac{1}{L^2} + IW_h^2}}{\sum_{h=1}^L \sqrt{\frac{1}{L^2} + IW_h^2}} \right)$$

where

n_h - sample size in the industry h

n - initial sample size (7,388)

L - total number of domains

I - set at 0.5 to allow approximately equal allocation for each domain

W_h - population weight which is equal to $\frac{N_h}{N}$

After allocating the initial sample size (7,388) to the domains, the sample size in each domain was adjusted to accommodate an expected 5% proportion of ineligible samples. These adjusted sample sizes were then allocated to the different strata (employment sizes: 20-99, 100-199 and 200 and over) proportional to the total employment in each size. This was done to utilize the employment distribution because large establishments represents 55.1% of national employment despite that these establishments comprise only 8.9 % of the national establishment population. However, establishments in some industries were sampled with certainty because of their relatively few numbers. Also, a minimum of 10 samples in the cells (industry and employment size) was maintained to accommodate expected non-responses.

Substitution of sampling units: There is no substitution of sampling units.

Sample size: For 2007/2008 BITS, number of establishments covered was 6,460, of which, 5,173 (for employment/safety and health practices) and 5,149 (for occupational injuries and diseases/labor cost) were eligible units.

K. FIELD WORK

Data collection: The survey is conducted in coordination with the Regional Offices (except the National Capital Region regional office) of the Department of Labor and Employment. On a project basis, employees are hired to personally deliver and retrieve the questionnaires from the establishments. In some instances, questionnaires are mailed to establishments in less accessible or conflict prone areas, in which case a self-addressed envelope is provided. The establishments may also submit the accomplished questionnaires through fax. Delivery of questionnaires starts in August of the reference year and retrieval will commence after all questionnaires have been delivered or within 10 working days from delivery to an establishment or on a date agreed upon by the contact person and the enumerator.

The basic data originate from the payroll, accident and other related records of establishments.

Survey questionnaire: The questionnaire is made up of several parts, i.e.,

Cover page - contains the address box for the establishment and other particulars;

Page 2 - provides information on the survey objective, scope and uses of the data; confidentiality clause; collection authority; authorized field personnel; coverage; periodicity and reference period; due date; and availability of results;

Part I: General Information - This portion inquires on main economic activity and major products/goods or services of the establishment; ownership (wholly Filipino, with foreign equity, wholly foreign); whether establishment is part of a global production network; whether the establishment is a business process outsourcing (BPO) provider; and presence of a union and existence of a collective bargaining agreement in the establishment. Union membership and CBA coverage are likewise inquired on;

Part II: Employment - This section requires data on total employment and its breakdown into working owners, unpaid workers and employees (managers/executives, supervisors/foremen and rank and file: regular and non-regular workers). It also looks into employment of specific groups of workers; types of process outsourced/jobs contracted out; and the number of agency-hired workers;

Part III: Occupational Shortages and Surpluses - This part inquires on the number of vacancies and applicants for hard-to-fill jobs and their requirements; job vacancies which are easy to fill; methods of filling up job vacancies, school preference for new staff; estimated recruitment cost; rating of job applicants according to certain traits (verbal, writing, mathematical, etc.);

Part IV: Health and Safety Practices - This part inquires on establishment facilities and programs on safety and health; types of training/seminars on safety and health and sources of services/assistance in the conduct of trainings; those responsible for the overall implementation of safety and health practices in the establishment; those responsible for administering medical services to employees in case of emergencies; presence of OSH records; means of communicating safety and health practices to employees; whether establishment is ISO certified;

Part V: Occupational Injuries and Diseases - This inquires on the incidence of occupational accidents; cases of occupational injuries and lost workdays (part of the body injured, cause and agent of injury); occupational diseases; number of commuting accidents and workers injured; and hours actually worked by all employed persons;

Part VI: Labor Cost of Employees - This section inquires on labor cost by cost component and sub-components, hours actually worked by all employees and the percent share of labor cost to total cost.

Part VII: Certification - This box is provided for the respondent's name and signature, position, and telephone/fax numbers and e-mail address; time spent in answering the questionnaire; comments or suggestions (on the data it provided for the survey, results of previous survey round and improvements on the design/contents of the questionnaire); and

Part VIII: Survey Personnel - this portion is allocated for the names of personnel involved in collection, editing and review of each questionnaire and dates when the activities were completed.

Survey Results - selected statistics from previous BITS rounds on employment, wage and compensation practices, occupational injuries and labor cost of employees are provided for information of the respondents.

L. DATA PROCESSING AND EDITING

Data are manually and electronically processed. Upon collection of accomplished questionnaires, enumerators perform field editing before leaving the establishments to ensure completeness, consistency and reasonableness of entries in accordance with the field operations manual. The forms are again checked for data consistency and completeness by their field supervisors.

The BLES personnel undertake the final review, coding of information on classifications used, data entry and validation and scrutiny of aggregated results for coherence. Questionnaires with incomplete or inconsistent entries are returned to the establishments for verification, personally or through mail.

Microsoft Access is used for data encoding and generation of validation prooflists. After checking accuracy of encoding based on the prooflists, a conversion program using SPSS is executed to generate output tables.

M. TYPES OF ESTIMATES

- Categories of employment and employees;
- Occupational shortages and surpluses;
- Establishment practices on safety and health ;
- Cases of occupational injuries (by type, part of body injured, cause, agent), frequency and incidence rates of cases of occupational injuries with lost workdays, severity rates and average days lost of cases of occupational injuries resulting to temporary incapacity;
- Cases of occupational diseases by type of disease
- Commuting accidents and workers injured
- Labor cost according to major and specific cost component

N. ESTIMATION/COMPILATION METHODOLOGY

Not all of the fielded questionnaires are accomplished. Due to the 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. Non-respondents are made up of refusals, strikes or temporary closures and those establishments whose questionnaires contain inconsistent item responses and have not replied to the verification queries by the time output table generation commences. Respondents are post-stratified as to geographic, industry and employment size classifications. Non-respondents are retained in their classifications.

Estimates are obtained by simple expansion, i.e. by multiplying the sample values at the cell level (industry and employment size) by the corresponding blowing-up factor which is the ratio of the estimated population of establishments to the number of responding establishments. These estimates are then aggregated to the desired totals.

The estimates are aggregated to the desired levels to arrive at total estimates of the population, e.g. number of minimum wage earners or number of establishments with a specific safety and health practice. A population ratio is obtained by dividing total estimate of a variable with the total estimate of another variable, e.g. total labor cost by the number of employees to arrive at average labor cost per employee or total workdays lost of cases resulting to temporary incapacity by corresponding number of cases to derive average days lost.

O. ADJUSTMENTS

Non-response: Non-response is taken into account in the weighing procedure.

Other bias: No adjustments are made.

Use of benchmark data: No benchmark data is used.

Use of other surveys: No other survey data are used.

Seasonal variations: Not applicable.

P. INDICATORS OF THE RELIABILITY OF THE ESTIMATES

Coverage of the sampling frame: Partially updated.

Sampling error/sampling variance: Computed for key variables.

Non-response rate: For 2007/2008 BITS, the non-response rates in terms of eligible units are 21.7% (for employment/safety and health practices), 21.9% (for occupational injuries and diseases) and 24.0% (for labor cost).

Non-sampling errors: These may occur due to inaccuracies in reporting by establishments and enumerators, mistakes in coding, editing and data entry. However, efforts are made to reduce non-sampling errors by careful design of the questionnaire, intensive training of survey personnel, linkages with key informants (employers' and workers groups, government agencies and the academe) and through adoption and documentation of efficient operating procedures.

Conformity with other sources: The survey results are checked for consistency with the results of previous BITS data or related administrative data.

Estimates for non-survey years: Not relevant.

Q. HISTORY OF THE SURVEY

Initiated in 2003, the BITS is a modular survey that integrates the data requirements on employment, industrial relations, occupational injuries and labor cost that used to be collected by the BLES through independent surveys such as Survey on Specific Groups of Workers (SSGW), Employment, Hours and Earnings Survey (EHES), Industrial Relations at the Workplace Survey (IRWS), Occupational Injuries Survey (OIS) and Labor Cost Survey (LCS).

Each round of the BITS covers different aspects of employment and establishment practices. The inquiry on occupational injuries and diseases is a regular feature while that on labor cost is undertaken on a less frequent basis.

The integration aims to reduce respondent burden from filling out various BLES survey questionnaires, to optimize the use of resources and to improve the timeliness of information.

R. AVAILABLE SERIES:

The new data series starts with the 2002/2003 BITS. Nevertheless, past data are available from SSGW, EHES, IRWS, OIS and LCS.

II. DOCUMENTATION

A. PERIODICITY OF DISSEMINATION

The results are released 14 months after the June reference period of the survey inquiry on employment.

B. ADVANCE RELEASE CALENDAR

An advance release calendar that gives one-quarter-ahead notice of the approximate release date is posted in the BLES Homepage.

C. DISSEMINATION FORMATS

Hard Copy

- LABSTAT Updates
- Philippine Industry Yearbook of Labor Statistics
- Yearbook of Labor Statistics

Electronic

- BLES Homepage: <http://www.bles.dole.gov.ph>
- CD ROM (4-in-1): Philippine Industry Yearbook of Labor Statistics; Yearbook of Labor Statistics; Gender Statistics on Labor and Employment; LABSTAT Updates

III. CONFIDENTIALITY

The compilation and dissemination of the data are governed by the terms and conditions of Executive Order No. 126 (January 30, 1987) creating the Bureau of Labor and Employment Statistics and Executive Order 352 (July 1, 1996) designating the OWS as one of the statistical activities critical for decision making of the government and the private sector.

While E.O. 126 is silent on the confidentiality of individual responses from surveys conducted by the BLES, it collects data under the pledge of confidentiality. A statement to this effect is printed in all the questionnaires of BLES surveys.