



Bureau of
Labor and
Employment
Statistics

2007/2008 BLES INTEGRATED SURVEY and 2008 OCCUPATIONAL WAGES SURVEY


Chapter 3

Operational Strategy




Duties and Responsibilities

A. Area Supervisors

1. Participate in the training on data collection and field editing;
 2. Ensure the implementation of the survey in their areas **within the allotted time**;
 3. Allocate questionnaires to field personnel, receive and control the questionnaires from the field (*for NCR Supervisors*);
 4. Assist the Regional Supervisor in the allocation of questionnaires to field personnel, receive and control the questionnaires from the field (*for ONCR Area Supervisors*);
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Duties and Responsibilities

5. Check the **completeness and consistency** of the entries in the accomplished questionnaires and return those for verification to Enumerators;
 6. Deliver questionnaires if necessary, conduct follow-ups, spot checks and verification;
 7. Monitor and evaluate the performance of Enumerators for purposes of determining the survey status and payment of salaries; and
 8. Ensure the **confidentiality of data** provided by the establishments.
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Duties and Responsibilities

B. Enumerators

1. Participate in the training on data collection and field editing;
 2. 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**;
 3. Submit the **properly accomplished/edited and undelivered** questionnaires to the Regional/Area Supervisor;
 4. Verify questionnaires returned by Regional/Area Supervisor with the establishments; and
 5. Ensure the **confidentiality of data** provided by the establishments.
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Survey Respondents

1. HRD personnel
 2. Industrial Relations managers
 3. Medical personnel
 4. Accountants
 5. Designated employees
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Materials of Field Personnel


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





Address Label

THE OWNER/MANAGER				<p>Name of Establishment</p> <p>Address 1: Floor/Bldg., # Street, Subdivision</p> <p>Address 2: Barangay, City or Municipality</p> <p>Address 3: Zip Code, Province</p> <p>Note: Address 3 for NCR is Metro Manila</p>
PHILIPPINE AIRLINES INC				
4/F PAL CTR				
106 LEGASPI ST				
SAN LORENZO MAKATI CITY				
1223 METRO MANILA				
10540	137602025	162102	9	*
EIN	GEO CODE	PSIC CODE	ATE CODE	





Average Total Employment Code


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		





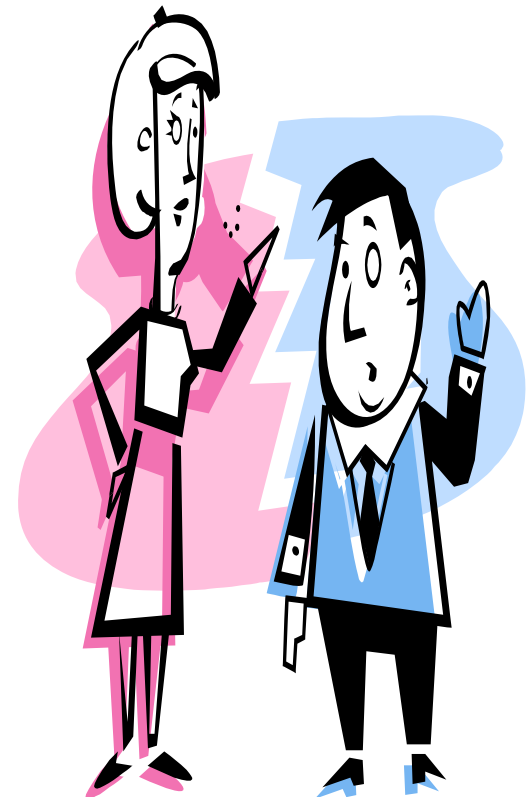
Status Codes

Code	Description
RET1	Retrieved for processing after distribution
RFV	Returned for verification
RET2	Retrieved for processing after verification
REF	Refusal
STR	On strike
TCL	Temporarily closed
CBL	Cannot be located
PCL	Permanently closed
DUP	Duplicate
OSP	Outside industry coverage of the survey
OTH	Status n.e.c.




Tips to Enumerators

- Be properly dressed and groomed
- Project a good aura
- Behavior should reveal confidence
- Bring the necessary survey materials
- Manage your time
- Be courteous at all time






Delivery of Questionnaires

- a. Have a **Letter of Introduction**.
 - b. Conduct quality control of questionnaire before delivery.
 - c. Deliver questionnaires **within the prescribed time**.
 - d. Agree on a **pick-up date** for the accomplished questionnaire.
 - e. Leave your name to facilitate coordination.
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Delivery of Questionnaires

- f. Request contact person/personnel who received the questionnaire to sign your **Certificate of Appearance**.
 - g. No replacement of sample establishment is allowed.
 - h. Continue with the delivery of questionnaire for establishment employing **less than 20 workers**.
 - i. Verify/Confirm all spoilage questionnaires.
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Collection and Field Editing of Questionnaires

1. Collect/retrieve within the prescribed schedule.
 2. Make personal follow-ups or phone calls.
 3. **Provide replacement** for misplaced questionnaire and applicable OWS Occupational Sheet.
 4. Check entries for **completeness and consistency**.
 5. Collect **1 to 2 questionnaires** per day.
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Collection and Field Editing of Questionnaires

6. Edit accomplished questionnaires that has been directly sent back to the office.
 7. Supervisor should follow-up all **mailed** questionnaires.
 8. **No payment** for retrieved questionnaires that has been mailed.
 9. Establishment with **an asterisk on the address label** should be given priority.
 10. If problems arise, consult your Area Supervisor
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Field Verification

1. Supervisors should conduct **authenticity checks** through phone or personal visit.
Record in Activity Logbook.
 2. Verification of all **spurious questionnaires** should be recorded in the Supervisor's and Enumerator's Control List.
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Review of Questionnaire

Questionnaires found **unacceptable** by the Reviewers shall be returned to the concerned NCR Enumerators through the Area Supervisors. (*together with the Verification forms*)






Survey Status Monitoring

A **computerized status monitoring report** is generated to reflect the performance of the NCR Supervisors/Enumerators.

Supervisors to prepare the **Enumerators' Summary Performance Report** not later than two (2) days after the payroll period.





Flowcharts

Delivery, Retrieval, Verification and Review of Questionnaire

Sample Establishment Transferred to Known Location

Sample Questionnaire Delivered to Head Office





GOOD DAY!

