

BITS FORM 1 (VERIFICATION FORM FOR PART VI: LABOR COST OF EMPLOYEES)

To Our Valued Respondent: Thank you for accomplishing the 2007/2008 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: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">NAME</td> <td style="width: 50%; text-align: right;">OF</td> </tr> <tr> <td colspan="2">ESTABLISHMENT: _____</td> </tr> <tr> <td colspan="2">FLOOR/BLDG.: _____</td> </tr> <tr> <td colspan="2">—</td> </tr> <tr> <td colspan="2">No./STREET/SUBDIVISION: _____</td> </tr> <tr> <td colspan="2">—</td> </tr> <tr> <td colspan="2">BARANGAY/CITY/MUNICIPALITY: _____</td> </tr> <tr> <td colspan="2">—</td> </tr> <tr> <td colspan="2">ZIP</td> </tr> <tr> <td colspan="2">CODE/PROVINCE: _____</td> </tr> </table>	NAME	OF	ESTABLISHMENT: _____		FLOOR/BLDG.: _____		—		No./STREET/SUBDIVISION: _____		—		BARANGAY/CITY/MUNICIPALITY: _____		—		ZIP		CODE/PROVINCE: _____	
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ITEM NO.	VERIFICATION DETAILS		
1. Reference period if other than calendar year <i>(month/year)</i>	<input type="checkbox"/> Reference period not specified		
2. Labor Cost Component			
2.1. <i>Direct wages and salaries (in cash)</i>			
2.1.1. Pay for normal/regular working time	<input type="checkbox"/> No entry <input type="checkbox"/> Entry is outside the acceptable range of 24,000 – 350,000 per employee		
2.1.4. Payments under bonus, productivity, performance and other incentive schemes	<input type="checkbox"/> Entry is the same as entry in item 2.3.1		
2.1.5. Cost of living allowances and other guaranteed and regularly paid allowances	<input type="checkbox"/> Entry is the same as entry in item 2.5.2		
2.3. <i>Bonuses and gratuities</i>			
2.3.1. Year-end, seasonal and other one-time bonuses	<input type="checkbox"/> No entry <input type="checkbox"/> Entry is the same as entry in item 2.1.4 <input type="checkbox"/> Entry is outside the acceptable range of 2,000 – 150,000 per employee		
2.6. <i>Employer's social security expenditures</i>			
2.6.1. Compulsory social security contributions	<input type="checkbox"/> No entry <input type="checkbox"/> Entry is outside the acceptable range of 2,000 – 15,000 per employee		
2.6.4. Cost of medical care and health services	<input type="checkbox"/> Entry is the same as entry in item 2.6.2		
2.8 <i>Cost of welfare services</i>	<input type="checkbox"/> Entry includes entry in item 2.5.1 <input type="checkbox"/> Entry includes entry in item 2.6.4 <input type="checkbox"/> Entry includes entry in item 2.7		
2.9 <i>Other labor costs</i>			
2.9.1 Cost of work/clothes/protective gear	<input type="checkbox"/> Entry is the same as entry in item 2.4		
3. Hours actually worked by all employees in 2007	<input type="checkbox"/> No entry <input type="checkbox"/> Entry is outside the acceptable range of 1,200 – 3,600 per employee		
4. Percent share of labor cost to total cost	<input type="checkbox"/> No check marks in any of the boxes <input type="checkbox"/> "30% or more" is checked but percent share is not specified		
Others:			
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<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Received by Supervisor:</td> <td style="width: 50%; border-bottom: 1px solid black;">Verification Accepted by Reviewer:</td> </tr> </table>		Received by Supervisor:	Verification Accepted by Reviewer:
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Signature:	Signature:
Date:	Date: