



Republic of the Philippines

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Philippine Statistics Authority

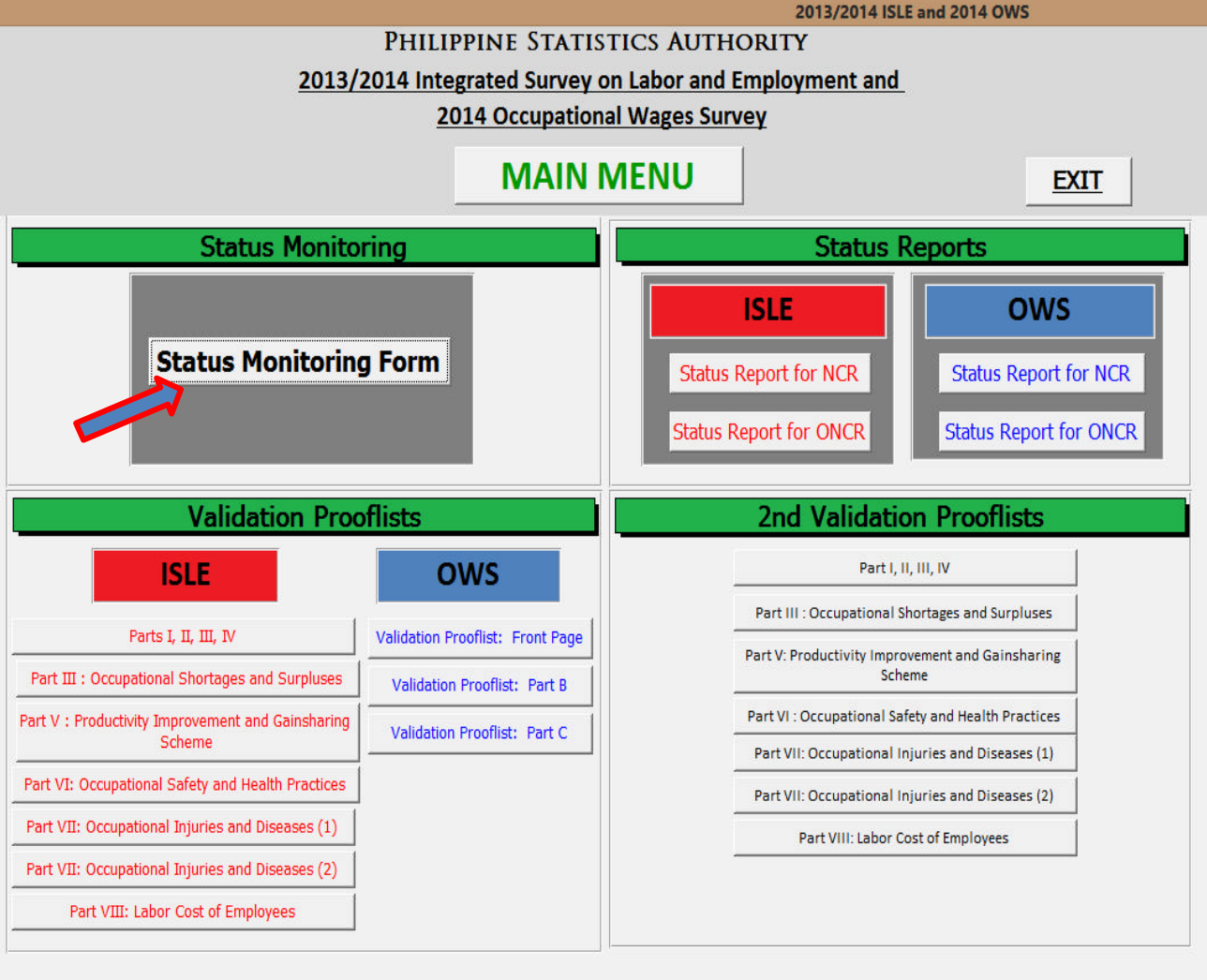
## **--STATUS MONITORING GUIDELINES--**

### **2013/2014 INTEGRATED SURVEY ON LABOR AND EMPLOYMENT and 2014 OCCUPATIONAL WAGES SURVEY**

June 2014

## TO VIEW/SELECT/EDIT DATABASE:

1. To open the Microsoft Access database, click  **ISLE\_OWS 2013\_2014\_FINAL.mdb**
2. On the **MAIN MENU** (Figure 1), select the appropriate button to go to the desired form/report.
3. Click the **STATUS MONITORING FORM** to update the status.



The screenshot displays the 'MAIN MENU' of the '2013/2014 Integrated Survey on Labor and Employment and 2014 Occupational Wages Survey'. The interface is divided into four main sections: 'Status Monitoring', 'Status Reports', 'Validation Prooflists', and '2nd Validation Prooflists'. A red arrow points to the 'Status Monitoring Form' button in the 'Status Monitoring' section.

**2013/2014 ISLE and 2014 OWS**

**PHILIPPINE STATISTICS AUTHORITY**

**2013/2014 Integrated Survey on Labor and Employment and 2014 Occupational Wages Survey**

**MAIN MENU** **EXIT**

**Status Monitoring**

**Status Monitoring Form**

**Status Reports**

**ISLE** **OWS**

Status Report for NCR  
Status Report for ONCR

Status Report for NCR  
Status Report for ONCR

**Validation Prooflists**

**ISLE** **OWS**

Parts I, II, III, IV  
Part III : Occupational Shortages and Surpluses  
Part V : Productivity Improvement and Gainsharing Scheme  
Part VI: Occupational Safety and Health Practices  
Part VII: Occupational Injuries and Diseases (1)  
Part VII: Occupational Injuries and Diseases (2)  
Part VIII: Labor Cost of Employees

Validation Prooflist: Front Page  
Validation Prooflist: Part B  
Validation Prooflist: Part C

**2nd Validation Prooflists**

Part I, II, III, IV  
Part III : Occupational Shortages and Surpluses  
Part V: Productivity Improvement and Gainsharing Scheme  
Part VI : Occupational Safety and Health Practices  
Part VII: Occupational Injuries and Diseases (1)  
Part VII: Occupational Injuries and Diseases (2)  
Part VIII: Labor Cost of Employees


**Figure 1. Main Menu**

4. On the **STATUS MONITORING SCREEN** (Figure 2), both 2013/2014 ISLE and 2014 OWS questionnaire parts are included on the top left and right sides, respectively.

2013/2014 ISLE and 2014 OWS Status Monitoring																																													
<b>PHILIPPINE STATISTICS AUTHORITY</b> <b>2013/2014 Integrated Survey on Labor and Employment</b> <b>and 2014 Occupational Wages Survey</b>																																													
STATUS MONITORING																																													
for ISLE Only					for OWS Only																																								
Part I	II	III and IV	V	VI-A	VI-B	VII-A	VII-B	VIII	Main Menu																																				
<div style="display: flex; justify-content: space-between;"> <div> <p>Business Name: <u>LOCOS NORTE ELECTRIC COOP INC</u></p> <p>New Name of Establishment: _____</p> <p>Address 1: <u>NATL RD</u></p> <p>New Address 1: _____</p> <p>EIN: <span style="background-color: yellow; border: 1px solid black; padding: 2px;">[EIN]</span></p> <p>Geographic Codes: _____ 01 28 09 030</p> </div> <div> <p>Batch No. for ISLE: _____</p> <p>Batch No. for OWS: _____</p> </div> </div>																																													
HEAD OFFICE PARTICULARS (if Questionnaire is endorsed to Head Office)																																													
<p>Business Name: _____</p> <p>Contact Person: _____ Tel. No.: _____</p> <p>Position of Contact Person: _____</p> <p>Head Office Address 1: _____</p> <p>Geocode of Head office: _____ HQ_Indicator: <input type="checkbox"/> w</p>																																													
GENERAL INFORMATION																																													
ISLE					OWS																																								
<p>June 2014 CY 2013 Questionnaire paid: <input type="checkbox"/></p> <p>Status Code: <u>  </u> Date: <u>  </u></p> <p>DUP of EIN: _____</p> <p>CET with EIN: _____</p> <p>CON with EIN: _____</p> <p>OSP w/ PSIC: _____</p> <p>OTH (specify): _____</p> <p>Industry Code: <u>D35100</u></p> <p>Total Employment: <u>535</u></p> <p>Main Economic Activity: _____</p> <p>Major Products/Goods or Services: _____</p>					<p>Questionnaire paid: <input type="checkbox"/></p> <p>Status Code: <u>CBL</u> Date: <u>  </u></p> <p>DUP of EIN: _____</p> <p>CET with EIN: _____</p> <p>CON with EIN: _____</p> <p>OSP w/ PSIC: _____</p> <p>OTH (specify): _____</p> <p>Industry Code: <u>D35100</u></p> <p>Total Employment: <u>92</u> + <u>2</u> + <u>0</u> + <u>2</u> + <u>0</u> = <u>96</u></p> <p style="font-size: small;">Time-rate on Full-time Basis    Time-Rate on Part-time Basis    Output Rate Workers    Workers Purely on Commission    Working Owners and Unpaid Workers    TOTAL</p> <p>Main Economic Activity: _____</p> <p>Major Products/Goods or Services: _____</p>																																								
CERTIFICATION																																													
<p>Contact Person: _____</p> <p>Position Title: _____ Fax Number: _____</p> <p>Phone Number: _____ E-mail Address: _____</p>					<p>Contact Person: _____</p> <p>Position Title: _____ Fax Number: _____</p> <p>Phone Number: _____ E-mail Address: _____</p>																																								
COMMENTS																																													
<p>Time spent in answering this questionnaire: <u>  </u> specify if more than 2 days <u>  </u></p> <p>Comment on data provided: _____</p> <p>Employment: <span style="background-color: #8B4513; color: white; padding: 2px;">[Employment]</span></p> <p>Occupational Shortages and Surpluses: _____</p> <p>Training of Workers: _____</p> <p>Recruitment and Hiring Practices for Entry-Level Jobs: _____</p> <p>Occupational Safety and Health Practices: _____</p> <p>Employees Compensation Program: _____</p> <p>Occupational Injuries and Diseases: _____</p> <p>Presentation /Packaging: _____ Suggestions for improvement: _____</p> <p>Definition of terms: <u>  </u> Layout: <u>  </u></p>					<p>Time spent in answering this questionnaire: <u>  </u> specify if more than 2 days <u>  </u></p> <p>Comment on data provided: _____</p> <p>Presentation /Packaging: _____ Suggestions for improvement: _____</p> <p>Definition of terms: <u>  </u> Layout: <u>  </u> Font, color: <u>  </u></p>																																								
SURVEY PERSONNEL																																													
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th colspan="2">Enumerator</th> <th colspan="2">Area Supervisor</th> <th colspan="2">Reviewer-ISLE</th> <th colspan="2">Reviewer-OWS</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td colspan="2"><u>  </u></td> <td colspan="2"><u>  </u></td> <td colspan="2"><u>  </u></td> <td colspan="2"><u>  </u></td> </tr> <tr> <td>Date</td> <td colspan="2"><u>  </u></td> <td colspan="2"><u>  </u></td> <td colspan="2"><u>  </u></td> <td colspan="2"><u>  </u></td> </tr> <tr> <td></td> <td>ISLE</td> <td>OWS</td> <td>ISLE</td> <td>OWS</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>											Enumerator		Area Supervisor		Reviewer-ISLE		Reviewer-OWS		Name	<u>  </u>		<u>  </u>		<u>  </u>		<u>  </u>		Date	<u>  </u>		<u>  </u>		<u>  </u>		<u>  </u>			ISLE	OWS	ISLE	OWS				
	Enumerator		Area Supervisor		Reviewer-ISLE		Reviewer-OWS																																						
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	ISLE	OWS	ISLE	OWS																																									

**Figure 2. Status Monitoring**

**STATUS MONITORING GUIDELINES (Figure 2)**

ITEMS OF INQUIRY	GUIDELINES
<b>1. EIN</b>	Press CTRL+F or click the icon  the desired EIN
<b>2. New Name</b>	See Guidelines on Establishments Naming and Addressing.  Type the corresponding entry for each item as reflected in the questionnaire
<b>3. New Address 1</b>	
<b>4. New GeoCode</b>	
<b>5. Head Office Particulars</b>	
<i>Business Name of Establishment</i>	
<i>Contact Person</i>	
<i>Position of Contact person</i>	
<i>Telephone Number</i>	
<i>Head Office Address 1</i>	Select from the list.
<i>Geocode of Head Office</i>	
<i>Head Office Indicator</i>	See Batch Label  For Retrieved questionnaires <b>NCRx-Rn</b> where x - Reviewer Code <b>ONCRx-Rn</b> n - Sequence no. from 1 to n  For Spoilage questionnaires <b>NCRx-Sn</b> where x - Reviewer Code <b>ONCRx-Sn</b> n - Sequence no. from 1 to n
<b>6. Batch Number for ISLE and OWS</b>	
<b>7. Status Code for ISLE and OWS</b>	Select from the List
<b>DUP</b>	Enter EIN for DUP, CET, CON  Enter Industry Code Specify reason
<b>CET</b>	
<b>CON</b>	
<b>OSP</b>	
<b>OTH</b>	
<b>7a. Questionnaire Paid and Date</b>	Type the entry as reflected in the Supervisor's Control List.
<b>7b. Remarks</b>	Enter as applicable
<b>FOR ISLE ONLY</b>	
<i>Main Economic Activity</i>	Type the corresponding entry for each item as reflected in the questionnaire.
<i>Major products / goods or services</i>	
<i>New Industry Code</i>	
<i>New Total Employment</i>	
<b>FOR OWS ONLY</b>	
<i>Main Economic Activity</i>	Type the corresponding entry for each item as reflected in the questionnaire.
<i>Major products / goods or services</i>	
<i>New Industry Code</i>	
<i>Time-rate on Full-time Basis</i>	
<i>Time-rate on Part-time Basis</i>	
<i>Output Rate Workers</i>	
<i>Workers Purely on Commission</i>	
<i>Working Owners and Unpaid Workers</i>	Entry should be equal to Time -rate on Full-time Basis + Part-time+Output Rate+Workers Purely on Commission+ Working Owners and Unpaid Workers
<i>Total</i>	

### STATUS MONITORING GUIDELINES (cont'd.)

ITEMS	GUIDELINES
<b>8. Certification Portion for ISLE&amp; OWS</b>	
<i>Name of Contact Person</i>	Type the corresponding entry for each item as reflected in the questionnaire.
<i>Position Title</i>	
<i>Telephone Number</i>	
<i>Fax Number</i>	
<i>E-mail address</i>	
<i>Time spent in answering the questionnaire</i>	Select from the List Less than a day 1-2 days More than 2 days
<i>If more than 2 days specify</i>	Type the corresponding entry for each item as reflected in the questionnaire.
<b>Comments on ISLE</b>	
<i>On the data provided for the 2013/2014 ISLE</i>	Type the corresponding entry for each item as reflected in the questionnaire.
<i>On statistics from previous BITS</i>	
<ul style="list-style-type: none"> <li>• <i>Employment</i></li> <li>• <i>Occupational Shortages and Surpluses</i></li> <li>• <i>Recruitment and Hiring Practices for Entry-Level Jobs</i></li> <li>• <i>Occupational Safety and Health Practices</i></li> <li>• <i>Employees' Compensation Program</i></li> <li>• <i>Occupational Injuries &amp; Diseases</i></li> <li>• <i>Labor Cost of Employees</i></li> </ul>	Type the corresponding entry for each item as reflected in the questionnaire.
<b>Comments on OWS</b>	
<i>On the data provided for the 2014 OWS</i>	Type the corresponding entry for each item as reflected in the questionnaire.
<i>On results of the 2012 OWS</i>	
<b>Presentation/Packaging ISLE and OWS</b>	
Definition of terms	Type the corresponding entry for each item as reflected in the questionnaire.
Layout	
Font, color	
Suggestions for improvement	
<b>9. Survey Personnel for ISLE and OWS</b>	
Enumerator	Type the corresponding entry for each item as reflected in the questionnaire.
Date	
Area Supervisor	
Date	
Reviewer	
Date	