Methodological questionnaire

Statistics of employment, wages and hours of work derived from establishment surveys

The objective of this questionnaire is to obtain information about the most important features of the establishment survey(s) carried out in your country since 1990, that are used as sources of statistics of employment, wages and/or hours of work.

Please use as many questionnaires as there are establishment sources for these statistics. For each type of survey, please respond with reference to the latest (most recent) exercise. If you have any questions on which surveys should be covered by this questionnaire, please contact sources@ilo.org before completing the questionnaire. In case the most recent survey was conducted before 1990, please complete only section A. Identification.

This questionnaire is designed to require only a minimum of textual response. The use of pre-coded responses facilitates response but increases the number of pages in the questionnaire. The accompanying document provides international definitions and links to international classifications mentioned in this questionnaire.

We welcome any comments regarding this questionnaire (item J1. "Additional comments"). You can save and print the completed questionnaire at your convenience. Once finished, you can send it to us by clicking the submit button at the end of the questionnaire or by sending a saved copy of the completed questionnaire to sources@ilo.org.

Thank you for your cooperation.

A. Identification			
A1. Country	Philippines		
A2. Title of the survey	2009/2010 BLES Integrated Survey (BITS)		
A3. Organisation(s) responsible	Bureau of Labor and Employment Statistics		
A4. Website where additional information can be found:	www.bles.dole.gov.ph		

B. Periodicity and coverage

B1. Periodicity: Th	ne survey is carried out	t				
Once a year, con	tinue to B2					
○ Two times a year	r/half yearly, continue	to B2				
○ Every quarter, co	ontinue to B2					
○ Every month, go	to B3					
C Every mo	onths, continue to B2					
Every	ars, go to B3					
Ad hoc survey, co	ontinue to B2					
Further comments or explanations (if needed):						
B2. Months of the	survey: the survey	is carrie	ed out in t	the following months		
January	☐ February			-		
March	April					
☐ May	June					
⊠July	⊠August					
⊠September	⊠October					
⊠November	⊠December					
B3. Year the survey started: 2003						
B4. Industry cover	rage: The survey inclu	ıdes esta	ıblishment	ts in the following ISIC rev. 4 groups		
A. Agriculture, fores	A. Agriculture, forestry and fishing Yes No L. Real estate activities				○ No	
B. Mining and quarr	ying	Yes	○ No	M. Professional, scientific and technical	⊙ Vos	○ No
C. Manufacturing		Yes	○ No	activities	Yes	() NO
D. Electricity, gas, st conditioning supply		Yes	○ No	N. Administrative and support support service activities	Yes	○No
E. Water supply, sev management and re	=	Yes	○ No	O. Public administration; compulsory social security	○ Yes	No
F. Construction		Yes	○ No	O. Defense	○ Yes	No
G. Wholesale and re	etail trade; repair of	Yes	○ No	P. Education	Yes	○ No
motor vehicles		(•) 1es	○ No	Q. Human health and social work activities	Yes	○ No
H. Transportation a	nd storage	Yes	○ No	R. Arts, entertainment and recreation	Yes	○No
I. Accomodation and	d food service	© Vos	○ No	S. Other service activities	Yes	○No
activities		Yes	CINO	T. Activities of household as employers	○ Yes	No
J. Information and c	communication	Yes	○ No	U. Activities of extraterritorial organizations	○Yes	No
K. Financial and insu	urance activities	Yes	○ No	and bodies		
	Public education and pub	lic health	activities ar	re excluded from the industry coverage.		
Further comments or explanations (if needed):						

B5. Size coverage: The survey covers							
All establishments of any size							
 All establishments with at least 20 wo 	rkers/er	mployees					
Other size coverage:							
B6. Geographical coverage: The survey cov 	ers the .						
Whole country, excluding the following remote/marginal areas:							
Capital city (can include surrounding areas)	1						
○ The following main cities:							
Only urban areas							
Other geographical coverage:							
B7. Worker coverage: The survey covers the	e followi	ing status i i	n employment categori	es			
(a) All persons in the payroll				○ Yes	No		
b) Only Paid employees Yes • No							
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	earners/	/ productior	1	○ Yes	No		
(d) Only Non-manual /white collar/administrative workers							
(e) Paid employees and working proprietors (i.	e., own	account wo	rkers or employers)	○ Yes	No		
(f) All persons engaged (Paid employees, work	ing prop	orietors and	unpaid family workers)	Yes	○ No		
The following groups are included:							
Pieceworkers	Yes	○ No	Apprentices			Yes	○No
Part time employees	Yes	○ No	Trainees			Yes	○No
Seconded employees	○ Yes	No	Employees absent from	work th	ne	○ Yes	♠ No
Workers from temporary work agencies	○ Yes	No	entire reference period	without	t pay	() res	(NO
Casual and temporary employees	Yes	○ No	Employees on probatio	n		Yes	○No
Supervisors	Yes	○ No	Foreign employees			Yes	○No
Managers	Yes	○ No	Workers paid on comm	ission		Yes	○No
Non-adults/workers below a certain age		No	Homeworkers			○ Yes	No
Volunteer workers	○ Yes	No	Subcontracted workers			Yes	○No
Other workers not mentioned above:							

Further comments or explanations (if needed):

1) Consultants and persons on retainer basis are excluded. 2) Employment of seconded employees and workers from temporary work agencies not common arrangement in the country. The survey does not specify these specific groups of workers as listed above in its coverage of paid employees so it can not be determined if they are included or excluded by the establishment in its response.

B8. Institutional sector coverage: The su	urvey covers		
Establishments in the the private sector			
Establishments in the the public sector	○ Yes		
Unincorporated establishments			
Non-profit institutions			
Foreign establishments located within the o	country Yes No		
Establishments which did not operate part	of the reference period Yes No		
National establishments located abroad	○ Yes		
B9. Other coverage: The survey includes	or excludes other types of establishments not already mentioned above		
C. (Concepts and operational definitions		
	C1. EMPLOYMENT		
C1a. The survey measures EMPLOYMEN	▼ Yes, continue to C1b No, go to C2		
C1b. Operational definition: EMPLOYME			
• The total number of workers, on:	• A specific day: June 30		
	The month of the survey		
	The quarter of the survey		
	The whole year		
	Other:		
○ The average number of workers during:	A specific pay period		
	○ The month of the survey		
	○ The quarter of the survey		
	○ The whole year		
	○ Other:		
Other:			
C1c. The worker coverage is			
○ The same as the survey coverage (c.f. B7	.)		
A different coverage: Workers paid purely	on commission and without employer control, and subcontracted workers are excluded.		
C1d. Further comments or explanations (if needed):			

C2. Earnings

C2a. The survey measures EARNINGS
Yes, continue to C2b No, go to C3a C2b. EARNINGS relates to: GROSS earnings (before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, union dues, life insurance premiums, etc.) NET earnings -> Deductions are made for: Workers' contributions to compulsory social security schemes \(\cap \) Yes \(\cap \) No ○Yes ○No - Health related - Pension - Unemployment ○ Yes ○ No Union dues ○Yes ○ No Advanced contributions to income tax Other: C2c. The worker coverage is ... **C2d.** and the **reference period** is ... The same reference period as employment The same as the survey coverage ○ A specific week A different coverage: A specific month Another reference period: **C2e.** Earnings includes: ○ Yes ○ No (a) Payments in kind Further comments or explanations (if needed): (b) Cost of living allowances ○ Yes ○ No (c) Family allowance allowances ○ Yes ○ No (d) Other allowances in cash (e) Payments for time not worked ○ Yes ○ No (f) Overtime payments ○ Yes ○ No (g) End of year bonuses (h) Profit sharing bonuses ○ Yes ○ No (i) Other regular bonuses paid every pay period ○ Yes ○ No (j) Bonuses paid irregularly ○ Yes ○ No (k) Payments for periods outside the reference period ○ Yes ○ No (I) Payments for items required by the job ○ Yes ○ No (m) Tips and gratuities distributed by the employer ○ Yes ○ No (n) Severance and termination pay ○ Yes ○ No (o) Employers' contributions to workers' social ○Yes ○No security schemes (p) Other components not mentioned above

C3. Wage rates

C3a. The survey measures WAGE RATES Yes, contin	nue to C3b No, go to C4			
C3b. Time unit: WAGE RATES are requested	C3c. Concept:			
<pre>per hour per day per week per month other time unit:</pre>	Minimum or standard wage rates, fixed by or in pursuance of laws Yes No regulations Yes No collective agreements Yes No arbitral awards Yes No Wage rates actually paid			
C3d. The worker coverage is	C3e. and the reference period is			
○ The same as the survey coverage	The same reference period as employment			
○ A different coverage:	○ A specific week			
	○ A specific month			
	○ Another reference period:			
C3f. Wage rates includes:				
(a) Payments in kind	No			
(b) Cost of living allowances	No			
(c) Family allowances	No			
(d) Other allowances in cash	No			
(e) Payments for time not worked	No			
(f) Overtime payments	No			
(g) Other components not mentioned above				
Further comments or explanations (if needed):				
C4. Comp	ensation of employees or Labour Cost			
C4a. The survey measures COMPENSATION OF EMPLOYE LABOUR COST	Yes, continue to C4b No, go to C5			
C4b. The worker coverage is	C4c. and the reference period is			
○ The same as the survey coverage	The same reference period as employment			
A different coverage:	○ A specific week			
Only paid employees are covered.	○ A specific month			
	A different reference period:			
	The 2009/2010 BITS did not cover the inquiry on labor cost. The following are just for information. 1) Reference period is calendar year. 2) The first survey on labor cost had 1998 as			

reference period and it was conducted as an independent

C4d. Compensation of employees or Labour cost includes:	
(a) Payments in kind	● Yes ○ No Further comments or explanations (if
(b) Cost of living allowances	• Yes No needed):
(c) Family allowance allowances	Yes ○ No
(d) Other allowances in cash	Yes ○ No
(e) Payments for time not worked	Yes ○ No
(f) Overtime payments	● Yes ○ No
(g) End of year bonuses	Yes ○ No
(h) Profit sharing bonuses	Yes ○ No
(i) Other regular bonuses paid every year	Yes ○ No
(j) Bonuses paid irregularly	Yes ○ No
(k) Payments for periods outside the reference period	○ Yes No
(I) Payments for items required by the job	○ Yes No
(m) Tips and gratuities distributed by the employer	Yes ○ No
(n) Severance and termination pay	Yes ○ No
(o) Employers' contributions to workers' social security schemes	● Yes ○ No
(p) Workers' social benefits provided by the employer	● Yes ○ No
(q) Employers' cost of training	● Yes ○ No
(r) Employers' expenses for welfare services	● Yes ○ No
(s) Taxes paid by the employer on employment payrolls,etc.	○Yes No
(t) Employment related subsidies received by the employer	○Yes
(u) Other components not mentioned above	
C5. Contractual/Norma	al hours of work
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF	F WORK Yes, continue to C5b No, go to C6
C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to ho	urs fixed by:
Laws or regulations O Yes O No	
Collective agreements	C5c. Information is requested about normal hours
Establishments' internal regulations Yes No	○ per day
	○ per week
Other	oper pay period
	○ per month
	Oother:
C5d. Information is requested in C5e. The reference per	riod is C5f. And the worker coverage is
O Days O The same reference	period as for wages
○ Half days ○ Another reference p	
Hours	
○ Minutes	
Other time unit:	

C6. Hours paid for

C6a. The survey measures HOURS PAIL	FOR Yes, continue to C6b • No, go to	C7		
C6b. Information is requested in	C6c. The reference period is	C6d. And the worker coverage is		
○ Days	○ The same reference period as for wages	○ The same workers as for wages		
○ Half days	○ Another reference period:	○ Another coverage:		
○ Hours				
○ Minutes				
Other time unit:				
C6e. Hours paid for includes time paid	due to			
(a) Overtime	Yes No (h) Down time (including stand b	by time) Yes \(\cap \text{No} \)		
- Paid at special rates	Yes No (i) Time not worked (absence fro			
- Paid at normal rates	Yes No - Vacation time	Yes \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		
- Compensated with time off	Yes No - Sick leave	○Yes ○No		
(b) Work at home	○ Yes ○ No - Occupational injuries	○Yes ○No		
(c) Travelling time required by the job	○Yes ○No -Labour disputes	○ Yes ○ No		
(d) Meal breaks	○ Yes ○ No - Other time not worked	○ Yes ○ No		
(e) Commuting time	○ Yes ○ No (j) Other:			
(f) Time for preparation	○ Yes ○ No			
(g) Training time	○Yes ○No			
Further comments or explanations (if needed):				
C6f. The survey measures ABSENCE FR	OM WORK separately Yes No			
C6g. The survey measures OVERTIME s	separately Yes ONo			
	C7. Hours actually worked			
C7a. The survey measures HOURS ACT	UALLY WORKED • Yes, continue to C7b	No, go to C8		
C7b. Information is requested in	C7c. The reference period is	C7d. And the worker coverage is		
○ Days	○ The same reference period as for wages	○ The same workers as for wages		
○ Half days	• Another reference period:	• Another coverage:		
Hours	Calendar year.	Same as in employment.		
○ Minutes				
Other time unit:				

C7e. Hours actually	worked includes time paid	due to					
(a) Overtime		Yes	○ No	(h) Down tin	ne (including stand by time)	Yes	○No
- Paid at special ra	ates	Yes	○ No	(i) Time not worked (absence from work)		○ Yes	No
- Paid at normal r	ates	Yes	○ No	- Vacation	n time	○Yes	No
- Compensated w	rith time off	○ Yes	No	- Sick leav	e	○ Yes	No
- Unpaid and not	compensated with time off	○Yes	No	- Occupat	ional injuries	○Yes	No
(b) Work at home		○ Yes	No	- Labour a	lisputes	○ Yes	No
(c) Travelling time requ	ired by the job	○ Yes	No	- Other tin	ne not worked	○ Yes	No
(d) Meal breaks		○ Yes	No	(j) Other:			
(e) Commuting time		○ Yes	No				
(f) Time for preparation		Yes	○ No				
(g) Training time		Yes	○ No	L			
Further comments or explanations (if needed):					occupational injuries (for purpor r with the inquiry on occupationa		ıting
C7f. The survey mea	sures ABSENCE FROM WOI	RK separa	tely	○ Yes	No		
C7g. The survey mea	asures OVERTIME separatel	У		○ Yes	No		
		_	ther to				
C8a. The survey mea	asures LABOUR TURNOVER	○ Yes,	continu	ie to C8b	No, go to C9a		
C8b. LABOUR TURN	IOVER includes the following	g compor	nents				
Workers who were hired							
Workers who were fired Yes ONo							
Workers who resigned Yes No							
Workers who retired							
Other							
C8c. The reference p	period is			C8d. and	the worker coverage is		
The same referen worked	ce period as hours paid/hou	urs actuall	ly	C The sa worke	ame workers as hours paid/h ed	ours actua	illy
Another reference	e period:			○ Anoth	er coverage:		
C9a. The survey mea	asures VACANCIES • Ye	s, continu	e to C11	lb ON	o, go to C10		
	Refer to unfilled job openings, v are being undertaken during th			ly available for	r placement and for which active	recruitment	steps
-	The survey measures other	topics no	ot menti	oned above,	namely		
Occupational injuries an	d diseases.						

D. Classifications

Standard Classification of Labour Cost	
Yes ○No D4b. If no, the most important differences betwee classification are:	een the national classification and the international
Payments in kind (group IV) include Cost of w welfare services (group VIII)	orkers' housing borne by employers (group V) and Cost of
☐ Direct wages and salaries (group I) and Remu	neration for time not worked (group II) are merged
Other differences:	
D5. The survey uses other classifications, as follows:	
⊠ Geographical regions	
Legal status of the establishment (i.e., institutional sector, typ	e of ownership, etc.).
Cooperatives are separetely identified Yes No	
Others:	
D6. Further comments or	
explanations (if needed):	
E. Questionnair	e design
E1. Number of questionnaires: the survey uses	
One questionnaire	
Different types of questionnaires for different types of economic units:	
7,000	
One questionnaire for the economic unit as a whole, one for w	
One questionnaire is used to inquire data on employment, occupational injuries and diseases and labor cost (less frequently)
E2. The unit(s) of observation: Information is obtained	
For the establishment as a whole (go to E3)	● Yes ○ No
For (groups of) occupations within the establishment (go to E3)	CYes ● No
For each individual worker in the establishment (go to E4)	CYes ● No
For a sample of workers in the establishment (go to E4)	⊖Yes • No

D4a. Labour cost components: If measuring labour cost, the classification of labour cost components is the **International**

Sex Age group Education level categories Occupation Manual/non-manual Full-time/part-time Skilled/semi-skilled/unskilled Casual/permanent worker Apprentices Adults/young workers Other disaggregation:	X			
Education level categories Occupation Manual/non-manual Full-time/part-time Skilled/semi-skilled/unskilled Casual/permanent worker Apprentices Adults/young workers				
Occupation Manual/non-manual Full-time/part-time Skilled/semi-skilled/unskilled Casual/permanent worker Apprentices Adults/young workers				
Manual/non-manual Full-time/part-time Skilled/semi-skilled/unskilled Casual/permanent worker Apprentices Adults/young workers				
Full-time/part-time Skilled/semi-skilled/unskilled Casual/permanent worker Apprentices Adults/young workers			·	
killed/semi-skilled/unskilled Casual/permanent worker Apprentices Adults/young workers			<u> </u>	
Casual/permanent worker Apprentices Adults/young workers	<u> </u>	<u> </u>	<u> </u>	
Apprentices Adults/young workers	X	<u> </u>	<u> </u>	
Adults/young workers		<u> </u>	<u> </u>	
	<u>X</u>	<u> </u>	<u> </u>	
other disaggregation:	<u>X</u>	<u> </u>	<u> </u>	
1) Category of employees-managers and ϵ	×		<u> </u>	·
 Sex Age (adults/young) Education level Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: 				
E5. Wage components: the survey o	btains information	separately for Wage rates	s Earnings	Compensation of employees or labour cost
Payments in kind				X
Cost of living allowances				
amily allowances				
Overtime payment				
Employers' social security contributio	 ons			×
Workers' social security contribution				
Other deductions of workers (e.g., fo Other:	income tax)	-		, \sqcup
(ITDOY:				X

F. Sample design **F1.** The **sampling unit(s)** is/are ... (all relevant options are indicated) ☐ Enterprise **区** Establishment ☐ Employee Other: **F2.** The **sample frame** is ... (all relevant options are indicated) ■ Business register Employee or population register ☐ Area frame F3. The sources of information used to construct the register are ... (all relevant options are indicated) 区 Economic, Industrial, Establishment census ☐ Agricultural census Registers kept by the government Industrial/bussines directories Licence records Sales tax records ☐ Income tax records Unemployment insurance records Pension coverage records Other, namely: Records of workers or employers' associations ▼ Field operations Other, namely: F4. Frame coverage: The percentage of all paid employees and/or economic units covered by the sample frame ... % of all employees, and/or % of all economic units **F5.** Updating frequency: The sample frame is updated ... ○ Every months • Every |2 years Continually O Not updated with a specific frequency Never updated F6. Type of sample Complete enumeration, go to F10 Random sample, go to F7 OPurposive sample, go to F10 Other, go to F10:

F7. The sample is stratified				
• Yes:				
☐ By region/location				
⊠ By industry				
☐ By public and private sectors				
oximes By size (or number of workers) the strata are the s	same as those indicated in D1 above: Yes: No			
Establishments above this size are included with ce	ertainty in the sample 199			
☐ Other strata:				
F8. Sample error - relative standard error for each concept	t (may be percentages or ranges of percentages)			
Employment - 1.8%				
F9. Sample size: The number of economic untis and/or wor	rkers in the final sample (or an estimate of the relative size)			
6,780 economic units (establishments/enterprises)	0.9 % of economic units			
workers	% of all workers			
F10. Further comments or explanations (if needed):				
G. Dat	ta collection			
G1. Method(s) of data collection: Data are collected through	gh (more than one ontion may be selected)			
 ✓ Personal interview ✓ Telephone interview ✓ Telephone interview ✓ Yes ✓ No ✓ No 				
⊠ Mail				
Online/web based questionnaire				
☐ Questionnaire is left with the establishmen	t but data collector contacts establishment personally or through telephone that requires further clarification that was missed out in the questionnaire ablishments in hard to reach areas.			
G3. Substitution of units				
Yes, in case of non-response				
○ Yes, in other cases:				
● No				
G4. Non response rate: Percentage of all units in the final s	sample that are not inteviewed			
29 % of all units				
G5. Timeliness: Number of days or months between the re	ference period and the release of the results			
days or 16 months				
Non respondents: refusal, on strike, temporari considered as unaccounted meaning no outrig	ily closed, permanently closed, can not be located, duplicate, those ght refusal.			
comments or				
explanations (if needed):				

H. Estimates			
H1. Estimation procedures	(more than one option may be	selected)	
☐ Take into account estimate	s from a previous reference pe	riod	
Use benchmark data			
☐ For employment			
☐ For wages			
☐ For working time			
☐ Adjust for seasonality	Estimates are obtained by	simple expansion, i.e., by multiplyir	ng the sample values at the cell level
☑Other adjustments, please	specify (industry and employment estimated population of es	t size) by the corresponding blowing stablishments to the number of resp	g-up factor which is the ratio of the
H2. If benchmark data are use the type of benchmark data use is:	1		
H3. Types of indicators produ	iced (more than one option o	can be selected)	
(a) Average earnings (per worker)	(b) Median earnings (per worker)	(c) Real earnings (per worker)	(d) Labour cost (per worker)
per year	per year	per year	⋉ per year
per month	per month	per month	per month
per week	per week	per week	per week
per day	per day	per day	per day
per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)	□ per hour (actual or paid)
(e) Hours actually worked (per worker)	(f) Hours paid for (per worker)	(g) Overtime hours (per worker)	(h) Absence from work hours (per worker)
per year	per year	per year	per year
per month	per month	per month	per month
per week	per week	per week	per week
per day	per day	per day	per day
(i) Workers by levels of earnings	(j) Earnings	(k) Earnings in each decile/ quartile	(I) Workers by levels of hours (paid or actual)
☐ Number of workers	☐ Deciles	Average earnings	☐ Number of workers
Percentage of workers	Quartiles	☐ Median earnings	☐ Percentage workers
(m) Wage indexes Simple unweighted index of growth			
	occupational employment wei	ghts	
Laspeyres index with indus		56	
Other wage index:			
H4 . The above indicators are (calculated for all workers cover	ed	
Yes	Middle of the Works of the	Cu	
○ No, to a subset:			

45. Links to Laborsta series: Statistics from this survey are presented in the following LABORSTA series
2E - Paid employment by economic activity
2F - Paid employment in manufacturing
4A - Hours of work by economic activity
4B - Hours of work in manufacturing
5A - Wages by economic activity
 ⊠6A - Labour cost in manufacturing
OI - Hours of work and wages in detailed occupations (October Inquiry)
46. The statistics published in LABORSTA have the same coverage and follow the same definitions described above
If no , the main differences are as follows:
I. Historical information
1. Main changes in this survey since 1990 that have led to breaks in the series
12. Additional comments on the survey
The BITS is conducted simultaneously with the Occupational Wage Survey (OWS) starting 2006.
Additional comments regarding the questionnaire

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE