



2023/2024 INTEGRATED SURVEY ON LABOR AND EMPLOYMENT DRAFT COPY



Dear Sir/Madam:

The Philippine Statistics Authority (PSA) is conducting the **2023/2024 Integrated Survey on Labor and Employment (ISLE)**. The 2023/2024 ISLE is conducted by PSA every two (2) years. The 2023/2024 ISLE aims to generate an integrated data set on employment of specific groups of workers, unionism, occupational shortages and surpluses, job-related training of workers, occupational safety and health practices, occupational injuries and diseases, and productivity improvement programs and gainsharing practices.

The conduct of the 2023/2024 ISLE is in accordance with Republic Act (RA) No. 10625 (Philippine Statistical Act of 2013), which authorizes the PSA to prepare and conduct periodic censuses on various sectors of economy.

Pursuant to Section 25 of RA 10625, the National Statistician identified the above statistical inquiry or survey to be conducted with obligation to provide information. Considering this, all respondents whether natural or legal persons shall be liable to reply to the statistical inquiry or survey. The respondents are also required to give truthful and complete answers to the said statistical inquiries or surveys of the PSA and other statistical offices of the Philippine Statistical System. We are requesting you to provide complete and truthful answers to all questions that will be asked by our survey interviewer.

Rest assured that the data you will furnish in the above-mentioned survey shall be treated with strict confidentiality and shall be considered PRIVILEGED COMMUNICATION, hence, inadmissible in evidence in any proceeding as provided for in Section 26 of RA 10625. The PSA also complies with the Data Privacy Act of 2012 and assures that all collected personal information are processed in accordance with the law and other issuances.

This survey was reviewed and cleared under the Statistical Survey Review and Clearance System (SSRCS) with clearance number PSA-2404-02 and expiration date 31 January 2025.

We appreciate your utmost cooperation and support for the success of the 2023/2024 ISLE.

Thank you very much.

CLAIRE DENNIS S. MAPA, PhD
Undersecretary
National Statistician and Civil Registrar General

For Assistance/Inquiries:

PSA Field Office:

Tel. Nos.: _____

Fax No.: _____

E-mail: _____

GENERAL INFORMATION ABOUT THIS ESTABLISHMENT

If there are any changes to the address label, please fill out the Business Name and Business Address:

01. Business Name: _____

02. Business Address: _____

No./St Name Rm No./Flr No./Bldg Name Province

Subd/Brgy City/Municipality Province

Do Not Fill (For PSA Use Only)					
PRV	MUN	BGY			

03. Registered Name: _____

04. Establishment's TIN: - - -

05. Company Website: _____

06. Social Media Account/s: _____ _____ _____
 _____ Others, specify: _____

To be accomplished by the PSA Statistical Researcher (SR)

If the questionnaire is endorsed to Reporting Unit, particulars should be written below:

07. Business Name of Reporting Unit: _____

08. Business Address of Reporting Unit: _____

No./St Name Rm No./Flr No./Bldg Province

Subd/Brgy City/Municipality Province

Do Not Fill (For PSA Use Only)					
PRV	MUN	BGY			

09. Contact Person: _____

10.1. Business Tel. No. _____ 10.2. Business E-mail Address: _____

11. Position of Contact Person/Division/Unit: _____

STATUS (For PSA Use Only)				
Good	Not Good			
01 - Good	02 - RFV	05 - NMCO	08 - Dup with ECN _____	12 - Oth (Specify) _____
10 - Consolidated	03 - Ref	06 - CBL	09 - OSP (Specify) _____	
	04 - TC	07 - PC	11 - DCMO with ECN _____	
FN:	QN:	Remarks:		

PLEASE READ BEFORE ACCOMPLISHING THE QUESTIONNAIRE

SURVEY INFORMATION

Survey Objective

The 2023/2024 ISLE aims to generate an integrated data set on employment of specific groups of workers, occupational shortages and surpluses, job-related training of workers, occupational safety and health practices, occupational injuries and diseases and productivity improvement programs and gainsharing practices.

Uses of the Data

These data will be used as critical inputs to studies on industry trends and practices, and serve as bases for the formulation of policies and programs on employment, conditions of work and industrial relations.

Confidentiality of Information

Section 26 of RA 10625 and Article 55 of the Implementing Rules and Regulations of RA 10625 state that:

“Individual data furnished by a respondent to statistical inquiries, surveys and censuses of the PSA shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding. The PSA may release aggregated information from statistical inquiries, surveys and censuses in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear...”

Section 4(e) of RA No. 10173 (Data Privacy Act of 2012) states that:

The data privacy does not apply to “information necessary in order to carry out the functions of the public authority which includes the processing of personal data for the performance by the independent agencies of their constitutionally and statutorily mandated functions...”

Legal Authority

The information asked for in this survey is collected under the authority of Republic Act 10625, approved on September 12, 2013, creating and mandating the PSA to prepare and conduct statistical sample surveys on all aspects of socio-economic life including agriculture, industry, trade, finance, prices and marketing information, income and expenditure, education, health, culture and social situations as well as the government and the political sector for the use of the government and the public.

Establishments as respondents to primary data collection activities of the PSA such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries. For its part, the gathering, processing, consolidation and analysis of such data shall likewise be done by the PSA in the most truthful and credible manner.

Coverage

The coverage of the required data you will report depends on the legal organization (LO) and economic organization (EO) of your establishment. LO refers to the legal form of the economic entity that owns the establishment while EO relates to the organizational structure or role of the establishment in the organization.

Periodicity and Reference Period

The ISLE is conducted every two years. The reference periods for this survey round are as follows:

Part I: Establishment Profile - as of 31 August 2024

Part II: Employment of Specific Group of Workers – as of 31 August 2024

Part III: Occupational Shortages and Surpluses – 01 September 2023 to 31 August 2024

Part IV: Job-Related Training of Workers - Calendar Year 2023

Part V: Occupational Safety and Health Practices - Calendar Year 2023

Part VI: Occupational Injuries and Diseases - Calendar Year 2023

Part VII: Productivity Improvement Program and Gainsharing Practices – Calendar Year 2023

Concepts and Definition of Terms

To facilitate the accomplishment of this questionnaire, the definition of terms is usually found on the same page as the items of inquiry.

Due Date of Submission

The completion and return of this questionnaire will be on the date agreed upon by the establishment and the designated Statistical Researcher. It is suggested however that the questionnaire be accomplished and submitted within ten (10) days after receipt.

Availability of Results

The results of the 2023/2024 ISLE will be available by **September 2025**. For reference, selected statistics from the previous results of the 2021/2022 ISLE are found on the last page of this questionnaire. More details can be furnished upon request thru info@psa.gov.ph or by visiting our website (<http://www.psa.gov.ph>).



PART I: ESTABLISHMENT PROFILE

<p>1. What is the main economic activity or business of your establishment?</p> <p>1.A. Main Economic Activity <i>(Refers to the activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g., mining of metal ores, manufacture of food products, retail trade, education).</i></p> <p>_____</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th colspan="5">Do Not Fill (For PSA Use Only)</th> </tr> <tr> <td>2009 PSIC</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>1.B. Major products/goods produced or sold or type of service rendered <i>(Refers to specific product/goods produced or service given by the establishment, e.g., gold, ice cream, electricity, residential buildings, automotive parts, fast food, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production).</i></p> <p>_____</p>	Do Not Fill (For PSA Use Only)					2009 PSIC																		
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<p>2. What is the legal organization (LO) of the establishment? <i>Mark (✓) the box corresponding to the best description of this establishment.</i></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">1 <input type="checkbox"/> Single Proprietorship</td> <td style="width: 50%;">4 <input type="checkbox"/> Stock Corporation</td> </tr> <tr> <td>2 <input type="checkbox"/> Partnership</td> <td>5 <input type="checkbox"/> Non-Stock, Non-Profit Corporation</td> </tr> <tr> <td>3 <input type="checkbox"/> Government-Owned and Controlled Corporation (GOCC)</td> <td>6 <input type="checkbox"/> Cooperative</td> </tr> <tr> <td></td> <td>7 <input type="checkbox"/> Others, <i>(Please specify):</i> _____</td> </tr> </table>		1 <input type="checkbox"/> Single Proprietorship	4 <input type="checkbox"/> Stock Corporation	2 <input type="checkbox"/> Partnership	5 <input type="checkbox"/> Non-Stock, Non-Profit Corporation	3 <input type="checkbox"/> Government-Owned and Controlled Corporation (GOCC)	6 <input type="checkbox"/> Cooperative		7 <input type="checkbox"/> Others, <i>(Please specify):</i> _____																
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	7 <input type="checkbox"/> Others, <i>(Please specify):</i> _____																								
<p>3. What is the economic organization (EO) of the establishment? <i>Mark (✓) the box corresponding to the best description of this establishment.</i></p> <p>1 <input type="checkbox"/> Single Establishment</p> <p>2 <input type="checkbox"/> Branch only <i>(Please go to items 3.A. and 3.B.)</i></p> <p>3 <input type="checkbox"/> Establishment and Main Office (both located in the same address and with branch/es elsewhere)</p> <p>4 <input type="checkbox"/> Main Office only</p> <p>5 <input type="checkbox"/> Ancillary Unit other than Main Office <i>(Please go to items 3.A. and 3.B.)</i></p> <p>3.A. Registered Name of Main Office</p> <p>_____</p> <p>3.B. Address of Main Office</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">No./Street Name</td> <td style="width: 33%; border-bottom: 1px solid black;">Room No./Floor No./Building Name</td> <td style="width: 33%; border-bottom: 1px solid black;">Subdivision/Barangay</td> </tr> <tr> <td style="border-bottom: 1px solid black;">City/Municipality</td> <td colspan="2" style="border-bottom: 1px solid black;">Province</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; margin-top: 10px;"> <tr> <th colspan="6">Do Not Fill (For PSA Use Only)</th> </tr> <tr> <td colspan="2">PRV</td> <td colspan="2">MUN</td> <td colspan="2">BGY</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		No./Street Name	Room No./Floor No./Building Name	Subdivision/Barangay	City/Municipality	Province		Do Not Fill (For PSA Use Only)						PRV		MUN		BGY							
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Do Not Fill (For PSA Use Only)																									
PRV		MUN		BGY																					
<p>4. With union? <i>(Registered or still in process at DOLE as of August 31, 2024)</i></p> <p>1 <input type="checkbox"/> Yes No. of Unions _____ No. of Union Members _____</p> <p>2 <input type="checkbox"/> No, <i>(Go to Item 8)</i></p>																									
<p>5. With existing Collective Bargaining Agreement (CBA)?</p> <p>1 <input type="checkbox"/> Yes How many workers covered? _____</p> <p>2 <input type="checkbox"/> No, <i>(Go to Item 6)</i></p>																									
<p>6. Do you have an operating Labor Management Scheme/ committee/council (LMC)?</p> <p>1 <input type="checkbox"/> Yes</p> <p>2 <input type="checkbox"/> No</p>																									
<p>7. Was your establishment registered under Barangay Micro Business Enterprises Act of 2002?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>																									

Union- any registered group (or still in the process of registration) 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. It also refers to a union whose registration is still in process as of reference date.

Union member- an employee who has joined a labor organization that is duly registered (or still in the process of registration) with the Department of Labor and Employment (DOLE).

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.

Labor Management Scheme/Committee/Council (LMC)- the operating mechanism of labor-management (LMC) program in an organized (with union) and unorganized establishment (without union). The LMC enables workers to participate in policy and decision-making processes in the establishment insofar as said processes will directly affect their rights, benefits and welfare. Further, LMC aims to foster better relations between labor and management to supplement the grievance process when necessary and to supplement the CBA.

Barangay Micro Business Enterprises (BMBEs) - refers to any business entity or enterprise engaged in the production, processing or manufacturing of products or commodities, including agro-processing, trading and services, whose total assets including those arising from loans but exclusive of the land on which the particular business entity's office, plant and equipment are situated, shall not be more than Three Million Pesos (PhP 3M).

PART II: EMPLOYMENT OF SPECIFIC GROUP OF WORKERS

Reference Period: as of 31 August 2024

Item of Inquiry (1)	Number or Workers		
	Total (2)	Male (3)	Female (4)
1. Total Employment <i>(sum of items 1.1 to 1.3)</i>			
1.1 Working Owners <i>(without regular pay)</i>			
1.2 Unpaid Workers			
1.3 Paid Employees <i>(sum of items 1.3.1 to 1.3.3)</i>			
1.3.1 Managers/Executives <i>(including working owners receiving regular pay)</i>			
1.3.2 Supervisors/Foremen			
1.3.3 Rank and file workers <i>(sum of items 1.3.3.1 and 1.3.3.2)</i>			
1.3.3.1 Regular workers			
1.3.3.2 Non-regular workers <i>(as reported in item 2.8)</i>			
2. Employment of Specific Groups of Workers <i>(as applicable, workers may be reported in several categories)</i>			
2.1 Young Workers <i>(sum of items 2.1.1 to 2.1.3)</i>			
2.1.1 15-17 years old			
2.1.2 18-24 years old			
2.1.3 25-30 years old			
2.2 Elderly Workers (60-65 years old)			
2.3 Persons with Disabilities (PWDs)			
2.4 Workers paid the exact minimum wage			
2.5 Time-rated workers <i>(sum of items 2.5.1 and 2.5.2)</i>			
2.5.1 Full-time workers <i>(sum of items 2.5.1.1 to 2.5.1.3)</i>			
2.5.1.1 Hourly-paid workers			
2.5.1.2 Daily-paid workers			
2.5.1.3 Monthly-paid workers			
2.5.2 Part-time workers <i>(except consultants and those on retainer basis)</i>			
2.6 Commission workers <i>(sum of items 2.6.1 to 2.6.3)</i>			
2.6.1 With basic pay and commission			
2.6.2 Purely paid on commission with employer control and supervision			
2.6.3 Purely paid on commission w/o employer control and supervision			
2.7 Output-based workers <i>(sum of items 2.7.1 to 2.7.4)</i>			
2.7.1 Piece-rated workers			
2.7.2 Production standard (quota) workers			
2.7.3 "Pakyaw" or "Takay" workers			
2.7.4 Task workers			
2.8 Non-regular workers <i>(sum of items 2.8.1 to 2.8.5; this should be the entry reported in item 1.3.3.2)</i>			
2.8.1 Probationary workers			
2.8.2 Casual workers			
2.8.3 Contractual/Project-based workers <i>(except workers hired through agencies/contractors)</i>			
2.8.4 Seasonal workers			
2.8.5 Apprentices			

1. Employment - refers to the total number of persons, whether paid or unpaid, who work in or for this establishment.

INCLUDE: working owners with or without regular pay; salaried directors, managers and executives; regular and non-regular workers, e.g., probationary, casual, contractual/project-based, seasonal, paid apprentices/learners; workers 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; workers on strike/lockout; unpaid workers without regular pay who work for at least 1/3 of the working time normal to the establishment.

EXCLUDE: silent or inactive partners; members of the board of directors paid solely for attendance at meetings; consultants, expatriates, persons on retainer basis, contract out/agency-hired workers, homeworkers; workers on indefinite leave, laid-off workers for six (6) months or more; workers paid purely on commission without employer control; students under on-the-job training (OJT); members of the cooperative who are not involve in the operations of the cooperatives.

1.1. Working owners - engaged in the management of the establishment but do not receive regular pay.

1.2. Unpaid workers - without regular pay who work for at least one-third of the working time normal to the establishment.

1.3. Paid Employees - work as full-time and part-time employees working in or for the establishment and receiving regular pay, as well as those working away from this establishment and paid by and under the control of this establishment. This includes managers/executives, supervisors/foremen, rank and file and working owners receiving regular pay.

2.3. Persons with Disabilities (PWDs) workers - have physical, mental or sensory impairments which may hinder their full and effective participation in the workplace on an equal basis with others.

2.4. Workers paid the exact minimum wage - paid with the **applicable** minimum wage rates fixed by the Regional Tripartite Wages and Productivity Boards.

2.5. Time-rated workers - paid on the basis of a time unit of work such as an hour, a day, or a month.

2.5.1 Full-time workers - paid on the basis of a time unit of work and who work at jobs with hours of work equal to or more than those considered as normal or regular to the establishment.

2.5.2. Part-time workers - work at jobs which provide less than the working time normal to the establishment.

2.6. Commission workers - compensated based on the sales of products or services they generate. They earn a percentage of the revenue from the sales they make.

2.6.1. With basic pay and commission - receives basic pay plus a certain percentage of money received for a transaction. They are on the regular payroll of the establishment and are **included** in its total employment (e.g., sales representatives).

2.6.2. Purely paid on commission with employer control and supervision - paid purely on the basis of a certain percentage of money received for a transaction. They are under employer control and supervision and are **on the regular payroll** of the establishment, and are **included** in its total employment.

2.6.3. Purely paid on commission without employer control and supervision - paid purely on the basis of a certain percentage of money received for a transaction. They are outside employer control and supervision and are **not on the regular payroll** of the establishment, and are **excluded** in its total employment (e.g., insurance underwriters).

2.7. Output-based workers - also known as a piecework or task-based worker, is paid for the measurable outcome of their work. Their compensation is directly linked to the quantity or quality of work they produce.

2.7.1. Piece-rated workers - paid on the basis of the number of units produced rather than the time spent in production. Production standard (quota), "pakyaw" or "takay", task, commission workers and homeworkers are **excluded**.

2.7.2. Production standard (quota) workers - whose performance is measured based on an imposed minimum amount or quantity of production for a given period, usually eight (8) hours. Piece-rated, "pakyaw" or "takay", task, commission workers and homeworkers are **excluded**.

2.7.3. "Pakyaw" or "Takay" workers - whose job or work to be performed is in bulk or volumes which are difficult to quantify (commonly practiced in the agricultural industry). Piece-rated, production standard (quota), task, commission workers and homeworkers are **excluded**.

2.7.4. Task workers - paid for performing specific work irrespective of the time consumed. Piece-rated, production standard (quota), "pakyaw" or "takay", commission workers and homeworkers are **excluded**.

2.8. Non-regular workers - worked on temporary status for a particular project or specific period of time; classified into probationary, casual, contractual, seasonal or apprentices/learners.

2.8.1. Probationary 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.

2.8.2. Casual workers - work on a very short term or on an occasional and intermittent basis, often for a specific number of hours, days or weeks, in return for a wage set by the terms of the daily or periodic work agreement.

2.8.3. Contractual/Project-based 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. Workers hired through agencies/contractors are **excluded and should be reported in Item 3.1.1**.

2.8.4. Seasonal workers - whose employment, specifically its timing and duration, is significantly influenced by seasonal factors.

2.8.5. Apprentices - covered by TESDA apprenticeship programs who are paid at least 75% of the minimum wage.



PART II: EMPLOYMENT OF SPECIFIC GROUP OF WORKERS (Cont'd)

Reference Period: as of 31 August 2024

Item of Inquiry (1)	Number of Workers			<p>2.9. Workers who work on evening/graveyard shift - work on shifts that wholly or partly cover the 10:00 P.M. to 6:00 A.M. window. EXCLUDE agency-hired workers.</p> <p>2.10.1 Telecommuting - work arrangement in the private sector that allows employees to work from an alternative workplace using telecommunication and/or computer technologies.</p> <p>2.10.2 Work-from-home - a remote work arrangement where employees work from their place of residence rather than in an office building.</p> <p>2.10.3 Skeleton workforce - "the operational capacity which utilizes the smallest number of people needed for a business or organization to maintain its basic functions."</p> <p>2.10.4 Reduction of workdays - one where the normal workdays per week are reduced but should not last for more than six months.</p> <p>2.10.5 Rotation of workers - one where the employees are rotated or alternately provided work within the workweek.</p> <p>2.10.6 Other alternative work schemes - any work arrangements which may be temporary in nature other than specified above.</p> <p><small>* source: DOLE Department Advisory No. 2, series of 2009 – Guidelines on the adoption of Flexible Work Arrangements</small></p>
	Total (2)	Male (3)	Female (4)	
2.9 Workers who work on evening/graveyard shifts (i.e. wholly or partly cover the 10:00 P.M. to 6:00 A.M. window)				
2.10 Workers under alternative work arrangements (sum of items 2.10.1 to 2.10.6)				
2.10.1 Telecommuting				
2.10.2 Work-from-home				
2.10.3 Skeleton workforce				
2.10.4 Reduction of workdays				
2.10.5 Rotation of Workers				
2.10.6 Others, specify (sum of a to c)				
a. _____				
b. _____				
c. _____				

(use additional sheet if necessary)

3. Did your establishment outsource/contract out jobs through Agencies/Contractors?

1 - Yes 2 - No, (Please go to Part III)

3.1. Job, work or service done WITHIN the premises of the establishment

Type of Processes Outsourced/Contracted-out (1)	Number of Agency-Hired Workers (2)	Type of Processes Outsourced/Contracted-out (1)	Number of Agency-Hired Workers (2)
3.1.1. Total (sum of items 3.1.1.1 to 3.1.1.21)		3.1.1.11. Repair/Maintenance/Construction	
3.1.1.1. Security services		3.1.1.12. Warehousing	
3.1.1.2. Janitorial services		3.1.1.13. Medical and health services	
3.1.1.3. General administrative		3.1.1.14. Cashier	
3.1.1.4. Marketing/Sales		3.1.1.15. Messengerial	
3.1.1.5. Packaging		3.1.1.16. Billing/Payment	
3.1.1.6. Production/Assembly (sum of a to b) (Please specify activity/process)		3.1.1.17. Human resource	
a. _____		3.1.1.18. Data processing/Encoding	
b. _____		3.1.1.19. Finance/Accounting	
3.1.1.7. Research and development		3.1.1.20. Learning/Training	
3.1.1.8. IT services		3.1.1.21. Others (sum of items a to b) (Please specify)	
3.1.1.9. Food/Catering services		a. _____	
3.1.1.10. Logistics/Transport		b. _____	

3.2. Job, work or service done OUTSIDE the premises of the establishment

Type of Processes Outsourced/Contracted out (Please check as applicable)

3.2.1. <input type="checkbox"/> Production/Assembly (Please specify activity/process)	3.2.8. <input type="checkbox"/> Courier services
a. _____	3.2.9. <input type="checkbox"/> Packaging/Crating
b. _____	3.2.10. <input type="checkbox"/> Research and development
3.2.2. <input type="checkbox"/> Finance/Accounting	3.2.11. <input type="checkbox"/> Marketing/Sales
3.2.3. <input type="checkbox"/> Data processing/Encoding	3.2.12. <input type="checkbox"/> Medical and health services
3.2.4. <input type="checkbox"/> Human resource (HR)/Recruitment	3.2.13. <input type="checkbox"/> Messengerial
3.2.5. <input type="checkbox"/> Learning/Training	3.2.14. <input type="checkbox"/> Others (Please specify)
3.2.6. <input type="checkbox"/> Billing/Payment	a. _____
3.2.7. <input type="checkbox"/> Transport services	b. _____

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

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

PART III: OCCUPATIONAL SHORTAGES AND SURPLUSES

Reference Period: 01 September 2023 to 31 August 2024

1. Were there job vacancies in your establishment during the reference period? *(Please check appropriate box)*

1 - Yes

2 - No *(Please go to Item no. 3)*

2. What were the job vacancies in your establishment during the reference period?

(Please enumerate the job title/occupation of the job vacancies and provide the corresponding details for each of the column in the table below. Use separate sheet following the same format, if necessary.)

Line No.	2012 PSOC Do Not Fill (For PSA Use Only)	Job Title/Occupation	Level of Position (Use Code)	Basic Salary	Status of Position (Use Code)	Category of Vacancy (Use Code)	Reason Why Hard-to-Fill (Use Code)	Number of Vacancies (Sept. 01, 2023 to Aug. 31, 2024)	Number of Applicants	Length of Recruitment Period (in months)	Criteria for Recruitment		Required Job Specialization/Specific Skills		Required Span of Experience (in years)
											Minimum Educational Requirement (Use Code)	Degree/Academic Program	Hard Skill	Soft Skill	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	
e.g.	2221	Nurse	1	36,000	1	1	6	2	10	2	6	BS Nursing	Intensive care / Emergency Care	Flexible, can show empathy and compassion	-
1															
2															
3															
4															
5															

For columns 3 to 15, please reflect the necessary information for the most recent vacancy for the position if in case the position became vacant several times during the reference period.

NOTE: Use additional sheets following the format above if the space provisions are inadequate for your use.

Code for Level of Position (Col. 3) 1 - Entry-level position 2 - Junior level position 3 - Senior level position 4 - Executive level position	Code for Status of Position (Col. 5) 1 - Regular position 2 - Non-regular position Code for Category of Vacancy (Col.6) 1 - Hard-to-fill vacancies 2 - Easy-to-fill vacancies	Code for Reason (Col. 7) (Pls. choose only 1) 1 - No/few applicants applied for the job 2 - Applicants lack years of experience 3 - Applicants lack needed competency/skill 4 - Applicants lack a professional license 5 - Applicants lack TESDA Skills Certification 6 - Applicants expect high salary 7 - Location or work schedule problem 8 - Competition with overseas jobs 9- Others <i>(Please specify)</i> _____	Code for Minimum Educational Requirement (Col. 11) 1 - Primary Education <i>(Grades 1 to 6)</i> 2 - Lower Secondary Education <i>(Grades 7 to 10 / Junior High School)</i> 3 - Upper Secondary Education <i>(Grades 11 to 12 / Senior High School)</i> 4 - Post Secondary Non-Tertiary Education <i>(e.g. Certificate in Medical Transcriptionist, Medical Transcription NC II)</i> 5 - Short Cycle Tertiary Education <i>(e.g. Associate in Computer Administration, Diploma in Information and Communication Technology; Electrical Installation and Maintenance NC IV)</i> 6 - Bachelor Level Education or Equivalent 7 - Master Level Education or Equivalent 8 - Doctoral Level Education or Equivalent 9 - No preference
--	--	--	--

Entry-level Jobs - refer to starting positions that require little or no experience.

Hard-to-fill vacancies - refer to those job vacancies for which an establishment has encountered difficulties in recruitment, for reasons stated in the codes for column (6) above.

Hard skills - technical skills or capabilities that enable individuals to perform job-specific tasks. These are learnable skills that may be acquired and developed through experience and education. (e.g., computer programming, welding, carpentry, driving, and project management, etc.).

Soft skills - also known as 21st century skills refer to character traits, interpersonal, and behavioral personalities, that will help applicants get hired and succeed in their work. (e.g. analytical thinking; creative thinking, resilience; flexibility and agility; motivation and self-awareness; leadership and social influence; quality control, etc.).

PART III: OCCUPATIONAL SHORTAGES AND SURPLUSES (Cont'd)

Reference Period: 01 September 2023 to 31 August 2024

3. How do you get applicants to fill-up vacancies in your establishment? *(Please check all that apply)*

- | | |
|--|--|
| <p>01 <input type="checkbox"/> Employee Referral</p> <p>02 <input type="checkbox"/> Job Fairs</p> <p>03 <input type="checkbox"/> Head hunters/Private Recruitment Agencies</p> <p>04 <input type="checkbox"/> Posting in Job Portals</p> <p style="padding-left: 20px;">41 <input type="checkbox"/> JobStreet</p> <p style="padding-left: 20px;">42 <input type="checkbox"/> Kalibr</p> <p style="padding-left: 20px;">43 <input type="checkbox"/> LinkedIn</p> <p style="padding-left: 20px;">44 <input type="checkbox"/> Mynimo</p> <p style="padding-left: 20px;">45 <input type="checkbox"/> ph.Indeed</p> <p style="padding-left: 20px;">46 <input type="checkbox"/> PhilJobNet</p> <p style="padding-left: 20px;">47 <input type="checkbox"/> Others <i>(Please specify)</i></p> | <p>05 <input type="checkbox"/> Newspaper Ads</p> <p>06 <input type="checkbox"/> Online advertisements in social networking sites</p> <p>07 <input type="checkbox"/> Own Company Website</p> <p>08 <input type="checkbox"/> On-site Campus Recruitment</p> <p>09 <input type="checkbox"/> On-the-job trainees/apprentices</p> <p>10 <input type="checkbox"/> Posting in School/Company's Bulletin Board</p> <p>11 <input type="checkbox"/> Public Employment Service Office (PESO)</p> <p>12 <input type="checkbox"/> Walk-in</p> <p>13 <input type="checkbox"/> Word of Mouth (through friends or relatives)</p> <p>14 <input type="checkbox"/> Union Recommendation</p> <p>15 <input type="checkbox"/> Others <i>(Please specify)</i></p> |
|--|--|

Public Employment Service Office (PESO) - is a non-fee charging multi-employment service facility or entity established or accredited pursuant to Republic Act No. 8759 otherwise known as the PESO Act of 1999. The PESO responds to a full range of employment services. This includes provision of career guidance and employment coaching, labor market information and analysis and employment facilitation services. Its main objective is to ensure the prompt, timely and efficient delivery of employment service and provision of information on the other DOLE programs.

Job Portal - also known as a career portal, is a modern name for an online job board that helps applicants find jobs and aids employers in their quest to locate ideal candidates. A web site where employers can post job offers, and people looking for employment can post their skills.

4. Were there any **new/emerging occupation/s** created in your establishment? *(Please list down new/emerging occupation/s and describe briefly their main function. Use additional sheet if necessary)*

2012 PSOC <small>Do Not Fill (For PSA Use Only)</small>	New/Emerging Occupations	Main Function/Task

New/emerging occupations - defined as occupations/position titles that were brought about by the changes in technology, market or regulations. The skills and abilities are not defined by occupations in current occupational coding structures (PSOC) or career planning guides. These are new occupations in the workforce, new titles and new skills.

PART IV: JOB-RELATED TRAININGS OF WORKERS

Reference Period: Calendar Year 2023

1. Did your establishment provide job-related training/s to your employees in 2023?

1 - Yes

2 - No *(Please go to Part V)*

2. How many employees were provided with job-related training/s and training cost incurred during the reference period?

(Please fill-out the table below. Specify the number of employees trained and the corresponding training cost in Philippine Peso.)

Training Provider (1)	Number of Employees Trained			Total Training Cost in PhP (sum of entries in cols. 8, 11 and 14) (5)	Managers/Executives			Supervisors/Foreman			Rank and File		
	Total (sum of entries in cols. 3 and 4) (2)	Male (sum of entries in cols. 6, 9 and 12) (3)	Female (sum of entries in cols. 7, 10 and 13) (4)		Male (6)	Female (7)	Training Cost in PhP (8)	Male (9)	Female (10)	Training Cost in PhP (11)	Male (12)	Female (13)	Training Cost in PhP (14)
	<input type="checkbox"/> Local Private Training Institution												
<input type="checkbox"/> Government Training Institution													
<input type="checkbox"/> Your establishment (in-house)													
<input type="checkbox"/> Foreign Training Institution													
<input type="checkbox"/> 1. Done Locally													
<input type="checkbox"/> 2. Outside the Country													
<input type="checkbox"/> Others <i>(Please specify)</i>													

Employees provided with more than one training from the same training provider during the reference period shall only be counted once. The training cost for all the trainings he/she attended should be added/summed.

Job-related trainings - training provided to employees to acquire knowledge or new skills for a current job or a future job conducted by the establishment and by other institutions.

General orientations, team buildings and similar activities are excluded.

Training cost - cost incurred by the establishment in providing employees with job-related trainings either in-house or by other institutions (e.g., professional fees, supplies and materials, etc.).

PART V: OCCUPATIONAL SAFETY AND HEALTH PRACTICES

Reference Period: Calendar Year 2023

1. What activities were conducted or practiced in your establishment as part of its prevention/control measures/activities against work safety and health hazards? *(Please check all that apply)*

Line No. (1)	Prevention and Control Measures/Activities (2)	
01	<input type="checkbox"/>	Organized safety and health committee
02	<input type="checkbox"/>	Designated safety/health officers and/or first-aiders
03	<input type="checkbox"/>	Regularly conducted identification, assessment and control of occupational safety and health hazards and risks such as fall from height, slips, trips or exposure to chemicals, noise, ergonomic hazards, etc. in the workplace
04	<input type="checkbox"/>	Conducted Work Environment Measurement (WEM)
05	<input type="checkbox"/>	Assessed efficiency of ventilation system
06	<input type="checkbox"/>	Conducted periodic/annual medical examination of workers
07	<input type="checkbox"/>	Installed machine guards on moving parts/equipment
08	<input type="checkbox"/>	Regularly inspected and conducted maintenance of equipment, mechanical and electrical facilities
09	<input type="checkbox"/>	Developed safety manuals, labels, or maintenance procedures
10	<input type="checkbox"/>	Practiced proper labeling, handling, storage, and disposal of chemicals/hazardous materials
11	<input type="checkbox"/>	Utilized safety data sheet for chemicals
12	<input type="checkbox"/>	Performed corrective action programs and audits
13	<input type="checkbox"/>	Conducted emergency response preparedness activities for earthquake, fire, chemical spills, etc.
14	<input type="checkbox"/>	Disseminated information materials on safety and health
15	<input type="checkbox"/>	Posted safety signages or warnings
16	<input type="checkbox"/>	Analyzed/Evaluated safety and health performance
17	<input type="checkbox"/>	Submitted OSH Program to DOLE as required by Department Order No. 198-18
18	<input type="checkbox"/>	Submitted reports on illnesses/injuries to DOLE as required by the Occupational Safety and Health Standards (OSHS)
19	<input type="checkbox"/>	Others <i>(Please specify)</i> _____

2. Which of the following occupational safety and health policies and programs were implemented in your establishment? *(Please check all that apply)*

Line No. (1)	Occupational Safety and Health Policies/Programs (2)	
01	<input type="checkbox"/>	Comprehensive Policy on OSH
02	<input type="checkbox"/>	Policy on Smoke-Free Workplace
03	<input type="checkbox"/>	Policy and Program on Anti-Sexual Harassment
04	<input type="checkbox"/>	Work Accident Prevention Program
05	<input type="checkbox"/>	Industrial Hygiene Program
06	<input type="checkbox"/>	Indoor Air Quality Program
07	<input type="checkbox"/>	Chemical Safety Program such as provision of Globally Harmonized System (GHS) labels and safety data sheet
08	<input type="checkbox"/>	Fire Prevention and Control Program
09	<input type="checkbox"/>	Program on Monitoring/Surveillance of Occupational and Work-Related Injuries and Illnesses
10	<input type="checkbox"/>	Emergency Preparedness and Response Program
11	<input type="checkbox"/>	Program on Ergonomics
12	<input type="checkbox"/>	Program on the Promotion of Healthy Lifestyle such as smoking cessation, regular physical exercise, and good nutrition
13	<input type="checkbox"/>	DOLE-Approved Construction Safety and Health Program (for contractors in the construction industry)
14	<input type="checkbox"/>	Programs on Personal Protective Equipment (PPE), such as selection, use, and maintenance
Policy on non-discrimination of workers confirmed/suspected/ perceived to have:		
15	<input type="checkbox"/>	• Tuberculosis
16	<input type="checkbox"/>	• Human Immunodeficiency Virus (HIV) infection
17	<input type="checkbox"/>	• Hepatitis B
18	<input type="checkbox"/>	• Mental health condition

PART V: OCCUPATIONAL SAFETY AND HEALTH PRACTICES (Cont'd)

Reference Period: Calendar Year 2023

2. Which of the following Occupational Safety and Health policies and programs were implemented in your establishment? *(Please check all that apply)* (Cont'd)

Line No.	Occupational Safety and Health Policies/Programs	
(1)	(2)	
Policy on work accommodation for workers with:		
19	<input type="checkbox"/>	• Tuberculosis
20	<input type="checkbox"/>	• HIV infection
21	<input type="checkbox"/>	• Hepatitis B
22	<input type="checkbox"/>	• Mental health condition
Policy on confidentiality of medical information for workers with:		
23	<input type="checkbox"/>	• Tuberculosis
24	<input type="checkbox"/>	• HIV infection
25	<input type="checkbox"/>	• Hepatitis B
26	<input type="checkbox"/>	• Mental health condition
Program on Advocacy/ Training/ Information dissemination for:		
27	<input type="checkbox"/>	• Promotion of drug-free workplace
28	<input type="checkbox"/>	• Prevention and control of tuberculosis
29	<input type="checkbox"/>	• Prevention and control of HIV infection
30	<input type="checkbox"/>	• Prevention and control of Hepatitis B infection
31	<input type="checkbox"/>	• Promotion of mental health
Program for Drug-Free Workplace with the following elements:		
32	<input type="checkbox"/>	• Employee Assistance Program related to illicit drug use and/or other substances of abuse to include treatment, rehabilitation, and referral services
33	<input type="checkbox"/>	• Random drug-testing activities
34	<input type="checkbox"/>	• Creation of Drug Assessment Team
35	<input type="checkbox"/>	• Return to Work Arrangement after treatment and rehabilitation
Program for HIV Prevention and Control in the Workplace with the following elements:		
36	<input type="checkbox"/>	• Promotion of non-mandatory HIV testing
37	<input type="checkbox"/>	• Accessible diagnosis, treatment, and referral mechanisms to workers
Program for Prevention and Control of Tuberculosis in the Workplace with the following elements:		
38	<input type="checkbox"/>	• Adoption of DOTS (Directly Observed Treatment Short Course) in the treatment of workers with tuberculosis
39	<input type="checkbox"/>	• Referral of workers to TB DOTS facilities
Program for Hepatitis B Prevention and Control in the Workplace with the following elements:		
40	<input type="checkbox"/>	• Promotion of immunization for Hepatitis B
41	<input type="checkbox"/>	• Accessible diagnosis, treatment, and referral mechanism to workers
Program for the Promotion of Mental Health in the Workplace with the following elements:		
42	<input type="checkbox"/>	• Stress Management
43	<input type="checkbox"/>	• Accessible diagnosis, treatment, and referral mechanisms to workers
44	<input type="checkbox"/>	Program on Rewards and Recognition of Good OSH Performance or Practices of employees
45	<input type="checkbox"/>	Policy/program on the prevention and control of COVID-19 in the workplace
46	<input type="checkbox"/>	Other Risk-Based Program/s: <i>Examples: Hearing Conservation Program, Heat Stress Management Program, Respiratory Protection Program, etc.</i> <i>(Please specify all other risk-based programs)</i> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>

Risk-Based Programs - OSH program that will reduce the risk of accident, injury or illness due to exposure to specific hazards.

Example: (If sound level in a workplace is 85 decibels or more, there will be a risk of noise-induced hearing loss. Thus, the company may implement a risk-based program which is a hearing conservation program).



PART V: OCCUPATIONAL SAFETY AND HEALTH PRACTICES (Cont'd)

Reference Period: Calendar Year 2023

3. What work safety and health-related trainings/seminars were availed by your employees and which agency/ organization conducted it? *(Please check all that apply to the health-related trainings/seminars attended by your employees and indicate **at most 3** agencies/organizations [using the code below] which conducted said trainings/seminars)*

Example:

21	<input checked="" type="checkbox"/>	Ergonomic Training	2	3	12	Department of Health
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Line No. (1)	Safety and Health-Related Training/Seminar (2)		Provided by: <i>(Use Codes Below)</i>			
			(3)	(4)	(5)	(6) Others, <i>(Please specify if not in the list of codes 01-11)</i>
01	<input type="checkbox"/>	10-Hour BOSH Training for Safety Officer 1				
02	<input type="checkbox"/>	40-Hour BOSH Training for Safety Officer 2				
03	<input type="checkbox"/>	40-Hour BOSH Training for Occupational Health Nurses				
04	<input type="checkbox"/>	56-Hour BOSH Training for Occupational Health Physicians				
05	<input type="checkbox"/>	40-Hour Construction Safety and Health Training				
06	<input type="checkbox"/>	8-Hour Workers' Occupational Safety and Health Seminar				
07	<input type="checkbox"/>	First Aid Training				
08	<input type="checkbox"/>	HIV and Acquired Immune Deficiency Syndrome (AIDS) Prevention and Control in the Workplace				
09	<input type="checkbox"/>	Safe Work Procedures/Lock-Out Tag-Out Training				
10	<input type="checkbox"/>	Drug-Free Workplace Training				
11	<input type="checkbox"/>	Tuberculosis Prevention and Control in the Workplace				
12	<input type="checkbox"/>	Smoke-Free Workplace/Tobacco Control in the Workplace				
13	<input type="checkbox"/>	Hepatitis B Prevention and Control in the Workplace				
14	<input type="checkbox"/>	Stress Management				
15	<input type="checkbox"/>	Prevention and Control of Lifestyle-Related Disease/Healthy Lifestyle				
16	<input type="checkbox"/>	Fire Safety Training				
17	<input type="checkbox"/>	Fundamentals of Industrial Hygiene				
18	<input type="checkbox"/>	Work Environment Measurement Training				
19	<input type="checkbox"/>	Industrial Ventilation Training				
20	<input type="checkbox"/>	Chemical Safety Training				
21	<input type="checkbox"/>	Ergonomics Training				
22	<input type="checkbox"/>	Emergency Preparedness				
23	<input type="checkbox"/>	Safety Audit/Accident Investigation				
24	<input type="checkbox"/>	OSH Management System				
25	<input type="checkbox"/>	Family Planning and Reproductive Health				
26	<input type="checkbox"/>	Scaffold Safety Training				
27	<input type="checkbox"/>	Others <i>(Please specify)</i> _____				

Codes for training agency/organization (Cols. 3-5)	
01 - DOLE Regional/Provincial Office 02 - Occupational Safety and Health Center (OSHC)/OSHNet 03 - Local Disaster Risk Reduction and Management Council (LDRRMC) 04 - Bureau of Fire Protection (BFP) 05 - Professional Organizations (ASPPI, OHNAP, PCOM, etc.) 06 - DOLE-Accredited Safety Training Organizations (SOP1, etc.)	07 - Employers' Organizations (ECOP, PMAP, PCCI) 08 - Worker's Groups (TUCP, FFW, APL, etc.) 09 - Academe/Universities 10 - Own company 11 - Philippine Red Cross 12 - DOLE Accredited First Aid Training Providers 13 - Others <i>(Please specify the name of the Training Agency/Organization in column 6)</i>

4. Who is/are the designated health and safety personnel in your establishment? *(Please check all that apply)*

- | | | |
|---|--|--|
| 01 <input type="checkbox"/> Certified First-Aider | 04 <input type="checkbox"/> Dentist | 07 <input type="checkbox"/> Safety Officer 2 |
| 02 <input type="checkbox"/> Occupational Health Nurse | 05 <input type="checkbox"/> Industrial Hygienist | 08 <input type="checkbox"/> Safety Officer 3 |
| 03 <input type="checkbox"/> Occupational Health Physician | 06 <input type="checkbox"/> Safety Officer 1 | 09 <input type="checkbox"/> Safety Officer 4 |
| 10 <input type="checkbox"/> Others <i>(Please specify position title of designated health and safety personnel)</i> _____ | | |

5. Are your designated health and safety personnel accredited by DOLE? Yes No, *(If Yes, please specify their numbers:)*

Designated Health and Safety Personnel	Total
5.1. DOLE Accredited Occupational Health Practitioner	
5.2. DOLE Accredited Occupational Safety and Health Practitioner	
5.3. DOLE Accredited Occupational Safety and Health Consultant	

6. Based on the assessment conducted by your designated health and safety officer, what is the risk classification of your establishment?

Risk Classification: Low Medium High

Safety Officer 1 (SO1) - employee who has completed the mandatory eight (8)-hour OSH orientation course as prescribed in the OSH Standards and two (2)-hour trainers' training.
Safety Officer 2 (SO2) - employee who has completed the mandatory forty (40)-hour OSH training course applicable to the industry as prescribed in the OSH Standards.
Safety Officer 3 (SO3) - employee who has completed the mandatory forty (40)-hour OSH training course applicable to the industry, additional forty-eight (48) hours of advanced/specialized occupational safety training course relevant to the industry, relevant experience in OSH for at least two (2) years, and other requirements as prescribed in the OSH Standards. Qualified SO3 shall be eligible for certification as OSH practitioner.
Safety Officer 4 (SO4) - employee who has completed the mandatory forty (40)-hour OSH training course applicable to the industry, additional eighty (80) hours of advanced/specialized occupational safety training course relevant to the industry, an aggregate of three hundred twenty (320) hours of OSH related training or experience, an actual experience as SO3 for at least four (4) years, and other requirements as prescribed by the OSH standards. Additional training may be converted to years of experience where eighty (80) hours of training may equal to one (1) year of experience and vice versa. Qualified SO4 shall be eligible for certification as OSH consultant.
DOLE Accredited Occupational Health Practitioner - physician, nurse, engineer, dentist, or chemist duly licensed to practice the profession in the Philippines and possessing all of the additional qualifications, such as completion of forty-eight (48) hours of advanced/specialized training course relevant to the industry, and relevant experience in OSH for at least two (2) years, and other requirements as prescribed in the OSH Standards.
DOLE Accredited OSH Practitioner - any qualified person as assessed and duly accredited by DOLE to practice and render OSH services in a defined and specific scope or core competency, and possesses all other additional qualifications, such as completion of forty-eight (48) hours of advanced/specialized training course relevant to the industry, and relevant experience in OSH for at least two (2) years, and other requirements as prescribed in the OSH Standards.
DOLE Accredited OSH Consultant - any practitioner duly-accredited by DOLE to practice, perform and/or render consultative and/or advisory services on OSH in at least two (2) fields of specialization, and possesses all other additional qualifications, such as completion of eighty (80) hours of advanced/specialized OSH training course relevant to the industry, an aggregate of three hundred twenty (320) hours of OSH related training or experience, an actual experience as an OSH Practitioner for at least four (4) years, and other requirements as prescribed by the OSH Standards. Additional training may be converted to years of experience where eighty (80) hours of training may equal to one (1) year of experience and vice versa.
Risk Classification of Establishments:
Low Risk - Minimal physical hazards; Controlled environments; Limited exposure to harmful elements or activities.
Medium Risk - Moderate exposure to physical hazards; Potentially harmful conditions that are manageable with proper precautions; More dynamic work environments.
High Risk - Significant exposure to hazardous conditions; Use of dangerous machinery or handling of toxic substances; Higher likelihood of accidents or occupational diseases.

PART VI: OCCUPATIONAL INJURIES AND DISEASES

Reference Period: Calendar Year 2023

1. Did your establishment experience any occupational accident/s during the year? <input type="checkbox"/> 1 - Yes <input type="checkbox"/> 2 - No, (Go to item 9) <i>If the answer is YES, indicate in item 2, the number of occupational accident/s, and in items 3-8 below, the number of cases/counts of occupational injuries.</i>				2. How many occupational accident/s occurred in 2023? <input style="width: 100px;" type="text"/>		
Cases of Occupational Injury	Fatal Cases	Permanent Incapacity		Temporary Incapacity		Cases Without Workdays Lost
SEX (1)		Cases (3)	Workdays Lost (4)	Cases (5)	Workdays Lost (6)	Workdays Lost (7)
3. Total (vertical sum of entries from item 3.1 to 3.2)						
3.1. Male						
3.2. Female						
TYPE OF INJURY (See description of classifications below)						
4. Total (vertical sum of entries from item 4.1 to 4.13)						
4.1. Superficial injuries						
4.2. Open wounds						
4.3. Fractures						
4.4. Dislocations, sprains and strains						
4.5. Injury of nerve/s of part of body injured						
4.6. Injury of blood vessel/s of part of body injured						
4.7. Injury of muscles and tendons						
4.8. Crushing injury						
4.9. Traumatic amputations						
4.10. Foreign body entering through natural opening (eyes, ears, respiratory tract, GIT, GUT)						
4.11. Burns and corrosions						
4.12. Toxic effect of substances (non-medicinal)						
4.13. Others (Please specify) _____						

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.

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 workdays 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 workdays lost.

Case without workdays lost - 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.

4. Type of Injury

4.1. Superficial injuries - include abrasions, blisters (non-thermal), bruises, contusions, haematomas, insect bites (non-venomous).

4.2. Open wounds - include animal bites, cuts, lacerations, puncture wounds.

4.3. Fractures - closed fractures, open fractures, other fractures (dislocated, displaced).

4.4. Dislocations, sprains and strains - include avulsions, lacerations, sprains, strains, traumatic haemarthroses, ruptures, subluxations and tears of joints and ligaments.

4.5. Injury of nerve/s of part of body injured - include division of nerve, haematomyelia (bleeding or clot within the spinal cord), paralysis (transient) paraplegia, quadriplegia or tetraplegia.

4.6. Injury of blood vessels of part of body injured - include avulsion, cut, injury, laceration, (traumatic) aneurysm or fistula (arteriovenous), arterial haematoma, and rupture of blood vessels, an injury by an object that causes compression of the limb or body.

4.7. Injury of muscles and tendons - include avulsion, cut, injury, laceration, sprain, strain and traumatic rupture of muscle/s and tendon/s.

4.8. Crushing injury - caused by strong pressure against a body part, often a limb. It may result in serious damage to underlying tissue, causing bruising, bleeding, lacerations, fractures, shock and internal injuries.

4.9. Traumatic amputations - the loss of a body part – usually a finger, toe, arm or leg, that includes traumatic enucleation of the eye.

4.10. Foreign body entering through natural opening (eyes, ear, respiratory tract, gastrointestinal tract or GIT, genitourinary tract or GUT)

4.11. Burns, corrosions - burns (thermal) from electrical heating appliances, electricity, flame, friction, hot air and hot gases, hot objects, lightning, radiation, chemical burns (corrosions – external/internal), scalds.

4.12. Toxic effect of substances (non-medicinal) - effects non-medicinal substances such as alcohol (excluding acute alcohol intoxication or “hangover” effects), organic solvents, halogen derivatives of aliphatic and aromatic hydrocarbons, corrosive substances, soaps and detergents, metals, inorganic substances, carbon monoxide, other gases, fumes and vapours, pesticides, noxious substances eaten as seafood, venomous animals, aflatoxin and other mycotoxin food contaminants.

4.13. Others - effects of radiation, heat and light, hypothermia, effects of air pressure and water pressure, asphyxiation, effects of maltreatment (including physical abuse, psychological abuse), effects of lightning (shock from lightning, struck by lightning not otherwise specified), drowning and non-fatal submersion, effects of noise and vibration (including acute hearing loss), effects of electric current (electrocution, shock from electric current), injuries not specified.



PART VI: OCCUPATIONAL INJURIES AND DISEASES (Cont'd)

Reference Period: Calendar Year 2023

PART OF THE BODY INJURED <i>(See description of classifications on next page)</i>	Fatal Cases	Permanent Incapacity	Temporary Incapacity	Cases Without Workdays Lost
(1)	(2)	(3)	(4)	(5)
5. Total <i>(vertical sum of entries from item 5.1 to 5.10; should be equal to corresponding Totals under item 3 on page 12 as reported in cols. 2, 3, 5 and 7)</i>				
5.1. Head				
5.2. Neck				
5.3. Trunk				
5.4. Abdomen, lower back, lumbar spine, pelvis				
5.5. Shoulder and upper arm				
5.6. Elbow and forearm				
5.7. Wrist and hand				
5.8. Hip and thigh				
5.9. Lower extremities				
5.10. Whole body or multiple sites equally injured				
CAUSE OF INJURY <i>(See description of classifications on next page)</i>				
6. Total <i>(vertical sum of entries from item 6.1 to 6.10; should be equal to corresponding Totals under item 5 above as reported in cols. 2, 3, 4 and 5)</i>				
6.1. Falls of persons				
6.2. Struck by falling objects				
6.3. Stepping on, striking against or struck by objects, excluding falling objects				
6.4. Caught by or in between objects				
6.5. Over-exertion or strenuous movements				
6.6. Exposure to or contact with extreme temperatures				
6.7. Exposure to or contact with electric current				
6.8. Exposure to or contact with harmful substances				
6.9. Exposure to radiation				
6.10. Others <i>(Please specify)</i> _____				
AGENT OF INJURY <i>(See description of classifications on next page)</i>				
7. Total <i>(vertical sum of entries from item 7.1 to 7.10 should be equal to corresponding Totals under item 5 above as reported in cols. 2, 3, 4 and 5)</i>				
7.1. Buildings, structures				
7.2. Prime movers				
7.3. Distribution systems				
7.4. Hand tools				
7.5. Machines, equipment				
7.6. Conveying/Transport/Packaging equipment or vehicles				
7.7. Materials, objects				
7.8. Chemical substances				
7.9. Human, animals, plants, etc.				
7.10. Others <i>(Please specify)</i> _____				
MAJOR OCCUPATION GROUP <i>(See description of classifications on next page)</i>				
8. Total <i>(vertical sum of entries from item 8.1 to 8.9; should be equal to corresponding Totals under item 5 above as reported in cols. 2, 3, 4 and 5)</i>				
8.1. Managers				
8.2. Professionals				
8.3. Technicians and associate professionals				
8.4. Clerical support workers				
8.5. Service and sales workers				
8.6. Skilled agricultural, forestry and fishery workers				
8.8. Craft and related trades workers				
8.8. Plant and machine operators and assemblers				
8.9. Elementary occupations				

PART VI: OCCUPATIONAL INJURIES AND DISEASES (Cont'd)

Reference Period: Calendar Year 2023

5. Part of the Body Injured

- 5.1. **Head** - includes scalp, skull, brain and cranial nerves and vessels; ear(s); eye(s); tooth/teeth; other specified parts of the facial area; head, multiple sites affected.
- 5.2. **Neck** - includes spine and vertebrae in the neck.
- 5.3. **Trunk** - include rib cage; chest; internal organs in the upper chest such as heart, lungs.
- 5.4. **Abdomen, lower back, lumbar spine, pelvis** - abdominal area and pelvic, including internal organs; external genitalia; mid and lower trunk, multiple sites affected.
- 5.5. **Shoulder and upper arm** - include shoulder and shoulder joints, upper arm; upper extremities, multiple sites affected.
- 5.6. **Elbow and forearm** - elbow is the juncture of the long bones in the middle portion of the upper extremity; forearm is the portion of the upper limb from the elbow to the wrist.
- 5.7. **Wrist and hand** - include thumb and other fingers.
- 5.8. **Hip and thigh** - include hip and hip joint.
- 5.9. **Lower extremities** - include leg, including knee; ankle; foot; toe(s); lower extremities, multiple sites affected.
- 5.10. **Whole body or multiple sites equally injured** - systemic effect (for example, from poisoning or infection); this classification is to be used if several different parts of the body were equally injured/affected.

6. Cause of Injury

- 6.1. **Falls of persons** - falls of persons from heights (trees, building, scaffolds, ladders, machines, vehicles) and into depths (wells, ditches, excavations, holes in the ground); falls of persons on the same level.
- 6.2. **Struck by falling objects** - slides and cave-ins (earth, rocks, stones); collapses (buildings, walls, scaffolds, ladders, piles of goods); struck by falling objects during handling; struck by falling objects, not elsewhere classified.
- 6.3. **Stepping on, striking against or struck by objects, excluding falling objects** - stepping on objects; striking against stationary objects (except impact due to a previous fall); striking against moving objects; struck by moving objects (including flying fragments and particles) excluding falling objects.
- 6.4. **Caught by or in between objects** - caught by an object; caught in between a stationary object and a moving object; caught in between moving objects (except flying or falling objects).
- 6.5. **Over-exertion or strenuous movements** - over-exertion in lifting objects; over-exertion in pushing or pulling objects; over-exertion in handling or throwing objects; strenuous movements.
- 6.6. **Exposure to or contact with extreme temperatures** - exposure to heat (atmosphere or environment); exposure to cold (atmosphere or environment); contact with hot substances or objects; contact with very cold substances or objects.
- 6.7. **Exposure to or contact with electric current** - contact with electricity resulting to electric shock or burns.
- 6.8. **Exposure to or contact with harmful substances** - contact by inhalation, ingestion or absorption of harmful substances.
- 6.9. **Exposure to radiation** - exposure to ionizing radiations; exposure to radiation other than ionizing radiations.
- 6.10. **Others** - include other causes of injury not mentioned above; cause of injury unspecified.

7. Agent of Injury

- 7.1. **Buildings, structures** - include all types of buildings, scaffolding, other structures; also include stepladders, harnesses, drilling platforms, excavation trenches.
- 7.2. **Prime movers** - include all types of engines, motors, electrical transformers, generators and power transmission systems.
- 7.3. **Distribution systems** - include stationary or movable pipes for distributing gas, liquids, solid matter, and drains and sewers.
- 7.4. **Hand tools** - those that are hand-held or hand-guided.
- 7.5. **Machines, equipment** - include all types of machine or equipment, including machine tools.
- 7.6. **Conveying/transport/packaging equipment or vehicles** - include all means of conveying, transportation and stockpiling.
- 7.7. **Materials, objects** - include all materials or objects or parts of a machine.
- 7.8. **Chemical substances** - may be solid, liquid or gas; may be caustic, corrosive, harmful, toxic, flammable, explosive, vaporous, radioactive or biological.
- 7.9. **Human, animals, plants, etc.** - include also trees, insects, snakes and micro-organisms.
- 7.10. **Others** - include other agents of injury not mentioned above.

8. Major Occupation Group

- 8.1. **Managers** - workers in this group plan, direct, coordinate and evaluate the overall activities of enterprises, governments and other organizations, or of organizational units within them, and formulate and review their policies, laws, rules and regulations.
- 8.2. **Professionals** - workers in this group increase the existing stock of knowledge, apply scientific or artistic concepts and theories, teach about the foregoing in a systematic manner, or engage in any combination of these activities.
- 8.3. **Technicians and associate professionals** - workers in this group perform mostly technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods, and government or business regulations.
- 8.4. **Clerical support workers** - workers in this group record, organize, store, compute and retrieve information related, and perform a number of clerical duties in connection with money-handling operations, travel arrangements, requests for information, and appointments.
- 8.5. **Service and sales workers** - workers in this group provide personal and protective services related to travel, housekeeping, catering, personal care, or protection against fire and unlawful acts, or demonstrate and sell goods in wholesale or retail shops and similar establishments, as well as at stalls and on markets.
- 8.6. **Skilled agricultural, forestry and fishery workers** - workers in this group grow and harvest field or tree and shrub crops, gather wild fruits and plants, breed, tend or hunt animals, produce a variety of animal husbandry products, cultivate, conserve and exploit forests, breed or catch fish and cultivate or gather other forms of aquatic life in order to provide food, shelter and income for themselves and their households.
- 8.7. **Craft and related trades workers** - workers in this group apply specific knowledge and skills in the fields to construct and maintain buildings, form metal, erect metal structures, set machine tools, or make, fit, maintain and repair machinery, equipment or tools, carry out printing work, produce or process foodstuffs, textiles, or wooden, metal and other articles, including handicraft goods.
- 8.8. **Plant and machine operators and assemblers** - workers in this group operate and monitor industrial and agricultural machinery equipment on the spot or by remote control, drive and operate trains, motor vehicles and mobile machinery and equipment, or assemble products from component parts according to strict specifications and procedures.
- 8.9. **Elementary Occupations** - occupations in this group involve the performance of simple routine tasks which may require the use of handheld tools and considerable physical effort.



Part VI: OCCUPATIONAL INJURIES AND DISEASES (Cont'd)

Reference Period: Calendar Year 2023

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. This refers to a new case recognized, diagnosed and recorded during the year.

9. Occupational Diseases (1)	Cases (2)
9.1. Occupational dermatitis (includes skin conditions due to chemical agents which are skin irritants and sensitizers)	
9.2. Occupational asthma (due to exposure to allergenic particles in the working environment)	
9.3. Occupational kidney disease caused by heavy metals or organic solvents	
9.4. Other diseases caused by chemicals	
9.5. Heat stroke, cramps, exhaustion (due to exposure to excessive heat)	
9.6. Chilblain, frostbite, freezing (due to exposure to excessive cold)	
9.7. Deafness (loss of or decreased hearing due to excessive exposure to noise)	
9.8. Tuberculosis (infections due to mycobacterium tuberculosis)	
9.9. Work-related COVID-19 infection (as defined under Employees' Compensation Commission (ECC) Board Resolution No. 21-04-14: (a) There must be a direct connection between the offending agent or event and the worker based on epidemiologic criteria and occupational risk (e.g., healthcare workers, screening and contact tracing teams, etc.); (b) the tasks assigned to the worker would require frequent face-to-face and close proximity interactions with the public or with confirmed cases for healthcare workers; (c) transmission occurred in the workplace; or (d) transmission occurred while commuting to and from work.)	
9.10. Occupational lung diseases (Pneumoconiosis)	
9.11. Other Infections (due to exposure to biologic hazards/agents, e.g., anthrax, brucellosis, leptospirosis, tetanus, ornithosis, rabies, viral encephalitis, viral hemorrhagic fevers, hepatitis A, B, C, D, HIV, mycoses, protozoal and parasitic diseases)	
9.12. Cataract (due to exposure to glare of or rays from molten glass or red-hot metal)	
9.13. Cardio-vascular diseases (cardiac injury or acute attack precipitated by unusual strains of work)	
9.14. Work-related musculoskeletal disorders (caused or made worst by work such as exposure to forceful exertions, highly repetitive motions, awkward body postures, vibrations, etc.)	
9.14.1. Carpal tunnel syndrome (tingling, numbness or pain in wrist and hand from compression of the median nerve at the wrist area due to repetitive or forceful hand movement)	
9.14.2. Shoulder tendinitis (inflammation of the tendon affecting the shoulder joint due to use, overuse and pressure)	
9.14.3. Neck-shoulder pain (affecting the bones, joints, connective tissue, muscles and nerves of the cervical area)	
9.14.4. Back pain (affecting the bones, joints, connective tissues, muscles and nerves at the lumbar or sacral regions but not due to trauma)	
9.14.5. Other work-related musculoskeletal disorders (Please specify) _____	
9.15. Work-related mental health condition (as adapted from Republic Act No. 11036 or "The Mental Health Act" refers to a neurologic or psychiatric condition characterized by the existence of a recognizable, clinically-significant disturbance in an individual's cognition that may be caused or aggravated by working conditions, and assessed or diagnosed based on scientifically accepted medical nomenclature and best available scientific and medical evidence)	
9.16. Others (Please specify)	
9.16.1. _____	
9.16.2. _____	
9.16.3. _____	

10. Did any of your worker/s experience **commuting accidents** in 2023?
 1 - Yes 2 - No, *Go to Item 11*

10.1. How many commuting accidents occurred? 10.2. How many workers were injured?

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.

11. How many hours were actually worked by **all employed persons** in your establishment in 2023?

	x		x		+		+		=	
11.1 Average employment in 2023		11.2 Regular working hours per day Ex. 6, 7, 8, or 12		11.3 Days actually worked during the year Ex. 250 or 302		11.4 Total overtime hours on regular working days of all persons who rendered overtime work		11.5 Total hours worked on rest days, special days and regular holidays of all persons who rendered work on these days		11.6 Hours actually worked

Hours actually worked include:

- normal or 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 and 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 (1) hour and to short rest periods at the workplace including tea and coffee breaks/meriendas

An example to compute for average employment for CY 2023

End of the month employment:

January	50	July	53
February	49	August	54
March	48	September	52
April	52	October	52
May	51	November	51
June	50	December	50

Hours actually worked 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

Average employment:

$$50+49+48+52+51+50+53+54+52+52+51+50 = 612/12 = 51$$

PART VII: PRODUCTIVITY IMPROVEMENT PROGRAM AND GAINSHARING PRACTICES

Reference Period: Calendar Year 2023

1. Identify your establishment's level of agreement with the following statements:

1.1 Productivity improvements are achieved through the collaboration of employers and workers.

01 Strongly agree 02 Agree 03 Neither agree nor disagree 04 Disagree 05 Strongly disagree

1.2 Having a worker's union in an establishment is advantageous in coming up with gainsharing schemes or any similar practices to incentivize workers for their productivity.

01 Strongly agree 02 Agree 03 Neither agree nor disagree 04 Disagree 05 Strongly disagree

2. What productivity improvement program/s was/were developed in your establishment that was/were implemented? *(Please check the programs you have and their respective developers using the indicated codes below)*

Productivity Improvement Program		Developed by <i>(Use 1 Code only)</i>	Productivity Improvement Program		Developed by <i>(Use 1 Code only)</i>
01 <input type="checkbox"/>	7S of Good Housekeeping	<input style="width: 100%;" type="text"/>	07 <input type="checkbox"/>	Just-In-Time	<input style="width: 100%;" type="text"/>
02 <input type="checkbox"/>	Client Satisfaction Measurement (CSM)	<input style="width: 100%;" type="text"/>	08 <input type="checkbox"/>	Continuous Process Improvement	<input style="width: 100%;" type="text"/>
03 <input type="checkbox"/>	Total Quality Management (TQM)	<input style="width: 100%;" type="text"/>	09 <input type="checkbox"/>	Others <i>(Please specify)</i>	<input style="width: 100%;" type="text"/>
04 <input type="checkbox"/>	Lean Management/Lean Manufacturing	<input style="width: 100%;" type="text"/>	91 _____		<input style="width: 100%;" type="text"/>
05 <input type="checkbox"/>	Suggestion/Feedback Scheme	<input style="width: 100%;" type="text"/>	92 _____		<input style="width: 100%;" type="text"/>
06 <input type="checkbox"/>	Six Sigma	<input style="width: 100%;" type="text"/>	10 <input type="checkbox"/>	None <i>(Go to Item 11)</i>	

Code	Initiated/Developed by	Code	Initiated/Developed by	Code	Initiated/Developed by
1	Labor-Management Committee	4	Supervisors/Line Leaders	7	Others <i>(Please specify the name of the program developer beside the program)</i>
2	Management	5	Rank and File/Production Workers		
3	Union	6	Productivity Consultants		

Productivity Improvement Program (PIP) – workplace programs aimed at improving worker and/or enterprise productivity.

7S of Good Housekeeping – refers to a training program on waste elimination through workplace organization; 7S means sort, systematize, sweep, standardize, self-discipline, sustain, and safety. (NWPC Productivity Toolbox Module, 2019)

Client Satisfaction Measurement (CSM) – refers to the assessment of performance from the customer's point of view.

Total Quality Management (TQM) – refers to the management philosophy that seeks to integrate all organizational objectives.

Lean Management – refers to a productivity program on doing more with less, i.e., less time, inventory, space, labor, and money.

Suggestion/Feedback Scheme – refers to the formal mechanism which encourages employees to contribute constructive ideas for improving their organization.

Six Sigma – refers to a program aimed at the near elimination of defects from every product, process, and transaction.

Just-in-Time – refers to a production technology system which promotes economic efficiency, with a central principle to "produce appropriately what is necessary, just as much as needed, when needed".

Continuous Process Improvement – refers to the act of implementing improvements to a product, service, or process.

3. Of the total number of employees in your establishment, how many were covered by your productivity improvement programs? *(A particular employee covered by several productivity improvement programs should only be counted as one)*

Category of Employees	Total	Male	Female
TOTAL			
Managers/Executives			
Supervisors/Foremen			
Rank and File/Production Workers			

4. What was/were the objective/s of your productivity improvement programs? Was/were the objective/s of your PIPs attained? *(Please check all that apply)*

Objective	Met the Objective/s?		Objective	Met the Objective/s?	
	Fully Met	No/ Partially Met		Fully Met	No/ Partially Met
01 <input type="checkbox"/> Reduce cost			03 <input type="checkbox"/> Reduce complaints		
11 <input type="checkbox"/> work accidents/injuries/diseases			31 <input type="checkbox"/> queuing time		
12 <input type="checkbox"/> wastage			32 <input type="checkbox"/> after sales service		
13 <input type="checkbox"/> personnel downtime			33 <input type="checkbox"/> product returns		
14 <input type="checkbox"/> machine downtime			34 <input type="checkbox"/> basic customer service		
15 <input type="checkbox"/> rework			35 <input type="checkbox"/> product delivery		
16 <input type="checkbox"/> process cycle time			04 <input type="checkbox"/> Others <i>(Please specify)</i>		
02 <input type="checkbox"/> Improve product/service quality			41 _____		
21 <input type="checkbox"/> skills training			42 _____		
22 <input type="checkbox"/> technology			43 _____		
23 <input type="checkbox"/> innovation					

5. What were the reasons for the non-attainment of your productivity improvement programs objectives? *(Please check all that apply)*

01 <input type="checkbox"/> Lack of funds	05 <input type="checkbox"/> Natural calamities (i.e., flood, earthquake, typhoon)
02 <input type="checkbox"/> Change in the owner's or management's priorities	06 <input type="checkbox"/> Human-induced disasters (i.e., siege, coup d'état, bombing)
03 <input type="checkbox"/> Lack of manpower or support from the employees	07 <input type="checkbox"/> Disease outbreak (i.e., COVID-19, dengue, malaria)
04 <input type="checkbox"/> Strike/lockout/work stoppage	08 <input type="checkbox"/> Others <i>(Please specify)</i> _____



PART VII: PRODUCTIVITY IMPROVEMENT PROGRAM AND GAINSHARING PRACTICES (Cont'd)

Reference Period: Calendar Year 2023

6. In the implementation of your productivity improvement program/s, did your establishment provide gainsharing schemes or any similar practices, and in what form/s were these given?

- 1 - Yes (Please check as applicable) 2 - No (Go to Item 9)

Type of Gainsharing Schemes/Practices	Type of Incentives <i>(Please check the applicable scheme/practice whether under unionized or non-unionized)</i>				
	Unionized			Non-unionized	
	Cash	Usual Form of Non-Cash Incentive <i>(Use one (1) code only)</i>	Included in CBA <i>(Yes/No)</i>	Cash	Usual Form of Non-Cash Incentive <i>(Use one (1) code only)</i>
01 <input type="checkbox"/> Productivity/Performance-based incentive					
02 <input type="checkbox"/> Profit sharing					
03 <input type="checkbox"/> Other incentive schemes* <i>(Please specify)</i> 31 _____					
Code	Form of Non-Cash Incentives	Code	Form of Non-Cash Incentives	Code	Form of Non-Cash Incentives
1	Grocery items	3	Gift certificate	5	Employee stock option
2	Home appliance	4	Subsidized travel/leisure	6	Others <i>(Please specify)</i>

Gainsharing – refers to a group incentive or bonus system that shares improved performance with most or all unit employees and thus motivates higher employee involvement (OECD)
Productivity-based incentive – bonuses given to workers as a result of improvements in their productivity/performance (NWPC).
Profit Sharing – refers to a definite arrangement under which workers regularly receive, in addition to their wages and salaries, a share on some pre-determined basis, in the profits of the undertaking, the sum allocated to workers varying with the level of profits (OECD).
Employee Stock Option Plan – refers to a form of equity compensation granted by companies to their employees and executives. An ESO gives the holder the right to purchase the underlying asset – the company's stock – at a specified price for a definite period of time (Investopedia).
Other incentive schemes – practices that incentivize workers may include bonuses, commission-based compensation, salary increase/adjustments/, leave incentive, attendance incentive, rewards/recognition, gifts, among others.

7. What is your basis for granting incentives to workers? *(Please check all that apply)*

01 <input type="checkbox"/> Performance appraisal	05 <input type="checkbox"/> Savings generated by the establishment
02 <input type="checkbox"/> Expertise/Skill level (e.g. additional certifications earned)	06 <input type="checkbox"/> Increase in minimum wage
03 <input type="checkbox"/> Length of service and loyalty	07 <input type="checkbox"/> Others <i>(Please specify)</i> _____
04 <input type="checkbox"/> Increase in establishment income/revenue	08 <input type="checkbox"/> None

8. Of the total number of employees in your establishment, how many benefited from any of the incentives referred to in item 6? *(A particular employee covered by several incentive schemes should only be counted as one)*

Category of Employees	Total	Male	Female
TOTAL			
Managers/Executives			
Supervisors/Foremen			
Rank and File/Production Workers			

9. Has your establishment availed of tax incentives related to your productivity improvement program?

- 1 – Yes *(Please check all that apply)* 2 - No

01 <input type="checkbox"/> RA 6971 or Productivity Incentives Act of 1990
02 <input type="checkbox"/> RA 10771 or Philippine Green Jobs Act of 2016
03 <input type="checkbox"/> Others <i>(i.e., PEZA Code)</i> <i>(Please specify)</i> _____

10. Please identify which government agency has extended assistance in the development and implementation of your productivity improvement program and rate your level of satisfaction. *(Please check all that apply)*

Assisting Government Agency	Satisfaction Level				
	Very Satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	Very dissatisfied
01 <input type="checkbox"/> Department of Labor and Employment (DOLE)/ Regional Tripartite Wage and Productivity Board (RTWPB)					
02 <input type="checkbox"/> Department of Science and Technology (DOST)					
03 <input type="checkbox"/> Development Academy of the Philippines (DAP)					
04 <input type="checkbox"/> Department of Trade and Industry (DTI)					
05 <input type="checkbox"/> Others <i>(Please specify)</i> _____					
06 <input type="checkbox"/> None					

11. What are the possible challenges of implementing an incentive scheme based on workers' productivity? *(Please check all that apply)*

01 <input type="checkbox"/> Difficult to implement due to lack of knowledge on the system	05 <input type="checkbox"/> Lack of support from management
02 <input type="checkbox"/> Mismatched PIP and incentive scheme	06 <input type="checkbox"/> Lack of support from workers
03 <input type="checkbox"/> Unclear metrics/key performance indicators	07 <input type="checkbox"/> Unhealthy competition among workers/teams
04 <input type="checkbox"/> High cost of implementation	08 <input type="checkbox"/> Others <i>(Please specify)</i> _____

12. What will motivate your establishment to adopt or to continue adopting a productivity-based incentive scheme? *(Please check all that apply)*

01 <input type="checkbox"/> Tax incentives	03 <input type="checkbox"/> Increase in profit/savings
02 <input type="checkbox"/> Assistance from government agencies <input type="checkbox"/> Financial <input type="checkbox"/> Technical	04 <input type="checkbox"/> Improvement in workers' productivity
	05 <input type="checkbox"/> Others <i>(Please specify)</i> _____
	06 <input type="checkbox"/> None

13. Please identify the type of technical assistance your establishment needed in relation to the development/implementation of productivity-based incentive scheme. *(Please check all that apply)*

01 <input type="checkbox"/> Creation of committee	04 <input type="checkbox"/> Determining performance targets
02 <input type="checkbox"/> Identification of appropriate incentive scheme	05 <input type="checkbox"/> Others <i>(Please specify)</i> _____
03 <input type="checkbox"/> Identification of key performance indicators (KPI)	06 <input type="checkbox"/> None

Key Performance Indicators (KPI) - are the critical (key) quantifiable indicators of progress toward an intended result.

PART VIII: CERTIFICATION

This is to certify the accuracy of the data provided in this questionnaire:

Name/Signature of Contact Person in the Establishment:	<div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> _____ _____ _____ </div> <small>(Last Name First Name Middle Initial)</small> Signature Over Printed Name		
Name:	Position:		
Business Tel. No.:	Business Fax No.:	Business E-mail Address:	
Time spent in answering this questionnaire:			
<input type="checkbox"/> Less than a day <input type="checkbox"/> 1 - 5 days <input type="checkbox"/> 6 - 10 days <input type="checkbox"/> More than 10 days <i>(Please specify)</i> _____			
Comments:			
A. On the data provided for the 2023/2024 Integrated Survey on Labor and Employment (ISLE)			
• Establishment Profile			
• Employment of Specific Group of Workers			
• Occupational Shortages and Surpluses			
• Job-Related Training of Workers			
• Occupational Safety and Health Practices			
• Occupational Injuries and Diseases			
• Productivity Program and Gainsharing Practices			
B. On the presented selected statistics from the 2021/2022 ISLE as outputs of the previous survey for your information/reference. (Pages 19-20) _____			
C. On the presentation/packaging of questionnaire:		Suggestions for improvement:	
Definition of Terms	<input type="checkbox"/> Easy to understand <input type="checkbox"/> Vague		
Layout	<input type="checkbox"/> User-friendly <input type="checkbox"/> Not user-friendly		
Font, color	<input type="checkbox"/> Appealing <input type="checkbox"/> Not appealing		
Remarks (if any):			

Thank you for your patience and full cooperation to this survey.

FOR PSA USE ONLY:

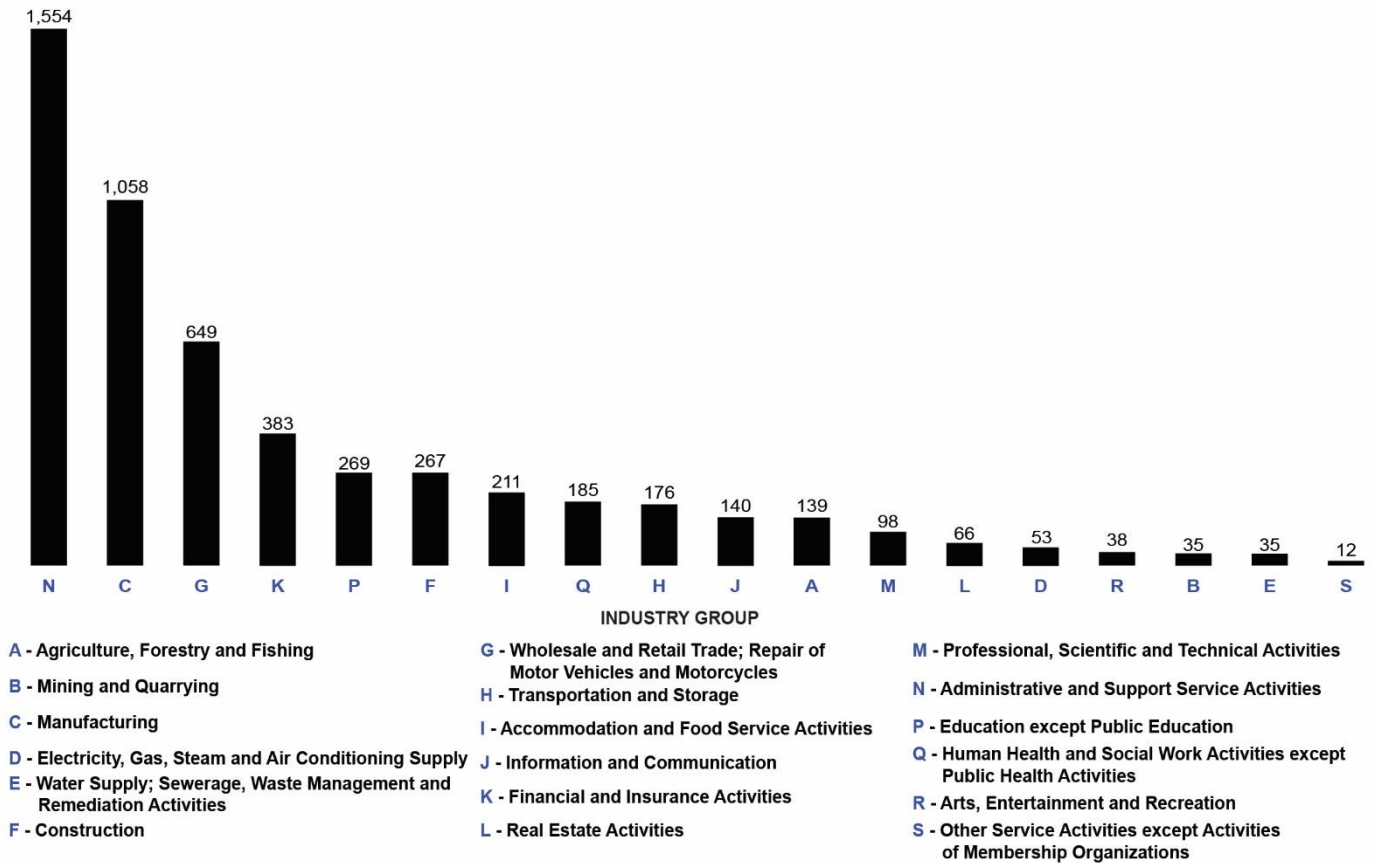
PART IX: SURVEY PERSONNEL

Activity	Name <small>(Last Name, First Name Middle Initial)</small>	Signature	Date <small>(DD-MM-YYYY)</small>
Enumerated/Field Edited by:			
Manually Processed by:			
Machine Processed by:			
Assessed by: (if applicable)			

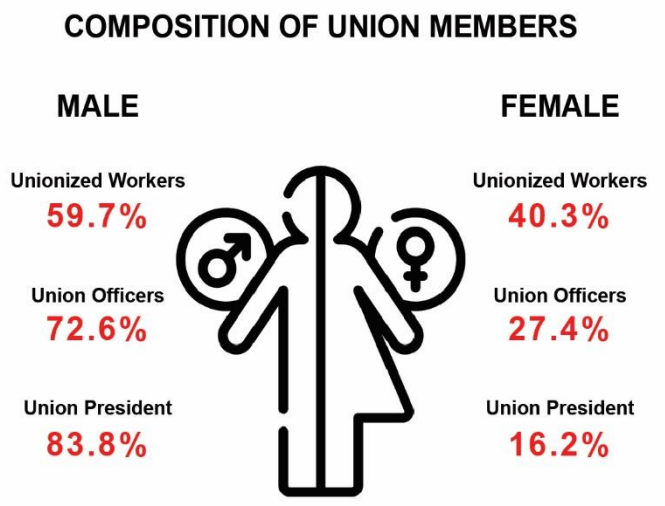
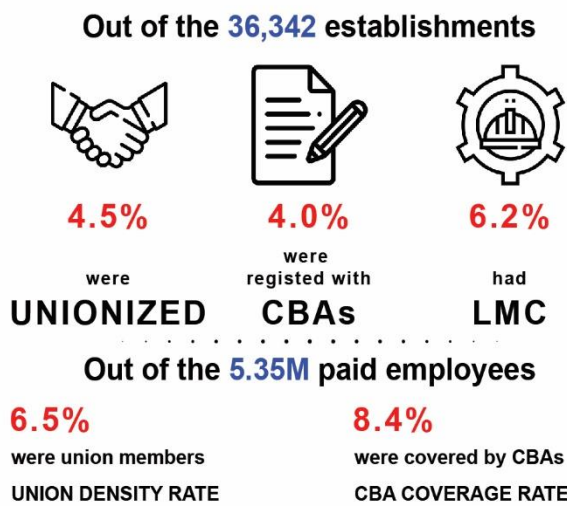
Selected Statistics from the 2021/2022 Integrated Survey on Labor and Employment

EMPLOYMENT (August 2022)

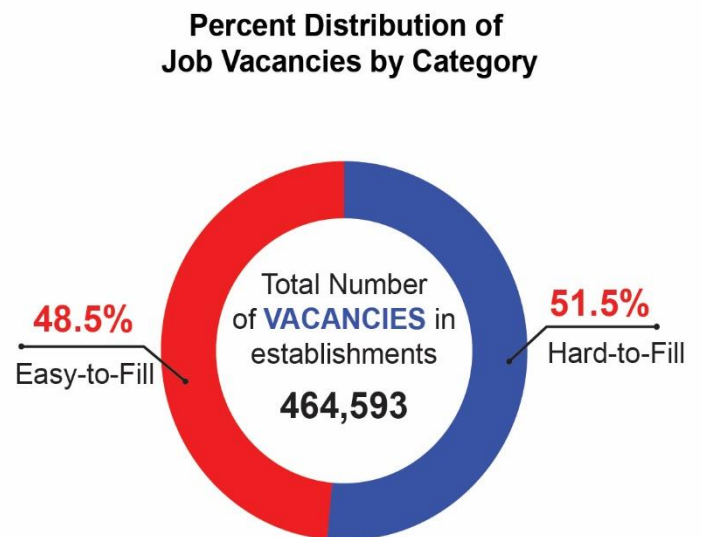
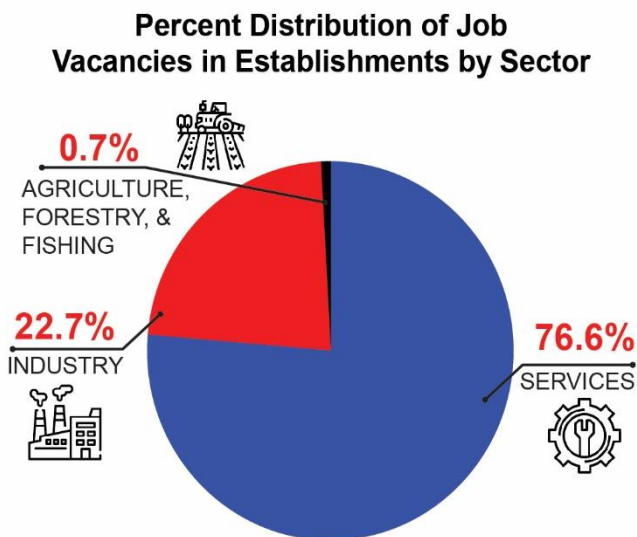
Total Employment in Establishments from the Formal Sector by Industry Group
(In Thousands)



UNIONISM AND COLLECTIVE BARGAINING (August 2022)

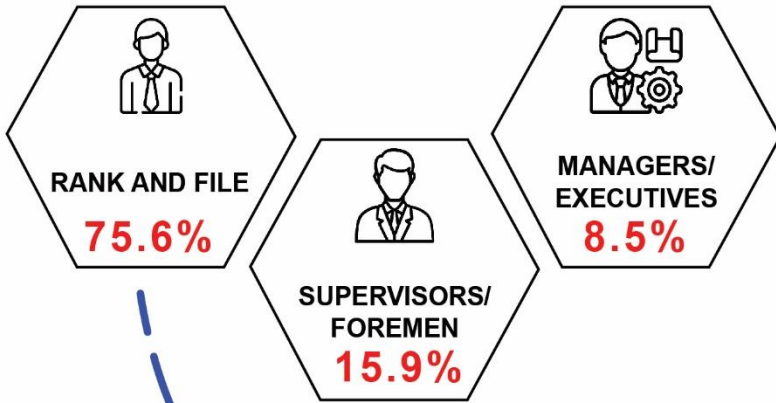


OCCUPATIONAL SHORTAGES AND SURPLUSES (September 2021 to August 2022)



Selected Statistics from the 2021/2022 Integrated Survey on Labor and Employment (Cont'd)

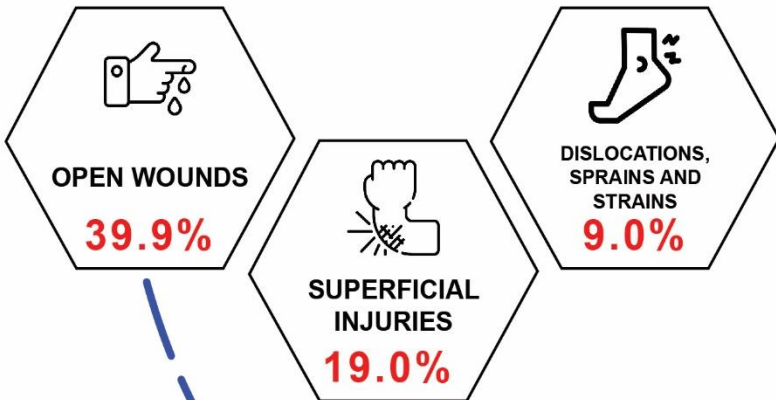
JOB-RELATED TRAININGS OF WORKERS (C.Y. 2021)
EMPLOYEES TRAINED



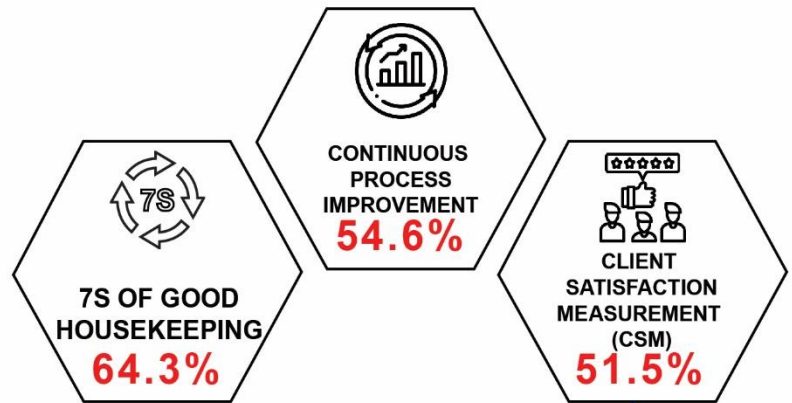
OCCUPATIONAL SAFETY AND HEALTH PRACTICES (C.Y. 2021)
PREVENTIVE AND CONTROL MEASURES/ACTIVITIES



OCCUPATIONAL INJURIES AND DISEASES (C.Y. 2021)
COMMON TYPES OF INJURY



PRODUCTIVITY IMPROVEMENT PROGRAM AND GAINSHARING PRACTICES (C.Y. 2021)
PROGRAMS IMPLEMENTED



PRODUCTIVITY OF WORK-FROM-HOME ARRANGEMENT DURING THE COVID-19 PANDEMIC (July 2021 to June 2022)
UNIT OR DEPARTMENT THAT ADOPTED WFH

