



Asian Association of School HRMD Practitioners, Inc.

The Asian Association Committed to Build People and Institutions

Compensation and Benefits Survey

We would like to invite you to participate in the AASHPI benchmarking survey on compensation practices and other HR-related matters. This survey aims to gather data related to (1) faculty-staff, faculty-student, and student-staff ratios as well as (2) compensation and benefits-related practices among AASHPI member schools and AASHPI-affiliated institutions. Because we are asking you to provide a lot of information, you will in turn receive a wealth of information from this survey. We are certain that the information we will gather will help us as we plan our Compensation and Benefits programs. **Please be assured that your responses will be held in strictest confidence.** Kindly send your accomplished survey on or before **May 15, 2018** to AASHPI c/o Southville International School and Colleges, 1281 Tropical Ave. cor. Luxembourg St., BF International, Las Piñas City or fax to (02) 825-3985. You may also opt to accomplish the online survey through <http://bit.ly/2nHTyAo> e-mail aashpi.org@gmail.com for more information. The results will be grouped to ensure the anonymity of the respondents. Thank you in advance for your participation. - *Compensation Survey Committee*

TERMS & CONDITIONS:

This survey is published and managed by the Asian Association of School Human Resource Management and Development Practitioners, Inc. (AASHPI). In compliance to Data Protection Act 2012, please be aware that we take your concerns about privacy seriously. We shall make every reasonable effort to respect it.

In obtaining your cooperation to participate in the survey, all of the information that you provide will be treated as confidential and will only be used for research purposes.

Your participation is voluntary. By choosing "YES," means you would like to be part of the survey and is allowing AASHPI to use all the data you have provided in this survey.

() Yes () No

Name of Respondent: _____

Designation: _____ E-mail Address: _____

Contact No.: _____ Fax No.: _____

Name of School: _____

Complete Address: _____

Signature _____

Name of School: _____
 Contact No.: _____ Year Established: _____

1) Regional Location (Please check applicable answer.)

- | | | |
|---------------------------|---------------------------|----------------------------|
| <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 |
| <input type="radio"/> 4-A | <input type="radio"/> 4-B | <input type="radio"/> 5 |
| <input type="radio"/> 6 | <input type="radio"/> 7 | <input type="radio"/> 8 |
| <input type="radio"/> 9 | <input type="radio"/> 10 | <input type="radio"/> 11 |
| <input type="radio"/> 12 | <input type="radio"/> 13 | <input type="radio"/> ARMM |
| <input type="radio"/> CAR | <input type="radio"/> NCR | |

2) Is the school/university unionized? (Please check applicable answer.)

- Yes No

3) Level/s of Education Offered. (Please check applicable answer/s.)

- Preschool
 Grade School
 Junior High School
 Senior High School
 Tech/ Vocational Courses
 College/ Undergraduate
 Post Graduate
 Other: _____

4) EMPLOYEE POPULATION:

(Please indicate number of part-time and full-time employee.)

	Part-Time	Full-time
a. Total Number of PRESCHOOL Teachers Employed (Please exclude those with administrative load.)		
b. Total Number of PRESCHOOL Teachers with Administrative Load		
c. Total Number of GRADE SCHOOL Teachers Employed (Please exclude those with administrative load.)		
d. Total Number of GRADE SCHOOL Teachers with Administrative Load		
e. Total Number of JUNIOR HIGH SCHOOL Teachers Employed (Please exclude those with administrative load and Senior High School Teachers)		
f. Total Number of SENIOR HIGH SCHOOL Teachers Employed (Please exclude those with administrative load)		
g. Total Number of HIGH SCHOOL Teachers with Administrative Load		
h. Total Number of COLLEGE Teachers Employed (Please exclude those with administrative load.)		
i. Total Number of COLLEGE Teachers with Administrative Load		
j. Total Number of NON-TEACHING PERSONNEL AND ADMINISTRATIVE PERSONNEL Employed		
k. Total Number of OUTSOURCED NON-TEACHING AND ADMINISTRATIVE PERSONNEL Employed		



5) STUDENT POPULATION, TEACHING LOAD, CLASS SIZE AND SCHOOL FEES:

- a. Total Number of PRESCHOOL STUDENTS
- b. Total Number of GRADE SCHOOL STUDENTS
- c. Total Number of JUNIOR HIGH SCHOOL STUDENTS
- d. Total Number of SENIOR HIGH SCHOOL STUDENTS
- e. Total Number of COLLEGE STUDENTS
- f. Average Teaching Load for GRADE SCHOOL TEACHERS
- g. Average Teaching Load for HIGH SCHOOL TEACHERS
(Please exclude Senior High School Students)
- h. Average Teaching Load for SENIOR HIGH SCHOOL TEACHERS
- i. Average Teaching Load for PART-TIME COLLEGE FACULTY
- j. Average Teaching Load for FULL-TIME COLLEGE FACULTY
- k. Average Class Size of PRE-SCHOOL
- l. Average Class Size of GRADE SCHOOL
- m. Average Class Size of JUNIOR HIGH SCHOOL
- n. Average Class Size of SENIOR HIGH SCHOOL
- o. Average Class Size of COLLEGE

<i>(Please fill-out average tuition fee and average miscellaneous fee/ other fees per annum as applicable.)</i>	Average Tuition Fee Per Annum (YEAR)	Average Miscellaneous Fee/ Other Fees Per Annum (YEAR)
p. PRESCHOOL		
q. GRADE SCHOOL		
r. JUNIOR HIGH SCHOOL		
s. SENIOR HIGH SCHOOL		



<i>(Please fill-out average tuition fee per unit and average miscellaneous fee/ other fees per semester.)</i>	Average Tuition Fee PER UNIT	Average Miscellaneous Fee/ Other Fees Per Semester
t. COLLEGE		

u. % of Total Cost of Compensation and Benefits vs. Gross Revenue of the School

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6) COMPENSATION FOR BASIC EDUCATION TEACHERS:
(Please indicate entry and average monthly rate.)

	Entry Monthly Rate	Average Monthly Rate
a. Entry Level for Grade School and Junior High School Teachers (e.g. LET Passer, No Work Experience Required)		
b. Experienced Grade School and Junior High School Teachers (e.g. completion of at least 12 Graduate School units, at least 3 years of Teaching Experience)		
c. Senior Teachers in Grade School and Junior High School (e.g. Completed Masters Degree, at least 5 years of Teaching Experience)		
d. Entry Level for Senior High School Teachers (e.g. LET Passer, No Work Experience Required)		
e. Experienced Senior High School Teachers (e.g. completion of at least 12 Graduate School units, at least 3 years of Teaching Experience)		
f. Senior Teachers in Senior High School (e.g. Completed Masters Degree, at least 5 years of Teaching Experience)		
g. Position Allowance for Teachers in First Level Management (manages teachers/ rank and file employees)		
h. Position Allowance for Teachers in Second Level Management (manages teachers/ employees with supervisory positions)		

7) COMPENSATION SURVEY FOR TERTIARY LEVEL:
(Please indicate entry and average hourly rate.)

	Hourly Entry Rate	Hourly Average Rate
a. College Faculty WITHOUT Masters Degree		
b. College Faculty WITH Masters Degree		
c. College Faculty WITH at least 50% earned Doctoral Units or completed academic requirements		
d. College Faculty WITH Doctoral Degree		



<i>(Please indicate entry and average MONTHLY rate.)</i>	Entry Monthly Rate	Average Monthly Rate
e. Monthly Salary of Deans		
f. Position Allowance for Faculty Members in First Level Management (manages teachers/ rank and file employees)		
g. Position Allowance for Faculty Members in Second Level Management (manages teachers/ employees with supervisory positions)		

8) NON-TEACHING ADMINISTRATIVE AND ACADEMIC STAFF:

(Please indicate entry and average monthly rate.)

	Entry Monthly Rate	Average Monthly Rate
a. Library Staff		
b. Licensed Librarian		
c. Guidance Licensed Counselor		
d. Registrar		
e. School Nurse		
f. Science Laboratory Assistant		
g. Administrative Assistant/ Office Associate		
h. Executive Secretary		
i. MIS/IT Technician		
j. MIS/IT Head		
k. HR Head		
l. Accounting Head		
m. First Level Management (manages rank and file employees)		
n. Second Level Management (manages supervisors/ coordinators/ heads)		
o. Top Management (manages directors and managers)		



9) EMPLOYEE BENEFITS

a. EMPLOYEE RELATIONS

(Please check whichever is applicable.)

	Faculty Only	Non-Teaching Staff Only	Supervisors, Top & Middle Managers Only	Applicable to All
Bereavement Benefit				
Christmas Party				
Death Aid (Death of Employee)				
Director/ Foundation Day Celebration				
Family Day/ Sportsfest				
Wedding/ Anniversary Benefit				
Birthday Party/ Birthday Gift				
Outing/ Teambuilding				
Teachers' Day / Personnel Day Celebration				

Please enumerate other benefits given not listed above. Please provide brief description of availment.

b. EMPLOYEE TRAINING AND DEVELOPMENT

(Please check whichever is applicable.)

	Faculty Only	Non-Teaching Staff Only	Supervisors, Top & Middle Managers Only	Applicable to All
Internal Training and Development Program				
External Training and Development Program				
Retreat Subsidy				
Scholarship/ Tuition Fee Subsidy				
Sabbatical Leave				
Book Allowance				

Please enumerate other benefits given not listed above. Please provide brief description of availment.



c. PAID-TIME OFF
(Please check whichever is applicable.)

	Faculty Only	Non-Teaching Staff Only	Supervisors, Top & Middle Managers Only	Applicable to All
Cash Conversion of Leave Credits				
Bereavement Leave				
Emergency Leave				
Retreat Leave				
Sick Leave				
Vacation Leave				
Credit Leave/ Offsetting (if employees stayed overnight for school-related activities)				
Paid Forced-Break				

Please enumerate other benefits given not listed above. Please provide brief description of availment.

d. BONUS/INCENTIVE
(Please check whichever is applicable.)

	Faculty Only	Non-Teaching Staff Only	Supervisors, Top & Middle Managers Only	Applicable to All
Performance Bonus/ Incentive				
Christmas Bonus/Cash Gift				
Longevity/Service Award				
Perfect Attendance				
Gratuity Bonus/ Year-End Incentive				

Please enumerate other benefits given not listed above. Please provide brief description of availment.

e. REPRESENTATION ALLOWANCE
(Please check whichever is applicable.)

	Faculty Only	Non-Teaching Staff Only	Supervisors, Top & Middle Managers Only	Applicable to All
Gas Allowance				
Transportation Allowance				
Medicine Allowance				
Laundry Allowance				



	Faculty Only	Non-Teaching Staff Only	Supervisors, Top & Middle Managers Only	Applicable to All
Rice Allowance				
Uniform Allowance				

Please enumerate other benefits given not listed above. Please provide brief description of availment.

f. INSURANCE
(Please check whichever is applicable.)

	Faculty Only	Non-Teaching Staff Only	Supervisors, Top & Middle Managers Only	Applicable to All
HMO/Health Insurance				
Life Insurance				
Accident Insurance				
Memorial Service				
Medical & Dental Check-up				

Please enumerate other benefits given not listed above. Please provide brief description of availment.

g. OTHERS
(Please check whichever is applicable.)

	Faculty Only	Non-Teaching Staff Only	Supervisors, Top & Middle Managers Only	Applicable to All
Educational Benefit for Dependents				
Maternity Benefit (in excess of SSS benefit)				
Financial Assistance				
Retirement Benefits (beyond what is mandated by law)				
Optional Retirement				
Compressed work week				

Please enumerate other benefits given not listed above. Please provide brief description of availment.

THANK YOU FOR PARTICIPATING IN THE SURVEY!

