Field Editing Guidelines

Costs and Returns Survey of Garlic and Onion Production

Department of Agriculture
BUREAU OF AGRICULTURAL STATISTICS

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FIELD OFFICE EDITING GUIDELINES

I. GENERAL INSTRUCTIONS

1. Check the completeness, accuracy and consistency of the answers recorded in the questionnaire.

2. Check the pre-coded answers. There are answer spaces that require certain number of decimal places. These can be determined by the presence of decimal point, followed by underline(s) as many as the required number of decimal places on the answer spaces.

II. EDITING GUIDELINES

BLOCK A.   GEOGRAPHIC INFORMATION

1. Items 1 to 4 - indicate codes for the region, province, city/municipality and barangay from the masterlist.

BLOCK B. SAMPLE IDENTIFICATION

2. Items 2 and 6 - answers must be in whole numbers.

BLOCK C. BASIC FARM CHARACTERISTICS

1. Items on area should be expressed in three (3) decimal places.

2. Item on area harvested should be equal or less than Item on area planted.

BLOCK D. FARM INVESTMENT

1. Items listed in Column 1 must be edited from left to right one at a time.

2. Column 2. Except for area of farm land owned, all entries must be in whole numbers. Area is in three (3) decimal places.

3. If Column 2 has an entry, Columns 3 to 7 must be filled up. Column 5 may not be filled up if no repair/improvement has taken place during the reference period.

- Item D.1 must have an entry, if the farmer's land tenure is 1 (owned). The area of farm land owned must be equal to the area planted in the focus parcel in Item C.

- If tenure is not 1, the area of farm land owned must be blank.

- Columns 2, 3 and 4. Check the number of items acquired in different years and should be separated by a slash "/".

- Column 3. Year acquired is a 4-digit item, e.g. 1990, 1991, etc.

- Columns 4 and 5 must be in two (2) decimal places.

- Column 6. The entry for estimated life must be in whole number.

- Column 7. Validate percent of use of the reported farm investments. An investment item could have been used for the production of crops other than garlic during the reference period.

3. Check the computed Acquisition Cost and Repairs/ Improvement (Columns 4 and 5) for each major group items by adding each sub-item:

D.2. Work Animal
D.3. Farm Buildings and Other Structures
D.4. Farm Machinery; and

D.5. Farm Tools, Equipment and Other Supplies

BLOCK E. MATERIAL INPUTS

1. Items for this section are edited from left to right one at a time.

2. If Column 2 has an entry, Columns 3, 4, and 6 to 8 or Columns 3, 5, 6, 9 and 10 must have entries. Columns 4 and 5 are qualifiers for solid and liquid material inputs, respectively.

   - Column 2. Quantity must be in two (2) decimal places.

   - Column 4. Weight per local unit must be in two (2) decimal places.

   - Column 5. Volume per local must be in three (3) decimal places.

   - Columns 6-8 and 10. These must be in two (2) decimal places. Column 9. This column must be in three (3) decimal places.

   - Column 7. This column must be equal to the product of Columns 2 and 4.

   - Columns 8 and 10. These must be equal to the products of Columns 2 and 6.

   - Column 9. This must be equal to the product of Columns 2 and 5.

   Examples:

   - Total Quantity (Columns 7 and 9).

$$\text{Total Qty in kg} = \text{Qty} \quad x \quad \text{Weight/unit}$$
$$\text{(Col 7)} \qquad \text{(Col 2)} \qquad \text{(Col 4)}$$

$$\text{Total Qty in liter} = \text{Qty} \quad x \quad \text{Volume/unit}$$
$$\text{(Col 9)} \qquad \text{(Col 2)} \qquad \text{(Col 5)}$$

- Total Value (Columns 8 and 10) - Values for solid/granule inputs and liquid inputs should be separated.

$$\text{Total Value} \quad = \quad \text{Qty} \quad x \quad \text{Price/unit}$$
$$\text{(Col. 8 or 10)} \qquad \text{(Col.2)} \qquad \text{(Col.6)}$$

3. Check addition for TOTAL QUANTITY AND TOTAL VALUE by material inputs group :

> Organic fertilizer
> Inorganic fertilizer
> Mulching materials
> Herbicides/Weedicides
> Insecticides
> Fungicides
> Other Chemicals

BLOCK F. LABOR INPUTS

1. Entries for the labor inputs will be edited from left to right considering one type of labor and one farm activity at a time.

2. Columns 3, 7, 11 and 15. Check that the number of days worked should be whole number.

3. Columns 4, 8, 12 and 16. The number of hours has one (1) decimal place.

4. Columns 6, 10 and 14. The number of persons should be in whole numbers.

5. Columns 5, 9, 13 and 17. Computation of mandays.

Operator Labor:

$$MD_{operator} = \frac{1 \times Col\ 3 \times Col\ 4}{8\ hrs\ per\ day}$$
(Col 5)

Family Labor:

$$MD_{family} = \frac{Col\ 6 \times Col\ 7 \times Col\ 8}{8\ hrs\ per\ day}$$
(Col 9)

Exchange Labor:

$$MD_{exchange\ labor} = \frac{Col\ 10 \times Col\ 11 \times Col\ 12}{8\ hrs\ per\ day}$$
(Col 13)

Hired Labor:

$$MD_{hired} = \frac{Col\ 14 \times Col\ 15 \times Col\ 16}{8\ hrs\ per\ day}$$
(Col 17)

6. Columns 18 to 20. Cash payment, non-cash payment and food cost must be in two (2) decimal places.

7. Column 21. The prevailing wage rate must be filled-up for all the farm activities performed by unpaid workers. This is required in computing the equivalent wage for operator, family and exchange labor. Wage rate has two (2) decimal places.

TOTAL PAYMENT (Columns 18 and 19) MAY BE COMPUTED IN DIFFERENT WAYS AS FOLLOWS:

a) Mode of payment is on daily basis.
   $$Cash\ Payment_{hired} = MD_{hired} \times prevailing\ wage\ rate$$
   (Col 18)   (Col 17)   (Col 21)

b) If mode of payment is on contract basis or "pakyaw system" wherein the performance of a farm activity is contracted out for a certain amount, accept entry for cash payment (Column 18). **However**, if it involves multiple farm activities the contract price should be apportioned based on the number of mandays utilized per activity performed.

c) If payment is based on sharing arrangement such as percentage on total production check the computation for:

> **Non-cash Payment**$_{hired}$
>   = *quantity paid to harvesters x price per unit*

In case of multiple farm activities, apportion or reallocate the value of payment in-kind to the number of mandays utilized per activity.

BLOCK G. OTHER PRODUCTION COSTS

1. Check entries for:

    a) Land tax - must have an entry if tenurial status is owner-operator. The same is true for Item G.3 - Rental Value of Owned Land.

    b) Land lease/rental - must have entry if tenurial status is Lessee.

2. Columns 2, 4, 6 to 8 must be in two (2) decimal places.

3. Column 7. Total quantity must be equal to the product of Columns 4 and 6.

- For **NON-CASH PAYMENT**, check total quantity, it must be in kilograms, i.e.,

Total Qty. (kg.) =   *Qty in l.u. x weight in kg per l.u.*
   (Col.7)   *(Col 4)*   *(Col 6)*

4. Column 8. Total Value - if payment made was in the form of garlic verify against price per kilogram from Block H (Production Disposition). Otherwise, accept Column 8 as is.

Total Value (P) = *Qty in kg x Price/kg*
    (Col. 8)   *(Col 7)*   *(Block H)*

BLOCK H. PRODUCTION AND DISPOSITION

1. Total production (Item H.1.1) and total disposition (sum of Item 2) must be equal.

2. Harvester's share paid in kind must be reflected in Block F (Labor Inputs) and compute for total value using the price in Block H Item 2.1.1.

3. Landowner's share, lease rental, and other laborer's share (in cases when number of mandays isn't indicated under Block F-Labor Inputs) must be reflected in Block G (Other Production Costs) paid in kind and compute for the value using the price in Block H Item 2.1.1.

BLOCKS I, J AND K

1. Multiple answers are accepted except for Block K.5.

Department of Agriculture
BUREAU OF AGRICULTURAL STATISTICS
Agricultural Accounts and Statistical Indicators Division (AASID)
Socio-Economic Statistics Section (SESS)
Ben-Lor Bldg., 1184 Quezon Avenue, Quezon City