

Survey of Costs and Returns in Seaweed Production (2007)

EDITING GUIDELINES



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May 2008

SURVEY OF COSTS AND RETURNS IN SEAWEED PRODUCTION

GENERAL INSTRUCTIONS

1. Use red ball pen in editing the accomplished questionnaires.
2. Do not erase entries on the questionnaire. To check an erroneous entry, cross it out with a single horizontal line and write the correction above the original entry.
3. Always look for marginal notes or explanations in cases of extreme or missing information.
4. Correct numerical items that are not written in the required number of decimal places by adding leading or trailing zeroes.
5. Make sure that GO TO instruction are followed.

CODING AND EDITING GUIDELINES

A. GEOGRAPHICAL INFORMATION

1. The geographic code for the location of seaweed farm (Items 1 - 4) should be consistent from the masterlist, i.e. Region, Province, City/Municipality and Barangay.

B. SAMPLE IDENTIFICATION

1. Check the name (Item 1) of the owner/operator if properly accomplished. It must be written in the format Last name, First name.
2. Accept the age (Item 3) of the owner/operator.
3. Check the sex (Item 4) code if encircled. If not, identify the sex by the name of the owner/operator.
4. Check the highest educational attainment (Item 5) and indicate the code in the boxes allocated. The codes to use are as follows:

- 01 - Elementary level
- 02 - Elementary graduate
- 03 - High School level
- 04 - High School graduate
- 05 - College level
- 06 - College graduate
- 07 - Vocational
- 08 - Post graduate

09 - No schooling

5. Check the main occupation (Item 6) of owner/operator and indicate the code in the boxes provided. Refer to Appendix 1 for the minor and unit groups of occupation. The codes to use are as follows:

- 01 - Official of Government and Special-Interest Organizations,
Corporate Executives, Managers, Managing Proprietors & Supervisors
- 02 - Professional
- 03 - Technician and Associate Professionals
- 04 - Clerks
- 05 - Service Workers & Shop & Market Sales Worker
- 06 - Farmers, Forestry Workers and Fishermen
- 07 - Trades and Related Workers
- 08 - Plant & Machine Operators & Assemblers
- 09 - Laborers & Unskilled Workers
- 10 - Special Occupations

6. Accept the number of years engaged in farming (Item 7).
7. The name of respondent (Item 8) must be in the same format as in the operators' name i.e. Last name, First name format.
8. Accept the contact number (Item 9) indicated.
9. Check the relationship of respondent to owner/operator (Item 10) if encircled.

C. BASIC FARM CHARACTERISTICS

1. **Total area of all seaweed farms** - This data item should be greater or equal to the seaweed focus farm/area. The area should be in four (4) decimal places.
2. **Number of seaweed farms** - This data item should be equal to the number of farms enumerated in Column 1.

Farm number (Col. 1) - Number of farms listed should tally with the total number of seaweed farms indicated in Item 2.

Physical area of the farm (Col. 2) - Total area of the farms enumerated should be equal to the total area of all seaweed farms in Item 1.

Variety planted (Col. 3) - Check the variety planted using the following codes:

- 1 - Cottonii
- 2 - Alvarezii
- 3 - Gracilaria
- 4 - Caulerpa
- 5 - Spinosum
- 6 - Others (specify)

Culture method (Col. 4) - Check the culture method used using the following codes:

- 1 - Monoline floating
- 2 - Monoline bottom
- 3 - Triangular
- 4 - Others (specify)

Farm location (Col. 5) - Check the location of farm using the following codes:

- 1 - Inside the barangay, inside the municipality
- 2 - Outside the barangay, inside the municipality
- 3 - Outside the municipality, inside the province

Additions:

Number of variety planted – below column 3, write the how many variety of seaweeds were planted. Each variety should counted only once.

Number of culture method adopted - below column 4, write the how many culture method were adopted. Each culture method should counted only once.

3. **Seaweed focus farm number** - This data item should have an entry.

Size of focus area - This must have an entry. The size of the focus area must be equal or lesser than the focus farm. It should be in four (4) decimal places.

Ratio of focus area to focus farm - Check the answer by getting the percentage of focus area in the focus farm. If the focus farm is also the focus area, the entry should be 100.00. This item should be in two (2) decimal places.

$$\text{ratio of focus area to focus farm} = \frac{\text{focus area}}{\text{focus farm}} \times 100$$

3.1 Month Planted and **3.2 Month Harvested** - Indicate the code at the end of the horizontal line. Check the number of months at the time of planting up to harvesting. The number of months should not exceed three (3) months.

01 - January	07 - July
02 - February	08 - August
03 - March	09 - September
04 - April	10 - October
05 - May	11 - November
06 - June	12 - December

3.3 Number of Croppings in 2007 - The acceptable number of croppings are 1, 2 or 3.

3.4 Number of harvest per cropping - Accept the number of harvest per cropping.

D. FARM INVESTMENTS

1. Editing of data must be one item at a time, starting from left to right.
2. If Col 2 has entry, Cols 3, 4, and 5 must have entries.
3. If Col 6 has entry, Cols 7 and 9 must have entries, and Col 8 may or may not have entry.
4. If Col 10 has entry, Col 11 must have entry.
5. If Col 12 has entry, Col 13 must have entry.
6. Col 14 must have entry.
7. In case of two or more units of similar item acquired on different years, answers should be separated by a slash (/).
8. Number of units must be in whole number.
9. Year/s acquired must be in YYYY format.
10. Values (in peso) must be in two decimal places.
11. Estimated life in years and percent of use should be in whole numbers

12. Items must be coded as follows:

- 1 - Farm office
- 2 - Farm house
- 3 - Storage of supplies and dried seaweeds (bodega)
- 4 - Farm laboratory
- 5 - Caretaker's house
- 6 - Drying platform
- 7 - Other farm structure
- 8 - Generator
- 9 - Engine
- 10 - Boat
- 11 - Tricycle
- 12 - Pick-up
- 13 - Van
- 14 - Truck
- 15 - Raft (bamboo)
- 16 - Raft (styrofoam)
- 17 - Paddle
- 18 - Mesh net
- 19 - Goggles/Snorkeling mask
- 20 - Cultivation frame
- 20.01 - Sinker/Anchor
- 20.02 - Floater (Styrofoam)
- 20.03 - Floater (plastic bottle)
- 20.04 - Floater (PVC pipe)
- 20.05 - Pole (Concrete)
- 20.06 - Pole (bamboo/mangrove)
- 20.07 - Polyethylene rope (#6-7)
- 20.08 - Polyethylene rope (#10)
- 20.09 - Polyethylene rope (#14)
- 20.10 - Polyethylene rope (others)
- 20.11 - Monofilament #110 test lbs (nylon cord)
- 21 - Bolo/Knife
- 22 - Digging bar
- 23 - Hammer/Mallet
- 24 - Gas lamp
- 25 - Basket
- 26 - Crate
- 27 - Weighing scale
- 28 - Gloves
- 29 - Plastic cover
- 30 - Others

E. MATERIAL INPUTS AND SUPPLIES

1. Editing of data must be one item at a time, starting from left to right. Check the entries in Columns 7 and 8 using the formula.

Column 7 = Col (3 x 5)

Column 8 = Col (3 x 6)

Cols 5 - 8 must be in two (2) decimal places.

2. In case of two or more mode of acquisition of similar item, answers should be separated by a slash (/).
3. The material inputs and supplies used must be coded as follows:

- 1 - Seedling
- 2 - Plastic / straw twine
- 3 - Coconut palm
- 4 - Sacks
- 5 - others

4. Mode of acquisition - entries must be:

- 1 - Purchased
- 2 - Own produce
- 3 - Received from others
- 4 - Others

5. Unit of measure must be standardized such as

Seedling	- kilogram
Plastic / straw twine	- meter
Coconut palm	- piece
Sacks	- piece
Others	

F. LABOR INPUTS

1. Editing of information on labor inputs is taken one row or one activity at a time. This is done by starting from left to right checking the acceptability of data. Codes for activities are:

- 1.1 - Installation of cultivation frames
- 1.2 - Cutting of grasses, removal of rocks, sea urchins and other predators
- 2 - Seedling selection and preparation
- 3 - Hauling of seedlings
- 4 - Planting
- 5 - Care of crops
- 6 - Harvesting
- 7 - Hauling of produced
- 8 - Drying
- 9 - Packing
- 10 - Others

2. Check entries on mandays using the following formula:

Operator labor (Col 5)

$$\text{mandays} = \frac{\text{number of days} \times \text{number of hours per day}}{8 \text{ hours}}$$

Family (Col 9), exchange (Col 13) and hired labor (Col17)

$$\text{mandays} = \frac{\text{no. of persons} \times \text{average no. of days} \times \text{average no. of hours}}{8 \text{ hours}}$$

3. Prevailing Wage Rate (Col 21) must have entry if unpaid labor (operator, family and exchange) have entry(ies). Check the acceptability of the indicated prevailing wage rate.
4. Activities covered by contract, apportion the total payment for each activity based on number of mandays.

Example: Lump sum payment for harvesting, hauling of produce and drying at P1,000.00

Steps:

1. Get the total mandays for ach activity.

harvesting	–	1.50 mandays
hauling of produce	–	0.25 manday
drying	–	0.75 manday
		<u>2.50 mandays</u>

2. Divide total payment by the sum of total mandays

$$\frac{\text{total payment}}{\text{total mandays}} = \frac{P1,000.00}{2.50} = P400.00 \text{ per manday}$$

3. Apportion the total payment based on mandays:

$$\begin{array}{rcl} P400.00 \times 1.50 & = & P600.00 \text{ payment for harvesting} \\ P400.00 \times 0.25 & = & P100.00 \text{ payment for hauling of produced} \\ P400.00 \times 0.75 & = & P300.00 \text{ payment for drying} \\ \hline 2.50 & & P1,000.00 \end{array}$$

5. Number of hours per day must be in one decimal place. Mandays, total payment in cash and in kind as well as the prevailing wage rate must be in two decimal places.
6. Check farm activities in relation with other block/items in the questionnaire.

If the item Total Payment in kind (Col.19) have entry, countercheck disposition items (Block H, Item 3) specifically harvesters' share, caretaker's share and other laborers' share. Entry(ies) should be in cash equivalent.

G. OTHER PRODUCTION COSTS

1. Data items under "Other Production Costs" are also edited from left to right.
2. Indicate the codes using the following codes:

- 1 - Salaries of employees
- 2 - Wage/Share of caretaker
- 3 - Cooperative fees
- 4.1 - Rental for Dryer
- 4.2 - Rental for Engine
- 4.3 - Rental for Boat
- 4.4 - Rental for Tools and equipment
- 5 - Fuel and Oil
- 6 - Transport Cost of Inputs
- 7 - License/Permits
- 8 - Interest payment on loan
- 9 - Others

3. Cols 2, 3, 5, 7, 8, 9 and 10 must be in two decimal places.

4. Check the total quantity and total value of each of the other production costs (Cols 9 and 10).

Total quantity (Col 9) must be equal to the product of Col 5 (Number of units) and Col 7 (Weight / unit in kg)

Total value (Col 10) must be equal to the product of Column 5 (Number of units) and Col 8 (Price per local unit). If payment made was in the form of seaweed, verify the price per local unit against the price per kilogram from Block H Item 3.1 (Price per kg).

5. If payment were made in the form of seaweed, these must be reflected in Block H Item 3 (Disposition)

H. PRODUCTION AND DISPOSITION

1. Area harvested should be equal or less than the focus farm/area. It must be in four decimal places.
2. Volume of production must be in two decimal places.
3. If volume of production is in dry form, the conversion of 1 kg of dried to fresh must have an entry.

Additions:

Value of production – this can be derived by multiplying the total volume of production and price per kilogram of fresh seaweeds.

Price per kilogram of fresh seaweeds – if available information are in dry form, get the total volume in dry form times price per kilogram of dry seaweed. Subtract the cost of drying. Divide the result by total volume of production in fresh form.

4. Disposition items must be in two decimal places. Indicate code of disposition item using the following codes:
 - 31 - Sold
 - 32 - Harvesters' share
 - 33 - Caretaker's share
 - 34 - Other laborers' share
 - 35 - For home consumption
 - 36 - For seedlings
 - 37 - Given away
 - 38 - Harvested for seedling
 - 39 - Wastage
 - 40 - Others

5. Volume of production (Item 2) and total disposition (sum of Block H Item 3) must be equal.

If there are entries in Item 3.2 and Item 3.4 harvesters' share and other laborers' share, value of share must be reflected under Block F-Labor Inputs. In the case of Item 3.3 caretaker's share, value must be reflected in Block F-Labor Inputs if the caretaker performed farm activities, on the other hand, if only overseer value must be reflected in Block G- Other production costs Item 2.

The value of harvesters' share must equal to that in Block F – Labor Inputs (Activity 6). To compute for the value,

$$\text{Item 3.2 (harvesters' share)} \times \text{Item 3.1 (price per kilogram)}.$$

The same is true for other laborers' share and caretaker's share.

H. PRODUCTION AND DISPOSITION

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3. If volume of production is in dry form, the conversion of 1 kg of dried to fresh must have an entry.
4. Disposition items must be in two decimal places. Indicate code of disposition item using the following codes:
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the caretaker performed farm activities, on the other hand, if only overseer value must be reflected in Block G- Other production costs Item 2.

The value of harvesters' share must equal to that in Block F – Labor Inputs (Activity 6). To compute for the value,

Item 3.2 (harvesters' share) x Item 3.1 (price per kilogram).

The same is true for other laborers' share and caretaker's share.

I. BUYER INFORMATION

Check the encircled code in item 1. One answer is accepted and should be in percent and whole number. More than one answer is accepted, in case of two or more major buyers who bought equal proportion of the product marketed.

J. PROBLEMS ENCOUNTERED

Check the encircled code in item 1 and 2. Multiple answers are accepted.

K. ACCESS TO CREDIT

Check the encircled code in item 1. If code 1 is encircled, item 2, 3, and 4 must have answers.

L. OTHER INFORMATION

1. Check the encircled code in item 1. If code 1 is encircled, item 1.1 must have answer. Accept multiple answers in item 1.2, compile answers and code accordingly.
2. Check the encircled code in items 2.1 and 2.2, if code 1 is encircled. It may or may not have answer. Compile the answers, if any, and code accordingly.
3. For item 3, accept more than one answer.
4. Item 4, accept more than one answer as to what the government participation for the improvement of the seaweeds industry in the Philippines.



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