

Chapter 3

OPERATIONAL FLOW OF DOMESTIC TRADE STATISTICS

The flow chart of domestic trade operation shown in Figure 1 depicts the domestic trade operations flow and clearly delineates the areas of responsibility of the units involved in the operation.

Operational Flow of Decentralized Domestic Trade Statistics

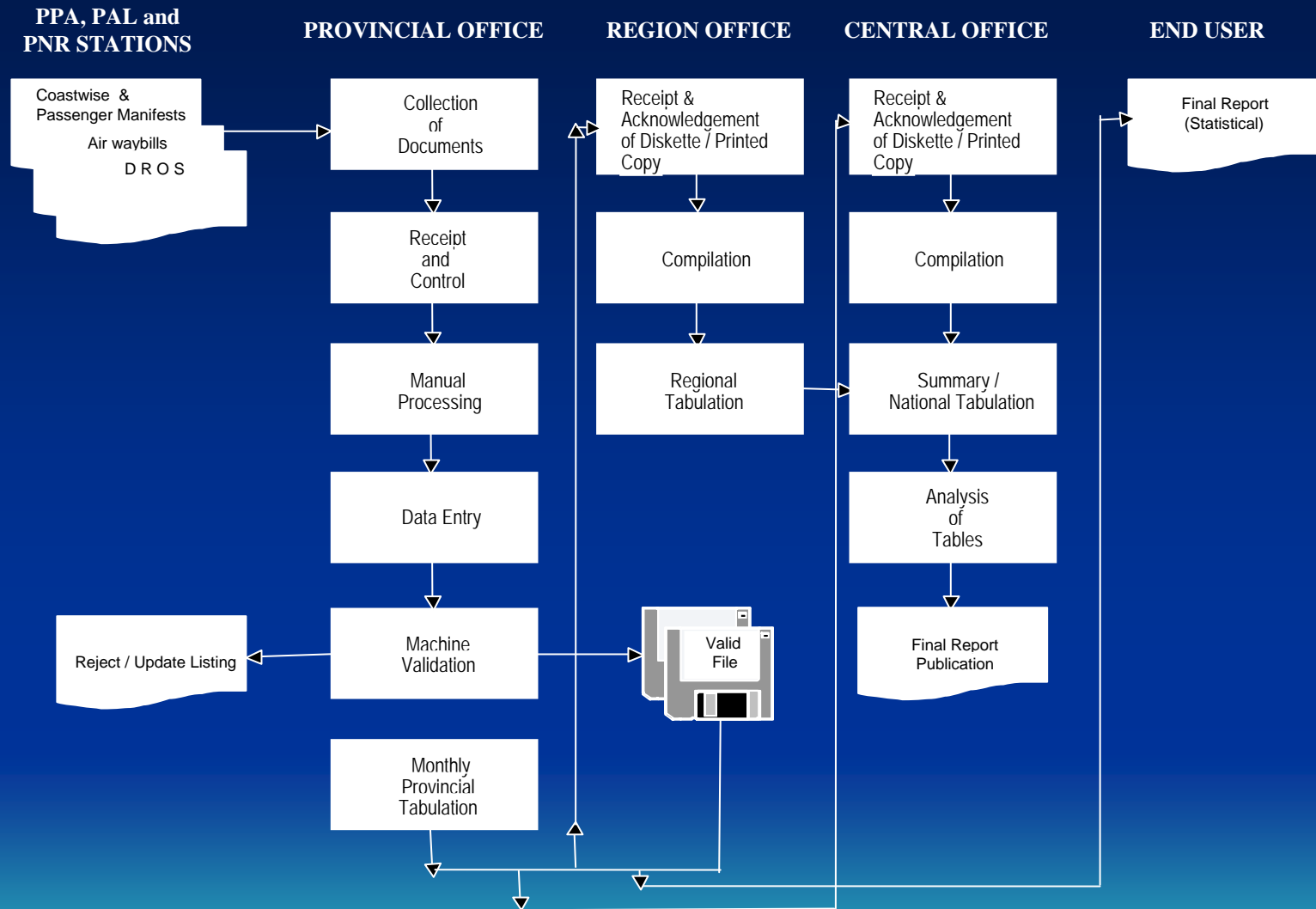


Figure 1

Daily Report of Outgoing Shipments (DROS)

Passenger Manifest

Coastwise Manifest

[illegible]



Air Trade

The NSO field personnel collect the air waybills and sales reports from the authorized PAL sales outlets.

These are then transmitted to the provincial office.



Rail Trade

The PNR Daily Report of Outgoing Shipments (DROS) accomplished by the station agents is collected by NSO field personnel. Collection of the NSO copy is done twice a month and submitted to the provincial office.



Coastwise Trade & Coastwise Passenger

Coasting and passenger manifests are submitted by the master of a vessel plying the inter-island ports to the PPA before the vessel leaves the port area. These documents are collected by NSO field personnel from the PPA and then transmitted to the provincial office.



Receipt and Control

Upon receipt, the collected documents should be sorted, recorded, bundled and numbered by type of document, by port / station and by month in the provincial office.





Air Trade

Sorting Instructions

1. Sort the air waybills by month and by station.
2. Count the number of air waybills and record it in the Control List (Appendix E).



Air Trade

Sorting Instructions

3. Include only air waybill documents listed in the Freight Sales Report (PAL Form No. F - 2104 - 00 - 11170) during the reference month. Air waybill numbers not indicated in the said report are considered cancelled, void and non-revenue, therefore these are not to be included in the bundle for processing.



Air Trade

Bundling of Air waybills

1. Bundle the air waybills by month and by station. A bundle must contain 300 air waybills. Only the last bundle for a given station and month may contain less than 300 air waybills or when the number of air waybills for the station during the month is less than 300.



Air Trade

Bundling of Air waybills

2. Assign sequentially a sheet number starting with 1 to each air waybill document in the bundle. The number should be written beside the air waybill number.



Air Trade

Bundling of Air waybills

3. Assign a bundle number consecutively to each bundle for a given station and month. Start with 1 every month for the first bundle.



Air Trade

Bundling of Air waybills

4. Cover each bundle with a Control Form (see [Appendix I](#) as an example of a correctly filled-up control form). Fill up the necessary information required by following the instructions on the next page.



Air Trade

Bundling of Air waybills (Control Form)

- a. Write the name of the Province, Station of Origin, Year and Month in the space provided and the corresponding codes in the boxes. Refer to the Air Station Coding Scheme [\(Appendix Q\)](#) for the appropriate **5-character** station of origin code.



Air Trade

Bundling of Air waybills (Control Form)

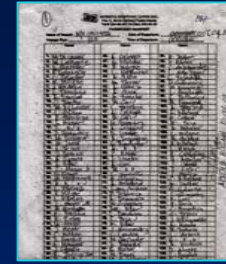
- b. Fill in the bundle number in the corresponding code box.
- c. The relevant portion on "Processing Records" should be filled up properly by the persons responsible for each specified activity.



Air Trade

d. The PSO should print and sign his name on the space "OK for Transmittal" when all the documents in the bundle have been verified / reviewed (Refer to the guidelines in Section 3.3).

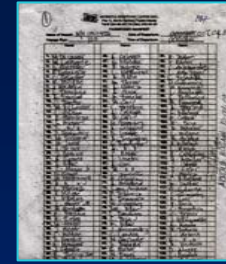
Rail Trade



Sorting Instructions

1. Sort the DROS by station of origin and by month.
2. Arrange the sheets according to date starting with the first day covered in a particular month.
3. Count the number of DROS and record it in the control list ([Appendix F](#)).

Rail Trade

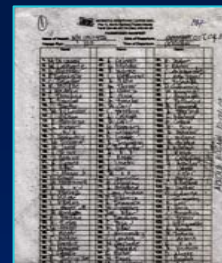


The image shows a historical document, likely a railroad manifest or freight bill. It features multiple columns of text and numbers, organized in a structured format typical of such records. The document is aged and has a yellowish tint.

Sorting Instructions

4. Include only reports / records which have entries in the DROS during the reference month. Reports / records indicating "CANCELLED / SERVICE" are not to be included in the bundle for processing.

Rail Trade

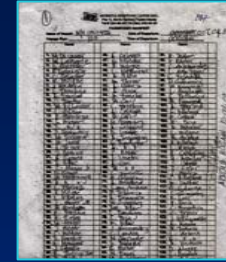


Station	Time	Train	Notes
St. Louis	8:00 AM	1	
St. Louis	8:00 AM	2	
St. Louis	8:00 AM	3	
St. Louis	8:00 AM	4	
St. Louis	8:00 AM	5	
St. Louis	8:00 AM	6	
St. Louis	8:00 AM	7	
St. Louis	8:00 AM	8	
St. Louis	8:00 AM	9	
St. Louis	8:00 AM	10	
St. Louis	8:00 AM	11	
St. Louis	8:00 AM	12	
St. Louis	8:00 AM	13	
St. Louis	8:00 AM	14	
St. Louis	8:00 AM	15	
St. Louis	8:00 AM	16	
St. Louis	8:00 AM	17	
St. Louis	8:00 AM	18	
St. Louis	8:00 AM	19	
St. Louis	8:00 AM	20	
St. Louis	8:00 AM	21	
St. Louis	8:00 AM	22	
St. Louis	8:00 AM	23	
St. Louis	8:00 AM	24	
St. Louis	8:00 AM	25	
St. Louis	8:00 AM	26	
St. Louis	8:00 AM	27	
St. Louis	8:00 AM	28	
St. Louis	8:00 AM	29	
St. Louis	8:00 AM	30	
St. Louis	8:00 AM	31	
St. Louis	8:00 AM	32	
St. Louis	8:00 AM	33	
St. Louis	8:00 AM	34	
St. Louis	8:00 AM	35	
St. Louis	8:00 AM	36	
St. Louis	8:00 AM	37	
St. Louis	8:00 AM	38	
St. Louis	8:00 AM	39	
St. Louis	8:00 AM	40	

Bundling of DROS

1. Bundle the DROS by station of origin and by month. A bundle must have 40 reports. Only the last bundle for a given station and month may contain less than 40 reports, or when the number of reports for the station during the month is less than 40.

Rail Trade



Station	Time	Train	Passenger	Freight	Mail
St. Louis	8:00 AM	1	Y	N	Y
St. Louis	12:00 PM	2	N	Y	N
St. Louis	4:00 PM	3	Y	N	Y
St. Louis	8:00 PM	4	N	Y	N

Bundling of DROS

2. Assign sequentially a bundle number to each bundle for a given station and month. Start with 1 every month for the first bundle.

Rail Trade

Bundling of Processing Sheets

1. Bundle the processing sheets by station of origin and month. A bundle must have, at most, 40 sheets. The processor / coder may decide on his / her own judgment the number of sheets in a bundle, for purposes of efficient manual processing.

Rail Trade

Bundling of Processing Sheets

- Assign a bundle number consecutively to each bundle for a given station and month. Start with 1 every month for the first bundle.

Rail Trade

Bundling of Processing Sheets

3. Cover each bundle containing the processing sheets with a Control Form (see [Appendix J](#) as an example of a correctly filled-up control form). Fill up the necessary information required by following the instructions below.

Rail Trade

Bundling of Processing Sheets

- a. Write the name of the Province, Station of Origin, Year and Month in the space provided and the corresponding codes in the boxes. For the station of origin, **5-character** codes are needed.

Rail Trade

Bundling of Processing Sheets

Table 1 shows the list of rail stations with 2-character alpha codes in the existing system and their appropriate codes in DT-DPS.

Rail Trade

Bundling of Processing Sheets

Furthermore, refer to the PNR Station Coding Scheme [\(Appendix R\)](#) for a complete listing of PNR station codes.

- b. Fill in the bundle number in the corresponding code box.

Rail Trade

Bundling of Processing Sheets

- c. The relevant portion on "Processing Records" should be filled up properly by the persons responsible for each specified activity.

Rail Trade

Bundling of Processing Sheets

d. The PSO should print and sign his name on the space "OK for Transmittal" when all the sheets in the bundle have been verified / reviewed (Refer to the guidelines in Section 3.3).

Coastwise Trade and Coastwise Passenger

a. Sorting Instructions

1. Sort the Coasting / Passenger Manifest by port and by month.
2. Count the number of documents and record it in the Control List (*Appendices G and H*).

Coastwise Trade and Coastwise Passenger

a. Sorting Instructions

3. Include only manifests of vessels which carried cargoes / passengers during the subject month. Manifests indicating "NIL CARGO / PASSENGERS" are not to be included in the bundle for processing.

Coastwise Trade and Coastwise Passenger

a. Sorting Instructions

4. Arrange the documents consecutively according to the control number indicated in the upper right corner of the document. Each control number pertains to one voyage. For documents without control numbers, assign a control number consecutive to the control number of the last document. For example, if the last document with control number is 45, assign 46 to the document without control number.

Coastwise Trade and Coastwise Passenger

a. Bundling of Manifests

1. Bundle together the manifests for a given port / pier and month by their control numbers. Start with the manifest with control number 1. Bundles must contain manifests arranged consecutively according to their control numbers. One bundle may contain more than one control number as long as all sheets of the same control number belong to just one bundle.

Coastwise Trade and Coastwise Passenger

a. Bundling of Manifests

2. To each bundle of manifests for a given port and month, assign sequentially a bundle number (i.e., 1, 2, 3, 999). Start with 1 every month for the first bundle.

Coastwise Trade and Coastwise Passenger

a. Bundling of Processing Sheets

1. Bundle together processing sheets for a given port and month. A bundle must contain, at most, 40 processing sheets arranged consecutively according to sheet number. The processor / coder may decide on his / her own judgment the number of sheets in a bundle, for purposes of efficient manual processing.

Coastwise Trade and Coastwise Passenger

a. Bundling of Processing Sheets

2. To each bundle of processing sheets for a given port and month, assign sequentially a bundle number (i.e., 1, 2, 3, 999). Start with 1 every month for the first bundle.
3. Cover each bundle with a Control Form (see *Appendices [K](#) and [L](#)* as examples of correctly filled-up control forms). Fill up the necessary information required by following the instructions below.

Coastwise Trade and Coastwise Passenger

a. Bundling of Processing Sheets

a. Write the name of Province, Port of Origin, Port Management Unit (PMU), Pier / Zone, Year and Month in the space provided and the corresponding codes in the boxes. Refer to *Appendices S* and *T* for the appropriate port of origin, PMU, and pier / zone codes.

Coastwise Trade and Coastwise Passenger

a. Bundling of Processing Sheets

b. Fill in the bundle number in the corresponding code box.

c. The relevant portion on "Processing Records" should be filled up properly by the persons responsible for each specified activity.

Coastwise Trade and Coastwise Passenger

a. Bundling of Processing Sheets

d. The PSO should print and sign his name on the space "OK for Transmittal" when all the sheets in the bundle have been verified / reviewed (Refer to the guidelines in Section 3.3).

Manual Processing

The Provincial Office personnel will do the manual processing of documents. The documents are processed and simultaneously transcribed in the processing sheets. The reason for transcribing the data to the processing sheet is to make the codes and other data legible to coders.

Manual Processing

It has been observed that some information in the manifests, particularly the data on quantity and value of the commodity, are hardly legible. This being the case, errors in encoding are likely to be committed.

Manual Processing

To avoid committing such errors, the processing sheet is used. Detailed instructions on how to accomplish the processing sheets and to edit and code the air waybills will be discussed in the next chapter.

Manual Processing

Manual verification of bundled and coded processing sheets and documents should be done by the statistician. They should review and scrutinize the forms and documents in accordance with the detailed instructions in Chapter 4 of this manual before data encoding.

Manual Processing

In reviewing the coded documents / processing sheets, the statistician should be guided by the following:

Manual Processing

Air Trade

- a. Verify completeness of the documents. Check if the documents are consecutively numbered.
- b. On the control form of each of the bundles for a given station, check if the number entered in the boxes corresponding to the bundle number correspond to the bundle it is attached to and if they are consecutive.
- c. Verify if codes / values entered in the documents are correct.

Manual Processing

Rail Trade

- a. Verify completeness of the processing sheets against the DROS. Check if all the listed commodities in the DROS have been transcribed to the processing sheets.
- b. On the control form of each of the bundles for a given station, check if the number entered in the boxes corresponding to the bundle number correspond to the bundle it is attached to and if they are consecutive.
- c. Verify if codes / values entered in the documents are correct.

Manual Processing

Coastwise Trade and Coastwise Passenger

- a. Verify completeness of the processing sheets against the documents. Check if all the listed commodities in each manifest have been transcribed to the processing sheets.
- b. On the control form of each of the bundles for a given port, check if the number entered in the boxes corresponding to the bundle number correspond to the bundle it is attached to and if they are consecutive.
- c. Verify if the codes / values entered in the processing sheets are correct.

Computer Processing

Processed and bundled documents / processing sheets will be computer processed, which includes data entry and machine validation (i.e., completeness and consistency checks). Validated data in diskettes are to be submitted to the Regional / Central Office.

Transmittal of Bundled Documents / Processing Sheets /

Diskettes to the Central Office

Bundled documents / processing sheets and valid data file in diskettes should be transmitted to the Central Office (Provincial Office should keep back-up copies) in the following manner:

Transmittal of Bundled Documents / Processing Sheets / Diskettes to the Central Office

- a. All boxes / bundles should be properly labeled and shipped addressed to:

The Chief, ITSD

ATTN: Business and Services Statistics
Division (BSSD)

National Statistics Office

6th Floor Solicarel Bldg. II

Ramon Magsaysay Blvd.,

Sta. Mesa, Manila

Transmittal of Bundled Documents / Processing Sheets / Diskettes to the Central Office

b. Data diskettes should be labeled in the following manner:

Province

_____ Month _____ Year

(Air, Rail, Coastwise, or Passenger)

diskette ***number*** of (***number used***)

diskettes

Transmittal of Bundled Documents / Processing Sheets / Diskettes to the Central Office

For each shipment sent to the Central Office, prepare three (3) copies of the transmittal form. One copy will be retained at the Provincial Office and the other two copies to accompany the shipment. One copy for the Receipt and Control Unit (RCU) - Business and Services Statistics Division (BSSD) and one is sent back to Provincial Office to acknowledge the shipment.

Communication Flow

Official communications from the ITSD to the field and vice versa shall be coursed through the RD concerned for endorsement or any other appropriate action for his information. Where messages and other communication are transmitted directly to ITSD by PSO / OIC, the RD should be furnished a copy of whatever official communications for his reference.

Timetable of Operations

It is very important that the deadlines for the different phases /activities of the undertaking must be met. The person involved should be aware of and adhere strictly to the timetable of activities.