

# **Monthly Integrated Survey of Selected Industries and Producer Price Survey**



## **Field Operation and Processing Manual**



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**



Republic of the Philippines

Philippine Statistics Authority

# Monthly Integrated Survey on Selected Industries and Producer Price Survey

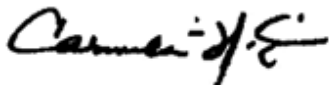
## **Field Operation and Processing Manual**

# F O R E W O R D

This Field Operations and Processing Manual for Monthly Integrated Survey on Selected Industries (MISSI) and Producer Price Survey (PPS) was prepared to guide both central office and field office personnel under the Philippine Statistics Authority for the efficient conduct of the MISSI and PPS operations.

It presents the information about the survey such as history, objectives, concepts and definitions used, scope and coverage of the survey, sampling and questionnaire design. The strategies to be employed in the distribution and collection of questionnaires are also explained. To ensure the quality of data collected, completeness and consistency checks are discussed as guide in field and manual editing. Included also in this manual is a discussion of the MISSI and PPS Windows-based system that will be used in the machine processing of data.

All users should familiarize themselves with this Manual to ensure continued success in operation of MISSI and PPS.



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# Chapter 1

## INTRODUCTION

### 1. MONTHLY INTEGRATED SURVEY OF SELECTED INDUSTRIES (MISSI)

#### 1.1 Overview

Since 1998, the NSO has been conducting the Monthly Integrated Survey of Selected Industries known as MISSI, which covers major sectors of manufacturing. Both MISSI and the Producer Price Survey (PPS) are participative undertakings between NSO and selected manufacturing establishments. The MISSI generates and disseminates industrial indices generated from value of production and net sales data. In addition, capacity utilization is also being produced from the MISSI. Consequently, volume of production and volume of net sales are derived using the producer price.

#### 1.2 Historical Background

The predecessor of the MISSI is the Survey of Key Enterprises in Manufacturing or SKEM. Through the years of its operation, the SKEM and later on the MISSI continued to utilize the shuttle type questionnaire for data collection.

The MISSI timeline is shown below:

- 1981      The SKEM started as a project of the National Accounts Staff (NAS) of the National Economic and Development Authority (NEDA). Indices generated from the SKEM had 1981 as base period.
  - 1986      The responsibility for the SKEM was transferred to the Economic Census Branch of the National Census and Statistics Office (now the National Statistics Office or NSO).
  - 1988      The SKEM was reassigned to the Manufacturing Division of the same agency. Rebasement of the SKEM series to 1985 was completed during the year.
  - 1997      Following the reorganization of the NSO, responsibility of the SKEM was again transferred to the newly created Economic Indices and Indicators Division (EIID).
- Integration of the SKEM and Department of Trade and Industry's Monthly Industrial Survey (MIS) was finalized and the new survey was renamed as MISSI. The MISSI expanded to include additional information like inventory and capacity utilization. Rebasement of the MISSI series to 1994 also started.

- 2001 Responsibility of the MISSI was again transferred to the Manufacturing Section of the Industry Statistics Division.

MISSI data series with 1994 as the new base period was released during the year, in parallel with the 1985-based series. The 1994-based series had January 1998 as its earliest series.

A pre-test survey on the Current Survey of Production (CSP) was conducted as a part of the "Study on the Development of Industrial Statistics in the Philippines" by a joint work of JICA (Japan International Cooperation Agency) Study Team and the NSO. The CSP was a field trial of basic design of commodity-based and volume-based survey for the manufacturing industry, which was expected to further improve the existing MISSI. The CSP was later renamed MSP (Monthly Survey on Production).

- 2002 The 1985-based MISSI data series was discontinued beginning January.

The plan to improve the methodology in the calculation of the monthly industrial production indices, specifically the volume of production index (VoPI) using the direct method, the NSO conducted the MSP, which aimed to collect commodity-based and volume-based data on production, sales and inventory.

- 2005 Rebasing of the MISSI series to base year 2000 started.

- 2006 The MSP was discontinued due to budgetary constraints.

- 2007 MISSI data series with 2000 as the new base period was released in August, in parallel with the 1994-based series.

New indicators in the 2000-based series were generated. These were Value of Net Sales Index (VaNSI) and Volume of Net Sales Index (VoNSI). In the 1994-based series, only year-on-year and month-on-month growth rates were generated from the Net Sales value and volume data.

- 2008 The 1994-based MISSI data series was discontinued beginning January. Only the 2000-based series was published.

- 2011 Rebasing of the MISSI series to base year 2006 started. This is in accordance to NSCB Resolution No. 2, series of 2009 which approves the synchronized rebasing of the price indices to base year 2006.



- 2013      Completion of the rebasing of PPI to base year 2006 in August. Rebasing of MISSI follows and completion is expected on March 2014.

### 1.3 Objective

The MISSI continues to regularly provide timely flash indicators that monitor the performance of growth-oriented industries in the manufacturing sector.

### 1.4 Legal Authority

- **Republic Act 10625** known as the **Philippine Statistical Act of 2013** dated September 12, 2013 (Reorganizing and strengthening of the Philippine Statistical System (PSS), its agencies and instrumentalities) repeals Executive Order No. 121. It shall be the policy of the State to effect the necessary and proper changes in the organizational and functional structures of the PSS in order to rationalize and promote efficiency and effectiveness in the delivery of statistical services.

Section 5 of RA 10625 states that: *“...There shall be created a Philippine Statistical Authority, herein referred to as the PSA, which shall be primarily responsible for all national censuses and surveys, sectoral statistics, consolidation of selected administrative recording and compilation of the national accounts...”*

Section 27 of Republic Act No. 10625 states that:

*“...Respondents of primary data collection activities such as censuses and sample surveys are obliged to give truthful and complete answers to statistical inquiries. The gathering, consolidation and analysis of such data shall likewise be done in the most truthful and credible manner. Any violation of this Act shall result in the imposition of the penalty of one (1) year imprisonment and a fine of One hundred thousand pesos (P100,000.00). In cases where the respondent fails to give truthful and complete answers to such statistical inquiries is a corporation, the above penalty shall be imposed against the responsible officer, director, manager and/or agent of said corporation. In addition, such erring corporation, enterprise or business concerned, shall be imposed a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00)...”*

Prior to the effectivity of RA10625, the following were the legal authorities that authorize all surveys of NSO:

- **Commonwealth Act No. 591** approved on August 19, 1940 (An act to create the Bureau of the Census and Statistics (BCS) to consolidate statistical activities of the Government therein).

Section 3 of Commonwealth Act No. 591 states that:

*“...Any person who fails or refuses to accomplish, mail or deliver such questionnaire or form received by him to the Bureau of the Census and Statistics... or any person who, in accomplishing any such questionnaire or form, knowingly gives data or information which shall prove to be materially untrue in any particular, or any person who signs such questionnaire or form after it has been accomplished in the knowledge that it is untrue in any particular, shall upon conviction, be punished...”*

- **Presidential Decree No. 418** dated March 20, 1974 (Reconstituting the Bureau of the Census and Statistics as a new agency to be known as the National Census and Statistics Office (NCSO).
- **Executive Order No. 121** dated August 4, 1987 (Reorganization Act of the Philippine Statistical System), renaming the National Census and Statistics Office (NCSO) to National Statistics Office (NSO).
- **Executive Order No. 352** dated July 1, 1996 (Designation of statistical activities that will generate critical data for decision-making by the Government and the private sector).
- **Executive Order No. 5** dated July 29, 1998 (Strengthening the National Statistics Office).

## 1.5 Confidentiality of Information

- **Republic Act No. 10625** (Philippine Statistical Act of 2013)

Section 27 of RA 10625 states that:

*“...Any person, including parties within the PSA Board and the PSA, who breach the confidentiality of information, whether by carelessness, improper behavior, behavior with malicious intent, and use of confidential information for profit, are considered guilty of an offense and shall be liable to fines as prescribed by the PSA Board which shall not be less than Five thousand pesos(P5,000.00) nor more than Ten thousand pesos (P10,000.00) and/or imprisonment of three (3) months but not to exceed one (1) year, subject to the degree of breach of information...”*

- **Republic Act 6713** (Code of Conduct and Ethical Standards for Public Officials and Employees) dated February 20, 1989.

Section 11 of RA 6713 states that:

*“... (a.) Any official or employee regardless of whether or not he holds office or employment in casual, temporary, holdover, permanent or regular capacity, committing any violation of the Code shall be punished with a fine not exceeding the equivalent of six months (6) salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency. If the violation is punishable by a heavier penalty under another law, he shall be prosecuted under the latter statute. Violations of Section 7 (Prohibited Acts and Transactions) , 8 (Statements and Disclosure), or 9 (Divestment ) of the Code shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P5,000.00) or both, and in the discretion of the court of competent jurisdiction, disqualification to hold public office. (b.) Any violation hereof proven in a proper administrative proceeding shall be sufficient cause for removal or dismissal of an official or employee, even if no criminal prosecution is instituted against him...”*

Section 7 of RA 6713 states that:

*“...(c.) Disclosure and/or misuse of confidential information. Public officials and employees shall not use or divulge confidential or classified information officially known to them by reason of their office and not made available to the public, either: (1.) to further their private interest, or give undue advantage to anyone, or (2.) to prejudice the public interest...”*

<b>1.6</b>	<b>Reference Period</b>
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All information collected in MISSI refers to current month of the reference period.

## 2. PRODUCER PRICE SURVEY (PPS)

### 2.1 Overview

The Producer Price Survey (PPS) is conducted monthly by the National Statistics Office (NSO) to collect monthly producers' prices of sample commodities. The NSO generates the monthly Producer Price Index (PPI) for manufacturing to derive from the MISSI the Volume of Production Index (VoPI) and the Volume of Net Sales Index (VoNSI).

### 2.2 Historical Background

The PPI timeline is presented below:

1980 Studies on the generation of the Producer Price Index (PPI) started when the Index of Physical Volume of Production series being generated by the then Central Bank of the Philippines (now the Bangko Sentral ng Pilipinas) was discontinued. This came about because of the transfer of responsibility of operations and processing of the Monthly Survey of Establishments (MSE) for manufacturing from the Central Bank to National Census and Statistics Office (National Statistics Office-NSO).

Work on the original PPI started with 1978 as the base year and was later revised to 1985. The source of data for the PPI was then the Monthly Survey of Establishments (MSE) for manufacturing. The MSE has a rider questionnaire, which asked for data on production of major products of the sample establishments. However, the PPI series were never released as official statistics. It was later felt that the components of the PPI were no longer reflective of the prevailing production structure of the manufacturing sector that the PPI operations were halted.

1992-1993 The compilation of the PPI with 1992 as the base year was revived in a project "Improvement of the Producer Price Index of Selected Manufactured Products" through the Grants-in-Aid Program of the National Statistical Coordination Board (NSCB).

The NSO with guidance from the Technical Committee on Price Statistics of NSCB worked for further improvements to the PPI to make it more reflective of the actual situation of the manufacturing sector. The conduct of the Producer Price Survey started as the source of data for the PPI.

Starting with this new base year, the PPI was officially released simultaneous with the SKEM indicators. (The SKEM was later renamed to MISSI).

- 2001 The NSO released the rebased series of PPI with 1994 as the new base year. The 1992-based series continued on until December 2001 and was discontinued the year after. The 1994-based series had January 1998 as the earliest series.
- 2005 Work on the rebasing of the PPI to base year 2000 started.
- 2007 PPI data series with 2000 as the new base period was released in August, in parallel with the 1994-based series. The 2000-based had January 2001 as its earliest series.
- 2008 The 1994-based PPI data series was discontinued beginning January.
- 2011 Rebased of the PPI series to base year 2006 started. This is in accordance to NSCB Resolution No. 2, series of 2009 which approves the synchronized rebasing of the price indices to base year 2006.
- 2013 Completion of the rebasing of PPI to base year 2006 in August.

## **2.3 Uses of Producer Price Index**

The Producer Price Index (PPI) for manufacturing is a composite figure of producers prices of representative commodities of establishments included in the market basket.

The PPI serves various purposes, the most important of which are the following:

- to measure monthly or yearly changes in the producer price of key commodities in the manufacturing sector;
- to serve as deflator to Value of Production Index (VaPI) and the Value of Net Sales Index (VaNSI) in the estimation of the Volume of Production Index (VoPI) and the Volume of Net Sales Index (VoNSI), respectively; and
- to serve as deflator in the estimation of manufacturing production in real terms (at constant prices) in the system of national accounts.

## Chapter 2

### CONCEPTS AND DEFINITION OF TERMS

**Establishment is** an economic unit under a single ownership or control, i.e., under a single legal entity, engaged in one or predominantly one kind of economic activity at a single fixed location.

**Manufacturing** includes the physical or chemical transformation of materials, substances, or components into new products. The raw materials are products of agriculture, forestry, fishing, mining or quarrying as well as products of other manufacturing activities. Substantial alteration, renovation or reconstruction of goods is generally considered as manufacturing.

Manufacturing establishments that transform materials into new products by hand in the worker's home, or sell products made on the same premises from which they are sold are also included. Manufacturing units may process materials or may contract with other units to process their materials for them. Both types of units are included in manufacturing sector.

Examples manufacturing establishments are shop, factory, bakery, mill work, distillery, refinery, cannery, abattoir, brewery, foundry, printing press, tannery or plant engaged in the processing, fabricating or finishing of products, mechanically or manually, including the assembly of the component parts of a product and the substantial alteration, reconstruction or repair of special type of goods.

<b>2.1 MISSI Concepts and Definition of Terms</b>
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**Total employment** is the total number of persons who work in or for the establishment during pay periods nearest the 15<sup>th</sup> of each month. Total employment consists of working owners and/or unpaid workers, and paid officials and workers. Workers who are working on a subcontractual arrangement with the establishment are excluded in employment. The payment for this arrangement is accounted as industrial services under total cost. Total cost, however, is not being collected in MISSI.

**Working owners** are owners who are actively engaged in the management of the establishment but do not receive regular pay, i.e., not included in the payroll.

**Unpaid workers** are working owners who do not receive regular pay, apprentices and learners without regular pay, and persons working for at least 1/3 of the working time normal to the establishment without regular pay.

**Paid officials and workers** are full-time or part-time workers, on sick or maternity leave and on paid vacation or holiday, and employees working away from this establishment paid by and under the control of this establishment. Paid officials and workers are managers and executives, production workers, and other employees.

**Managers and executives** refer to all salaried directors, managers, executives, administrative and other officials of the same category. “Working Owners” receiving regular pay should be included in this category.

**Production workers** refer to all employees directly engaged in the production activities of the establishment. Included are manual workers, clerical personnel and seasonal workers. Supervisory employees above working foreman level and persons working on subcontractual arrangement are excluded.

**Other employees** refer to all other employees not included above.

**Total compensation** refers to the sum of wages and salaries in Philippine Peso (PHP) (before deductions of employees’ SSS contribution, withholding taxes, etc.) and employer’s contribution to SSS, Philhealth and others in pesos.

**Wages and salaries** consist of basic pay, overtime pay, cost-of-living allowances, vacation and sick leave pay, commissions, bonuses, dismissal or retirement pay, back pays and other benefits prior to deduction of employees’ SSS contribution, withholding taxes and the like.

**Employer’s contribution to SSS, Philhealth and others** refers to all payments made by the employer on behalf of his employees to SSS, ECC, Philhealth, PAG-IBIG, pension and similar schemes.

**Total Production** is value of all goods produced and work-in-progress during the reference month. Valuation is at producer prices, that is, at the establishment price charged to the customer. The valuation includes all duties and taxes attributed to the products when they leave the establishment (ex-establishment).

**Total Net Sales/ Revenue** is the value of shipments of products manufactured by the establishment whether or not they were produced during the reference month. Inter-plant transfer and goods transferred from one establishment to another of the same enterprise should be valued as though sold. Valuation of goods shipped is at ex-establishment price (including indirect taxes) and net of discounts, allowances and returned goods. This includes the total net sales of products (in thousand pesos) manufactured by the establishment and valued in thousand Philippine peso (PHP1,000).

**Inventory of finished product** is the value of inventories goods made by the establishments that are ready for sale/shipment at the end of the reference month, valued in thousand Philippine peso (PHP1,000).

**Inventory of work-in-progress** is the value of inventories of all materials which have been partially processed by the establishment during the reference month, valued in thousand Philippine peso (PHP1,000).

**Inventory of raw materials** is the value of inventories of raw materials at the end of the reference month in thousand Philippine pesos. A perpetual inventory system is preferable wherein day-to-day additions, requisitions and balances on hand are recorded. Valuation is in thousand Philippine peso (PHP1,000).

**Capacity utilization** is the ratio of total output to the maximum rated capacity of the establishment.

**Rated capacity** refers to the largest volume of output possible at which the factory can operate with an acceptable degree of efficiency taking into consideration unavoidable losses of productive time (i.e., vacations, holidays and repairs to equipment) and availability of raw materials.

**Value of Production Index (VaPI)** measures the change in the monthly production values of manufacturing relative to a reference period and base year.

**Volume of Production Index (VoPI)** measures the change in the monthly production volume of manufacturing relative to a reference period and base year. This is a derived indicator with PPI as the deflator.

**Value of Net Sales Index (VaNSI)** measures the change in the net sales value of goods sold by the manufacturing sector relative to a reference period and a base year.

**Volume of Net Sales Index (VoNSI)** measures the change in the net sales output of manufacturing relative to a reference period and a base year. This is a derived indicator using the PPI as deflator.

## 2.2 PPS Concepts and Definition of Terms

**Producer Price** is the unit price (ex-plant) of a product or commodity as it leaves the establishment of the producer. It includes any indirect tax or subsidy levied/received on the product before it leaves the establishment.

**Market basket for the PPI** refers to sample commodities that represent the composite price behavior of commodities produced by manufacturing establishments.

**Price relative** is the ratio of current price to the base price.

**Products/Commodities** are the goods normally intended for sale in the market at a price that is designed to cover their cost of production.

**Brand Name** is the name identifying a product including its manufacturer.

**Specifications** are written statement of an item's required characteristics documented in a manner that facilitates its procurement of production.



**Unit of measure** is the standard unit or system of units by which a quantity is accounted for and expressed. Examples are: meter, kilogram, grams, metric ton, troy ounce and others.

**Producer Price Index (PPI)** is a measure of change in the prices of products or commodities produced by domestic manufacturers and sold at farm gate prices to wholesalers/other consumers in the domestic market.

## Chapter 3

### SURVEY DESIGN

This chapter presents the scope and coverage, survey frame, and sampling design. It discusses the methodology used in computing the indicators derived from the MISSI and PPS.

#### 3.1 Scope and Coverage

The scope of MISSI and PPS are all manufacturing establishments confined in the formal sector of the economy.

There are 477 manufacturing industries in the 2009 Philippine Standard Industrial Classification (PSIC). These are grouped into 22 major industry groups to comprise the industry coverage of the MISSI. Of the 22 major industry groups, 10 major industries are further disaggregated into sub-industries in order to synchronize with the System of National Accounts groupings.

**Table 3.1 List of Major and Sub-Industry Coverage for MISS and PPS**

	2009 PSIC	INDUSTRY GROUPING
1	C10	Food manufacturing
	<i>C101-03,C1045-49</i>	Processed meat & fish / fruits and vegetables & vegetables oils and fats
	<i>C101,102</i>	Processed meat and fish
	<i>C103</i>	Processed fruits and vegetables
	<i>C1045-49</i>	Vegetable and animal oils and fats
	<i>C105</i>	Dairy products
	<i>C1061</i>	Rice and corn milling
	<i>C1062-63,C108</i>	Starch products and animal feeds and other grain mill products
	<i>C1071</i>	Bakery products
	<i>C1072</i>	Sugar
	<i>C1041,C1044</i>	Crude coconut oil; copra cake; meals and pellets
	<i>C1042-43,C1073-1079</i>	Miscellaneous food
2	C11	Beverages
3	C12	Tobacco products
4	C13,C143	Textiles
5	C14 except C143	Wearing apparel
6	C15	Leather products and footwear

**Table 3.1 List of Major Industries Coverage (cont.)**

	<b>2009 PSIC</b>	<b>INDUSTRY GROUPING</b>
7	C16, C32961	Wood; bamboo; canes and rattan
	C161	Planing and sawmill
	C1621	Veneer and plywood
	C1622-1629, C32961	Other wood products incl bamboo rattan and cane products
8	C17	Paper and paper products
9	C18	Printing
10	C19	Petroleum and other fuel products
	C192	Refined petroleum
	C191, C199	Other petroleum products
11	C20, C21	Chemicals and chemical products
	C2011, 2013	Basic chemicals
	C2012, C202, C203	Other chemical products
	C2012, 2021	Fertilizers and pesticides
	C2022	Paint products
	C210	Pharmaceuticals and medicinal products
	C2023	Cosmetics and toilet preparations
	C2029, C203	Miscellaneous chemicals
12	C22	Rubber and plastic products
	C221	Rubber products
	C222	Plastic products
13	C23	Non-metallic mineral products
	C231	Glass and glass products
	C2394	Cement
	C239 except C2394	Other non-metallic mineral products
14	C24	Basic metals
	C241, C2431	Iron and steel
	C242, C2432	Non-ferrous metals
15	C25 except C252	Fabricated metal products
16	C252, C275, C281 except C2817, C282 except C28224	Machinery and equipment
	C2811-16, C2819	General purpose machinery
	C252, C2818, C282 except C28224	Special purpose machinery
	C275	Household appliances

**Table 3.1 List of Major Industries Coverage (cont.)**

	<b>2009 PSIC</b>	<b>INDUSTRY GROUPING</b>
17	C262,C268,C2817	Office accounting and computing machinery
18	C27 except C275, C28224, C29301	Electrical machinery and apparatus
	C2711	Electric motors and generating sets
	C2712	Electricity distribution and control apparatus
	C273	Insulated wires and cables
	C272	Batteries
	C27401-02,C27405	Lighting equipment and electric lamps
	C27403,C27404, C279,C28224, C29301	Other electrical equipment
19	C261,C263,C264	Radio television and communication equipment
	C2612	Semi-conductor devices and other electronic components (microcircuits)
	C2611,C263,C264	Other radio television and communication equipment
20	C291,292,C29302,C30	Transport equipment
21	C31	Furniture and fixtures
22	C265,C266,C267,C32 except C32961	Miscellaneous manufacturing

### 3.2 Survey Frame

The statistical unit of enumeration used by MISSI and PPS is the establishment. The sampling domain is all manufacturing samples of the 2010 ASPBI with TE 20 and over.

The geographic domain of the MISSI and PPS is national as to represent the whole country for the economic activity on manufacturing.

The industry domain conforms with the 2009 PSIC. There are 22 major industry groups and 39 sub-groups.

The frame for the 2014 MISSI and PPS was extracted from the 2010 ASPBI. There were 5,160 operational manufacturing establishments of the 2010 ASPBI with TE 20 and over that served as the frame to select the sample establishments for the survey.

### 3.3 Sampling Design

MISSI and PPS utilize cut-off sampling design.

“Cut-off sampling is a sampling procedure in which a predetermined threshold is established with all units in the universe at or above the threshold be included in the sample and all units below the threshold being excluded. The threshold is usually specified in terms of the size of some known relevant variable. In the case of establishments, size is usually defined in terms of employment or output” (*United Nations, Producer Price Index Manual, 2004, p.650*).

For the 2014 MISSI and PPS, the threshold is based on value of production. Value of production is equal to the value of products sold adjusted by the changes in inventories of finished products and work-in-progress (ending less beginning) computed from the ASPBI.

For each major industry group and sub-group, the establishments are ranked from largest to smallest value of production. Concentration ratios were computed as to capture the so called industry leaders per industry group by taking those establishments that contributed at least 50 percent of the total value of production per sector.

However for 2014 PPS, additional criteria were set for the selection of sample establishments and commodities, as follows:

- a. The commodity has a relatively high market share
- b. The commodity is available in the market
- c. The commodity is being produced currently
- d. The market share of the commodity has been stable for the last 3 years

Updating of samples is done every November of each year and establishments that stopped operation, on strike and delinquent respondents are deleted before finalizing the list of samples for the year.

In 2014, there are 786 samples for MISSI and 375 samples for PPS. Some of the MISSI samples are also samples in the Quarterly Survey of Philippine Business and Industry (QSPBI). The MISSI/PPS computer system provides a module wherein all the data items of MISSI are extracted for use in QSPBI.

### 3.4 Methodology in the Generation of Indices

#### 3.4.1 MISSI Indices Computation

Laspeyres Index Method is used in generating the 2014 MISSI indicators such as Value of Production Index (VaPI), Volume of Production Index (VoPI), Value of Net Sales Index (VaNSI), and Volume of Net Sales Index (VoNSI).

Laspeyres Index measures the change in value in purchasing the same basket of goods and services in the current period as was purchased in a specified base period. The prices are weighted by quantities in the base period.

However, the VoPI and VoNSI are derived indicators. The Producer Price Index is used as a deflator to arrive at the VoPI and VoNSI. The procedures used in the computation of the indices are presented in the next sections.

### 3.4.1.1 Value of Production Index (VaPI)

#### Sub-Industry Level (3/4-digit PSIC)

Where:  $VaPI_{ijm}$  = VaPI for the  $i^{th}$  sub-industry of the  $j^{th}$  major industry for the current month  $m$

$$VaPI_{ijm} = \frac{V_{ijm}}{V_{ijo}} \times 100$$

$V_{ijm}$  = total value for current month  $m$  for all sample establishments in the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

$V_{ijo}$  = average monthly value in base year (o) for all sample establishments in the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

The formula above was modified to a chained index formula to allow for changes in the composition of the sample establishments under each sub-industry, as follows:

where:  $VaPI_{ij(m-1)}$  = VaPI for the  $i^{th}$  sub-industry of the  $j^{th}$  major industry for the previous month (m-1)

$$VaPI_{ijm} = \frac{V_{ijm}}{V_{ij(m-1)}} \times VaPI_{ij(m-1)}$$

$V_{ij(m-1)}$  = total value for previous month (m-1) for all sample establishments in the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

#### Major Industry Level without corresponding sub-industries (2/3-digit PSIC)

Where:

$VaPI_{jm}$  = VaPI for the  $j^{th}$  major industry for the current month  $m$

$$VaPI_{jm} = \frac{V_{jm}}{V_{jo}} \times 100$$

$V_{jm}$  = total value for the current month  $m$  for all sample establishments in the  $j^{th}$  major industry

$V_{jo}$  = average monthly value in base year (o) for all sample establishments in the  $j^{th}$  major industry

The formula was modified to a chained index formula to allow for changes in the composition of the sample establishments under each sub-industry, as follows:

Where:

$$VaPI_{jm} = \frac{V_{jm}}{V_{j(m-1)}} \times VaPI_{j(m-1)}$$

$V_{j(m-1)}$  = total value for the previous month (m-1) for all sample establishments in the  $j^{th}$  major industry

$VaPI_{j(m-1)}$  = VaPI for the previous month (m-1) of the  $j^{th}$  major industry

### **Major Industry Level with corresponding sub-industries (2/3-digit PSIC)**

The major industries are:

- |                                      |                                                   |
|--------------------------------------|---------------------------------------------------|
| 1. Food manufacturing                | 6. Non-metallic products                          |
| 2. Wood, bamboo canes and rattan     | 7. Basic metals                                   |
| 3. Petroleum and other fuel products | 8. Machinery and equipment                        |
| 4. Chemical and chemical products    | 9. Electrical machinery and apparatus             |
| 5. Rubber and plastics               | 10. Radio, television and communication equipment |

Where:

$$VaPI_{jm} = \sum_{i=1}^n (VaPI_{ijm} \times W_{ij})$$

$VaPI_{jm}$  = VaPI for the  $j^{th}$  major industry for the current month m

$W_{ij}$  = weight for the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

$i = 1, 2, 3, \dots, n$  = number of sub-industry in the  $j^{th}$  major industry

### **Total Manufacturing (1-digit PSIC)**

Where:

$$VaPI_m = \sum_{j=1}^{22} (VaPI_{jm} \times W_j)$$

$VaPI_m$  = VaPI for total manufacturing at current month m

$W_j$  = weight of the  $j^{th}$  major industry

$j = 1, 2, 3, \dots, 22$  = number of major industries

### 3.4.1.2 Volume of Production Index (VoPI)

#### Sub-Industry Level (3/4-digit PSIC)

Where:

$$VoPI_{ijm} = \frac{VaPI_{ijm}}{PPI_{ijm}} \times 100$$

$VoPI_{ijm}$  = VoPI for current month  $m$  for the  $i^{th}$  sub-industry of the  $j^{th}$  major industry of the current month  $m$

$VaPI_{im}$  = VaPI for the  $i^{th}$  sub-industry of the  $j^{th}$  major industry of the current month  $m$

$PPI_{im}$  = PPI for the  $i^{th}$  sub-industry of the major industry of the current month  $m$

#### Major Industry Level without sub-industry (2/3-digit PSIC)

Where:

$$VoPI_{jm} = \frac{VaPI_{jm}}{PPI_{jm}} \times 100$$

$VoPI_{jm}$  = VoPI at current month  $m$  for the  $j^{th}$  major industry

$VaPI_{jm}$  = VaPI at current month  $m$  for the  $j^{th}$  major industry

$PPI_{jm}$  = PPI at the  $j^{th}$  major industry for the current month  $m$

#### Total Manufacturing (1-digit PSIC)

Where:

$$VoPI_m = \frac{VaPI_m}{PPI_m} \times 100$$

$VoPI_m$  = VoPI for total manufacturing at current month  $m$

$VaPI_m$  = VaPI for total manufacturing at current month  $m$

$PPI_m$  = PPI for total manufacturing at the current month  $m$

### 3.4.1.3 Value of Net Sales (VaNSI)

#### Sub-Industry Level (3/4-digit PSIC)

Where:  $VaNSI_{ijm} = VaNSI$  for the  $i^{th}$  sub-industry of the  $j^{th}$  major industry for the current month  $m$

$$VaNSI_{ijm} = \frac{V_{ijm}}{V_{ijo}} \times 100$$

$V_{ijm}$  = total value for current month  $m$  for all sample establishments in the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

$V_{ijo}$  = average monthly value in base year (o) for all sample establishments in the  $i^{th}$  sub-industry of the  $j^{th}$  major industry



The formula above was modified to a chained index formula to allow for changes in the composition of the sample establishments under each sub-industry, as follows:

where:  $VaNSI_{ij(m-1)}$  =  $VaNSI$  for the  $i^{th}$  sub-industry of the  $j^{th}$  major industry for the previous month (m-1)

$$VaNSI_{ijm} = \frac{V_{ijm}}{V_{ij(m-1)}} \times VaNSI_{ij(m-1)}$$

$V_{ij(m-1)}$  = total value for previous month (m-1) for all sample establishments in the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

### **Major Industry Level without sub-industry (2/3-digit PSIC)**

Where:

$$VaNSI_{jm} = \frac{V_{jm}}{V_{jo}} \times 100$$

$VaNSI_{jm}$  =  $VaNSI$  for the  $j^{th}$  major industry for the current month m

$V_{jm}$  = total value for the current month m for all sample establishments in the  $j^{th}$  major industry

$V_{jo}$  = average monthly value in base year (0) for all sample establishments in the  $j^{th}$  major industry

The formula was modified to a chained index formula to allow for changes in the composition of the sample establishments under each sub-industry, as follows:

Where:

$$VaNSI_{jm} = \frac{V_{jm}}{V_{j(m-1)}} \times VaNSI_{j(m-1)}$$

$V_{j(m-1)}$  = total value for the previous month (m-1) for all sample establishments in the  $j^{th}$  major industry

$VaNSI_{j(m-1)}$  =  $VaNSI$  for the previous month (m-1) of the  $j^{th}$  major industry

### **Major Industry Level with sub-industries (2/3-digit PSIC)**

The major industries are:

- |                                      |                                                   |
|--------------------------------------|---------------------------------------------------|
| 1. Food manufacturing                | 6. Non-metallic products                          |
| 2. Wood, bamboo canes and rattan     | 7. Basic metals                                   |
| 3. Petroleum and other fuel products | 8. Machinery and equipment                        |
| 4. Chemical and chemical products    | 9. Electrical machinery and apparatus             |
| 5. Rubber and plastics               | 10. Radio, television and communication equipment |

$$VaNSI_{jm} = \sum_{i=1}^n (VaNSI_{ijm} \times W_{ij})$$

Where:

$VaNSI_{jm}$  =  $VaNSI$  for the  $j^{th}$  major industry for the current month  $m$

$W_{ij}$  = weight for the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

$i$  = 1,2,3,... $n$  = number of sub-industry of the  $j^{th}$  major industry

#### **Total Manufacturing (1-digit PSIC)**

$$VaNSI_m = \sum_{j=1}^{22} (VaNSI_{jm} \times W_j)$$

Where:

$VaNSI_m$  =  $VaNSI$  for total manufacturing at current month  $m$

$W_j$  = weight for the  $j^{th}$  major industry

$j$  = 1,2,3,...22 = number of  $j^{th}$  major industry

#### **3.4.1.4 Volume of Net Sales Index (VoNSI)**

##### **Sub-industry Level (3/4-digit PSIC)**

Where:

$$VoNSI_{ijm} = \frac{VaNSI_{ijm}}{PPI_{ijm}} \times 100$$

$VoNSI_{ijm}$  =  $VoNSI$  for current month  $m$  for the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

$VaNSI_{ijm}$  =  $VaNSI$  for the  $i^{th}$  sub-industry of the current month  $m$  of the  $j^{th}$  major industry

$PPI_{ijm}$  =  $PPI$  for the  $i^{th}$  industry class of the current month  $m$  of the  $j^{th}$  major industry

##### **Major Industry Level without sub-industries (2/3-digit PSIC)**

Where:

$$VoNSI_{jm} = \frac{VaNSI_{jm}}{PPI_{jm}} \times 100$$

$VoNSI_{jm}$  =  $VoNSI$  at current month  $m$  for the  $j^{th}$  major industry

$VaNSI_{jm}$  =  $VaNSI$  at current month  $m$  for the  $j^{th}$  major industry

$PPI_{jm}$  =  $PPI$  at the  $j^{th}$  major industry for the current month  $m$

##### **Total Manufacturing (1-digit PSIC)**

Where:

$$VoNSI_m = \frac{VaNSI_m}{PPI_m} \times 100$$

$VoNSI_m$  =  $VoNSI$  for total manufacturing at current month  $m$

$VaNSI_m$  =  $VaNSI$  for total manufacturing at current month  $m$

$PP_m$  =  $PPI$  for total manufacturing at current month  $m$

### 3.4.2 Methodology in the Computation of the PPI

The computation of the 2006-based PPI adopts the Paasche method of index computation.

Paasche index compares the value of purchasing the current basket of goods and services with the value of purchasing the same basket in an earlier period. The prices are weighted by the quantities of the current period.

#### The sub-industry level (4-digit PSIC)

The PPI at the 4-digit PSIC is simply the unweighted harmonic mean of the price relatives of the commodities representing the sub-industry and multiplied by 100.

$$PPI_{ijm} = \frac{N}{\sum_{h=1}^N \left( \frac{p_{hm}}{p_{ho}} \right)} \times 100$$

where:

$PPI_{ijm}$  = current month PPI at the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

$\frac{N}{\sum_{h=1}^N \left( \frac{p_{hm}}{p_{ho}} \right)}$  = harmonic mean of price relative of commodities  $h$

$p_{hm}$  = current month producer price of commodity  $h$

$p_{ho}$  = average monthly producer price at base year (0) of commodity  $h$

$N$  = total number of representative commodities at  $i^{th}$  sub-industry,  $h = 1, 2, 3, \dots, N$

The formula for  $PPI_{ij}$  at the 4-digit PSIC was modified to a chained index formula, that is, the average monthly price relative of the commodities in the sub-industry is multiplied by the previous month PPI at the 4-digit PSIC to obtain the current month PPI. That is,

$$PPI_{ijm} = PPI_{ij(m-1)} \times \frac{N}{\sum_{h=1}^N \left( \frac{p_{hm}}{p_{h(m-1)}} \right)}$$

where:

$PPI_{ijm}$  = current month PPI at the  $i^{th}$  sub-industry

$PPI_{ij(m-1)}$  = previous month PPI at the  $j^{th}$  sub-industry

$\frac{N}{\sum_{h=1}^N \left( \frac{p_{hm}}{p_{h(m-1)}} \right)}$  = using harmonic mean of price relative of  $h^{th}$  commodities in the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

$p_{hm}$  = current month producer price of commodity  $h$

$p_{h(m-1)}$  = previous month producer price of commodity  $h$

The chained index method is especially useful when new commodities enter into the market basket as replacements or additions. The base year prices of these new commodities need not be obtained as the alternative then is to make available the previous month producer prices of the new commodities to allow the computation of their corresponding price relatives,  $p_{hm} / p_{hm-1}$ .

### **The major industry group and (3-digit PSIC)**

The Producer Price Index for manufacturing at the 3-digit and 1-digit PSIC are obtained as the weighted harmonic mean of the component price indices.

$$PPI_{jm} = \frac{1}{\sum_{i=1}^p \left( W_{im} \times \frac{1}{PPI_{im}} \right)}$$

where:

$PPI_{jm}$  = PPI at the  $j^{th}$  major industry

$W_{im}$  = weight of the  $i^{th}$  sub-industry

$PPI_{im}$  = PPI of the  $i^{th}$  sub-industry

$i = 1, 2, 3, \dots, p$  = number of sub-industry

### **Total Manufacturing (1-digit PSIC)**

$$PPI_m = \frac{1}{\sum_{j=1}^{22} \left( W_{jm} \times \frac{1}{PPI_{jm}} \right)}$$

where:

$PPI_m$  = PPI for manufacturing

$W_{jm}$  = weight of the  $j^{th}$  major industry

$PPI_{jm}$  = PPI at the  $j^{th}$  major industry

$j = 1, 2, 3, \dots, 22$  = number of major industry

### **3.4.3 Capacity Utilization Rate**

Capacity Utilization Rate is the ratio of total output to the maximum rated capacity of the establishment. Rated Capacity refers to the largest volume of output possible at which the factory can operate with an acceptable degree of efficiency taking into consideration unavoidable losses of productive time (i.e. vacation, holiday and repair of equipment) and availability of raw materials.

The monthly Average Capacity Utilization Rate (AveCU<sub>m</sub>) for total manufacturing (1-digitPSIC) is calculated by adding the products of the monthly average capacity utilization rate of the 22 major industries (2/3-digit PSIC) and their corresponding base year period weight.

There are two different computations of the average capacity utilization rate for major industries ( $AveCU_{jm}$ ); one is for major industries with sub-industries and the other, for major industries without sub-industries.

The average capacity utilization rate for major industries with sub-industries is computed by getting the sum of the products of the monthly average capacity utilization rates and base year period weights of their sub-industries.

The average capacity utilization rate for sub-industries ( $AveCU_{ijm}$ ) is equal to the total of the product of the midpoint of the capacity utilization range ( $AveCU_{kijm}$ ) reported by sample establishments in the sub-industry and the ratio of their corresponding production value to the total production value of the sub-industry.

The calculation of the average capacity utilization rate for major industries without sub-industries is the same as that of the average capacity utilization rate for sub-industries.

The formulas in obtaining the Average Capacity Utilization Rate are the following:

#### **Sub-Industry Level (3/4-digit PSIC)**

$$AveCU_{ijm} = \sum_{k=1}^n \left[ \left( \frac{Prod_{kijm}}{\sum_{k=1}^n Prod_{kijm}} \right) \times AveCU_{kijm} \right]$$

where:

$AveCU_{ijm}$  = Average capacity utilization rate for the reference month of the  $i^{th}$  sub-industry in the  $j^{th}$  major industry

$Prod_{kijm}$  = Production value during the reference month of the  $k^{th}$  sample establishment in the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

$AveCU_{kijm}$  = Midpoint of the capacity utilization range reported during the reference month by the  $k^{th}$  sample establishment in the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

$k = 1, 2, 3, \dots, n$  = number of sample establishments in the  $i^{th}$  sub-industry of the  $j^{th}$  major industry

#### **Major industry level (2/3-digit PSIC)**

##### **1. Major industry without sub-industry**

$$AveCU_{jm} = \sum_{k=1}^n \left[ \left( \frac{Prod_{kjm}}{\sum_{k=1}^n Prod_{kjm}} \right) \times AveCU_{kjm} \right]$$

where:

$AveCU_{jm}$  = Average capacity utilization rate for the reference month of the  $j^{th}$  major industry

$Prod_{kjm}$  = Production value during the reference month of the  $k^{th}$  sample establishment in the  $j^{th}$  major industry

$AveCU_{kjm}$  = Midpoint of the capacity utilization range reported during the reference month by the  $k^{th}$  sample establishment in the  $j^{th}$  major industry

$k = 1, 2, 3, \dots, n$  = number of sample establishments in the  $j^{th}$  major industry

## 2. Major industry with sub-industry

$$AveCU_{jm} = \sum_{i=1}^n (AveCU_{ijm} \times W_{ij})$$

where:

$AveCU_{jm}$  = Average capacity utilization rate for the reference month of the  $j^{th}$  major industry

$AveCU_{ijm}$  = Average capacity utilization rate for the reference month of the  $i^{th}$  sub-industry in the  $j^{th}$  major industry

$W_{ij}$  = Weight of the  $i^{th}$  sub-industry in the  $j^{th}$  major industry

$i = 1, 2, 3, \dots, n$  = number of sub-industries in the  $j^{th}$  major industry

## Total Manufacturing (1-digit PSIC)

$$AveCU_m = \sum_{j=1}^{22} (AveCU_{jm} \times W_j)$$

where:

$AveCU_m$  = Average capacity utilization rate for the reference month of the total manufacturing

$AveCU_{jm}$  = Average capacity utilization rate for the reference month of the  $j^{th}$  major industry

$W_j$  = Weight of the  $j^{th}$  major industry

$j = 1, 2, 3, \dots, 22$  = number of the major industries

## Chapter 4

### QUESTIONNAIRES AND OTHER FORMS

The different questionnaires and forms used to capture the data set for MISSI and PPS are discussed in this chapter.

#### 4.1 Questionnaires

The MISSI and PPS use a shuttle-type of questionnaire. A shuttle-type questionnaire is survey instrument that is administered to respondents in order to collect data at more frequent intervals of time to provide a running account of past responses for a survey. The shuttle-type questionnaire includes definition of terms and specific instructions in filling-out the questionnaire to assist the respondent in understanding the questions and for ease in accomplishment. This questionnaire design enhances the consistency and accuracy in reporting past data.

Thus, the MISSI/PPS use a shuttle-type of questionnaire to collect monthly figures on employment, compensation, production, net sales/revenue, inventories of raw materials, finished products and work-in-progress, and capacity utilization of the establishment. A running account of the monthly figures from January to December of the year for all the mentioned data items are all in the questionnaire.

The clearance for the conduct of the MISSI and PPS are requested in September of every year. The clearance numbers and expiry dates are located on the upper right hand corner of the cover page of the questionnaires. Examples of clearance numbers for the 2014 MISSI and PPS are listed in Table 4.1.

Table 4.1 Form Numbers and Clearance Numbers for MISSI and PPS

Form Number	Survey	Clearance Number/ NSCB Approval Number
MISSI FORM 1	Monthly Integrated Survey of Selected Industries	NSO – <u>1241</u>
PPS FORM 1	Producer Price Survey	NSO – <u>1242</u>

A web-based questionnaire for MISSI and PPS will also be utilized for prompt response from the sample establishments. It can be viewed at NSO website at <https://secure.census.gov.ph/itsd>.

#### 4.2 Data Items

##### 4.2.1 Data Items for MISSI

Table 4.2 lists the data items for MISSI which are collected every month of the year.

Table 4.2 MISSI Data Items

ITEM NO.	DESCRIPTION
Identification Information of Establishment	Name and Address of the Establishment and its Reporting Unit
	Major Product/s Produced by this Establishment
	Contact Person and Position
	Telephone Number of the Contact Person
	E-mail Address of the Contact Person
The following items must be filled up every month for the year	
A	Total Employment
A.1	Working Owners/Unpaid Workers
A.2	Paid Officials and Workers
A.2.a	Managers and Executives
A.2.b	Production Workers
A.2.c	Other Employees
B	Total Compensation
B. 1	Total Wages and Salaries
B.1.a	Salaries of Managers and Executives
B.1.b	Wages and Salaries of Production Workers
B.1.c	Wages and Salaries of Other Employees
B.2	Employer's Contribution to SSS, GSIS, PhilHealth and Others
C	Total Production (PHP1,000)
D	Total Net Sales/Revenue (PHP1,000)
E	Inventory of Finished Products (PHP1,000)
F	Inventory of Work-In-Progress (PHP1,000)
G	Inventory of Raw Materials (PHP1,000)
H	Capacity Utilization

#### 4.2.2 Data Items for PPS

The survey collects the prices of the top five products of the sample establishments. The following table shows the data items for PPS which are collected every month of the year for PPS. (Table 4.3)

Table 4.3 PPS Data Items

ITEM NO.	DESCRIPTION
Identification Information of Establishment	Name of Establishment
	Address of the Establishment
	Name and Signature of the Contact Person
	Title/Position of the Contact Person
	Telephone Number of the Contact Person
	E-mail Address of the Contact Person



Table 4.3 PPS Data Items (cont)

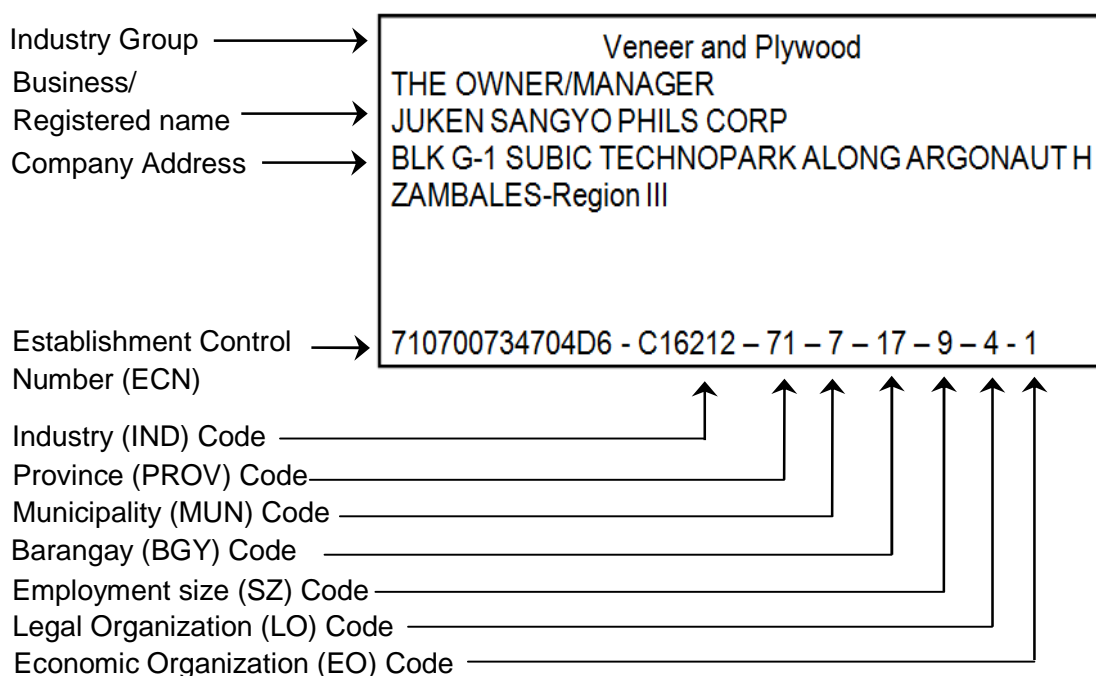
ITEM NO.	DESCRIPTION
The price for the following items must be filled up every month for the year	
A	Products
A.1-5	Product
	Brand Name
	Specification
	Unit of measure
B	Signature of Contact Person

### 4.3 Forms

#### 4.3.1 Address Stub

An address stub of a sample establishment provides information on the business name, industry, employment size, legal and economic organization and its location, including the unique control number assigned for the establishment. The address stub will guide the field personnel where the questionnaire will be administered.

An example of an address stub for sample establishments is shown below:



The address stub for sample establishments with a reporting unit is shown below:

Industry Group	→	FERTILIZER AND PESTICIDES
Business/ Registered name	→	THE OWNER/MANAGER UNIVERSAL HARVESTER INC
Company Address	→	L C3-11 & C2-8B CIP II, LAGUNA
C/O		C/O:
Address of the reporting unit	→	UNIVERSAL HARVESTER INC 158 P TUAZON COR 7 <sup>TH</sup> & 8 <sup>TH</sup> AVE QUEZON CITY
Establishment Control Number (ECN)	→	340501203004D2 – C20120 – 34 – 05 – 46 – 4 – 4 – 2
Industry (IND) Code		↑
Province (PROV) Code		↑
Municipality (MUN) Code		↑
Barangay (BGY) Code		↑
Employment size (SZ) Code		↑
Legal Organization (LO) Code		↑
Economic Organization (EO) Code		↑

### 4.3.2 Control List

The **control list** is a tool for keeping track of the questionnaires and for recording important information about the sample establishments.

There are two types of control list that are being utilized for MISSI and PPS. The first type is the e-control list that is generated from the Windows-based MISSI and PPS system and the second is a printed copy for the use of provincial offices.

ISD uses the e-control list for MISSI and PPS. It is segregated by province/area. It shows the name and address of the sample establishments and it is sorted by alphabetical order for convenience. It records the date when the MISSI and PPS questionnaires were received, encoded and validated in the central office.

### 4.3.3 Administrative Forms

Three administrative forms are utilized for the MISSI and PPS operation. These are:

1. **General Transmittal Form (ITSD Form 1)** is used for transmitting MISSI and PPS materials. The form must be signed to acknowledge receipt of MISSI and PPS questionnaires with cover letter. (Appendix 3)
2. **Acknowledgement Receipt Form (ITSD Form 5)** provides a record of information on the distribution and collection of a questionnaire. The information can be used as evidence for Census Compliance Project. (Appendix 7)
3. **Certification for New Referrals (ITSD Form 6)** is used to provide a standard format for the certification of new referrals. (Appendix 8)

In addition, a referral letter should be attached to inform the receiving Provincial Office about the new referral. See attached Appendix 9 for the Pro-forma Referral Letter.

## Chapter 5

# ORGANIZATION AND OPERATIONS

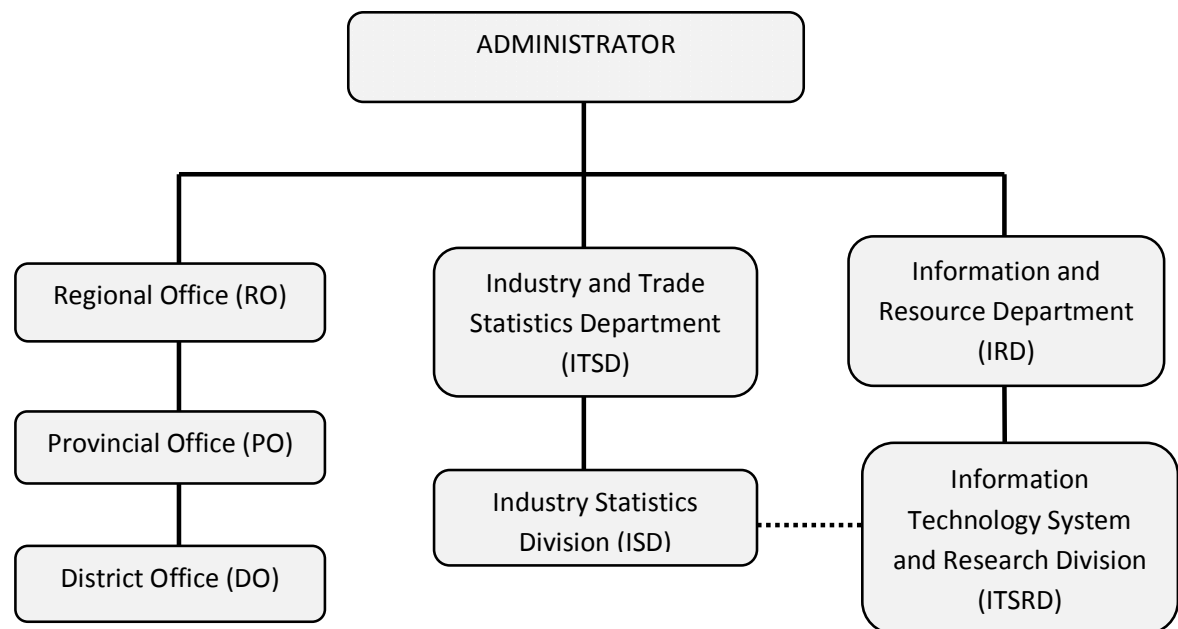
This chapter presents the organizational structure and the various phases of operation to be undertaken. This includes the units involved and their corresponding roles to achieve the objectives of the MISSI and PPS according to the timetable of activities.

### 5.1 Organizational Structure

The overall conduct of the MISSI and PPS shall be the responsibility of the ISD under the guidance of the Industry and Trade Statistics Department under the Office of the Deputy National Statistician for Sectoral Statistics.

The Information Technology Systems and Research Division (ITSRD) of the Information and Resources Department (IRD) and the Industry Statistics Division (ISD) developed a Windows-based MISSI/PPS System.

The Field Offices, on the other hand, shall undertake the distribution and collection of questionnaires and field editing of data.



## **5.2 Duties and Responsibilities of the Units in the Organizational Structure**

### **Industry Statistics Division (Central Office)**

- Validate and analyze survey report
- Generate preliminary and final tables
- Prepare monthly and annual report of survey results
- Receive and control transmitted MISSI and PPS questionnaires/data files from field offices
- Follow-up non-responding sample establishments

### **Regional Director**

- Attend training/briefing for field operations
- Ensure that the 3rd Level training is undertaken
- Monitor the collection, manual processing and submission of accomplished questionnaires
- Attend promptly to problems that may arise during the survey operation; and
- Ensure that the deadlines are strictly followed by the Provincial Offices.

### **Provincial Statistics Officers**

- Ensure a high monthly response rate of collection and high quality report collected for the MISSI and PPS
- Ensure that the timetable of MISSI and PPS field operation are met by the province
- Implement Census Compliance Project when necessary
- Ensure the prompt submission of MISSI and PPS monthly reports to the Central Office

### **Provincial Statistician**

- Act as the focal person for the surveys
- Ensure the prompt submission of accomplished questionnaires
- Validate and analyze data collected and verify possible inconsistency
- Ensure a high quality of data

### **DSOs/SCOs/Provincial Staff**

- Ensure high response rate of collection is achieved
- Ensure confidentiality of data collected
- Field and manual edit all collected accomplished MISSI and PPS questionnaires and submit to the Provincial Office

## **5.3 Phases of Operation**

In any survey operation, various phases of activities have to be undertaken starting with planning until the documentation of the entire survey operation.

The MISSI/PPS operation consists of five major phases as indicated in the timetable of operation in Section 5.4., as follows:

- Preparatory Activities
- Field Operations
- Data Processing
- Tabulation
- Preparation of Monthly Report (Monthly Press Release) and Annual Report

### **5.3.1 Preparatory Activities**

Preparatory activities for the MISSI/PPS include the following:

- Clearance process
- Drawing of samples
- Printing of questionnaires, address stub, cover letter, control list and transmittal form
- Addressing of questionnaires
- Shipment of questionnaires to the Field Offices
- Preparation of Field Operation Manual

#### **Addressing of Questionnaires**

ISD prepares the address stub for MISSI and PPS samples using the Windows-based system developed by IRD. The list of sample establishments can also be generated in the form of MS Excel.

Every questionnaire is addressed prior to its transmittal to the Field Offices. The addressed questionnaire is verified against the Control List of Sample Establishments for correctness.

A copy of the cover letter and acknowledgement receipt form of the sample establishment should be attached during the distribution.

#### **Shipment of questionnaires**

Three copies of pre-addressed questionnaire and control lists are shipped by ISD to the Field Offices following the procedures for shipment.

### **5.3.2 Training**

This is the first time that training will be conducted for the MISSI and PPS. It will be conducted together with the Quarterly Survey of Philippine Business and Industry (QSPBI).

There will be three levels of training. The task force training, participated by ISD and Statistical Sampling and Operations Division (SSOD) and ITSRD staff was undertaken in January 21 to 23, 2014. The second level training will be conducted in the Regional Offices on February 25 to 27, 2014, while the third level Training in all Provincial Office will be on March 5 to 7, 2014.

### 5.3.3 Distribution and Collection

Distribution and collection of MISSI and PPS questionnaires shall be done according to timetable set. Distribution is done at the beginning of each year through personal visit by NSO field staff to the sample establishments located in the provinces and cities nationwide. Collection of accomplished MISSI and PPS questionnaires starts on the 10<sup>th</sup> up to the 35<sup>th</sup> day of every reference month for the MISSI and begins on the 10<sup>th</sup> up to the 30<sup>th</sup> day of every reference month for the PPS, respectively.

### 5.3.4 Implementation of Windows-based System

MISSI/PPS Windows-based system shall be utilized to automate the machine processing of the survey. Having the database of the MISSI/PPS would enable the Office to efficiently monitor the results of the survey.

### 5.3.5 Data Processing

Data processing involves manual and machine processing of MISSI and PPS survey results, following the editing instructions in Chapter 7.

Field personnel shall be responsible for the manual and machine processing of the survey results. These involve checking for completeness and accuracy of the reported data. Data encoding and validation of reports are to be done using the MISSI/PPS windows-based system.

On the other hand, the main responsibility of ISD are verification of data and ensuring the consistency of report by industry, generation of tables using the MISSI/PPS system, and analysis.

### 5.3.6 Tabulation

Generation of preliminary tables for PPS is done every 33<sup>rd</sup> day of each reference month. Table 5.2 shows the output table that are generated for the MISSI and PPS.

**Table 5.1 Output Generated for MISSI and PPS**

Survey	Table Number	Description
PPS	1	Producer Price Index, Year on Year and Month on Month growth rates for manufacturing sector
	2	Distribution of sample and responding establishment by major industry group: PPS

Survey	Table Number	Description
MISSI	1	Value of production Index, Year on Year and Month on Month growth rates for manufacturing sector
	2	Volume of production Index, Year on Year and Month on Month growth rates for manufacturing sector
	3	Value of Net Sales Index, Year on Year and Month on Month growth rates for manufacturing sector
	4	Volume of Net Sales Index, Year on Year and Month on Month growth rates for manufacturing sector
	5	Producer Price Index, Year on Year and Month on Month growth rates for manufacturing sector
	6	Average Capacity Utilization by major sector: MISSI
	7	Distribution of sample and responding establishment by major industry group: MISSI
	8	Distribution of sample and responding establishment by major industry group: PPS

### 5.3.7 Preparation of Reports

The monthly preliminary reports of MISSI and PPS are disseminated in the form of Press Releases which are posted at the NSO website: [www.census.gov.ph](http://www.census.gov.ph). MISSI Report is available every 40<sup>th</sup> day of every month, while PPS result is on the 35<sup>th</sup> day of each month.

Annual figures of the MISSI and PPS are tabulated and are jointly published nine months after the reference year.

For 2014, the annual publication will be available on September 2014.

## 5.4 Timetable of Activities

The timetable of activities for the MISSI/PPS is presented below:

**Table 5.2 Timetable of Activities for MISSI and PPS**

Project/Program/Activity		Timetable		Concerned Personnel
		Beginning	Ending	
<b>1. PREPARATORY ACTIVITIES</b>				
1.1	Application of clearance from the National Statistical Coordination Board (NSCB)	September	October	ISD staff
1.2	Drawing of samples	October	November	ISD staff
1.3	Printing of questionnaires	October	November	Outside printing
1.4	Preparation of address stubs, cover letter, control list and transmittal form	November	December	ISD staff
1.5	Printing of filed operation and processing manual	December	December	
1.6	Addressing of questionnaires	December	January	ISD staff
1.7	Shipment of questionnaires	January	January	ISD staff
<b>2. TRAINING</b>				
2.1	Task force	January 21, 2014	January 23, 2014	ISD, SSOD and IRD staff
2.2	Field Operation Training			
	Second Level Training**	February 25, 2014	February 27, 2014	ISD, SSOD and IRD, Field staff
	Third Level (For provinces without samples, only PSOs will attend the training)	March 5, 2014	March 7, 2014	Field staff
<b>3. FIELD OPERATION*</b>				
3.1	Distribution of questionnaires	February		ISD staff
		PPS	Every 30 <sup>th</sup> day of the reference month	Field Office
3.2	Collection of accomplished questionnaires	MISSI	Every 10 <sup>th</sup> day of the reference month	Field Office
3.3	Field editing of questionnaires	MISSI	Every 10 <sup>th</sup> day of the reference month	Field Office
3.4	Machine processing (Data entry and validation)	MISSI	Every 10 <sup>th</sup> day of the reference month	Field Office
		PPS	Every 30 <sup>th</sup> day of the reference month	Field Office



**Table 5.2 Timetable of Activities for MISSI and PPS (cont.)**

Project/Program/Activity	Timetable			Concerned Personnel
	Beginning		Ending	
<b>3. FIELD OPERATION*</b>				
3.5 Submission of data files and field edited questionnaires to central office	MISSI	Every 10 <sup>th</sup> day of the reference month	Every 35 <sup>th</sup> day of the reference month	Field Office
	PPS		Every 30 <sup>th</sup> of the reference month	
<b>4. DATA PROCESSING*</b>				
4.1 Receipt and Control of data files and questionnaires at the C.O	MISSI	Every 10 <sup>th</sup> day of the reference month	Every 35 <sup>th</sup> day of the reference month	ISD staff
	PPS		Every 30 <sup>th</sup> day of the reference month	
4.2 Follow-up of non-responding samples	MISSI	Every 20 <sup>th</sup> day of the reference month	Every 25 <sup>th</sup> day of the reference month	ISD staff
	PPS		Every 25 <sup>th</sup> day of the reference month	
4.3 Machine processing of MISSI and PPS questionnaires by sector		Every 10 <sup>th</sup> day of the reference month	Every 35 <sup>th</sup> day of the reference month	MFG Industry specialist
4.4 Submission of data files for MISSI/PPS GDP estimation		Every 30 <sup>th</sup> day of the reference month	Every 30 <sup>th</sup> day of the reference month	ISD staff
4.5 Analysis of data by sector/sub-sector for preparation of press release	MISSI	Every 15 <sup>th</sup> day of the reference month	Every 35 <sup>th</sup> day of the reference month	MFG Industry specialist
	PPS	Every 15 <sup>th</sup> day of the reference month	Every 30 <sup>th</sup> day of the reference month	
<b>5. TABULATION*</b>				
5.1 Generation and verification of tables by sector	MISSI	Every 30 <sup>th</sup> day of the reference month	Every 35 <sup>th</sup> day of the reference month	MFG Industry specialist
	PPS	Every 33 <sup>th</sup> day of the reference month	Every 33 <sup>th</sup> day of the reference month	
5.2 Analysis of tables by sector/sub-sector in preparation of Press Release	MISSI	Every 37 <sup>th</sup> day of the reference month	Every 38 <sup>th</sup> day of the reference month	ISD staff

**Table 5.2 Timetable of Activities for MISSI and PPS (conc.)**

Project/Program/Activity	Timetable		Concerned Personnel
	Beginning	Ending	
5.3 Finalization and submission of Press Release to AO	MISSI	Every 39 <sup>th</sup> day of the reference month	ISD staff
	PPS	Every 34 <sup>th</sup> day of the reference month	
5.4 Conversion of Press Release to HTML and web posting	MISSI	Every 40 <sup>th</sup> day of the reference month	ISD staff
	PPS	Every 35 <sup>th</sup> day of the reference month	
5.5 Preparation of Annual Publication	August	September	ISD staff

Note: \* -MISSI is a 40-day monthly cycle, while PPS is a 35- day monthly cycle

\*\* -with representative from NSCB and BAS

## **Chapter 6**

### **STRATEGIES AND INSTRUCTIONS**

This chapter presents the strategies and instructions to be implemented during the survey operation.

#### **6.1 Monitoring of Industry Leaders for the 22 Major Sectors**

Industry leaders comprise the top five (5) manufacturing establishments in a major industry group with their value of production as basis for ranking. The 22 major industry groups of MISSI and PPS have industry leaders being monitored. Their monthly reports are vital to the accuracy of the industry's general trend and situation.

The list of industry leaders will be provided to provincial offices by ISD at the start of the survey year for monitoring purposes. The industry leaders are highlighted in red font in the sample reference file of MISSI/PPS system.

The following are the instructions for an effective monitoring of the industry leaders.

1. Ensure that industry leaders have complete reports for each month.
2. Explain in the remarks portion any abrupt increase/decrease in the reported figures.
3. For non-response of more than one month, the following procedures may be utilized:
  - a. Coordinate with the industry association on how to collect the data required if the concerned establishment is a member.
  - b. Apply compliance project for any non-responding industry leader.
  - c. Schedule a saturation drive to be led by the PSO for non-responding samples particularly those located in an economic zone.
4. For ISD, compare data of industry leaders with the data of export and import from Foreign Trade Statistics (FTS) for each month.
  - a. Check whether the sample establishment undertakes importation and/or exportation.
  - b. Validate reported net sales/revenue with the value of exports for the month.
  - c. Analyse reported total production against the import data for the month.

#### **6.2 Distribution of Questionnaires**

Initial distribution of questionnaires is to be done every January of each survey year and a monthly visit to the establishment shall be undertaken to collect the monthly reports.

1. Distribute the addressed questionnaires personally to the sample establishments. Each MISSI sample establishment shall receive three questionnaires. One copy of the questionnaire shall serve as copy for the sample establishment, the second will be

provided as back-up copy for the province and the third will be submitted to ISD for processing if data files were not transmitted.

2. Attach an endorsement letter from industry associations for members selected as samples, if possible.
3. Regional or Provincial Offices may organize a forum to invite sample establishments and at the same time distribute the questionnaire.
4. Meet with the Administrator of special areas such as economic zones for quick distribution of questionnaires.
5. Ensure that acknowledgement receipt is completely filled out and signed by the receiving personnel of the sample establishment with the name, designation, telephone number, and receipt date. Inform respondent of the dates when the accomplished questionnaires shall be collected and inquire from whom it shall be collected.
6. E-mail the soft copy of the questionnaire to the sample establishments aside from personal distribution to serve as reminder and facilitate response.

### **6.3 Collection of Questionnaires**

Collection of questionnaires shall be done starting the 10<sup>th</sup> to 20<sup>th</sup> calendar day after each reference month for both MISSI and PPS.

1. For prompt submission of data, the Provincial Offices are encourage to submit thru e-mail.
2. To achieve a high response rate, exhaust all possible means to collect all accomplished questionnaires on or before the deadline.
3. Review the accomplished questionnaire for completeness and consistency of entries to avoid revisits or callbacks. Make corrections on the spot or secure the needed information from the respondent before leaving the establishment. Never leave the establishment until all items have been verified.

### **6.4 Treatment of Special Cases**

Specific instructions in handling special cases are discussed below.

#### **1. Referrals**

Referral of information to be collected occurs when questionnaires are referred by a sample establishment to another unit for proper accomplishment.

Referrals in any establishment surveys are of two types: Identified and New. The questionnaire of a referral is to be distributed and collected in the address of their reporting unit. Identified referrals are the establishments listed in the “C/O FROM” and “C/O TO” portion of the Control List of Samples.

New referrals are establishments which are made known as referrals during field operations. Included also are partially accomplished questionnaires for which the items with missing data are to be collected from another unit.

New Referrals

- a. At the start of survey operation, ascertain cases of referrals within five calendar days after distribution.
- b. Ask for a certification duly signed by the responding establishment to include information on the name and address, including telephone number and e-mail address of the new contact person by using a Certification Form (Appendix 9). Attach the certification to the questionnaire for transmittal to Central Office.
- c. Like any survey or census of establishment, new referrals to any province within the region shall be transmitted directly to the RD who in turn shall transmit the questionnaires to the concerned province copy furnished ISD.
- d. Unlike any survey or census of establishment, new referrals outside the region of the MISSI and PPS, the questionnaires shall be transmitted directly to ISD seven calendar days after distribution. ISD shall then forward the questionnaires to the concerned province. The RD of the receiving province will be furnished a copy of the transmittal letter.
- e. For partially accomplished questionnaires, the partially filled-up form shall be transmitted by ISD to the new reporting unit. The receiving province will then be responsible on data encoding and validation of reports using the MISSI/PPS windows-based system.

2. Refusals

Refusal to respond to MISSI and PPS has become the decisive stand of some sample establishments due to respondent fatigue in providing data to the survey. These establishments will not yield even to a possible conviction and penalty due to non-compliance.

For refusal, the following instructions shall be applied.

- a. Require the sample establishment to provide a letter with explanations for their refusal and the letter must be signed by the Manager/President/CEO of the establishment.
- b. Meet with the industry association to request for monthly report if available and the association may request the sample establishment to cooperate.
- c. Census compliance project could be applied to non-responding sample establishments, if necessary.

## 6.5 Dissemination of Results

Submission of advance results for GDP estimation and other purposes shall be done on the 30<sup>th</sup> day after the reference month.

Web-posting of the Press Release of MISSI shall be done every 40<sup>th</sup> day after the reference month. While for the PPS, web-posting is done on the 35<sup>th</sup> day after the reference month. The schedule of submission of data for GDP estimation and Press Release web-posting is on Table 6.1 and Table 6.2 for MISSI and PPS, respectively.

**Table 6.1 Advance Release Calendar for MISSI**

<b>Reference month</b>	<b>Submission for GDP Estimation and other Purposes (30 days after the reference month)</b>	<b>Web-posting of Press Release (40 days after the reference month)</b>
November	December 28, 2013	January 10, 2014
December	January 31, 2014	February 11, 2014
January	February 28, 2014	March 11, 2014
February	March 31, 2014	April 10, 2014
March	April 30, 2014	May 9, 2014
April	May 30, 2014	June 10, 2014
May	June 30, 2014	July 10, 2014
June	July 31, 2014	August 12, 2014
July	August 30, 2014	September 10, 2014
August	September 30, 2014	October 10, 2014
September	October 31, 2014	November 11, 2014
October	November 28, 2014	December 10, 2014

**Table 6.2 Advance Release Calendar for PPI**

<b>Reference month</b>	<b>Submission for GDP Estimation and other Purposes (30 days after the reference month)</b>	<b>Web-posting of Press Release (35 days after the reference month)</b>
November	December 28, 2013	January 7, 2014
December	January 31, 2014	February 5, 2014
January	February 28, 2014	March 5, 2014
February	March 31, 2014	April 4, 2014
March	April 30, 2014	May 6, 2014
April	May 30, 2014	June 5, 2014
May	June 30, 2014	July 4, 2014
June	July 31, 2014	August 5, 2014
July	August 30, 2014	September 5, 2014
August	September 30, 2014	October 7, 2014
September	October 31, 2014	November 5, 2014
October	November 28, 2014	December 5, 2014

## **6.6 Publication for MISSI and PPS**

Final data of both the MISSI and PPS shall be compiled in an annual publication. It contains final comparative data for the current survey year and the previous year.

Publication for MISSI and PPS is released nine months after the reference year.

## **Chapter 7**

### **EDITING INSTRUCTIONS**

**Editing** is a quality control tool used to check for completeness, consistency and reasonableness of data. The operational status of the establishment is known during the editing stage.

Included in this chapter are general and specific instructions for editing both MISSI and PPS questionnaires and consistency checks between data items.

The imputation procedure to estimate missing data is also discussed. However, imputation of unit and data non-response shall be the responsibility of ISD.

<b>7.1 General Editing Instructions</b>
-----------------------------------------

1. Check that all required data for the reference month of the survey have entries.
2. Ensure that only the Philippine-based activities, including exports of the establishment are included.
3. Check the entry in major product/s produced by the sample establishment located at the front page of the questionnaire to ensure that the establishment is engaged in manufacturing. If the establishment is not engaged in manufacturing, inform the Central Office about the “new” economic activity.
4. Use pencil in field editing while blue/black pen in manual editing and accomplishing the names and other information of Contact Person and Provincial Office Staff found at the bottom of the front page of the questionnaire.
5. Line out entries written in words and enter the corresponding numeric figures.
6. Do not erase illegible entries supplied by the respondent, if there are changes or corrections, line out the original entry and write the correction on the space nearest it.
7. Line out centavo figures and do not round off. Totals should sum up to details.
8. Take note of any remarks supplied by the respondent in the questionnaire as this may provide information on the operational status of the sample establishment. Update establishment’s characteristics, if any, in the List of Establishments. (*For ISD staff only*).



9. Like in any establishment survey, the following are the Current Status (CS) of an establishment and the corresponding code:

- 1 – In operation
- 2 – Closed
- 3 – Cannot be located (CBL)
- 4 – Out of Scope (OS)
- 5 – Duplicate of another establishment/s listed in the LE
- 6 – Temporary closed
- 7 – Transferred to new address

For each reference month of the 2014 MISSI, indicate the current status code below the CU portion of the questionnaire.

10. All verifications made with the establishment should be indicated in the remarks portion of the questionnaire for PPS while for MISSI, any space available in the questionnaire can be used.

## **7.2 Specific Editing Instructions**

### **7.2.1 Specific Instructions for MISSI**

#### **ITEM A – TOTAL EMPLOYMENT**

- 1. Do not accept zero entry in Item A.2 (Paid Employees) if Legal Organization (LO) is 3 (Government Corporation) or 4 (Stock Corporation) or 5 (Non-Stock, Non-Profit Corporation).
- 2. Ensure that entry in Item A (Total Employment) is equal to the sum of Items A.1 (Unpaid Workers) and A.2 (Paid Employees).
- 3. Ensure that entry in Item A.2 (Paid Employees) is equal to the sum of entries in Items A.2.a (Managers and Executives), A.2.b (Production Workers) and A.2.c (Other Employees).
- 4. Entry in Item A.2.a (Managers and Executives) should be less than the entry in Item A.2.b (Production workers).

**ITEM B – TOTAL COMPENSATION**

1. Item B.1 (Total Salaries and Wages) should have non-zero entry, if Item A.2 (Paid Employees) has a non-zero entry.
2. Item B.2 (Total Employer's Contribution to SSS/GSIS, ECC, PhilHealth etc) should have a non-zero entry, if Item B.1 (Total Salaries and Wages) has a non-zero entry. A non-zero entry in Item B.2 should be less than the entry in Item B.1.
3. Compute the monthly salaries and wages of paid employees by type and check for reasonableness of entries using the formula below:

Monthly Salaries and Wages = Salaries and Wages / Paid Employees by type

As an information from Regional Tripartite Wages and Productivity Board-National Capital Region Wage Order No. NCR-18, salary for the non-agriculture employees has a new minimum wage rate of Php 466.00 per day effective January 2014. This information may be used as basis in validating the survey results.

4. Monthly salaries and wages of Managers and Executives should be greater than monthly salaries and wages of Production Workers and Other Employees.
5. Entry in Item B (Total compensation) is equal to the sum of entries in Item B.1 (Total salaries and wages) and Item B.2 (Total Employer's Contribution to SSS/GSIS, ECC, PhilHealth etc).

**ITEM C – TOTAL PRODUCTION**

1. There should be a non-zero entry in this item if the establishment is engaged in Manufacturing (Sector C) and Item IB.2 (Production workers) has a non-zero entry.
2. Ensure that a non-zero entry in this item refers only to value in thousand pesos and **not** to quantity or weight. If the reported value is not in thousand pesos, round off the amount to the nearest thousand.
3. If the reported entry in this item is in foreign currency, convert it to Philippine pesos (PHP). Ensure that the reported production value is in thousand pesos and **not** actual value.

If the report of the establishment is in foreign currency, request the CO-ISD to provide the current Exchange Rate for the month using the latest FTS Exchange Rate or email ISD at [Mfg.Staff@census.gov.ph](mailto:Mfg.Staff@census.gov.ph).

4. Compare the production value of the previous month against the current month. If there's any abrupt increase or decrease, this should have a corresponding remark. If the establishment is a new sample, start the comparison only in the following month. An abrupt increase may be recorded at 50% or more and abrupt decrease at 50% or more.

There is observed seasonality in the production of the following industries:

- a) Sugar
- b) Tobacco
- c) Coconut Products

For these sectors with seasonality, imputation using the previous month data is not appropriate because the peak and lean months should be considered in these industries. The whole year report is necessary to establish the figures for non-operational months.

#### ITEM D – TOTAL NET SALES/REVENUE

1. There should be a non-zero entry in this item if the establishment is engaged in Manufacturing (Section C) and the establishment is in operation.
2. Ensure that the reported values is in Philippine peso (PHP). If the reported entry in this item is in foreign currency, convert it to Philippine pesos (PHP). Ensure that the reported total net sales/revenue value is in thousand pesos and **not** actual value.

If the report of the establishment is in foreign currency inform the Central Office, ISD or email at [Mfg.Staff@mail.census.gov.ph](mailto:Mfg.Staff@mail.census.gov.ph) to provide the current Exchange Rate for the month using the latest FTS Exchange Rate.

3. There should be a non-zero entry in Item C (Total Production) if there is an entry in Item D (Total Net Sales/Revenue) and vice versa, otherwise verify from the establishment. Indicate the findings on the space provided for that particular data item of the questionnaire.
4. Compare total net sales/revenue of the previous month against the current month. If there's any abrupt increase or decrease, this should have a corresponding remark. An abrupt increase may be recorded at 50% or more and abrupt decrease at 50% or more. If the establishment is a new sample, start the comparison only in the following month.

#### ITEM E – INVENTORY OF FINISHED PRODUCTS (FP)

1. Zero is acceptable.
2. Ensure that a non-zero entry in this item refers only to value in thousand pesos.

#### ITEM F – INVENTORY OF WORK-IN-PROGRESS (WIP)

1. Zero is acceptable.
2. Ensure that a non-zero entry in this item refers only to value in thousand pesos.

#### ITEM G – INVENTORY OF RAW MATERIALS (RM)

1. There should be a non-zero entry if the establishment is in operation, otherwise verify from the establishment and indicate in the space provided for that particular data item is a result of verification.
2. Ensure that a non-zero entry in this item refers only to value in thousand pesos.

#### ITEM H – CAPACITY UTILIZATION (CU)

1. There should be one check mark on the appropriate box during the reference month if the establishment is in operation, otherwise verify from the establishment and indicate the findings on the space provided for that particular data item of the questionnaire.

#### **Consistency Checks**

Be guided by the following consistency checks. Any deviation would indicate inconsistent entry or entries in the questionnaire and should be verified from the establishment. Otherwise, indicate in the questionnaire the reason for deviations.

1. Total net sales/revenue + inventory of finished products and work-in-progress of current month > inventory of finished products and work-in-progress of previous month.
2. Total production value should be approximately equal to total net sales/revenue + change in inventory (current-previous month) of finished products and work-in-progress.
3. If Total net sales/revenue is > 0, then total production + Inventories in finished products and work-in progress > 0.

### 7.2.2 Specific Instructions for PPS

1. Ensure that reported price for a particular month must be duly signed by the contact person.
2. See to it that the price of the commodity corresponds to the specification and unit of measure indicated in the questionnaire. Otherwise, verify from the establishment and this may be treated as new product of the same establishment.
3. Ensure that the change in producer price of commodities does not exceed 25 percent from the previous month's price. Otherwise, verify from the establishment and write in the remarks portion the reason for the abrupt change.
4. Ensure that the producer price reported by the establishment is in Philippine peso (PHP). If the price is in foreign currency, inform the Central Office, ISD or email at [Mfg.Staff@census.gov.ph](mailto:Mfg.Staff@census.gov.ph) to provide the current Exchange Rate for the month using the latest FTS Exchange Rate.

### 7.3 Imputation Procedure

Imputation of unit and item non-response shall be undertaken by ISD. Missing data on prices, production and net sales of non-responding establishments are to be estimated manually and electronically using the **short-term value relative** of the responding samples in an industry.

## Chapter 8

### MISSI AND PPS MACHINE PROCESSING

This chapter explains the system requirements, installation programs, system set-up, user interfaces and functions of each module of the Windows-based Computer System on machine processing.

#### 8.1 Objectives

MISSI/PPS system is primarily designed with the following objectives:

- To facilitate document handling.
- Improvement of data capture through a well-designed data entry screens
- To fast track data editing, validation and imputation process
- To provide an up-to-date reports to monitor the status of the processing of survey results
- Maintain an adequate facility for sharing resources yet ensuring a high level of security, and
- To provide a linkage with QSPBI in the provision of data

#### 8.2 System Requirements

8.2.1 For field offices, one computer can cater both as server and workstation called as stand-alone computer.

The following is the server/workstation hardware minimum requirements.

**Table 8.1 Server/Workstation Hardware Minimum Requirements**

Functionality	Specification	Number	Remarks
Database Server	2.4GHz 2GB RAM 500GB HD	1	
Workstation			Existing PC

The following is the server/workstation software requirements.

**Table 8.2 Server/Workstation Software Requirements for a stand-alone**

Machine	Software Requirement	Software name	Version	Number	Remarks
Server	OS	Linux(Red Hat Enterprise)	5.1	1	Open Source
	Database	MySQL	5.1.26	1	-do-
	Application	phpMyAdmin	5.2.6	1	-do-
	Web	Apache	2.x	1	-do-
	Anti-Virus	Kaspersky	6.x	1	Licensed
Workstation	OS	Windows	XP/ 7		Existing PCs
	Application	CSPPro	4	1	Open Source
	Application	Microsoft Excel or	Excel 97 or above	1	Licensed or
		Open Office			Open Source

### 8.3 System Features

- 8.3.1 *Electronic Logbook* - The system has the receipt and control module to monitor the collection of questionnaire.
- 8.3.2 *Data File Maintenance* - The system has a well-designed data entry screens that is identical to the MISSI source documents. Validations of entry/ies, e.g. data type checks, were incorporated during data encoding to lessen the data entry errors.
- 8.3.3 *Data Validation* - To ensure data accuracy, the system is capable of generating a reject listing that contain all the establishment's information that fails the range checks within a variable and consistency checks between variables.
- 8.3.4 *Report Generation* – The system can generate status reports and control list to monitor the progress of the data processing for all the sample establishments. Also, posting sheets can be generated.

8.3.5 *Statistical Tables* - The system can generate statistical tables based on predefined table specifications.

8.3.6 *System File Maintenance* - The system has a facility to maintain all the reference files that it uses (e.g. User reference file, Sample establishment reference file, Weights, etc).

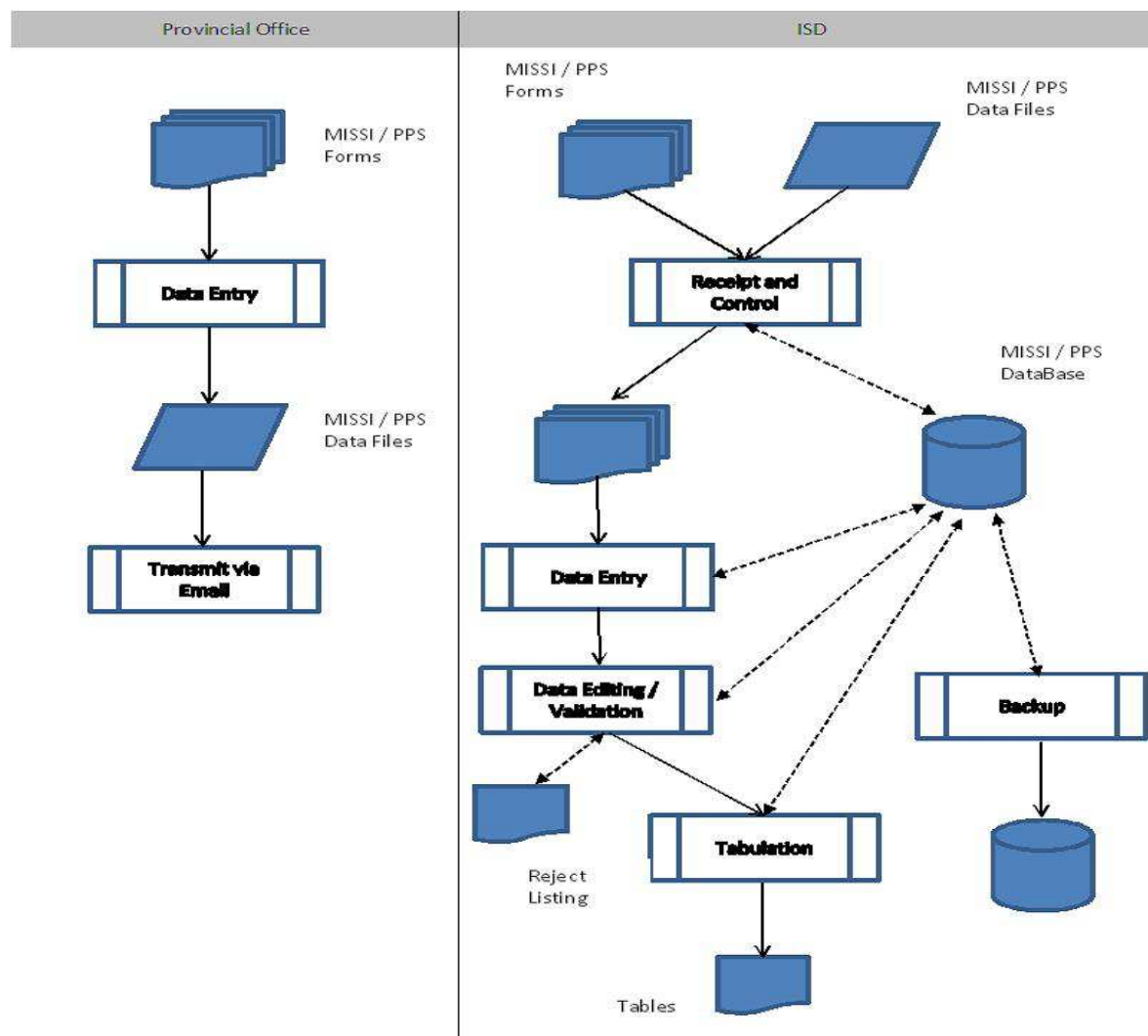
8.3.7 *Utilities – has the following modules*

- Register New User and/or Update User's Account
- Printing/Editing of Establishment's address
- Finalize/Initialize MISSI and PPS database
- Backup files



## 8.4 System Flow Chart

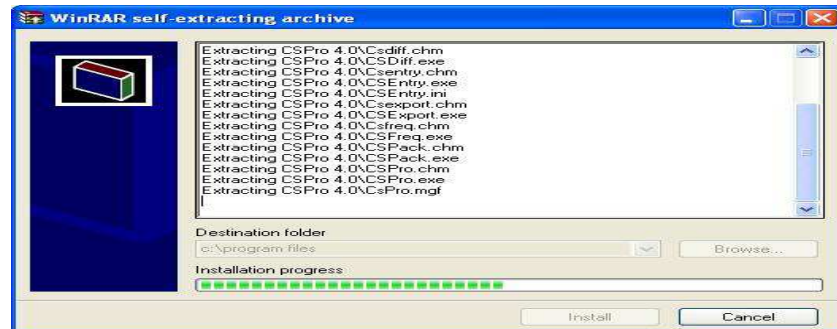
Figure 2 System Flowchart



## 8.5 System Installation

### 8.5.1 In installing the system:

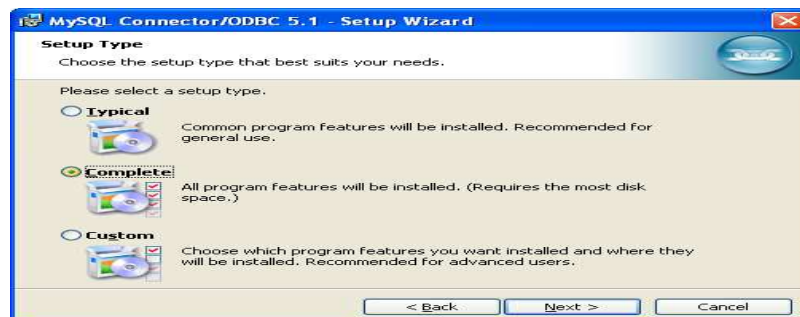
- Double-click MISSI Installer folder.
- Double click workstation folder.
- Double click 1 CPro 4.0.exe and wait until the installation completed.



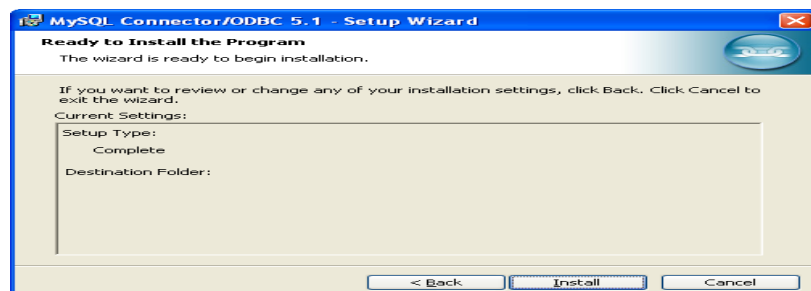
- **Note: For Central Office Only.** Double click **2 mysql-connector-odbc.5.1.6 (CO)** then Click *Next*. If figure below is the display, Cancel the installation and skip this procedure 2 mysql-connector-odbc.5.1.6. This computer has mysql-connector installed.



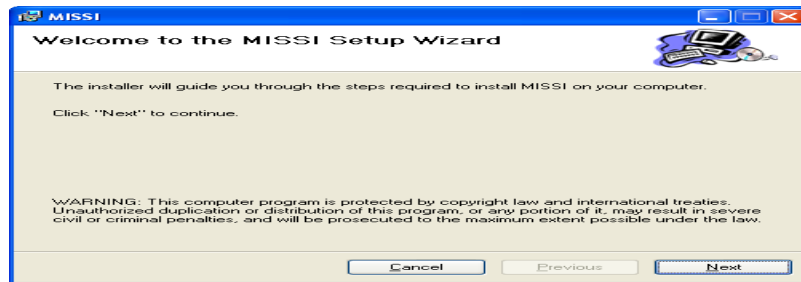
- For Setup Type select **Complete** then Click *Next*.



- Click *Install* to proceed with the installation.



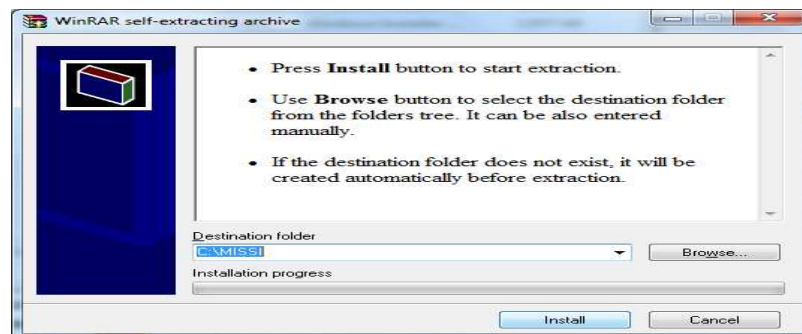
- Double click **3 MISSI** then Click *Next*.



- Use the default folder path (C:\MISSI\)
- Click *Next* and wait until the installation has been completed.

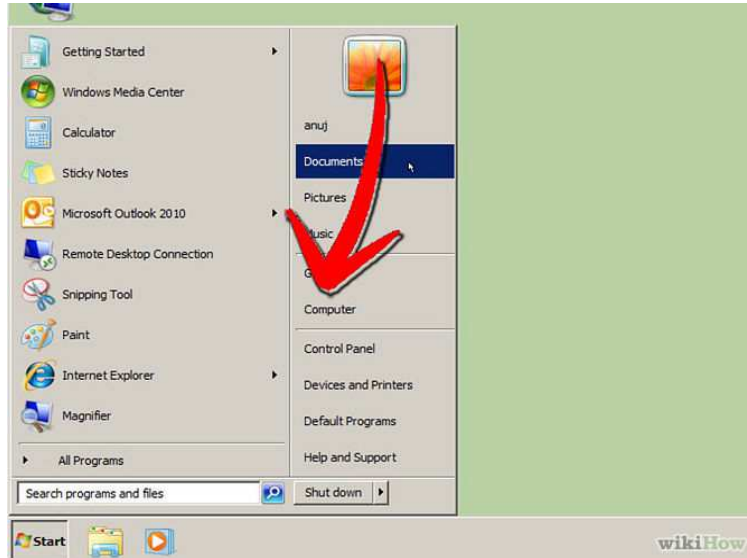


- Double click on **4 SQLite.exe**. Use the default folder path (C:\MISSI).
- Click Install and wait until the installation has been completed.

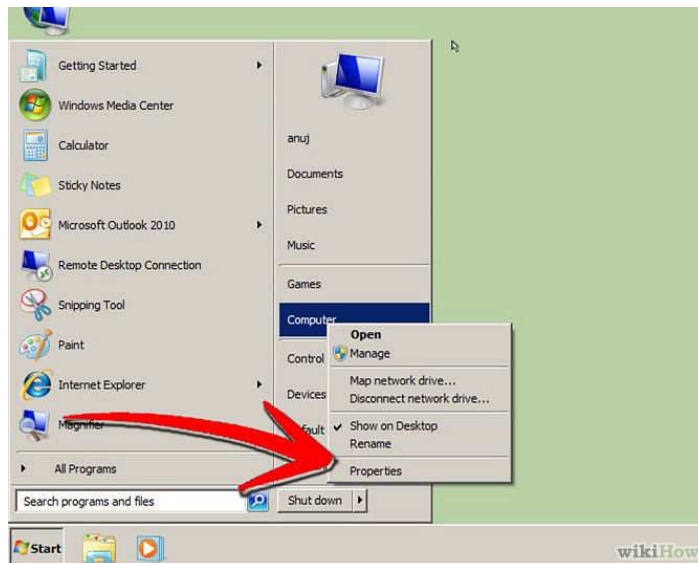


### 8.5.2 How to check if Windows OS is 32-bit or 64-bit.

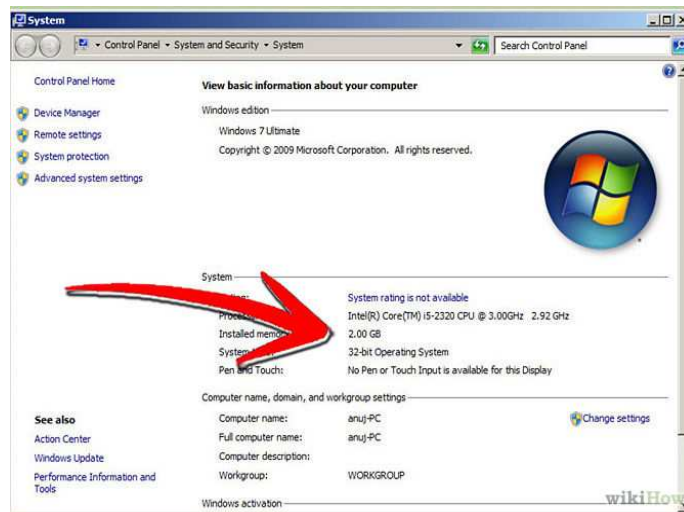
#### **For Windows 7**



- Open the *Start menu*. Right-click on the *Computer*.

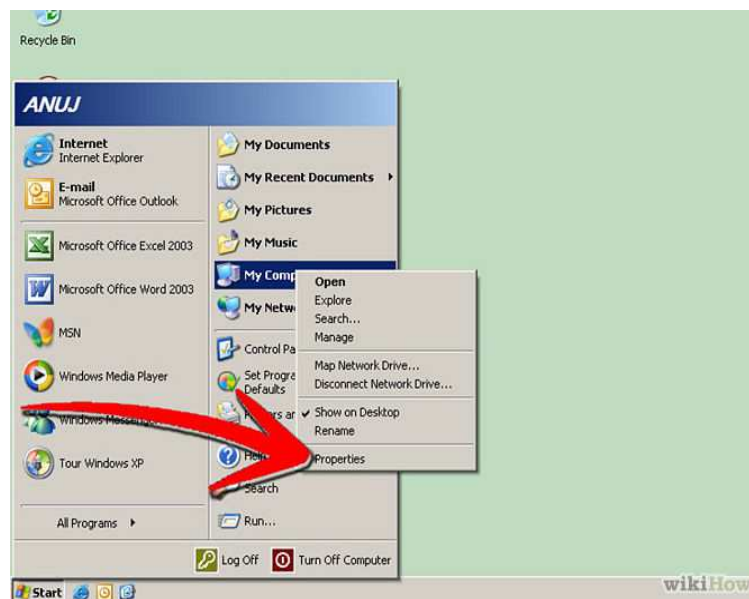


- Select *Properties*. This will open your System information. Underneath the System header, you will see either 32-bit or 64-bit listed to System type.



- This is a 32-bit Operating System

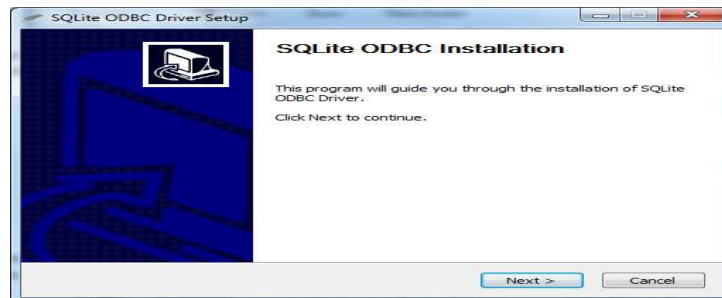
### For Windows XP



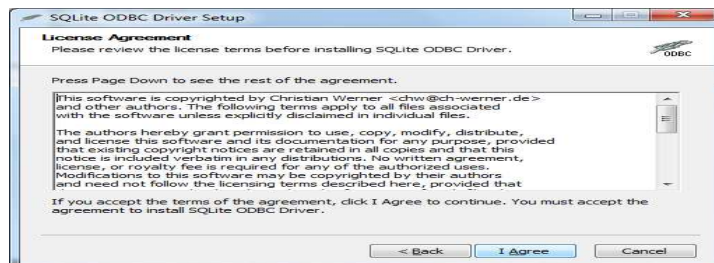
- Open the *Start menu*. Right-click *My Computer* and click on the properties. Open the *General tab*.
- Check the listing under System. 64-bit Windows will say, “Windows XP Professional/Home x64 Edition”. If it just says, “Windows XP Professional/Home”, then you are running 32bit Windows.



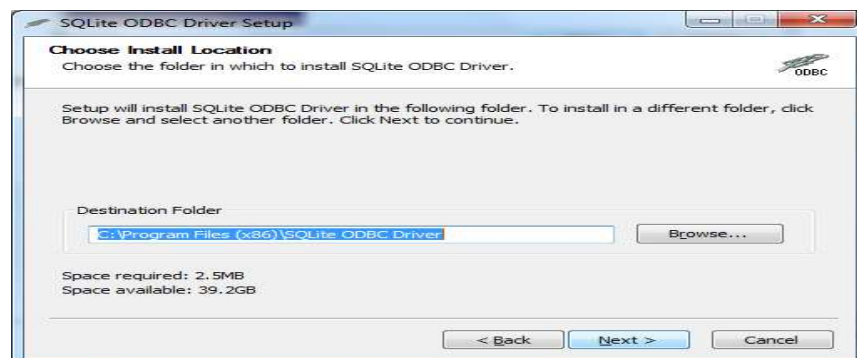
- **Note: For 32-Bit Operating System:** Double click on **5a SQLiteODBC** for installation.



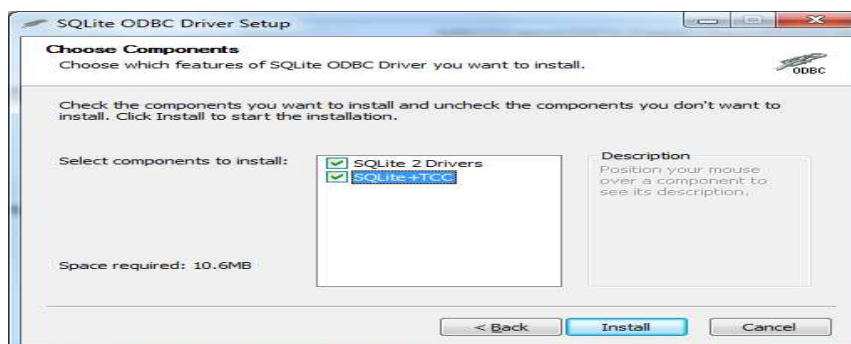
- Click Next to proceed with the installation
- Click I Agree.



- Do not change the default Destination Folder. Click Next.



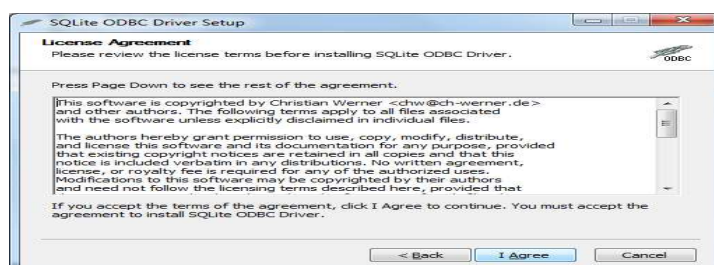
- Check the boxes on the Select components to install. Click Install and wait for the installation to be completed.



- **Note: For 64-Bit Operating System:**
- Install **5a SQLiteODBC.**
- Double click on **5b SQLiteODBC-WIN64** for installation.

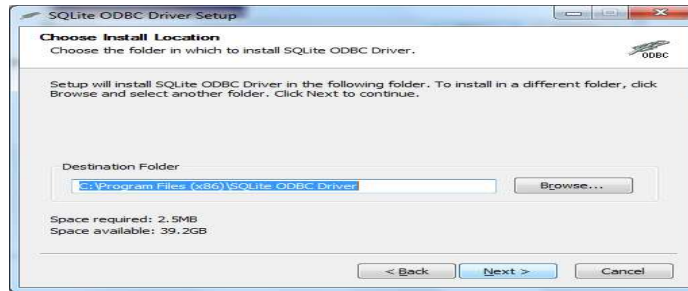


- Click Next to proceed with the installation.
- Click I Agree button.



- Do not change the default Destination Folder. Click Next.





- Check the box on the Select components to install. Click Install and wait for the installation to be completed.

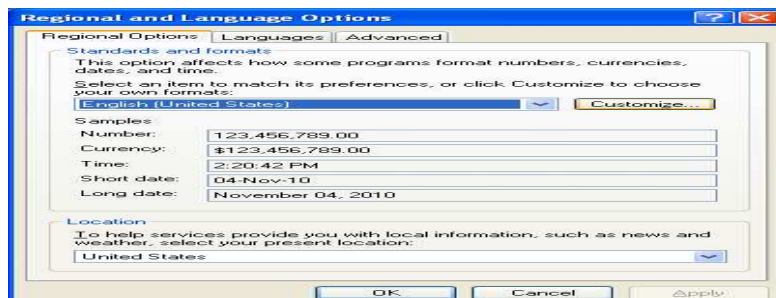


8.5.3 Check the workstation's date setting before starting the system. MISSI and PPS follow the date format: dd-mmm-yy.

- In the Control Panel, select the Regional Setting.

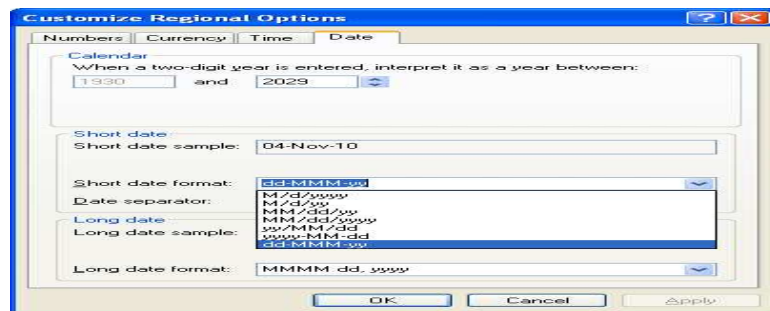


- Click the Customize button.





- Click *Date* tab and change the *Short date format* to dd-mmm-yy then click *OK*.

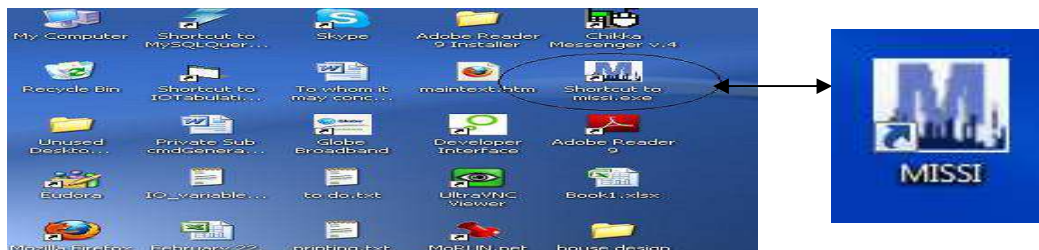


- For Central Office, if an update of system is needed, Missi\_updater is available and can be found at the START program menu. If not found, inform the system administrator.

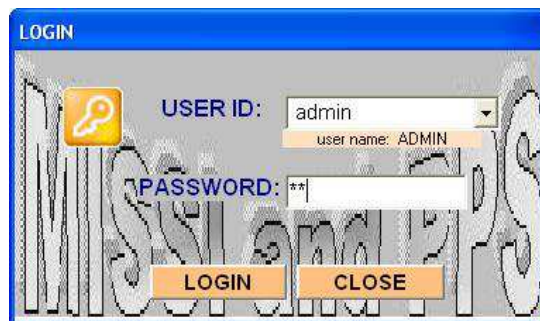
## 8.6 MISSI/PPS System Module

**8.6.1 Log-in** –To implement the security and access level, system requires user's login.

- To Log-in, double click on the MISSI short-cut application icon.



- The login window will ask to key-in your USER ID and PASSWORD. If your user name and password are unknown contact the system administrator. Three (3) consecutive incorrect passwords will terminate the system.

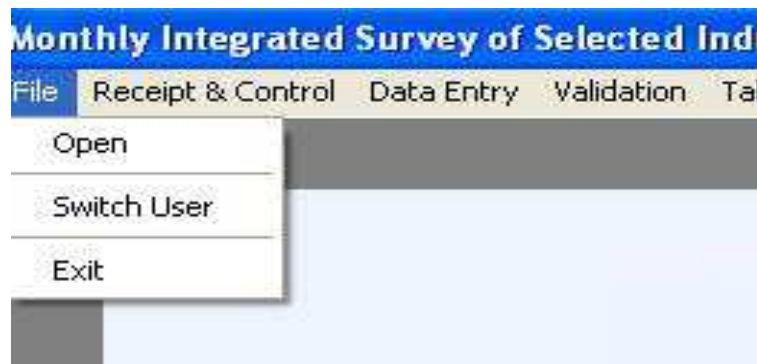


After a successful log-in, the main screen below will show up

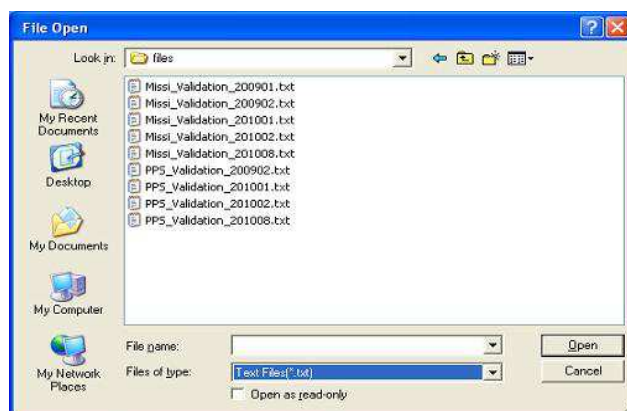


*Note: Be sure to add users on your first start-up of the system. This can be found in the Tools, Register menu of the system*

**8.6.2 File Module** - Open a file, Switch User and Exit from system consist of this module.

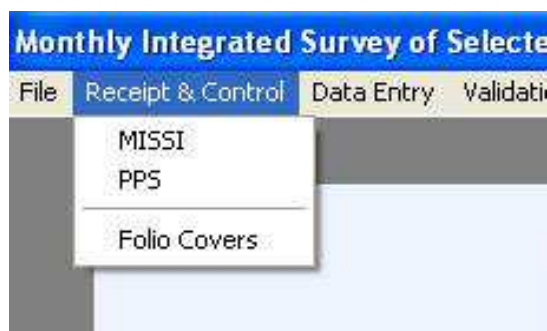


- **Open** – This module opens an existing MS Excel file, a comma delimited file (CSV), or a text file (txt).
  - Click on the “File menu”, and then “Open”.
  - Select the file. Click on “Files of type:” dropdown box then select the type of file, then click “Open”.



- **Switch User** – is used to change the current user. Do not exit from the system.
- **Exit** – This module terminates the system.

**8.6.3 Receipt and Control module** – This module is used to record/control the questionnaires received. Folio number is system generated in this module.



- **MISSI module-** Questionnaires should be received using this module to get its Folio Number.
  - Select MISSI.
  - Click the “Year” and “Month” using the dropdown arrow keys
  - Enter the ECN and Business Name (BN) of the establishment being received either through keyed-in or using the dropdown arrow keys. Other Details will also be displayed.
  - When “Receive” button is clicked, details will then be enabled.

- Select the *Date Received*, *Mode of Submission* and the *collector's name*.
- Folio Number and the user name will automatically created.
- If any, *Remarks* can be specified in this module.
- Click “Save” when done, otherwise “Cancel” to go back to the previous screen.

Folio Number format:  
for MISSI- yyyyymmMxxx-userid  
For PPS -yyyyymmPxxx-userid  
where:  
yyyy=year e.g 2010  
mm=month e.g 07  
xxx=series of number e.g 002  
userid- e.g admin

- Saved entries can still be edited using “Edit”.

A folio cover will be generated upon exit from the Receipt and Control menu.

MISSI Folio Cover

Reference Period : July 2010  
 Folio Number : 2010071002-admin  
 Receipt and Control Clerk: Admin  
 ECN : 08070016369903      Business Name : Universal Weavers Corporation  
 Total : 1

DATA ENCODER		DATA COLLECTOR	
Date received	signature over printed name	Date submitted	signature over printed name
		02-Nov-10	ACE
Date returned	signature over printed name	Date received	signature over printed name
			ACE

- **PPS module** – same process/function with “MISSI module”
- **Folio Covers module** - used to open the generated folio cover. Folio cover also serves as transmittal form when the questionnaires are to be transmitted to the branch.

FolioCovers

☒ MISSI    ☐ PPS

Year: 2010    Month: January

Folio Number: 201001M001-10910353

View

- Select MISSI or PPS.
- Select Year, Month and Folio Number then click the View button.

**8.6.4 Data Entry Module** – It contains the pertinent data for both MISSI and PPS. Data of all responding establishments received and entered in the receipt and control menu must be encoded in this module. No report or blank questionnaire should also be encoded with necessary remarks by clicking the “Save” button.

Monthly Integrated Survey of Selected Industries (MISSI)

File   Receipt & Control   Data Entry   Validation   Tabulation   View   Tools   Report   Help

MISSI  
PPS

- **MISSI Data Entry** – To update the general information part of the questionnaire, click the “Establishment General Information” tab. Encoding of the main data of the questionnaire, is by clicking the “Add/Edit” tab for the correctness and its consistencies.
- Select the reference month, year and Folio Number. Click OK.



**MISSI**

**SELECT**

Reference MONTH:

April 2008

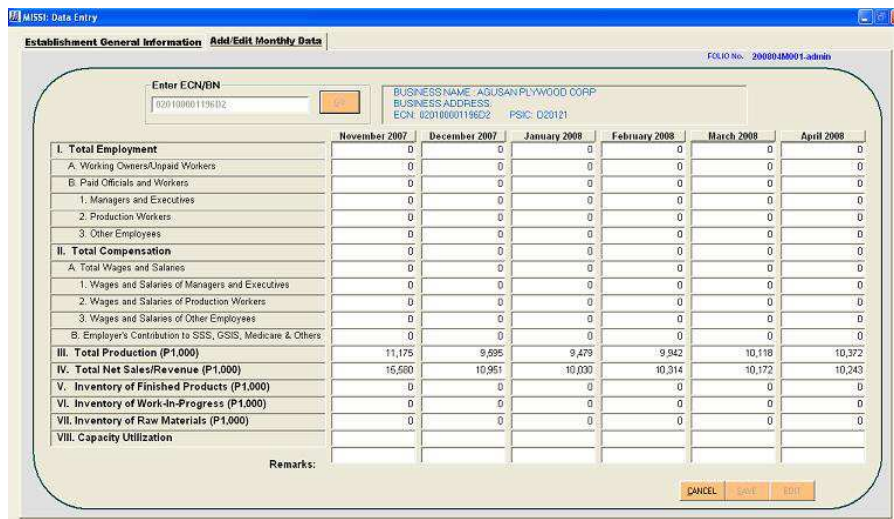
MONTH YEAR

Folio Number:

200804M001-admin

OK

- For *Establishment's General Information* (EGI) tab, you can use ECN or BN in selecting establishment then click GO button to display the information.
- For *Add/Edit* tab, type ECN or BN or use the dropdown arrow keys to select the establishment folio number.



MISSI: Data Entry

Establishment General Information Add/Edit Monthly Data

Folio No. 200804M001-admin

Enter ECN/BN

02010000119602

BUSINESS NAME: AGUSAN PLYWOOD CORP  
BUSINESS ADDRESS: ECN: 02010000119602 PSIC: 020121

	November 2007	December 2007	January 2008	February 2008	March 2008	April 2008
I. Total Employment	0	0	0	0	0	0
A. Working Owners/Unpaid Workers	0	0	0	0	0	0
B. Paid Officials and Workers	0	0	0	0	0	0
1. Managers and Executives	0	0	0	0	0	0
2. Production Workers	0	0	0	0	0	0
3. Other Employees	0	0	0	0	0	0
II. Total Compensation	0	0	0	0	0	0
A. Total Wages and Salaries	0	0	0	0	0	0
1. Wages and Salaries of Managers and Executives	0	0	0	0	0	0
2. Wages and Salaries of Production Workers	0	0	0	0	0	0
3. Wages and Salaries of Other Employees	0	0	0	0	0	0
B. Employer's Contribution to SSS, GSIS, Medicare & Others	0	0	0	0	0	0
III. Total Production (P1,000)	11,175	9,695	9,479	9,942	10,118	10,372
IV. Total Net Sales/Revenue (P1,000)	15,560	10,951	10,000	10,314	10,172	10,243
V. Inventory of Finished Products (P1,000)	0	0	0	0	0	0
VI. Inventory of Work-In-Progress (P1,000)	0	0	0	0	0	0
VII. Inventory of Raw Materials (P1,000)	0	0	0	0	0	0
VIII. Capacity Utilization						

Remarks:

CANCEL SAVE EDIT

- “Go” button will display the records of the current month and it's past five (5) months responses, establishment's information is also displayed. Previous responses or the past 5 months report can also be edited at the same time during encoding of the current month data.
- Click Save when done, Cancel for next establishment.
- If the user is non supervisor, *Edit* button requires an administrator password.



- **PPS Data Entry Module** –Has two tabs menu, EGI and Add/Edit.
- Click PPS and the screen below will show.

- Select the reference month, year and Folio Number. Click OK button to display the data entry screen.
- EGI has the same procedure as with the MISSI
- For *Add/Edit* tab. Select an ECN or BN then click Go button.

- Click the dropdown arrow key to show the next product. While the left or right arrow keys shall be click to show the current price report and the past six months responses can also be displayed.
- Encode the Price and type Remarks, if any, on the textbox provided.
- To add new a product, click the *Add button*.

- To remove the currently displayed product, click the *Delete button*. A dialog box for confirmation will be displayed.

- To edit the currently displayed product, click *Update* button. Then click *Save* if any correction on the information has been made.

- Otherwise, click *Cancel* button to close the current establishment and search for the next product.

**8.6.5 Validation Module** – This module generates reject listing of records that fails the structural and consistency edit specifications. The listing contains the Error Message, Information Required and other details about the establishment. This module can also run interactively with data entry module.

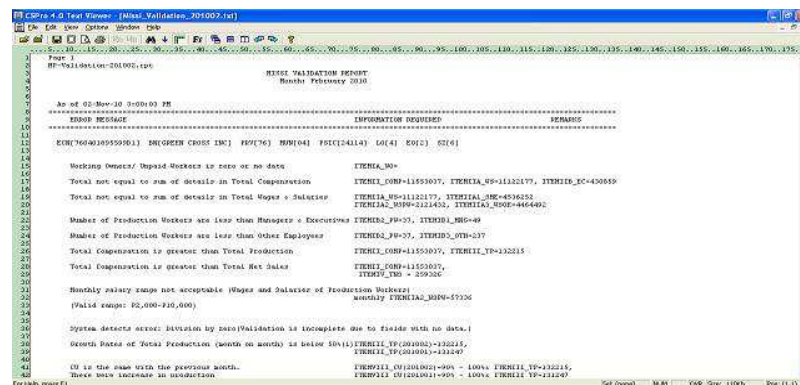
- Click on the Validation module. The screen below will be displayed.



- Select MISSI or PPS; select a Sector using the dropdown arrow key, *Reference Month* and *Year* before clicking the *Validate* button.
- Otherwise, click *Clear* button if you want to clear all fields.
- Summary of errors will be display and before the listing of errors. Below is the sample screen.



- Double click on the establishment's BN/ECN or type on the ECN search box below to directly edit the data from the data entry menu of the specified establishment.
- Click the "*Printable Error List*" to view the text file containing the list of errors of all establishments listed in the summary of errors.

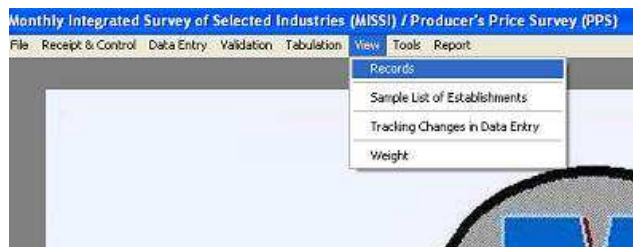


**8.6.6 Tabulation Module-** This module generates eight (8) statistical tables based on the pre-defined table specifications.

- Click Tabulation menu.
- A dialog box will ask you to select the tables to be generated in an Open Office or MS Excel format. Click "Yes" for Open Office and "Cancel" for MS Excel.
- A form below will be shown.

- Select for the Year, Month and Table (Tables 1 to 8).
- Click “GO” button to generate results.

**8.6.7 View Module** – consists of Records, Sample List of Establishments, Tracking of Changes in Data Entry and Weight modules.



- **Records module** – displays all encoded data records
- Click MISSI or PPS, dropdown and select a Sector, Reference Year and ECN.
- Click Go button to view the establishment record.
- Double click the establishment to display the record details at the right side window.

ECN	SECTOR	REFERENCE YEAR	ECN
01100001	MEAT AND POULTRY	2000	01100001
01100002	MEAT AND POULTRY	2000	01100002
01100003	MEAT AND POULTRY	2000	01100003
01100004	MEAT AND POULTRY	2000	01100004
01100005	MEAT AND POULTRY	2000	01100005
01100006	MEAT AND POULTRY	2000	01100006
01100007	MEAT AND POULTRY	2000	01100007
01100008	MEAT AND POULTRY	2000	01100008
01100009	MEAT AND POULTRY	2000	01100009
01100010	MEAT AND POULTRY	2000	01100010
01100011	MEAT AND POULTRY	2000	01100011
01100012	MEAT AND POULTRY	2000	01100012
01100013	MEAT AND POULTRY	2000	01100013
01100014	MEAT AND POULTRY	2000	01100014
01100015	MEAT AND POULTRY	2000	01100015
01100016	MEAT AND POULTRY	2000	01100016
01100017	MEAT AND POULTRY	2000	01100017
01100018	MEAT AND POULTRY	2000	01100018
01100019	MEAT AND POULTRY	2000	01100019

- **Sample List of Establishments** – Either be MISSI or PPS, this module will display the sample establishments of a chosen year.
  - Show** – shows the list of sample establishments of a chosen year.
  - Copy** – copies the list sample of establishments to another year.

ECN	SECTOR	REFERENCE YEAR	ECN
01100001	MEAT AND POULTRY	2000	01100001
01100002	MEAT AND POULTRY	2000	01100002
01100003	MEAT AND POULTRY	2000	01100003
01100004	MEAT AND POULTRY	2000	01100004
01100005	MEAT AND POULTRY	2000	01100005
01100006	MEAT AND POULTRY	2000	01100006
01100007	MEAT AND POULTRY	2000	01100007
01100008	MEAT AND POULTRY	2000	01100008
01100009	MEAT AND POULTRY	2000	01100009
01100010	MEAT AND POULTRY	2000	01100010
01100011	MEAT AND POULTRY	2000	01100011
01100012	MEAT AND POULTRY	2000	01100012
01100013	MEAT AND POULTRY	2000	01100013
01100014	MEAT AND POULTRY	2000	01100014
01100015	MEAT AND POULTRY	2000	01100015
01100016	MEAT AND POULTRY	2000	01100016
01100017	MEAT AND POULTRY	2000	01100017
01100018	MEAT AND POULTRY	2000	01100018
01100019	MEAT AND POULTRY	2000	01100019




- Click “Generate” button to produce the desired table.
- Then a dialog box to confirm if the output will be in Open Office Calc or in MS Excel format.

For PPS Worksheets:

- Dropdown the arrow for the choices of Month and Year.
- The choice for the display format is needed whether the posting sheets will generate either “Old grouping” or “New grouping”. Check mark for the “Old grouping” otherwise leave unchecked.
- Click Generate. Then a dialog box will confirm if the output will be in Open Office Calc or in MS Excel format.

- **Status Report module** – monitors the progress of data processing (received, encoded, validated) by sector and by area for the specified year and month.
- Select MISSI or PPS and dropdown arrow for the choices of Year and Month.



The Status Report Module dialog box has a title bar with a close button. It contains two radio buttons: **MISSI** (selected) and **PPS**. Below them are two dropdown menus: **Year** (set to 2010) and **Month** (set to January). At the bottom is a **Generate** button.

- Click Generate button to generate the table that will display the count and status of sample establishments received, encoded and validated for a specific month and year.

MISSI STATUS REPORT FOR February 2007							
	Description	Address	mples	Cou	Received	Encoded	Validated
1	MANUFACTURING		516	515	515	515	
2	FOOD MANUFACTURING		112	112	112	112	
3	Processed Meat & Fish / Fruits and Vegetables & Vegetables Oils and Fats		31	31	31	31	
4	Processed Meat and Fish		24	24	24	24	
5	630300497 1. ALLIANCE TUNA INTERNATIONAL INC	TAMBLER	1	✓	✓	✓	
6	750200026 2. BAGUMBAY INDUSTRIAL CORP	14 DUHAT RD	1	✓	✓	✓	
7	630300705 3. CELEBES CANNING CORP	BANISIL TAMBLER GEN. SANTOS C	1	✓	✓	✓	
8	76070004C 4. CENTURY CANNING CORP	CENTERPOINT BLDG J VARGAS 5TH	1	✓	✓	✓	
9	750400252 5. FOOD SPHERE INC	A BONIFACIO ST	1	✓	✓	✓	
10	63030071C 6. GENERAL TUNA CORP	NGILAY RD GENSAN	1	✓	✓	✓	
11	223000094 7. H J R INTERNATIONAL CORP	S SUICO ST CANDUMAN MANDAU	1	✓	✓	✓	
12	760700107 8. JAKA FOODS PROCESSING CORP	PHIVEDEC INDL COMPLEX	1	✓	✓	✓	
13	750100495 9. KING SUE & HAM & SAUSAGE CO. INC	TANDANG SORA ST	1	✓	✓	✓	
14	75030010C 10. LORENZANA FOODS INC	MAGSAYSAY AVE TESCO COMP SA	1	✓	✓	✓	
15	210600047 11. MONTEREY MEAT PLANT	ADB AVE ORTIGAS JMT BLDG 17 FL	1	✓	✓	✓	
16	240201014 12. NENITA QUALITY FOODS CORP		1	✓	✓	✓	
17	73320023C 13. PERMEX PRODUCER & EXPORTER CORP	741 J NAKPIL ST VERMONT TOWER	1	✓	✓	✓	
18	740200347 14. PUREFOODS HORMEL CO. INC	JNT BLDG 21ST FLR ADB AVE	1	✓	✓	✓	

- **Control List module-** monitors the progress of data processing per establishment for the year selected. It checks the status of the establishment by date of receipt, encoded and validated.
- Select MISSI or PPS and select Year.

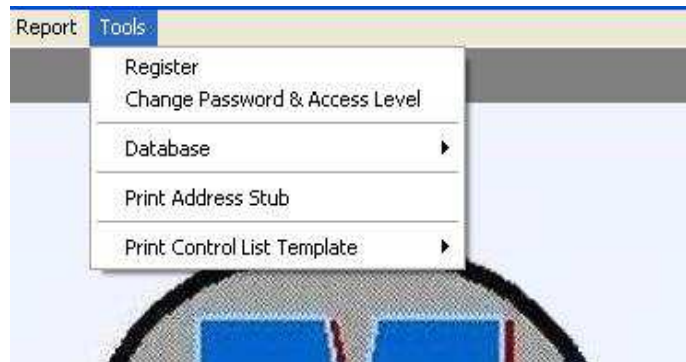


The Control Listing Module dialog box has a title bar with a close button. It contains two radio buttons: **MISSI** (selected) and **PPS**. Below them is a **Year** dropdown menu (set to 2010). At the bottom is a **Generate** button.

- Click "Generate" button to generate and display the control list report.
- Click Generate button to produce the table that will display the monthly account and status of sample establishments received, encoded and validated of the specified year.

Book2												
	A	B	C	D	E	F	G	H	I	J	K	L
1												
2		<b>MISSI Control List</b>										
3												
4	ECN	Business Name	PRV	MUN	January 2007			February 2007			March 2007	
5	020100001196D2	AGUSAN PLYWOOD CORP	02	01	Receive	Encode	Validate	Receive	Encode	Validate	Receive	Encode
6	0202000050196D7	CELEBES AGRICULTURAL CORP	02	02	✓	✓	✓	✓	✓	✓	✓	✓
7	020800003096D8	EMCO PLYWOOD CORP	02	08	✓	✓	✓	✓	✓	✓	✓	✓
8	020800005996D4	PHIL SOFTWOOD PRODS INC	02	08	✓	✓	✓	✓	✓	✓	✓	✓
9	0503000085399G0	SHELMED COTTAGE TREASURES	05	03	✓	✓	✓	✓	✓	✓	✓	✓
10	0506000047696D2	C.I.G.I. - ALBAY (LEGASPI CITY)	05	06	✓	✓	✓	✓	✓	✓	✓	✓
11	080700024096D7	DUNLOP SLAZENGER PHILS INC	08	07	✓	✓	✓	✓	✓	✓	✓	✓
12	080700027896D4	ESSILOR MFG PHILS INC.	08	07	✓	✓	✓	✓	✓	✓	✓	✓
13	080700058096D5	MITSUMI PHILS INC	08	07	✓	✓	✓	✓	✓	✓	✓	✓
14	080700065596D6	PASIG INDOS INC	08	07	✓	✓	✓	✓	✓	✓	✓	✓
15	080700163699D3	UNIVERSAL WEAVER CORP	08	07	✓	✓	✓	✓	✓	✓	✓	✓
16	1003000217804D7	STEEL CORP OF THE PHILS	10	03	✓	✓	✓	✓	✓	✓	✓	✓
17	760400353696D2	HONDA PHILS INC	10	04	✓	✓	✓	✓	✓	✓	✓	✓
18	100600106398D1	UNITED COCONUT CHEMICALS INC	10	06	✓	✓	✓	✓	✓	✓	✓	✓
19	101400359798D7	LIMCOMA MARKETING CORP	10	14	✓	✓	✓	✓	✓	✓	✓	✓
20	101700036201D2	JIDECO MANUFACTURING PHILS INC	10	17	✓	✓	✓	✓	✓	✓	✓	✓

**8.6.9 Tools Module** – consists of user's Registration, Change Password and Access Level, Database, Printing Address Stub, and Print Control List Template modules.



- **Register Module** – This module is used to create a new account. Follow the procedures below.
  - Click on Tools menu then click “Register”. Supply details for the following fields:
    - ✓ User ID
    - ✓ User Name
    - ✓ Password
    - ✓ Access level- user control depends on the position such as:
      - 0 System Administrator- has an access to all menus of the system
      - 1 Sector Specialist- has an access to all menus but limited to his sector/s only
      - 2 Receipt and Control Clerk- has an access only in the File menu, Receipt and Control Menu, Data Entry menu, and Change Password sub-menu
      - 3 Data Entry Operator – has an access only in the File menu, Data Entry menu and Change Password sub-menu



- After completing the required fields, click the “Register” button. While “Clear” button will clear all fields otherwise, click “Close” button to exit the Register form.

#### ➤ Change Password & Access Level Module

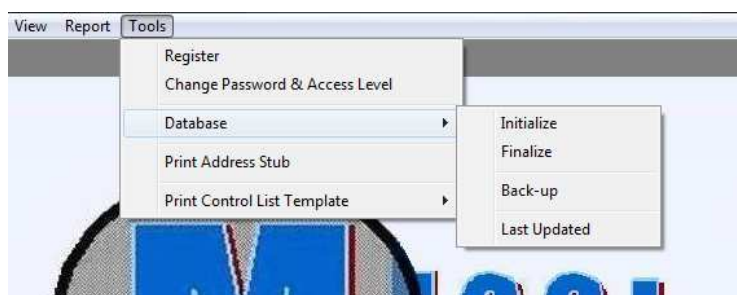
- Click “Tools” then click “Change password & Access level”.
- Enter the user ID and password of the user to be changed.

- Click “OK” and the screen below will be displayed. You can choose from Password Only, Access Level Only or Both.

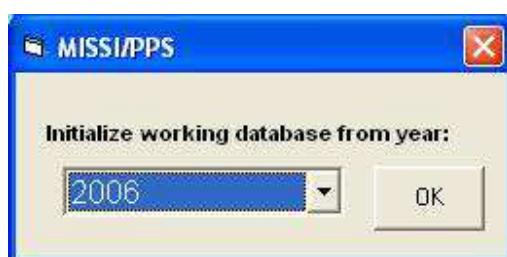
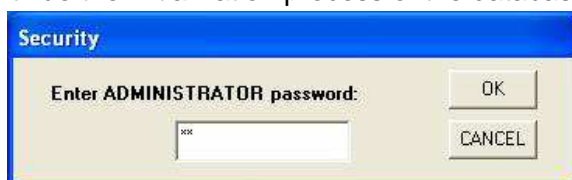
- Change password only –  
Type new password and confirm new password.
- Change Access Level Only-  
Click on the box beside access level field and the system will ask for administrator's password. To change the access level, ask the administrator.



- Both – Changes the user's Password and Access Level.
- **Database Module-** consists of Initialize, Finalize, Back-up and Last Updated modules.

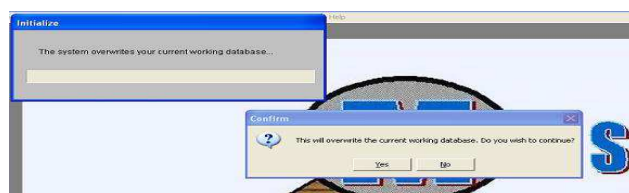


- **Initialize module** - Initialization module will copy the data from the final table to working table. If the working tables of the database is empty, the system cannot operate some of its modules and therefore there is a need to initialize.
  - Click on Tools, Database and select "Initialize".
  - System will ask for a security password which is the administrator's password before it will continue the initialization process of the database.

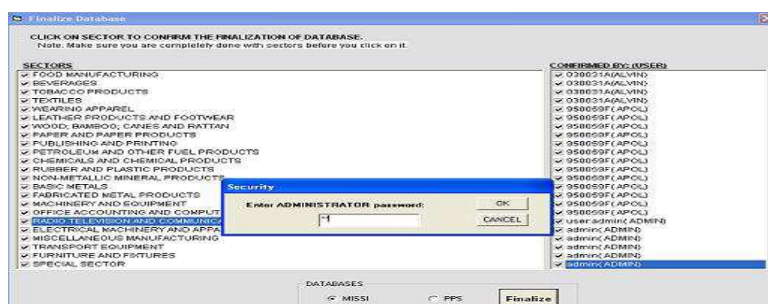




- Click “OK” to accept administrator’s password. You will now asked for the starting year of data to be transferred then Click Ok.
- The system requires confirmation to proceed. Click “Yes” to execute, however, if working tables of the database is empty, the system cannot operate, initialization process will be cancelled. If successful, data of final table of the selected year will be copied to the working table. Copying is done up to the latest year of the final table.



- **Finalize module** – Finalization is the conversion of data from working table to final table. No change can be made. Only the administrator is authorized to finalize the database. If the data is final, the working table now will be empty and no data will be used by the system.
- Click on Tools, Database and click “Finalize”.
- Sector Specialist has the control whether the records of their sector is final.
- Check box on the right side window (see below screen) will confirm that database is ready for finalization.
- Select MISSI or PPS then click Finalize.



- Enter administrator’s password, will then finalizes the whole MISSI or PPS database.
- The system will ask to confirm the transaction before it proceeds. Click “Yes” to execute, otherwise cancels the finalization process.
- **Back-up** – This module is designed for field offices that will create data file to be sent to the Central Office.
  - Click “Tools”, “Database” and “Backup”. Then data file “C:\MISSI\Backup\Missidatabase\_backup.sql” will be created. Compress this file and send it thru e-mail at [Mfg.Staff@census.gov.ph](mailto:Mfg.Staff@census.gov.ph).
- **Last updated module** – shows Date, Time and User’s name of the last initialization and finalization done.

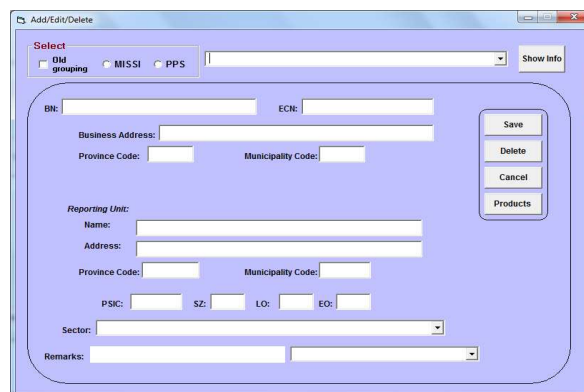
- Click “Tools”, “Database” and “Last Updated”.
- **Printing Address Stub module-** it is used to print the address stubs.
  - Select Year then click OK.



- Select MISSI or PPS then the order of printing of the address stubs. It can be sorted by Establishment, by Sector or by Area. Supply the desired number of copies then click “Print”.

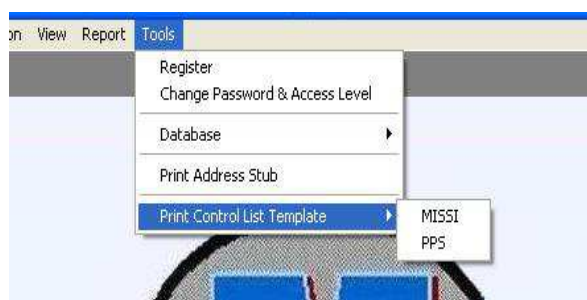


- Click “Edit” menu to change the establishment’s information. Select MISSI or PPS, then type on the BN/ECN textbox or use the dropdown arrow keys for editing, then click “Show Info”.

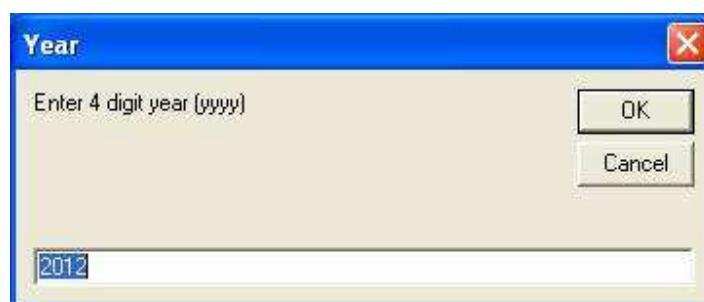


- Click the “Save” button to apply the changes. Delete to totally remove from the list of samples. “Cancel” button to find the next establishment and re-enter the information. Also additional or new sample establishment for the specified year is allowed in this module.

- For PPS, Clicking the “*Product*” button will allow changes on the price of the product/s of the specified sample establishment.
- **Printing Control List Template module** – gives you an excel format that contains all sample establishments for the year selected and sorted by area. It is used to log the date received, date encoded and date validated for a particular establishment.



- Click “Tools” then “Print Control List Template” and select MISSI or PPS.
- Enter the Year in “yyyy” format and click OK.



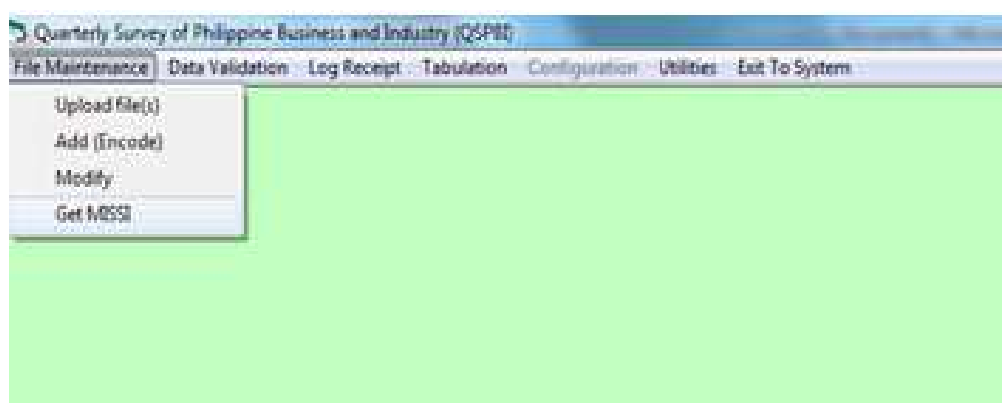
	A	B	C	D	E	F	G	H	I
1		<b>MISSI Control List for YEAR: 2014</b>							
2									
3		REGION	Address			January			Februa
4						Received	Encoded	Validated	Received
5		<b>NCR</b>		310					
6		<u>NCR-I MANILA</u>		23					
7		1. ACPAK INC		1					
8		2. ALPHATECH DEVELOPMENT CORPO		1					
9		3. ASIA PHIL MANUFACTURING IND IN		1					
10		4. BASIC CLOTHING		1					
11		5. CONTINENTAL LEAF TOBACCO (PHIL 232 J LUNA P DELOS REYES BLDG, BI		1					
12		6. EURO-MED LAB PHIL INC	SAN MARCELINO ST MANILA PRINC	1					
13		7. FAIRLAND KNITCRAFT CO INC		1					
14		8. INTERNATIONAL CHEMICAL INDS.		1					
15		9. ONG TA LEAD FACTORY		1					
16		10. PHIL FOREMOST MILLING CORP		1					
17		11. PHIMCO INDUSTRIES INC		1					
18		12. PLASTECH INDUSTRIAL CORP		1					
19		13. QUALITY HOUSE INC		1					
20		14. S K K STEEL INC	701-L STATE CTR BLDG 333 LUNA ST	1					
21		15. SAN MANUEL WOOD PRODUCTS II LORENZO RUIZ TYTANG BLDG		1					
22		16. SAN MIGUEL YAMAMURA PACKAC 45 MUELLE DE INDUSTRIA SAN NICH		1					
23		17. SMC PLASTIC CASE PLANT		1					

## 8.7 Linking QSPBI with MISSI (For Central Office Use Only)

Quarterly Survey of Philippine Business and Industry (QSPBI), a project handled by the Statistical Sampling and Operation Division (SSOD) links with the Monthly Integrated Survey on Selected Industries (MISSI) through samples that are common to both projects. More than 200 establishments in the Manufacturing Sector are samples of both QSPBI and MISSI.

To eliminate the duplication on data collection, the sample establishments are administered with only the MISSI questionnaire. The QSPBI system extracts the necessary data by connecting to the MISSI system.

In the previous years, QSPBI collects the data from MISSI by photocopying the MISSI generated posting sheets and encode them to the QSPBI system. Current version of QSPBI system connects to the MISSI database and extracts the necessary data.



Employment, Compensation, Value of Production, Net Sales, Inventories and Capacity Utilization are the data taken from MISSI by QSPBI.

Item Description	Previous Quarter	Month 1	Month 2	Month 3	Current Quarter
I. Total Employment					
A. Unpaid Workers					
B. Paid Workers					
B1. Managers and Executives					
B2. Production/Construction Workers					
B3. Other Employees					
II. Total Compensation (in Php)					
A. Total Wages and Salaries					
A1. Managers and Executives					
A2. Production/Construction Workers					
A3. Other Employees					
B. Contributions to SSS, GSIS etc.					
III. Production (Total Value) (in Php)					
IV. Gross Revenue/Sales (in Php)					
A. Revenue/Sales from Principal Activity					
B. Other Income					
V. Value of Inventory of Goods (in Php)					
VI. Capacity Utilization					

- Click “Save” then automatically the data from MISSI are transfer to QSPBI database.

Similar with MISSI, QSPBI generates posting sheets for all data items collected for all sample establishments. The following are sample of QSPBI generated Posting Sheets.

The screenshot shows an Excel spreadsheet titled 'Table 1. QSPBI Posting Sheet of Total Employment'. The spreadsheet has columns for AREA/PSIC, ECN, PREVIOUS QUARTER AVERAGE, 1ST MONTH, 2ND MONTH, 3RD MONTH, Average, (1 + G), and Remarks. The data is organized into rows for the Philippines and National Capital Region.

AREA/PSIC	ECN	PREVIOUS QUARTER AVERAGE	1ST MONTH	2ND MONTH	3RD MONTH	Average	(1 + G)	Remarks
		(1)	(2)	(3)	(4)	(5)	(6)	
Philippines		999,999	99	99	99	99	1.00000	
National Capital Region		999,999	99	99	99	99	1.00000	
	390100001234D1	111,111	11	11	11	11	1.00000	
	390200043434D1	222,222	22	22	22	23	1.00000	

# APPENDICES



Republic of the Philippines  
**NATIONAL  
 STATISTICS  
 OFFICE**  
 Manila

MISSI FORM 1  
 NSCB Approval No. NSO-\_\_\_\_-\_\_\_\_  
 Expires \_\_\_\_\_



Sir/Madam:

*This inquiry is authorized by COMMONWEALTH ACT 591 and all information collected are CONFIDENTIAL and cannot be used for purposes of taxation, investigation or regulation.*

*This form will be collected by our Statistical Researcher not later than (10) days after each reference month.*

**CARMELITA N. ERICTA**  
 Administrator

**MAJOR PRODUCT/S PRODUCED BY THIS ESTABLISHMENT**

*Please specify the major product/s of this establishment.*

Name of Contact Person of this Establishment: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Name of Statistical Researcher: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

## Appendix 1

PLEASE READ INSTRUCTIONS AND DEFINITION OF TERMS AT THE BACK OF THIS PAGE BEFORE FILLING UP THIS FORM

MONTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
A. TOTAL EMPLOYMENT						
1. WORKING OWNERS/UNPAID WORKERS						
2. PAID OFFICIALS AND WORKERS						
a. MANAGERS AND EXECUTIVES						
b. PRODUCTION WORKERS						
c. OTHER EMPLOYEES						
B. TOTAL COMPENSATION (PHP)						
1. TOTAL WAGES AND SALARIES						
a. SALARIES OF MANAGERS AND EXECUTIVES						
b. WAGES AND SALARIES OF PRODUCTION WORKERS						
c. WAGES AND SALARIES OF OTHER EMPLOYEES						
2. EMPLOYER'S CONTRIBUTION TO SSS, GSIS, MEDICARE & OTHERS						
C. TOTAL PRODUCTION (PHP1,000)						
D. TOTAL NET SALES/REVENUE (PHP1,000)						
E. INVENTORY OF FINISHED PRODUCTS (PHP1,000)						
F. INVENTORY OF WORK-IN-PROGRESS (PHP1,000)						
G. INVENTORY OF RAW MATERIALS (PHP1,000)						
H. CAPACITY UTILIZATION	ENTER A CHECK MARK ( ✓ ) CORRESPONDING TO THE CAPACITY UTILIZATION FOR EACH MONTH					
BELOW 50 %						
50 % - 59 %						
60 % - 69 %						
70 % - 79 %						
80 % - 89 %						
90 % -100 %						

MONTH	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
A. TOTAL EMPLOYMENT						
1. WORKING OWNERS/UNPAID WORKERS						
2. PAID OFFICIALS AND WORKERS						
a. MANAGERS AND EXECUTIVES						
b. PRODUCTION WORKERS						
c. OTHER EMPLOYEES						
B. TOTAL COMPENSATION (PHP)						
1. TOTAL WAGES AND SALARIES						
a. SALARIES OF MANAGERS AND EXECUTIVES						
b. WAGES AND SALARIES OF PRODUCTION WORKERS						
c. WAGES AND SALARIES OF OTHER EMPLOYEES						
2. EMPLOYER'S CONTRIBUTION TO SSS, GSIS, MEDICARE & OTHERS						
C. TOTAL PRODUCTION (PHP1,000)						
D. TOTAL NET SALES/REVENUE (PHP1,000)						
E. INVENTORY OF FINISHED PRODUCTS (PHP1,000)						
F. INVENTORY OF WORK-IN-PROGRESS (PHP1,000)						
G. INVENTORY OF RAW MATERIALS (PHP1,000)						
H. CAPACITY UTILIZATION	ENTER A CHECK MARK ( ✓ ) CORRESPONDING TO THE CAPACITY UTILIZATION FOR EACH MONTH					
BELOW 50 %						
50 % - 59 %						
60 % - 69 %						
70 % - 79 %						
80 % - 89 %						
90 % -100 %						



## MONTHLY INTEGRATED SURVEY OF SELECTED INDUSTRIES (MISSI)

### GENERAL INSTRUCTIONS

Please read the following instructions before filling up this form. Preliminary estimates are acceptable if actual figures are not available for the reference month. However, please provide the final figures as soon as they are available. The period of collection will be within the 10<sup>th</sup> and the 20<sup>th</sup> day of the month after the reference month.

### DEFINITIONS AND SPECIFIC INSTRUCTIONS

- A. TOTAL EMPLOYMENT** - Report the total number of persons who worked in or for this establishment during pay periods nearest the 15<sup>th</sup> of each month.

#### TYPE OF WORKER:

1. **WORKING OWNERS** - Owners who are actively engaged in the management of the establishment but do not receive regular pay, i.e., not included in the payroll. Managers and directors of corporations working for pay should be reported as Managers in Item IB.1.  
**UNPAID WORKERS** - Persons working without regular pay for at least 1/3 of the working time normal to the establishment.
2. **PAID OFFICIALS AND WORKERS** - This includes full-time or part-time workers, on sick or maternity leave and on paid vacation or holiday, and employees working away from this establishment paid by and under the control of this establishment.
  - a. **MANAGERS AND EXECUTIVES** - All salaried directors, managers, executives, administrative and other officials of the same category "Working Owners" receiving regular pay should be included in this category.
  - b. **PRODUCTION WORKERS** - All employees directly engaged in the production activities of the establishment. Included are manual workers and clerical personnel. Excluded are supervisory employees above working foreman level.
  - c. **OTHER EMPLOYEES** - All other employees not included above.

- B. TOTAL COMPENSATION** - Report wages and salaries (before deductions of employees' SSS contribution, withholding taxes, etc.) and employer's contribution to SSS, Philhealth and others in Philippine pesos (**PHP**).

1. **WAGES AND SALARIES** - Includes basic pay, overtime pay, cost-of-living allowances, vacation and sick leave pay, commissions, bonuses, dismissal or retirement pay, back pays and other benefits prior to deduction of employees' SSS contribution, withholding taxes and the like.
2. **EMPLOYER'S CONTRIBUTION TO SSS, PHILHEALTH AND OTHERS** - Includes all payments made by the employer on behalf of his employees to SSS, ECC, Philhealth, pension and similar schemes.

- C. TOTAL PRODUCTION** - Report the value of all goods produced and work-in-progress during the reference month. Valuation should be at producer prices, that is, the amount receivable by the producer from the purchaser for a unit of a product (good or service produced) as output, minus any VAT or similar deductible tax, invoiced to the purchaser. It excludes any transport charges invoiced separately by the producer. Report the total value of production by the establishment in thousand Philippine pesos (**PHP**).

- D. TOTAL NET SALES/ REVENUE** - Report the value of shipments of products manufactured by the establishment whether or not they were produced during the reference month. Inter-plant transfer and goods transferred from one establishment to another of the same enterprise should be valued as though sold. Valuation of goods shipped is at ex-establishment price (producer price) and net of discounts, allowances and returned goods. Report the total net sales of products manufactured by the establishment in thousand Philippine pesos (**PHP**).

- E. INVENTORY OF FINISHED PRODUCTS** - Report the value of inventories of goods made by the establishments that are ready for sale/shipment at the end of the reference month in thousand pesos (**PHP**).

- F. INVENTORY OF WORK-IN-PROGRESS** - Report the value of inventories of all materials which have been partially processed by the establishment in thousand Philippine pesos (**PHP**).

- G. INVENTORY OF RAW MATERIALS** - Report the value of inventories of raw materials at the end of the reference month in thousand pesos. A perpetual inventory system is preferable wherein day-to-day additions, requisitions and balances on hand are recorded. Valuation should be in thousand Philippine pesos (**PHP**).

- H. CAPACITY UTILIZATION** - Enter a check mark corresponding to the estimated capacity utilization of the establishment.

**CAPACITY UTILIZATION** is the ratio of output to the maximum rated capacity.

**RATED CAPACITY** refers to the largest volume of output possible at which the factory can operate with an acceptable degree of efficiency taking into consideration unavoidable losses of productive time (i.e., vacations, holidays and repairs to equipment) and availability of raw materials.

## INSTRUCTIONS FOR FILLING-UP THE QUESTIONNAIRE

1. Write legibly the producer price of the specified commodity on the block provided for each month.
2. See to it that the price of the commodity corresponds to the unit of measure indicated in the form.
3. Write the names of the contact person and respective office phone numbers found at the upper right hand portion (inside) of questionnaire.
4. Report for a particular month must be duly signed by the contact person.

## REMARKS:

Indicate in this portion if there are changes in specification/s, phasing out of product/s and other information which may be useful in monitoring this report.

PPS FORM 1  
NSCB Approval No. NSO- \_\_\_\_\_  
Expires \_\_\_\_\_

Republic of the Philippines  
**NATIONAL STATISTICS OFFICE**  
Manila

**2014 PRODUCER PRICE SURVEY**

MANUFACTURING

Sir/Madam:

This inquiry is authorized by COMMONWEALTH ACT 591 and all information collected is CONFIDENTIAL and cannot be used for purposes of taxation, investigation or regulation.

This form will be collected by our Statistical Researcher not later than (10) days after each reference month.

  
**CARMELITA N. ERICTA**  
Administrator

Name of Establishment \_\_\_\_\_  
 Address \_\_\_\_\_

Contact Person of this Establishment: \_\_\_\_\_  
 \_\_\_\_\_  
 Title/Position \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

PRINTED NAME/Signature \_\_\_\_\_

### PRODUCER PRICE REPORT : 2014

Report the unit price (producer price) of the product/s listed below.

Producer Price is defined as the price (ex-plant price) of the commodity as it leaves the establishment.

I. PRODUCTS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1. PRODUCT _____ Brand Name _____ Specification _____ Unit of measure _____												
2. PRODUCT _____ Brand Name _____ Specification _____ Unit of measure _____												
3. PRODUCT _____ Brand Name _____ Specification _____ Unit of measure _____												
4. PRODUCT _____ Brand Name _____ Specification _____ Unit of measure _____												
5. PRODUCT _____ Brand Name _____ Specification _____ Unit of measure _____												
II. NAME AND SIGNATURE OF CONTACT PERSON OF THIS ESTABLISHMENT WHO PROVIDED THE INFORMATION												



Republic of the Philippines  
**NATIONAL STATISTICS OFFICE**

**TRANSMITTAL SLIP**

Date \_\_\_\_\_

\_\_\_\_\_ (RD/PSO)  
Address \_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

We are transmitting the following MISSI/PPS materials:

Description	UNIT	TOTAL	REMARKS

Very truly yours,

**TRANSMITTING OFFICER**

Signature: \_\_\_\_\_  
Full name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**ACKNOWLEDGEMENT RECEIPT**

**TRANSMITTING OFFICER**

Full name: \_\_\_\_\_  
Designation: \_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

This is to acknowledge receipt of the following MISSI/PPS materials:

Description	UNIT	TOTAL	REMARKS

**RECEIVING OFFICER:**

Signature: \_\_\_\_\_  
Full name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date Received: \_\_\_\_\_

[www.census.gov.ph](http://www.census.gov.ph)



REPUBLIC OF THE PHILIPPINES

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NATIONAL STATISTICS OFFICE

---

Ref. No. \_\_\_\_\_

Date

PSO  
ADDRESS

SUBJECT: Request for distribution and collection of the  
2014 Monthly Integrated Survey of Selected Industries (MISSI)  
and 2014 Producer Price Survey (PPS) questionnaires

Dear PSO \_\_\_\_\_:

We are providing you with the list of sample establishments and addressed questionnaires for the 2014 MISSI and 2014 PPS for your province. May we request your office to distribute and collect the questionnaires for the said surveys.

May we also remind you that submission of accomplished MISSI and PPS questionnaires to the Industry Statistics Division shall be on or before 25 days after the reference month. This is in lieu of the early submission of preliminary tables to NSCB for the estimation of quarterly national accounts that is 30 days after the reference month. The data can also be sent to [d.regala@census.gov.ph](mailto:d.regala@census.gov.ph) and [mfq.staff@census.gov.ph](mailto:mfq.staff@census.gov.ph).

Once again, we asked for your full cooperation. Thank you and warm regards.

Truly yours,

ESTELA T. DE GUZMAN  
Director, Industry and Trade Statistics Department

End:a/s

cc: RD (of receiving province)

DAR

Solicarel Bldg. 1, R. Magsaysay Blvd. Sta. Mesa, Manila 1016  
P.O. Box 779, Manila, Philippines • Telephone: (632) 713-7074 • Telefax: (632) 713-7073  
<http://www.census.gov.ph>



REPUBLIC OF THE PHILIPPINES

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NATIONAL STATISTICS OFFICE

Ref. No. \_\_\_\_\_

Date

The President/General Manager

SUBJECT: Request for accomplishment of the attached questionnaire

Dear Sir/Madam:

The National Statistics Office is conducting the **2014 Monthly Integrated Survey of Selected Industries (MISSI)** to provide timely flash indicators on the performance of growth-oriented industries in the manufacturing sector. The survey collects data on employment, compensation, value of production, revenue, inventory of raw materials, finished products, and work-in-progress, and capacity utilization. The data collected will be used in the generation of Value and Volume of Production Indices, Value and Volume of Net Sales Indices and Capacity Utilization, among others. The results of this survey are presented by major sectors and will be made available monthly at the NSO Website, <http://www.census.gov.ph>.

Your establishment is one of the sample manufacturing establishments for this survey. May we request you to provide this Office with the monthly data requested in the attached questionnaire for the period from January to December 2014.

Our statistical researcher will visit your establishment 10 days after the reference month to collect the accomplished questionnaire. Rest assured that the information provided by you will be treated with strict confidentiality in accordance with **Section 4 of Commonwealth Act No. 591**.

We thank your utmost cooperation in this undertaking.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Carmelita N. ERICTA'.

CARMELITA N. ERICATA  
Administrator

Solicare Bldg. 1, R. Magsaysay Blvd. Sta. Mesa, Manila 1016  
P.O. Box 779, Manila, Philippines • Telephone: (632) 713-7074 • Telefax: (632) 713-7073  
<http://www.census.gov.ph>



REPUBLIC OF THE PHILIPPINES

## NATIONAL STATISTICS OFFICE

Ref. No. \_\_\_\_\_

Date

The President/General Manager

SUBJECT: Request for accomplishment of the attached questionnaire

Dear Sir/Madam:

The National Statistics Office is conducting the **2014 Producer Price Survey (PPS)** covering sample manufacturing establishments. The survey collects data on the producer prices of major commodities produced by manufacturing establishments. The data collected will be used in the generation of the Producer Price Index (PPI). The PPI is presented by major sector and will be made available monthly at the NSO Website, <http://www.census.gov.ph>.

Your establishment is one of the sample manufacturing establishments for this survey. May we request you to provide this Office with the monthly data on the producer prices of selected commodities listed in the attached questionnaire for the period from January to December 2014.

Our statistical researcher will visit your establishment 10 days after the reference month to collect the accomplished questionnaire. Rest assured that the information provided by you will be treated with strict confidentiality in accordance with **Section 4 of Commonwealth Act No. 591**.

We thank your utmost cooperation in this undertaking.

Very truly yours,

CARMELITA N. ERICTA  
Administrator

Solicare Bldg. 1, R. Magsaysay Blvd. Sta. Mesa, Manila 1016  
P.O. Box 779, Manila, Philippines • Telephone: (632) 713-7074 • Telefax: (632) 713-7073  
<http://www.census.gov.ph>



ITSD-ADM FORM 5

(ACKNOWLEDGEMENT RECEIPT FORM)

Revised July 30, 2013

NATIONAL STATISTICS OFFICE  
**ACKNOWLEDGEMENT RECEIPT**

This is to acknowledge receipt of the **MISSI/PPS**

**THE OWNER/MANAGER**

**BN**

**BA**

**ECN- IND-PROV-MUN-BGY-SZ-LO-EO**

<b>Received by:</b>	
Signature:	
Printed Name:	
Designation:	
Telephone Number:	E-mail address:
Date:	
<b>Distributed by :</b>	
Signature:	
Printed Name:	
<b>Due Date of Collection:</b>	



ITSD – ADM Form 6  
(Certification for New Referral)



REPUBLIC OF THE PHILIPPINES

NATIONAL STATISTICS OFFICE

## CERTIFICATION

To Whom It May Concern:

This is to CERTIFY that the **MISSI/PPS** of

\_\_\_\_\_  
(Name and Address of the Establishment)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

cannot be accomplished / cannot be completely filled-out by this establishment and is to be referred to:

Name of the Establishment: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Certified by:

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

Date : \_\_\_\_\_

*Note: This form should be attached to the referral questionnaire and to be submitted immediately to the concerned NSO Field Office.*



REPUBLIC OF THE PHILIPPINES

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## NATIONAL STATISTICS OFFICE

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Reference No. \_\_\_\_\_  
Date \_\_\_\_\_

**PSO receiving province**  
Address \_\_\_\_\_

Dear **PSO** \_\_\_\_\_,

This concerns the distribution and collection of questionnaires for the Monthly Integrated Survey of Selected Industries (MISSI) and Producer Price Survey samples, **NAME OF ESTABLISHMENT**.

The establishment, with office located in **BA of ESTABLISHMENT**, has referred the accomplishment of the MISSI and PPS forms to its plant office at **BA OF THE REFERRED ESTABLISHMENT**.

**PSO** advised the Office to forward the questionnaires to the above address. Hence, may we request your Office to kindly collect the MISSI and PPS reports of said establishment from January 2014 onwards. From then on, the said establishment will be included in the regular MISSI and PPS workload of your province.

Attached herewith is the copy of referral slip and blank questionnaires for distribution to the establishment.

Very truly yours,

**ESTELA T. DE GUZMAN**  
Director, ITSD

Cc: *RD (of receiving province)*  
*RD (of original province)*  
*PSO (of original province)*

DAR



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