

2013 Annual Survey of Philippine Business and Industry (ASPBI)

2013 Survey on Information and Communication Technology (SICT)

2014 Updating of List of Establishments (ULE)



Guide to the Integrated Operations



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY



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Chapter 1

INTRODUCTION

1.1 Overview

The 2013 Annual Survey of Philippine Business and Industry (ASPBI) is a forerunner of the 2010 ASPBI. It aims to collect and generate information on the levels, structure, performance and trends of economic activities of the formal sector in the entire country for the year 2013. The 2013 Survey on Information and Communication Technology (SICT), on the other hand, will be a rider of this survey. The field operation will also integrate the data collection in updating the 2014 List of Establishments (ULE).

Beginning with the 2013 ASPBI and 2013 SICT the data processing of the survey will be decentralized to the Provincial Offices as the provinces are near the establishments which are data source for this survey. For the 2014 ULE, however, the activity of the field office will only be up to field editing of forms.

1.2 Objectives

1.2.1 2013 ASPBI

The 2013 ASPBI will collect and generate information on the levels, structure, performance and trends of economic activities of the formal sector of the economy for the year 2013.

Specifically, the 2013 ASPBI aims to:

- collect and generate detailed information on employment, income, expense, capital expenditures and total assets of the establishments;
- generate indicators such as value added, labor productivity, average compensation and others necessary to evaluate the performance of industries at the national and regional levels;
- generate MSME (micro, small and medium establishments/enterprises) data using total assets; and
- gather information for the improvement of the list of establishments.

1.2.2 2013 SICT

The 2013 SICT aims to collect and generate information on the availability, distribution and access/utilization of ICT among establishments in the country. The measurement of ICT access and use will enable the assessment and monitoring of the digital divide in the country.

Furthermore, the survey will generate core ICT indicators important for measuring the progress in information and communication technology.

Specifically, the survey aims to measure the following:

- component of ICT resources and their utilization by establishments;
- diffusion of ICT into establishments from various sources;
- e-commerce transactions from data on e-commerce sales/revenue and purchases;
- cellular mobile phone business transactions from data on sales/revenue;
- estimate of the number of ICT workers in establishments; and
- methods of disposal of ICT equipment.

Some indicators to be generated from the survey are as follows:

- proportion of establishments using computer
- proportion of employees using computers
- proportion of establishments with Internet connections
- proportion of employees using the Internet at work
- proportion of establishments with Web presence
- proportion of establishments with Intranet
- proportion of establishments placing and receiving orders over the Internet
- proportion of establishments using the Internet by type of access and activity
- proportion of establishments with LAN and Extranet

1.2.3 2014 ULE

The 2014 ULE aims to provide the following:

- statistical frame for establishment surveys;
- information on characteristics of establishments which are bases for sampling and coverage decisions;
- guide to government planners in the geographical allocation of resources based on the number of establishments in an area;
- register of establishments that contains reliable baseline information for policy and program formulation and monitoring of trade and industry development;
- information on the characteristics and distribution of establishments which are bases for analyzing products/service buyers and suppliers;
- information to compile a list of enterprises;
- indicator of the rate of business births and deaths; and
- list of emerging industries.

1.3 Uses

1.3.1 2013 ASPBI

The data collected from the ASPBI will constitute bases upon which the government and the private sector can formulate policies and evolve economic development plans.

Specifically, the survey results are used in:

- constructing national and regional income accounts of the Philippine economy;
- formulating and monitoring plans/policies in the attainment of national and regional economic goals;
- determining and comparing regional economic structures and performances;
- analysing the performance and contribution of MSMEs to the total economy;
- conducting market research and feasibility studies among others; and
- updating the frame of establishments.

1.3.2 2013 SICT

The data collected from the 2013 SICT will be valuable in measuring progress in information communication technology in the country. This will help decision-makers in both public and private sectors in developing policy measures and in making investment in ICT.

Specifically, the results will be used in:

- assessing the use of ICT resources by establishments, and the available infrastructure;
- determining how establishments use the Internet, including the activities for which it is used;
- determining Web presence in establishments;
- determining the revenue generated through e-commerce transactions, and through cellular mobile phones; and
- determining the methods of disposal of ICT equipment.

1.3.3 2014 ULE

Some of the uses of the LE are the following:

- provide reliable statistical frame for the conduct of establishment surveys;
- creation of list of establishments;
- statistics derived are used as inputs to the following:
 - ✓ classification of a barangay into urban/rural area;
 - ✓ preparation of policy papers of the government;
 - ✓ compilation of micro, small, medium enterprise statistics;

- ✓ preparation of marketing plans, opportunities and prospects; and
 - ✓ identifying outlets for products of establishments;
- basis in monitoring and analyzing current developments in regional provinces/cities/municipalities/barangays;
- guide in the:
 - ✓ implementation of government projects; and
 - ✓ evaluation and rationalization of the distribution and allocation of the geographical budget of government agencies;
- one of the bases for the creation of a barangay/city/municipality and province.

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). 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 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)...”

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 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 of anyone, or (2) to prejudice the public interest...”

1.6 Reference Period

In general, all information collected in the 2013 ASPBI and 2013 SICT refers to calendar year 2013. If the establishment uses fiscal year other than January to December 2013, this is acceptable provided previous years' annual reports used the same period of reporting.

However, to facilitate its accomplishment, employment data collected is as of November 15, 2013. The purpose is to get an accurate estimate of employment for a reference date which will represent the data for the reference year. Based on the results of the study on business practices done for the improvement of Annual Survey of Philippine Business and Industry (ASPBI), establishments find it easiest to provide number of employment as of the middle of last quarter of the year due to easy retrieval of records.

Chapter 2

SURVEY DESIGN

This chapter presents the concepts, definitions and methodology used in the sampling design of the 2013 ASPBI and 2013 SICT. It includes discussion on the units of enumeration, taxonomy of establishments, scope and coverage, frame and sampling design.

2.1 Unit of Enumeration

The unit of enumeration for the 2013 ASPBI is the **establishment**. An **establishment** is defined as an economic unit, which engages, under a single ownership or control, i.e. under a single legal entity, in one or predominantly one kind of economic activity at a single fixed physical location. Thus, stores, shops, factories, mining companies, electric plants, transport companies, radio stations, hotels, restaurants, banks, insurance companies, real estate development companies and the like are considered establishments.

However, there are some difficulties in applying the ideal definition so the establishment is defined in operational terms to take into account the organization and record-keeping practices of certain industries by making the single physical location and activity criteria more flexible. This is an inherent characteristic of the industries, namely: construction, transportation and storage, telecommunications, financial and insurance activities, real estate, security and investigation activities, travel agency and tour operator activities, and reservation service and related activities. It is then necessary to use the **kind-of-activity unit (KAU)**.

*The **KAU** is “the unit that is engaged in the production of the most homogeneous group of goods and services, usually at one location, but sometimes over a wider area, for which separate records are available that can provide data concerning the production of these goods and services and the materials, labor and physical resources used in this production.”*

A **KAU** differs from the establishment in that there is no restriction with respect to the geographical areas in which a given kind of activity is carried on by a single legal entity.

The following are not considered as establishment:

- ✗ Ambulant peddlers and hawkers and movable stalls either along a public road or in a market place, as they do not have a fixed business location,
- ✗ Open stalls in shopping centers, malls and markets as they do not have permanency of business location.

- × Individual professionals and technical workers or craftsmen who do not maintain fixed offices or shops.

2.2 Taxonomy of Establishments

2.2.1 Economic Organization

The Economic Organization (**EO**) relates to the organizational structure or role of the establishment in the organization. The following are the types of EO:

- **Single establishment** (EO=1) is an establishment which has neither branch nor main office. It may have ancillary unit/s, other than main office, located elsewhere.
- **Branch only** (EO=2) is an establishment which has a separate main office located elsewhere.
- **Establishment and main office** (EO=3) is one where the establishment is located in the same address as the main office and with branch/es elsewhere.
- **Main office** (EO=4) is a unit which controls, supervises and directs one or more establishments of an enterprise.
- **Ancillary unit other than Main Office** (EO=5) is a unit that operates primarily or exclusively for a related establishment or group of related establishments or its parent establishment and provides services that support those establishments.

Examples of ancillary units are warehouses of manufacturing or wholesale and retail trade establishments, garages and repair shops of transport establishments, research laboratories of pharmaceutical companies, administrative offices which primarily serve their parent units in the Philippines.

2.2.2 Legal Organization

The Legal Organization (**LO**) refers to the legal form of the economic entity that owns the establishment. This provides the legal basis for ownership. The following are the types of LO:

- **Single Proprietorship** (LO=1) refers to a business establishment organized, owned and managed by one person, who alone assumes the risk of the business enterprise. A sole proprietorship must apply for a business name and be registered with the Department of Trade and Industry (DTI).

- **Partnership** (LO=2) refers to an association of two or more individuals for the conduct of a business enterprise based upon an agreement or contract between or among them to contribute money, property or industry into a common fund with the intention of dividing profits among themselves.

Corporation refers to an artificial being created by operation of law, having the right of succession, and the powers, attributes and properties expressly authorized by law or incident to its existence. As an artificial being, a corporation has a juridical personality separate and distinct from that of each shareholder or member. It exists only in contemplation of law.

A corporation is either a **public corporation** or a **private corporation**. Public corporation is a corporation formed or organized for the government of a portion of a state (example: Quezon City). Private Corporation is a corporation organized for private aim, benefit or purpose (example: government owned/controlled corporation; quasi-public corporation – corporation organized by private persons performing public function and for profit, e.g. PLDT; etc.).

For consistency with other PSA establishment-based surveys, a private corporation will be classified into Government-Owned or Controlled Corporation, Stock Corporation, and Non-stock, Non-Profit Corporation.

- **Government Corporation** (LO=3) also called *Government-Owned or Controlled Corporation (GOCC)* refers to a corporation organized for private aim, benefit or purpose with the government as the majority stockholder, regardless of whether they are stock or non-stock corporations.

Specifically, a **Government-Owned or Controlled Corporation (GOCC)** as defined under Presidential Decree No. 2029 (Defining Government-Owned and Controlled Corporations and Identifying Their Role in National Development) of 1986, is “a stock or a non-stock corporation, whether performing governmental or proprietary functions, which is directly chartered by special law or, if organized under the general corporation law, is owned or controlled by the government directly or indirectly through a parent corporation or subsidiary corporation, the extent of at least a majority of its outstanding capital stock or of its outstanding voting capital stock.” Any subsidiary of a GOCC shall also be deemed a GOCC.

Under the same PD No.2029, a GOCC may be classified as a parent or subsidiary corporation. A parent corporation is one which is created by special law, whereas a subsidiary corporation is one created pursuant to law where at least a majority of the outstanding capital stock or outstanding voting capital stock of which is owned by parent government corporation and/or other government-owned subsidiaries.

- **Stock Corporation** (LO=4) refers to an ordinary business corporation organized by private persons, created and operated for the purpose of making a profit which may be distributed in the form of dividends to stockholders on the basis of their invested capital.

A stock corporation may be a domestic or foreign stock corporation. Domestic Stock Corporation is formed, organized or existing under the Philippine laws while Foreign Stock Corporation is formed, organized or existing under any laws other than those of the Philippines and whose laws allow Filipino citizens and corporations to do business in its own country or state.

The following are classifications and examples of Foreign Stock Corporations:

Branch Office is a foreign corporation organized and existing under foreign laws that carries out business activities of the head office and derives income from the host country. It is required to put up a minimum paid up capital of US\$200,000, which can be reduced to US\$100,000 if activity involves advanced technology, or company employs at least 50 direct employees. Registration with the SEC is mandatory.

Example:

1. Bank of America N.A. - Philippine Branch
8767 Paseo De Roxas St Philamlife Tower 27/F
PSIC = K64191
2. Macquarie Offshore Services Pty Ltd - Philippine Branch
Ayala Ave The Enterprise Center Tower I 30/F
PSIC = M70200
3. FCO Worldwide Inc - Philippine Branch
Ayala Ave Yuchengco Tower RCBC Plaza Bldg 27/F
PSIC = N82212

Representative Office is a foreign corporation organized and existing under foreign laws. It does not derive income from the host country and is fully subsidized by its head office. It deals directly with clients of the parent company as it undertakes such activities as information dissemination, acts as a communication center, and promotes company products, as well as quality control of products for export. It is required to have an initial minimum inward remittance in the amount of US\$30,000 to cover its operating expenses and must be registered with the SEC. Under Republic Act (RA) 8756, any multinational company may establish a Regional Headquarter (RHQ) or Regional Operating Head Quarter (ROHQ) as long as they are existing under laws other than the

Philippines, with branches, affiliates, and subsidiaries in the Asia Pacific Region and other foreign markets.

Example:

1. Flsmidth Krebs Pacific (Philippines) - Representative Office
611 Shaw Blvd Westar Bldg 6/F
PSIC = G45201
2. Kyoei Denki (S) Pte Ltd (Philippines) - Representative Office
Dona Julia Vargas Ave Antel Global Corporate Center 11/F
PSIC = M73200
3. ZTE Corporation (Philippines) - Representative Office
358 Sen Gil Puyat Ave Petron Mega Plaza Bldg 16/F
PSIC = J61909

Regional Headquarters (RHQs) undertakes activities that shall be limited to acting as supervisory, communication, and coordinating center for its subsidiaries, affiliates, and branches in the Asia-Pacific region. It acts as an administrative branch of a multinational company engaged in international trade. It does not derive income from sources within the Philippines and does not participate in any manner in the management of any subsidiary or branch office it might have in the Philippines. Required capital is US\$50,000 annually to cover operating expenses.

Example:

1. Chiyoda Corporation - RHQ
1507 Shaw Blvd cor Princeton St Sun Plaza Bldg 22/F
PSIC = M71102
2. Asiaciti Trust International Ltd - RHQ
Gil Puyat cor Ayala Ave Philippine Axa Life Bldg 21/F
PSIC = M69200
3. Zuhair Fayez Partnership Asia Pacific - RHQ
8747 Paseo De Roxas BA Lepanto Bldg 16/F
PSIC = M70200

Regional Operating Headquarters (ROHQs) performs the following qualifying services to its affiliates, subsidiaries, and branches in the Philippines: general administration and planning, business planning and coordination,

sourcing/procurement of raw materials components, corporate finance advisory services, marketing control and sales promotion, training and personnel management, logistic services, research and development (R&D) services and product development, technical support and communications, business development, derives income in the Philippines. Required capital is US\$200,000 - one time remittance.

Example:

1. QBE Management Services Asia – ROQH
871 Paseo De Roxas Equitable Bank Tower 14/F
PSIC = J62010
2. South American Entertainment Corp II Ltd - ROQH
169 HV Dela Costa St Salcedo Tower 18/F
PSIC = R93299
3. Australia & New Zealand Banking Group Ltd - ROQH
6813 Ayala Ave cor HV Dela Costa St GT Tower 23/F
PSIC = K64191

- **Non Stock, Non-Profit Corporation** (LO=5) refers to a business corporation which does not issue stock to its members and are created not to profit but for the public good and welfare. Of this character are most of the religious, social, charitable, educational, literary, scientific, civic and political organizations and societies.
- **Cooperative** (LO=6) refers to an organization composed primarily of small producers and/or consumers who voluntarily join together to form a business enterprise which they themselves own, control and patronize.
- **Others** (LO = 7) refers to an organization not classified in any of the above classification. It includes private associations, foundations, Non-Governmental Organizations, or other forms of legal organizations.

2.2.3 Industrial Classification

The industrial classification of the unit of enumeration is determined by the activity from which it derives its major income or revenue. The 2009 **Philippine Standard Industrial Classification (PSIC)** will be utilized to classify economic units according to their economic activities. It was approved for adoption by government agencies and instrumentalities through NSCB Resolution No. 2 Series 2010 signed on February 10, 2010.

The 2009 PSIC is a detailed classification of industries prevailing in the country according to the kind of productive activities undertaken by the establishments. It is aligned with the **International Standard Industrial Classification of all Economic Activities (ISIC)** Revision

4, and officially released by the United Nations Statistics Division on August 11, 2008 for adoption by countries in their revised national classifications by 2010.

The 2009 PSIC took into account the significant changes on the relative importance of various economic activities in the country that have taken place since 2002. It is linked with the ASEAN Common Industrial Classification (ACIC) as approved by the AHSOM (ASEAN Heads of Statistical Offices in November 2006.

The structure and coding system of the 2009 PSIC consists of an alpha character and 5 numeric digits. The alpha character, represents the **section** (also known as sector), the first two digits represent the **division**; the first three digits, the **group**; the first four digits, the **class**; and all 5 digits, the **sub-class**.

The levels of disaggregation of industries in the 2009 PSIC are shown in Table 2.1

Table 2.1 Levels of Disaggregation of the 2009 PSIC by Section

Section	Division	Group	Class	Sub-Class
Total	88	246	521	1,285
Agriculture, Forestry, and Fishing (A)	3	12	53	157
Mining and Quarrying (B)	5	10	15	32
Manufacturing (C)	24	73	201	476
Electricity, Gas, Steam, and Air Conditioning Supply (D)	1	3	3	3
Water Supply; Sewerage, Waste Management and Remediation Activities (E)	4	6	8	8
Construction (F)	3	8	10	15
Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles (G)	3	20	45	189
Transportation and Storage (H)	5	12	21	56
Accommodation and Food Service Activities (I)	2	5	6	20
Information and Communication (J)	6	13	25	39
Financial and Insurance Activities (K)	3	10	21	45
Real Estate Activities (L)	1	2	5	6
Professional, Scientific and Technical Activities (M3)	7	16	16	38
Administrative and Support Service Activities (N)	6	19	28	74
Public Administration and Defense; Compulsory Social Security (O)	1	3	7	12
Education (P)	1	6	13	24
Human Health and Social Work Activities (Q)	3	9	11	32
Arts, Entertainment, and Recreation (R)	4	5	10	18
Other Service Activities (S)	3	10	18	34
Activities of Households as Employers; Undifferentiated Goods – and Services- Producing Activities of Private Households for Own Use (T)	2	3	3	3
Activities of Extraterritorial Organizations and Bodies (U)	1	1	2	4

Example: PSIC Code C22111

Section	C	Manufacturing
Division	22	Manufacture of rubber and plastic products
Group	221	Manufacture of rubber products
Class	2211	Manufacture of rubber tires and tubes; retreading and rebuilding of rubber tires
Sub-class	22111	Manufacture of rubber tires (including parts) and tubes

2.2.4 Size of the Unit of Enumeration

The size (SZ) of the unit of enumeration is determined by its total employment as of specific date. **Total Employment** (TE) refers to the total number of persons who work in or for the establishment. This includes paid employees, working owners, unpaid workers and all employees who work full-time or part-time including seasonal workers. Included also are persons on short term leave such as those on sick, vacation or annual leaves and on strike.

The following are the size codes with corresponding total employment used in establishment-based census and surveys:

SZ Code	Total Employment	SZ Code	Total Employment
0	1 – 4	5	100 – 199
1	5 – 9	6	200 – 499
2	10 – 19	7	500 – 999
3	20 – 49	8	1000 – 1999
4	50 – 99	9	2000 & over

2.2.5 Geographic Classification

Establishments are also classified by geographic area using the Philippine Standard Geographic Code (PSGC) classification. The PSGC contains the latest updates on the official number of regions, provinces, cities, municipalities and barangays in the Philippines. The geographic code used in the 2013 ASPBI is in accordance with PSGC as of December 31, 2013.

2.3 Scope and Coverage

2.3.1 2013 ASPBI

The 2013 ASPBI is a nationwide undertaking of establishments confined to the **formal sector** of the economy and as such excludes the **informal** sector.

The formal sector comprises the following:

1. All establishments with **TE of 10 or more**, and
2. All establishments with **TE of less than 10**, **except** those establishments with Legal Organization, single proprietorship (**LO=1**); and Economic Organization, single establishment (**EO=1**); that are engaged in economic activities, classified according to the 2009 Philippine Standard Industrial Classification (PSIC), as listed in Table 2.2

Table 2.2 Scope and Coverage of the 2013 ASPBI

2009 PSIC SECTION		SCOPE	COVERAGE
A	Agriculture, Forestry, and Fishing	All economic activities	EO = 1, 2 & 3
B	Mining and Quarrying	All economic activities	EO = 1, 2 & 3
C	Manufacturing	All economic activities	EO = 1, 2 & 3
D	Electricity, Gas, Steam, and Air Conditioning Supply	All economic activities	EO = 1, 3 & 4 <i>for Electric Cooperatives (D35100) with LO=6</i>
			EO = 1, 2 & 3 for the rest of the section
E	Water Supply; Sewerage, Waste Management and Remediation Activities	All economic activities	EO = 1, 2 & 3
F	Construction	All economic activities	EO = 1, 3 & 4
G	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	All economic activities, except retail sale via stalls and markets (G478)	EO = 1, 2 & 3 <i>Except sari-sari stores (G47113) with no regularly paid employee;</i>
H	Transportation and Storage	All economic activities, except jeepney and AUV operation (H49321) tricycle, calesas, pedicabs operation (H49322)	EO = 1, 3 & 4
I	Accommodation and Food Service Activities	All economic activities	EO = 1, 2 & 3

Table 2.2 Scope and Coverage of the 2013 ASPBI (cont.)

2009 PSIC SECTION		SCOPE	COVERAGE
J	Information and Communication	All economic activities	EO = 1, 3 & 4 for the following industries: <ul style="list-style-type: none"> ▪ <i>Wired telecommunications activities (J611)</i> ▪ <i>Wireless telecommunications activities (J612)</i> ▪ <i>Satellite telecommunications activities (J613)</i> ▪ <i>Telephone access in facilities open to the public service activities (J61901)</i> ▪ <i>Other telecommunications service activities, n.e.c. (J61909)</i>
			EO = 1, 2 & 3 for the rest of the section
K	Financial and Insurance Activities	All economic activities, including activities of holding companies except central banking (K64110)	EO = 1, 3 & 4
L	Real Estate Activities	All economic activities	EO = 1, 3 & 4
M	Professional, Scientific and Technical Activities	All economic activities,	EO = 1, 2 & 3
N	Administrative and Support Service Activities	All economic activities	EO = 1, 3 & 4 for the following industries: <ul style="list-style-type: none"> ▪ <i>Security and investigation activities (N80)</i> ▪ <i>Travel agency and tour operator activities (N791)</i> ▪ <i>Other reservation service and related activities (N799)</i>
			EO = 1, 2 & 3 for the rest of the section
P	Education	All economic activities, except public education services	EO = 1, 2, & 3

Table 2.2 Scope and Coverage of the 2013 ASPBI (conc.)

2009 PSIC SECTION		SCOPE	COVERAGE
Q	Human Health and Social Work Activities	All economic activities, except public medical (Q8611), dental and other health services (Q8621) and doctor's offices/clinics in hospitals	EO = 1, 2, & 3
R	Arts, Entertainment, and Recreation	All economic activities	EO = 1, 2, & 3
S	Other Service Activities	All economic activities, except activities of membership organizations (S94)	EO = 1, 2, & 3

The following sections of the 2009 PSIC are excluded from the scope of this survey and all other establishment-based surveys of PSA:

2009 PSIC Section	
O	Public Administration and Defense; Compulsory Social Security
T	Activities of Households as Employers; Undifferentiated Goods and Services Producing Activities of Households for Own Use
U	Activities of Extra-territorial Organization and Bodies

2.3.2 2013 SICT

The 2013 Survey on Information and Communication Technology (SICT) of Philippine Business and Industry will be undertaken nationwide and will cover all industries covered in the 2013 ASPBI. For the purposes of the survey, these industries will be classified as core ICT industries and non-core ICT Industries. Core ICT industries are industries comprising the Information Economy (IE).

The Information Economy is a term used to describe the economic and social value created through the ability to rapidly exchange information at anytime, anywhere to anyone. A distinctive characteristic of the information economy is the intensive use, by businesses of ICT for the collection, storage, processing and transmission of information. The use of ICT is supported by supply of ICT products from an ICT-producing sector through trade.

Information Economy is composed of the Information and Communication Technology Sector and Content and Media Sector. Industries comprising these two sectors are as follows:

- a. Information and Communication Technology
 - ICT manufacturing industries
 - ICT trade industries
 - ICT service industries
 - Software publishing
 - Telecommunication services
 - Computer programming, consultancy and related services
 - Data processing, hosting and related activities; web portals
 - Repair of computers and communication equipment

- b. Content and Media
 - Publishing activities
 - Motion picture, video and television programme production, sound recording and music publishing activities
 - Programming and broadcasting activities

The economic activities composing the “core” ICT industries in the Philippines are listed in Table 2.3.

Table 2.3. List of Core ICT Industries in the Philippines: 2009 PSIC

2009 PSIC	Industry Description
ICT Manufacturing Industries	
C26110	Manufacture of electronic valves and tubes
C26120	Manufacture of semi-conductor devices and other electronic components
C26200	Manufacture of computers and peripheral equipment and accessories
C26300	Manufacture of communication equipment
C26400	Manufacture of consumer electronics
C26800	Manufacture of magnetic and optical media
ICT Trade Industries	
G46510	Wholesale of computers, computer peripheral equipment and software
G46521	Wholesale of electronic valves and tubes
G46522	Wholesale of semi-conductor devices
G46523	Wholesale of micro-chips and integrTEd circuits
G46524	Wholesale of printed circuits
G46525	Wholesale of radio and television including parts and accessories
G46526	Wholesale of telephone and communications equipment including parts and accessories
G46527	Wholesale of blank audio and video tapes and diskettes, magnetic and optical disks (CDs, DVDs)

Table 2.3. List of Core ICT Industries in the Philippines: 2009 PSIC (conc.)

2009 PSIC	Industry Description
ICT Service Industries	
J58200	Software publishing
Telecommunication Services	
Wired Telecommunications Activities	
J61101	Wired (landline) services
J61102	Wired internet access service activities (e.g. dsl, leased line, dial-up)
J61103	Telegraph, facsimile/telefax, and telex services
J61109	Other wired telecommunications activities, including pay telephone
Wireless Telecommunications Activities	
J61201	Wireless landline services
J61202	Mobile telecommunications services
J61203	Wireless internet access services (e.g. internet service provider, broadband)
J61209	Other wireless telecommunication services, n.e.c.
J61300	Sattellite telecommunications activities
Other Telecommunications Activities	
J61901	Telephone access in facilities open to the public service activities
J61902	Internet access in facilities open to the public service activities
J61909	Other telecommunications service activities, n.e.c.
Computer Programming, Consultancy and Related Activities	
J62010	Computer programming activities
J62020	Computer consultancy and computer facilities management activities
J62090	Other information technology and computer service activities
Data Processing, hosting and related activities; web portals	
J63111	Data processing
J63112	Website hosting services
J63113	Application hosting services
J63120	Web portals
Repair of computers and communications equipment	
S95110	Repair of computers and peripheral equipment
S95120	Repair of communications equipment
S95210	Repair of consumer electronics
Content and Media Industries	
Publishing Activities	
J58110	Book publishing
J58120	Publishing of directories and mailing lists
J58130	Publishing of newspapers, journals and periodicals
J58190	Other publishing activities
J63910	News agency activities
J63990	Other information service activities, n.e.c.

Table 2.3. List of Core ICT Industries in the Philippines: 2009 PSIC (conc.)

2009 PSIC	Industry Description
Motion picture ,video and television programme production, sound recording and music publishing activities	
J59110	Motion picture, video and television programme activities
J59120	Motion picture, video and television programme post-production activities
J59130	Motion picture, video and television programme distribution activities
J59140	Motion picture projection activities
J59201	Sound recording activities
J59202	Publishing of music
Programming and broadcasting activities	
J60101	Radio broadcasting and relay station and studios
J60102	Radio program production
J60103	Radio broadcasting activities over the internet (internet radio stations)
J60201	Television broadcasting and relay stations and studios including closed circuit television services
J60202	Television program production
J60203	Television broadcasting activities over the internet (internet television stations)

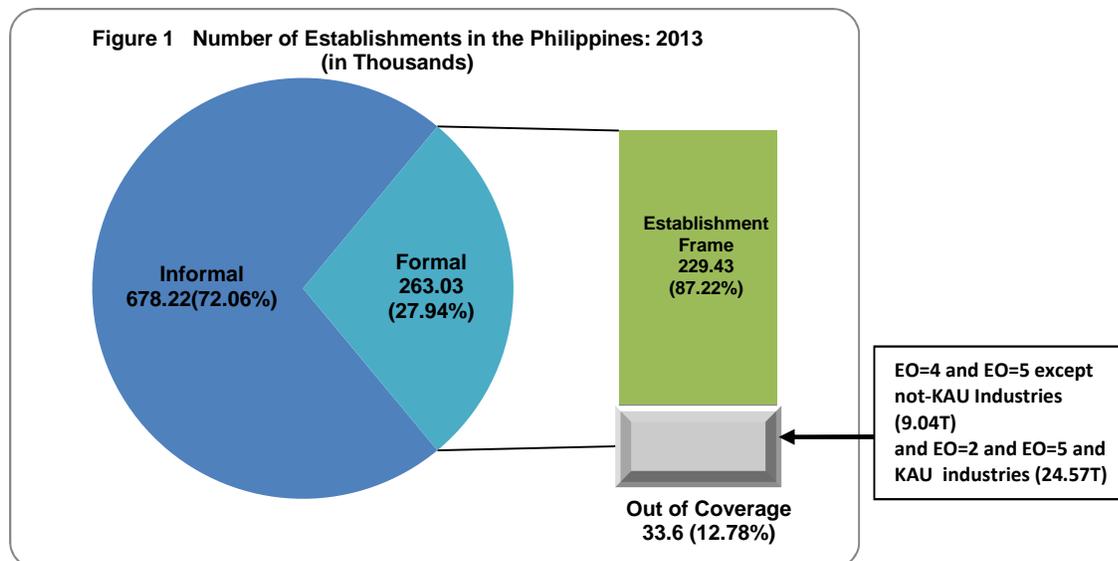
2.4 Frame

The frame for the 2013 ASPBI and 2013 SICT was extracted from the 2013 List of Establishments (LE). This frame was used to draw the sample establishments for the survey.

The 2013 LE is the combined result of the following:

1. 2012 Updating of the List of Establishments (ULE) conducted during the period from May to July 2012. It covered comprehensive updating in about 30,000 barangays with establishments and some 5,000 barangays without establishments nationwide and field verification of “no matched” establishments in 1,447 barangays.
2. Survey feedbacks from the 2013 Quarterly Survey of Philippine Business and Industry (QSPBI) and 2013 Monthly Integrated Survey of Selected Industries (MISSI); the 2012 Census of Philippine Business and Industry (CPBI); list of branches and subsidiaries from the 2011 Survey of Enterprises in the Philippines (SEP); and additional establishments from Albay and Davao Oriental with submitted Establishment Inquiry Forms (ULE Form3) also provided updates on characteristics and status of sample establishments; and
3. Lists from 2012 and 2013 Labor Turnover Survey of the Bureau of Labor and Employment Statistics.

The initial estimate of the 2013 LE shows that there are about 941,000 establishments in operation in the country for the year. About 263,000 establishments (28% of total establishments) belong to the “**Formal Sector**” of which 229,000 (87%) comprise the establishment frame (See Figure 1).



2.5 Sampling Design

The 2013 ASPBI and 2013 SICT uses stratified systematic sampling design with 5-digit PSIC serving as industry strata (or industry domain) and employment size as the second stratification variable.

The design includes determination of sampling domains; determination of sample size; sample allocation and sample selection.

2.5.1 Sampling Units

For industries identified as kind-of-activity units (KAU), the sampling units are those establishments with EO = 1, 3 and 4. These are listed in Table 2.4.

Table 2.4 List of Sectors/Industries with Kind-of-Activity Units (KAUs)

2009 PSIC	Industry Description
D	Electric Cooperatives (D35100) with LO=6
F	Construction
H	Transport and Storage
J	Telecommunications Activities <ul style="list-style-type: none"> • Wired telecommunications activities (J611) • Wireless telecommunications activities (J612) • Satellite telecommunications activities (J613) • Telephone access in facilities open to the public service activities (J61901) • Other telecommunications service activities, n.e.c. (J61909)
K	Financial and Insurance Activities
L	Real Estate Activities
N	Administrative and Support Service Activities <ul style="list-style-type: none"> • Security and investigation activities (N80) • Travel agency and tour operator activities (N791) • Other reservation service and related activities (N799)

A special case are the GOCCs (classified as LO= 3), regardless of industry, where the sampling units are also establishments with EO = 1, 3, and 4. This is based on the availability of data at these units which maintain the records.

For those industries, not considered as KAUs, the sampling units are establishments with EO= 1, 2 and 3.

2.5.2 Sampling Domains

Industry Domains

The industry domain (referred as **industry stratum**) for the 2013 ASPBI and 2013 SICT are the 5-digit level (sub-class) of the 2009 PSIC. For all sectors, the industry strata are the same for both establishments with TE of 20 and over and TE of less than 20.

Table 2.5 presents the distribution of industry strata by 2009 PSIC section.

Table 2.5 2013 ASPBI Distribution of Industry Strata by Section

Section	Number of Industry Strata	Section	Number of Industry Strata
Total	1,076		
A	92	J	35
B	24	K	40
C	419	L	6
D	2	M	35
E	8	N	73
F	15	P	13
G	177	Q	24
H	51	R	18
I	20	S	24

The industry stratification for the 2013 SICT is the 5-digit PSIC for both the “core” ICT sector, the Business Process Management (BPM) sectors and non-ICT sectors.

Table 2.6 presents the distribution of industry strata by sector for the 2013 SICT.

Table 2.6. 2013 SICT Distribution of Industry Strata by Sector

Sector	Number of Strata	Sector	Number of Strata
Total	976		
A	69	J	35
B	22	K	38
C	387	L	6
D	2	M	31
E	8	N	57
F	15	P	12
G	175	Q	21
H	49	R	14
I	19	S	16

Employment Stratum

Within the industry domains for each sector, the establishments were further stratified by total employment (TE). The TE sizes were either combined or taken as a group to comprise the **employment stratum**, and were limited to five employment strata. The basic considerations for grouping were the concentration of establishments in the TE sizes and occurrence of stratum jumpers between TE sizes.

Considering the need for data on Micro, Small and Medium Enterprises (MSMEs), two separate employment strata were maintained in TE of less than 20: TE 1 - 9 and TE 10 – 19.

The establishments were grouped according to the following employment stratum:

Employment Stratum	TE size
1	1 – 9
2	10 – 19
3	20 - 49
4	50 - 99
5	100 and over

For 2013 SICT, establishments were grouped according to the following employment stratum:

Employment Stratum	TE size
1	1 – 19
2	20 and over

For the non-core ICT industries, only TE 20 and over was considered.

Geographic Domain

For establishments with TE of 20 and over, the 17 administrative regions serve as the geographic domains; while for establishments with TE of less than 20, the whole country serves as the geographic domain.

For 2013 SICT, the geographic domains for the "core" ICT and BPM industries are the regions; while for the non-core ICT industries is the national level.

Table 2.7 shows the geographic domains for establishments with TE of 20 and over, including the provinces, cities/municipality that comprise them.

Table 2.7 Geographic Domains of the 2013 ASPBI

REGION	PROVINCE/CITY/MUNICIPALITY
National Capital Region (NCR)	City of Manila, Quezon City, Mandaluyong City, Marikina City, Pasig City, San Juan City, Caloocan City, Malabon City, Navotas City, Valenzuela City, Makati City, Pateros, Taguig City, Parañaque City, Las Piñas City, Muntinlupa City, Pasay City
Cordillera Administrative Region (CAR)	Abra, Apayao, Benguet, Ifugao, Kalinga, Mountain Province
Region I – Ilocos Region	Ilocos Norte, Ilocos Sur, La Union, Pangasinan
Region II – Cagayan Valley	Batanes, Cagayan, Isabela, Nueva Vizcaya, Quirino
Region III – Central Luzon	Aurora, Bataan, Bulacan , Nueva Ecija, Pampanga, Tarlac, Zambales
Region 4A – CALABARZON	Batangas, Cavite, Laguna, Quezon, Rizal
Region 4B – MIMAROPA	Marinduque, Occidental Mindoro, Oriental Mindoro, Palawan, Romblon
Region V – Bicol Region	Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate, Sorsogon
Region VI – Western Visayas	Aklan, Antique, Capiz, Guimaras, Iloilo, Negros Occidental
Region VII – Central Visayas	Bohol, Cebu, Negros Oriental, Siquijor
Region VIII – Eastern Visayas	Biliran, Eastern Samar, Leyte, Northern Samar, Samar (Western), Southern Leyte
Region IX – Zamboanga Peninsula	Zamboanga del Norte, Zamboanga del Sur, Zamboanga Sibugay, Isabela City
Region X – Northern Mindanao	Bukidnon, Camiguin, Lanao del Norte, Misamis Occidental, Misamis Oriental
Region XI – Davao Region	Compostela Valley, Davao del Norte, Davao del Sur, Davao Oriental, Davao Occidental
Region XII – SOCCSKSARGEN	Cotabato (North), Sarangani, South Cotabato, Sultan Kudarat, Cotabato City
Caraga	Agusan del Sur, Agusan del Norte, Dinagat Island, Surigao del Norte, Surigao del Sur
Autonomous Region in Muslim Mindanao (ARMM)	Basilan (excluding Isabela City), Lanao del Sur, Maguindanao (excluding Cotabato City), Sulu, Tawi-Tawi

2.5.3 Determination of Sample Size and Allocation

2013 ASPBI

The primary consideration in the determination of sample size for the survey was its manageability at the optimum level of estimated budget without compromising the reliability and accuracy of survey results and the timeliness of retrieval of accomplished questionnaires from respondents.

Sample sizes for each of the strata were determined separately by employment stratum to achieve a minimum precision of 4% margin of error for a 90% confidence interval on employment estimates. Then, the sample size for industry stratum was determined by applying specified sampling rates and allocation rule for each employment stratum. Total sample size was obtained by aggregating separately each estimate at the industry stratum.

For sampling purposes, the survey frame was divided into the five primary strata. Stratum 1 comprises of Mining and Quarrying (B) and Electricity, Gas, Steam and Air Conditioning Supply (D); Stratum 2 consists of certainty industries including the Information and Communication Technology (ICT) core industries and Business Process Management (BPM) industries; Stratum 3 for GOCCs; Stratum 4 is composed of establishments with TE 100 and over; and all other establishments not classified in strata 1-4 were grouped as Stratum 5 and were treated as Non-Certainty Stratum. Strata 1-4 were considered as certainty stratum.

Stratum Code	Sampling Units	Sampling Indicator
1	Establishments under section B and D	Certainty
2	Establishments under the certainty industries	Certainty
	SICT Core Industries	
	BPM industries	
3	GOCCs	Certainty
4	Establishments with TE of 100 and over	Certainty
5	All other establishments not classified in strata 1-4	Non-Certainty

A **certainty stratum** is defined as the employment stratum whose sampling ratio is 100 percent. In this stratum, all establishments are taken as certainty samples, i.e. the selection probability is 1 and the sampling weight is 1. On the other hand, a **non-certainty stratum** is the employment stratum where only sample establishments are taken.

The corresponding sampling rates for establishments in the non-certainty employment size strata are as follows:

Employment Stratum	Sampling Rates
1 - 9	10 %
10 - 19	15 %
20 – 49	25 %
50 -99	50 %

For TE of less than 20

The sample size for establishments with TE of less than 20 was determined by applying the specific sampling rates for each employment stratum (that is, separately for strata TE 1 - 9 and TE 10 - 19) of the same industry stratum (5-digit PSIC) at the national level.

No allocation was done in these strata as the sample sizes were determined at the 5-digit PSIC (industry domain) and national level.

Minimum sample size is set to 3 establishments and maximum of 5 establishments per cell (industry domain and employment stratum). However, when the total number of establishments (N) in the cell is equal to or less than the set minimum sample size, all establishments in that cell are taken as samples.

The estimated sample size for establishments for these employment strata is about **10,952**.

For TE of 20 and over

The sample size for establishments with TE of 20 and over was obtained by applying the specific sampling rates for the i^{th} employment stratum in the h^{th} industry stratum at the national level and then allocating to **geographic domain** (region).

Proportional allocation was used in allocating the number of samples in the sampling strata of TE 20 – 49 and TE 50 – 99 of the industry domain at the regional level. Basis of allocation is the total number of establishments (N) in the region by industry domain and by employment stratum. The formula used was,

$$n_{hij} = \left(N_{hij} / N_{hi} \right) \times n_{hi}$$

where:

- N_{hij} = total number of establishments in the j^{th} region of the i^{th} employment stratum in the h^{th} industry domain
- N_{hi} = total number of establishments in the i^{th} employment stratum of the h^{th} industry domain

n_{hij} = number of sample establishments in the j^{th} region of the i^{th} employment stratum in the h^{th} industry domain

n_{hi} = Number of sample establishments in the i^{th} employment stratum of the h^{th} industry domain

The sample sizes were likewise controlled to a minimum of 3 establishments and maximum of 5 establishments per cell (industry domain, employment stratum in the region). However, when the total number of establishments (N) in the cell is equal to or less than the set minimum sample size, all establishments in that cell are taken as samples.

The aggregate sample size for TE of 20 and over in all sectors is about **19,631**.

Thus, the total number of samples for the 2013 ASPBI is about **30,583**.

Refer to Appendix 2.1 for the number of 2013 ASPBI sample establishments by province and by 1-digit PSIC.

2013 SICT

For 2013 SICT, a total of **10,986** samples were selected for the survey. The number of sample establishments in all sectors is shown below:

Description	Total	TE 20 and over	TE less than 20
'Core' ICT + BPM	6,704	1,873	4,831
Core ICT	5,098	898	4,200
BPM	608	468	140
ICT & BPM	998	507	491
Non-ICT industries	4,282	4,282	-
TOTAL	10,986	6,155	4,831

Refer to Appendix 2.2 for the 2013 SICT number of samples by region and province by 1-digit PSIC.

2.5.4 Sample Selection

For all sectors, sample establishments in the sampling strata of TE of less than 20 are selected using systematic sampling by industry domain and employment stratum at the national level. For each industry domain and employment stratum, the establishments are sorted by region, province from largest actual employment to smallest actual employment, business name and ECN.

For each of the sampling strata of TE of 20 and over (i.e. TE 20-49 and TE 50-99) sample establishments are selected using systematic sampling within the region. For each region in the employment stratum and industry domain, the establishments are sorted by province from largest actual employment to smallest actual employment, business name and ECN.

Systematic sampling is chosen so that the sample employment values are spread out, resulting from having representative samples for each TE size in the employment stratum. Likewise, this mode of sampling will somehow provide implicit stratification of TE by employment size group, thus avoiding all sample establishments with low TE values or high TE values.

2.6 ESTABLISHMENTS FOR FIELD VERIFICATION

The 2014 ULE shall involve field verification of “NO MATCHED” establishments (establishments not found in the LE but included in other sources).

The “NO MATCHED” establishments of the 2014 ULE came from the following lists:

1. List of operating registered enterprises as of September 2013 from the Philippine Economic Zone Authority (PEZA)
2. Top 1000 Corporations from the 2012 Top 1000 Corporations of the Business World
3. List of establishments engaged in Information and Communication Technology (ICT) and Business Process Management (BPM) as of May 2014 from Information, Communication and Telecommunication Office (ICTO)
4. 2014 Directory of the Philippine Retailers Association (PRA)
5. 2013 Traders (Importers/Exporters) list from the Foreign Trade Statistics Section of the Philippine Statistics Authority (PSA). Coverage shall be limited to corporations
6. Directory of the country’s best hotels from the November 30, 2013 issue of the Philippine Daily Inquirer

In addition, the following shall also be covered in the field verification:

1. establishments in the Maintenance of the LE (MLE) computer system with no employment and description of economic activity. These are the reported subsidiaries, branches in the 2011 Survey of Enterprises (SEP), some branches of the 2012 Census of Philippine Business and Industry, and enterprises from the Bureau of Labor and Statistics (BLES) Labor Turn Over Survey;
2. reporting units of some 2012 CPBI sample establishments which are not yet captured in the LE.

The total number of establishments for field verification is **7,540**; 62 percent of which are in NCR, 15 percent in CALABARZON and 8 percent in Central Visayas (Region 7).

Number of establishments for field verification by region:

NCR	4,663	Central Visayas	579
CAR	37	Eastern Visayas	23
Ilocos Region	73	Zamboanga Peninsula	29
Cagayan Valley	24	Northern Mindanao	82
Central Luzon	420	Davao Region	216
CALABARZON	1,138	SOCCSKSARGEN	47
MIMAROPA	43	ARMM	3
Bicol Region	53	CARAGA	26
Western Visayas	84		

About 62 percent of the establishments came from Traders list, 17 percent from PEZA, and 15 percent from MLE.

Number of establishments for field verification by source:

PEZA	1,267	MLE	1,100
Top 1000 Corps - Business World	130	Traders list	4,696
ICTO	38	2012 CPBI Referrals letters	237
PRA	54	Philippine Daily Inquirer	18

Of the total “NO MATCHED” establishments, 375 (5 percent) are IT-BPM establishments. These establishments can be identified in the control list and in the address stub.

Chapter 3

QUESTIONNAIRES, FORMS AND MATERIALS

The different questionnaires, forms and materials to be used for 2013 ASPBI, 2013 SICT and 2014 ULE are discussed in this chapter.

3.1 The Questionnaires

2013 ASPBI

There are seven types of 2013 ASPBI questionnaires which will capture data for establishments of the 18 sectors of economy.

The questionnaire design is basically the same as that of the 2012 Census of Philippine Business and Industry. However, changes were made in the disaggregation of data items for fixed assets in support to the requirements of the 2008 Systems of National Accounts with respect to the generation of fixed capital formation.

The clearance number, as shown in the Table 3.1 and expiry date - August 31, 2015, are located on the upper right hand corner of the cover page of each questionnaire.

Table 3.1 List of Questionnaires for the 2013 ASPBI

Form Number	Form Title	Spot Color	Clearance Number	2009 PSIC Sector or Section
ASPBI Form 1	Agriculture, Forestry and Fishing	green	PSA-1252-01	A
ASPBI Form 2	Mining and Quarrying; Manufacturing	yellow	PSA-1252-02	B, C
ASPBI Form 3	Electricity, Gas, Steam and Air-conditioning Supply; and Water Supply; Sewerage, Waste Management and Remediation Activities	turquoise	PSA-1252-03	D, E
ASPBI Form 4	Construction	orange	PSA-1252-04	F
ASPBI Form 5	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	red	PSA-1252--05	G
ASPBI Form 6	Financial and Insurance Activities	silver	PSA-1252-06	K
ASPBI Form 7	Business and Services	blue	PSA-1252-07	H, I, J, L, M, N, P, Q, R, S

The questionnaires can be accomplished online by establishments at the PSA website <https://aspbi.psa.gov.ph>.

2013 SICT

Only one questionnaire will be used for all 18 sectors under the 2009 PSIC for the 2013 SICT, SICT Form 1.

Like the 2013 ASPBI, the questionnaire design for the 2013 SICT is primarily similar with that of the 2010 SICT, except that in Item V.A – Uses of ICT Resources in 2013 by the Establishment, 2009 PSIC activity classification were incorporated.

The clearance number for the 2013 SICT is PSA-1254 and expiry date is August 31, 2015.

An online questionnaire can also be accessed by establishments through the PSA website <https://sict.psa.gov.ph>.

2014 ULE

The 2014 ULE will utilize ULE Form 3.

The clearance number for the 2014 ULE is PSA-1253. Same as the 2013 ASPBI and 2013 SICT, the expiry date is August 31, 2015.

Just like the 2013 ASPBI and 2013 SICT, establishments have the option to accomplish the questionnaire online through <https://ule.psa.gov.ph>.

3.1.1 Data Items

2013 ASPBI

The main data items in the 2013 ASPBI questionnaires are listed in the table below.

Table 3.2 List of Data Items in the 2013 ASPBI Questionnaires

ITEM NO.	DESCRIPTION
(Cover Page)	Name and Address of the Establishment and Its Reporting Unit
	Control Panel for Establishment Characteristics <i>(For PSA Use Only)</i>
1	Business and Registered Name in 2013, Business Address, Company Website and Establishment Tax Identification Number (TIN)
2	Economic Activity or Business in 2013
3	Year Started Operation
4	Legal Organization in 2013

Table 3.2 List of Data Items in the 2013 ASPBI Questionnaires (conc.)

ITEM NO.	DESCRIPTION
5	Economic Organization in 2013
6	Capital Participation as of December 31, 2013
7	Employment as of November 15, 2013
8	R&D Personnel as of November 15, 2013
9	Number of Production/Construction Workers as of November 15, 2013 (For ASPBI Forms 2, 3 and 4)
10	Total Hours Worked by Production/Construction Workers in 2013 (For ASPBI Forms 2, 3 and 4)
11	Income in 2013
12	Subsidies Received from the Government in 2013
13	Expense in 2013
14	Sales from E-commerce Transactions in 2013
15	Capital Expenditures, Sale and Book Value of Tangible Fixed Assets, including Losses and Damages in 2013
16	Capital Expenditures for All Tangible Fixed Assets by Mode of Acquisition in 2013
17	Capital Expenditures and Book Value for Intangible Assets in 2013
18	Total Assets as of December 31, 2013
19	Average Capacity Utilization Rate of the Establishments in 2013 (For ASPBI Form 2 and 3)
20	Inventories in 2013
21	Branches, Divisions, Plants Owned and Controlled (for Main Office)

2013 SICT

Table 3.3 shows the main data items in the 2013 SICT questionnaire.

Table 3.3 List of Data Items in the 2013 SICT Questionnaire

ITEM NO.	DESCRIPTION
(Cover Page)	Name and Address of the Enterprise and Its Reporting Unit
	Control Panel for Establishment Characteristics <i>(For PSA Use Only)</i>
I	General Information About the Establishment
II	Information and Communication Technology (ICT) Resources of the Establishment
III	Network Channels
IV	Internet Connection of the Establishment
V	Uses of ICT Resources in the Operations of the Establishment
VI	Use of Internet for Other Processes Within the Establishment

Table 3.3 List of Data Items in the 2013 SICT Questionnaire (conc.)

ITEM NO.	DESCRIPTION
VII	Website of the Establishment
VIII	E-commerce via Internet
IX	E-commerce via Computer Networks Other Than the Internet
X	Use of Mobile Phones in Selling and Other Business Operation
XI	Purchase and Disposal of ICT Equipment
XII	Other General Information About the Establishment

2014 ULE

The 20 data items of the 2014 ULE questionnaire are shown in Table 3.4.

Table 3.4 List of Data Items in the 2014 ULE Questionnaire

ITEM NO.	DESCRIPTION
(Cover Page)	Name and Address of the Establishment
	Method for Enumeration (For PSA Use Only)
1	Business Name
2	Registered Name
3	Franchise
4	Business Tax Identification Number (TIN)
5	Business Address
6	Economic Area
7	Contact Information of Establishment
8	Economic Organization
9	Legal Organization
10	Business Hierarchical Structure
11	Nationality of Owner/Major Stockholder/Contributor
12	Economic Activity or Business
13	Year Started Operation
14	Total Employment
15	Paid Employees
16	Name and Address of Main Office
17	Total Assets
18	Name and Address of Parent Company
19	Subsidiaries (for Stock Corporations only)
20	Branches (for Main Office)

3.2 Address Stub and Control List

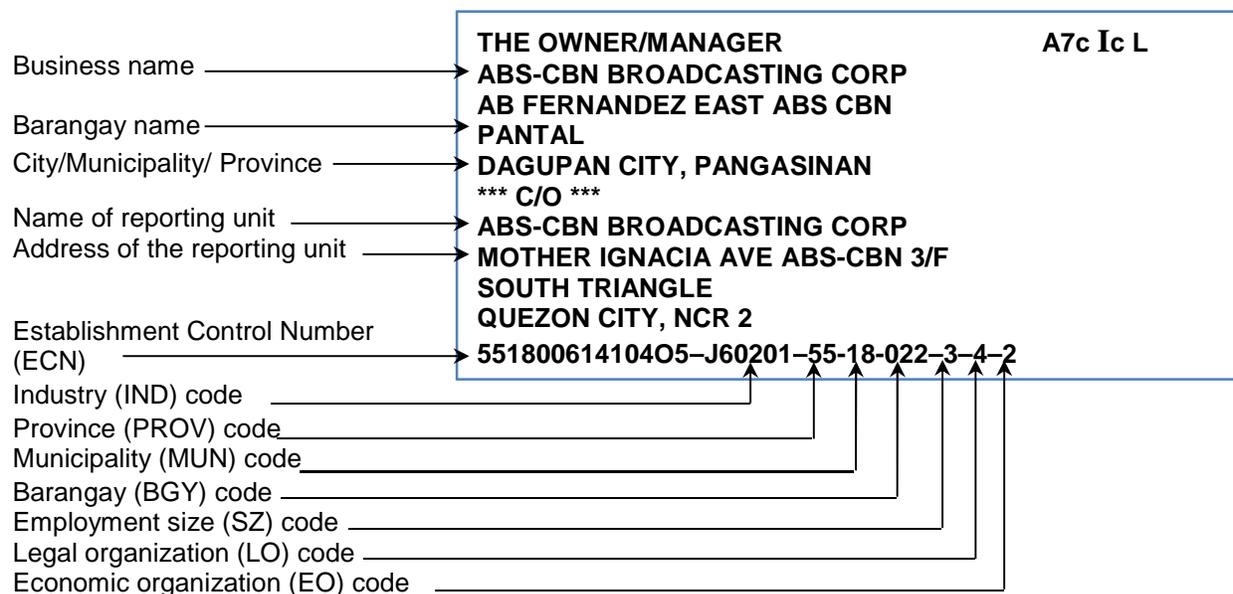
The 2013 ASPBI, 2013 SICT and 2014 ULE use other forms like the address stub, control lists and other administrative forms.

3.2.1 Address Stub

2013 ASPBI

An example of an address stub for a 2013 ASPBI sample establishment is shown in Illustration 3.1.

Illustration 3.1 2013 ASPBI Sample Address Stub



The codes on the upper right hand corner of the address stub are additional information about the sample establishment. Also, these codes guide field staff in placing the address stub to the appropriate questionnaire; while for ITSD statisticians, these are used in data processing of the questionnaires. Table 3.5 shows the significance of these codes.

Table 3.5 Additional Address Stub Indicators

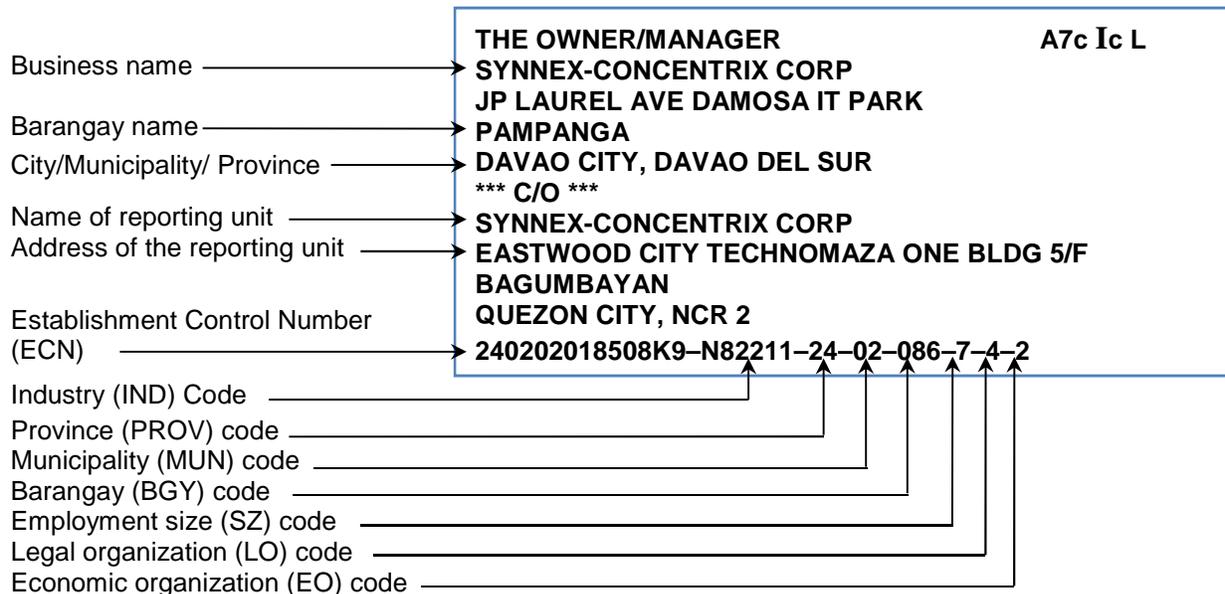
Indicators	Description
A	ASPBI sample indicator
7	ASPBI Form Type
c/n	c - certainty sample
	n - non-certainty sample
I	SICT sample indicator
L/S	Identification for establishments with TE of 20 and over or TE of less than 20

The pre-addressed stubs to be pasted in the appropriate questionnaire type will be provided to all the provinces.

2013 SICT

An example of an address stub for a 2013 SICT sample establishment is shown in Illustration 3.2.

Illustration 3.2 2013 SICT Sample Address Stub

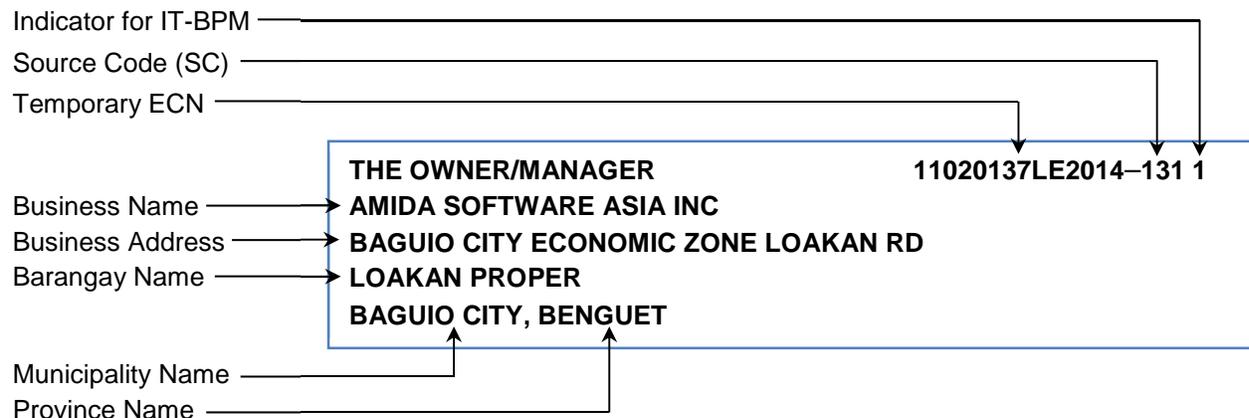


The codes on the upper right hand corner of the address stub are the same as that of in the 2013 ASPBI.

2014 ULE

An example of an address stub for a 2014 ULE sample establishment is shown in Illustration 3.3.

Illustration 3.3 2014 ULE Sample Address Stub



Source Code (SC) refers to the source of the 2014ULE “NO MATCHED” establishments. The SC and corresponding source description are:

SC	Source description
131	PEZA list of operating registered enterprises as of September 30, 2013
132	Top 1000 Corporations from the 2012 Top 1000 Corporations of the Business World
133	ICTO’s list of establishments engaged in Information and Communication Technology (ICT) and Business Process Management (BPM) as of May
134	2014 Directory of the PRA
135	MLE
136	PSA’s Traders (Importers/Exporters) list
137	2012 CPBI Referrals letters
138	Philippine Daily Inquirer November 30, 2014 issue – Directory of the country’s best hotels

The **IT-BPM code** is 1 for establishments engaged in IT-BPM, otherwise BLANK for non-ICT BPM.

The SSOD had pasted the address stubs of “NO MATCHED” establishments in ULE Form 3

3.2.2 Control List

The **control list** is a tool for keeping track of the questionnaires and for recording important information about the sample establishments. It will also provide useful information on the various phases of survey operations for future establishment surveys.

The following are the different types of Control List (CL) to be used during the operation:

Provincial Offices

1. ASPBI-CL1: Control List of 2013 ASPBI Sample Establishments by Province and City/Municipality
2. SICT-CL 1: Control List of 2010 SICT Sample Establishments by Province and City/Municipality
3. ULE CL1: List of Establishments for Field Verification by Barangay: 2014 ULE

Subject-Matter Division (SMD)

1. ASPBI-CL 2: Control List of 2013 ASPBI Sample Establishments by Sector and Province for TE of 20 and Over
2. ASPBI-CL 3: Control List of 2013 ASPBI Sample Establishments by Sector and Province for TE of Less Than 20

3. SICT-CL 2: Control List of 2010 SICT Sample Establishments by Sector and Province for TE of 20 and Over
4. SICT-CL 3: Control List of 2010 SICT Sample Establishments by Sector and Province for TE of Less Than 20

The control list classifies sample establishments as follows:

1. “ORIGINAL SAMPLE” – Establishments are selected as samples for a province. The questionnaires for these establishments are to be distributed and collected in the same **address**.
2. “C/O TO” – Establishments are selected as samples in the province but the questionnaires are to be distributed and collected in other location within or outside the province/region.
3. “C/O FROM” – Establishments which are samples of other provinces but the questionnaires are to be distributed and collected in the province.

The establishments listed under “ORIGINAL SAMPLE” and “C/O TO” constitute the province’s **total samples** while establishments under “ORIGINAL SAMPLE” and “C/O FROM” portion comprise the province’s **total workload**.

The electronic copy and printed copy of the control list will be provided to the provincial offices. The control list in electronic form will be a component of the Monitoring and Tracking System (MTS).

3.3 Administrative Forms

Several administrative forms are to be utilized for the proper and orderly control, monitoring and documentation purposes of the survey operations. The forms are listed in Table 3.6 are to be incorporated in the MTS for the Field Offices to download.

Table 3.6 List of 2013 ASPBI, 2013 SICT and 2014 ULE Administrative Forms

Form Type	Description	Deadline/ Frequency	From	To
ITSD-ADM Form 1	General Transmittal Form	During transmittal of 2013 ASPBI, 2013 SICT and 2014 ULE questionnaires	ITSD	FO
ITSD-ADM Form 1a	Transmittal Form of Questionnaire	During transmittal of 2013 ASPBI and 2013 SICT processed questionnaires, while for 2014 ULE field-edited questionnaires	PO	ITSD

Table 3.6 List of 2013 ASPBI, 2013 SICT and 2014 ULE Administrative Forms (cont.)

Form Type	Description	Deadline/ Frequency	From	To
ITSD-ADM Form 2	Problem Referral Slip – This form will be used in cases where there are inconsistencies or unanswered questions that cannot be resolved immediately.	As the need arises	PSO/ DSO/ SCO/SR	Establishment
ITSD-ADM Form 3	Provincial Progress Report			
ITSD-ADM Form 3a	Regional Progress Report			
ITSD-ADM Form 4 (revised August 29, 2014)	The Narrative Report – This report should include the following aspects: training, distribution, collection, editing, transmittal of questionnaires, saturation drive undertaken, problems encountered and solutions, and other matters relevant to the field operation.	15 days after last submission of Narrative Report of the province	RD	ITSD-OD (cc: SSOD for the 2014 ULE)
ITSD-ADM Form 4a (revised August 29, 2014)	The Financial Report – included in this report are the actual fund remitted to the province and actual expenses incurred by the province. The RDs will have to prepare and submit consolidated regional reports of Form 4 and Form 4a.	30 days after last submission of Financial Report of the province	RD	ITSD-OD (cc: SSOD for the 2014 ULE)
ITSD-ADM Form 5 (revised July 30, 2013)	Acknowledgement Receipt Form – This form provides a record of information on the distribution, callbacks and collection of a questionnaire. The information can be used as evidence for Census Compliance Project.	During distribution and collection of the 2013 APBI, 2013 SICT and 2014 ULE questionnaires	Establishment	DSO/ SCO/SR

Table 3.6 List of 2013 ASPBI, 2013 SICT and 2014 ULE Administrative Forms (conc.)

Form Type	Description	Deadline/ Frequency	From	To
ITSD-ADM Form 6	Certification for New Referral Form - This form provides a standard format for the certification of "new" referrals.	As the need arises	Establishment	DSO/ SCO/SR

3.4 Materials

All materials will be procured by field offices based on the budget allocation sent by ITSD except for the enumerator's bags and umbrellas which will be shipped by the CO. The umbrellas are intended to protect the enumerators from the heat of the sun and rain.

The materials listed below are to be procured by field offices.

- T-shirts
- ballpens
- pencils
- erasers
- sharpeners
- bond paper
- duplo ink
- tokens for sample establishments

4.1.1 Preparatory Activities

The preparatory activities in the Central Office include the following:

- organization and creation of the Steering Committee, Technical Committee and Working Groups (see *Appendix 4.1 for the Special Order*),
- preparation of timetable as basis for all 2013 ASPBI, 2013 SICT and 2014 ULE projects
- budget preparation and logistics
- questionnaire design and content; 7 questionnaires for ASPBI, 1 for SICT and 1 for ULE
- clearance process
- preparation of sampling design
- frame updating and sample selection
- determination of establishments for field verification
- computer system design and program development
 - web-based application of the MTS
 - design of on-line questionnaires
- publicity and information campaign

The preparatory activities in the Field Offices include the following:

- Publicity and promotion program
- Setting up of the Provincial Processing Center
- Designation of Focal Person to supervise the manual and machine processing of the 2013 ASPBI and 2013 SICT. The names of the Focal Persons are to be submitted to ITSD-OD.
- SRs, if any, are to be hired to augment the manpower for the distribution, collection and machine processing in accordance with workload of each province.
- Procurement of supplies and materials in accordance with the budget appropriated for the region/province.

4.1.2 Training

- Conduct of trainings on field operations and data processing

Table 4.1 Types of Trainings

Types of Training	Levels	Timeframe	Trainers	Participants
Field Operations	Task Force	August 28-29, 2014	Selected ITSD Statisticians	ITSD Statisticians and Selected IRD Staff
	Briefing of Regional Directors and Regional Statisticians	September 1, 2014	ITSD Director and Division Chiefs	Regional Directors, Regional Statisticians and Selected Provincial Statistics Officers
	2 nd Level (Regional)	September 4-5, 2014	Regional Statisticians and CO Selected Statistician	PSOs/OICS and Provincial Statisticians or designated Focal Persons
	3 rd Level (Provincial)	September 8-9, 2014	PSOs/OICs and Provincial Statisticians or designated Focal Persons and CO Statisticians for Selected Provinces *	DSOs/SCOs and hired SRs
Machine Processing	Task Force	October 20-24, 2014	Selected ITSD Statisticians and IRD Staff	ITSD Statisticians and IRD Staff
	2 nd Level (Provincial)	Any 2 or 3 days during the week of November 10-21, 2014	Selected Statisticians and IRD Programmers	Provincial Statisticians and hired SRs

*Selected Provincial Offices where Central Office Statisticians will be assigned for the 3rd Level of Training on Field Operations are:

1. All six NCR districts
2. Cavite
3. Laguna
4. Negros Occidental
5. Cebu
6. Davao del Sur

RASO and PASO or designated representatives of PSA-BAS were invited to attend the 2nd and 3rd level trainings, respectively.

4.1.3 Distribution

- Questionnaires will be administered by the field staff to sample establishments in accordance with the timetable.

Total sample establishments are as follows:

2013 ASPBI – 30,583 (see *Appendix 2.1*)

2013 SICT – 10,986 (see *Appendix 2.2*)

2014 ULE – 7,540

- Distribution will be undertaken for a period of one (1) month starting September 15, 2014 to October 17, 2014 for the 2013 ASPBI and 2013 SICT. For the 2014 ULE, from September 15 to October 31, 2014.
- The activity shall be done by DSOs, SCOs, Provincial Staff and hired SRs, if any.
- Respondents' Forum is recommended to be conducted for "large" establishments. Budget has been allocated for a half-day briefing of sample respondents. Alongside the activity is the dissemination of the 2012 CPBI results.
- Extra copies of questionnaires should be brought by the enumerator.
- Check for the kind-of-activity or business (Item 2) or Income (Item 11) to determine whether the questionnaire is appropriate for the establishments at the sector level. If not, administer the correct questionnaire to the establishment.
- Sample establishments should be encouraged to accomplish and submit the questionnaires online. The establishment can access the PSA website indicated below through the unique ECN found in the address stub of the questionnaire:
 - 2013 ASPBI – <https://aspbi.psa.gov.ph>
 - 2013 SICT – <https://sict.psa.gov.ph>
 - 2014 ULE – <https://ule.psa.gov.ph>
- Set collection date with respondents using acknowledgement receipt form (ITSD-ADM Form 5).
- Enumerators for this survey will be provided with bags and umbrellas bearing the name of the 2013 ASPBI/SICT. The umbrellas are intended to protect them from the rain and heat of the sun.
- During distribution watch out for the following cases of sample establishments. Specific instructions are discussed below:

A. Referrals

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

Referrals are of two types: Identified and New.

The questionnaires of the identified and new referrals are to be distributed and collected in the addresses of their reporting unit. Identified referrals are the establishments or enterprises 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 the field operations. Included also are partially accomplished questionnaires for which the items with missing data are to be collected from another establishment of the same enterprise or another unit.

Identified Referrals

Questionnaires of sample establishments classified under C/O FROM in the Control List are to be distributed, collected, field-edited in the same manner as the original samples for the province.

New Referrals

1. Ascertain cases of referrals within 15 days after distribution.
2. Ask for a certification duly signed by the respondent from the establishment or enterprise to include information on the name and address, including telephone number and e-mail address of the new contact person. Attach this certification to the questionnaire for transmittal.
3. For referrals to any province within the region, the questionnaires shall be transmitted directly to the RD (cc: ITSD-RCU), who in turn shall transmit the questionnaires to the concerned province.
4. For referrals outside the region, the questionnaires shall be transmitted directly to ITSD-RCU (transmittal letter cc: RD) 15 days after distribution. The ITSD-RCU shall then forward the questionnaire/s to the concerned province (transmittal letter cc: RD of receiving province).
5. The receiving province shall distribute, collect and manually process the questionnaires as a C/O FROM sample establishments. The manually

processed questionnaires shall then be transmitted directly to ITSD-RCU (transmittal letter cc: RD).

6. The workload by province shall be adjusted by ITSD to reflect the number of referrals. A separate consolidated status and progress reports will be prepared by ITSD to differentiate the performance of a field office based on its original workload and its revised workload due to referrals.

B. Establishment Under New Management

When a sample establishment is found to be under new management, ask the respondent to fill in the questionnaire if data are still available, if possible. If the name of the establishment has changed, be sure to provide the respondent with a new type of addressed questionnaire. Indicate the new name of the establishment in the original questionnaire as this shall also be forwarded to ITSD for updating.

C. Closed or Stopped Operation/Temporarily Closed Establishment

1. For an establishment not in operation at the time of visit, ask from neighbors when the establishment stopped operation:
 - if prior to 2013, record in the control list the year when the establishment stopped its operation.
 - if sometime in 2013, exhaust all means to get the required information. Report of the establishment is still to be included in the tabulation.
2. Record in the “**Remarks**” portion of the control list and of the questionnaire the month/year these establishments stopped operation. The DSO shall certify that the establishment is closed and to be noted by the PSO.

D. Establishments which Moved Out or Transferred

Verify the exact location where the establishment transferred. New location may either be within or outside the province.

- If located within the province, correct the address indicated in the address stub of the questionnaire. Distribute the questionnaire at the new address if the sample establishment is within the area of assignment. Otherwise, transmit the questionnaire to the provincial office which shall then transmit

the questionnaire to the concerned district office where the establishment is located.

- If located outside the province, follow instructions provided for “new referral establishments”.

E. Cannot be Located (CBL) Establishments/Transferred to Unknown Address

1. Exhaust all means to get information about the CBL establishments.
2. Record in the “**Remarks**” portion of the questionnaire the information gathered. The staff providing the information shall also enter his/her name and affix his/her signature.

F. New or Different Establishment Found in the Address of the Sample Establishment

If, at the time of visit, a new or different establishment is occupying the location of the sample establishment, consider these cases:

1. If the establishment is under the certainty stratum and operating in 2013, provide a copy of the appropriate ASPBI and SICT questionnaires.
2. If the establishment is under the certainty stratum but started operation in 2014, interview the establishment to get information for the LE using the 2014 ULE Form 3.

In all cases, attach the accomplished ASPBI questionnaire or ULE Form 3 (Establishment Inquiry Form) to the original ASPBI questionnaire.

G. Duplicate Establishment

1. If an establishment is verified to be a duplicate of another sample, the one with higher ECN, i.e. with the latest year registered in the LE and higher sequence number, shall be considered as the duplicate.
2. Write in the “**Remarks**” portion of the control list and of the questionnaire the name and ECN of the establishment of which it is a duplicate.

H. Establishment Requesting Exemption from the Census

If an establishment asks to be exempted from the census do the following;

1. Exert all effort to persuade the establishment to answer and submit the questionnaire.
2. Explain the objectives of the census and the importance of their response to the census.
3. Negotiate for the extension of submission of the questionnaire and the FS.
4. Implement the Census Compliance Project procedures as a last resort.

How to Field Verify NO MATCHED Establishments

Field verification of **NO MATCHED** establishments is the process of determining the status of no matched establishments; and asking and recording accurately the required information about the establishment and checking for reasonableness and consistency of response to items in the ULE Form 3.

1. LOCATE the address of the “NO MATCHED” establishment. Ask for the assistance of the Office of the Barangay for those with incomplete address.
2. Determine if the establishment at the given address is the same as the “NO MATCHED” establishment.

If it is the **same establishment, proceed with the INTERVIEW** using ULE Form 3. But if **respondent is not available:**

- Leave ULE Form 3 to the establishment and **set date for callback.**
- Accomplish ITSD-ADM Form 5. Ensure that it is completely filled-in by the receiving personnel of the establishment. All accomplished ITSD-ADM Form 5 (Acknowledgment Receipt Forms) have to be submitted to PO for recording information about the distribution of ULE Form 3 in the MTS and for filing for future reference relating to non-compliance to NSO projects. Refer to Office Circular on the Census Compliance Project (Appendix 29 of 2012 ULE FOM).

If it is not the same establishment:

- Inquire or ask for the previous occupant to confirm the status of the establishment. Record in the remarks portion of ULE Form 3 the result of inquiry and control list.

For closed/temporarily closed establishment, exhaust all possible means to determine the year when it stopped operation.

For CBL establishment, exhaust all possible means to locate the establishment.

For out of scope establishment, indicate reason for identifying establishment as such in the remarks portion of ULE Form 3. Out of scope includes out of coverage.

For duplicate establishments, indicate the ECN and corresponding name of the duplicate establishment in the remarks portion.

For transferred establishment, determine where the establishment transferred.

- Determine if the establishment is within the scope and coverage of the 2014 ULE. If so, write the name and address of this establishment in the address stub and conduct interview. Add the establishment to the control list.
- Write the same information in the control list.

The provincial staff should include this additional establishment in the MTS.

3. Review the accomplished ULE Form 3 for completeness of entries to avoid revisits or callbacks. If there are missing information or inconsistent entries, secure the needed information from the respondent before leaving the establishment. Otherwise, leave a problem referral slip (ITSD-ADM Form 2).

4.1.4 Collection

- Timetable is on October 1, 2014 to December 15, 2014 for the 2013 ASPBI and 2013 SICT, while for 2014 ULE from October 1 to October 31, 2014.
- Submission of accomplished ULE Form 3 to the Central Office will be on October 1, 2014 to November 7, 2014.

- Collection will be undertaken by DSOs/SCOs/Provincial Staff and hired SRs, if any.
- On-line submission of questionnaires by sample establishments can be accessed by Provincial Offices as they will be automatically alerted by the computer system about the online submission of establishments.
- Things to be undertaken during collection:
 1. Personal interview is encouraged for the 2014 ULE provided that the respondent is the most knowledgeable person.
 2. Bring extra copies of questionnaires and ITSD-ADM Form 2 (Problem Referral Slip).
 3. Upon collection, field edit the questionnaire. See **Chapter 5** for the complete instructions.
 4. Distribute the token of appreciation to the establishment upon collection of the questionnaire.
 5. Call-back should be undertaken if not collected on appointed date. Leave an accomplished ITSD-ADM Form 2.
- Close supervision of enumeration should be undertaken by RDs/PSOs/OICs/Regional and Provincial Statisticians.
- Spot-checking activities by Central Office is scheduled on October 15 to November 28, 2014 during the collection and data processing period.

4.1.5 Manual Processing

- Manual processing in the Provincial Offices consists of coding of some data items, editing, completeness and consistency checks of accomplished questionnaires.
- DSOs/SCOs/Statistical Staff and hired Statistical Researchers (SRs) will undertake the manual processing. See Chapter 6 of this guide for the instructions on manual processing.
- Timetable is October 6, 2014 to December 29, 2014.

4.1.6 Machine Processing

Field Offices:

- Machine processing consists of online data encoding and updating; and completeness and consistency edits.
- Timetable for machine processing is November 24, 2014 to February 27, 2015.
- Processed questionnaires, including special cases such as cannot be located (CBL), closed, etc., are to be folioed and submitted to the Central Office.
- Folioing instructions are to be discussed during the machine processing training.
- The list of non-responding sample establishments by sector (1-digit PSIC) should be submitted to ITSD-OD at the end of the machine processing phase.

Central Office:

- Machine processing consists of online validation, completeness and consistency checks, and summarization.
- Timetable is January 2015 to May 15, 2015.
- Central Office statistician will be posted in Provincial Offices to assist in machine processing during the period January 5, 2015 to February 15, 2015.

4.1.7 Tabulation

- Generation of the preliminary and final tables of the 2013 ASPBI by sector at the national and regional levels shall be done by ITSD-SMDs and are expected to be released between June to August 2015 and August to October 2015, respectively.
- For 2013 SICT, preliminary tables will be released between August to September 2015 and the final tables will be released between October to November 2015.

4.1.8 Data Dissemination

- 2013 ASPBI and 2013 SICT results by sector will be disseminated through Special Releases, printed publications and e-books.
- Special Releases are to be posted on the PSA website.
- National and regional data dissemination fora will be held sometime in October to November 2015.

4.2 Integrated Timetable of Activities for the 2013 ASPBI, 2013 SICT and 2014 ULE Projects

The timetable for the detailed activities is presented in Table 4.1.

Table 4.2 Integrated Timetable of Activities for the 2013 ASPBI, 2013 SICT and 2014 ULE Projects

Activities		Timetable		Responsible Unit
		Beginning	End	
1.	Preparatory Activities	November 2013	August 2014	CO, FO
2.	Publicity and Information Campaign	July 2014	September 2014	WG on Training, Publicity and Data Dissemination
3.	Recruitment of Statistical Researchers, if any	August 1, 2014	August 28, 2014	FO
4.	Briefing and Training on Field Operations and Manual Processing			
a.	Briefing of all RDs/Regional Stat at CO	September 1, 2014		CO, RO
b.	Second Level Training	September 4, 2014	September 5, 2014	Selected CO and RO
c.	Third Level Training	September 8, 2014	September 9, 2014	Selected CO, RO Stat and PO
5.	Field Operations			
a.	Addressing of questionnaires	September 10, 2014	September 12, 2014	FO
b.	Distribution of questionnaires			
i.	2013 ASPBI and 2013 SICT	September 15, 2014	October 17, 2014	FO
ii.	ULE Form 3	September 15, 2014	October 31, 2014	FO
c.	Respondents' Forum	Any half-day in September 2014		FO

Table 4.2 Integrated Timetable of Activities for the 2013 ASPBI, 2013 SICT and 2014 ULE Projects (cont.)

Activities		Timetable		Responsible Unit
		Beginning	End	
d.	Collection and field editing of Questionnaires			
i.	2013 ASPBI and 2013 SICT	October 1, 2014	December 15, 2014	FO
ii.	ULE Form 3	October 1, 2014	October 31, 2014	FO
e.	Submission to CO of ULE Form 3	October 1, 2014	November 7, 2014	FO
f.	CO Spot-checking	October 15, 2014	November 28, 2014	ITSD
6.	Receipt and control of ULE Form 3 at CO	October 8, 2014	November 14, 2014	SSOD
7.	Manual Processing			
a.	2013 ASPBI and 2013 SICT questionnaires	October 6, 2014	December 29, 2014	FO
b.	ULE Form 3	October 10, 2014	December 29, 2014	SSOD
8.	Training on Machine Processing			
a.	Task Force Training	October 20, 2014	October 24, 2014	ITSD, IRD
b.	2 nd Level Training in Provincial Offices (any 2 or 3 days during the 2 week period)	November 10, 2014	November 21, 2014	ITSD, IRD, FO
9.	Machine Processing			
a.	On-line data entry and encoding of updates at PO	November 24, 2014	February 15, 2015	FO
b.	Structural and consistency edits at PO	December 1, 2014	February 27, 2015	FO
10.	Updating using 2014 MISSI, 2014 QSPBI, 2013 ASPBI and 2013 SICT	December 2014		ITSD
11.	Posting of CO Staff in Provincial Offices (as needed)	January 5, 2015	February 27, 2015	ITSD
12.	Submission of Data Files and Questionnaires to CO	January 5, 2015	March 6, 2015	FO
13.	Receipt and Control of Data Files and Questionnaires	January 5, 2015	March 13, 2015	ITSD
14.	Generation of Preliminary 2014 LE	January 9, 2015		SSOD
15.	Review of Preliminary 2014 LE	January 12, 2015	January 31, 2015	SSOD
16.	Data Validation at CO	January 2015	May 15, 2015	ISD, BSSD
17.	Generation of Final 2014 LE and Statistical Tables	February 2, 2015	February 7, 2015	SSOD
18.	Workshops on Data Evaluation and Analysis	May 2015		ITSD

Table 4.1 Integrated Timetable of Activities for the 2013 ASPBI, 2013 SICT and 2014 ULE Projects (conc.)

Activities		Timetable		Responsible Unit
		Beginning	End	
19.	Generation and Analysis of ASPBI Preliminary Tables	June 2015	August 2015	ISD, BSSD
20.	Preparation of ASPBI Special Releases for Web Posting (Preliminary Results)	June 2015	August 2015	ISD, BSSD
21.	Generation and Analysis of ASPBI Final Tables	August 2015	October 2015	ISD, BSSD
22.	Preparation of ASPBI Special Releases for Web Posting (Final Results)	September 2015	November 2015	ISD, BSSD
23.	Generation and Analysis of SICT Preliminary Tables	August 2015	September 2015	ITSD
24.	Preparation of SICT Special Release for Web Posting (Preliminary Results)	August 2015	September 2015	ITSD
25.	Generation and Analysis of SICT Final Tables	October 2015	November 2015	ITSD
26.	Preparation of SICT Special Releases for Web Posting (Final Results)	November 2015	December 2015	ITSD
27.	National and Regional Data Dissemination	Any half day in October to November 2015		ITSD

Chapter 5

INSTRUCTIONS IN FIELD EDITING THE 2013 ASPBI, 2013 SICT and 2014 ULE QUESTIONNAIRES

This chapter discusses the instructions during the field editing of questionnaires. This activity will be done while in the premises of the establishment.

EDITING is a quality control tool used to check for completeness, consistency and reasonableness of data reported in the 2013 ASPBI, 2013 SICT and 2014 ULE questionnaires. Two types of data processing will be done in the field offices: field editing and manual processing.

FIELD EDITING is to be done upon **collection** of questionnaires to check for **completeness of required data items** while still in the **premise of the establishment**.

5.1 General Instructions for Field Editing

1. Check that all pages of the 2013 ASPBI, 2013 SICT and 2014 ULE questionnaires are complete and in proper sequence. Staple all attachments (i.e. financial statements, certification, etc.) to the questionnaire. Write the name and ID (ECN, IND Prov/Mun/Bgy/Size/LO/EO Codes) of the establishment on the first page of the corresponding financial statements.

For establishments that are both ASPBI and SICT sample, collect the questionnaires at the same time if possible. If not, ensure that the remaining questionnaire shall be collected at a later date but within the timetable.

2. Use pencil in field editing.
3. Ensure that the entries requiring values in the questionnaires are in **Philippine peso**. If entries in the questionnaires are in different currency, use the average exchange rate used for 2013 released by Bangko Sentral ng Pilipinas.
4. **Exhaust all means to collect data for items that require entries.** Blank or zero entries for these items should be properly explained in the **Remarks** portion.
5. Review the accomplished questionnaire for completeness of the required data items by questionnaire and by specific industry as indicated in Table 5.1. Make correction, if any, on the spot or secure the needed information from the respondent before leaving the establishment.

6. Do not erase nor obliterate illegible entries supplied by the respondents. If there are changes or corrections, line out the original entry and write the correction on the space nearest it.
7. In cases where inconsistencies or unanswered questions cannot be resolved immediately, collect the questionnaire but leave a Problem Referral Slip (ITSD–ADM Form 2) with the establishment. The Problem Referral Slip should state the data item/s, which needs to be verified, and the problem/s associated with it. Set a date when the Problem Referral Slip shall be collected and report the problem to the DSO or PSO immediately
8. After field editing the questionnaire, the enumerator should print and sign his name using ballpen and write the date in the processing information of the questionnaire, specifically, the cells for “**Collected by**” and “**Field Edited by**”.

5.2 Completeness Check

5.2.1 2013 ASPBI

1. Ensure that the data items in the questionnaire are complete. The following major data items should always have an entry if the establishment is in operation during the year 2013:
 - Business name, registered name, business address and establishment TIN
 - Capital participation as of December 31, 2013
 - Total employment
 - Total income
 - Total expense
 - Total compensation (direct and indirect labor)
 - Electricity purchased
 - Taxes on products/other taxes on production/taxes and licenses
 - Depreciation and amortization
 - Book value of fixed assets as of December 31, 2013
 - Total assets as of December 31, 2013

2. For the 2013 ASPBI, check the data items required by form type and industry as follows:

Table 5.1 Required Data Items by Form Type and Industry

2009 PSIC Description and Codes	Required Data Items	
	Item No. of the 2013 ASPBI Questionnaire	Description
Form 1 – Agriculture, Forestry and Fishing		
<ul style="list-style-type: none"> ➤ Agriculture, forestry and fishing (A), except: <ul style="list-style-type: none"> • support activities to agriculture and post-harvest crop activities (A015) • support services to forestry (A024) • service activities incidental to fishing (A03130) and aquaculture (A03280) 	11a	Sale of products and by-products
<ul style="list-style-type: none"> ➤ Support activities to agriculture and post-harvest crop activities (A015) ➤ Support services to forestry (A024) ➤ Service activities incidental to fishing (A03130) and aquaculture (A03280) 	11b	Agricultural, forestry and fishery services rendered
<ul style="list-style-type: none"> ➤ Agriculture, forestry and fishing (A), except: <ul style="list-style-type: none"> • support activities to agriculture and post-harvest crop activities (A015) • support services to forestry (A024) • service activities incidental to fishing (A03130) and aquaculture (A03280) 	13a	Cost of products/by products sold
	13a.1	Direct materials and supplies used
<ul style="list-style-type: none"> ➤ Growing of perennial crops (A012) except: <ul style="list-style-type: none"> • growing of banana (A0121) • growing of pineapple (A0122) ➤ Raising of cattle and buffaloes (A0141) ➤ Raising of horse and other equines (A0142) ➤ Dairy farming (A0143) ➤ Egg production (A0148) 	15d_col 5	Book value as of December 31, 2013 - Cultivated assets

Table 5.1 Required Data Items by Form Type and Industry (cont.)

2009 PSIC Description and Codes	Required Data Items	
	Item No of the 2013 ASPBI Questionnaire	Description
Form 2 - Mining and Quarrying Manufacturing		
<ul style="list-style-type: none"> ➤ Mining and quarrying (B) ➤ Manufacturing (C) 	9 and 10	Production workers and hours worked
<ul style="list-style-type: none"> ➤ Mining and quarrying (B), except: <ul style="list-style-type: none"> • oil and gas extraction activities on a fee or contract basis (B09101) • support activities for other mining and quarrying (B099) ➤ Manufacturing (C) except: <ul style="list-style-type: none"> • repair and installation of machinery and equipment (C33) 	11a	Sale of products/by-products
<ul style="list-style-type: none"> ➤ Oil and gas extraction activities on a fee or contract basis (B09101) ➤ Support activities for other mining and quarrying (B099) ➤ Repair and installation of machinery and equipment (C33) 	11c.1	Contract and commission work done for others
<ul style="list-style-type: none"> ➤ Mining and quarrying (B) ➤ Manufacturing (C) 	13a	Cost of products/by products sold/contract and commission work done for others
<ul style="list-style-type: none"> ➤ Mining and quarrying (B), except: <ul style="list-style-type: none"> • oil and gas extraction activities on a fee or contract basis (B09101) • support activities for other mining and quarrying (B099) ➤ Manufacturing (C) except: <ul style="list-style-type: none"> • repair and installation of machinery and equipment (C33) 	13a.1	Raw materials used
<ul style="list-style-type: none"> ➤ Mining and quarrying (B) 	17a_col 2	Book value as of December 31, 2013 - Intangible non-produced assets
<ul style="list-style-type: none"> ➤ Mining and quarrying (B) ➤ Manufacturing (C) 	19	Average Capacity Utilization Rate

Table 5.1 Required Data Items by Form Type and Industry (cont.)

2009 PSIC Description and Codes	Required Data Items	
	Item No of the 2013 ASPBI Questionnaire	Description
Form 3 - Electricity, Gas, Steam and Air-conditioning Supply Water Supply; Sewerage, Waste Management and Remediation Activities		
<ul style="list-style-type: none"> ➤ Electricity, gas, steam and air conditioning supply (D) ➤ Water treatment, collection and supply (E36000) 	9 and 10	Production workers and hours worked
<ul style="list-style-type: none"> ➤ Electric power generation, transmission and distribution (D35100) 	11a	Electricity sales
<ul style="list-style-type: none"> ➤ Steam, air conditioning supply and production of ice (D35300) 	11b	Steam sales
	11c	Income from air-conditioning supply/produced and distributed cooled air/produced ice for cooling purposes
<ul style="list-style-type: none"> ➤ Water collection, treatment and supply (E36000) 	11d	Water sales
<ul style="list-style-type: none"> ➤ Sewerage (E37) 	11e	Sewerage operation services
<ul style="list-style-type: none"> ➤ Waste collection, treatment and disposal activities; materials recovery (E38) 	11f	Waste management services
<ul style="list-style-type: none"> ➤ Remediation activities and other waste management services (E39) 	11g	Remediation services
<ul style="list-style-type: none"> ➤ Electric power generation, transmission and distribution (D35100) 	13b	Purchased power
<ul style="list-style-type: none"> ➤ Steam, air conditioning supply and production of ice (D35300) 	13c	Transmission and distribution cost of electricity
<ul style="list-style-type: none"> ➤ Electricity, gas, steam and air conditioning supply (D) ➤ Water treatment, collection and supply (E36000) ➤ Water treatment and disposal (E382) 	19	Average Capacity Utilization Rate
Form 4 – Construction		
<ul style="list-style-type: none"> ➤ Construction (F) 	9 and 10	Construction workers and hours worked
<ul style="list-style-type: none"> ➤ Residential building construction (F41001) ➤ Non-residential building construction (F41002) 	11a.1	Income from building construction
<ul style="list-style-type: none"> ➤ Construction of roads and railways (F42100) ➤ Construction of utility projects (F42200) ➤ Construction of other civil engineering projects (F42900) 	11a.2	Income from civil engineering works

Table 5.1 Required Data Items by Form Type and Industry (cont.)

2009 PSIC Description and Codes	Required Data Items	
	Item No of the 2013 ASPBI Questionnaire	Description
Form 4 – Construction (cont.)		
➤ Demolition and site preparation (F431)	11a.3	Income from specialized construction activities
➤ Building completion and finishing activities (F433)		
➤ Other specialized construction activities (F43900)		
➤ Construction (F)	13a	Cost of construction contracts
	13a.2	Construction materials and supplies used
Form 5 - Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles		
➤ Wholesale and retail trade (G), <u>except</u> <ul style="list-style-type: none"> • wholesale on a fee or contract basis (G461) • maintenance and repair of motor vehicles (G452) • maintenance and repair of motorcycles and their parts and components (G45402) 	11a	Sale of goods
➤ Wholesale on a fee or contract basis (G461)	11b	Commissions and fees earned
➤ Maintenance and repair of motor vehicles (G452) ➤ Maintenance and repair of motorcycles and their parts and components (G45402)	11c	Income from maintenance and repair of motor vehicles and motorcycles
➤ Wholesale and retail trade (G), <u>except</u> <ul style="list-style-type: none"> • wholesale on a fee or contract basis (G461) • maintenance and repair of motor vehicles (G452) • maintenance and repair of motorcycles and their parts and components (G45402) 	13a	Cost of goods sold
➤ Wholesale and retail trade(G), <u>except</u> <ul style="list-style-type: none"> • wholesale on a fee or contract basis (G461) • maintenance and repair of motor vehicles (G452) • maintenance and repair of motorcycles and their parts and components (G45402) 	20c	Inventories of goods for resale
Form 6 - Financial and Insurance Activities		
➤ Other monetary intermediation (K6419) ➤ Other credit granting (K6492) ➤ Pawnshop operations (K64930) ➤ Credit cooperative activities (K64993)	11a	Interest income

Table 5.1 Required Data Items by Form Type and Industry (cont.)

2009 PSIC Description and Codes	Required Data Items	
	Item No of the 2013 ASPBI Questionnaire	Description
Form 6 - Financial and Insurance Activities (cont.)		
<ul style="list-style-type: none"> ➤ Insurance, re-insurance and pension funding, except compulsory social security (K65) ➤ Pre-need plan activities (K6623) 	11b	Net insurance premiums earned
<ul style="list-style-type: none"> ➤ Other monetary intermediation (K6419) ➤ Other credit granting (K6492) ➤ Pawnshop operations (K64930) ➤ Credit cooperative activities (K64993) ➤ Securities dealership, own account (K64303) ➤ Other activities auxiliary to financial service activities (K6619) ➤ Activities of insurance agents and brokers (K66220) ➤ Security and commodity contracts brokerage (K66120) 	11c	Commissions and fees earned
<ul style="list-style-type: none"> ➤ Activities of Holding companies (K64200) 	11d	Dividend income
<ul style="list-style-type: none"> ➤ Fund management activities (K66300) 	11e	Management income
<ul style="list-style-type: none"> ➤ Foreign exchange dealing (K66130) 	11f	Foreign exchange gains
<ul style="list-style-type: none"> ➤ Other monetary intermediation (K6419) ➤ Non-stock savings and loan association operation (K64992) ➤ Credit cooperative activities (K64993) 	13b	Interest expense
<ul style="list-style-type: none"> ➤ Insurance, re-insurance and pension funding, except compulsory social security (K65) ➤ Pre-need plan activities (K6623) 	13c	Net insurance benefits and claims
	13d	Commission expense
Form 7 - Business and Services		
<ul style="list-style-type: none"> ➤ Book publishing (J58110) ➤ Other publishing activities (J58190) ➤ Software publishing (J58200) ➤ Motion picture, video and television programme activities (J59110) ➤ Motion picture, video and television programme post-production activities (J59120) ➤ Computer programming activities (J62010) ➤ Computer consultancy and computer facilities (J62020) ➤ Other information technology and computer service activities (J62090) ➤ Data processing, hosting and related activities (J6311) ➤ Web portals (J63120) ➤ Call center activities (N8221) ➤ Medical transcription activities (N82226) 	2.A.2	Specify the kind of BPO activity

Table 5.1 Required Data Items by Form Type and Industry (cont.)

2009 PSIC Description and Codes	Required Data Items	
	Item No of the 2013 ASPBI Questionnaire	Description
Form 7 - Business and Services (cont.)		
<ul style="list-style-type: none"> ➤ Transportation and storage (H) ➤ Accommodation and food service activities (I) ➤ Information and communication (J) ➤ Professional, scientific and technical activities (M) ➤ Administrative and support service activities (N) except: <ul style="list-style-type: none"> • rental and leasing activities (N77) ➤ Education (P) ➤ Human health activities (Q) ➤ Arts, entertainment and recreation (R) ➤ Other service activities (S) 	11a	Income from service rendered
<ul style="list-style-type: none"> ➤ Call centers and other related activities (N822) 	11.a.2	Income from transactions outside the country
<ul style="list-style-type: none"> ➤ Real estate buying, developing, subdividing and selling (L6812) ➤ Cemetery, columbarium development, selling, renting, leasing and operating of self-owned cemetery/columbarium, including burial crypt (L6813) 	11b	Real estate sales
<ul style="list-style-type: none"> ➤ Real estate activities on a fee or contract basis (L682) 	11c	Commissions and fees earned
<ul style="list-style-type: none"> ➤ Real estate, buying, selling, renting, leasing and operating of self- owned/leased apartment buildings, non-residential and dwellings (L68110) ➤ Renting or leasing services of residential properties (L68140) ➤ Other real estate activities with owned or leased property (L68190) 	11d.1	Rent income from land
	11d.2	Rental income from building, warehouses, and other structures
<ul style="list-style-type: none"> ➤ Renting and leasing of motor vehicles (N771) ➤ Renting and leasing of machinery and equipment (N77301 - N77305) 	11d.3	Rental income from machinery and transport equipment
<ul style="list-style-type: none"> ➤ Renting and leasing of office equipment (N77306 – N77307) 	11d.4	Rental income from office equipment
<ul style="list-style-type: none"> ➤ Renting and leasing of personal and household goods (N772) ➤ Renting and leasing of <u>tangible goods, n.e.c.</u> (N77309) ➤ Leasing of intellectual property and similar products except copyrighted works (N774). 	11d.5	Other rental income

Table 5.1 Required Data Items by Form Type and Industry (cont.)

2009 PSIC Description and Codes	Required Data Items	
	Item No of the 2013 ASPBI Questionnaire	Description
Form 7 - Business and Services (cont.)		
<ul style="list-style-type: none"> ➤ Chartered buses and cars operation (H49204) ➤ Accommodation (I55) ➤ Rental and leasing activities (N77) ➤ Travel Agency, Tour Operator and tourist guide services (N79) 	11.A	Percent of the total income of the establishment that was generated from tourism activities in 2013
<ul style="list-style-type: none"> ➤ Real estate buying, developing, subdividing and selling (L6812) ➤ Cemetery, columbarium development, selling, renting, leasing and operating of self-owned cemetery/columbarium, including burial crypt (L6813) 	13c	Real estate sold
<ul style="list-style-type: none"> ➤ Land transport and transport via pipelines (H49) ➤ Water transport (H50) ➤ Air transport (H51) 	13d	Fuels, lubricants, oil and greases
<ul style="list-style-type: none"> ➤ Gambling and betting activities (R92000) 	13p	Payouts
<ul style="list-style-type: none"> ➤ Real estate buying, selling, renting, leasing and operating of self-owned/leased apartment buildings, non-residential and dwellings (L68110) ➤ Renting or leasing services of residential properties (L68140) ➤ Other real estate activities with owned or leased property (L68190) 	15a_col 5	Book value as of December 31, 2013 - Land
	15b_col 5	Book value as of December 31, 2013 - Buildings, other structures and land improvements
<ul style="list-style-type: none"> ➤ Land transport and transport via pipelines (H49) ➤ Water transport (H50) ➤ Air transport (H51) ➤ Renting and leasing of motor vehicles (N771) ➤ Renting of land transport equipment (N77301) ➤ Renting of water transport equipment (N77302) ➤ Renting of air transport equipment (N77303) 	15c_col 5	Book value as of December 31, 2013 - Transport equipment
<ul style="list-style-type: none"> ➤ Telecommunications (J61) ➤ Computer programming, consultancy and related activities (J62) ➤ Renting of computers and computer peripheral equipment (N77306) ➤ Call centers and other related activities (N822) 	15d.1_col 5	Book value as of December 31, 2013 - ICT machinery and equipment
<ul style="list-style-type: none"> ➤ Education (P) ➤ Legal activities (M691) 	15e_col 5	Book value as of December 31, 2013 – Library Books
<ul style="list-style-type: none"> ➤ Museum activities and preservation of historical sites and buildings (R91020) 	15f_col 5	Book value as of December 31, 2013 - Valuables

Table 5.1 Required Data Items by Form Type and Industry (conc.)

2009 PSIC Description and Codes	Required Data Items	
	Item No of the 2013 ASPBI Questionnaire	Description
Form 7 - Business and Services (conc.)		
<ul style="list-style-type: none"> ➤ Computer programming, consultancy and related activities (J62) ➤ Information service activities (J63) ➤ Call centers and other related activities (N822) 	17b_col 2	Book value as of December 31, 2013 - Computer software and databases
<ul style="list-style-type: none"> ➤ Publishing activities (J58) ➤ Sound recording activities (J59201) ➤ Motion picture, video and television programme activities (J59110) ➤ Television broadcasting and relay stations and studios including closed circuit television services (J60201) 	17c_col 2	Book value as of December 31, 2013 - Entertainment, literary and artistic originals

5.2.2 2013 SICT

1. For the 2013 SICT, check the data items required as follows:

Table 5.2 Required Data Items by Industry for the 2013 SICT

2009 PSIC Description and Codes	Required Data Items	
	Item No of the 2013 SICT Questionnaire	Description
<ul style="list-style-type: none"> ➤ Publishing activities (J58) ➤ Motion picture, video and television programme production, sound recording and music publishing activities (J59) ➤ Programming and broadcasting activities (J60) ➤ Computer programming, consultancy and related activities (J62) ➤ Information service activities (J63) ➤ Repair of computers and communications equipment (S951) 	II.A.1	Computers and other hardware
<ul style="list-style-type: none"> ➤ Programming and broadcasting activities (J60) ➤ Telecommunications (J61) 	II.A.2	Communication equipment
<ul style="list-style-type: none"> ➤ Programming and broadcasting activities (J60) ➤ Service activities related to printing (C18129) 	II.A.3	Other ICT equipment

5.2.3 2014 ULE

1. For 2014 ULE, the following data items must have entries.

Table 5.3 Required Data Items for the 2014 ULE

Item No	Description
1	Business Name
2	Registered Name
3	Franchise
4	Business Tax Identification Number (TIN)
5	Business Address
6	Economic Area
7	Contact Information of the Establishment
8	Economic Organization
9	Legal Organization
10	Business Hierarchical Structure
11	Nationality of the Owner/Major Stockholder/Contributor
12	Economic Activity or Business
13	Year Started Operation
14	Total Employment
15	Paid Employees
17	Total Assets

Chapter 6

MANUAL PROCESSING of the 2013 ASPBI, 2013 SICT and 2014 ULE QUESTIONNAIRES

This chapter discusses the instructions during the manual processing of questionnaires.

Manual processing consists of coding of some data items and editing, completeness and consistency checks. This activity is to be done in the Provincial Office prior to machine processing.

Completeness check is the verification of the presence of the required data items in the questionnaire. This also includes the check for completeness of questionnaires in terms of the workload of the province.

Consistency check is the verification of the relationship between two or more data items in the questionnaire.

6.1 Manual Processing Instructions for 2013 ASPBI

6.1.1 General Instructions for Manual Processing

1. **All data** should be **supplied** by the **responding establishment**.
2. Check that all pages of the questionnaire are complete and in proper sequence. Staple all attachments (i.e. financial statements, certification, etc.) to the questionnaire if not done during the field editing. Write the name and ID (ECN, IND Prov/Mun/Bgy/Size/LO/EO Codes) of the establishment on the first page of the corresponding financial statements.
3. Ensure that only the Philippine-based activities, including imports and exports of the establishment are included. With the exception of the construction and business and services sectors where net income from construction activities abroad and income from transactions outside the country, respectively, should be reported.
4. **Check the kind-of-activity or business** (Item 2) or **income** (Item 11) to determine whether the questionnaire is appropriate for the establishment. Table 5.1 is a useful guide for this, as it specifies the required data items by questionnaire type. If not, transcribe the entries to the appropriate questionnaire and contact the establishment for any missing entry.
5. Use blue/black ball pen in manual editing, coding and in accomplishing the **Do Not Fill (For PSA Use Only)** portions of the questionnaire. Write legibly, preferably in print style.

6. For data items with pre-coded entries such as EO, LO and Average Capacity Utilization, be sure that only one box is marked.
7. Line out entries written in words representing numerals and enter the corresponding numeric figures.
8. Do not round-off values. Centavo figures must be lined out. Details must add up to totals. If not, correct the **total** to equal the sum of details.
9. 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. If corrections are provided in the questionnaire, indicate the source/s, (e.g. field verification, financial statements, etc. in the **Remarks** portion of the questionnaire) to facilitate validation at the Central Office. Likewise, indicate also the source/s of data provided to a particular item, which was previously an item with no response.
10. If entries in “**Others, specify:** ____” can be classified to other items, transfer/add the entry to the appropriate item.
11. Read all entries in attachments and/or **Remarks** portion, as these may provide information on the operational status of the establishment.
12. After manual processing, the processor should print and sign his name using ballpen and write the date in the processing information of the questionnaire, specifically, the cells for “**Manually Processed by**”.
13. Ensure that the data items in the questionnaire are complete as discussed and explained in Chapter 5 and consistent as explained in Section 6.1.3.

6.1.2 Specific Editing Instructions for Common Data Items for the 2013 ASPBI

ITEM 1. Business and Registered Name in 2013, Business Address, Company Website and Establishment Tax Identification Number (TIN)

ITEM 1A. Business Name

Blank is not acceptable. If blank, verify from the establishment.

ITEM 1B. Registered Name

Blank is not acceptable. If blank, verify from the establishment.

ITEM 1C. Business Address

Blank is not acceptable. If blank, verify from the establishment.

ITEM 1E. Establishment Tax Identification Number (TIN)

Blank is not acceptable. If blank, verify from the establishment.

ITEM 2. Economic Activity or Business in 2013

To facilitate coding of the economic activity at the 2009 PSIC 5-digit level, economic activity or business (Item 2) of the establishment is further divided into three sub-items. Response to each sub-item clarifies the description of the business or economic activity of the establishment at the 5-digit 2009 PSIC level.

ITEM 2.A Main Activity

1. **Main activity** must be clearly specified to allow coding at 5-digit 2009 PSIC level. Industry descriptions of the following activities are not acceptable and should be verified from the establishment.

- manufacturing,
- trading,
- merchandising,
- buy and sell,
- direct selling,
- marketing,
- services,
- consultancy,
- information technology (IT),
- business process management (BPM),
- pre-need plan,
- general construction

2. If there are two or more activities, verify which activity contributes the biggest or major portion of the gross income or revenue.

For 2013 ASPBI Form 7:

Main activity should be consistent with the entry in the specify portion in Item 11.a.

ITEM 2.A.1 Major products/goods produced or sold or type of service rendered

1. Major products/goods produced or sold or type of service rendered is relevant information to classify correctly the establishment at the 5-digit 2009 PSIC level. Ensure that major products/goods produced or sold or type of service rendered is reported in this item.
2. Ensure that major products/goods produced or sold or type of service rendered is consistent with the main activity described in Item 2A.

For 2013 ASPBI Form 7:

ITEM 2.A.2 For Business Process Outsourcing (BPO) Establishments, please specify the kind of BPO activity

1. Ensure that the kind of BPO activity is specifically provided. Accept entries like software development, animation, customer relationship management activities, etc. Do not accept entries like IT, IT Solutions, BPO, Business Process Management and outsourcing, entries as such must be verified from the establishment.

ITEM 2.B. Secondary/Other Activities

All the secondary/other activities must be properly indicated. If the establishment has two or more activities, ascertain which activity has the second to the highest contribution to total income.

ITEM 3. Year Started Operation

1. The entry should refer to the year the establishment started operation regardless of its location in the Philippines.
2. This item should have entry not later than 2013. Otherwise, verify from the establishment.

ITEM 4. Legal Organization in 2013

1. Only one box should be marked, otherwise verify from the establishment.
2. If the entry in Box 7 is specified, verify if it can be classified in any of Boxes 1 to 6. If so, mark the appropriate box.

ITEM 5. Economic Organization in 2013

1. Only one box should be marked, otherwise verify from the establishment.
2. If Box 2 (Branch only) is marked, be sure that the corresponding lines for **Registered Name of Main Office, Address of Main Office** is provided and **Contact Person in Main Office** have entries. If the indicated address of the main office is outside the Philippines, the establishment should be treated as a single establishment. Thus, Box 1 should be marked.

A. Registered Name of Main Office

- This refers to the name registered by the establishment in Security Exchange Commission (SEC), Cooperative Development Authority (CDA) or Department of Trade and Industry (DTI).

B. Address of Main Office

- Complete address of the main office should be provided. This refers to the actual physical location of the establishment. It should contain the number and street name, building name, floor and room number, barangay, city/municipality and the province.

C. Contact Person in Main Office

- Ensure that the name of the contact person, his/her title/designation, telephone number, fax number and e-mail address are provided.
3. If Box 3 (Establishment and main office) or Box 4 (Main Office only) is marked, there should be entry/ies in **Item 21** (Branches, Divisions, Plants Owned or Controlled).
 4. If Box 4 (Main Office only) is marked, verify that the sample establishment belongs to any of the following sectors to be considered as a valid sample. Refer to Chapter 2.
 5. If Box 5 (Ancillary Unit other than main office) is marked, ensure that the lines for **Registered Name of Main Office, Address of Main Office and Contact Person in Main Office** have entries. If the given address of the main office is anywhere in the country, verify from the establishment. If verified to be so, treat the sample establishment as **out-of-scope** for the survey. However, if the given address of the main office is outside the country, this should be treated as a single establishment. Thus, Box 1 should be marked.

ITEM 6. Capital Participation as of December 31, 2013

The sum of all percent shares should be equal to 100%.

ITEM 7. Employment as of November 15, 2013

1. If Box 6 (Cooperative) of Item 4 is marked and total employment is more than 20, verify from the establishment the composition of such employment. There is a possibility that cooperative members, who are not considered as employees, are included in the count.
2. If entries reported in Item 7c column 3 (Total) is unusually high or very low, that is, two codes higher or lower compared to the corresponding size code (SZ) indicated in the address stub, verify from the establishment the reasons for such deviation and indicate in the **Remarks** portion.

ITEM 8. Research and Development (R&D) Personnel as of November 15, 2013

R&D personnel should not exceed total employment.

ITEM 14. Sales from E-commerce Transactions in 2013

Entry reported must be in percent to their total income.

ITEM 21. Branches, Divisions, Plants Owned or Controlled (for Main Office only)

1. This item must have entries if Box 3 (Establishment and Main Office) or Box 4 (Main Office only) in Item 5 (Economic Organization) is marked.
2. For each Branch/Division/Plant listed, there should be corresponding entries in columns for Address, Main Economic Activity, Total Employment as of November 15, 2013 and Year Started Operation.

ITEM 22. Remarks

Any deviation from the completeness and consistency check of data should be explained in this portion. PSA field staff and/or the person who accomplished the questionnaire may write their comments regarding the status of the establishment on the space provided.

ITEM 23. Certification

This portion should be properly filled-in by the person who accomplished the form or the one who gave the approval on the given information.

ITEM 24. Contact Person

Ensure that this portion is properly filled-in with name, designation, complete address, contact number and e-mail address of the person who shall be contacted for queries regarding the accomplished questionnaire.

ITEMS 25. Processing Information Do Not Fill (For PSA Use Only)

The assigned processor should accomplish the “**Manually Processed by**” portion properly.

6.1.3 Consistency Checks for the 2013 ASPBI

The prescribed consistency checks of data are discussed below. Any deviation should be verified from the establishment in order to correct the reported data accordingly. Otherwise, indicate in the “Remarks” portion the reason for deviation/s.

A. Employment, Total Compensation (Direct and/or Indirect Labor), Hours Worked and Contract and Commission Work Done by Others

1. If number of paid employees > 0, then total compensation (direct and/or indirect labor) > 0.
2. If number of production/construction workers = 0, then contract and commission work done by others > 0
3. Number of paid employees > Number of production/construction workers
4. If number of production/construction workers > 0, then total hours worked by production/construction workers > 0
5. Average number of hours worked (For sectors **B, C, D, E** and **F**)

Compute the average number of hours worked per day and check for reasonableness of entries using the formula below:

$$\text{Average Number of Hours Worked per Day} = \frac{\text{Total Number of Hours Worked}}{(\text{Number of Production Workers} * 26 \text{ days} * 12 \text{ months})}$$

Based on the results of the 2010 ASPBI, acceptable figures for the following sectors may vary from:

Mining and quarrying (B)	– 6.75 to 10 hours
Manufacturing (C)	– 6.00 to 14 hours
Electricity, Gas, Steam and Air Conditioning Supply (D)	– 6.69 to 8.49 hours
Water Supply; Sewerage, Waste Management and Remediation Activities (E)	– 6.98 to 9.32 hours
Construction (F)	– 6.96 to 10.57 hours

B. Sale and Cost of Products/by-products and Inventory

Form 1

1. Sale of products and by-products > Cost of products/by-products sold
2. Sale of products and by-products + Ending inventory of finished products and work-in-progress > Beginning inventory of finished products and work-in-progress

3. If Sale of products and by-products > 0, then direct materials and supplies used > 0

C. Sale of Products/by-products, Contract and Commission Work Done for Others; Cost of Products/by-products and Contract and Commission Work Done for Others; and Inventory of Finished Products and Work-in-Progress

Form 2

1. Sale of products/by-products and Contract and commission work done for others > Cost of products/by-products sold and contract and commission work done for others
2. Sale of products/by-products + Ending inventory of finished products and work-in-progress > Beginning inventory of finished products and work-in-progress
3. If Sale of products/ by-products > 0, then raw materials used > 0

D. Sale and Cost of Goods, Inventory and Trade Margin Ratio

1. Sale of goods > Cost of goods sold

Cost of goods sold = Goods purchased for resale + Beginning inventory of goods for resale - Ending inventory of goods for resale

2. Goods purchased for resale + Beginning inventory of goods for resale > Ending inventory of goods for resale

Illustration 1

Data Items	Case 1	Case 2	Case 3	Case 4	Case 5
Sale of goods	250,000	150,000	150,000	40,000	40,000
Goods purchased for resale	50,000	50,000	50,000	50,000	0
Inventory of goods for resale as of January 1(Beginning)	200,000	200,000	20,000	200,000	0
Inventory of goods for resale as of December 31(Ending)	40,000	100,000	100,000	40,000	20,000
Cost of goods sold	210,000	150,000	-30,000	210,000	-20,000
	Acceptable	For Verification			
REMARKS	Consistent or Good report	Break-even or No profit	Invalid Cost of goods sold	Sale of goods is under-stated	No entry for beginning inventories and Goods purchased for resale

The above example is also applicable to other data items with similar consistency checking *i.e.*, Sale of Products/by products sold & Real Estate for Sale and its corresponding expense and inventory counterparts.

3. Trade Margin Ratio= ((Sales of goods/Cost of goods) -1)*100

The acceptable trade margin ratio for wholesale and retail trade per industry group is shown in Table 6.1.

Table 6.1 Trade Margin Ratio in Wholesale and Retail Trade by Industry Group: Philippines, 2012

2009 PSIC	Industry Group	Trade Margin Ratio (Range in percent)
G451	Sale of motor vehicles	3.03 – 47.98
G453	Sale of motor vehicles parts and accessories	4.13 – 68.42
G454	Sale, maintenance and repair of motorcycles and related parts and accessories	7.41 – 59.39
G462	Wholesale of agricultural raw materials and live animals	7.76- 59.98
G463	Wholesale of food, beverages and tobacco	4.01 – 69.22
G464	Wholesale of household goods	8.10 – 69.70
G465	Wholesale of machinery, equipment and supplies	9.35 – 68.97
G466	Other specialized wholesale	8.00– 69.15
G469	Non-specialized wholesale trade	9.49– 66.10
G471	Retail sale in non-specialized stores	6.00 – 59.99
G472	Retail sale of food, beverages and tobacco in specialized stores	8.20 - 69.85
G473	Retail sale of automotive fuel in specialized stores	3.05 – 48.41
G474	Retail sale of information and communications equipment in specialized stores	9.08- 58.84
G475	Retail sale of other household equipment in specialized stores	6.09- 69.49
G476	Retail sale of cultural and recreation goods in specialized stores	10.80– 69.46
G477	Retail sale of other goods in specialized stores	6.00– 79.58
G478	Retail trade via stores and market	5.57 - 57.51
G479	Retail trade not in stores, stalls or market	12.75 -69.58

Source: 2012 Census of Philippine Business and Industry (CPBI), Preliminary Results

D. Real Estate Sales, Cost and Inventory

1. Real estate sales > Real estate sold
2. Real estate purchased for sale + Beginning inventory of real estate for sale > Ending inventory of real estate for sale

E. Electricity and Steam Sales, Purchased Power and Transmission and Distribution Cost of Electricity

1. Electricity sales > Purchased power or Transmission and distribution cost of electricity
2. Steam sales > Purchased power or Transmission and distribution cost of electricity

F. Materials and supplies purchased and inventory of materials and supplies

1. Materials and supplies purchased + Beginning inventory of materials and supplies > Ending inventory of materials and supplies

Illustration 2

Data Items	Case 1	Case 2	Case 3	Case 4	Case 5
Materials & supplies	100,000	100,000	50,000	50,000	0
Inventory of materials and supplies as of January 1 (Beginning)	200,000	0	150,000	100,000	0
Inventory of materials and supplies as of December 31 (Ending)	100,000	0	200,000	200,000	100,000
Materials & supplies used	200,000	100,000	0	-50,000	-100,000
Remarks	Acceptable		For Verification		

The above example is also applicable to other data items with similar consistency checking *i.e.*, Fuels, lubricants, oils and greases, Raw materials, Direct materials and supplies and its corresponding inventory counterparts

G. Fuels, lubricants, oils and greases and inventory of fuels, lubricants, oils and greases

1. Fuels, lubricants, oil and greases + Beginning inventory of fuels, lubricants, oil and greases > Ending inventory of fuels, lubricants, oil and greases

H. Capital Expenditures for Tangible Fixed Assets and by Mode of Acquisition

1. Total capital expenditures for tangible fixed assets = Total capital expenditures for all tangible fixed assets by mode of acquisition

2. Capital expenditures for **land** (tangible fixed assets) ≤ Land and used tangible fixed assets

I. Capital Expenditures and Book Value of Tangible & Intangible Assets

1. Check the consistency as shown in the tables below.

TANGIBLE Fixed Assets:

Book Value by Type		Capital Expenditures by Type
Land	≥	Land
Buildings, other structures and land improvements	≥	Buildings, other structures and land improvements
Transport equipment	≥	Transport equipment
ICT machinery and equipment	≥	ICT machinery and equipment
Specialized industrial machineries	≥	Specialized industrial machineries
General industrial machinery and equipment	≥	General industrial machinery and equipment
Other machinery and equipment	≥	Other machinery and equipment
Valuables	≥	Valuables
Other tangible fixed assets	≥	Other tangible fixed assets
Aqua farm (<i>Form 1</i>)	≥	Aqua farm (<i>Form 1</i>)
Cultivated assets (<i>Form 1</i>)	≥	Cultivated assets (<i>Form 1</i>)
Fishing boat/craft/vessel (<i>Form 1</i>)	≥	Fishing boat/craft/vessel (<i>Form 1</i>)
Sub-soil assets (<i>Form 2</i>)	≥	Sub-soil assets (<i>Form 2</i>)
Power plants, power grid, power generating equipment (<i>Form 3</i>)	≥	Power plants, power grid, power generating equipment (<i>Form 3</i>)
Library books (<i>Form 7</i>)	≥	Library books (<i>Form 7</i>)

INTANGIBLE Assets:

Book Value by Type		Capital Expenditures by Type
Intangible non-produced assets	≥	Intangible non-produced assets
Computer software and databases	≥	Computer software and databases
Entertainment, literary and artistic originals	≥	Entertainment, literary and artistic originals
Research and development	≥	Research and development
Other intangible assets	≥	Other intangible assets

J. Rent/Rental Income vis-a-vis Book Value of Fixed Assets

1. If Rent income from land, rental income from building, machinery, office and transport equipment and library books > 0 , then corresponding Book value > 0

K. Book Value of Transport Equipment or Other Machinery and Equipment or Fishing Vessel/Craft/Boat vis-a-vis Fuel, Lubricants, Oils and Greases

1. If Book value of transport equipment or other machinery and equipment or fishing vessel/craft/boat > 0 , then Fuel, oil, lubricants and greases > 0

L. Book Value of Buildings, other structures and land improvements or Transport equipment or Machinery and equipment or Fishing vessel/craft/boat vis-a-vis Rental expense on Buildings, warehouses, and other structures or Transport equipment or Machinery and equipment or Fishing vessel/craft/boat

1. If Book value of buildings, other structures and land improvements = 0, then Rental expense for land or building, warehouse and other structures > 0
2. If Book value of transport equipment or machinery and equipment = 0, then Rental expense for machinery and transport equipment > 0
3. If Book value of machinery and equipment = 0, then Rental expense for machinery and transport equipment > 0

M. Other Consistency Checking

1. For Form 7, Income from transactions outside the country, Item 11.a.2 (a to e), ensure that entries provided are list of countries and not list of client companies where the income of establishment comes from.
2. If Book value of aquafarm = 0, then Cost of agricultural, forestry and fishery services done by others > 0 (for PSIC A0321, A0322, A0323, A0324 and A03261)
3. If Book value of fishing boat/craft/vessel = 0, then Cost of agricultural, forestry and fishery services done by others > 0 (For PSIC A0311 and A0312)
4. If Book value of sub-soil assets = 0, then Royalty fee > 0 (Mining and Quarrying, except mining support service (B09))
5. For Form 2, if Sale of products/by products = 0, then Commission and contract work done for others > 0 (For Mining or Quarrying and Manufacturing sectors)

6. If Total book value of tangible fixed assets *except* land > 0, then Depreciation > 0
7. If Total book value of intangible assets > 0, then Amortization > 0
8. Total assets must be greater than the sum of book value of tangible and intangible assets and total ending inventory.

N. Profitability

Total Income + Subsidies > Total Expense

6.2 Manual Processing Instructions for 2013 SICT

6.2.1 Specific Editing Instructions for the 2013 SICT

ITEM I. GENERAL INFORMATION ABOUT THE ESTABLISHMENT

A. Main Economic activity *or business refers to the activity of the establishment that contributes the biggest or major portion of the gross income or revenue.*

1. Main Activity

- See to it that the **main economic activity** is clearly and specifically described to allow coding at 5-digit level using the 2009 PSIC.
- Description such as; **manufacturing, trading, merchandising, buy and sell, wholesale and retail, marketing, services, consultancy, information technology or IT, business process management or BPM** and other similar words are not specific and **should not be accepted**. Otherwise, **verify from the establishment**.
- If there are two or more activities reported **verify which activity contributes the biggest portion of the gross income or revenue to identify its main economic activity**. If the activities are of the same level of revenue, verify from the establishment their preferred industry classification. Otherwise, the activity which corresponds to the IND code in the address stub shall prevail.
- Ensure that the main activity reported should be the same as the main activity reported in 2013 ASPBI Form.

2. Major products produced or goods sold and/or types of services rendered

- Major products or goods sold/produced and/or type of services rendered must be specified. Refer to the 2009 PSIC.
- Ensure that the major products produced or goods sold and/or types of services rendered are consistent with the main activity described in line 1 of Item A1.

B. Secondary/Other activities

- Blank or “None” is acceptable. If there is an entry in this item but there is no entry in line 1 of Item A1, verify from the establishment.

ITEM II. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) RESOURCES OF THE ESTABLISHMENT

A. ICT Equipment

1. Computers and other hardware

INCLUDE: Desktop, portable or handheld computer e.g. Minicomputer and Mainframe

A computer does not include computer controlled machinery or electronic tills.

- Ascertain if the reported number of units for computers and other hardware is appropriate for the main activity reported in ITEM I (*Main activity*) and does not include the units for sale as in the case of G46510 (*Wholesale of Computer, Computer peripherals, equipment and software*). For education establishments, computers used by students in their laboratories must be included.
- If number of units for mainframe is indicated, verify from the respondent if the mainframe is owned by the establishment. Otherwise, line out the entry.

2. Communication equipment

Include: wired and wireless landlines, cellular mobile phones, satellite phones, two-way radio and video/tele-video conferencing equipment

- Ascertain if the reported number of units of communication equipment is appropriate for the main activity reported in ITEM I.A.1 (*Main activity*) and does not include the fixed telephone lines of the subscribers as in the case of telecommunications

companies and the communication equipment for sale as in the case of wholesaler and retailer of communication equipment.

- Only the communication equipment owned by the establishment should be included in the count. Cellular mobile phones owned by the employees but are used for business transactions of the establishments must not be included even if the cost for communication (e.g. cellphone load) is provided by the establishment. The communication cost will be included in the “Cost of non-industrial services done by others” item of ASPBI.

3. Other ICT equipment

Include: *global positioning system devices, satellite equipment, printing machine, closed-circuit television, projector, and camera (still photo both film and digital, and video)*

- Line **c** (*printing machinery*) should have a non-zero entry for establishments engaged in book publishing (J58110), publishing of directories and mailing lists (J58120), publishing of newspapers, journals and periodicals (J58130) and service activities related to printing n.e.c. (C18129)
- Line **d** (*camera*) should have a non-zero entry for establishments engaged in motion picture, video and television programme (J59110).
- If there is/are entry/ies in lines a to d, ensure that the corresponding number of units is indicated.

B. Knowledge

1. System and application software

- If a number of units is reported in any of the lines in Item II.A.1, ensure that “yes” is marked in Item II.B.1 and it should be specified in the lines provided.
- Use additional sheet if necessary. The establishment may use more than four application and system software in the business operation.

Example of the system and application software includes MS Windows, Mac OS, Linux, Solaris, MS Office, Open Office, RDBMS, Oracle, etc.

2. **Security software**

- Ensure that the appropriate box is marked.

3. **Did this establishment experience an attack by a virus (e.g. a Trojan horse or worm), which has resulted in loss of data or time, or damage to software/hardware in 2013?**

- Ensure that the appropriate box is marked.

4. **ICT support services**

INCLUDE: *Management of systems development projects, Information systems planning, Systems analysis work, Programming, website development and hosting, Consulting, ICT training, Electronic payment, ICT research, etc.*

- If there is/are entry/ies in lines a to i, ensure that the support services specified are classified whether “**in-house**” or “**outsourced**”.
- If the box for column 1 (in-house) is marked for line **a** (system/application development and maintenance) or line **b** (call center/customer service), there should be a non-zero entry in any of the lines **a** to **f** in Item II.A.1.

C. **Other ICT Resources**

- If “**Other ICT resources**” is marked ensure that it is specified. Otherwise, verify from the establishment.

D. **None**

- If the box for “None” is marked, ensure that there is/are no entry/ies in Item II.A (*Computers and other hardware*) to Item II.C (*Other ICT Resources*). Otherwise, entry/ies in Item II.A will prevail.

ITEM III. NETWORK CHANNELS

- Ensure that appropriate boxes are marked.
- If at least one box is marked, there should be a non-zero entry in Item II.A.1 (*Computers and other hardware*).

ITEM IV. INTERNET CONNECTION OF THIS ESTABLISHMENT

A. Did this establishment have the following external connection to the Internet in 2013?

- Ensure that box 1 (Yes) is marked in any of the lines in this item if Item III line 4 (*Internet*) is marked.

ITEM V. USES OF ICT RESOURCES IN THE ESTABLISHMENT'S OPERATIONS

A. Uses of ICT Resources in 2013

- There must be at least one box marked in any of the lines in this item if there is a non-zero entry in any of the lines in Items II.A.1 to II.A.3.
- Box/es marked in column 2 (as provider of goods and services) should be consistent with the type of economic activity reported in Item I.

For example:

1. A human resource department of an establishment utilizes ICT resources for processing employees' documents as an internal business operation.
2. An establishment that uses ICT resources for e-commerce selling is considered provider of goods and services.

ITEM VI. USE OF INTERNET FOR OTHER PROCESSES WITHIN THE ESTABLISHMENT

A. Did this establishment use the Internet for any of the following transactions made and/or accessing information from the Philippine government agencies in 2013?

- If box 1 (yes) is marked any of the lines in this item, ensure that the box for Item III line 4 (Internet) is marked.

B. Did this establishment use the Internet for any of the following business operations in 2013?

- If box 1 (yes) is marked any of the lines in this item, ensure that the box for Item III line 4 (Internet) is marked.
- Ensure that box 1 (yes) is marked in any of the lines in this item if box 2 (no) is marked in all of the lines in Item VI.A.

ITEM VII. WEBSITE OF THE ESTABLISHMENT

A. Did this establishment have a website in 2013?

- Ensure that only one box is marked.
- If box 1 (yes) is marked any of the lines in this item, ensure that the box for Item III line 4 (Internet) is marked.
- If box 1 (yes) is marked and EO=2, ensure that the website is owned by the sample establishment, not by the main office. Otherwise, “no” should be marked.

B. What is the website of this establishment in 2013?

- This item should have a valid entry if box 1 (yes) is marked in Item VII.A. (Example: www.philippineairlines.com)

C. Did the website of this establishment have any of the following features in 2013?

A security policy statement explains the business’ practices on security of customer information (transmission and/or storage) or financial transactions. A privacy policy statement explains the privacy practices of the business regarding handling and using personal information.

- If box 1 (yes) is marked in Item VII.A, ensure that box 1(yes) is marked in at least one of the lines in this item.

ITEM VIII. E-COMMERCE VIA INTERNET

The OECD Definition of e-commerce (OECD Guide to Measuring Information Society 2011)

An e-commerce transaction is the sale or purchase of goods or services, conducted over computer networks by methods specifically designed for the purpose of receiving or placing of orders. The goods or services are ordered by those methods, but the payment and the ultimate delivery of the goods or services do not have to be conducted online. An e-commerce transaction can be between enterprises, households, individuals, governments, and other public or private organizations.

Include: orders made in web pages, extranet or EDI.

Exclude: orders made by telephone calls, facsimile, or manually typed e-mail.

A. Did this establishment make purchases for goods and/or services via Internet in 2013?

Purchases include all capital and current purchases (raw materials, components, office items, equipment, maintenance and repair items, services etc.)

- If box 1 (yes) is marked, ensure that Item III line 4 (Internet) is marked.
- If box 1 (yes) is marked, ensure that any of the columns for Item V Line 1 (E-Commerce Purchasing) is marked.

B. Did this establishment receive orders for goods and/or services via Internet in 2013?

- If box 1 (yes) is marked, ensure that Item III line 4 (Internet) is marked.
- If box 1 (yes) is marked, ensure that any of the columns for Item V Line 2 (E-Commerce Selling) is marked.

C. What percent of total revenue was generated from e-commerce via internet by this establishment in 2013?

- This item must have an entry if “yes” is marked in Item VIII.B.
- Entry must not exceed 100 percent.

D. Did this establishment have any of the following suppliers and customers that made transactions via the internet in 2013?

- If “yes’ is marked in Item VIII.B, ensure that box 1 (yes) is marked in at least one of the lines in this item.

E. What percent of total revenue from e-commerce via internet in 2013 was generated by this establishment from:

- a. Customer within the Philippines?**
- b. Customer outside the Philippines?**

- This item must have a non-zero entry in at least one of the lines if box 1(yes) is marked in Item VIII.B.
- The sum of the entries must be equal to 100 percent.

F. Did this establishment benefit from e-commerce transactions (selling and purchasing) in any of the following in 2013?

- If box 1 (yes) is marked in any of the lines in this item, ensure that “yes” is marked in any of Items VIII.A and VIII.B.

G. Did any of the following factors limit or prevent e-commerce transactions (selling and purchasing) by this establishment in 2013?

- Ensure that only one box is marked in any of the lines in this item.

ITEM IX. E-COMMERCE VIA COMPUTER NETWORKS OTHER THAN THE INTERNET

A. Did this establishment purchase goods and/or services via computer networks other than the Internet in 2013?

- If box 1 (yes) is marked, ensure that at least one line corresponding to the network channels other than the Internet in Item III is marked.
- If box 1 (yes) is marked, ensure that any of the columns for Item V Line 1 (E-Commerce Purchasing) is marked.

B. Did this establishment receive orders for goods and/or services via computer networks other than the Internet in 2013?

- If box 1 (yes) is marked, ensure that at least one line corresponding to the network channels other than the Internet in Item III is marked.
- If box 1 (yes) is marked, ensure that any of the columns for Item V Line 2 (E-Commerce Selling) is marked.

C. What percent of total revenue was generated from e-commerce via computer networks other than the Internet of this establishment in 2013?

- This item must have an entry if box 1 (yes) is marked in Item IX.B.
- Entry must not exceed 100 percent.

ITEM X. USE OF CELLULAR MOBILE PHONES IN SELLING AND OTHER BUSINESS OPERATION

A. Did this establishment purchase goods and/or services via cellular mobile phone in 2013?

- If box 1 (yes) is marked, ensure that there is a non-zero entry in Item II.A.2.b (*cellular mobile phones*).

B. Did this establishment receive order for goods and/or services via cellular mobile phone in 2013?

- If box 1 (yes) is marked, ensure that there is a non-zero entry in Item II.A.2.b (*cellular mobile phones*).
- Excludes orders received via website accessed through cellular mobile phone.

C. What percent of total revenue was generated via cellular mobile phone of this establishment in 2013?

- This item must have an entry if box 1 (yes) is marked in Item X.B.
- Entry must not exceed 100 percent.

D. Did this establishment use cellular mobile phone for the following activities in 2013?

- If box 1 (yes) is marked in any of the lines in this item, ensure that there is a non-zero entry in Item II.A.2.b (*cellular mobile phones*).

ITEM XI. PURCHASE AND DISPOSAL OF ICT EQUIPMENT

A. When was the last time this establishment purchased ICT equipment?

- Ensure that the year of the latest purchase of ICT equipment is indicated.
- Entry must not be beyond 2013.

B. How often does this establishment purchase ICT equipment?

- Ensure that only one box is marked.

C. What is the method of disposal of ICT equipment?

- Ensure that appropriate box/es is/are marked.

ITEM XII. OTHER GENERAL INFORMATION ABOUT THE ESTABLISHMENT

A. Employment as of 15 November 2013

1. What was the total employment of this establishment as of 15 November 2013?

- Ensure that the entry is the same as the total employment reported in 2013 ASPBI.

2. How many employees were routinely using computers at work as of 15 November 2013?

- This item, ideally, must have an entry if the establishment is classified under ICT Core Industries.

- If there is a non-zero entry in this Item, ensure that there is a non-zero entry in Item II.A.1 (*Computers and other hardware*).
- Verify from the respondent if the entry in this item is not equal to that of Item II.A.1 (*Computers and other hardware*).
- Entry in this Item must not exceed the entry in Item XII.A.1.

3. How many employees were routinely using computers with Internet connection as of 15 November 2013?

- If there is an entry in this item, ensure that Item III line 4 (*Internet*) is marked.
- Entry in this Item must not exceed the entry in Item XII.A.2.

Remarks Portion, Certification Portion, Contact Person Portion and Processing Information Portion

- Same instructions as in the 2013 ASPBI.

6.2.2 Consistency Check for the 2013 SICT

1. Sum of entries in Items VIII.C, IX.C and X.C must not exceed 100 percent.

6.3 MANUAL PROCESSING INSTRUCTIONS for 2014 ULE

6.3.1 Specific Editing Instructions for the 2014 ULE

 **For PSA USE Only (Do not fill)**

This is found on the lower portion of the first page of the ULE Form 3.

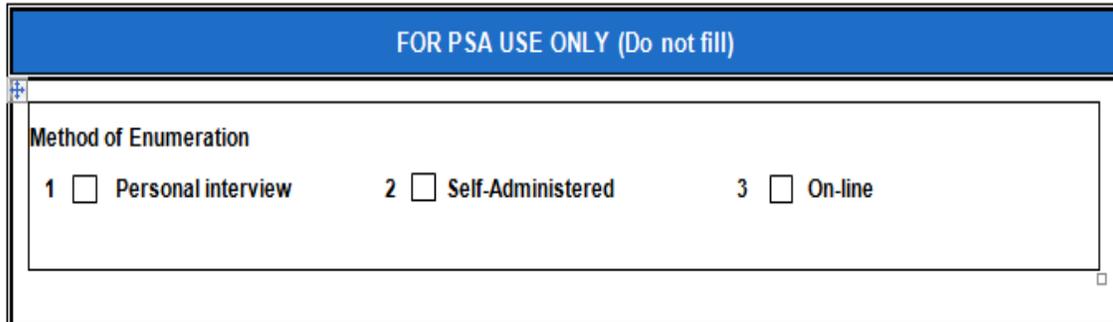
- Fill in the method of enumeration.

Select applicable method of enumeration.

Check “1” if personal interview is conducted. Method of enumeration “2” and “3” are self-administered. For self-administered method, the respondent is the one

responsible in accomplishing ULE Form 3 - check “3” if online questionnaire was accomplished, otherwise check “2”.

 *Illustration:*



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Method of Enumeration

1 Personal interview 2 Self-Administered 3 On-line

Item 1 – BUSINESS NAME

The business name distinguishes one establishment’s products and services from those of its competitors, and helps to establish its identity in the marketplace. This could be the name registered with the DTI, SEC, CDA or the name used in securing business permit.

It is also the name by which the establishment is known by its clients. In some instances, it is the name used by the owner to advertise and sell its products and services.

In writing the name of the establishment, be guided by the following:

1. Ask for the complete business name of the establishment or the common name by which the people know that establishment.
 - a. Do not rely solely on the signboards which proclaim the product sold by the establishment such as: INTERNET CAFÉ, BILLIARD HALL, LG COLLINS APPLIANCE DEALER, SMART BUDDY, WELLNESS SPA, WESTERN UNION, etc.
 - b. For establishments with same business name and which bear a common or a popular business name, include additional description or identification such as location or branch number.

 *Examples:*

CEBUANA LHUILLIER PAWNSHOP – STA ANA BRANCH 2
JOLLIBEE – OLONGAPO ROTONDA
PUREGOLD – MALOLOS
MERCURY – QUEZON BLVD

- c. Include such words as “New”, “Original” or the “name of place” which form part of the business name.

 *Examples:*

NEW HORIZON HOTEL
CEBU WATERFRONT HOTEL
ORIGINAL HORTALEZA VACIADOR & BEAUTY SUPL INC

- d. When the business name contains an Arabic number, Roman numeral or special character, print the name as it appears.

 *Examples:*

NET@PIA INTERNET CAFÉ
KIDS@WORK
HEART @ WORK INC
PIUS XII CATHOLIC BOOK CENTER
10TH STORY PLACEMENT AGENCY

- e. If the name of person is part of the establishment name, include the prefix or title preceding the name (if any).

 *Examples:*

SIR JAMES TAILORING
ATTY NORBIN DIMALANTA LAW OFFICE
DR JOSE ZAPANTA MEMORIAL HOSPITAL

2. If the establishment has no business name, write the name of the owner, family name first followed by given name then the description of activity.

- a. Family names beginning with San, Santa, Santo, De, Del, Dela, De la, De los should be written as shown in the following examples. But abbreviated surnames like Sta, Sto should also be written as it appears.

 *Examples:*

Evelyn Dela Cruz – DELA CRUZ EVELYN EMBROIDERY
Edwin Sto Domingo – STO DOMINGO EDWIN REPAIR SHOP
Fely Delos Reyes – DELOS REYES FELY BEAUTY SHOP

- b. Exclude titles such as Mr., Mrs., Col., and others. However, titles such as Atty., Dr., Sultan, Hadji, Datu become integral part of the name of the owner which is thus written as follows: title, first name, family name.

 *Examples:*

Hadji Noor Bin Saleh– HADJI NOOR BIN SALEH FISH DEALER
Atty. Ramon Cito– ATTY RAMON CITO LAW OFFICE

3. Punctuation marks that can be considered as part of the establishment name are parentheses [()], colon [:], hyphen [-], and apostrophe [']. Disregard comma [,] and period [.] when it is used in abbreviations only. Change quotation marks [" "] to apostrophe [' ']. (*quotation marks are used as string variable in computer programming*).

 *Examples:*

INCORRECT : EPSON PRECISION PHILS. , INC.
CORRECT : EPSON PRECISION PHILS INC

INCORRECT : EASY.NET SERVICES, INC.
CORRECT : EASY.NET SERVICES INC

INCORRECT : BIG "J" SPORTS SUPPLY
CORRECT : BIG 'J' SPORTS SUPPLY

4. The words "INCORPORATED", "COMPANY", "CORPORATION", "LIMITED", "SARI-SARI" (except for the establishments with business name SARI-SARI) should always be abbreviated. The word "PHILIPPINE(S)" should be abbreviated if it is **not** the first word.

Standard Abbreviations

Company	CO
Corporation	CORP
Incorporated	INC
Limited	LTD
Philippine	PHIL
Philippines	PHILS
Sari-sari	SSARI

 *Example:*

INCORRECT : AFFINITY EXPRESS PHILIPPINES INCORPORATED
CORRECT : AFFINITY EXPRESS PHILS INC

INCORRECT : PHIL AMUSEMENT ENTERPRISE INCORPORATED
CORRECT : PHILIPPINE AMUSEMENT ENTERPRISE INC

- As much as possible, do not abbreviate if it is an integral part of the business name. But for establishment names that are too long, abbreviate starting on the third word. Refer to Appendix 30 of this Manual for the standard abbreviations.

 *Example:*

REFORMINA ALBERT COMMERCIAL PLANT PROPAGATION AND
AGRICULTURAL PRODUCT SUPPLY

should be written as:

REFORMINA ALBERT COMML PLANT PROPAGATION & AGRL PROD
SUPL

- Never list the names of individual transportation units (launch, pump boat, vessel) operated by transport establishments such as SUPER FERRY 16, SUPERCAT, or M/V DON JULIO. List the name of establishment/owner/operator.

 *Illustration:*

<p>1. Business Name <i>Enter the business name. If there is no business name, enter the name of the owner.</i></p> <p>JOLLIBEE - J P RIZAL</p> <hr/>

Item 2 – REGISTERED NAME

Item 2 refers to the registered name of the establishment as registered with the SEC, CDA or DTI. Registered name will be used to link establishments within the same enterprise.

For corporations, write the name registered with the SEC and for cooperatives, write the name registered with the CDA. If it is registered with DTI, write the name used in its registration.

 *Example:*

- Business Name : ASIAN INSTITUTE OF COMPUTER STUDIES
Registered Name : ZOE TECHNOLOGY SYSTEMS CORP
- Business Name : JOLLIBEE-BANGUED
Registered Name : ILOCOS SUR FOODS CORP
- Business Name : BINGO BONANZA

- Registered Name : A B LEISURE EXPONENT INC
4. Business Name : TIMEZONE
Registered Name : LEISURE & ALLIED INDUSTRIES PHILS INC
5. Business Name : SPEEDCOM CREDIT & COLLECTION SVCS
Registered Name : SAME

 Illustration:

<p>2. Registered Name Enter name registered with the Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA) or Department of Trade and Industry (DTI). If the name of the establishment is the same as indicated in Item 1, write "SAME" in the space provided.</p> <p style="text-align: center;">SO GOOD FOOD SERVICES CORP</p>
--

Item 3 – FRANCHISE

A franchise is a right granted to an individual or group to market a company's goods or services within a certain territory or location. The franchisor is one that grants a franchise while the franchisee is the one that is granted a franchise.

Ask if this establishment is a franchisee, franchisor or not applicable. If the establishment is a franchisee, Item 3.2 should be asked for the registered name of the franchisor (see illustration).

 Illustration:

<p>3. Franchise Indicate if this establishment is a franchisee, franchisor or not applicable.</p> <p>3.1 Mark (✓) appropriate box 1 <input type="checkbox"/> Franchisor ✓2 <input type="checkbox"/> Franchisee 3 <input type="checkbox"/> Not applicable</p> <p>3.2 If franchisee, indicate registered name of franchisor <u>JOLLIBEE FOODS CORP</u></p>
--

Item 4 – BUSINESS TAX IDENTIFICATION NUMBER (TIN)

This item contains the 12-digit number provided by BIR to the taxpayers. Ask the establishment's TIN and write it on the boxes provided for.

The TIN is usually posted on a conspicuous place in the establishment alongside with the Business Permit Registration number from which the EN can copy but with consent from the respondent.



Illustration:

<p>4. Business Tax Identification Number (TIN) <i>Enter the 12 digit number provided by the BIR.</i></p>														
2	0	4	-	6	0	5	-	4	4	1	-	0	0	1

Item 5 – BUSINESS ADDRESS

Business address refers to the actual physical location of the establishment or where the plant, mill, office, store, etc. is located. Business address should contain the house/building number, street name, building name, floor and room number, and subdivision/purok/sitio.

What to include in the address:

- ✓ In cities and urban areas, commonly, the addresses include building/apartment/house number, floor and room number and name of building (if any).
- ✓ In writing the address of establishments situated in shopping malls, commercial buildings/condominiums, economic zones, indicate the name of shopping mall, commercial building/condominium, economic zone. Include also room/ number, if any.
- ✓ In some cases, you can get the business address in signboards and business permit posted on the wall of the building where the establishment is located.
- ✓ Addresses in rural areas usually contain the house/bldg. number (if any), name of street, purok and sitio.
- ✓ If the location of the establishment extends to two or more barangays/city/municipalities, it should be classified according to the location of the main entrance to the establishment.

In writing the address of the establishments, be guided by the following:



Write the building/house/apartment number followed by the street name.



Example:

310-A C DE DIOS ST

 If the establishment is located in rural areas, write the building/house number then street name followed by the purok and sitio, if any.

 *Example:*

334 1ST ST SITIO LOTE
78 PUROK 5 SITIO PUTOL

1. The building name followed by the floor and room number should be written after the street name.

 *Example:*

INCORRECT : 1754 RM 6 2ndFLOORFRANCIS BLDG RIZAL AVE
CORRECT : 1754 RIZAL AVE FRANCIS BLDG 2/F RM 6

2. The address of an establishment located in a shopping center/mall or market should be written as follows:

For shopping mall,

Name of shopping mall and building name or number, level or floor number, stall or space number (if any).

 *Examples:*

INCORRECT : 2nd LEVELSM CITY NORTH EDSA THE BLOCK
CORRECT : SM CITY NORTH EDSA THE BLOCK 2ND LEVEL

INCORRECT : 2ND LEVEL SPACE 03136 ROBINSONS GALLERIA
CORRECT : ROBINSONS GALLERIA 2ND LEVEL SPACE 03136

For enclosed stalls in the market,

Name of the market, pasilio number and stall number.

 *Examples:*

INCORRECT : CAINTA MARKET STALL 64 PASILIO B
CORRECT : CAINTA MARKET PASILIO B STALL 64

- If the establishment is located inside LRT/MRT stations, gasoline stations or bus terminals, write the street where it is located followed by the name of the station or terminal.

 *Examples:*

EDSA MRT AYALA STATION
CUBAO BALIWAG TERMINAL
NLEX PETRON MARILAO

- If the business address contains or consists of initials, put a space between the initials. Disregard comma (,) and period (.) in writing business address. Punctuation marks that can be considered part of the business address are parentheses [()], hyphen (-), colon (:), semi-colon (;) and apostrophe (').
- P.O. Box number is not accepted as a business address.
- All numbers in the address of the establishment should always be written in numeric (Arabic) form.

- The following words should always be abbreviated:

Avenue	- AVE	Lot	- L
Block	- BLK	Market	- MKT
Boulevard	- BLVD	Poblacion	- POB
Building	- BLDG	President	- PRES
Corner	- COR	Public Market	- PUB MKT
Floor	- /F	Road	- RD
General	- GEN	Room	- RM
Governor	- GOV	Senator	- SEN
Highway	- HWAY	Street	- ST

For a complete list of other standard abbreviations, refer to 2012 ULE Field Operations Manual.

- Use the official name of a street. Abbreviate titles of persons that appear in the official street name. Whenever possible, include former name of the streets which have been renamed.

 *Examples:*

INCORRECT : GENERAL KALENTONG AVENUE
CORRECT : GEN KALENTONG AVE

INCORRECT : PRESIDENT QUIRINO HIGHWAY
CORRECT : PRES QUIRINO HWAY

 *Example of streets which have been renamed:*

- 1) GIL PUYAT AVE (formerly BUENDIA AVE)
- 2) DON CHINO ROCES AVE (formerly PASAY RD)
- 3) A H LACSON ST (formerly GOV FORBES ST)
- 4) LOYOLA ST (formerly LEALTAD ST)

However, the following streets should always be written as shown below:

EPIFANIO DELOS SANTOS AVENUE - EDSA
NORTH LUZON EXPRESS WAY - NLEX
SOUTH LUZON EXPRESS WAY - SLEX

9. If the street is a name of a person, do not abbreviate the family names. Only official and standard abbreviation of names is accepted.

 *Example:*

INCORRECT : 100 E ROD JR AVE
CORRECT : 100 E RODRIGUEZ JR AVE

10. When the establishment is located at the intersection of two streets, write first the building/house number then the name of the major street or the street where the main entrance is located, followed by COR (corner) and the name of the other street.

 *Examples:*

INCORRECT :125 RIZAL AVENUE CORNER SOLER STREET
CORRECT :125 RIZAL AVE COR SOLER ST

INCORRECT : 212 ESPAÑA CORNER MACEDA STREETS
CORRECT : 212 ESPAÑA COR MACEDA STS

 *Illustration:*

5. Business Address <i>The address should refer to the physical location of the establishment.</i>		
789	J P RIZAL ST	
Number	Street Name	
ESTRERA BLDG	G/F	
Building Name	Floor/ Room No.	Subdivision/Purok/Sitio

Item 6 – ECONOMIC AREA

Economic area is an area under a single administration, housing a group of businesses or establishments.

The general classification of economic areas for the 2014 ULE are as follows:

1. **Market** – a place owned and operated by government or private individuals where goods, usually food, are sold at wholesale and/or retail prices.
2. **Shopping Mall/Center** – an urban shopping area featuring a variety of retail shops and other businesses with enclosed walkways for pedestrian and common parking lot. It is usually a large suburban buildings or group of buildings with associated passageways; purposely-built, usually indoor and multi-leveled shopping precinct with car park and a range of large stores and specialist shops.
3. **Information Technology (IT) Park** – an area (which maybe just a building) developed or which has the potential to be developed into a complex capable of providing the necessary infrastructure support facilities and amenities to the IT industry in order to promote the development and export of IT software products and services and other IT-related activities.
4. **Economic Zone (Other than IT Park)** – area specially designated for the operation of industrial estate/parks, export processing zone, free-trade zone/ or free-trading ports, tourism/recreational center or tourism complexes, agro-industrial economic zone/estate. The different economic zones are defined as follows:

Industrial Estate(IE) – a tract of land subdivided and developed according to a comprehensive plan under a unified continuous management and with provisions for basic infrastructure and utilities, with or without pre-built standard factory buildings and community facilities for the use of a community of industries.

Export Processing Zone (EPZ)– a specialized industrial estate located physically and/or administratively outside the customs territory and predominantly oriented to export production. Enterprises located in export processing zones are allowed to import capital equipment and raw materials free from duties, taxes and other import restrictions.

Free Trade Zone –an isolated policed area adjacent to a port of entry (such as a seaport) and/or airport where imported goods may be unloaded for immediate transshipment or stored, repacked, sorted, mixed, or otherwise manipulated. However, movement of these imported goods from the free-trade area to a non-free trade area in the country shall be subject to customs and internal revenue rules and regulations.

Tourism/Recreational Center – an area within the ECOZONE where tourist accommodation facilities such as hotels, apartelles, tourist inns, pension houses, resorts, sports and/or recreational facilities are provided to render tourism services for both local and foreign tourists, travelers and investors in accordance with the guidelines issued by the PEZA.

Agro-Industrial Economic Zone – a large and suitable tract of land subdivided and developed in accordance with a comprehensive plan, with provision for basic infrastructures and utilities designed to host primarily agricultural and or natural resource-based processing activities which are export-oriented. Accordingly, the industry mix of an agro-industrial ecozone should be influenced mainly by the agricultural and natural resources abundant in their surrounding areas.

Information Technology (IT) Park is also an economic zone.

Refer to Appendix 5.1 for the list of Operating Economic Zones as of December 31, 2011.

5. **Seaport** – a port, harbor or town accessible to seagoing ship.
6. **Airport**– a tract of land or water that is maintained for the landing and takeoff of aircraft and for receiving and discharging passengers and cargo and that has facilities for the shelter, supply, and repair of planes.
7. **Other Commercial Building** – a non-residential building not located in the identified type of economic area. It is designed or constructed for purposes other than residential. These also include industrial and agricultural buildings such as offices, rice mills, and barns; and other non-residential buildings such as churches, schools and others.
8. **Residential Building with Business Activity** – building which, by the way it has been designed or constructed, are intended for abode. There is at least one establishment housed in the residential building.

In accomplishing item 6.1 and 6.2 for the type and name of economic area, be guided by the following:

1. Mark (✓) appropriate box in Item 6.1 corresponding to the economic area where the establishment is located.
2. Write the name of economic area in Item 6.2 on the space provided if one of the pre-coded type of economic area from 1 to 6 is marked.
 - a. If an establishment is situated in public markets and it has no name, enter the municipality or barangay name where it is located before the type of economic area.



Example:

COMMONWEALTH MARKET
STA CRUZ PUB MKT

- b. If an establishment is located in a market, shopping mall, seaport or airport within the premises of an economic zone, the economic area of this establishment is the economic zone.



Example:

Duty-Free Philippines is located at the Clark International Airport inside the Clarkfield Economic Zone.

- c. If an establishment is located in an IT park within the premises of a shopping mall, the economic area of this establishment is the shopping mall.
- d. If an establishment is located in a non-residential building not located in the identified type of economic areas (codes 1 to 6), the economic area is “Other Commercial Building” with code 7.
- e. If an establishment is located in a residential building not located in the identified type of economic areas, the economic area is “Residential Building with Business Activity” with code 8.



Illustration:

6. Economic Area	
6.1 Type of Economic Area	
<i>Mark (✓) appropriate box corresponding to the economic area where the establishment is located.</i>	
1 <input type="checkbox"/> Market	5 <input type="checkbox"/> Seaport
2 <input type="checkbox"/> Shopping Mall/Center	6 <input type="checkbox"/> Airport
3 <input type="checkbox"/> Information Technology Park	7 <input checked="" type="checkbox"/> Other Commercial Building
4 <input type="checkbox"/> Economic/Industrial Zone	8 <input type="checkbox"/> Residential Building with Business Activity
6.2 Name of Economic Area _____	ESTRERA BLDG

Item 7 – CONTACT INFORMATION OF ESTABLISHMENT

Ask for the contact information of the establishment. Write the telephone number, fax number and e-mail address and website on the space provided, respectively.

If the establishment has no telephone number but with mobile/cellphone number, the said contact number should likewise be written in item 7.1.

The email address and website should be that of the establishment and not of the contact person. Sample of email address is like this “evelyn.panelos@jollibee.com.ph” while for company’s website is “www.jollibee.com.ph”. Remember that NOT all email addresses contain @ character or sign.

 *Illustration:*

7. Contact Information of Establishment			
7.1 Tel. No./s:	7366024	7.3 E-mail:	evelyn.panelos@jollibee.com.ph
7.2 Fax No./s:	NONE	7.4 Website:	www.jollibee.com.ph

If the establishment has no telephone and fax number, e-mail address and website, write “NONE” on the space provided.

Remember: Get the contact information of the establishment not that of the person accomplishing the form.

Item 8 – ECONOMIC ORGANIZATION

Mark (✓) appropriate box which best describes the organizational structure or role of the establishment in the organization. See illustration.

The types of EO are described in section 2.2.

Guidelines on how to ask for the EO of the establishment:

Begin asking the establishment with:

Do you have a branch or a main office somewhere else in the Philippines?

If the answer is “**No**”, check box 1 for Single Establishment.

If the answer is “**We have branch somewhere**”, ask further:

Is this the main office?

If the answer is “**Yes**”,
probe further by asking:

Are the products/goods manufactured or the services rendered done in this place?

If the reply is another “**Yes**”, check box 3 (Establishment and Main Office with branches elsewhere). Otherwise, check box 4 (Main Office Only) if it serves as the central administrative office only.

If the answer is “**We have main office somewhere**”,
probe further by asking:

Is this a branch?

If the answer is “**Yes**”, check EO Code 2.

Or you can ask:

Do you produce a good or service which is for exclusive use of your company?

If the answer is “**Yes**”, check box 5 (Ancillary Unit).

However, branch/es with main office abroad will be coded as single establishment or EO Code 1.



Illustration:

<p>8. Economic Organization Mark (✓) appropriate box which best describes this establishment.</p>	
<p>1 <input type="checkbox"/> Single Establishment</p> <p>2 <input checked="" type="checkbox"/> Branch Only <i>(Indicate name and address of main office in ITEM 15)</i></p> <p>3 <input type="checkbox"/> Establishment and Main Office with branches elsewhere</p> <p>4 <input type="checkbox"/> Main Office Only</p> <p>5 <input type="checkbox"/> Ancillary Unit other than Main Office <i>(Indicate name and address of main office in ITEM 15)</i></p>	<p>Single Establishment is an establishment which has neither branch nor main office. It may have ancillary unit/s, other than main office, located elsewhere.</p> <p>Branch is an establishment which has a separate main office located elsewhere.</p> <p>Main Office is the unit which controls, supervises and directs one or more establishments of an enterprise.</p> <p>Ancillary Unit is the unit that operates primarily or exclusively for a related establishment or group of related establishments or its parent establishment and provides services that support those establishments.</p>

Item 9 – LEGAL ORGANIZATION

Mark (✓) appropriate box which best describes the legal structure of the establishment.

The types of LO are described in section 2.2.

A basic guide on how to ask for the LO of the establishment is presented below:

Ask the establishment:

With regards to the ownership of this establishment, is this owned by a single proprietor, a partnership, a government or private corporation, a cooperative, foundation etc.?

For special cases of Stock Corporation, refer to section 2.2 page 5.

 *Illustration:*

9. Legal Organization	
<i>Mark (✓) appropriate box which best describes this establishment.</i>	
1 <input type="checkbox"/> Single Proprietorship	5 <input type="checkbox"/> Non-Stock, Non-Profit Corporation
2 <input type="checkbox"/> Partnership	6 <input type="checkbox"/> Cooperative
3 <input type="checkbox"/> Government Corporation	7 <input type="checkbox"/> Others, Specify _____
4 <input checked="" type="checkbox"/> Stock Corporation	

Item 10 – BUSINESS HIERARCHICAL STRUCTURE

This item gives an indication on the position or function of the establishment in the organizational structure of its enterprise. This is useful in linking of enterprises within the enterprise group. Units comprising an enterprise group are:

Parent Company - an entity with one or more subsidiaries. It may have establishments, plants, divisions, branches under its control.

Subsidiary - an entity that is controlled by a separate higher entity called the parent company. The controlled entity may be a corporation or limited liability company and in some cases can be government-owned or controlled corporation. It may have one or more establishments, plants, divisions, and/or branches.

If the EO of the establishment is 1, 3, or 4, ask if it is a parent company, subsidiary or no parent company and subsidiary. Take note that one establishment can be a parent company and also a subsidiary. For this case, both box 1 and box 2 will have checkmarks.

 *Illustration:*

10. Business Hierarchical Structure		
<i>Mark (✓) appropriate box which best describes the position or function of this establishment in the business hierarchical structure.</i>		
1 <input type="checkbox"/> Parent Company	2 <input type="checkbox"/> Subsidiary	3 <input checked="" type="checkbox"/> No Parent Company and No Subsidiary

Item 11 – NATIONALITY OF OWNER/MAJOR STOCKHOLDER/CONTRIBUTOR

If the establishment is with EO code 1, 3 or 4, ask for the nationality of owner or major stockholder or contributor with the highest percentage of capital participation/contribution to the establishment.

This will be coded during the manual processing at the CO. The code for nationality is a 3-digit number.

Be guided by the following:

- ✓ For establishment with LO 1 (Single Proprietorship), ask the nationality of the owner.
- ✓ For establishment with LO 2 (Partnership), ask the nationality of the co-owner with the biggest share on the capital used in their operation.
- ✓ For establishment with LO 3 (Government Corporation), do not ask the nationality. Indicate “FILIPINO” as the nationality of the owner.
- ✓ For establishment with LO 4 (Stock Corporation), ask the nationality of the major stockholder.
- ✓ For establishment with LO 5 (Non-Stock, Non-Profit Corporation) or LO 6 (Cooperative), ask the nationality of the major contributor

 *Illustration:*

11. Nationality of Owner/Major Stockholder/Contributor	For PSA use only (Do not fill)
<i>Indicate nationality of owner or stockholder/contributor with the highest percentage of capital participation.</i>	NATIONALITY CODE <input type="text"/>
FILIPINO	

Item 12 – ECONOMIC ACTIVITY OR BUSINESS

To facilitate coding of the economic activity at the 5-digit 2009 PSIC level, Item 12 (Economic Activity or Business) is further divided into three sub-items.

For every sub-items, write the needed information, if applicable. Each of the answers to the sub-items is used to properly determine the correct description of the business or economic activity of the establishment.

12.1 Main Activity

Main activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.

12.2 Major products/goods produced or sold and/or type of service rendered

Ask for the major products/goods produced or type of service rendered by the establishment.

Example:

Software programming and website design

12.3 Secondary/Other Activities

If the establishment has two or more products/goods produced or sold or type of service rendered, indicate the secondary or other activities in this item.

Example:

Hardware and software consultancy

Some guidelines/samples on how to ask the main economic activity:

Ask directly:

What is the economic activity/business of this establishment?

Or, you can ask:

Are you engaged in manufacturing, retailing, repairing, etc. (state the possible main economic activity)? Can you describe the principal commodity/good/service/product that this establishment produce/render?

To probe, further ask:

***Aside from this activity, is this establishment engaged in any other economic activity/business? What are those?
or
Among these activities/services/products, where do you derive your major income/revenue?***

Rules in describing main economic activity of establishments

Describe the principal commodities/goods/products manufactured, produced or sold by the establishment or the services rendered or offered by the establishment.

Examples:

Culture of freshwater ornamental fish
Mining iron ore
Quarrying marble
Exploring crude oil on contract basis
Manufacturing of bakery products
Manufacture of sports and energy drink
Making wooden furniture - sala set
Manufacturing hollow blocks
Generating and selling electricity
Wholesaling lumber
Wholesaling copra
Retailing rice
Retailing footwear
Making bakya
Repairing shoes
Repacking sugar
Private technical and vocational secondary education
Private elementary education
Repairing radio and TV sets

1. In describing the product, use the English name, if possible. If the local name of the product has no English equivalent, write additional description of such product.
2. If the activity is **service**, describe the kind of service rendered, such as market research service, laundry service or outdoor advertising service. For schools, indicate if private general secondary school, etc., and the highest level of education offered.
3. Do not use vague description such as “selling general merchandise”, “contract work”, “contractor”, “business services”, “transportation”, “merchandising”.
4. If the business name of the establishment indicates its main economic activity, verify from the establishment first before writing the description of the kind of activity.

Examples:

<i>Name of Establishment</i>		<i>Main Economic Activity</i>
SANTOS RICE MILL	-	Rice milling
THE MANILA HOTEL	-	Hotel
TIMES SQUARE CINEMA	-	Movie house

5. Take note of the following important cases in describing the main economic activity of establishments:

- a. For establishments with one or more economic activities, the main activity is the activity which consists of more than 50 percent of total revenue/sales.

Example:

An establishment is engaged in computer programming activities; and contact/call center for sales and marketing. More revenue is generated by computer programming activities. Thus, the main economic activity is computer programming activities.

- b. If none of the activities constitute more than half of the revenue, list all economic activities and corresponding percentage share to total revenue for each activity of the establishment.

Special Case: Hotels will always be considered as hotels regardless of where it derives its major income or revenue.

Determination of main activity shall be done during the manual processing.

- c. Provided that the manufacturing activity is being done within the premise, the main economic activity of an establishment engaged both in manufacturing and in other activity will still be manufacturing regardless of where it derives its major income or revenue. (*Except for activities under PSIC A01260 (growing of coconut, including copra-making, tuba gathering and coco-shell charcoal making in the farm) and A01140 (growing of sugarcane, including muscovado sugar-making in the farm) where the product making are done in the farm*).

Examples:

Establishment engaged in logging and saw milling;

Establishment engaged in Pineapple plantation and pineapple canning;

Establishment engaged in manufacturing bread and in food service activity (e.g. FRENCH BAKER)

For all these establishments, the manufacturing activity is the main activity. Write the other activities in Item 11.3 (Secondary Activities).

- d. If establishment is engaged in both retail sale and wholesale, classify under economic activity based on predominant type of customer.

- i. If an establishment is engaged in retail trade of several kinds of goods, specify commodity groups of goods sold as follows. Ask for the percent share to **total retail sales** by commodity group.
- Food, beverages and tobacco
 - Automotive fuel
 - Information and communications equipment (computer, cellular phone, radio, TV, etc.)
 - Household equipment (textiles, construction materials, carpets, household appliances, etc)
 - Recreation goods (newspapers, books, compact disks, DVDs, sporting equipment, video games and toys)
 - Other goods (clothing, footwear, pharmaceutical and medical goods, cosmetics, feeds, office machine except computer, jewelry, optical goods, etc.)

For the commodity group with the highest percent share to total retail sales, ask for the **specific goods** which generate the highest sale.

- ii. If an establishment is engaged in wholesale trade of several kinds of goods, specify commodity groups of goods sold as follows. Ask for the percent share to **total wholesale sales** by commodity group.
- Agricultural raw materials and live animals (grains, animals, leather, etc.)
 - Food, beverages and tobacco
 - Household goods
 - Machinery, equipment and supplies
 - Other goods (fuels, metals, construction materials, industrial chemical products, fertilizers, waste and scrap, etc.)

For the commodity group with the highest percent share to total wholesale sales, ask for the **specific goods** which generate the highest sale.

In order to properly classify popular retailing activities and business services, some terms used in these industries are given in Appendix 31 of the 2012 ULE FOM.

Table 6.2 Correct Description in Reporting Main Economic Activity

Code	Sector	Insufficient Description	Correct Description
A	Agriculture, Forestry and Fishing	Growing of banana	Specify if: 1. Growing of Cavendish banana 2. Growing of other banana
		Poultry	Poultry (Chicken, duck, turkey, quail, or pigeon should be specified.) If chicken, specify whether: 1. Chicken broiler production 2. Chicken layer production 3. Native chicken production
		Egg production	Egg production (Duck, chicken, or quail should be specified.)
		Livestock farming	Livestock farming (Hog, cattle, carabao, goat, deer or horse should be specified.)
		Fishing	Specify: ocean fishing, coastal fishing or inland fishing.
		Landscaping services	Landscaping services (Planting, stocking, lawn and garden installation and maintenance and tree surgeons' activities should be specified.) Otherwise, this activity will be classified under architectural services (PSIC M711)
C	Manufacturing	Canned food manufacturing	Specify if: 1. Canning/packing of fish and other marine products 2. Canning/packing and preserving of vegetables and vegetable juices 3. Canning/packing and preserving of fruit and fruit juices
		Oil manufacturing	Specify if: 1. Manufacture of virgin coconut oil 2. Manufacture of refined coconut and other vegetable oil (including corn oil) and margarine 3. Production of crude vegetable oil, copra cake, meals and pellets 4. Manufacture of fish oil and other marine animal oils
		Selling of bread	Bakery operation
		Selling water	Water station (refilling or bottling of mineral water)

Table 6.2 Correct Description in Reporting Main Economic Activity (cont.)

Code	Sector	Insufficient Description	Correct Description
C	Manufacturing <i>(cont.)</i>	Food manufacturer	Specify if: <ul style="list-style-type: none"> • Production, processing and preserving of meat and meat products • Processing and preserving of fish and fish products • Canning/packing and preserving of fruits and fruit juices • Canning/ packing and preserving of vegetables and vegetables juices • Manufacture of fruit and vegetable sauces (e.g., tomato sauce and paste)
		Garment manufacture	Specify if: <ul style="list-style-type: none"> • Men's and boy's garment manufacturing • Women's and girl's and babies' garment manufacturing
		Shoe manufacturing	Specify if: <ul style="list-style-type: none"> • Manufacture of leather shoes • Manufacture of rubber shoes • Manufacture of plastic shoes • Manufacture of shoes made of textile materials with applied soles
		Furniture manufacturing	Specify if: <ul style="list-style-type: none"> • Manufacture of wood furniture • Manufacture of furniture of metal
F	Construction	Construction or building construction	Specify if: <ul style="list-style-type: none"> • Residential building construction • Non-residential building construction
		General engineering construction	Specify if: <ol style="list-style-type: none"> 1. Construction of roads and railways 2. Construction of utility projects
G	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	Buy and sell Retailing Wholesaling General merchandise Trading, Repair shop	Specify type of goods for retail/wholesale and repair and maintenance

Table 6.2 Correct Description in Reporting Main Economic Activity (cont.)

Code	Sector	Insufficient Description	Correct Description
H	Transportation and Storage	Transport services	Specify if: 1. Freight forwarding services 2. Service activity incidental to airtransport (operation of terminal facilities, air-traffic control activities, ground service activities on airfields) 3. Customs brokerage 4. Freight truck operation
		.Air transportation	.Specify if: 1. Domestic air passenger transport 2. International air passenger transport
		.Water transportation	.Specify one of the following: 1. Ocean passenger transport 2. Interisland water passenger transport
J	Information and Communication	Telecommunications	Specify if: 1. Telegraph, facsimile/ telefax and telex services 2. Wired (landline) services 3. Wired internet access service activities (e.g. DSL, leased line, dial-up) 4. Wireless landline services 5. Mobile telecommunications services 6. Wireless internet access services (e.g. Internet Service Provider, broadband) 7. Satellite communication activities 8. Telephone access in facilities open to the public service activities 9. Internet access in facilities open to the public service activities 10. Voice Over Internet Protocol (VOIP) service
		Computer services	Specify type of computer services rendered
		Information technology services	Specify if: 1. Internet access in facilities open to the public service activities 2. Software developer 3. Software/hardware consultancy services
K	Financial and Insurance Activities	Financial institution or Credit granting or Other credit granting	Specify if: 1. Lending investor activities 2. Financing company operations 3. Credit card activities 4. Credit cooperative activities 5. Financial leasing 6. Security and commodity contracts brokerage 7. Foreign exchange dealing 8. Management of mutual funds, other investment funds and pension funds 9. Securities dealership, own account Note: Other description not included from the above listed activities, please specify.

Table 6.2 Correct Description in Reporting Main Economic Activity (cont.)

Code	Sector	Insufficient Description	Correct Description
K	Financial and Insurance Activities (cont.)	Banking or Monetary intermediation	Specify if: 1. Expanded commercial banking (universal banking) 2. Regular commercial banking 3. Savings and mortgage banking 4. Private development banking 5. Stock savings and loan activities 6. Regular rural banking 7. Cooperative rural banking
		Insurance	Specify if: 1. Life insurance 2. Non-life insurance 3. Reinsurance
		Pre-need plan	Specify if: 1. Pre-need plan for health 2. Pre-need plan for pension 3. Pre-need plan for education 4. Pre-need plan for memorial and interment Note: If the company sells more than one product e.g. "Health & Pension", ask from the respondent which product always generates the highest revenue/income, but if at the same level of revenue, ask for employment.
		Auxiliary to insurance and pension funding	Specify if: 1. Insurance agents and brokers 2. Consultant services for policy holders 3. Assessing insurance claims 4. Claims adjusting/adjusters 5. Risk assessing 6. Risk and damage evaluation 7. Average and loss adjusting 8. Actuarial services 9. Salvage administration
L	Real Estate	Real estate	Specify whether developer or broker or engaged in cemetery development and sale
M	Professional, Scientific and Technical Activities	General services	Specify type of services rendered, examples: - accounting services - legal services
		Advertising	Specify type and medium of advertising (e.g. billboard and outdoor advertising)

Table 6.2 Correct Description in Reporting Main Economic Activity (conc.)

Code	Sector	Insufficient Description	Correct Description
N	Administrative and Support Service Activities	Call center	Specify if: 1. Customer relationship management activities 2. Sales and marketing activities
		Recruitment agency	Specify whether local or overseas; temporary or not
		Renting of machinery and equipment	Specify type of machinery and equipment rented
P	Education	Educational institution Educational services Religious education Private education Educational School Learning institution	Specify if: 1. Private pre-elementary education 2. Private elementary education 3. Private secondary education 4. Private general secondary education for children with special needs 5. Private technical and vocational secondary education 6. Post-non degree education 7. Private higher education 8. Private adult and other education
Q	Human Health and Social Work Activities	Private clinic Health care services Medical clinic	Specify kind of private clinic, child care clinic, dental clinic and laboratory
		Treating patients Professional services Out-patient and in-patient services	Specify what medical or health services they provide.

Item 13 – Year Started Operation

This refers to the year when this establishment first started its operation. This serves as an indicator of how long the establishment has been in the business.

Write the four-digit year when the establishment started operation. There is no need to enter the complete date.

Examples:

INCORRECT:

— ' 9 7 —

— . 0 9 —

CORRECT:

1 9 9 7

2 0 0 9

Special cases:

1. The YSO of an establishment will remain the same even if it transfers to another location

MULTIBRAND DISTRIBUTORS started its business operation in year 2000 at Highway 1 Alan Theater Bldg in San Roque, Iriga City. It transferred to another location in Guevarra St. in 2008. The YSO of the establishment is still 2000.

2. An establishment changed its registered name but retained its business name, the YSO is the year when the registered name was changed

An establishment with business and registered names LAMANAN REALTY, and LAMANAN DEVELOPMENT CORP respectively, started operation in 1998. There was a change in the registered name of this establishment to LAMANAN INC in 2006. The YSO of LAMANAN REALTY is 2006, the year when the registered name was changed.

Item 14 – Total Employment

Total employment – refers to the total number of persons who work in or for the establishment. This includes paid employees, working owners, unpaid workers and all employees who work full-time or part-time including seasonal workers. Included also are persons on short term leave such as those on sick, vacation or annual leaves and on strike.

Excluded from the count of total employment are consultants, home-workers, workers receiving pure commission only except for persons working in barber shops, beauty parlors and cockpit arena, workers on indefinite leave, taxi drivers whose mode of payment is boundary system, silent or inactive partners and members of cooperative who are not involved in the operation of the cooperative.

Working owners– refer to owners who are actively engaged in the management of the establishment but do not receive regular pay. On the other hand, **unpaid workers** refer to those who work in the establishment without regular pay for at least one-third of the working time normal to the establishment.

This item requires a write-in entry. Write the total employment of this establishment, based on the definition mentioned above, as of the date of visit.

For those establishments whose branches and ancillary units are **not** to be listed, total employment should include employment of all branches and ancillary units.



Illustration:

<p>14. Total Employment <i>Indicate the total number of persons (as of date of visit) who work in or for this establishment. (This includes paid employees, working owners, unpaid workers and all employees who work full-time or part-time. Included also are persons on short term leave such as those on sick/vacation or annual leave and on strike.)</i></p>	<p>45</p>
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Item 15 – Paid Employees

Paid employees– refer to persons who work in or for the establishment receiving regular pay from the establishment. This includes full-time or part-time workers including seasonal workers, apprentices and learners, employees on sick or maternity leave and on paid vacation or holiday, employees working away from this establishment and employees paid by and under control of this establishment and employees on strike.

Indicate the total number of paid employees as of date of visit. Entry in paid employees should not exceed entry in total employment.



Illustration:

15. Paid Employees

Indicate the total number of paid employees (as of date of visit) receiving regular pay from this establishment. (This includes full-time or part-time workers, employees on sick or maternity leave and or paid vacation or holiday; employees working away from this establishment and employees paid by and under control of this establishment; and employees on strikes. Excluded are consultants, home workers, workers receiving commission only and workers on indefinite leave.)

45

Item 16 – Name and Address of Main Office

This item is applicable if box 2 (Branch) or box 5 (Ancillary Unit) is checked in Item 8 (Economic Organization).

1. For Item 16.1, write the registered name of the main office.
2. In Item 16.2, write its complete address. The address should also contain the province, municipality and barangay name. It should not be the same as indicated in Item 5 (Business Address) nor should it refer to a location outside the Philippines.
3. Follow the instructions given for recording Business Name and Business Address (Refer to pages 27 to 31).

If main office of the establishment is located outside the country, change EO of the establishment from EO=2 (Branch) to EO=1 (Single Proprietorship) and delete entry in Item 16 and replace to Item 18 (Name and Address of Parent Company).

The set of cells located at the upper right corner are allotted for geographic codes of province, municipality and barangay name of main office. The coding shall be done during the manual processing.



Illustration:

16. Name and Address of Main Office		<small>For PSA use only (Do not fill)</small>
<small>If Branch (box 2) or Ancillary Unit (box 5) is checked in ITEM 8, provide name and address of main office.</small>		PRV-MUN-BGY CODE
15.1 Name	SO GOOD FOOD SERVICES CORP	
15.2 Address	AYALA AVENUE, BEL-AIR, MAKATI CITY	

Item 17 – Total Assets

Assets are resources controlled by the establishment as a result of past transactions and events from which future economic benefits are expected to flow to the enterprise. In short, assets are properties owned including land. Assets are classified into current and non-current assets.

Current assets—refer to assets such as cash, stocks, accounts receivables and other assets which could be consumed or disposed of in the short term; as opposed to fixed assets.

It consist of:

1. *cash and cash equivalents* (cash on hand, petty cash fund, cash in bank and any cash equivalent like 3-month BSP treasury bill, 5-month time deposit, 3-month money market instrument);
2. *assets held for trading or short-term purposes* (like marketable securities, short-term non-trade receivables); and
3. *assets which are expected to be realized, sold or consumed in the normal course of the operating cycle* (trade receivables, inventories, prepayments).

Valuation of current assets is as of December 31, 2013.

Noncurrent assets – refer to all assets which the company intends to hold for the long term and which it does not intend (or cannot) dispose of quickly.

This includes:

1. *property, plant and equipment* (land, building, machinery, equipment, furniture, fixtures, patterns, molds, dies, tools);

Valuation will be the **book value** as of December 31, 2013. Book value refers to the acquisition cost less accumulated depreciation.

2. *long-term investments* (investments in securities of other enterprises in form of stocks, bonds and other debt instruments; investments in funds accumulated for a particular purpose, such as sinking fund, plant expansion fund and preferred stock redemption fund; investment in properties that are not currently used in business operations like land held for speculation, for a future plant site, other investments in real estate, land; cash surrender value of life insurance policy);
3. *intangible assets* (goodwill, patent, franchise, copyright, manufacturing licenses, IT software, trademark and secret processes and formulas).

This item is applicable if any of box 1 (Single Establishment), box 3 (Establishment and Main Office with branches elsewhere) and box 4 (Main Office only) is checked in Item 8 (Economic Organization). Total assets should include assets of all branch/es.

The reference period for reporting total assets is as of December 31, 2013.



Before asking this item, verify first the YSO reported in item 13. If the YSO is before 2014, ask for the total assets as of December 31, 2013. Otherwise, the reference date to be used is as of the start of operation of the establishment.

The range of the total assets (in pesos) and corresponding codes are presented below:

Code	Range	Code	Range
1	100,000 and below	5	3,000,001 to 15,000,000
2	100,001 to 500,000	6	15,000,001 to 100,000,000
3	500,001 to 1,500,000	7	Above 100,000,000
4	1,500,001 to 3,000,000		

Item 18 – Name and Address of Parent Company

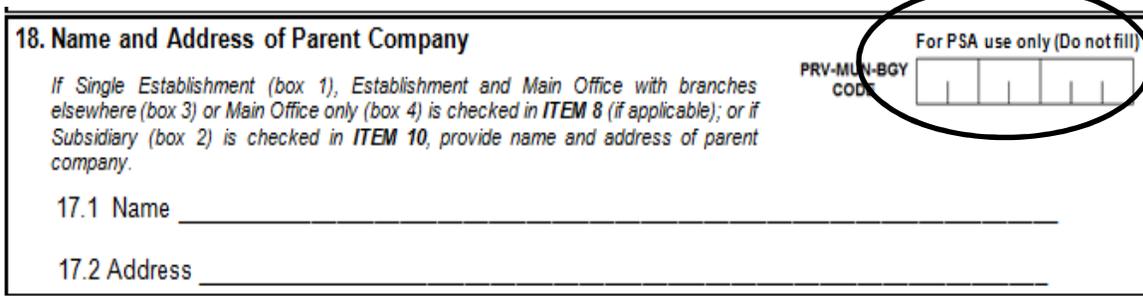
Parent Company refers to a company that controls or owns another company or companies.

This item is applicable if any of box 1 (Single Establishment), box 3 (Establishment and Main Office with branches elsewhere) and box 4 (Main Office only) is checked in Item 8 (Economic Organization). These establishments may or may not have a parent company.

1. Ask if the establishment has a parent company.
2. If it has a parent company, write the name and address of parent company following the rules for recording name and address. The address should include the name of country if it is located outside the Philippines.
3. If the establishment has no parent company, write NONE in name and address of parent company.

A set of cells at the upper-right corner is for geographic coding purposes of parent company. Thus, complete address must be entered.

 Illustration:



18. Name and Address of Parent Company

If Single Establishment (box 1), Establishment and Main Office with branches elsewhere (box 3) or Main Office only (box 4) is checked in ITEM 8 (if applicable); or if Subsidiary (box 2) is checked in ITEM 10, provide name and address of parent company.

PRV-MUN-BGY CODE | | | | | For PSA use only (Do not fill)

17.1 Name _____

17.2 Address _____

Item 19 – Subsidiaries (for Stock Corporations only)

A subsidiary is an entity that is controlled by a separate higher entity called the parent company.

This item is applicable if any of box 1 (Single Establishment), box 3 (Establishment and Main Office with branches elsewhere) and box 4 (Main Office only) is checked in Item 8 (Economic Organization). These establishments may or may not have subsidiaries.

Indicate the total number of subsidiaries of this establishment, if any.

Item 20 – Branches (for Main Office)

Item 20 is for main offices only. If box 3 (Establishment and Main Office with branches elsewhere) or box 4 (Main Office only) is checked in Item 8 (Economic Organization):

Ask for the Total number of branches of the main office. List the Business name, Business address and corresponding Total employment of branches.

Certification

The certification portion is located at the back of the four-page questionnaire.

1. On the space provided, write the name, position title/designation, telephone number/fax number of the respondent.
2. Request the respondent to affix his/her signature over printed name to certify that the information supplied has been recorded as accurately as possible during the interview.
3. In cases where the respondent is unable to provide immediately the information on some data items, request respondent to still sign to indicate that the interview was conducted.

For incomplete response to the items in the questionnaire, inform the respondent for the date of follow-up interview. Refer to section 5.2.4 on page 68 to 70.



Illustration:

<u>C E R T I F I C A T I O N</u>	
I hereby certify that the information supplied has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.	
<i>Belle L. Mendoza</i> BELLE L. MENDOZA _____ Signature Over Printed Name	
_____ FINANCE MANAGER Position Title/Designation	_____ (047) 222-5135 Telephone No./Fax No.

REMARKS

This portion is used to note the comments regarding the status of the establishment. The enumerator can write problems encountered with the establishment. In some instances, this will serve as an indicator for callbacks.

FOR PSA ONLY (Do not Fill)

This portion is located at the last page of ULE Form 3. The concerned NSO staff should print his/her name, affix his/her signature and write date on the appropriate columns when the specific activity was completed.



Illustration:

FOR PSA USE ONLY (Do Not Fill)				
ACTIVITY	NAME	SIGNATURE	Number of Items with Errors	DATE
Field Office				
Distributed by	MIKE SANTOS	<i>M Santos</i>		09-15-14
Collected by	MIKE SANTOS	<i>M Santos</i>		09-15-14
Field Edited by	MIKE SANTOS	<i>M Santos</i>		09-15-14
Central Office				
Manually Processed by				
Verified by				

THANK YOU FOR ACCOMPLISHING THIS FORM!

GLOSSARY OF TERMS

Business/Trade name refers to the name used to identify a commercial product or service, under which a business firm operates. It distinguishes one establishment's products and services from those of its competitors, and helps to establish its identity in the marketplace. A business/trade name can be different from the legal name the business has been registered as, for corporate status. This could be the name registered with the DTI, SEC or the name used in securing business permit.

Registered name refers to the name of the establishment as registered with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) and Cooperative Development Authority (CDA). Registered name is the one used for taxation purposes and legal matters. Registered name usually links establishments within the same enterprise.

Address refers to the actual physical location of the establishment. It should contain the number and street name, building name, floor and room number, barangay, city/municipality and the province.

A **website** is a collection of related web pages containing images, videos or other digital assets. A website is hosted on at least one web server, accessible via a network such as the Internet or a private local area network through an Internet address known as a Uniform Resource Locator. All publicly accessible websites collectively constitute the World Wide Web. Web pages are accessed and transported with the Hypertext Transfer Protocol (HTTP), which may optionally employ encryption (HTTP Secure, HTTPS) to provide security and privacy for the user of the web page content. The user's application, often a web browser, renders the page content according to its HTML markup instructions onto a display terminal. One example of a website is <http://www.census.gov.ph>.

Main activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of the establishment.

Secondary/Other activities refer to activities carried out by the establishment in addition to the main activity and in which the output, like that of the main activity, must be suitable for delivery outside the establishment.

Capital participation refers to the claims of foreign and/or local investors against capital/equity.

Parent company refers to a company that controls or owns another company or companies.

Subsidiary is an entity that is controlled by a separate higher entity called the parent company.

Total Employment refers to the total number of persons who work in or for the establishment as of November 15, 2012. This includes paid employees, working owners, unpaid workers and all employees who work full-time or part-time including seasonal workers. Included also are persons on short term leave such as those on sick, vacation or annual leaves and on strike. **Excluded** from the count of total employment are consultants, home workers, workers receiving pure commission only, workers on indefinite leave, silent or inactive partners and members of cooperative who are not involved in the operation of the cooperative.

Paid employees are to persons who work in or for the establishment receiving regular pay from the establishment. This includes full-time or part-time workers including seasonal workers, apprentices and learners, employees on sick or maternity leave and on paid vacation or holiday, employees working away from this establishment and employees paid by and under control of this establishment and employees on strike.

Working owners refer to owners who are actively engaged in the management of the establishment but do not receive regular pay.

Unpaid workers refer to those who work in the establishment without regular pay for at least one-third of the working time normal to the establishment.

Research and Development (R&D) refers to creative work undertaken as a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

R&D personnel are all persons employed directly on R&D as well as those providing direct services such as R&D managers, administrators and clerical staff. R&D personnel are classified into three categories: researchers, technicians and auxiliary personnel.

Production/construction workers are workers directly engaged in the production/construction process, including working foremen.

Number of hours worked by production/construction workers refers to the number of hours actually spent by production/construction workers at work, including waiting time and overtime for the whole year of 2012.

Total Income or revenue refers to cash received and receivables for goods sold and services rendered.

Sales to domestic market, for sectors agriculture, forestry and fishing; mining and quarrying; and, manufacturing, refer to the products/by-products of the establishment sold to another establishment including, producer, wholesaler and retailer, of a different enterprise. However, for wholesale and retail trade, these refer to the goods sold locally.

Interplant transfers refer to the shipment of products produced to other establishments belonging to the same enterprise as the establishment. These should be valued as though sold.

Direct exports refer to the products produced and shipped, as well as goods sold, directly outside the country by the establishment.

Sales to exporters refer to the products/by-products/goods sold locally to exporters by the establishment.

Sale of goods refers to the income from goods sold in the same condition as purchased.

Net income earned from construction activities abroad refers to the value, cash and receivables of construction activities abroad less total cost incurred.

Net insurance premiums earned are the gross earned premiums on insurance contracts less the reinsurers' share of gross earned premiums on insurance contracts.

Contract and commission work done for others refer to the income from outsourcing activities done on materials owned and controlled by another establishment.

The term "**outsourcing**" or production has been used to refer to a situation where the principal production unit (the principal) contracts another production unit (the contractor) to carry out specific functions constituting the whole or a part of the principal's activity in producing a good or a service.¹

Income from products sold for a construction establishment, is an income from products manufactured and sold, e.g. pre-fabricated products, hollow blocks, etc.

¹ IRIS 2008

Royalty income is an income received for trademarks, copyrights, patents or secrecy and concessions.

Trademarks are images, logos or other graphical materials associated with a brand and which, if registered as such, may not be reproduced or copied without the permission of the trademark holder.

Copyright is the exclusive right to reproduce articles, books, photographs, films or other representative material usually held by the author or publisher of a work.

Patent is the legal recognition of an invention, which also grants sole right of manufacture and sale for commercial purposes to the patent holder.

Concession is the term that describes a business trading under a contract from a concession stand or area within the premises of another business, or host. A concession is principally a tenant and the host is its landlord. Concessions are usually given a degree of exclusivity by its host to allow it the right to retail certain product ranges. Concessions operate under their own branding and heads of terms are negotiated and agreed prior to a solicitor drafting either a license or lease which describes the principles terms under which the parties will operate.²

Franchise income¹ refers to income received for license to make, distribute or sell a product or service.

Subsidies refer to special grants received from the government in the form of financial assistance or tax exemption or tax privilege to aid and develop an industry.

Total expense refers to the cost incurred in an enterprise's efforts to generate revenue, representing the cost of doing business. Excludes cost incurred in acquisition of income generating assets.

Total compensation is the sum of gross salaries and wages and total employer's contribution paid by the employers to SSS/GSIS, Employees Compensation Commission, PhilHealth, PAG-IBIG, etc.

Gross salaries and wages refer to payments in cash or in kind prior to any deductions for employee's contributions to SSS/GSIS, withholding tax, etc.

Taxes on products are taxes paid on products by producer or by the purchaser of the product. Examples are: import tax, export tax, excise tax, value-added tax, sales tax, gross receipts tax, etc.

Export tax consists of taxes on goods or services that become payable when the goods leave the economic territory or when the services are delivered to non-residents; they include export duties, profits of export monopolies and taxes resulting from multiple exchange rates.

Excise tax or excise duties are taxes levied on specific kinds of goods, typically alcoholic beverages, tobacco and fuels; they may be payable in addition to import duties when the goods enter the economic territory.

Other taxes on production are taxes paid by the producer due to production excluding income tax. Examples are: business licenses, real estate tax, road tax, environmental tax, etc.

Environmental tax consists of taxes levied on the emission or discharge into the environment of noxious gases, liquids or other harmful substances.

Contract and commission work done by others is the amount spent for production/service outsourced to other establishment.

² <http://www.firstfranchise.com/concessions>

Goods purchased for resale is the acquisition cost of goods purchased for resale without transformation or processing.

Interest expense is the amount paid for loans obtained from banks and other financial institutions.

Payouts are the amount expended as prize in gambling and betting operations.

Research and development (R&D) expense is the amount spent on any systematic, scientific and creative work undertaken to increase the stock of knowledge and the use of this knowledge to create new or improved products, processes, services, and other applications.

Environmental protection expense is the amount spent for the prevention, reduction and elimination of pollution as well as any degradation of the environment such as environmental protection services like wastewater treatment, reforestation, etc.

Royalty fee is an expense for trademarks, patents or secrecy and concessions.

Franchise fee is an expense made for license to make, distribute or sell a product or service.

E-commerce refers to the sale or purchase of goods or services, conducted over computer networks by methods specifically designed for the purpose of receiving or placing of orders. The goods or services are ordered by those methods, but the payment and the ultimate delivery of the goods or services do not have to be conducted online. **Included** are orders made in web pages, extranet or EDI. **Excluded** are orders made by telephone calls, facsimile, or manually typed e-mail.

Tangible Fixed Assets refer to physical assets acquired and for use of the establishment and expected to have a productive life of more than one year. Examples are land, buildings, transport equipment, ICT and other machinery and equipment, valuables and other tangible fixed assets.

Capital expenditures for tangible fixed assets refer to the full value of tangible fixed assets acquired in 2012 whether or not full payments have been made.

Sale of tangible fixed assets refer to the actual amount received/realized (not book value) from the sale of tangible fixed assets during the year including the value of tangible fixed assets transferred to other establishments of the same enterprise.

Losses and damages refer to the decrease in the book value of tangible fixed assets due to theft, major catastrophe, and other accidental destructions.

Book value refers to the initial or acquisition cost of tangible fixed assets less accumulated depreciation charges.

New tangible fixed assets refer to brand new tangible fixed assets acquired during the year, including directly/newly imported tangible fixed assets.

Directly/newly imported tangible fixed assets are considered new whether or not they were used before they were imported.

Major alterations and improvements on tangible fixed assets are done to increase the performance or capacity of existing tangible fixed assets or to significantly extend their previous expected service lives.

Used tangible fixed assets refer to those that have been previously used within the country.

Tangible fixed assets produced on own account refer to the physical assets produced by the establishment for its own use. It should be valued as the cost of all work put in place including overhead cost.

Total assets are resources controlled by the establishment as a result of past transactions and events from which future economic benefits are expected to flow to the enterprise. In short, assets are properties owned including land. Assets are classified into current and non-current assets.

Current assets refer to assets such as cash, stocks, accounts receivables and other assets which could be consumed or disposal of in the short term; as opposed to fixed assets.

Non-current assets refer to all assets which the company intends to hold for the long term and which it does not intend (or cannot) dispose of quickly. This includes property, plant and equipment; long term investments; and intangible assets.

Inventories refer to stocks of goods owned by or under the control of the establishment as of a fixed date, regardless of where the stocks are located.

Purchaser Price is the amount paid by the purchaser, excluding any deductible VAT or similar deductible tax, in order to take delivery of a unit of a good or service at the time and place required by the purchaser. The purchaser's price of a good includes any transport charges paid separately by the purchaser to take delivery at a required time and place.

Producer Price is the amount receivable by the producer from the purchaser for a unit of a 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.

Replacement cost is the cost of an item in terms of its present price rather than its original price.

Materials and supplies are materials and supplies intended for use as intermediate inputs.

Finished products refer to the value of products produced/manufactured by the establishment that are ready for sale/shipment.

Work-in-progress, for agriculture forestry and fishing, refers to the value of products of the establishment that have not yet reached the final desired state and are not ready for sale/shipment; while for manufacturing, it refers to the value of all materials which have been partially processed by the establishment but which are not usually sold or turned over to other establishments without further processing.

Construction-in-progress refers to portion of construction projects and/or installation works in the country that are not yet completed during the year and are not yet ready to be handed over to the contractee.

APPENDICES

2013 ASPBI : Number of Sample Establishments by Region and Province by 1-digit PSIC

Region Province	Major Industry																		
	Total	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q	R	S
Philippines	30,583	1,158	391	6,747	328	640	828	6,032	969	1,182	4,881	1,201	287	690	2,126	1,191	723	344	865
National Capital Region (NCR)	10,953	55	68	2,199	15	48	380	2,208	427	244	1,903	694	139	445	1,210	274	208	112	324
NCR 1	1,154	7	3	107	2	2	20	300	97	57	228	51	13	26	104	66	35	13	23
NCR 2	2,379	15	2	438	5	8	126	570	48	49	369	83	20	84	299	64	73	27	99
NCR 3	2,176	8	19	428	3	12	88	427	44	31	397	150	25	114	268	41	31	26	64
NCR 4	1,134	20	2	733	1	12	12	144	39	7	61	11	3	11	31	20	9	2	16
NCR 5	2,743	3	39	232	4	3	90	459	56	57	655	360	57	176	391	39	32	27	63
NCR 6	1,367	2	3	261	-	11	44	308	143	43	193	39	21	34	117	44	28	17	59
Cordillera Administrative Region (CAR)	471	7	16	32	33	7	16	77	7	46	90	11	7	11	24	46	15	7	19
Abra	23	1	-	2	1	5	-	6	-	-	1	1	-	1	4	-	-	-	1
Apayao	6	-	-	-	-	-	1	3	-	-	-	1	-	-	-	1	-	-	-
Benguet	384	4	14	25	20	2	8	65	6	45	76	6	7	10	24	39	10	7	16
Ifugao	9	2	-	-	1	-	-	-	1	1	2	1	-	-	-	-	1	-	-
Kalinga	34	-	2	2	10	-	6	3	-	-	3	1	-	-	-	1	4	-	2
Mountain Province	15	-	-	3	1	-	1	-	-	-	8	1	-	-	-	1	-	-	-
Ilocos Region	1,004	40	24	111	21	39	18	228	16	53	234	26	5	12	33	62	30	18	34
Ilocos Norte	168	15	4	12	5	6	6	35	5	14	43	3	-	1	4	4	2	1	8
Ilocos Sur	105	-	-	10	3	4	2	21	2	1	38	5	2	-	4	7	3	2	2
La Union	183	5	6	24	6	3	4	41	5	9	43	3	-	4	12	2	2	5	7
Pangasinan	548	20	14	65	7	26	6	131	4	29	110	15	3	6	25	42	19	9	17
Cagayan Valley	558	15	8	49	11	35	13	143	11	33	129	22	3	5	9	38	18	6	10
Batanes	14	-	-	-	1	4	1	-	3	2	3	-	-	-	-	-	-	-	-
Cagayan	197	1	2	8	3	10	5	53	3	15	46	4	2	3	5	17	6	6	8
Isabela	248	11	4	33	5	16	4	75	4	10	44	11	1	1	3	14	10	-	2
Nueva Vizcaya	86	3	2	5	1	3	2	14	1	6	34	6	-	1	1	5	2	-	-
Quirino	13	-	-	3	1	2	1	1	-	-	2	1	-	-	-	2	-	-	-
Central Luzon	2,482	116	33	814	35	101	58	421	50	109	286	61	21	36	83	96	54	43	65
Aurora	7	-	-	-	1	1	1	-	-	-	4	-	-	-	-	-	-	-	-
Bataan	197	4	2	59	4	10	8	28	5	6	27	8	2	2	6	5	7	3	11
Bulacan	844	42	10	384	3	23	23	130	15	23	75	17	8	8	25	27	9	9	13
Nueva Ecija	244	16	-	37	8	19	3	58	3	4	34	11	-	6	4	16	7	10	8
Pampanga	753	20	13	235	10	26	18	129	15	50	89	14	7	13	35	27	19	11	22
Tarlac	222	21	1	50	4	10	1	48	3	10	27	7	2	3	5	11	9	2	8
Zambales	215	13	7	49	5	12	4	28	9	16	30	4	2	4	8	10	3	8	3
CALABARZON	3,909	113	30	1,640	32	83	95	546	105	113	440	65	29	53	166	136	99	58	106
Batangas	559	21	-	176	11	23	16	96	16	20	76	15	1	6	21	20	21	9	11
Cavite	1,085	24	2	537	1	23	19	131	16	32	107	10	7	14	51	32	25	22	32
Laguna	1,270	22	5	608	12	17	24	183	41	35	105	19	11	22	60	42	24	10	30
Quezon	299	15	5	62	4	16	7	30	11	8	74	10	2	4	11	13	11	4	12
Rizal	696	31	18	257	4	4	29	106	21	18	78	11	8	7	23	29	18	13	21
MIMAROPA	472	42	26	27	20	24	8	86	18	44	87	16	1	3	18	27	14	5	6
Marinduque	40	2	-	5	1	9	1	-	-	1	15	1	-	-	1	2	-	-	2

2013 ASPBI : Number of Sample Establishments by Region and Province by 1-digit PSIC

Region Province	Total	Major Industry																	
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q	R	S
Occidental Mindoro	91	20	17	2	6	3	1	14	4	4	4	10	4	-	1	4	1	-	-
Oriental Mindoro	107	8	-	7	3	3	2	21	3	9	9	22	6	-	1	2	11	5	3
Palawan	208	12	5	9	7	7	4	49	9	30	34	4	4	1	2	14	8	4	1
Romblon	26	-	4	4	3	2	-	2	2	-	6	1	-	-	-	2	-	-	-
Bicol Region	829	20	15	118	21	36	18	186	36	45	158	26	12	2	18	55	32	7	24
Albay	265	3	5	42	5	7	8	58	12	13	55	6	5	-	6	17	13	3	7
Camarines Norte	70	1	5	11	1	2	1	14	3	2	14	5	-	1	-	3	4	1	2
Camarines Sur	336	11	3	45	8	12	7	86	9	23	62	9	5	1	12	25	8	3	7
Catanduanes	43	-	1	1	2	6	1	9	4	2	6	2	1	-	-	1	2	-	5
Masbate	55	5	1	7	3	2	-	10	5	2	9	1	-	-	-	5	2	-	3
Sorsogon	60	-	-	12	2	7	1	9	3	3	12	3	1	-	-	4	3	-	-
Western Visayas	1,664	153	18	211	27	70	35	334	47	79	317	50	16	23	85	84	41	19	55
Aklan	152	1	-	8	4	8	4	25	8	27	30	3	-	1	4	9	5	7	8
Antique	60	9	2	4	2	9	-	3	1	1	19	2	-	-	1	1	3	-	3
Capiz	102	8	1	11	2	8	3	25	2	2	20	3	-	1	2	5	3	1	5
Guimaras	16	-	-	6	2	3	-	-	-	2	2	-	-	-	-	-	-	-	1
Iloilo	563	14	4	85	10	19	13	122	17	25	125	22	3	8	31	26	13	6	20
Negros Occidental	771	121	11	97	7	23	15	159	19	22	121	20	13	13	47	43	17	5	18
Central Visayas	2,850	100	35	692	29	42	73	560	99	132	416	73	20	51	236	97	61	31	103
Bohol	206	15	4	14	6	8	4	33	6	9	44	4	-	7	11	14	14	6	7
Cebu	2,396	49	27	652	19	25	64	483	88	111	328	61	19	41	210	71	42	22	84
Negros Oriental	227	35	3	23	3	7	5	43	4	9	39	8	1	3	14	12	5	2	11
Siquijor	21	1	1	3	1	2	-	1	1	3	5	-	-	-	1	-	-	1	1
Eastern Visayas	629	36	13	68	17	28	18	137	18	34	144	17	3	2	28	30	15	5	16
Billiran	14	3	-	1	1	1	-	3	1	-	3	1	-	-	-	-	-	-	-
Eastern Samar	32	2	-	1	1	4	-	3	1	1	10	1	-	-	2	1	1	4	4
Leyte	431	27	11	47	11	11	16	94	8	28	92	13	3	2	25	21	10	3	9
Northern Samar	42	-	-	4	1	5	1	14	4	-	9	-	-	-	2	-	1	-	1
Southern Leyte	42	3	1	3	1	3	1	6	-	2	16	1	-	-	-	5	-	-	-
Western Samar	68	1	1	12	2	4	-	17	4	3	14	1	-	-	1	2	3	1	2
Zamboanga Peninsula	634	37	20	87	8	21	11	169	14	36	91	26	3	4	29	41	14	6	17
Isabela City	17	2	-	1	1	1	-	2	1	1	2	1	-	-	-	3	2	-	-
Zamboanga Del Norte	144	12	1	16	1	9	1	28	1	7	37	13	2	2	3	8	-	3	-
Zamboanga Del Sur	395	19	2	58	4	10	8	124	10	26	36	12	1	2	26	28	10	3	16
Zamboanga Sibugay	78	4	17	12	2	1	2	15	2	2	16	-	-	-	-	2	2	-	1
Northern Mindanao	1,167	105	14	191	18	25	27	258	34	61	192	33	7	12	63	51	35	13	28
Bukidnon	229	83	1	27	4	8	4	31	2	5	28	6	-	3	3	7	9	4	4
Camiguin	15	-	-	2	1	2	2	2	2	2	2	-	-	-	-	-	-	-	-
Lanao Del Norte	135	2	-	17	3	6	6	30	4	5	30	1	-	-	8	10	8	1	4
Misamis Occidental	127	3	2	10	2	2	2	34	3	7	27	7	-	-	6	8	6	2	6
Misamis Oriental	661	17	11	135	8	7	13	161	23	42	105	19	7	9	46	26	12	6	14
Davao Region	1,588	171	36	315	14	24	34	369	51	76	184	39	15	23	76	64	41	13	43
Compostela Valley	59	18	10	7	2	2	-	8	-	1	4	4	-	-	1	1	1	1	-

2013 ASPBI : Number of Sample Establishments by Region and Province by 1-digit PSIC

Region Province	Total	Major Industry																	
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q	R	S
Davao Del Norte	229	42	5	43	1	11	3	41	7	11	25	9	1	1	5	10	9	2	3
Davao Del Sur	1,214	92	18	251	10	7	30	303	44	64	138	23	13	22	70	49	30	11	39
Davao Occidental	13	5	-	4	-	-	-	1	-	-	2	1	-	-	-	-	-	-	-
Davao Oriental	73	14	3	10	1	4	1	16	-	-	15	2	1	-	-	4	1	-	1
SOCCKSARGEN	812	119	8	112	11	27	12	186	24	43	119	20	4	8	37	43	30	-	9
Cotabato City	58	-	-	1	1	1	1	17	5	8	7	1	1	2	1	7	4	-	1
North Cotabato	133	18	-	15	2	9	-	32	1	3	24	7	-	-	5	10	5	-	2
Sarangani	42	22	-	4	2	5	-	1	-	-	6	1	-	-	-	1	-	-	-
South Cotabato	510	73	8	84	3	9	10	119	18	29	70	9	3	5	29	20	17	-	4
Sultan Kudarat	69	6	-	8	3	3	1	17	-	3	12	2	-	1	2	5	4	-	2
Caraga	457	17	27	67	10	24	12	106	8	25	85	20	2	-	10	24	13	1	6
Agusan Del Norte	216	7	2	36	3	3	9	66	5	14	35	6	1	-	7	13	5	1	3
Agusan Del Sur	70	6	4	18	1	5	1	13	-	-	13	3	-	-	-	2	2	-	2
Dinagat Islands	12	-	7	-	1	1	-	-	2	-	-	1	-	-	-	-	-	-	-
Surigao Del Norte	80	-	9	9	2	6	1	15	1	7	17	4	1	-	1	4	3	-	-
Surigao Del Sur	79	4	5	4	3	9	1	12	-	4	20	6	-	-	2	5	3	-	1
Autonomous Region in Muslim Mindanao (ARMM)	104	12	-	14	6	6	-	18	4	9	6	2	-	-	1	23	3	-	-
Basilan (excluding Isabela City)	18	7	-	2	-	2	-	3	1	-	1	-	-	-	-	1	1	-	-
Lanao Del Sur	34	1	-	4	1	2	-	3	-	4	2	1	-	-	1	14	1	-	-
Maguindanao (excluding Cotabato City)	15	3	-	6	1	-	-	1	-	1	1	-	-	-	-	2	-	-	-
Sulu	19	1	-	1	2	1	-	5	1	2	1	1	-	-	-	4	-	-	-
Tawi-Tawi	18	-	-	1	2	1	-	6	2	2	1	-	-	-	-	2	1	-	-

2013 SICT : Number of Sample Establishments by Region and Province by 1-digit PSIC

Region Province	Major Industry																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q	R	S	
Philippines	10,986	232	51	1,555	30	49	126	1,481	184	279	4,881	156	56	128	849	196	116	49	568
National Capital Region (NCR)	4,338	9	9	456	2	16	56	682	90	47	1,903	88	23	84	573	48	39	16	197
NCR 1	426	-	-	21	1	1	2	79	15	13	228	8	1	4	25	8	4	3	13
NCR 2	875	6	-	82	-	3	20	150	12	6	369	11	3	14	113	9	15	4	58
NCR 3	941	-	4	94	-	8	13	158	9	6	397	12	4	22	149	9	9	2	45
NCR 4	262	3	2	126	1	3	1	33	10	1	61	1	1	2	4	3	2	-	8
NCR 5	1,313	-	3	66	-	-	17	157	11	10	655	53	13	34	234	8	7	2	43
NCR 6	521	-	-	67	-	1	3	105	33	11	193	3	1	8	48	11	2	5	30
Cordillera Administrative Region (CAR)	180	1	-	8	2	1	2	15	2	12	90	2	1	1	13	9	3	2	16
Abra	6	-	-	-	-	1	-	-	-	-	1	1	-	1	-	1	-	-	1
Apayao	3	-	-	-	-	1	1	1	-	-	-	1	-	-	-	-	-	-	-
Benguet	152	1	-	8	1	-	-	13	2	12	76	-	1	-	13	8	2	2	13
Ifugao	3	-	-	-	1	-	-	-	-	-	2	-	-	-	-	-	-	-	-
Kalinga	7	-	-	-	-	-	-	1	-	-	3	-	-	-	-	-	1	-	2
Mountain Province	9	-	-	-	-	-	1	-	-	-	8	-	-	-	-	-	-	-	-
Ilocos Region	376	10	2	16	1	1	5	39	-	14	234	1	1	3	6	10	2	4	27
Ilocos Norte	68	3	1	2	-	-	2	1	-	5	43	-	-	-	2	1	-	-	8
Ilocos Sur	55	-	-	2	1	-	-	7	-	-	38	-	-	-	-	2	1	2	2
La Union	69	1	-	5	-	-	-	10	-	1	43	-	-	1	-	1	1	-	6
Pangasinan	184	6	1	7	-	1	3	21	-	8	110	1	1	2	4	6	-	2	11
Cagayan Valley	199	3	1	9	-	-	-	27	1	6	129	2	1	-	-	7	4	1	8
Batanes	4	-	-	-	-	-	-	-	1	-	3	-	-	-	-	-	-	-	-
Cagayan	71	-	-	2	-	-	-	9	-	3	46	-	-	-	-	2	2	1	6
Isabela	79	2	1	5	-	-	-	16	-	1	44	1	1	-	-	4	2	-	2
Nueva Vizcaya	42	1	-	1	-	-	-	2	-	2	34	1	-	-	-	1	-	-	-
Quirino	3	-	-	1	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-
Central Luzon	775	26	4	211	5	7	9	77	12	23	286	6	3	7	24	15	6	7	47
Aurora	4	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-
Bataan	63	-	-	14	1	-	1	8	-	1	27	1	-	-	-	-	-	-	10
Bulacan	230	10	2	87	-	3	3	21	3	5	75	-	2	2	3	5	-	2	7
Nueva Ecija	67	3	-	6	1	1	1	11	1	-	34	-	-	-	-	2	1	1	6
Pampanga	260	8	1	74	2	3	5	18	2	13	89	3	-	4	14	4	4	1	15
Tarlac	70	3	-	10	-	-	-	9	2	3	27	1	1	1	3	3	1	-	6
Zambales	81	2	1	20	1	-	-	10	4	1	30	1	-	-	4	1	-	3	3
CALABARZON	1,350	27	10	496	2	9	16	127	20	25	440	12	6	10	44	21	16	9	60
Batangas	185	4	-	46	1	1	2	20	5	4	76	4	1	-	9	2	2	3	5
Cavite	397	8	1	190	-	4	5	33	3	7	107	2	-	2	7	5	3	-	20
Laguna	435	9	1	199	-	3	3	46	7	8	105	4	2	6	15	4	7	1	15

2013 SICT : Number of Sample Establishments by Region and Province by 1-digit PSIC

Region Province	Total	Major Industry																	
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q	R	S
Quezon	116	1	2	7	1	1	2	5	1	1	74	-	1	-	6	1	1	1	11
Rizal	217	5	6	54	-	-	4	23	4	5	78	2	2	2	7	9	3	4	9
MIMAROPA	157	8	3	2	2	-	-	17	2	10	87	2	-	-	7	6	5	1	5
Marinduque	18	-	-	1	-	-	-	-	-	-	15	-	-	-	-	1	-	-	1
Occidental Mindoro	19	3	2	-	1	-	-	3	-	-	10	-	-	-	-	-	-	-	-
Oriental Mindoro	35	-	-	-	-	-	-	1	2	22	1	-	-	-	1	1	3	1	3
Palawan	75	5	1	1	-	-	-	12	2	8	34	-	-	6	3	2	-	-	1
Romblon	10	-	-	-	1	-	-	1	-	-	6	1	-	-	1	-	-	-	-
Bicol Region	294	3	-	25	5	2	4	36	7	13	158	3	3	-	5	6	4	1	19
Albay	98	-	-	10	2	1	2	14	-	4	55	-	-	-	2	2	2	-	4
Camarines Norte	25	-	-	4	-	-	-	1	1	1	14	1	-	-	-	-	1	-	2
Camarines Sur	112	1	-	7	1	-	2	14	3	5	62	1	3	-	3	4	-	1	5
Catanduanes	15	-	-	-	-	-	-	1	1	1	6	1	-	-	-	-	-	-	5
Masbate	24	2	-	1	1	-	-	5	2	-	9	-	-	-	-	-	1	-	3
Sorsogon	20	-	-	3	1	1	-	1	-	2	12	-	-	-	-	-	-	-	-
Western Visayas	593	30	1	37	2	2	5	69	8	19	317	4	4	7	32	13	5	4	34
Aklan	58	-	-	-	-	1	-	6	3	9	30	-	-	-	1	2	-	3	3
Antique	26	3	1	-	-	-	-	-	-	-	19	-	-	-	-	-	1	-	2
Capiz	31	-	-	-	-	-	-	3	-	1	20	-	-	-	-	2	1	-	4
Guimaras	5	-	-	3	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-
Iloilo	210	1	-	13	1	-	3	20	3	5	125	2	-	2	12	6	1	1	15
Negros Occidental	263	26	-	21	1	1	2	40	2	4	121	2	4	5	19	3	2	-	10
Central Visayas	1,013	19	7	147	2	4	13	130	18	35	416	7	6	9	103	16	10	2	69
Bohol	69	3	-	4	-	-	-	4	1	3	44	2	-	1	1	1	2	-	3
Cebu	851	7	6	138	1	3	12	117	16	29	328	4	6	7	97	14	7	2	57
Negros Oriental	85	9	1	4	1	-	1	9	1	3	39	1	-	1	5	1	1	-	8
Siquijor	8	-	-	1	-	1	-	-	-	-	5	-	-	-	-	-	-	-	1
Eastern Visayas	230	4	1	9	2	1	3	27	4	9	144	3	-	-	3	4	2	-	14
Biliran	4	-	-	-	-	-	-	1	-	-	3	-	-	-	-	-	-	-	-
Eastern Samar	17	1	-	1	-	-	-	-	-	-	10	-	-	-	-	1	-	-	4
Leyte	151	1	1	7	2	1	2	18	3	8	92	3	-	2	2	2	-	-	7
Northern Samar	15	-	-	-	-	-	-	4	1	-	9	-	-	-	-	-	-	-	1
Southern Leyte	19	1	-	-	-	-	1	-	-	-	16	-	-	-	-	1	-	-	-
Western Samar	24	1	-	1	-	-	4	-	1	14	-	-	-	1	-	-	-	-	2
Zamboanga Peninsula	181	5	1	10	2	1	1	29	-	8	91	4	1	-	4	9	2	1	12
Isabela City	5	-	-	-	1	-	-	1	-	-	2	-	-	-	-	1	-	-	-
Zamboanga Del Norte	53	1	-	1	-	1	-	3	-	3	37	3	1	-	1	1	-	1	-
Zamboanga Del Sur	96	3	-	9	-	-	-	19	-	4	36	1	-	3	7	2	-	12	-
Zamboanga Sibugay	27	1	1	-	1	-	1	6	-	1	16	-	-	-	-	-	-	-	-

2013 SICT : Number of Sample Establishments by Region and Province by 1-digit PSIC

Region Province	Total	Major Industry																	
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q	R	S
Northern Mindanao	393	31	3	33	1	2	6	48	5	16	192	5	2	2	11	6	6	1	23
Bukidnon	66	23	-	3	-	-	-	6	-	-	28	-	-	1	-	1	1	-	3
Camiguin	5	-	-	-	-	1	1	1	-	-	2	-	-	-	-	-	-	-	-
Lanao Del Norte	49	1	-	4	-	-	4	1	1	3	30	-	-	-	-	1	1	-	2
Misamis Occidental	55	1	-	2	-	-	7	1	4	27	2	-	-	-	1	-	3	1	6
Misamis Oriental	218	6	3	24	1	1	3	30	3	9	105	3	2	1	10	4	1	-	12
Davao Region	469	30	4	55	2	1	4	88	10	21	184	7	5	4	15	10	4	-	25
Compostela Valley	12	4	1	-	1	-	-	2	-	-	4	-	-	-	-	-	-	-	-
Davao Del Norte	49	4	-	5	-	1	-	5	-	3	25	1	-	-	-	2	-	-	3
Davao Del Sur	377	20	2	48	1	-	4	77	10	18	138	5	4	4	15	6	4	-	21
Davao Occidental	3	-	-	-	-	-	-	-	-	-	2	1	-	-	-	-	-	-	-
Davao Oriental	28	2	1	2	-	-	-	4	-	-	15	-	1	-	-	2	-	-	1
SOCCSKSARGEN	249	19	1	22	-	-	-	36	4	12	119	6	-	1	8	9	5	-	7
Cotabato City	15	-	-	-	-	-	-	3	-	2	7	-	-	-	1	1	-	-	1
North Cotabato	40	2	-	1	-	-	-	3	-	2	24	4	-	-	1	1	-	-	2
Sarangani	12	5	-	-	-	-	-	-	-	-	6	-	-	-	-	1	-	-	-
South Cotabato	157	11	1	19	-	-	-	27	4	7	70	1	-	1	4	6	4	-	2
Sultan Kudarat	25	1	-	2	-	-	-	3	-	1	12	1	-	-	2	-	1	-	2
Caraga	163	5	4	14	-	1	2	28	1	7	85	4	-	-	1	3	3	-	5
Agusan Del Norte	71	2	-	6	-	-	2	16	1	2	35	2	-	-	-	2	1	-	2
Agusan Del Sur	26	2	1	4	-	-	-	4	-	-	13	-	-	-	-	-	-	-	2
Dinagat Islands	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surigao Del Norte	30	-	3	2	-	-	-	3	-	3	17	-	-	-	1	-	1	-	-
Surigao Del Sur	36	1	-	2	-	1	-	5	-	2	20	2	-	-	-	1	1	-	1
Autonomous Region in Muslim Mindanao (ARMM)	26	2	-	5	-	1	-	6	-	2	6	-	-	-	-	4	-	-	-
Basilan (excluding Isabela City)	6	2	-	2	-	-	-	1	-	-	1	-	-	-	-	-	-	-	-
Lanao Del Sur	8	-	-	1	-	1	-	2	-	-	2	-	-	-	-	2	-	-	-
Maguindanao (excluding Cotabato City)	3	-	-	1	-	-	-	-	-	1	1	-	-	-	-	-	-	-	-
Sulu	6	-	-	-	-	-	-	2	-	1	1	-	-	-	-	2	-	-	-
Tawi-Tawi	3	-	-	1	-	-	-	1	-	-	1	-	-	-	-	-	-	-	-



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

SPECIAL ORDER NO. 2014 – 559

TO : ALL CONCERNED OFFICIALS AND EMPLOYEES

SUBJECT : Membership in the Committees and Working Groups of the 2013 Annual Survey of Philippine Business and Industry (ASPBI) and 2013 Survey on Information and Communication Technology (SICT)

DATE : June 6, 2014



To facilitate the planning activities and the smooth conduct of the 2013 Annual Survey of Philippine Business and Industry (ASPBI) and 2013 Survey on Information and Communication Technology (SICT), the following employees are hereby designated as members of committees and working groups. They shall perform specific functions in addition to their regular office duties:

Steering Committee

Chair: National Statistician – Lisa Grace S. Bersales
Vice-Chair: Interim Deputy National Statistician - Paula Monina G. Collado
Members:
 Director, Industry and Trade Statistics Department - Estela T. De Guzman
 Director, Household Statistics Department – Socorro D. Abejo
 Director, Information and Resources Department – Valentino C. Abuan
 Director, General Administration Department – Atty. Maribeth C. Pilimpinas
 Regional Director, National Capital Region – Lourdes V. Homecillo

Terms of Reference:

1. Provides overall direction for the implementation of the various activities of the ASPBI and SICT.
2. Approves survey design and operation plans.
3. Approves work plans of committee and working groups.
4. Approves budget proposal and budget allocation.
5. Reviews and approves for dissemination the Procedural History.
6. Conducts regular quarterly meetings and other meetings as the need arises.

Secretariat:

Statistician IV, ITSD Director's Office – Soraya C. de Guzman

Technical Committee

Chair: Director, ITSD - Estela T. de Guzman
Vice-Chair: Regional Director, NCR – Lourdes V. Homecillo
Members:
 Chief, Statistical Sampling and Operations Division (SSOD) - Elsie B. Solidum
 Chief, Business and Services Statistics Division (BSSD) - Katrina G. Esclamad
 Chief, Economic Indices and Indicators Division (EIID) - Rosie B. Sta. Ana
 OIC-Chief, Industry Statistics Division (ISD) – Dulce A. Regala

(NATIONAL STATISTICS OFFICE)

Solicareil Bldg. 1, R. Magsaysay Blvd. Sta. Mesa, Manila 1016
 P.O. Box 770, Manila • Telephone: (632) 713-7074 • Telefax: (632) 713-7073

SPECIAL ORDER

SUBJECT: 2013 ASPBI/SICT

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Members of the Technical Committee (Continued):

Statistician IV, SSOD – Juanita B. Soriano

Statistician IV, Foreign Trade Statistics Section (FTSS) – Ma. Julieta P. Soliven

Chief, Information Technology Systems and Research Division (ITSRD) - Veronica Pido

Terms of Reference:

1. Reviews timetable of activities and work plans.
2. Reviews survey design including scope and coverage, data items, concepts and definitions.
3. Organizes consultative fora with stakeholders.
4. Formulate strategies to improve timeliness of survey results.
5. Reviews resource requirements (budget, hardware and manpower).
6. Monitors progress of Working Groups and resolves administrative, technical and operational issues that may arise.
7. Conducts regular monthly meetings and other meetings as the need arises.
8. Documents all proceedings of the Committee.
9. Consolidates all chapters of the Procedural History.
10. Performs other duties as directed by Steering Committee.

Secretariat:

Statistician IV, ITSD Director's Office – Soraya C. de Guzman

Working Group on Questionnaire Design and Field Operations

Chair: OIC-Chief, ISD – Dulce A. Regala

Vice-Chair: Chief, SSOD – Elsie Solidum

Members:

Statistician III, ISD - Felicidad Hebron

Statistician III, ISD - Anita Breva

Statistician III, ISD - Emerson Aquino

Statistician III, BSSD - Carole Blanco

Statistician III, BSSD - Jean Floirendo

Statistician II, BSSD - Marivic Acosta

Statistician II, BSSD - Belinda Intalan

Statistician II, BSSD - Harold Carpio

Statistician II, ISD Sharon Martinez

Statistician II, BSSD - Miriam Empas

Statistician I, ISD - Myrly Cuachin

Statistician I, BSSD - Randi Ami

Computer Programmer III, ITSRD – Renato Asuncion

Computer Programmer III, ITSRD – Florencio Atentar

Terms of Reference:

1. Determine outputs to be generated, data items to be collected and indicators to be derived.
2. Designs ASPBI and SICT questionnaires.
3. Conducts meetings with stakeholders on the utilization of data from the surveys.
4. Prepares manual editing instructions.
5. Prepares requirements for NSCB clearance.
6. Consolidates and summarizes report on field operations, including spotchecking.
7. Conducts bi-monthly meetings and other meetings as the need arises.
8. Documents all proceedings of the WG and prepares relevant chapters on Procedural History.
9. Performs other duties as directed by Technical Committee.

Secretariat:

Statistician II, ISD – Blanca Nina Yabut

Statistician I, ISD – Joyce Egsan

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Working Group on Sampling Design, Selection and Estimation

Chair: Chief, SSOD- Elsie Solidum

Vice-Chair: Statistician IV, SSOD – Juanita Soriano

Members:

- Statistician IV - Soraya de Guzman
- Statistician III, SSOD – Nenita Rebarter
- Statistician III, EIID - Glen Polo
- Statistician II, SSOD – Editha Pamplona
- Statistician II, SSOD – Gemma Abejaron
- Statistician I, SSOD – Rassel Jhun Embile
- Computer Programmer II, ITSRD – Rosalinda Mapaye
- Computer Programmer II, ITSRD – Enrique Maglalang Jr.

Terms of Reference:

1. Recommends appropriate statistical unit for ASPBI and SICT.
2. Determines and recommends scope and coverage for the ASPBI and SICT.
3. Reviews and develops sampling design for the ASPBI and SICT.
4. Prepares estimation procedures.
5. Prepares materials and presents sampling design for approval.
6. Selects ASPBI and SICT samples.
7. Prepares control list of samples.
8. Conducts bi-monthly meetings and other meetings as the need arises.
9. Documents all proceedings of the WG and prepares relevant chapters on Procedural History.
10. Performs other duties as directed by Technical Committee.

Secretariat:

Statistician I, SSOD – Raychell Santos

Working Group on Training, Publicity and Data Dissemination

Chair: Chief, EIID – Rosie B. Sta. Ana

Vice-Chair: Statistician IV, EIID – Elena Varona

Members:

- OIC-DISD – Elpidio C. Nogales, Jr
- Administrative Officer V, AO – Cristy Oliveros
- Statistician III, EIID – Alicia Lorenzo
- Statistician III, EIID – Mari-Belle Dy
- Statistician II, EIID – Alvin Almedilla
- Statistician II, BSSD – Belinda Intalan
- Statistician I, BSSD – Ronaldo Alcantara
- Statistician II, ISD – Blanca Nina Yabut
- Statistician II, ISD – Thelma Lofranco
- Statistician I, SSOD – Myra Yepes
- Computer Programmer II – Raymond Nimeno

Terms of Reference:

1. Plans and implements publicity program.
2. Prepares training plan and training design.
3. Coordinates and compiles for the 2nd and 3rd level training, training materials prepared by task force trainers
4. Prepares special order of trainers.
5. Prepares Evaluation Form for trainers and trainees.
6. Prepares Training Evaluation Report.

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Terms of reference (*Continued*):

7. Consolidates and summarizes narrative report on training.
8. Plans and implements data dissemination.
9. Conducts bi-monthly meetings and other meetings as the need arises.
10. Documents all proceedings of the WG and prepares relevant chapters on Procedural History.
11. Performs other duties as directed by Technical Committee.

Secretariat:

Statistician I, EIID – Rina Gorda
Statistician I, EIID – Rowena Agosto

Working Group on Logistics and Budget Preparation

Chair: Statistician IV, BSSD – Ma. Julieta Soliven

Co-Chair: Statistician IV, BSSD – Apolinar Oblea

Members:

Statistician II, ISD – Apolinario Rosario Jr.
Statistician II, SSOD – Redempta Velilla
Statistician II, EIID – Edgar Valerio
Statistician II, EIID – Robert Alegre
Statistician II, BSSD – Wilfredo Montano Jr.
Assistant Statistician, ISD – Nestor Fajardo
Assistant Statistician, BSSD – Roel Ulatan
Assistant Statistician, ISD – Norberto Docot

Terms of Reference:

1. Prepares budget/cost estimate.
2. Prepares workload and manpower requirements.
3. Prepares allocation of supplies and materials, forms, questionnaires and manuals
4. Coordinates with ASD the procurement of supplies and materials.
5. Coordinates with the printing of questionnaires, manual and forms.
6. Coordinates with shipment of questionnaires, manual and materials to field offices.
7. Conducts bi-monthly meetings and other meetings as the need arises.
8. Documents all proceedings of the WG and prepares relevant chapters on Procedural History.
9. Performs other duties as directed by Technical Committee.

Secretariat:

Assistant Statistician, SSOD – Leilan Suerte Lacbayan

Working Group on Machine Processing

Chair: Chief, BSSD – Katrina G. Esclamad

Vice-Chair: Information Technology Officer I, ITSRD – Melchor Marcelino Olmos

Vice-Chair: Statistician IV, ISD – Josephine Albino

Members:

Statistician III, BSSD – Carole Blanco
Statistician III, BSSD – Jean Floirendo
Statistician III, ISD - Emerson Aquino
Statistician III, ISD - Felicidad Hebron
Statistician III, SSOD – Nenita Rebarter
Statistician II, BSSD – Miriam Empas
Statistician II, BSSD - Harold Carpio
Statistician II, ISD - Apolinario Rosario Jr.
Statistician I, ISD - Myrly Cuachin
Statistician I, BSSD – Belen Aguilar

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Members of the WG on Machine Processing (*Continued*):

- Statistician I, BSSD - Randi Ami
- Statistician III, EIID - Glen Polo
- Computer Programmer III, ITSRD – Florencio Atentar
- Computer Programmer III, ITSRD – Renato Asuncion
- Computer Programmer III, ITSRD – Raymond Nimeno
- Computer Programmer II, ITSRD – Enrique Maglalang, Jr.
- Computer Programmer II, ITSRD – Rosalinda Mapaye
- Computer Programmer II, ITSRD – Alex Polo

Terms of Reference:

1. Prepares tabulation formats and specifications.
2. Prepares machine edit specifications including enhanced MTS.
3. Prepares computer systems design.
4. Develops computer programs.
5. Prepares Data Processing Manual.
6. Conducts bi-monthly meetings and other meetings as the need arises.
7. Documents all proceedings of the WG and prepares relevant chapters on Procedural History.
8. Performs other duties as directed by Technical Committee.

Secretariat:

- Statistician I, BSSD – Elgie Gulane
- Statistician I, BSSD – John Paul Sacop

THIS SPECIAL ORDER SUPERSEDES PREVIOUS S.O. No. 2013-904 ISSUED ON NOVEMBER 12, 2013 AND SHALL TAKE EFFECT IMMEDIATELY AND CONTINUE TO BE ENFORCED UNTIL THE COMPLETION OF THE DUTIES AND RESPONSIBILITIES AS SPECIFIED IN THE TERMS OF REFERENCE.

Lisa Grace S. Bersales

LISA GRACE S. BERSALES
National Statistician

PMGC/MCP/FAC/SDA/VCA/LVH/ETG/EBS/KGE/RBSA/DAR/MUS
[Handwritten initials and signatures]