

# 2014 Survey of Tourism Establishments in the Philippines



## Field Operations and Processing Manual



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Manila

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# **2014 Survey of Tourism Establishments in the Philippines (STEP)**

## **Field Operations and Processing Manual**

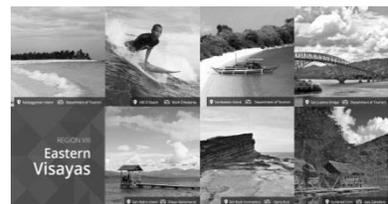


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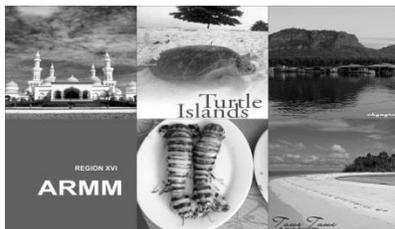
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*The Philippines with its 7,107 beautiful islands  
is a tourist destination country.*

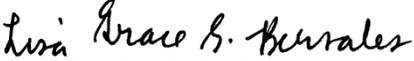




## FOREWORD

This FIELD OPERATIONS AND PROCESSING MANUAL serves as a guide to PSA field personnel in the efficient conduct of the survey operation and processing of questionnaires for the second survey round of 2014 Survey of Tourism Establishments in the Philippines (STEP). Contained in this manual are the scope and coverage, survey organization and operations, concepts and definitions and editing instructions, among others.

It is hoped that this manual will serve its purpose in order that timely and quality data on tourism characteristic industries may be collected and generated.

  
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Manila, Philippines  
March 2015



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### 1.1 Background

Tourism is a social, cultural and economic phenomenon related to the movement of a person to a place outside his usual place of residence, generally for pleasure. With the advancement of technology, specifically on transportation, a person can easily travel across the different parts of the world either for business, leisure or other personal purpose. One of the industries that are greatly affected by the fast-paced globalization is travel and tourism. Tourism as an emerging industry cuts across the different sectors making it difficult to measure its economic contribution. Like any other industry, there is a need to come up with a reliable statistics and indicators to measure the economic contribution of tourism which can be useful for formulation of programs and policies of the sector.

The contribution of tourism to the country's economic growth has long been recognized through the influx of foreign exchange earnings from tourism expenditures, investments and revenue. Since 1988 up to present, efforts to measure the economic significance of tourism in the Philippines has been carried out. Currently, as measured by the share of tourism direct gross value added (TDGVA) to total gross domestic product (GDP), the contribution of tourism industry to the economy was estimated at 6.0 percent in 2012<sup>1</sup>.

Considering tourism as driver and contributor to the economic growth of the country, a national policy on tourism was passed – the Republic Act Numbered 9593 otherwise known as Tourism Act of 2009. With this Act, the State declares tourism “as an indispensable element of the national economy and an industry of national interest and importance, which must be harnessed as an engine of socio-economic growth and cultural affirmation to generate investment, foreign exchange and sense of national pride for all Filipinos”<sup>2</sup>. Moreover, the Philippine Statistical Development Plan provides the blueprint of development of the tourism industry. This is in recognition of the importance, role and impact of tourism on the social and economic development and environment and cultural landscape in the country. Therefore, there is a need to measure the economic contribution of tourism as an input to effective and efficient policy research, monitoring, analysis and development of the tourism industry.

The Philippine Tourism Satellite Account (PTSA) provides the framework by which the economic contribution of tourism is measured. Using this account, it is possible to quantify the contribution of tourism industry in the economy within the context of the Philippine Systems of National Accounts (PSNA).

The Philippine Statistics Authority (PSA) shall conduct the 2014 Survey of Tourism Establishments in the Philippines (STEP). The 2014 STEP is the second survey round to be conducted and is a rider to the 2014 Annual Survey of Philippine Business and Industry

<sup>1</sup> <http://www.nscb.gov.ph/pressreleases/2013/NSCB-PR-20131205-ES4-20>

<sup>2</sup> Things Statisticians Wanted to Know About Tourism Satellite Account But Were Afraid to Ask-Paper presented during the Phil Stat Assoc-Dept of Tourism Annual Conference 2011, Iloilo City

(ASPBI). This survey shall collect information on the available supply of tourism goods, products and services, which are valuable inputs in the compilation of the PTSA. Also, for this survey round, sample establishments can accomplish the questionnaires on-line at PSA website (<https://step.psa.gov.ph>).

NSCB Resolution No. 4, Series of 2005 – [Approving and Adopting the Philippine Tourism Statistical Classification System (PTSCS)] provides the basis for the generation, consolidation, dissemination and analysis of tourism statistics, specifically in the compilation of the PTSA. (Appendix 1)

The PTSCS identifies characteristic and connected tourism products (goods and services) and industries. **Tourism characteristic products** are goods and services which **would cease** to exist in meaningful quantity or those for which the **level of consumption** would be **significantly reduced in the absence of visitors** (e.g. accommodation services). Activities from which the products were created are termed as **tourism characteristic industries**.

On the other hand, **tourism connected products** are goods and services that are affected significantly without tourism; or are important to tourism, independent of level of usage of the product by tourists. Similarly, activities from which the products were created are termed as **tourism connected industries**.

The conduct of 2014 STEP will generate statistics on the availability of supply from tourism industries that will meet the consumption of goods and services of visitors. The 2014 STEP will continuously serve as a source of data on tourism supply.

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## 1.2 Objectives of the 2014 STEP

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The general objective of the 2014 STEP is to provide data on tourism characteristic establishments in the country. Specifically, the 2014 STEP aims to:

- provide data on the supply and capacity in terms of facilities and services
- gather data on employment by sex and nationality
- gather data on revenue generated
- provide information on indicators for future expansion and/or renovation plans

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## 1.3 Legal Authority

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The conduct of the 2014 STEP is authorized by:

- **Republic Act No. 10625 (Philippine Statistical Act of 2013) - An act reorganizing and strengthening the Philippine Statistical System and for other purposes**, dated September 12, 2013

Sections 3 and 5 of RA 10625 mandate the reorganization of the Philippine Statistical System (PSS) and the creation of the Philippine Statistics Authority (PSA) which shall merge the major statistical agencies engaged in primary data collection and compilation of secondary data, namely: National Statistics Office (NSO); National Statistical Coordination Board (NSCB); Bureau of Agricultural Statistics (BAS); and Bureau of Labor and Employment Statistics (BLES).

Section 27 of Republic Act No. 10625 states that:

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

Prior to the creation of the PSA, the conduct of the 2014 STEP is authorized by the following legislative acts and presidential directives:

- **Commonwealth Act No. 591 (An Act to Create the Bureau of the Census and Statistics, to Consolidate Statistical Activities of the Government Therein)** approved on August 19, 1940 which empowers the Bureau, among other things, to prepare for and undertake all censuses of population, agriculture, industry and commerce.

Section 3 of Commonwealth Act No. 591 states that:

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

- **Presidential Decree No. 418 Reconstituting the Bureau of the Census and Statistics as a new agency to be known as the National Census and Statistics Office, under the administrative supervision of the National Economic and Development Authority -** dated March 20, 1974
- **Executive Order No. 121 - Reorganization Act of the Philippine Statistical System,** dated August 4, 1987

Renaming the National Census and Statistics Office (NCSO) to National Statistics Office (NSO) which shall be the major statistical agency responsible for generating general purpose statistics and undertaking such censuses and surveys as may be designated by the National Statistical Coordination Board.

- **Executive Order No. 352 - Designation of Statistical Activities that will generate critical data for decision-making by the Government and the Private Sector,** dated July 1, 1996

Approving the activities and statistics that have been designated by the National Statistical Coordination Board (NSCB) for adoption by the Government.

- **Executive Order No. 5 - Strengthening the National Statistics Office**, dated July 29, 1998

Authorizes the Office to delegate more substantive and administrative functions to the field offices to transform them from a mere data collection arm to statistics-producing units. Refocus the functions of the central office units towards developmental planning, design and analysis of designated statistical activities as well as other surveys and statistical studies requested by government agencies and international organizations.

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#### 1.4 Confidentiality of Information

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- **Republic Act No. 10625** (Philippine Statistical Act of 2013), Section 26 states that:

*“...Individual data furnished by a respondent to statistical inquiries surveys and censuses of PSA shall be considered privileged communication and as such shall be inadmissible as evidence in any proceeding. The PSA may release aggregated information from statistical inquiries, surveys and censuses in the form of summaries or statistical tables in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear...”*

- **Republic Act No. 10625** (Philippine Statistical Act of 2013), Section 27 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 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...”*

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### **1.5 Uses of the STEP Data**

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The data collected from the 2014 STEP will be valuable in measuring progress in tourism in the country. This will help provide information on tourism-related activities.

Specifically, the results will be used in:

- providing inputs in the compilation of Philippine Tourism Satellite Accounts (PTSA)
- assessing tourism resources, and available infrastructure of the tourism sector
- determining employment and revenue generated through tourism transactions
- determining future expansion and/or renovation plans of tourism establishments.

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### **1.6 Data Items to be Generated**

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Major data items to be generated on tourism characteristic establishments are as follows:

1. Number of establishments
2. Employment by sex and nationality
3. Facilities/amenities and usage
4. Transport facilities
5. Revenue and percent of revenue generated from tourists
6. Type of expansion and/or renovation plans
7. Estimated cost of expansion and/or renovation
8. DOT accreditation

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### **1.7 Economic Indicators**

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1. Average seating capacity for restaurants and transport facilities
2. Average occupancy rate for hotels and other types of accommodation
3. Bed occupancy rate for hospitals and nursing homes

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### **1.8 Reference Period**

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All information to be collected in the 2014 STEP refers to calendar year of 2014 except for employment which is as of 15 November 2014.



# Chapter 2

## Concepts & Definition

This chapter contains the concepts and definitions of the terms utilized in the 2014 STEP. The terms are classified as tourism establishments, type of facilities and amenities, and tourism services. The definitions will help us understand the terms relating to tourism and its use in the 2014 STEP.

**Tourism** refers to activities of foreign and domestic visitors traveling to and staying in places outside their usual environment for not more than one continuous year for leisure, business and other purposes not related to employment with pay from within the place visited. Traveling for the purpose of conducting businesses, for education and training, etc., can also be part of tourism. Both foreign visitors (country of residence is other than the Philippines) and domestic visitors (Philippine residents) are covered in the survey.

**Tourism activities** encompass all that foreign and domestic visitors do for a trip or while on a trip. It is not restricted to what could be considered as “typical” tourism activities such as sightseeing, sunbathing, visiting site, etc. From an economic point of view, the basic activity of foreign and domestic visitors is consumption, that is, the acquisition of consumption goods and services to satisfy individual or collective needs and wants.

**Health and Wellness Tourism** refers to the activities of persons traveling to and staying in places outside their usual environment for not more than one consecutive year for health and wellness purpose not related to the exercise of an activity remunerated from within the place visited.

**Medical tourism** refers to the activities of traveling for the purpose of availing health care services or treatments of illnesses and health problems in order to maintain one’s health and well-being.

**Domestic Tourism** refers to tourism of resident visitors within the economic territory of the country of reference.

**Inbound Tourism** refers to tourism of non-resident visitors within the economic territory of the country of reference.

**Outbound Tourism** refers to tourism of resident visitors outside the economic territory of the country of reference.

**Tourist/visitor** is a person traveling to a place other than that of his/her usual environment for less than 12 months and whose main purpose of the trip is other than the exercise of an activity remunerated within the place visited.

**Same-Day Visitor** is a visitor who does not spend the night in a collective or private accommodation in the place visited.

**Usual Environment** is the geographical boundaries within which an individual displaces himself/herself within his/her regular routine of life; consists of the direct vicinity of his/her home and place of work or study and other places frequently visited.

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## 2.1 Tourism Establishments

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**Ambulatory clinic** – an establishment primarily organized to provide elective surgical treatment of out-patients whose recovery, under normal and routine circumstances, will not require in-patient care.

**Apartelle** – an establishment with several independent and furnished or semi-furnished apartments, regularly leased to tourists and travelers for dwelling on a more or less long-term basis and offering basic services to its tenants, similar to hotels.

**Bar and cocktail lounge** – an establishment that serves drinks, especially alcoholic beverages such as beer, liquor, and cocktails, for consumption on the premises. Bars provide stools or chairs for their patrons along tables or raised counters. Some bars have entertainment on a stage, such as a live band, comedians, go-go dancers, a floor show or strippers. Bars that are part of hotels are sometimes called long bars or hotel lounges.

**Beauty/Barber shop** – an establishment dealing with cosmetic treatments for men and women. Other variations of this type of business include hair salons and spas. There is a distinction between a beauty salon and a hair salon and although many small businesses do offer both sets of treatments; beauty salons provide more generalized services related to skin health, facial aesthetic, foot care, aromatherapy, — even meditation, oxygen therapy, mud baths, and innumerable other services.

**Café/Coffee shop** – an establishment which primarily serves prepared coffee or other hot beverages. It shares some of the characteristics of a bar, and some of the characteristics of a restaurant, but it is different from a cafeteria. Coffee houses focus on providing coffee and tea as well as light snacks.

**Cafeteria** – a self-service restaurant in which customers select various dishes from an open-counter display. The food is usually placed on a tray, paid for at a cashier's station, and carried to a dining table by the customer. The modern cafeteria, designed to facilitate a smooth flow of patrons, is particularly well-adapted to the needs of institutions schools, hospitals, corporations attempting to serve large numbers of people efficiently and inexpensively. In addition to providing quick service, the cafeteria requires fewer service personnel than most other commercial eating establishments.

**Condotel** – also known as a **hotel-condo**, is an establishment used both as a condominium and a hotel. Condo hotels are typically high-rise buildings developed and operated as luxury hotels, usually in major cities and resorts.

**Day and night club** – a drinking, dancing and entertainment establishment. A club is usually distinguished from bars, pubs or taverns by the inclusion of a dance floor and a DJ booth, where a DJ plays recorded dance and pop music.

**Dental clinic** – an establishment that evaluates, diagnose, prevents, and treats diseases, disorders and conditions of the soft and hard tissues of the jaw (mandible), oral cavity, maxillofacial area and the adjacent and associated structures.

**Dermatology clinic** – an establishment that treats skin and its diseases.

**Dormitory** – an establishment providing sleeping quarters for large numbers of people (e.g. boarding school for college or university students).

**Fast food** – also known as **Quick Service Restaurant** or **QSR**, is an establishment where food can be prepared and served very quickly. It is an establishment which sells food with low quality preparation, preheated or precooked ingredients, and served to the customer in a packaged form for dine-in or take-out/take-away.

**Hospital** – an establishment for health care providing patient treatment by specialized staff and equipment, and often, but not always providing for longer-term patient confinement.

**Hotel** – an establishment providing regular reception, accommodation or lodging of travelers and tourists and the provision of services incidental thereto for a fee.

**Laboratory Clinic** – an establishment where tests are done on clinical specimens in order to get information about the health of a patient as pertaining to the diagnosis, treatment, and prevention of disease.

**Motorist hotel** – an establishment primarily located along the highway with individual or common parking space at which motorists may obtain lodging and in some instances, meals.

**Nursing Home** – an establishment that provides living quarters and care for the elderly or the chronically ill individual.

**Ophthalmology clinic** – an establishment where eyes of patients are examined including its anatomy, physiology, and pathology.

**Optometry clinic** – an establishment where optometrist evaluate visual abilities, visual acuity and provision of necessary treatment by the use of eyeglasses, contact lenses.

**Pension House** – a private or family-operated tourist boarding house, tourist guest house or tourist lodging house employing non-professional domestic helpers regularly catering to tourist and travelers, containing several independent lettable rooms, providing common facilities such as toilets, bathrooms/showers, living and dining rooms and/or kitchen and where a combination of board and lodging may be provided.

**Pharmacy** – an establishment supervised by a licensed pharmacist where prescription drugs are sold.

**Resort** – an establishment offering food and recreational facilities to the public for a fee or remuneration.

**Resort hotel** – a hotel located in a resort area.

**Restaurant** – an establishment offering to the public refreshments and/or meals.

**Slimming Salon** – an establishment offering a variety of non-surgical beauty treatments, including hair removal, slimming treatments, and facial care.

**Spa** – an establishment that has a holistic approach to health and wellness, rest and relaxation that aims to treat the body, mind and spirit by integrating a range of professionally administered health, wellness, fitness and beauty, water treatment and services.

**Specialty Shops** – a specialized store that sells only one line of products such as cosmetics and others.

**Tertiary Hospital** – an establishment that provides clinical care and management, as well as specialized and sub-specialized forms of treatments, surgical procedure and intensive care.

**Tour Operator** – an establishment engaged in the business of extending to individuals or groups, such as services pertaining to arrangements and bookings for transportation and/or accommodation, handling and/or conduct of inbound tours whether or not for a fee, commission, or any form of compensation. Tour Operation typically combines tour and travel components to create a holiday.

**Tourist Inn** – a lodging establishment catering to transients which does not meet the minimum requirements of an economy hotel.

**Travel agency** – an establishment that sell tours, cruises, transportation, hotel accommodations, meals, transfers, sightseeing and all other elements of travel to visitors in a certain geographic area at a certain moment in time and within certain conditions. The agency acts as a broker, bringing the buyer and seller together. They do not substitute the service-providing unit, but play the role of providing information and access to the visitor and are the middlemen in the purchase of certain services.

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## 2.2 Tourism Facilities, Amenities and Services

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**Accommodation services** – includes Room Service, lodging inn or tourist inn. Room service is an accommodation available at many hotels where workers at the hotel bring food and other items to hotel rooms, by request of the guest and usually for extra charge.

**Accreditation** – a certification issued by the Department of Tourism which recognizes the holder to having complied with its minimum standards in the operation of the establishment concerned.

**Aesthetic** – is an essential component of plastic surgery and includes facial and body aesthetic surgery. Plastic surgeons use cosmetic surgical principles in all reconstructive surgical procedures as well as isolated operations to improve overall appearance.

**Air Transport** – refers to the transportation of persons, property, mail or cargo by aircraft

**Airplane** – an aircraft used to transport passengers and cargo by air.

**Airport Transfer** – Pickup and drop-off service provided by a tour operator or hotel to its customers traveling to and from an airport.

**Amusement/Recreation** – are terms for a collection of rides and other entertainment attractions assembled for the purpose of entertaining a large group of people. An amusement park is more elaborate than a simple city park or playground, usually providing attractions meant to cater to children, teenagers, and adults. **Recreation** or **fun** is the expenditure of time in a

manner designed for therapeutic refreshment of one's body or mind. While leisure is more likely a form of entertainment or sleep, recreation is active for the participant but in a refreshing and diverting manner.

**Aromatherapy** – a type of complementary and alternative medicine that uses rubbing and kneading of the skin with plant oils that give-off strong, pleasant aromas (smells) in an attempt to promote relaxation, a sense of well-being, and healing. There is no evidence of any long term results other than the pleasure achieved from a pleasant-smelling massage.

**AUV/SUV (Asian Utility Vehicle/Sport Utility Vehicle)** – a four-wheel-drive vehicle used for travel but most suitable for rough terrain.

**Body Pack and Wrap** – involves reviving of skin through the method of body pack using different methods such as mud body pack and wrap.

**Body Toning/Contouring** – a general term that refers to any surgical procedure that alters different areas of the body, whether it is in a massive weight loss patient or not. Body contouring after massive weight loss refers to a series of procedures that eliminate and/or reduce excess skin and fat that remains after obese individuals lose a significant amount of weight, in a variety of places including the torso, upper arms, chest, and thighs.

**Bus** – a vehicle with a minimum of 25 seating capacity.

**Car/Sedan** – a vehicle with a maximum seating capacity of five including driver.

**Catering Services** – a business of providing foodservice at a remote site. This service is typically provided at banquets, conventions, and weddings.

**Chartered Flight** – a flight booked exclusively for the use of a group of people for the movement of persons, baggage or properties on a time, mileage or trip basis.

**Cosmetic Surgery** – referring to surgical procedures intended to improve appearance; specifically relates to correction of deformities that result from heredity or aging and *not* caused by congenital anomalies, disease, trauma, or tumors. It is also an optional procedure that is performed on normal parts of the body with the only purpose of improving a person's appearance and/or removing signs of aging.

**Dockyard-Shipyards and dockyards** – areas where ships (e.g. yachts, military vessels, cruise liners or other cargo or passenger ships) are repaired and built. Dockyards are sometimes more associated with maintenance and basing activities than shipyards, which are sometimes associated more with initial construction.

**Domestic Chartered Flight** – a flight flown and operated by an air carrier or air taxi operator within the economy of reference where the entire capacity of one or more aircraft has been engaged for the movement of persons and their luggage or for the movement of properties, on a time, mileage or trip basis.

**Dry Cleaning** – is a process that cleans clothes without water. The cleaning fluid that is used is a liquid, and all garments are immersed and cleaned in a liquid solvent -- the fact that there is no water is why the process is called "dry."

**Electronic Payment (e.g. Credit Card, ATM)** – refers to money paid electronically. Also known as **e-money, electronic cash, electronic currency, digital money, digital cash** or **digital currency**).

**Exfoliation** – involves the removal of the oldest dead skin cells on the skin's outermost surface, and to help maintain the skin. Exfoliation is involved in the process of a facial and during body treatments at spas. Exfoliation can be achieved through mechanical or chemical means.

**Face Care** – maintenance of the face and its features such as the skin, lips and eyelashes so that it has an attractive, youthful appearance.

**Ferry** – refers to any vessel having provision only for deck as defined in the Philippine Merchant Marine Rules and Regulations (PMMRR).

**Flight** – the scheduled trip of an aircraft identified by a specific number from a departure point through any designated stop to a destination point.

**Flight Frequency** – the number of flights operated by an airline within a specific time period, such as a day or week.

**Filipino Healing/"Hilot"** – hilot is a traditional healing technique from the Philippines that also includes massage techniques. The massage techniques relax stressed muscles. Hilot also includes joint manipulations to help relax stressed muscles. Hilot encompasses a wide variety of techniques beyond the treatment of stressed muscles. Hilot is used to reset dislocated and sprained joints, diagnose and treat musculoligamentous and musculoskeletal ailments, and even to aid in giving birth and to induce abortion.

**Foot Care** – maintenance for its parts to prevent unnecessary problems such as nails diseases.

**Foreign Exchange Counter** – a business establishment whose customers exchange one currency for another.

**Forwarding Services** – a service by which an individual or company dispatches shipments via common carriers

**Function/conference rooms** – a room provided for singular events such as business conferences. It is commonly found at large hotels and convention centers though many other establishments, including hospitals. Sometimes other rooms are modified for large conferences such as arenas or concert halls.

**Garage** – building or a portion of a residential/non-residential building for storing a car.

**General surgery** – a basic knowledge of surgical anatomy, physiology, pathology, oncology, metabolism, wound healing, surgical bacteriology and sepsis, shock and resuscitation, immunology and organ transplantation, fluid and electrolytes, nutrition, burns and critical care.

**Group Tour** – a number of people traveling together following an itinerary organized by a private entity such as tour operator or travel agency or by a government institution.

**Guestrooms** – a room in a hotel or lodging house for occupation by guests.

**Guided Tour** – a tour conducted for tourism purposes by a tour guide.

**Gynecology** – deals with health care for women, especially the diagnosis and treatment of disorders affecting the female reproductive organs.

**Hair Care** – an overall term for parts of hygiene and cosmetology involving the hair on the human head.

**Hand Care** – is the maintenance of hands sanitation and its features, example: manicure, hands spa etc.

**Helicopter** – a type of rotorcraft in which lift and thrust are supplied by one or more engine driven rotors. In contrast with fixed-wing aircraft, which allows the helicopter to take off and land vertically, to hover, and to fly forwards, backwards and laterally.

**Hydrotherapy** – formerly called hydrotherapy, involves the use of water for pain-relief and treating illness. The term hydrotherapy is synonymous with the term water cure as it was originally marketed by practitioners and promoters in the 1800s.

**Incentive Travel (IT)** – travel given by a company to its qualified employees, production workers, sales personnel, dealers, distributors and support staff, either as a "perk" to stimulate productivity, or as a "reward" due to the achievement of work-related goals.

**International Chartered Flight** – a flight flown and operated by an air carrier/airline on the basis of a contract between a carrier/airline and a group of individuals or agencies to carry exclusive traffic from an economy of reference to other points beyond and vice-versa.

**Intensive Care** – continuous and closely monitored health care that is provided to critically ill patients.

**Internal Medicine** – a medical specialty concerned with the diagnosis, management and non-surgical treatment of unusual or serious diseases. According to some sources, an emphasis on internal structures is implied.

**Land Transport** – movement of goods and passengers on or across land by using various means like cars, AUV/SUV, bus, mini-bus, truck and the like.

**Laundry** – is the processes of washing of clothing and linens often done in a business, room or area in a home or apartment building, reserved for that purpose.

**Limousine** or **limo** – a luxury vehicle sedan or saloon car, especially one with a lengthened wheelbase or driven by a chauffeur.

**Massage Services** – involves acting on and manipulating the body with pressure – structured, unstructured, stationary, or moving – tension, motion, or vibration, done manually or with mechanical aids. Target tissues may include muscles, tendons, ligaments, skin, joints, or other connective tissue, as well as lymphatic vessels, or organs of the gastrointestinal system. Massage can be applied with the hands, fingers, elbows, knees, forearm, and feet. There are over eighty different recognized massage modalities. The most cited reasons for introducing massage as therapy have been client demand and perceived clinical effectiveness.

**Medical Services** – the treatment and management of illnesses, and the preservation of health through services offered by the medical, dental, complementary and alternative medicine, pharmaceutical, clinical sciences (in vitro diagnostics), nursing, and allied health professions.

**Mini-Bus** – a land vehicle with a minimum of 16 to a maximum of 35 seating capacity.

**Motorboat/motorized banca** – a vessel of 20 gross tonnage (GRT) and below engaged in providing water transport services including sightseeing and other water-related tourism activities to foreign or domestic tourists for a fee or any form of compensation.

**Obstetrics** – surgical specialty dealing with the care of women and their children during pregnancy, childbirth and postnatal.

**On-line booking/reservation** – reservation through a website using credit/debit card for payment per transaction done.

**Package Tour** – refers to a set of products and services offered to the visitors that is composed of varieties of tourism characteristic products (such as transport, accommodation, food services, recreation, etc.). The component of a package tour might be pre-established, or can result from an "a la carte" procedure where the visitor decides the combination of products/services he/she wishes to acquire. This can be synonymously used with "package travel and/or package holiday".

**Parking space** – is a location that is designated for parking, either paved or unpaved. It could be in a parking garage, in a parking lot or on a city street. It is usually designated by a white-paint-on-tar rectangle indicated by three lines at the top, left and right of the designated area. The automobile fits inside the space, either by parallel parking, perpendicular parking or angled parking.

**Passenger Air Service** – an air service performed primarily for the transport of passengers from the point of origin to the point of destination.

**Passenger ship** – any vessel which is authorized to carry more than 12 passengers.

**Pediatric** – deals with the medical care of infants, children, and adolescents. The upper age limit of such patients ranges from age 12 to 21, depending on the country.

**Plastic/Reconstructive Surgery** – medical specialty concerned with the correction or restoration of form and function. While famous for aesthetic surgery, plastic surgery also includes many types of reconstructive surgery, hand surgery, microsurgery, and the treatment of burns. Reconstructive surgery is the surgical specialty that deals with the reconstruction of facial and body tissue that requires reshaping or remolding to correct a condition in order to approximate a normal appearance or to repair working ability.

**Reflexology or Tui-na** – based on the principle that there are reflexes in the hands and feet that relate to every organ, gland, and system of the body.

**Rehabilitation and Physical Medicine** – deals with the diagnosis, treatment, and prevention of disease and disability by physical means such as manipulation, massage, and exercise, often with the aid of mechanical devices and with the application of heat, cold, electricity, radiation, or water.

**Rest/Comfort Rooms** – a public toilet facility — in contrast to a private usually residential toilet room, which may be a stand alone water closet, or part of a bathroom.

**Retailing** – sale of goods or merchandise from a fixed location, such as a department store, boutique or kiosk, or by mail, in small or individual lots for direct consumption by the purchaser.

**Sauna Bath** – a small room or house designed as a place to experience dry or wet heat sessions, or an establishment with one or more of these and auxiliary facilities. These facilities derive from the Finnish sauna. The word "sauna" is also used figuratively to describe an unusually hot or humid environment.

**Standard Rooms** – hotel industry term for a lower priced and lesser quality accommodation.

**Steam Bath** – supplied by natural hot springs from beneath the ground.

**Suites** – a perfect lodging choice for business travel and leisure traveler.

**Swedish /Shiatsu** ("shi" meaning finger and "atsu" meaning pressure.) – an eastern (oriental) born therapy that uses pressure applied with thumbs, fingers and palms to the same energy meridians as acupressure and incorporates stretching. It also uses techniques such as rolling, brushing, vibrating, grasping and in one particular technique developed by Suzuki Yamamoto. Pressure is applied with the feet on the persons back, legs and feet (special set up is required for the "foot" shiatsu).

**Terminal** – a building or complex containing facilities needed by transportation operators and passengers at either end of a travel or shipping route by air, rail, road, or sea.

**Thai massage** – known in Thailand as (Nuat phaen boran), meaning "ancient/traditional massage". Thai massage originated in India and is based on ayurveda and yoga. The technique combines massage with yoga-like positions during the course of the massage; the northern style emphasizes stretching while the southern style emphasizes acupressure.

**Tour** – refers to any arranged journey intended for purposes of tourism to one or more places and back to the point of origin. The arranged journey may not necessarily be pre-paid.

**Tour Guide** – pertains to an individual who guides visitors for a fee, commission, or any form of lawful remuneration or personnel from a government or private entity who performs the above function without fee or remuneration.

**Tour packaging services** – a **package holiday** or **package tour** consists of transport and accommodation advertised and sold together by a vendor known as a tour operator. Other services may be provided like a rental car, activities or outings during the holiday. Transport can be via charter airline to a foreign country. Package holidays are a form of product bundling. Package holidays are organized by a tour operator and sold to a consumer by a travel agent. Some travel agents are employees of tour operators, others are independent.

**Tour services** – includes tourist guides, transport equipment that can be rented etc.

**Transport renting services** – renting of available transport equipment without driver for travel.

**Transport services** – refers to the renting of transport equipment with driver to transport passengers.

**Valet parking** – a service provided by some hotels, restaurants, and airports whereby an employee parks people's cars for them on arrival and brings the cars back for them on departure.

**Van** – a vehicle with a minimum of 6 to a maximum of 18 seating capacity.

**Wards** – a small room in a hospital for in-patients who wish to avail a cheap room for confinement.

**Water Transport** – movement of goods and passengers on waterways by using various means like boats, steamers, launches, ships, etc.

**Waxing** – a method of semi-permanent hair removal which removes the hair from the root. New hairs will not grow back in the previously waxed area for two to eight weeks. Almost any area of the body can be waxed, including eyebrows, face, bikini area, legs, arms, back, abdomen and feet. There are many types of waxing suitable for removing unwanted hair.

**Wi-Fi** – is the name of a popular wireless networking technology that uses radio waves to provide wireless high-speed Internet and network connections.

**Yacht** – a vessel used for recreational purpose.

### 3.1 Scope and Coverage

The 2014 STEP is a nationwide survey of establishments in the formal sector engaged in **tourism characteristic industries and health and wellness industries**. Identified industries for **health and wellness** are included due to the increasing demand for statistics on these activities.

The 2014 STEP shall cover the tourism characteristic industries as defined in the IRTS 2008 (International Recommendation of Tourism Statistics) with grouping according to industry sub-class (5-digit) of the 2009 PSIC. It shall completely cover the following tourism characteristic industries: Accommodation (I55 except I55901-Dormitories/boarded houses); and Chartered buses and cars operation (e.g. tourist buses, rent-a-car) (H49204 and H49324). The other tourism characteristic industries shall be taken on a sampling basis. *Refer to Table 3.1.*

**Tourism connected industries** are excluded from the coverage of the 2014 STEP.

**Table 3.1 Scope and Coverage of the 2014 STEP**

IRTS 2008 Tourism Industries	2009 PSIC	Industry Description
Accommodation for Visitors	I55101	Hotels and Motels
	I55102	Resort hotels
	I55103	Condotels
	I55104	Pension houses
	I55105	Camping Sites/Facilities
	I55109	Other short term accommodation activities, n.e.c.
	I55909	Other accommodation, n.e.c.
Food and Beverage	I56101	Restaurants
	I56102	Fast-food chains
	I56103	Cafeterias
	I56104	Refreshment stands, kiosks and counters
	I56109	Other restaurants and mobile food service activities, n.e.c.
	I56290	Other food service activities
	I56301	Night clubs
	I56302	Bars and cocktail lounges
	I56303	Café or coffee shops
	I56309	Other beverage serving activities, n.e.c.

<b>IRTS 2008 Tourism Industries</b>	<b>2009 PSIC</b>	<b>Industry Description</b>
Road Passenger Transport	H49201	Inter-urban bus line operation
	H49202	Urban and suburban bus line operation
	H49204	Chartered buses operation (e.g. tourist buses)
	H49323	Public utility cars and taxicabs operation
	H49324	Chartered cars operation (rent-a-car)
	H49329	Other land transport operation, n.e.c.
Water Passenger Transport	H50111	Ocean passenger transport
	H50112	Interisland water passenger transport
	H50113	Renting of ship with operator
	H50210	Inland passenger water transport
Air Passenger Transport	H51101	Domestic air passenger transport
	H51102	International air passenger transport
	H51103	Non-scheduled air passenger transport
Transport Equipment Rental	N77100	Renting and leasing of motor vehicles
	N77301	Renting of land transport equipment
	N77302	Renting of water transport equipment
	N77303	Renting of air transport equipment
Travel Agencies and Other Reservation Service Activities	N79110	Travel agency activities
	N79120	Tour operator activities
	N79901	Activities of booking offices
	N79902	Accommodation reservation activities
	N79904	Package tour reservation activities
	N79905	Tourist assistance activities (e.g., tourist guides), n.e.c.
	N79906	Event tickets, entertainment and recreational reservation activities
Cultural Activities	N79909	Other reservation service and related activities, n.e.c.
	R90001	Concerts and opera or dance production
	R90002	Live theatrical presentations and other stage productions
	R90005	Art galleries
	R90006	Operation of concert and theatre halls and other arts facilities
	R90009	Other creative, arts and entertainment activities, n.e.c.
	R91020	Museum activities and preservation of historical sites and buildings
R91030	Botanical and zoological gardens and nature reserves activities	

IRTS 2008 Tourism Industries	2009 PSIC	Industry Description
Sports and Recreational Activities	N77210	Renting and leasing of recreational and sports goods
	R92000	Gambling and betting activities
	R93110	Operation of sports facilities
	R93190	Other sports activities
	R93210	Activities of amusement parks and theme parks
	R93291	Operation of ballrooms, discotheques (disco's)
	R93292	Operation of recreation parks, beaches, including renting of facilities, such as bathhouses, lockers, chairs, etc.
R93299	Other amusement and recreation activities, n.e.c.	
Other Country-specific Tourism Characteristic Activities		
Financial and Insurance Activities	K66130	Foreign exchange dealing
	K66231	Pre-need plan for health
	K66232	Pre-need plan for education
	K66233	Pre-need plan for memorial and interment
	K66234	Pre-need plan for pension
K66239	Pre-need plan activities, n.e.c.	
Health and Wellness	Q86121	Private general hospital activities
	Q86221	Private medical activities
	Q86222	Private dental and laboratory services
	Q86229	Private, medical, dental and other health activities, n.e.c.
	S96101	Spa activities
	S96102	Steam and bath activities
	S96103	Slendering and body building activities

The unit of enumeration for the 2014 STEP 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, transport companies, 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.

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## 3.2 Taxonomy of Establishments

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### 3.2.1 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.

### 3.2.2 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. Asiatic 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.

### 3.2.3 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)** is 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 3.2

**Table 3.2 Levels of Disaggregation of the 2009 PSIC by Section**

Section	Division	Group	Class	Sub-Class
<b>Total</b>	<b>88</b>	<b>246</b>	<b>521</b>	<b>1,285</b>
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 (M)	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 55101**

<b>Section</b>	I	Accommodation and Food Service Activities
<b>Division</b>	55	Accommodation
<b>Group</b>	551	Short term accommodation activities
<b>Class</b>	5510	Short term accommodation activities
<b>Sub-class</b>	55101	Hotels and motels

### 3.2.4 Employment Size

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

### 3.2.5 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 2014 ASPBI is in accordance with PSGC as of December 31, 2014.

## 3.3 Frame

The frame for the 2014 STEP was extracted from the 2014 List of Establishments (LE). This frame was used to draw the sample establishments for the survey.

The 2014 LE is the combined result of the following:

1. 2014 field verification of NO MATCHED establishments conducted during the period from September to December 2014. It covered establishments from the following lists
  - a. List of operating registered enterprises as of September 2013 from the Philippine Economic Zone Authority (PEZA)
  - b. Top 1000 Corporations from the 2012 Top 1000 Corporations of the Business World
  - c. 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)

- d. 2014 Directory of the Philippine Retailers Association (PRA)
  - e. 2013 Traders (Importers/Exporters) list from the Foreign Trade Statistics Section of the Philippine Statistics Authority (PSA), coverage of which was limited to corporations
  - f. Directory of the country's best hotels from the November 30, 2013 issue of the Philippine Daily Inquirer
  - g. Reported subsidiaries, branches in the 2011 Survey of Enterprises (SEP), some branches and reporting units of sample establishments of 2012 Census of Philippine Business and Industry (CPBI);
2. Survey feedbacks from the 2014 Quarterly Survey of Philippine Business and Industry (QSPBI) and 2014 Monthly Integrated Survey of Selected Industries (MISSI); list of branches and subsidiaries from the 2013 Annual Survey of Philippine Business and Industry and 2013 Survey on Information and Communication Technology (SICT); 2014 Q2 Labor Turn Over Survey of the former BLES; and
  3. Department of Tourism lists of accredited tourism establishments in 2014

The initial estimate of the 2014 LE shows that there are about 944,000 establishments in operation in the country for the year. About 266,000 establishments (28% of total establishments) belong to the “**Formal Sector**” of which 39,925 (15%) comprise the frame for the 2014 STEP.

### 3.4 Sampling Design

The 2014 STEP 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 units, sampling domains; sample size; sample allocation and sample selection.

### 3.4.1 Sampling Units

For industries identified as kind-of-activity units (KAU) within the coverage of 2014 STEP, the sampling units are those establishments with EO = 1, 3 and 4. These are listed in Table 3.3.

**Table 3.3 List of Sectors/Industries with Kind-of-Activity Units (KAUs)**

2009 PSIC	Industry Description
H	Transport and Storage
K	Financial and Insurance Activities
L	Real Estate Activities
N	Administrative and Support Service Activities <ul style="list-style-type: none"> <li>• Security and investigation activities (N80)</li> <li>• Travel agency and tour operator activities (N791)</li> <li>• Other reservation service and related activities (N799)</li> </ul>

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.

### 3.4.2 Sampling Domains

#### Industry Domains

The industry domain (referred as **industry stratum**) for the 2014 STEP are the 5-digit level (sub-class) of the 2009 PSIC, identified as tourism characteristic industries. The industry strata are the same for both establishments with TE of 20 and over and TE of less than 20.

Table 3.4 presents the distribution of industry strata by Tourism Industries.

**Table 3.4 2014 STEP Distribution of Industry Strata**

Tourism Characteristics Industries	Number of Industry Strata	Tourism Characteristics Industries	Number of Industry Strata
<b>Total</b>	<b>69</b>		
Accommodation for Visitors	7	Transport Equipment Rental	4
Food and Beverage Serving Activities	10	Travel Agencies and Other Reservation Service Activities	8
Road Passenger Transport	6	Cultural Activities	7
Water Passenger Transport	4	Sports and Recreational Activities	8
Air Passenger Transport	3	Financial and Insurance Activities	5
		Health and Wellness	7

### **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

### **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.

Table 3.5 shows the geographic domains for establishments with TE of 20 and over, including the provinces, cities/municipality that comprise them.

**Table 3.5 Geographic Domains of the 2014 STEP**

<b>REGION</b>	<b>PROVINCE/CITY/MUNICIPALITY</b>
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

### 3.4.3 Determination of Sample Size and Allocation

In general, the TE 100 and over is a certainty stratum for industries covered in the 2014 STEP.

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.

For the purposes of 2014 STEP, only the following tourism characteristic industries regardless of employment size will be completely enumerated (100% Coverage).

I55101 - Hotels and motels
I55102 - Resort hotels
I55103 - Condotels
I55104 - Pension houses
I55105 - Camping sites/facilities
I55109 - Other short term accommodation activities, n.e.c
I55909 - Other accommodation, n.e.c.
H49204 - Chartered buses (e.g. tourist buses)
H49324 - Chartered cars operation (rent-a-car)

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 30 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 **3,917**.

**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  $i^{\text{th}}$  employment stratum in the  $h^{\text{th}}$  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  $j^{\text{th}}$  region of the  $i^{\text{th}}$  employment stratum in the  $h^{\text{th}}$  industry domain
- $N_{hi}$  = total number of establishments in the  $i^{\text{th}}$  employment stratum of the  $h^{\text{th}}$  industry domain
- $n_{hij}$  = number of sample establishments in the  $j^{\text{th}}$  region of the  $i^{\text{th}}$  employment stratum in the  $h^{\text{th}}$  industry domain
- $n_{hi}$  = Number of sample establishments in the  $i^{\text{th}}$  employment stratum of the  $h^{\text{th}}$  industry domain

The sample sizes were likewise controlled to a minimum of 3 establishments and maximum of 30 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 **3,260**. Thus, the total number of samples for the 2014 STEP is about **7,177**.

#### **2.4.4 Sample Selection**

The 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.

*Refer to Appendix 2.1 for the distribution of 2014 STEP workload by region by province and by form type.*

# Chapter 4

## Field Operations Instructions

### 4.1 Timetable of Operations

As a rider survey, the 2014 STEP shall adopt the timetable of operations for the 2014 ASPBI, particularly with respect to the distribution and collection of questionnaires. Efforts should be made to ensure the collection of accomplished questionnaires within the time frame.

The important milestones for the 2014 STEP are shown in the table below.

**Table 4.1 Timetable of Activities**

Activity	Timetable	
	Beginning	Ending
<b>1. PREPARATORY ACTIVITIES</b>	Dec 2014	Mar 2015
<b>2. TRAINING ON FIELD OPERATIONS</b>		
2.1.a Task force training ASPBI	11-Mar-15	12-Mar-15
2.1.b Task force training ULE/STEP	14-Mar-15	17-Mar-15
2.2 Second level training	23-Mar-15	27-Mar-15
2.3 Third level training	13-Apr-15	17-Apr-15
<b>3. FIELD OPERATIONS</b>		
3.1 Addressing of questionnaires	20-Apr-15	21-Apr-15
3.2 Distribution of questionnaires	22-Apr-15	29-May-15
3.3 Respondent's Forum	Any half day Apr 22-30, 2015	
3.4 Collection and Field editing of questionnaires	4-May-15	24-Jul-15
3.5 Manual editing of questionnaires	11-May-15	31-Jul-15
3.6 Supervision and Spotchecking	18-May-15	3-Jul-15
<b>4. TRAINING ON MACHINE PROCESSING</b>		
4.1 Task force training	25-May-15	29-May-15
4.2 Second level training	Any 3 days June 8-19, 2015	
<b>5. DATA PROCESSING</b>		
5.1 Machine processing at Field Offices (FO) (Data entry up to validation)	29-Jun-15	11-Sep-15
5.2 Submission of processed questionnaires to Central Office (CO)	10-Aug-15	9-Oct-15
5.3 Receipt and Control of questionnaires at CO	17-Aug-15	16-Oct-15
5.4 Data validation at CO	Aug 2015	29-Dec-15
<b>6. TABULATION/ DATA DISSEMINATION</b>		
5.1 Generation of preliminary tables	Jan 2016	Mar 2016
5.2 Preparation of Special Releases (Preliminary results)	Feb 2016	Apr 2016
5.3 Generation of final tables	May 2016	Jul 2016
5.4 Preparation of Special Releases (Final results)	May 2016	Aug 2016
<b>6. DISSEMINATION</b>		
6.1 National data dissemination	Any half day in August 2016	
6.2 Regional data dissemination	Any half day in September 2016	
6.3 Preparation of Manuscript for publication	Sep 2016	Nov 2016

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## 4.2 Survey Activities

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### 4.2.1 Use of Online Questionnaire

In its continuous effort to improve data collection through IT innovations, the PSA will be utilizing the Online Submission of questionnaires aside from the usual practice in the data collection thru self-administered questionnaire. Sample establishments that prefer to accomplish the questionnaire online may visit the PSA website at <https://step.psa.gov.ph>.

### 4.2.2 Shipment of Questionnaires and Other Survey Materials

1. Printed copies of the 2014 STEP questionnaires and manuals, address stubs, and other materials will be sent to Provincial Offices (PO) together with the 2014 ASPBI survey materials following the procedures for shipment.
2. The questionnaires will be shipped to the provincial offices by the CO while the NCR Regional Office and District Offices will pick-up the survey materials at the CO.
3. The Field Offices shall be provided with the budget for the training and enumeration supplies such as pencil, ballpen, eraser, sharpener, bond paper, including budget for the t-shirts and streamer, which shall be procured by field offices based on the allocation sent by the Economic Sector Statistics Services (ESSS).

### 4.2.3 Receipt and Verification of Questionnaire and Other Survey Materials

1. Upon receipt of the survey materials, immediately check the contents of the boxes/packages against ESSS-ADM Form 1 (General Transmittal Form). Any discrepancy in the shipment must be indicated in the “**REMARKS**” portion of the transmittal form and immediately inform the ESSS-OIANS (Office of the Interim Assistant National Statistician) for prompt action.
2. Acknowledge receipt by sending electronic copy of ESSS-ADM Form 1 indicating the type and quantity of materials received, as well as the discrepancy, as an email attachment to (ITSD-RCU@census.gov.ph).
3. Before pasting the address stub on the questionnaire, check that the pages of the questionnaire are complete and in proper sequence, and the prints are readable.
4. Match the addressed questionnaires against the control list to ensure that all sample establishments listed in the “ORIGINAL SAMPLE” and “C/O FROM” portion of the control list have corresponding addressed questionnaires. Prepare an address stub for sample establishment found in the control list with no pre-printed address stub.

### 4.2.4 Distribution and Collection

1. Distribute the addressed questionnaires together with 2014 ASPBI questionnaire personally to the sample establishments. Fill in the information “*Distributed by and Date of Distribution*” in the box **DO NOT FILL (For PSA use only)** found at the last page of the questionnaire.

2. Upon collection of the accomplished questionnaire, fill in the information “*Collected by and Actual Date Received*” in the Box **DO NOT FILL (For PSA use only)** found in the last page of the questionnaire.
3. Field edit the accomplished questionnaires for completeness and consistency of entries to avoid revisit or callback.
4. Refer to the *Volume 1: 2014 ASPBI Field Operations Manual* instructions on how to deal with special cases of sample establishments’ questionnaires like referral, consolidated reports etc. The same instructions will hold true for 2014 STEP.
5. Record in the control list and log in the MTS the required information such as date distributed, date collected, date edited, status of establishment and other related information to keep track of the questionnaire.
6. Submit to the provincial office all field-edited questionnaires, referrals and returned questionnaires of sample establishments that closed, moved-out, CBL, out-of-scope, etc.

#### **4.2.5 Manual Processing and Submission of Questionnaires to the CO**

1. Manually process all accomplished questionnaire in accordance with Chapter 5 - Editing Instructions of this Manual.
2. Bundle the STEP questionnaires separately by sector and transmit to ESSS-Office of the Interim Assistant National Statistician together with 2014 ASPBI questionnaire using ESSS-ADM Form 1a.

#### **4.2.6 Submission of Narrative and Financial Report to ESSS-OIANS**

1. Narrative Report of the 2014 ASPBI/STEP Field Operations for the province shall be submitted to ESSS-Office of the Interim Assistant National Statistician (OIANS) copy furnished the IRD, 15 days after the provincial deadline. Narrative Report of the 2014 ASPBI/STEP Field Operations for the region shall be submitted to the ESSS-OIANS, 15 days after the last submission of the narrative report of the province.
2. Financial Report of the 2014 ASPBI/STEP Field Operations for the province shall be submitted to the ESSS-OIANS copy furnished IRD, 30 days after the provincial deadline. Financial Report of the 2014 ASPBI/STEP Field Operations for the region shall be submitted to ESSS-OIANS, 30 days after the last submission of the financial report of the province.
3. Record the date of transmittal of questionnaires to ESSS-OIANS in the MTS.

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## **4.3 Responsibilities of Field Personnel**

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### **4.3.1 Interim Regional Director**

1. Lead the publicity and information campaign for the region.
2. Attend 2<sup>nd</sup> Level Training for Field Operation at designated training center with the PSOs, Chief Statistical Operations and Coordination Division (SOCD), Regional and Provincial Statisticians/Focal Person.
3. Ensure the smooth conduct of the 2<sup>nd</sup> and 3<sup>rd</sup> Level Trainings in the entire region.
4. Supervise the implementation of the Census Compliance Project (CCP).
5. Coordinate and supervise the conduct of survey operation and manual processing of questionnaires in the entire region.
6. Monitor the conduct of the survey operation in all provinces of the region.
7. Prepare and submit consolidated Narrative and Financial Reports for the region.

### **4.3.2 Chief of Statistical Operations and Coordination Division (SOCD)**

1. Attend 2<sup>nd</sup> Level Training for Field Operations.
2. Coordinate with provincial offices for concerns referred to by the CO through the Regional Statistical Services Office.

### **4.3.3 Focal Person of the Region**

1. Attend 2<sup>nd</sup> Level Training for Field Operations.
2. Assist the IRD in all phases of the 2014 ASPBI/STEP which involve the field offices.
3. Act as coordinator of the RO to POs in the region and ESSS.

### **4.3.4 Provincial Statistics Officers/OICs**

1. Lead the publicity and information campaign for the province.
2. Attend the 2<sup>nd</sup> Level Training for Field Operation.
3. Serve as trainer for the 3<sup>rd</sup> Level Training.
4. Ensure the smooth conduct of the 3<sup>rd</sup> Level Training in the entire province.
5. Ensure the successful conduct of the survey operation, (i.e. high response rate of collection and quality processing of questionnaires) in accordance with the survey requirements and timetable set.

6. Coordinate with the prosecutor in their respective provinces. Follow up the reissuance of the Special Order prepared by the Services and Industry Census Division (SICD) in the revitalization of the CCP.
7. Ensure the prompt submission of the following reports to ESSS-OIANS/RCU, copy furnished the IRD:
  - Narrative Report of Survey Field Operation using ESSS-ADM Form 15 days after the provincial deadline.
  - Financial Report using ESSS-ADM Form 4a 30 days after the provincial deadline.

#### **4.3.5 Focal Person of the Province**

1. Attend 2<sup>nd</sup> Level Training for Field Operations.
2. Serve as trainer for the 3<sup>rd</sup> Level Training.
3. Coordinate survey activities in the province, RO and ESSS.
4. Assist the PSO in all phases of the 2014 ASPBI/STEP which involve the province.

#### **4.3.6 DSOs/SCOs/Other Statistical Staff**

1. Attend the 3<sup>rd</sup> Level Training for Field Operation at designated training center.
2. Scan and address the survey questionnaires by type.
3. Distribute and collect survey questionnaires according to timetable. Ensure that high response rate of collection is achieved.
4. Ensure confidentiality of data collected.
5. Field edit all collected accomplished questionnaires and submit these weekly to the provincial office.
6. Ensure that information related to the distribution, collection, manual and machine processing of STEP questionnaires are reflected in the “**DO NOT FILL (For PSA use only)**” found in the last page of the questionnaire.

#### **4.3.7 Provincial RCU Clerk**

1. Record and control all collected questionnaires.
2. Bundle questionnaires to be transmitted to CO.
3. Transmit questionnaires to CO.

#### **4.3.8 Statistical Researchers (SRs)**

1. Attend the 3<sup>rd</sup> Level Training for Field Operation at the designated training center.
2. Distribute and collect survey questionnaires according to timetable. Ensure that high response rate of collection is achieved.
3. Inform sample establishments the availability of online questionnaires.
4. Ensure confidentiality of data collected.
5. Ensure the presence of required data items in all collected accomplished questionnaires. Submit on a weekly basis the questionnaires to the SCOs or Provincial Statisticians or Focal Person.
6. Ensure that information related to the distribution, collection, manual and machine processing of STEP questionnaires are reflected in the “**DO NOT FILL (For PSA use only)**” found in the last page of the questionnaire.
7. Submit the list of uncollected sample questionnaires with corresponding contact persons to the SCOs or Provincial Statisticians or Focal Person upon termination of contract.

*Refer to the **Appendices** of the Volume 1: 2014 ASPBI Field Operations Manual for the required administrative forms*

**Editing** is a quality control tool used to check for completeness, consistency and reasonableness of data. Included in this chapter are general and specific instructions for editing the STEP questionnaires

### 5.1 General Instructions

1. Check that all pages of the questionnaire are complete and in the proper sequence. Staple all attachments (i.e certification, etc.) to the questionnaire. Write the name and ECN of the establishment on the first page of the corresponding attachment.
2. **Check the kind of activity or business** to determine whether the questionnaire is appropriate for the establishment. If not, transcribe the entries in the appropriate questionnaire and contact the establishment for entries which are not provided. Attach the new questionnaire to the original.
3. Use pencil in field editing and blue/black ball pen in manual editing. Write legibly and in print style.
4. Line out entries written in words representing numerals and enter the corresponding numeric figures.
5. Do not erase 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. If corrections are provided in the questionnaire, indicate the source/s, e.g. field verification, financial statements, to facilitate processing at the CO.
6. Indicate the source/s for data provided to a particular item, which was previously an item with no response.
7. Read all entries in attachments or **Other Information** portion, as these will provide information on the operational status of the establishment.
8. Line out centavo figures. Do not round-off figures.
9. If entries in “Others, specify: \_\_\_\_\_”, can be classified to other items, transfer/add the entry to the appropriate line or mark the corresponding box as the case maybe.
10. After editing the questionnaire, enter the codes in the cells of the control panel found in the lower portion of the cover page of the questionnaire from the address stub.
11. The field staff should print and sign his/her name using pen and enter the date on the “**Distributed by**”, “**Collected by**”, “**Field Edited by**”, “**Manually Processed by**” and “**Machine Processed by**” portion indicated in the DO NOT FILL (For PSA use only) found on the last page of the questionnaire.

## 5.2 Editing Instructions for Common Items

### Control Panel

THE OWNER MANAGER MANILA MANDARIN HOTEL INC MAKATI AVE URDANETA VILLAGE MAKATI CITY  760228249712I3 I55101 76 02 030 7 1 1
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FOR PSA USE ONLY																			
FN			QN	QR	ECN														
						7	6	0	2	2	8	2	4	9	7	1	2	1	3
IND					PROV-MUN				BGY			SZ	LO	EO					
1	5	5	1	0	1	7	6	0	2	0	3	0	7	1	1				

- Fill-in the cells in the Control Panel by copying the ECN, IND, PROV, MUN, BGY, SZ, LO and EO codes found in the bottom part of the address stub.

### Item 1. – Economic Activity or Business in 2014

<p><b>A. What is the main activity of this establishment in 2014?</b></p> <p><b>Main Activity</b> refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.</p> <p>Mark (✓) the appropriate box.</p> <p>1 <input checked="" type="checkbox"/> Hotel</p> <p>2 <input type="checkbox"/> Resort</p> <p>3 <input type="checkbox"/> Resort hotel</p> <p>4 <input type="checkbox"/> Tourist inn</p> <p>5 <input type="checkbox"/> Pension house</p> <p>6 <input type="checkbox"/> Motorist hotel</p> <p>7 <input type="checkbox"/> Dormitory</p> <p>8 <input type="checkbox"/> Condotel</p> <p>9 <input type="checkbox"/> Apartelle</p> <p>10 <input type="checkbox"/> Others, specify _____</p>	<p>DO NOT FILL (For PSA use only)</p> <p>2009 PSIC 1 5 5 1 0 1</p>
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For STEP Forms 1 to 4

- Ensure that only one box is marked. Otherwise, verify from the establishment.
- Ensure that the box marked is consistent with the main activity described in **Item 2.A (Main Activity) of 2014 ASPBI Form 7**. If not, verify from the establishment.
- Fill-in the appropriate 2009 PSIC Code.

**Item 1.B**

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/>	Coffee Shop/Restaurant	5 <input type="checkbox"/>	Renting of business space	
2 <input type="checkbox"/>	Spa/Massage therapy	6 <input type="checkbox"/>	Tours	9 <input type="checkbox"/> None
3 <input type="checkbox"/>	Transport services	7 <input type="checkbox"/>	Casino	
4 <input type="checkbox"/>	Retailing	8 <input type="checkbox"/>	Others, specify _____	

- If there is/are box/es marked in Item 1.B, ensure that this is/are consistent with the secondary activity reported in **Item 2.B (Secondary/Other Activities) of the 2014 ASPBI Form 7**. If not, verify from the establishment.

**Item 2. Employment as of November 2014**

Report both paid and unpaid employees of this establishment as of November 15, 2014.

Nationality	LN NO	Employment by Sex		
		Total	Male	Female
a. Filipino	01	175	75	100
b. Non-Filipino	02	2	2	
c. Total (sum of a and b)	03	177	77	100

- Line 01 – Total Filipino employees should be equal to the sum of column for Filipino male and Filipino female
- Line 02 – Total Non-Filipino employees should be equal to the sum of column for Non-Filipino male and column for Non-Filipino female
- Line 03 – Grand Total employees should be equal to the sum of total male and total female
  - Total employees should be equal to the sum of Filipino and Non-Filipino employees
  - Ensure that the reported total employees by sex is consistent with the Item 7 (Total Employment by Sex) of 2014 ASPBI. If not verify from the establishment.

**Item 2.1 Seasonal Workers from March to May 2014**

*Seasonal Workers refer to individuals who were hired for a specific period of time to augment the regular employees due to high demand of clients and/or increased work demands during peak months.*

<p><b>A. Did this establishment hire seasonal workers during the period March to May 2014?</b>      <input checked="" type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p><i>If YES, report the number of seasonal workers hired from March to May 2014. The seasonal workers should be counted only once for the same person regardless of how many times they were rehired during the said period.</i></p>			
<b>Seasonal Workers</b>	<b>Total</b>	<b>Male</b>	<b>Female</b>
	12	7	5

- Item 2.1.A -Ensure that only one box is marked. If “Yes”, ensure that total seasonal workers have non-zero entry.
- Total seasonal workers should be equal to the sum of male and female.
- Total seasonal workers must be less than Item 2 (Employment as of November 15, 2014), Total.

**Item 5. Revenue in 2014**

<p><b>A. How much is the total revenue/sales of this establishment in 2014?</b></p>	<div style="border: 1px solid black; padding: 2px;">PhP 121,000,000</div>
<p><b>B. What percent of the total revenue/sales of this establishment was generated from tourists in 2014?</b></p>	<div style="border: 1px solid black; padding: 2px;">89 %</div>

- Item 5.A - Total revenue reported in this Item should be equal to the corresponding entry in Item 11LN25 (Total Income) of 2014 ASPBI Form 6 or Item 11LN35 (Total Income) of 2014 ASPBI Form 7. Otherwise, verify from the establishment.
- Item 5B – the reported percentage of revenue/sales generated from tourists should not exceed 100 percent.

**Item 7. DOT Accreditation in 2014**

<p>Is this establishment accredited by DOT in 2014?</p> <p><input checked="" type="checkbox"/> YES                      <input type="checkbox"/> NO</p>
---

- Ensure that only one box is marked. Otherwise, verify from the establishment

**Item 8. Other Information**

<p><b>8. Other Information</b> <i>Use the space provided for any remarks regarding entry/entries in the questionnaire.</i></p>

- Respondents and enumerators may write their comments or important notes regarding the status of the establishment on the space provided.

**Item 9. Certification**

<b>9. Certification</b>	
<p>I hereby certify that this report for the period <u>January</u> to <u>December, 2014</u> has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.</p>	
Name <u>Juan dela Cruz</u>	Signature <u></u>
Position Title <u>Manager</u>	Date <u>May 5, 2015</u>

- Item 9 should be properly filled-in by the person who completed the form or the one who gave the approval on the given information.

**Item 10. Contact Person**

10. Contact Person				
Person to be contacted for queries regarding this form:				
Name	Juan dela Cruz	Address:	37 San Lorenzo St.	
Title/Designation	Manager		Makati City	
Tel No.:	716-89-57	Fax No.:	716-89-58	Email Address: jdelacruz@yahoo.com

- Item 10 should be 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.

**DO NOT FILL (For PSA use only)**

DO NOT FILL (For PSA use only)				
Activity	Name	Signature	Number of Items	Date
<b>Field Office:</b>				
Distributed by	Jose Picones			5/ 5 /15
Collected by	Jose Picones			5/25 /15
Field Edited by	Jose Picones			5/25 /15
Manually Processed by	Alvin Sy			6/ 5 /15
Machine Processed by				/ /
<b>Central Office:</b>				
Validated by				/ /

- The assigned processor should accomplish the “DO NOT FILL” portion properly.

### 5.3 Editing Instructions for Specific Items by Form Type

#### 5.3.1 Form 1 – Accommodation

##### Item 3. Facilities/Amenities and Usage in 2014

Report all facilities and amenities present for clients/guests use in this establishment. The facilities and amenities may not necessarily be owned and operated by this establishment.

A. How many rooms are available for accommodation of clients/guests in this establishment in 2014?

Type of Room	LN NO	Number of Units
1. Guestrooms	01	712
2. Suites	02	26
3. Lettable apartments	03	
4. Function/conference rooms	04	16
5. Others, specify _____	05	

B. What is the number of available rooms, occupied rooms, and guests in 2014?

Number	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Available Rooms	738	738	738	738	738	738	720	720	738	738	738	738	8820
Occupied Rooms	600	500	500	602	625	495	520	538	701	659	700	659	7099
Guests*	11100	10800	10650	12700	14500	10100	11050	12600	16700	14650	16500	16500	167850

\* Only those who checked-in

- Item 3.A - Ensure that number of units has non-zero entry in at least one type of room.

#### Item 3.B

##### Available Rooms

- There should be a non-zero entry for each month
- Total “**Available Rooms**” should be equal or less than the sum of lines 1, 2 and 3 in Item 3A. Otherwise verify from the establishment.
- Total “**Available Rooms**” should be equal to sum reported for all months.

##### Occupied Rooms

- The entry for each month should be equal or less than the corresponding entry in “Available Rooms”.
- Total “Occupied Rooms” should be equal to the sum reported for all months.

##### Guests (only those who checked-in)

- There should be a non-zero entry for each month, if there is a corresponding non-zero entry in “Occupied Rooms”.
- Total Guests should be equal to the sum reported in all months.

**Item 3.C**

**C. What is the average occupancy rate of this establishment in 2014?** 80.49 %  
**Occupancy Rate** is the ratio of the number of occupied rooms to the number of available rooms.

- Item 3.C should be equal to (Total Occupied Rooms/Total Available Rooms) \* 100 and should not exceed 100 percent.

**Item 3.D**

**D. What are the available facilities in this establishment in 2014?**  
*Mark (✓) applicable box/es.*

1 <input checked="" type="checkbox"/> Restaurant/Coffee Shop	7 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
2 <input type="checkbox"/> Sports/Recreational/Amusement	8 <input type="checkbox"/> Foreign Exchange Counter
3 <input checked="" type="checkbox"/> Transport facilities	9 <input type="checkbox"/> Stores/Specialty Shops
4 <input checked="" type="checkbox"/> Parking space	10 <input type="checkbox"/> Casino
5 <input checked="" type="checkbox"/> On-line reservation	11 <input type="checkbox"/> Duty Free Shops
6 <input checked="" type="checkbox"/> Electronic payment (Ex. Credit card, Debit card)	12 <input type="checkbox"/> Others, <i>specify</i> _____

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?** DO NOT FILL (For PSA use only)  
 Main Activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

1 <input checked="" type="checkbox"/> Hotel	6 <input type="checkbox"/> Motorist hotel
2 <input type="checkbox"/> Resort	7 <input type="checkbox"/> Dormitory
3 <input type="checkbox"/> Resort hotel	8 <input type="checkbox"/> Condotel
4 <input type="checkbox"/> Tourist inn	9 <input type="checkbox"/> Apartelle
5 <input type="checkbox"/> Pension house	10 <input type="checkbox"/> Others, <i>specify</i> _____

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/> Coffee Shop/Restaurant	5 <input type="checkbox"/> Renting of business space	9 <input type="checkbox"/> None
2 <input type="checkbox"/> Spa/Massage therapy	6 <input type="checkbox"/> Tours	
3 <input checked="" type="checkbox"/> Transport services	7 <input type="checkbox"/> Casino	
4 <input type="checkbox"/> Retailing	8 <input type="checkbox"/> Others, <i>specify</i> _____	

- Multiple responses are acceptable in Item 3.D
- Ensure that the marked box/es is/are consistent with Item 1.A and Item 1.B. If not, verify from the establishment.

**Item 3.D.1- Restaurant/Coffee Shop**

**D. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/> Restaurant/Coffee Shop	7 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
2 <input type="checkbox"/> Sports/Recreational/Amusement	8 <input type="checkbox"/> Foreign Exchange Counter
3 <input type="checkbox"/> Transport facilities	9 <input type="checkbox"/> Stores/Specialty Shops
4 <input type="checkbox"/> Parking space	10 <input type="checkbox"/> Casino
5 <input type="checkbox"/> On-line reservation	11 <input type="checkbox"/> Duty Free Shops
6 <input type="checkbox"/> Electronic payment (Ex. Credit card, Debit card)	12 <input type="checkbox"/> Others, specify _____

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?** DO NOT FILL (For PSA use only)  
 Main Activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

2009 PSIC	1	5	5	1	0	1
-----------	---	---	---	---	---	---

1 <input checked="" type="checkbox"/> Hotel	6 <input type="checkbox"/> Motorist hotel
2 <input type="checkbox"/> Resort	7 <input type="checkbox"/> Dormitory
3 <input type="checkbox"/> Resort hotel	8 <input type="checkbox"/> Condotel
4 <input type="checkbox"/> Tourist inn	9 <input type="checkbox"/> Apartelle
5 <input type="checkbox"/> Pension house	10 <input type="checkbox"/> Others, specify _____

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/> Coffee Shop/Restaurant	5 <input type="checkbox"/> Renting of business space	9 <input type="checkbox"/> None
2 <input type="checkbox"/> Spa/Massage therapy	6 <input type="checkbox"/> Tours	
3 <input type="checkbox"/> Transport services	7 <input type="checkbox"/> Casino	
4 <input type="checkbox"/> Retailing	8 <input type="checkbox"/> Others, specify _____	

➤ If Item 3.D.1 is marked, ensure that corresponding Item 1.B.1 (Coffee shop/Restaurant) is marked in Item 1.B.

**Item 3.D.3 and 3.D.4 – Transport facilities and Parking space**

**D. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Restaurant/Coffee Shop	7 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
2 <input type="checkbox"/> Sports/Recreational/Amusement	8 <input type="checkbox"/> Foreign Exchange Counter
3 <input checked="" type="checkbox"/> Transport facilities	9 <input type="checkbox"/> Stores/Specialty Shops
4 <input checked="" type="checkbox"/> Parking space	10 <input type="checkbox"/> Casino
5 <input type="checkbox"/> On-line reservation	11 <input type="checkbox"/> Duty Free Shops
6 <input type="checkbox"/> Electronic payment (Ex. Credit card, Debit card)	12 <input type="checkbox"/> Others, specify _____

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?** DO NOT FILL (For PSA use only)  
 Main Activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

2009 PSIC	1	5	5	1	0	1
-----------	---	---	---	---	---	---

1 <input checked="" type="checkbox"/> Hotel	6 <input type="checkbox"/> Motorist hotel
2 <input type="checkbox"/> Resort	7 <input type="checkbox"/> Dormitory
3 <input type="checkbox"/> Resort hotel	8 <input type="checkbox"/> Condotel
4 <input type="checkbox"/> Tourist inn	9 <input type="checkbox"/> Apartelle
5 <input type="checkbox"/> Pension house	10 <input type="checkbox"/> Others, specify _____

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Coffee Shop/Restaurant	5 <input type="checkbox"/> Renting of business space	9 <input type="checkbox"/> None
2 <input type="checkbox"/> Spa/Massage therapy	6 <input type="checkbox"/> Tours	
3 <input checked="" type="checkbox"/> Transport services	7 <input type="checkbox"/> Casino	
4 <input type="checkbox"/> Retailing	8 <input type="checkbox"/> Others, specify _____	

➤ If Item 3.D.3 and/or 3.D.4 are/is marked, ensure that corresponding Item 1.B.3 (Transport services) is marked in Item 1.B.

**Item 3.D.9 – Stores/Specialty shops**

**D. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Restaurant/Coffee Shop	7 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
2 <input type="checkbox"/> Sports/Recreational/Amusement	8 <input type="checkbox"/> Foreign Exchange Counter
3 <input type="checkbox"/> Transport facilities	9 <input checked="" type="checkbox"/> Stores/Specialty Shops
4 <input type="checkbox"/> Parking space	10 <input type="checkbox"/> Casino
5 <input type="checkbox"/> On-line reservation	11 <input type="checkbox"/> Duty Free Shops
6 <input type="checkbox"/> Electronic payment (Ex. Credit card, Debit card)	12 <input type="checkbox"/> Others, specify _____

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**

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

Mark (✓) the appropriate box.

1 <input checked="" type="checkbox"/> Hotel	6 <input type="checkbox"/> Motorist hotel
2 <input type="checkbox"/> Resort	7 <input type="checkbox"/> Dormitory
3 <input type="checkbox"/> Resort hotel	8 <input type="checkbox"/> Condotel
4 <input type="checkbox"/> Tourist inn	9 <input type="checkbox"/> Apartelle
5 <input type="checkbox"/> Pension house	10 <input type="checkbox"/> Others, specify _____

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Coffee Shop/Restaurant	5 <input type="checkbox"/> Renting of business space	9 <input type="checkbox"/> None
2 <input type="checkbox"/> Spa/Massage therapy	6 <input type="checkbox"/> Tours	
3 <input type="checkbox"/> Transport services	7 <input type="checkbox"/> Casino	
4 <input checked="" type="checkbox"/> Retailing	8 <input type="checkbox"/> Others, specify _____	

DO NOT FILL (For PSA use only)  
 2009 PSIC 1 5 5 1 0 1

- If Item 3.D.9 is marked, ensure that corresponding Item 1.B.4 (Retailing) is marked in Item 1.B.

**Item 3.D.10 – Casino**

**D. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Restaurant/Coffee Shop	7 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
2 <input type="checkbox"/> Sports/Recreational/Amusement	8 <input type="checkbox"/> Foreign Exchange Counter
3 <input type="checkbox"/> Transport facilities	9 <input type="checkbox"/> Stores/Specialty Shops
4 <input type="checkbox"/> Parking space	10 <input checked="" type="checkbox"/> Casino
5 <input type="checkbox"/> On-line reservation	11 <input type="checkbox"/> Duty Free Shops
6 <input type="checkbox"/> Electronic payment (Ex. Credit card, Debit card)	12 <input type="checkbox"/> Others, specify _____

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**

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

Mark (✓) the appropriate box.

1 <input checked="" type="checkbox"/> Hotel	6 <input type="checkbox"/> Motorist hotel
2 <input type="checkbox"/> Resort	7 <input type="checkbox"/> Dormitory
3 <input type="checkbox"/> Resort hotel	8 <input type="checkbox"/> Condotel
4 <input type="checkbox"/> Tourist inn	9 <input type="checkbox"/> Apartelle
5 <input type="checkbox"/> Pension house	10 <input type="checkbox"/> Others, specify _____

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/> Coffee Shop/Restaurant	5 <input type="checkbox"/> Renting of business space	9 <input type="checkbox"/> None
2 <input type="checkbox"/> Spa/Massage therapy	6 <input type="checkbox"/> Tours	
3 <input type="checkbox"/> Transport services	7 <input checked="" type="checkbox"/> Casino	
4 <input type="checkbox"/> Retailing	8 <input type="checkbox"/> Others, specify _____	

DO NOT FILL (For PSA use only)  
 2009 PSIC 1 5 5 1 0 1

- If Item 3.D.10 is marked, ensure that corresponding Item 1.B.7 (Casino) is marked in Item 1.B.

**Item 3.E**

**E. What are the available services in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Medical services	6 <input checked="" type="checkbox"/> Airport transfer
2 <input type="checkbox"/> Spa/Massage therapy services	7 <input type="checkbox"/> Cultural and Recreational shows
3 <input checked="" type="checkbox"/> Tour services	8 <input type="checkbox"/> Shuttle services
4 <input type="checkbox"/> Valet parking	9 <input type="checkbox"/> Others, specify _____
5 <input checked="" type="checkbox"/> Laundry and Dry Cleaning	

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
 Main Activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

1 <input checked="" type="checkbox"/> Hotel	6 <input type="checkbox"/> Motorist hotel
2 <input type="checkbox"/> Resort	7 <input type="checkbox"/> Dormitory
3 <input type="checkbox"/> Resort hotel	8 <input type="checkbox"/> Condotel
4 <input type="checkbox"/> Tourist inn	9 <input type="checkbox"/> Apartelle
5 <input type="checkbox"/> Pension house	10 <input type="checkbox"/> Others, specify _____

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/> Coffee Shop/Restaurant	5 <input type="checkbox"/> Renting of business space	9 <input type="checkbox"/> None
2 <input type="checkbox"/> Spa/Massage therapy	6 <input checked="" type="checkbox"/> Tours	
3 <input checked="" type="checkbox"/> Transport services	7 <input type="checkbox"/> Casino	
4 <input type="checkbox"/> Retailing	8 <input type="checkbox"/> Others, specify _____	

DO NOT FILL (For PSA use only)  
 2009 PSIC 1 5 5 1 0 1

- Multiple responses are acceptable in Item 3.E
- Ensure that the marked box/es is/are consistent with Item 1.A and Item 1.B. If not verify from the establishment.

**Item 3.E.6 - Airport transfer**

**E. What are the available services in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Medical services	6 <input checked="" type="checkbox"/> Airport transfer
2 <input type="checkbox"/> Spa/Massage therapy services	7 <input type="checkbox"/> Cultural and Recreational shows
3 <input type="checkbox"/> Tour services	8 <input type="checkbox"/> Shuttle services
4 <input type="checkbox"/> Valet parking	9 <input type="checkbox"/> Others, specify _____
5 <input type="checkbox"/> Laundry and Dry Cleaning	

**D. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Restaurant/Coffee Shop	7 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
2 <input type="checkbox"/> Sports/Recreational/Amusement	8 <input type="checkbox"/> Foreign Exchange Counter
3 <input checked="" type="checkbox"/> Transport facilities	9 <input type="checkbox"/> Stores/Specialty Shops
4 <input type="checkbox"/> Parking space	10 <input type="checkbox"/> Casino
5 <input type="checkbox"/> On-line reservation	11 <input type="checkbox"/> Duty Free Shops
6 <input type="checkbox"/> Electronic payment (Ex. Credit card, Debit card)	12 <input type="checkbox"/> Others, specify _____

- If Item 3.E.6 is marked, ensure that corresponding Item 3.D.3 (Transport facilities) is marked in Item 3.D.

### Item 4. Transport Facilities in 2014

Report all transport facilities owned and operated by this establishment which are available for use by clients/guests in 2014.

Type of Transport Facility	LN NO	Number of Units	Average Seating Capacity
a. Car/Sedan	01	5	5
b. Limousine	02	4	8
c. AUV/SUV	03	4	15
d. Van	04		
e. Mini-bus	05		
f. Chartered bus	06		
g. Others, specify _____	07		

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
 Main Activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

DO NOT FILL (For PSA use only)			
2009 PSIC	1	5	1 0 1

1  Hotel  
 2  Resort  
 3  Resort hotel  
 4  Tourist inn  
 5  Pension house  
 6  Motorist hotel  
 7  Dormitory  
 8  Condotel  
 9  Apartelle  
 10  Others, specify \_\_\_\_\_

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1  Coffee Shop/Restaurant  
 2  Spa/Massage therapy  
 3  Transport services  
 4  Retailing  
 5  Renting of business space  
 6  Tours  
 7  Casino  
 8  Others, specify \_\_\_\_\_  
 9  None

- Ensure that number of units has a non-zero entry in at least one type of transport facility, if Item 1.B.3 (Transport services) is marked.
- If there is a reported number of transport units, there should be a corresponding entry in average seating capacity or vice versa.
- Check for the consistency of the reported average seating capacity against the type of transport facility.

Guide in checking for the average seating capacity by unit

- Car/Sedans – maximum of 5 including driver
  - Limousine – maximum of 10 including driver
  - AUV/SUV – minimum of 5, maximum of 10
  - Van – minimum of 6, maximum of 18 including driver
  - Mini-Bus – minimum of 16, maximum of 35 including driver
  - Chartered Bus – minimum of 25, maximum of 60 including driver
- If there is no reported average seating capacity corresponding to the number of units, verify from the establishment

**Item 6. Plans for Expansion/Renovation Within the Next Five Years**

**A. Does this establishment plan to expand within the next five years?** YES  NO

*If YES, answer the following questions, if applicable.*

**1. How many rooms/units do you plan to add?**

Type of Room	LN NO	Number of Units
a. Guestrooms	01	
b. Suites	02	
c. Lettable apartments	03	
d. Function/Conference rooms	04	3
e. Others, <i>specify</i> _____	05	

**2. How much is the estimated cost of expansion? .....**

- Item 6.A – Ensure that only one box is marked. If “Yes” is marked, the number of units should have a non-zero entry in at least one type of room.
- Item 6.A.2 should have a non-zero entry if the response to Item 6.A is “YES” and has a non-zero entry in at least one type of room in Item 6.A.1.

**Item 6.B**

**B. Does this establishment plan to renovate its facilities within the next five years?**  YES  NO

**1. If YES, how much is the estimated cost of renovation?**

- Item 6.B – Ensure that only one box is marked. If ‘YES’ is marked, Item 6.B.1 (how much is the estimated cost of renovation?) should have a non-zero entry.
- Item 6.B.1 – Ensure that cost of renovation excludes cost of expansion.

### 5.3.2 FORM 2 - RESTAURANTS

#### Item 3. Facilities /Amenities and Usage in 2014

Report all facilities and amenities present for clients/guests use in this establishment. The facilities and amenities may not necessarily be owned and operated by this establishment.

#### Item 3.A and Item 3.B

**A. What is the seating capacity of this establishment in 2014? . . . . .** 300

**B. What are the available facilities in this establishment in 2014?**  
Mark (✓) applicable box/es.

<p>1 <input checked="" type="checkbox"/> Function/Conference rooms</p> <p>2 <input checked="" type="checkbox"/> Rest rooms/Comfort rooms</p> <p>3 <input checked="" type="checkbox"/> On-line reservation</p> <p>4 <input type="checkbox"/> Transport facilities</p> <p>5 <input checked="" type="checkbox"/> Parking space</p> <p>6 <input checked="" type="checkbox"/> Electronic payment</p>	<p>7 <input type="checkbox"/> Stores/Specialty Shops</p> <p>8 <input type="checkbox"/> Amusement/Recreational (Ex. KTV)</p> <p>9 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)</p> <p>10 <input type="checkbox"/> Foreign Exchange Counter</p> <p>11 <input type="checkbox"/> Others, specify _____</p>
---	---

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?** DO NOT FILL (For PSA use only)

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

Mark (✓) the appropriate box.

<p>1 <input checked="" type="checkbox"/> Restaurant</p> <p>2 <input type="checkbox"/> Fast Food Chain</p> <p>3 <input type="checkbox"/> Coffee Shop</p> <p>4 <input type="checkbox"/> Cafeteria</p>	<p>5 <input type="checkbox"/> Refreshment parlor</p> <p>6 <input type="checkbox"/> Day and Night Club</p> <p>7 <input type="checkbox"/> Bar and cocktail lounge</p> <p>8 <input type="checkbox"/> Others, specify _____</p>
---	---

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
Mark (✓) applicable box/es.

<p>1 <input checked="" type="checkbox"/> Catering</p> <p>2 <input type="checkbox"/> Amusement/Recreation</p> <p>3 <input type="checkbox"/> Retailing</p>	<p>4 <input type="checkbox"/> Renting of business space</p> <p>5 <input type="checkbox"/> Others, specify _____</p> <p>6 <input type="checkbox"/> None</p>
--	--

- Item 3.A should have a non-zero entry if the establishment is in operation in 2014.
- Multiple responses are acceptable in Item 3.B.
- Ensure that the marked box/es is/are consistent with Item 1.A and Item 1.B

**Item 3.B.7 – Stores/Specialty Shops**

**B. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Function/Conference rooms	7 <input checked="" type="checkbox"/> Stores/Specialty Shops
2 <input type="checkbox"/> Rest rooms/Comfort rooms	8 <input type="checkbox"/> Amusement/Recreational (Ex. KTV)
3 <input type="checkbox"/> On-line reservation	9 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
4 <input type="checkbox"/> Transport facilities	10 <input type="checkbox"/> Foreign Exchange Counter
5 <input type="checkbox"/> Parking space	11 <input type="checkbox"/> Others, specify _____
6 <input type="checkbox"/> Electronic payment	

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
 Main Activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

1 <input checked="" type="checkbox"/> Restaurant	5 <input type="checkbox"/> Refreshment parlor
2 <input type="checkbox"/> Fast Food Chain	6 <input type="checkbox"/> Day and Night Club
3 <input type="checkbox"/> Coffee Shop	7 <input type="checkbox"/> Bar and cocktail lounge
4 <input type="checkbox"/> Cafeteria	8 <input type="checkbox"/> Others, specify _____

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es/

1 <input type="checkbox"/> Catering	4 <input type="checkbox"/> Renting of business space
2 <input type="checkbox"/> Amusement/Recreation	5 <input type="checkbox"/> Others, specify _____
3 <input checked="" type="checkbox"/> Retailing	6 <input type="checkbox"/> None

DO NOT FILL (For PSA use only)  
 2009 PSIC | 1 | 5 | 6 | 1 | 0 | 1

➤ If Item 3.B.7 is marked, ensure that corresponding Item 1.B.3 (Retailing) is marked.

**Item 3.B.8 – Amusement/Recreational (Ex. KTV)**

**B. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Function/Conference rooms	7 <input type="checkbox"/> Stores/Specialty Shops
2 <input type="checkbox"/> Rest rooms/Comfort rooms	8 <input checked="" type="checkbox"/> Amusement/Recreational (Ex. KTV)
3 <input type="checkbox"/> On-line reservation	9 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
4 <input type="checkbox"/> Transport facilities	10 <input type="checkbox"/> Foreign Exchange Counter
5 <input type="checkbox"/> Parking space	11 <input type="checkbox"/> Others, specify _____
6 <input type="checkbox"/> Electronic payment	

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
 Main Activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

1 <input checked="" type="checkbox"/> Restaurant	5 <input type="checkbox"/> Refreshment parlor
2 <input type="checkbox"/> Fast Food Chain	6 <input type="checkbox"/> Day and Night Club
3 <input type="checkbox"/> Coffee Shop	7 <input type="checkbox"/> Bar and cocktail lounge
4 <input type="checkbox"/> Cafeteria	8 <input type="checkbox"/> Others, specify _____

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Catering	4 <input type="checkbox"/> Renting of business space
2 <input checked="" type="checkbox"/> Amusement/Recreation	5 <input type="checkbox"/> Others, specify _____
3 <input type="checkbox"/> Retailing	6 <input type="checkbox"/> None

DO NOT FILL (For PSA use only)  
 2009 PSIC | 1 | 5 | 6 | 1 | 0 | 1

➤ If Item 3.B.8 is marked, ensure that corresponding Item 1.B.2 (Amusement/Recreation) is marked.

**Item 3.C**

**C. What are the available services in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/> Valet parking	3 <input type="checkbox"/> Cultural and Recreational shows
2 <input checked="" type="checkbox"/> Transport services	4 <input type="checkbox"/> Others, specify _____

**B. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Function/Conference rooms	7 <input type="checkbox"/> Stores/Specialty Shops
2 <input type="checkbox"/> Rest rooms/Comfort rooms	8 <input type="checkbox"/> Amusement/Recreational (Ex. KTV)
3 <input type="checkbox"/> On-line reservation	9 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
4 <input checked="" type="checkbox"/> Transport facilities	10 <input type="checkbox"/> Foreign Exchange Counter
5 <input type="checkbox"/> Parking space	11 <input type="checkbox"/> Others, specify _____
6 <input type="checkbox"/> Electronic payment	

- Multiple responses are acceptable in Item 3.C.
- Ensure that the marked box/es is/are consistent with Item 3.B.

**Item 3.C.2 – Transport services**

**C. What are the available services in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Valet parking	3 <input type="checkbox"/> Cultural and Recreational shows
2 <input checked="" type="checkbox"/> Transport services	4 <input type="checkbox"/> Others, specify _____

**B. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Function/Conference rooms	7 <input type="checkbox"/> Stores/Specialty Shops
2 <input type="checkbox"/> Rest rooms/Comfort rooms	8 <input type="checkbox"/> Amusement/Recreational (Ex. KTV)
3 <input type="checkbox"/> On-line reservation	9 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
4 <input checked="" type="checkbox"/> Transport facilities	10 <input type="checkbox"/> Foreign Exchange Counter
5 <input type="checkbox"/> Parking space	11 <input type="checkbox"/> Others, specify _____
6 <input type="checkbox"/> Electronic payment	

- If Item 3.C.2 is marked, ensure that corresponding Item 3.B.4 (Transport facilities) is marked.

**Item 6. Plans for Expansion/Renovation Within the Next Five Years**

<b>A. Does this establishment plan to expand within the next five years?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<i>If YES, answer the following questions, if applicable.</i>	
1. How many seats do you plan to add? .....	<input type="text" value="30"/>
2. If main office, how many branch offices do you plan to establish?	<input type="text" value="1"/>
3. How much is the estimated cost of expansion? .....	<input type="text" value="PhP 1,500,500"/>
<b>B. Does this establishment plan to renovate its facilities within the next five years?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
1. If YES, how much is the estimated cost of renovation?	<input type="text" value="PhP 500,000"/>

- Item 6.A – Ensure that only one box is marked. If “YES”, Item 6.A.1, 6.A.2 and 6.A.3 should have a non-zero entry.
- Item 6.A.3 – Ensure that the cost of expansion excludes cost of renovation.
- Item 6B – Ensure that only one box is marked. If “YES” Item 6.B.1 should have a non-zero entry.
- Item 6B.1 – Ensure that the entry for cost of renovation excludes cost of expansion.

### 5.3.3 Form 3 – Transport Operators; Tour and Travel Agencies

#### Item 2 – Employment as of November 2009

#### Item 2.A

**2A. Number of Tour Guides**  
*Tour Guide refers to an individual who guides tourists, both foreign and domestic, for a fee, commission, or any other form of lawful remuneration.*

Status	LN NO	Number of Tour Guides by Sex		
		Total	Male	Female
1. Regular employee of this establishment	01	20	10	10
2. Freelance or on commission basis	02	10	5	5
3. Total (sum of 1 and 2)	03	30	15	15

**2. Employment as of 15 November 2014**  
*Report both paid and unpaid employees of this establishment as of November 15, 2014.*

Nationality	LN NO	Employment by Sex		
		Total	Male	Female
a. Filipino	01	50	30	20
b. Non-Filipino	02			
c. Total (sum of a and b)	03	50	30	20

- Line 01 – Total Regular employees should be equal to the sum of Regular male employee and Regular female employee.
  - Ensure that the entry reported in this line is equal or less than the total employees reported in Item 2.c. If not, verify from the establishment
- Line 02 – Total Freelance or on commission basis employees should be equal to the sum of Freelance or on commission basis employees male and Freelance or on commission basis employees female
- Line 03 – Grand Total employees should be equal to the sum of male and female

**Item 3. Facilities/Amenities and Usage in 2014**

Report all facilities and amenities present for clients/guests use in this establishment. The facilities and amenities may not necessarily be owned and operated by this establishment.

**Item 3.A**

**A. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/> On-line booking/reservation	5 <input type="checkbox"/> Foreign Exchange Counter
2 <input type="checkbox"/> Own terminal/Garage/Dockyard	6 <input type="checkbox"/> Stores/Specialty Shops
3 <input checked="" type="checkbox"/> Wireless Internet Connection (Wi-Fi)	7 <input type="checkbox"/> Sports/Recreational/Amusement
4 <input checked="" type="checkbox"/> Electronic payment (Ex. Credit card, Debit card)	8 <input type="checkbox"/> Others, specify _____

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
**Main Activity** refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

1 <input type="checkbox"/> Travel Agency	5 <input type="checkbox"/> Water transport
2 <input type="checkbox"/> Tour Operator	6 <input checked="" type="checkbox"/> Air transport
3 <input type="checkbox"/> Booking/Ticketing services	7 <input type="checkbox"/> Others, specify _____
4 <input type="checkbox"/> Land transport	

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Travel Agency	5 <input type="checkbox"/> Forwarding services
2 <input checked="" type="checkbox"/> Tour Operator	6 <input type="checkbox"/> Renting of business space
3 <input checked="" type="checkbox"/> Booking/Ticketing services	7 <input type="checkbox"/> Sports/Recreational/Amusement
4 <input type="checkbox"/> Transport renting services	8 <input type="checkbox"/> Others, specify _____

- Multiple responses are acceptable in Item 3.A.
- Ensure that the marked box/es is/are consistent with Item 1.A and Item 1.B. If not, verify from the establishment.

**Item 3.B**

**B. What are the available services in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Tour guide services	5 <input type="checkbox"/> Passport processing
2 <input checked="" type="checkbox"/> Tour packaging services	6 <input type="checkbox"/> Others, <i>specify</i> _____
3 <input type="checkbox"/> Transport services	7 <input type="checkbox"/> None
4 <input type="checkbox"/> Accommodation services	

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
**Main Activity** refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

DO NOT FILL (For PSA use only)						
2009 PSIC	H	5	1	1	0	2

1 <input type="checkbox"/> Travel Agency	5 <input type="checkbox"/> Water transport
2 <input type="checkbox"/> Tour Operator	6 <input checked="" type="checkbox"/> Air transport
3 <input type="checkbox"/> Booking/Ticketing services	7 <input type="checkbox"/> Others, <i>specify</i> _____
4 <input type="checkbox"/> Land transport	

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Travel Agency	5 <input type="checkbox"/> Forwarding services
2 <input checked="" type="checkbox"/> Tour Operator	6 <input type="checkbox"/> Renting of business space
3 <input checked="" type="checkbox"/> Booking/Ticketing services	7 <input type="checkbox"/> Sports/Recreational/Amusement
4 <input type="checkbox"/> Transport renting services	8 <input type="checkbox"/> Others, <i>specify</i> _____

- Multiple responses are acceptable in Item 3.B.
- Ensure that the marked box/es is/are consistent with Item 1.A and Item 1.B. If not, verify from the establishment.

**Item 3.B.1 – Tour guide services and Item 3.B.2 – Tour packaging services**

**B. What are the available services in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/> Tour guide services	5 <input type="checkbox"/> Passport processing
2 <input checked="" type="checkbox"/> Tour packaging services	6 <input type="checkbox"/> Others, <i>specify</i> _____
3 <input type="checkbox"/> Transport services	7 <input type="checkbox"/> None
4 <input type="checkbox"/> Accommodation services	

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
**Main Activity** refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

DO NOT FILL (For PSA use only)						
2009 PSIC	N	7	9	1	1	0

1 <input checked="" type="checkbox"/> Travel Agency	5 <input type="checkbox"/> Water transport
2 <input type="checkbox"/> Tour Operator	6 <input type="checkbox"/> Air transport
3 <input type="checkbox"/> Booking/Ticketing services	7 <input type="checkbox"/> Others, <i>specify</i> _____
4 <input type="checkbox"/> Land transport	

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Travel Agency	5 <input type="checkbox"/> Forwarding services
2 <input checked="" type="checkbox"/> Tour Operator	6 <input type="checkbox"/> Renting of business space
3 <input type="checkbox"/> Booking/Ticketing services	7 <input type="checkbox"/> Sports/Recreational/Amusement
4 <input type="checkbox"/> Transport renting services	8 <input type="checkbox"/> Others, <i>specify</i> _____

- If Item 3.B.1 and Item 3.B.2 is marked, ensure that corresponding Item 1.A.1 or Item 1.B.2 (Tour operator) is marked.

**Item 3.B.3 – Transport services**

**B. What are the available services in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Tour guide services	5 <input type="checkbox"/> Passport processing
2 <input type="checkbox"/> Tour packaging services	6 <input type="checkbox"/> Others, <i>specify</i> _____
3 <input checked="" type="checkbox"/> Transport services	7 <input type="checkbox"/> None
4 <input type="checkbox"/> Accommodation services	

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**

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

Mark (✓) the appropriate box.

1 <input type="checkbox"/> Travel Agency	5 <input type="checkbox"/> Water transport
2 <input type="checkbox"/> Tour Operator	6 <input type="checkbox"/> Air transport
3 <input type="checkbox"/> Booking/Ticketing services	7 <input type="checkbox"/> Others, <i>specify</i> _____
4 <input checked="" type="checkbox"/> Land transport	

DO NOT FILL (For PSA use only)						
2009 PSIC	H	4	9	2	0	4

- If Item 3.B.3 is marked, ensure that Item 1.A.4 (Land transport) or Item 1.A.5 (Water transport) or Item 1.A.6 (Air Transport) is marked.

**Item 4. Transport Facilities in 2014**

**Item 4.A**

**4. Transport Facilities in 2014**

Report all transport facilities owned and operated by this establishment which are available for use by clients/guests in 2014.

Type of Transport Facility	LN NO	Number of Units	Average Seating Capacity
<b>A. Land Transport</b>			
1. Car/Sedan	01	34	5
2. Limousine	02		
3. AUV/SUV	03	137	7
4. Van	04	23	8
5. Mini-bus	05		
6. Chartered bus	06	11	60
7. Others, <i>specify</i> _____	07		

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**

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

Mark (✓) the appropriate box.

1 <input type="checkbox"/> Travel Agency	5 <input type="checkbox"/> Water transport
2 <input type="checkbox"/> Tour Operator	6 <input type="checkbox"/> Air transport
3 <input type="checkbox"/> Booking/Ticketing services	7 <input type="checkbox"/> Others, <i>specify</i> _____
4 <input checked="" type="checkbox"/> Land transport	

DO NOT FILL (For PSA use only)						
2009 PSIC	H	4	9	2	0	4

- Ensure that at least one type of land transport facility in Item 4.A has non-zero entry if Item 1.A.4 is marked. Otherwise, verify from the establishment.

**Item 4.B**

**4. Transport Facilities in 2014**

*Report all transport facilities owned and operated by this establishment which are available for use by clients/guests in 2014.*

Type of Transport Facility	LN NO	Number of Units	Average Seating Capacity
<b>B. Water Transport</b>			
1. Motorboat/Motorized banca	01		
2. Ferry	02	2	400
3. Yacht	03		
4. Passenger ship	04	19	2,880
5. Others, <i>specify</i> _____	05		

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**

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

Mark (✓) the appropriate box.

DO NOT FILL (For PSA use only)					
2009 PSIC	H	5	0	1	1

1  Travel Agency                      5  Water transport  
 2  Tour Operator                      6  Air transport  
 3  Booking/Ticketing services      7  Others, *specify* \_\_\_\_\_  
 4  Land transport

- Ensure that at least one type of water transport facility in Item 4.B has non-zero entry if Item 1.A.5 is marked. Otherwise, verify from the establishment.

**Item 4.C**

**4. Transport Facilities in 2014**

*Report all transport facilities owned and operated by this establishment which are available for use by clients/guests in 2014.*

Type of Transport Facility	LN NO	Number of Units	Average Seating Capacity
<b>C. Air Transport</b>			
1. Airplane	01	39	240
2. Helicopter	02		
3. Others, <i>specify</i> _____	03		

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**

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

Mark (✓) the appropriate box.

DO NOT FILL (For PSA use only)					
2009 PSIC	H	5	1	1	0

1  Travel Agency                      5  Water transport  
 2  Tour Operator                      6  Air transport  
 3  Booking/Ticketing services      7  Others, *specify* \_\_\_\_\_  
 4  Land transport

- Ensure that at least one type of air transport facility in Item 4.C has non-zero entry if Item 1.A.6 is marked. Otherwise, verify from the establishment.

### Average Seating Capacity

This is equal to the sum of the seating capacity of all transport units by type divided by the total number of transport units by type.

4. Transport Facilities in 2014			
<i>Report all transport facilities owned and operated by this establishment which are available for use by clients/guests in 2014.</i>			
Type of Transport Facility	LN NO	Number of Units	Average Seating Capacity
<b>A. Land Transport</b>			
1. Car/Sedan	01		
2. Limousine	02	2	14
3. AUV/SUV	03		
4. Van	04		
5. Mini-bus	05		
6. Chartered bus	06		
7. Others, <i>specify</i> _____	07		

- If there is a reported number of transport units, there should be a corresponding entry in average seating capacity or vice versa.

**Table 5.1 Average Seating Capacity by Type of Transport Facility**

Type of Transport	Average Seating Capacity
Car/Sedans	Maximum seating capacity of 5 including driver
Limousine	Maximum seating capacity of 10
AUV/SUV	Minimum of 5 to maximum of 10 seating capacity including driver
Van	Minimum of 6 to maximum of 18 seating capacity including driver
Mini-Bus	Minimum of 16 to maximum of 35 seating capacity including driver
Chartered Bus	Minimum of 25 to maximum of 60 seating capacity including driver
Motorboat	Minimum of 20 to maximum of 45 seating capacity including driver
Ferry	Minimum of 80 to maximum of 500 seating capacity including driver
Yacht	Maximum seating capacity of 14 including driver
Passenger ship	Minimum of 50 to maximum seating capacity of 2,880 including driver
Airplane	Minimum of 6 to maximum of 240 seating capacity including driver
Helicopter	Maximum seating capacity of 10 including driver

- Check for the consistency of the reported average seating capacity against the type of transport facility. The table shown above can be used as a guide in checking for the average seating capacity by unit.
- If there is no reported average seating capacity corresponding to the number of units, verify from the establishment.

**Item 6. Plans for Expansion/Renovation Within the Next Five Years**

**Item 6.A**

<p><b>A. Does this establishment plan to expand within the next five years?</b></p> <p><i>If YES, answer the following questions, if applicable.</i></p> <p>1. How many additional regular employees do you plan to hire as tour guides?</p> <p>2. How many branch offices do you plan to establish? .....</p>	<p><input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p style="text-align: center;">5</p> <p style="text-align: center;">0</p>
--	---

- Ensure that only one box is marked in Item 6.A.
- Item 6A.1 and/or Item 6A.2 should have a non-zero entry if the response to Item 6.A is YES.

**Item 6.A.3**

<b>3. How many units do you plan to add?</b>		
Type of Transport Facility	LN NO	Number of Units
<b>A. Land Transport</b>		
1. Car/Sedan	01	5
2. Limousine	02	
3. AUV/SUV	03	
4. Van	04	
5. Mini-bus	05	
6. Chartered bus	06	
7. Others, <i>specify</i> _____	07	
<b>B. Water Transport</b>		
1. Motorboat/Motorized banca	01	
2. Ferry	02	
3. Yacht	03	
4. Passenger ship	04	
5. Others, <i>specify</i> _____	05	
<b>C. Air Transport</b>		
1. Airplane	01	
2. Helicopter	02	
3. Others, <i>specify</i> _____	03	

<b>6. Plans for Expansion/Renovation Within the Next Five Years</b>	
<p><b>A. Does this establishment plan to expand within the next five years?</b></p>	<p><input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO</p>

- Item 6.A.3 should have a non-zero entry in at least one type of transport facility either for land, water or air transport if the response to Item 6.A is YES.

**Item 6.A.4**

<p>4. How much is the estimated cost of expansion? . . . . . <input style="width: 150px;" type="text" value="PhP 8,000,000"/></p>
<p>6. Plans for Expansion/Renovation Within the Next Five Years</p> <p>A. Does this establishment plan to expand within the next five years? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><i>If YES, answer the following questions, if applicable.</i></p> <p>1. How many additional regular employees do you plan to hire as tour guides? <input style="width: 80px;" type="text" value="3"/></p> <p>2. How many branch offices do you plan to establish? . . . . . <input style="width: 80px;" type="text" value="1"/></p>

- Item 6.A.4 should have a non-zero entry if the response to Item 6.A is YES and Item 6.A.2 and/or Item 6.A.3 has a non-zero entry.
- Ensure that the entry for cost of expansion excludes cost of renovation.

**Item 6.B**

<p>B. Does this establishment plan to renovate its facilities and/or upgrade its transport facilities within the next five years? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>1. If YES, how much is the estimated cost of renovation/upgrading? <input style="width: 150px;" type="text" value="PhP 2,000,000"/></p>
--

- Ensure that only one box is marked in Item 6.B.
- Item 6.B.1 should have a non-zero entry if the response to Item 6.B is YES.
- Ensure that the entry for cost of renovation excludes cost of expansion.

### 5.3.4 FORM 4 – Health and Wellness

#### Item 3 Facilities/Amenities and Usage in 2014

Report all facilities and amenities present for clients/guests use in this establishment. The facilities and amenities may not necessarily be owned and operated by this establishment.

#### Item 3.A

**A. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/>	Restaurant/Coffee Shop	7 <input type="checkbox"/>	Slimming salon
2 <input type="checkbox"/>	Transport facilities (Ex. Ambulance)	8 <input checked="" type="checkbox"/>	Wireless Internet Connection (Wi-Fi)
3 <input checked="" type="checkbox"/>	Spa/Massage therapy rooms	9 <input checked="" type="checkbox"/>	Individual computer units
4 <input type="checkbox"/>	Electronic payment (Ex. Credit card, Debit card)	10 <input type="checkbox"/>	Foreign Exchange Counter
5 <input type="checkbox"/>	Beauty/Barber Shop	11 <input type="checkbox"/>	International Patient Assistance Center
6 <input type="checkbox"/>	Sports/Recreational/Amusement	12 <input type="checkbox"/>	Others, specify _____

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
 Main Activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

1 <input type="checkbox"/>	Hospital	6 <input type="checkbox"/>	Laboratory clinic
2 <input type="checkbox"/>	Ambulatory surgical clinic	7 <input checked="" type="checkbox"/>	Spa
3 <input type="checkbox"/>	Optometry clinic	8 <input type="checkbox"/>	Nursing Home
4 <input type="checkbox"/>	Ophthalmology clinic	9 <input type="checkbox"/>	Aesthetics/Cosmetics, Orthopedics
5 <input type="checkbox"/>	Dental clinic	10 <input type="checkbox"/>	Others, specify _____

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/>	Coffee Shop/Restaurant	6 <input type="checkbox"/>	Transport services
2 <input checked="" type="checkbox"/>	Spa/Massage therapy services	7 <input type="checkbox"/>	Renting of business space
3 <input type="checkbox"/>	Flower Shop	8 <input type="checkbox"/>	Pharmacy
4 <input type="checkbox"/>	Laundry Shop	9 <input type="checkbox"/>	Others, specify _____
5 <input type="checkbox"/>	Travel and Tour Operator	10 <input type="checkbox"/>	None

DO NOT FILL (For PSA use only)						
2009 PSIC	5	9	6	1	0	1

- Multiple responses are acceptable in Item 3.A.
- Ensure that the marked box/es is/are consistent with Item 1.A (main economic activity) and Item 1.B (other activity). If not, verify from the establishment.

**Item 3.A.1 Restaurant/Coffee Shop**

**A. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/> Restaurant/Coffee Shop	7 <input type="checkbox"/> Slimming salon
2 <input type="checkbox"/> Transport facilities (Ex. Ambulance)	8 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
3 <input type="checkbox"/> Spa/Massage therapy rooms	9 <input type="checkbox"/> Individual computer units
4 <input type="checkbox"/> Electronic payment (Ex. Credit card, Debit card)	10 <input type="checkbox"/> Foreign Exchange Counter
5 <input type="checkbox"/> Beauty/Barber Shop	11 <input type="checkbox"/> International Patient Assistance Center
6 <input type="checkbox"/> Sports/Recreational/Amusement	12 <input type="checkbox"/> Others, specify _____

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
**Main Activity** refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

1 <input checked="" type="checkbox"/> Hospital	6 <input type="checkbox"/> Laboratory clinic
2 <input type="checkbox"/> Ambulatory surgical clinic	7 <input type="checkbox"/> Spa
3 <input type="checkbox"/> Optometry clinic	8 <input type="checkbox"/> Nursing Home
4 <input type="checkbox"/> Ophthalmology clinic	9 <input type="checkbox"/> Aesthetics/Cosmetics, Orthopedics
5 <input type="checkbox"/> Dental clinic	10 <input type="checkbox"/> Others, specify _____

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/> Coffee Shop/Restaurant	6 <input type="checkbox"/> Transport services
2 <input type="checkbox"/> Spa/Massage therapy services	7 <input type="checkbox"/> Renting of business space
3 <input type="checkbox"/> Flower Shop	8 <input type="checkbox"/> Pharmacy
4 <input type="checkbox"/> Laundry Shop	9 <input type="checkbox"/> Others, specify _____
5 <input type="checkbox"/> Travel and Tour Operator	10 <input type="checkbox"/> None

DO NOT FILL (For PSA use only)

2009 PSIC	Q	8	6	1	2	1
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➤ If Item 3.A.1 is marked, ensure that the corresponding Item 1.B.1 (Restaurant/Coffee shop) is marked.

**Item 3.A.2 Transport facilities**

**A. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/>	Restaurant/Coffee Shop	7 <input type="checkbox"/>	Slimming salon
2 <input checked="" type="checkbox"/>	Transport facilities (Ex. Ambulance)	8 <input type="checkbox"/>	Wireless Internet Connection (Wi-Fi)
3 <input type="checkbox"/>	Spa/Massage therapy rooms	9 <input type="checkbox"/>	Individual computer units
4 <input type="checkbox"/>	Electronic payment (Ex. Credit card, Debit card)	10 <input type="checkbox"/>	Foreign Exchange Counter
5 <input type="checkbox"/>	Beauty/Barber Shop	11 <input type="checkbox"/>	International Patient Assistance Center
6 <input type="checkbox"/>	Sports/Recreational/Amusement	12 <input type="checkbox"/>	Others, specify _____

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
 Main Activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

1 <input checked="" type="checkbox"/>	Hospital	6 <input type="checkbox"/>	Laboratory clinic
2 <input type="checkbox"/>	Ambulatory surgical clinic	7 <input type="checkbox"/>	Spa
3 <input type="checkbox"/>	Optometry clinic	8 <input type="checkbox"/>	Nursing Home
4 <input type="checkbox"/>	Ophthalmology clinic	9 <input type="checkbox"/>	Aesthetics/Cosmetics, Orthopedics
5 <input type="checkbox"/>	Dental clinic	10 <input type="checkbox"/>	Others, specify _____

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/>	Coffee Shop/Restaurant	6 <input checked="" type="checkbox"/>	Transport services
2 <input type="checkbox"/>	Spa/Massage therapy services	7 <input type="checkbox"/>	Renting of business space
3 <input type="checkbox"/>	Flower Shop	8 <input type="checkbox"/>	Pharmacy
4 <input type="checkbox"/>	Laundry Shop	9 <input type="checkbox"/>	Others, specify _____
5 <input type="checkbox"/>	Travel and Tour Operator	10 <input type="checkbox"/>	None

DO NOT FILL (For PSA use only)

2009 PSIC Q 8 6 1 2 1

- If Item 3.A.2 is marked, ensure that the corresponding Item 1.B.6 (Transport services) is marked.

**Item 3.A.3 Spa/Massage therapy rooms**

**A. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Restaurant/Coffee Shop	7 <input type="checkbox"/> Slimming salon
2 <input type="checkbox"/> Transport facilities (Ex. Ambulance)	8 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
3 <input checked="" type="checkbox"/> Spa/Massage therapy rooms	9 <input type="checkbox"/> Individual computer units
4 <input type="checkbox"/> Electronic payment (Ex. Credit card, Debit card)	10 <input type="checkbox"/> Foreign Exchange Counter
5 <input type="checkbox"/> Beauty/Barber Shop	11 <input type="checkbox"/> International Patient Assistance Center
6 <input type="checkbox"/> Sports/Recreational/Amusement	12 <input type="checkbox"/> Others, specify _____

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
**Main Activity** refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 Mark (✓) the appropriate box.

1 <input type="checkbox"/> Hospital	6 <input type="checkbox"/> Laboratory clinic
2 <input type="checkbox"/> Ambulatory surgical clinic	7 <input checked="" type="checkbox"/> Spa
3 <input type="checkbox"/> Optometry clinic	8 <input type="checkbox"/> Nursing Home
4 <input type="checkbox"/> Ophthalmology clinic	9 <input type="checkbox"/> Aesthetics/Cosmetics, Orthopedics
5 <input type="checkbox"/> Dental clinic	10 <input type="checkbox"/> Others, specify _____

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Coffee Shop/Restaurant	6 <input type="checkbox"/> Transport services
2 <input checked="" type="checkbox"/> Spa/Massage therapy services	7 <input type="checkbox"/> Renting of business space
3 <input type="checkbox"/> Flower Shop	8 <input type="checkbox"/> Pharmacy
4 <input type="checkbox"/> Laundry Shop	9 <input type="checkbox"/> Others, specify _____
5 <input type="checkbox"/> Travel and Tour Operator	10 <input type="checkbox"/> None

DO NOT FILL (For PSA use only)

2009 PSIC	S	9	6	1	0	1
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➤ If Item 3.A.3 is marked, ensure that the corresponding Item 1.A.7 (Spa) or Item 1.B. 2 (Spa/Massage therapy services) is marked.

**Item 3.B Facilities/Amenities and Usage in 2014 (For Hospital/Nursing Homes)**

**Item 3.B.1 What is the bed capacity of this establishment in 2014?**

**B. For Hospital/Nursing Home**

1. What is the bed capacity of this establishment in 2014? ..... 50

2. How many rooms/units are available for clients/patients in 2014?

Type of Room	LN NO	Number of Units
a. Standard private rooms	01	<b>9</b>
b. Semi-private rooms	02	<b>5</b>
c. Ward rooms (Not charity department)	03	<b>2</b>
d. Suites	04	
e. Others, specify _____	05	

3. What is the bed occupancy rate of this establishment in 2014? 82 %

1. Economic Activity or Business in 2014

**A. What is the main activity of this establishment in 2014?**

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

Mark (✓) the appropriate box.

1 <input checked="" type="checkbox"/> Hospital 2 <input type="checkbox"/> Ambulatory surgical clinic 3 <input type="checkbox"/> Optometry clinic 4 <input type="checkbox"/> Ophthalmology clinic 5 <input type="checkbox"/> Dental clinic	6 <input type="checkbox"/> Laboratory clinic 7 <input type="checkbox"/> Spa 8 <input checked="" type="checkbox"/> Nursing Home 9 <input type="checkbox"/> Aesthetics/Cosmetics, Orthopedics 10 <input type="checkbox"/> Others, specify _____
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DO NOT FILL (For PSA use only)

2009 PSIC	Q	8	6	1	2	1
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- Item 3.B.1 should have a non-zero entry if Item 1.A.1 (Hospital) or Item 1.A.8 (Nursing home) is marked. Otherwise, verify from the establishment.

**Item 3.B.2 How many rooms/units are available for clients/patients in 2014?**

- Item 3.B.2 should have a non-zero entry in at least one type of room if there is a non-zero entry in Item 3.B.1

**Item 3.B.3 What is the bed occupancy rate of this establishment in 2014**

- Item 3.B.3 should have a non-zero entry and should not exceed to 100 percent. Otherwise, verify from the establishment.

**Item 3.C Facilities/Amenities and Usage in 2014 (For Spa/Ambulatory Surgical Clinic)**

<p><b>C. For Spa/Ambulatory Surgical Clinic</b></p> <p>1. What is the number of clients/patients of this establishment in 2014?</p> <p>2. How many Procedure Rooms are available for clients/patients? (for Ambulatory Surgical Clinic only)</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">84</div> <div style="border: 1px solid black; padding: 2px;">2</div>
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- Item 3.C.1 should have a non-zero entry if Item 1.A.2 (Ambulatory surgical clinic) or Item 1.A.7 (Spa) is marked. Otherwise, verify from the establishment.
- Item 3.C.2 should have a non-zero entry if Item 1.A.2 (Ambulatory surgical clinic) is marked. Otherwise, verify from the establishment.

**Item 3.D Facilities/Amenities and Usage in 2014 (For Hospitals/Ambulatory Surgical Clinics only)**

<p><b>D. For Hospitals/Ambulatory Surgical Clinics only</b></p> <p><i>Mark (✓) applicable types of medical services offered by this establishment in 2014.</i></p>	
1 <input type="checkbox"/> Internal Medicine	8 <input type="checkbox"/> Pediatric
2 <input checked="" type="checkbox"/> Dermatology	9 <input type="checkbox"/> Rehabilitation and Physical Medicine
3 <input checked="" type="checkbox"/> General surgery	10 <input type="checkbox"/> Plastic/Reconstructive surgery
4 <input type="checkbox"/> Specialized surgery	11 <input type="checkbox"/> Obstetrics and Gynecology
5 <input type="checkbox"/> Ophthalmology	12 <input checked="" type="checkbox"/> Cosmetic surgery
6 <input type="checkbox"/> Diagnostic imaging	13 <input type="checkbox"/> Others, specify _____
7 <input type="checkbox"/> Intensive care	

- Multiple responses are acceptable in Item 3.D.
- Ensure that the marked box/es is/are consistent with Item 1.A.1 (Hospital) or Item 1.A.2 (Ambulatory surgical clinic). If not, verify from the establishment.

**Item 3.E Types of massage offered**

**E. For Spa and Other Wellness/Fitness establishments only**  
 Mark (✓) applicable types of massage offered by this establishment in 2014.

1 <input type="checkbox"/>	Filipino healing/"Hilot"	5 <input type="checkbox"/>	Thai
2 <input checked="" type="checkbox"/>	Swedish	6 <input type="checkbox"/>	Aromatherapy
3 <input checked="" type="checkbox"/>	Shiatsu	7 <input type="checkbox"/>	Hydrotherapy
4 <input checked="" type="checkbox"/>	Reflexology or Tui-na	8 <input type="checkbox"/>	Others, specify _____

Mark (✓) applicable types of services offered by this establishment in 2014.

9 <input type="checkbox"/>	Steam bath	15 <input type="checkbox"/>	Waxing
10 <input type="checkbox"/>	Sauna bath	16 <input type="checkbox"/>	Hand care
11 <input type="checkbox"/>	Water bath	17 <input checked="" type="checkbox"/>	Foot care
12 <input type="checkbox"/>	Body pack and wrap	18 <input checked="" type="checkbox"/>	Face care
13 <input type="checkbox"/>	Exfoliation	19 <input type="checkbox"/>	Hair care
14 <input type="checkbox"/>	Body toning/Contouring	20 <input type="checkbox"/>	Others, specify _____

- Multiple responses are acceptable in Item 3.E.
- Ensure that the marked box/es is/are consistent with Item 1.A.7 (Spa). If not, verify from the establishment.

**Item 6 Plans for Expansion/Renovation Within the Next Five Years**

**A. Does this establishment plan to expand within the next five years?**  YES  NO

*If YES, answer the following questions, if applicable.*

**1. For Hospital/Nursing Homes/Ambulatory Surgical Clinic**

a. How many beds do you plan to add? .....

b. How many rooms/units do you plan to add?

Type of Room	LN NO	Number of Units
1. Standard private rooms	01	
2. Semi-private rooms	02	
3. Ward rooms (Not charity department)	03	<b>2</b>
4. Suites	04	
5. Procedure rooms (For Ambulatory Surgical clinic only)	05	
6. Others, specify _____	06	

c. If main office, how many branch offices do you plan to establish?

**2. How much is the estimated cost of expansion? .....**

- Ensure that only one box is marked. If "YES" is marked, the number of additional beds should have a non-zero entry.
- Item 6.A.1.a may have a non-zero entry if Item 6A "YES" is marked (For Hospital/ Nursing Homes/Ambulatory Surgical Clinic)

- If “Yes” is marked in item 6.A, the number of units in 6.A.1.b should have a non-zero entry in at least one type of room (*For Hospital/ Nursing Homes/Ambulatory Surgical Clinic*).
- If “Yes” is marked in item 6.A, the number of branch offices in 6.A.1.c should have a non-zero entry.
- If “YES” is marked in item 6.B, the cost of expansion should have a non-zero entry in item 6.A.2

**Item 6.B Does this establishment plan to renovate its facilities?**

<b>B. Does this establishment plan to renovate its facilities within the next five years?</b>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<b>1. If YES, how much is the estimated cost of renovation?</b>	PhP 300,000	

- Ensure that only one box is marked. If “YES” is marked, the cost of expansion should have a non-zero entry in item 6.B.1.
- Ensure that the cost of expansion excludes cost of renovation.

### 5.3.5 Form 5 – Other Tourism Activities

#### Item 1. – Economic Activity or Business in 2014

<p><b>A. What is the main activity of this establishment in 2014?</b></p> <p><b>Main Activity</b> refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.</p> <p><i>(e.g. Theme park, museum, art galleries, dramatic arts presentations, sporting activities, renting of transport equipment, foreign exchange)</i></p> <p style="text-align: center;">THEME PARK</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="6" style="text-align: center; font-size: small;">DO NOT FILL (For PSA use only)</td> </tr> <tr> <td style="font-size: small;">2009 PSIC</td> <td style="text-align: center; font-size: large;">R</td> <td style="text-align: center; font-size: large;">9</td> <td style="text-align: center; font-size: large;">3</td> <td style="text-align: center; font-size: large;">2</td> <td style="text-align: center; font-size: large;">1 0</td> </tr> </table>	DO NOT FILL (For PSA use only)						2009 PSIC	R	9	3	2	1 0
DO NOT FILL (For PSA use only)													
2009 PSIC	R	9	3	2	1 0								

- Ensure that the **main economic activity** is clearly and specifically described to allow coding at 5-digit level using the 2009 PSIC. Descriptions that are not specific **should not be accepted** and **should be verified from the establishment**.
- Ensure that the entry in Item 1.A (main activity) is consistent with the main activity described in **Item 2.A (Main Activity) of 2014 ASPBI Form 7**. If not, verify from the establishment.

#### Item 3 – Facilities/Amenities and Usage in 2014

*Report all facilities and amenities present for clients/guests use in this establishment. The facilities and amenities may not necessarily be owned and operated by this establishment.*

#### Item 3.A

<p><b>A. What is the total number of visitors/clients served by this establishment in 2014? .....</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: large; font-weight: bold;">76,800</td> </tr> </table>	76,800
76,800		

- Item 3.A – Ensure that number of clients/guests has non-zero entry.

**Item 3.B**

**B. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/>	Restaurant/Coffee Shop	7 <input checked="" type="checkbox"/>	Stores/Specialty Shops
2 <input checked="" type="checkbox"/>	Rest rooms/Comfort rooms	8 <input type="checkbox"/>	Wireless Internet Connection (Wi-Fi)
3 <input type="checkbox"/>	On-line reservation	9 <input type="checkbox"/>	Foreign Exchange Counter
4 <input checked="" type="checkbox"/>	Transport facilities	10 <input type="checkbox"/>	Sports/Recreational/Amusement
5 <input type="checkbox"/>	Parking space	11 <input type="checkbox"/>	Others, specify _____
6 <input type="checkbox"/>	Electronic payment (Ex. Credit card, Debit card)		

---

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
 Main Activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 (e.g. Theme park, museum, art galleries, dramatic arts presentations, sporting activities, renting of transport equipment, foreign exchange)  
 THEME PARK

DO NOT FILL (For PSA use only)					
2009 PSIC	R	9	3	2	1 0

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/>	Coffee Shop/Restaurant	4 <input type="checkbox"/>	Renting of business space
2 <input type="checkbox"/>	Sports/Recreational/Amusement	5 <input type="checkbox"/>	Others, specify _____
3 <input type="checkbox"/>	Retailing	6 <input type="checkbox"/>	None

- Multiple responses are acceptable in item 3.B.
- Ensure that the marked box/es is/are consistent with Item 1.A and Item 1.B. If not, verify from the establishment.

**Item 3.B.1 – Restaurant/Coffee Shop**

**B. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/>	Restaurant/Coffee Shop	7 <input type="checkbox"/>	Stores/Specialty Shops
2 <input type="checkbox"/>	Rest rooms/Comfort rooms	8 <input type="checkbox"/>	Wireless Internet Connection (Wi-Fi)
3 <input type="checkbox"/>	On-line reservation	9 <input type="checkbox"/>	Foreign Exchange Counter
4 <input type="checkbox"/>	Transport facilities	10 <input type="checkbox"/>	Sports/Recreational/Amusement
5 <input type="checkbox"/>	Parking space	11 <input type="checkbox"/>	Others, specify _____
6 <input type="checkbox"/>	Electronic payment (Ex. Credit card, Debit card)		

---

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
 Main Activity refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 (e.g. Theme park, museum, art galleries, dramatic arts presentations, sporting activities, renting of transport equipment, foreign exchange)  
 THEME PARK

DO NOT FILL (For PSA use only)					
2009 PSIC	R	9	3	2	1 0

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/>	Coffee Shop/Restaurant	4 <input type="checkbox"/>	Renting of business space
2 <input type="checkbox"/>	Sports/Recreational/Amusement	5 <input type="checkbox"/>	Others, specify _____
3 <input type="checkbox"/>	Retailing	6 <input type="checkbox"/>	None

- If Item 3.B.1 is marked, ensure that the corresponding Item 1.B (Coffee shop/Restaurant) is marked.

**Item 3B.7 – Stores/Specialty Shops**

**B. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Restaurant/Coffee Shop	7 <input checked="" type="checkbox"/> Stores/Specialty Shops
2 <input type="checkbox"/> Rest rooms/Comfort rooms	8 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
3 <input type="checkbox"/> On-line reservation	9 <input type="checkbox"/> Foreign Exchange Counter
4 <input type="checkbox"/> Transport facilities	10 <input type="checkbox"/> Sports/Recreational/Amusement
5 <input type="checkbox"/> Parking space	11 <input type="checkbox"/> Others, specify _____
6 <input type="checkbox"/> Electronic payment	

(Ex. Credit card, Debit card)

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
**Main Activity** refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 (e.g. Theme park, museum, art galleries, dramatic arts presentations, sporting activities, renting of transport equipment, foreign exchange)

DO NOT FILL (For PSA use only)						
2009 PSIC	R	9	3	2	1	0

THEME PARK

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**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Coffee Shop/Restaurant	4 <input type="checkbox"/> Renting of business space
2 <input type="checkbox"/> Sports/Recreational/Amusement	5 <input type="checkbox"/> Others, specify _____
3 <input checked="" type="checkbox"/> Retailing	6 <input type="checkbox"/> None

➤ If Item 3.B.7 is marked, ensure that the corresponding Item 1.B.3 (Retailing) is marked.

**Item 3.B.10 – Sports/Recreational/Amusement**

**B. What are the available facilities in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Restaurant/Coffee Shop	7 <input type="checkbox"/> Stores/Specialty Shops
2 <input type="checkbox"/> Rest rooms/Comfort rooms	8 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
3 <input type="checkbox"/> On-line reservation	9 <input type="checkbox"/> Foreign Exchange Counter
4 <input type="checkbox"/> Transport facilities	10 <input checked="" type="checkbox"/> Sports/Recreational/Amusement
5 <input type="checkbox"/> Parking space	11 <input type="checkbox"/> Others, specify _____
6 <input type="checkbox"/> Electronic payment	

(Ex. Credit card, Debit card)

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
**Main Activity** refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
 (e.g. Theme park, museum, art galleries, dramatic arts presentations, sporting activities, renting of transport equipment, foreign exchange)

DO NOT FILL (For PSA use only)						
2009 PSIC	R	9	3	2	1	0

THEME PARK

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**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/> Coffee Shop/Restaurant	4 <input type="checkbox"/> Renting of business space
2 <input checked="" type="checkbox"/> Sports/Recreational/Amusement	5 <input type="checkbox"/> Others, specify _____
3 <input type="checkbox"/> Retailing	6 <input type="checkbox"/> None

➤ If Item 3.B.10 is marked, ensure that the corresponding Item 1.B.2 (Sports/Recreational Amusement) is marked.

**Item 3C**

**C. What are the available services in this establishment in 2014?**  
 Mark (✓) applicable box/es.

1 <input checked="" type="checkbox"/>	Tour services	4 <input checked="" type="checkbox"/>	Shuttle services
2 <input checked="" type="checkbox"/>	Transport services	5 <input type="checkbox"/>	Others, <i>specify</i> _____
3 <input type="checkbox"/>	Valet parking		

---

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**  
**Main Activity** refers to the activity that contributes the biggest or major portion of the gross income or revenue of this establishment.  
*(e.g. Theme park, museum, art galleries, dramatic arts presentations, sporting activities, renting of transport equipment, foreign exchange)*

DO NOT FILL (For PSA use only)						
2009 PSIC	R	9	3	2	1	0

THEME PARK

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**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**  
 Mark (✓) applicable box/es.

1 <input type="checkbox"/>	Coffee Shop/Restaurant	4 <input type="checkbox"/>	Renting of business space
2 <input checked="" type="checkbox"/>	Sports/Recreational/Amusement	5 <input type="checkbox"/>	Others, <i>specify</i> _____
3 <input type="checkbox"/>	Retailing	6 <input type="checkbox"/>	None

- Multiple responses are acceptable in Item 3.C.
- Ensure that the marked box/es is/are consistent with Item 1.A and Item 1.B. If not verify from the establishment.

**Item 6 - Plans for Expansion/Renovation Within the Next Five Years**

**A. Does this establishment plan to expand within the next five years?**  YES  NO  
*If YES, answer the following questions, if applicable.*

**1. If main office, how many branch offices do you plan to establish?** 5

**2. How much is the estimated cost of expansion? .....** PhP 3,500,000

**B. Does this establishment plan to renovate its facilities within the next five years?**  YES  NO

**1. If YES, how much is the estimated cost of renovation?** PhP 800,000

- Item 6.A – Ensure that only one box is marked. If “YES” is marked, Item 6.A.1 and 6.A.2 and should have a non-zero entry.
- Item 6.A.2 – Ensure that cost of expansion excludes cost of renovation.
- Item 6.B –Ensure that only one box is marked. If “YES” is marked, Item 6.B.1 should have a non-zero entry.
- Item 6.B.1 – Ensure that cost of renovation excludes cost of expansion.



# APPENDICES



**NSCB Resolution No. 4  
Series of 2005**

**APPROVING AND ADOPTING THE PHILIPPINE  
TOURISM STATISTICAL CLASSIFICATION SYSTEM**

WHEREAS, tourism has a significant role and impact on the social and economic development and environmental and cultural landscape of the country, and is identified as one of the growth strategies in the 2004-2010 Medium-Term Philippine Development Plan, specifically, in the creation of jobs as laid out in the current administration's Ten-Point Agenda;

WHEREAS, tourism is integrated in many different economic sectors and thus serves as a key growth engine by propagating business activities, stimulating infrastructure and services development, and generating jobs and income;

WHEREAS, there is a need to measure the economic contribution of tourism to provide basis for effective and efficient policy research, monitoring, analysis and development of the tourism industry;

WHEREAS, the Department of Tourism (DOT), through the Grants-in-Aid Program of the National Statistical Coordination Board (NSCB), conducted in 1988 a research study aimed at exploring the measurement of the contribution of tourism in the Philippine economy; and collaborated with the World Trade and Tourism Council (WTTTC) with technical support from NSCB on the estimation of a satellite account on tourism through travel and tourism expenditure shares, which paved the way for the formulation of the framework and initial estimates of the Philippine Tourism Satellite Accounts (PTSA) under the project, Development of the Satellite Accounts on Tourism (DSAT), jointly implemented by the DOT and NSCB;

WHEREAS, there is a need to formulate a standard classification system that will characterize the tourism industry in the context of the Philippine System of National Accounts (PSNA);

WHEREAS, such standard classification system includes the definition of the scope and coverage of tourism through the identification of tourism characteristic and connected products and industries in the country;

WHEREAS, the World Tourism Organization (WTO), a specialized United Nations Agency that serves as a global forum for tourism policy issues and practical source of tourism know-how, recommended a List of Tourism Characteristics Activities, Products and Durable Goods to serve as international reference for the compilation of statistics and satellite account on tourism;

WHEREAS, the Inter-Agency Committee on Tourism Statistics (IACTS), through the Technical Working Group on Tourism Statistics (TWGTS) and NSCB technical staff, has formulated the Philippine Tourism Statistical Classification System (PTSCS) based on the WTO-recommended list, the 1994 Philippine Standard Industrial Classification (PSIC), and the 2002 Philippine Central Product Classification (PCPC) developed and maintained by the NSCB;

WHEREAS, the IACTS, in its Resolution No. 03, series of 2004 (Annex BR-04-2005-01), is endorsing for approval by the Board the Philippine Tourism Statistical Classification System;

NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED, that the Board approve the Philippine Tourism Statistical Classification System as basis for the generation of tourism statistics, specifically in the compilation of the PTSA, in the country;

BE IT RESOLVED FURTHER, that the Board enjoin all concerned government agencies/institutions, the local government units, the academe and the private sector to adopt and use the PTSCS in the generation and analysis of tourism data/statistics.

Approved this 24th day of January 2005, in Pasig City.

Attested by:

**ROMULO A. VIROLA (SGD)**  
Secretary-General

### 2014 STEP: Sampling Rates by Employment Stratum and Industry

Tourism Industry Industry Sub-Class	Sampling Rate by Employment Stratum				
	1	2	3	4	5
<b>All Industry</b>					
<b>Accommodation for Visitors</b>					
I55101 - Hotels and motels	100%	100%	100%	100%	100%
I55102 - Resort hotels	100%	100%	100%	100%	100%
I55103 - Condotels	100%	100%	100%	100%	100%
I55104 - Pension houses	100%	100%	100%	100%	100%
I55105 - Camping sites/facilities	100%	100%	100%	100%	100%
I55109 - Other short term accommodation activities, n.e.c	100%	100%	100%	100%	100%
I55909 - Other accommodation, n.e.c.	100%	100%	100%	100%	100%
<b>Food and Beverage Serving Activities</b>					
I56101 - Restaurants	10%	15%	25%	50%	100%
I56102 - Fast-food chains	10%	15%	25%	50%	100%
I56103 - Cafeterias	10%	15%	25%	50%	100%
I56104 - Refreshment stands, kiosks and counters	10%	15%	25%	50%	100%
I56109 - Other restaurants and mobile food service activities, n.e.c.	10%	15%	25%	50%	100%
I56290 - Other food service activities	10%	15%	25%	50%	100%
I56301 - Night clubs	10%	15%	25%	50%	100%
I56302 - Bars and cocktail lounges	10%	15%	25%	50%	100%
I56303 - Café or coffee shops	10%	15%	25%	50%	100%
I56309 - Other beverage serving activities, n.e.c.	10%	15%	25%	50%	100%
<b>Road Passenger Transport</b>					
H49201 - Inter-urban bus line operation	10%	15%	25%	50%	100%
H49202 - Urban and suburban bus line operation	10%	15%	25%	50%	100%
H49204 - Chartered buses (e.g. tourist buses)	100%	100%	100%	100%	100%
H49323 - Public utility cars and taxicabs operation	10%	15%	25%	50%	100%
H49324 - Chartered cars operation (rent-a-car)	100%	100%	100%	100%	100%
H49329 - Other land transport operation, n.e.c.	10%	15%	25%	50%	100%
<b>Water Passenger Transport</b>					
H50111 - Ocean passenger transport	10%	15%	25%	50%	100%
H50112 - Interisland water passenger transport	10%	15%	25%	50%	100%
H50113 - Renting of ship with operator	10%	15%	25%	50%	100%
H50210 - Inland passenger water transport	10%	15%	25%	50%	100%

## 2014 STEP: Sampling Rates by Employment Stratum and Industry

Tourism Industry Industry Sub-Class	Sampling Rate by Employment Stratum				
	1	2	3	4	5
<b>Air Passenger Transport</b>					
H51101 - Domestic air passenger transport	10%	15%	25%	50%	100%
H51102 - International air passenger transport	10%	15%	25%	50%	100%
H51103 - Non-scheduled air passenger transport	10%	15%	25%	50%	100%
<b>Transport Equipment Rental</b>					
N77100 - Renting and leasing of motor vehicles	10%	15%	25%	50%	100%
N77301 - Renting of land transport equipment	10%	15%	25%	50%	100%
N77302 - Renting of water transport equipment	10%	15%	25%	50%	100%
N77303 - Renting of air transport equipment	10%	15%	25%	50%	100%
<b>Travel Agencies and Other Reservation Service Activities</b>					
N79110 - Travel agency activities	10%	15%	25%	50%	100%
N79120 - Tour operator activities	10%	15%	25%	50%	100%
N79901 - Activities of booking offices	10%	15%	25%	50%	100%
N79902 - Accommodation reservation activities	10%	15%	25%	50%	100%
N79904 - Package tour reservation activities	10%	15%	25%	50%	100%
N79905 - Tourist assistance activities (e.g. tourist guides)	10%	15%	25%	50%	100%
N79906 - Event tickets, entertainment and recreational reservation activities	10%	15%	25%	50%	100%
N79909 - Other reservation service and related activities, n.e.c.	10%	15%	25%	50%	100%
<b>Cultural Activities</b>					
R90001 - Concerts and opera or dance production	10%	15%	25%	50%	100%
R90002 - Live theatrical presentations and other stage productions	10%	15%	25%	50%	100%
R90005 - Art galleries	10%	15%	25%	50%	100%
R90006 - Operation of concert and theatre halls and other arts facilities	10%	15%	25%	50%	100%
R90009 - Other creative, arts and entertainment activities, n.e.c.	10%	15%	25%	50%	100%
R91020 - Museum activities and preservation of historical sites and buildings	10%	15%	25%	50%	100%
R91030 - Botanical and zoological gardens and nature reserves activities	10%	15%	25%	50%	100%

### 2014 STEP: Sampling Rates by Employment Stratum and Industry

Tourism Industry Industry Sub-Class	Sampling Rate by Employment Stratum				
	1	2	3	4	5
<b>Sports and Recreational Activities</b>					
N77210 - Renting and leasing of recreational and sports goods	10%	15%	25%	50%	100%
R92000 - Gambling and betting activities	10%	15%	25%	50%	100%
R93110 - Operation of sports facilities	10%	15%	25%	50%	100%
R93190 - Other sports activities	10%	15%	25%	50%	100%
R93210 - Activities of amusement parks and theme parks	10%	15%	25%	50%	100%
R93291 - Operation of ballrooms, discotheques (disco's)	10%	15%	25%	50%	100%
R93292 - Operation of recreation parks, beaches, including renting of facilities such as bathhouses, lockers, chairs etc.;	10%	15%	25%	50%	100%
R93299 - Other amusement and recreation activities, n.e.c.	10%	15%	25%	50%	100%
<b>Financial and Insurance Activities</b>					
K66130 - Foreign exchange dealing	10%	15%	25%	50%	100%
K66231 - Pre-need plan for health	10%	15%	25%	50%	100%
K66232 - Pre-need plan for education	10%	15%	25%	50%	100%
K66233 - Pre-need plan for memorial and interment	10%	15%	25%	50%	100%
K66234 - Pre-need plan for pension	10%	15%	25%	50%	100%
<b>Health and Wellness</b>					
Q86121 - Private general hospitals activities	10%	15%	25%	50%	100%
Q86221 - Private medical activities	10%	15%	25%	50%	100%
Q86222 - Private dental and laboratory services	10%	15%	25%	50%	100%
Q86229 - Private medical, dental and other health activities, n.e.c.	10%	15%	25%	50%	100%
S96101 - Spa activities	10%	15%	25%	50%	100%
S96102 - Steam and bath activities	10%	15%	25%	50%	100%
S96103 - Slendering and body building activities	10%	15%	25%	50%	100%

#### Minimum / Maximum Number of Samples per Industry/Region and Employment Strata

Small :  $3 \leq n \leq 30$  Samples

Large :  $3 \leq n \leq 30$  Samples

## Distribution of 2014 STEP Sample by Region by Province and by Form Type: Workload

Region Province	Form Type					
	Total	FORM 1	FORM 2	FORM 3	FORM 4	FORM 5
<b>Philippines</b>	<b>7,177</b>	<b>3,670</b>	<b>1,497</b>	<b>637</b>	<b>827</b>	<b>546</b>
<b>National Capital Region (NCR)</b>	1,990	597	554	386	261	192
NCR 1 -West	574	215	112	153	55	39
NCR 2 - North East	430	120	138	48	83	41
NCR 3 - East	678	176	238	114	66	84
NCR 4 - North West	78	31	11	14	14	8
NCR 5 - South	230	55	55	57	43	20
<b>Cordillera Administrative Region (CAR)</b>	181	120	41	3	13	4
Abra	3	2	–	–	1	–
Benguet	149	95	39	2	10	3
Ifugao	4	3	–	1	–	–
Kalinga	9	7	–	–	2	–
Mountain Province	16	13	2	–	–	1
<b>Ilocos Region</b>	314	198	49	7	34	26
Ilocos Norte	64	42	11	2	5	4
Ilocos Sur	44	25	7	–	5	7
La Union	59	39	9	2	4	5
Pangasinan	147	92	22	3	20	10
<b>Cagayan Valley</b>	169	109	32	3	20	5
Batanes	7	6	1	–	–	–
Cagayan	68	49	9	1	7	2
Isabela	59	34	12	1	10	2
Nueva Vizcaya	34	19	10	1	3	1
Quirino	1	1	–	–	–	–
<b>Central Luzon</b>	645	352	139	22	75	57
Aurora	7	7	–	–	–	–
Bataan	49	29	6	–	8	6
Bulacan	136	69	27	8	20	12
Nueva Ecija	69	37	11	1	8	12
Pampanga	238	125	61	8	29	15
Tarlac	63	34	16	2	9	2
Zambales	83	51	18	3	1	10
<b>CALABARZON</b>	838	445	160	32	127	74
Batangas	141	71	23	6	24	17
Cavite	237	125	46	8	35	23
Laguna	221	122	51	5	32	11
Quezon	94	54	14	4	14	8
Rizal	145	73	26	9	22	15

## Distribution of 2014 STEP Sample by Region by Province and by Form Type: Workload

Region Province	Form Type					
	Total	FORM 1	FORM 2	FORM 3	FORM 4	FORM 5
<b>MIMAROPA</b>	239	186	19	10	12	12
Marinduque	9	8	1	–	–	–
Occidental Mindoro	15	9	2	1	2	1
Oriental Mindoro	51	39	2	2	5	3
Palawan	149	116	14	7	5	7
Romblon	15	14	–	–	–	1
<b>Bicol Region</b>	249	137	49	18	27	18
Albay	75	39	14	7	11	4
Camarines Norte	30	18	6	1	4	1
Camarines Sur	98	53	25	4	9	7
Catanduanes	8	3	2	2	–	1
Masbate	13	7	1	3	–	2
Sorsogon	25	17	1	1	3	3
<b>Western Visayas</b>	543	364	84	17	46	32
Guimaras	5	5	–	–	–	–
Aklan	233	191	16	6	12	8
Antique	7	5	1	–	–	1
Capiz	40	29	3	–	4	4
Iloilo	123	56	38	6	17	6
Negros Occidental	135	78	26	5	13	13
<b>Central Visayas</b>	799	479	117	90	57	56
Bohol	129	88	8	16	7	10
Cebu	576	325	99	69	45	38
Negros Oriental	86	61	10	4	5	6
Siquijor	8	5	–	1	–	2
<b>Eastern Visayas</b>	178	117	24	10	17	10
Biliran	2	1	–	–	–	1
Eastern Samar	18	15	1	–	2	–
Leyte	103	63	16	7	10	7
Northern Samar	12	7	4	1	–	–
Samar (Western)	20	10	2	2	4	2
Southern Leyte	23	21	1	–	1	–
<b>Zamboanga Peninsula</b>	155	96	31	6	15	7
Basilan	3	–	–	–	3	–
Zamboanga City	70	33	20	5	9	3
Zamboanga Del Norte	44	35	6	1	–	2
Zamboanga Del Sur	25	18	5	–	1	1
Zamboanga Sibugay	13	10	–	–	2	1

## Distribution of 2014 STEP Sample by Region by Province and by Form Type: Workload

Region Province	Form Type					
	Total	FORM 1	FORM 2	FORM 3	FORM 4	FORM 5
<b>Northern Mindanao</b>	281	153	63	10	37	18
Bukidnon	38	22	3	–	9	4
Camiguin	18	14	1	–	–	3
Lanao Del Norte	43	24	8	1	8	2
Misamis Occidental	33	19	5	2	5	2
Misamis Oriental	149	74	46	7	15	7
<b>Davao Region</b>	320	161	79	15	42	23
Compostela Valley	4	1	3	–	–	–
Davao Del Norte	75	41	13	–	13	8
Davao Del Sur	231	112	61	15	28	15
Davao Occidental	1	–	–	–	1	–
Davao Oriental	9	7	2	–	–	–
<b>SOCCKSARGEN</b>	155	86	28	5	29	7
Cotabato (North)	31	18	3	1	7	2
Sarangani	5	3	1	–	1	–
South Cotabato	101	55	21	4	17	4
Sultan Kudarat	18	10	3	–	4	1
<b>Caraga</b>	87	58	11	1	12	5
Dinagat Island	1	1	–	–	–	–
Agusan Del Norte	38	25	6	1	5	1
Agusan Del Sur	13	7	3	–	1	2
Surigao Del Norte	24	19	1	–	3	1
Surigao Del Sur	11	6	1	–	3	1
<b>Autonomous Region in Muslim Mindanao (ARMM)</b>	34	12	17	2	3	–
Lanao Del Sur	7	2	4	–	1	–
Maguindanao	20	7	10	2	1	–
Sulu	3	1	2	–	–	–
Tawi-Tawi	4	2	1	–	1	–



## 2014 SURVEY OF TOURISM ESTABLISHMENTS IN THE PHILIPPINES

**Accommodation**  
**January – December 2014**

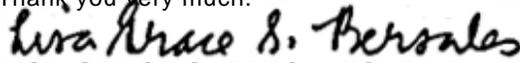
Dear Sir/Madam:

The **Philippine Statistics Authority** created by virtue of **Republic Act 10625** is conducting the **2014 Survey of Tourism Establishments in the Philippines (STEP)**. The **2014 STEP** will provide data on tourism activities relating to supply and capacity, inventory of facilities and services, employment, revenue and other indicators relevant for planning and policy formulation by the government and private sectors.

This Office is authorized to collect information from businesses and industries under **REPUBLIC ACT NO. 10625, Section 25** of the same law obliges establishments to provide the required information. The accomplished survey form will be collected by our authorized representative who will visit you on an agreed date. Rest assured that the data provided shall be kept strictly confidential and shall not be used for purposes of taxation, investigation or regulation as provided under Article 55 of RA 10625.

We appreciate your utmost cooperation by accomplishing this questionnaire and providing the needed information. You may also accomplish the questionnaire online at PSA website (<https://step.psa.gov.ph>).

Thank you very much.

  
**LISA GRACE S. BERSALES, Ph.D.**  
 National Statistician

**For inquiries please contact:**

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

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

or E-mail: [ITSD-RCU@census.gov.ph](mailto:ITSD-RCU@census.gov.ph)

**GENERAL INSTRUCTIONS**

- Provide best estimates if exact figures are not available in your records. Indicate N.A. for items not applicable.
- Refer to the relevant explanatory notes and definitions provided in specific items when providing responses for each item.
- Mark (✓) only **one box**, unless instructed otherwise.

FOR PSA USE ONLY													
FN		QN	QR	ECN									
IND				PROV-MUN				BGY		SZ	LO	EO	

**Tourism** refers to activities of foreign and domestic visitors traveling to and staying in places outside their usual environment for not more than one continuous year for leisure, business and other purposes not related to employment with pay from within the place visited. Traveling for the purpose of conducting businesses, for education and training, etc., can also be part of tourism.

Both foreign visitors (country of residence is other than the Philippines) and domestic visitors (Philippine residents) are covered in the survey.

**Tourism activities** encompass all that foreign and domestic visitors do for a trip or while on a trip. It is not restricted to what could be considered as "typical" tourism activities such as sightseeing, sunbathing, visiting site, etc.. From an economic point of view, the basic activity of foreign and domestic visitors is consumption, that is, the acquisition of consumption goods and services to satisfy individual or collective needs and wants. For the purposes of this survey, industries that respond to tourism consumption will be covered.

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**

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

DO NOT FILL (For PSA use only)					
2009 PSIC					

Mark (✓) the appropriate box.

- |  |   |
|--|---|
| 1 <input type="checkbox"/> Hotel         | 6 <input type="checkbox"/> Motorist hotel         |
| 2 <input type="checkbox"/> Resort        | 7 <input type="checkbox"/> Dormitory              |
| 3 <input type="checkbox"/> Resort hotel  | 8 <input type="checkbox"/> Condotel               |
| 4 <input type="checkbox"/> Tourist inn   | 9 <input type="checkbox"/> Apartelle              |
| 5 <input type="checkbox"/> Pension house | 10 <input type="checkbox"/> Others, specify _____ |

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**

Mark (✓) applicable box/es.

- |   |  |                                 |
|---|--|---------------------------------|
| 1 <input type="checkbox"/> Coffee Shop/Restaurant | 5 <input type="checkbox"/> Renting of business space | 9 <input type="checkbox"/> None |
| 2 <input type="checkbox"/> Spa/Massage therapy    | 6 <input type="checkbox"/> Tours                     |                                 |
| 3 <input type="checkbox"/> Transport services     | 7 <input type="checkbox"/> Casino                    |                                 |
| 4 <input type="checkbox"/> Retailing              | 8 <input type="checkbox"/> Others, specify _____     |                                 |

**2. Employment as of 15 November 2014**

**Paid employees** are all full-time and part-time employees working in or for the establishment and receiving regular pay, as well as those working away from this establishment and paid by and under the control of this establishment.

**INCLUDE:**

- ✓ Employees on sick or maternity leave
- ✓ Employees on paid vacation or holiday
- ✓ Employees on strike
- ✓ Directors of corporations working for pay
- ✓ Executives/managers and other officers of the same category
- ✓ Persons hired only during peak seasons
- ✓ Working owners receiving regular pay
- ✓ Apprentices and learners receiving regular pay
- ✓ Any other employee receiving regular pay not reported above

**EXCLUDE:**

- \* Directors paid solely for their attendance at meetings of Board of Directors
- \* Consultants
- \* Workers on indefinite leave
- \* Working owners who do not receive regular pay
- \* Workers receiving commissions only
- \* Workers not in the payroll of this establishment

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

**EXCLUDE:**

- \* Silent or inactive business partners

Report both paid and unpaid employees of this establishment as of November 15, 2014.

Nationality	LN NO	Employment by Sex		
		Total	Male	Female
a. Filipino	01			
b. Non-Filipino	02			
c. Total (sum of a and b)	03			

Continued on Page 3

PLEASE ENTER ON THE APPROPRIATE SPACE OR BOX THE DATA REQUESTED.

**2.1 Seasonal Workers from March to May 2014**

**Seasonal Workers** refer to individuals who were hired for a specific period of time to augment the regular employees due to high demand of clients and/or increased work demands during peak months.

**A. Did this establishment hire seasonal workers during the period March to May 2014?**  YES  NO

If YES, report the number of seasonal workers hired from March to May 2014. The seasonal workers should be counted only once for the same person regardless of how many times they were rehired during the said period.

Seasonal Workers	Total	Male	Female

**3. Facilities/Amenities and Usage in 2014**

Report all facilities and amenities present for clients/guests use in this establishment. The facilities and amenities may not necessarily be owned and operated by this establishment.

**A. How many rooms are available for accommodation of clients/guests in this establishment in 2014?**

Type of Room	LN NO	Number of Units
1. Guestrooms	01	
2. Suites	02	
3. Lettable apartments	03	
4. Function/conference rooms	04	
5. Others, specify _____	05	

**B. What is the number of available rooms, occupied rooms, and guests in 2014?**

Number	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Available Rooms													
Occupied Rooms													
Guests*													

\* Only those who checked-in

**C. What is the average occupancy rate of this establishment in 2014?**

**Occupancy Rate** is the ratio of the number of occupied rooms to the number of available rooms.

	%
--	---

**D. What are the available facilities in this establishment in 2014?**

Mark (✓) applicable box/es.

- |  |   |
|--|---|
| 1 <input type="checkbox"/> Restaurant/Coffee Shop                              | 7 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi) |
| 2 <input type="checkbox"/> Sports/Recreational/Amusement                       | 8 <input type="checkbox"/> Foreign Exchange Counter             |
| 3 <input type="checkbox"/> Transport facilities                                | 9 <input type="checkbox"/> Stores/Specialty Shops               |
| 4 <input type="checkbox"/> Parking space                                       | 10 <input type="checkbox"/> Casino                              |
| 5 <input type="checkbox"/> On-line reservation                                 | 11 <input type="checkbox"/> Duty Free Shops                     |
| 6 <input type="checkbox"/> Electronic payment<br>(Ex. Credit card, Debit card) | 12 <input type="checkbox"/> Others, specify _____               |

Continued on Page 4

**3. Facilities/Amenities and Usage in 2014 (Cont.)****E. What are the available services in this establishment in 2014?**

Mark (✓) applicable box/es.

- |                            |                              |                            |                                 |
|----------------------------|------------------------------|----------------------------|---------------------------------|
| 1 <input type="checkbox"/> | Medical services             | 6 <input type="checkbox"/> | Airport transfer                |
| 2 <input type="checkbox"/> | Spa/Massage therapy services | 7 <input type="checkbox"/> | Cultural and Recreational shows |
| 3 <input type="checkbox"/> | Tour services                | 8 <input type="checkbox"/> | Shuttle services                |
| 4 <input type="checkbox"/> | Valet parking                | 9 <input type="checkbox"/> | Others, <i>specify</i> _____    |
| 5 <input type="checkbox"/> | Laundry and Dry Cleaning     |                            |                                 |

**4. Transport Facilities in 2014**

Report all transport facilities owned and operated by this establishment which are available for use by clients/guests in 2014.

Type of Transport Facility	LN NO	Number of Units	Average Seating Capacity
a. Car/Sedan	01		
b. Limousine	02		
c. AUV/SUV	03		
d. Van	04		
e. Mini-bus	05		
f. Chartered bus	06		
g. Others, <i>specify</i> _____	07		

**5. Revenue in 2014**

A. How much is the total revenue/sales of this establishment in 2014?

PhP 

B. What percent of the total revenue/sales of this establishment was generated from tourists in 2014?

 %**6. Plans for Expansion/Renovation Within the Next Five Years**

A. Does this establishment plan to expand within the next five years?  YES  NO

If YES, answer the following questions, if applicable.

1. How many rooms/units do you plan to add?

Type of Room	LN NO	Number of Units
a. Guestrooms	01	
b. Suites	02	
c. Lettable apartments	03	
d. Function/Conference rooms	04	
e. Others, <i>specify</i> _____	05	

2. How much is the estimated cost of expansion? .....

PhP 

Continued on Page 5

PLEASE ENTER ON THE APPROPRIATE SPACE OR BOX THE DATA REQUESTED.

**6. Plans for Expansion/Renovation Within the Next Five Years (Cont.)**

**B. Does this establishment plan to renovate its facilities within the next five years?**

YES  NO

**1. If YES, how much is the estimated cost of renovation?**

PhP

**7. DOT Accreditation in 2014**

**Is this establishment accredited by DOT in 2014?**

YES  NO

**8. Other Information** *Use the space provided for any remarks regarding entry/entries in the questionnaire.*

**9. Certification**

I hereby certify that this report for the period \_\_\_\_\_ to \_\_\_\_\_ has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.

Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Position Title \_\_\_\_\_ Date \_\_\_\_\_

**10. Contact Person**

Person to be contacted for queries regarding this form:

Name \_\_\_\_\_ Address: \_\_\_\_\_  
 Title/Designation \_\_\_\_\_  
 Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DO NOT FILL (For PSA use only)**

Activity	Name	Signature	Number of Items	Date
<b>Field Office:</b>				
Distributed by				/ /
Collected by				/ /
Field Edited by				/ /
Manually Processed by				/ /
Machine Processed by				/ /
<b>Central Office:</b>				
Validated by				/ /
				/ /

**THANK YOU FOR ACCOMPLISHING THIS FORM**



## 2014 SURVEY OF TOURISM ESTABLISHMENTS IN THE PHILIPPINES

### Restaurants

January – December 2014

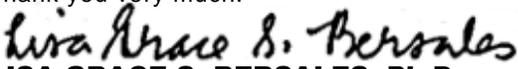
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Thank you very much.

  
**LISA GRACE S. BERSALES, Ph.D.**

National Statistician

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

E-mail Address \_\_\_\_\_ or E-mail: [ITSD-RCU@census.gov.ph](mailto:ITSD-RCU@census.gov.ph)

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FOR PSA USE ONLY													
FN			QN	QR	ECN								
IND				PROV-MUN				BGY		SZ	LO	EO	

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**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**

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

DO NOT FILL (For PSA use only)					
2009 PSIC					

Mark (✓) the appropriate box.

- |  |  |
|--|--|
| 1 <input type="checkbox"/> Restaurant      | 5 <input type="checkbox"/> Refreshment parlor      |
| 2 <input type="checkbox"/> Fast Food Chain | 6 <input type="checkbox"/> Day and Night Club      |
| 3 <input type="checkbox"/> Coffee Shop     | 7 <input type="checkbox"/> Bar and cocktail lounge |
| 4 <input type="checkbox"/> Cafeteria       | 8 <input type="checkbox"/> Others, specify _____   |

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**

Mark (✓) applicable box/es.

- |   |  |
|---|--|
| 1 <input type="checkbox"/> Catering             | 4 <input type="checkbox"/> Renting of business space |
| 2 <input type="checkbox"/> Amusement/Recreation | 5 <input type="checkbox"/> Others, specify _____     |
| 3 <input type="checkbox"/> Retailing            | 6 <input type="checkbox"/> None                      |

**2. Employment as of 15 November 2014**

**Paid employees** are all full-time and part-time employees working in or for the establishment and receiving regular pay, as well as those working away from this establishment and paid by and under the control of this establishment.

**INCLUDE:**

- ✓ Employees on sick or maternity leave
- ✓ Employees on paid vacation or holiday
- ✓ Employees on strike
- ✓ Directors of corporations working for pay
- ✓ Executives/managers and other officers of the same category
- ✓ Persons hired only during peak seasons
- ✓ Working owners receiving regular pay
- ✓ Apprentices and learners receiving regular pay
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Report both paid and unpaid employees of this establishment as of November 15, 2014.

Nationality	LN NO	Employment by Sex		
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a. Filipino	01			
b. Non-Filipino	02			
c. Total (sum of a and b)	03			

Continued on Page 3

PLEASE ENTER ON THE APPROPRIATE SPACE OR BOX THE DATA REQUESTED.

Page 3

**2.1 Seasonal Workers from March to May 2014**

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**A. Did this establishment hire seasonal workers during the period March to May 2014?**  YES  NO

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Seasonal Workers	Total	Male	Female

**3. Facilities/Amenities and Usage in 2014**

Report all facilities and amenities present for clients/guests use in this establishment. The facilities and amenities may not necessarily be owned and operated by this establishment.

**A. What is the seating capacity of this establishment in 2014? . . . . .**

**B. What are the available facilities in this establishment in 2014?**

Mark (✓) applicable box/es.

- |  |   |
|--|---|
| 1 <input type="checkbox"/> Function/Conference rooms | 7 <input type="checkbox"/> Stores/Specialty Shops               |
| 2 <input type="checkbox"/> Rest rooms/Comfort rooms  | 8 <input type="checkbox"/> Amusement/Recreational (Ex. KTV)     |
| 3 <input type="checkbox"/> On-line reservation       | 9 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi) |
| 4 <input type="checkbox"/> Transport facilities      | 10 <input type="checkbox"/> Foreign Exchange Counter            |
| 5 <input type="checkbox"/> Parking space             | 11 <input type="checkbox"/> Others, specify _____               |
| 6 <input type="checkbox"/> Electronic payment        |   |

**C. What are the available services in this establishment in 2014?**

Mark (✓) applicable box/es.

- |   |  |
|---|--|
| 1 <input type="checkbox"/> Valet parking      | 3 <input type="checkbox"/> Cultural and Recreational shows |
| 2 <input type="checkbox"/> Transport services | 4 <input type="checkbox"/> Others, specify _____           |

**4. Transport Facilities in 2014 (Not Applicable)**

**5. Revenue in 2014**

**A. How much is the total revenue/sales of this establishment in 2014?**

**B. What percent of the total revenue/sales of this establishment was generated from tourists in 2014?**  %

**6. Plans for Expansion/Renovation Within the Next Five Years**

**A. Does this establishment plan to expand within the next five years?**  YES  NO

If YES, answer the following questions, if applicable.

- How many seats do you plan to add? . . . . .
- If main office, how many branch offices do you plan to establish?
- How much is the estimated cost of expansion? . . . . .

**B. Does this establishment plan to renovate its facilities within the next five years?**  YES  NO

- If YES, how much is the estimated cost of renovation?

Continued on Page 4

**7. DOT Accreditation in 2014**

Is this establishment accredited by DOT in 2014?

YES  NO

**8. Other Information** Use the space provided for any remarks regarding entry/entries in the questionnaire.

**9. Certification**

I hereby certify that this report for the period \_\_\_\_\_ to \_\_\_\_\_ has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.

Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Position Title \_\_\_\_\_ Date \_\_\_\_\_

**10. Contact Person**

Person to be contacted for queries regarding this form:

Name \_\_\_\_\_ Address: \_\_\_\_\_  
 Title/Designation \_\_\_\_\_  
 Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DO NOT FILL (For PSA use only)**

Activity	Name	Signature	Number of Items	Date
<b>Field Office:</b>				
Distributed by				/ /
Collected by				/ /
Field Edited by				/ /
Manually Processed by				/ /
Machine Processed by				/ /
<b>Central Office:</b>				
Validated by				/ /
				/ /

**THANK YOU FOR ACCOMPLISHING THIS FORM**



## 2014 SURVEY OF TOURISM ESTABLISHMENTS IN THE PHILIPPINES

### Transport Operators; Tour and Travel Agencies

January – December 2014

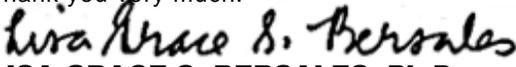
Dear Sir/Madam:

The **Philippine Statistics Authority** created by virtue of **Republic Act 10625** is conducting the **2014 Survey of Tourism Establishments in the Philippines (STEP)**. The **2014 STEP** will provide data on tourism activities relating to supply and capacity, inventory of facilities and services, employment, revenue and other indicators relevant for planning and policy formulation by the government and private sectors.

This Office is authorized to collect information from businesses and industries under **REPUBLIC ACT NO. 10625**. *Section 25* of the same law obliges establishments to provide the required information. The accomplished survey form will be collected by our authorized representative who will visit you on an agreed date. Rest assured that the data provided shall be kept strictly confidential and shall not be used for purposes of taxation, investigation or regulation as provided under Article 55 of RA 10625.

We appreciate your utmost cooperation by accomplishing this questionnaire and providing the needed information. You may also accomplish the questionnaire online at PSA website (<https://step.psa.gov.ph>).

Thank you very much.

  
**LISA GRACE S. BERSALES, Ph.D.**

National Statistician

**For inquiries please contact:**

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

E-mail Address \_\_\_\_\_ or E-mail: [ITSD-RCU@census.gov.ph](mailto:ITSD-RCU@census.gov.ph)

GENERAL INSTRUCTIONS											
<ul style="list-style-type: none"> <li>Provide best estimates if exact figures are not available in your records. Indicate N.A. for items not applicable.</li> <li>Refer to the relevant explanatory notes and definitions provided in specific items when providing responses for each item.</li> <li>Mark (✓) only <b>one box</b>, unless instructed otherwise.</li> </ul>											

FOR PSA USE ONLY											
FN		QN	QR	ECN							
IND			PROV-MUN			BGY		SZ	LO	EO	

**Tourism** refers to activities of foreign and domestic visitors traveling to and staying in places outside their usual environment for not more than one continuous year for leisure, business and other purposes not related to employment with pay from within the place visited. Traveling for the purpose of conducting businesses, for education and training, etc., can also be part of tourism.

Both foreign visitors (country of residence is other than the Philippines) and domestic visitors (Philippine residents) are covered in the survey.

**Tourism activities** encompass all that foreign and domestic visitors do for a trip or while on a trip. It is not restricted to what could be considered as "typical" tourism activities such as sightseeing, sunbathing, visiting site, etc.. From an economic point of view, the basic activity of foreign and domestic visitors is consumption, that is, the acquisition of consumption goods and services to satisfy individual or collective needs and wants. For the purposes of this survey, industries that respond to tourism consumption will be covered.

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**

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

DO NOT FILL (For PSA use only)					
2009 PSIC					

Mark (✓) the appropriate box.

- |                            |                            |                            |                              |
|----------------------------|----------------------------|----------------------------|------------------------------|
| 1 <input type="checkbox"/> | Travel Agency              | 5 <input type="checkbox"/> | Water transport              |
| 2 <input type="checkbox"/> | Tour Operator              | 6 <input type="checkbox"/> | Air transport                |
| 3 <input type="checkbox"/> | Booking/Ticketing services | 7 <input type="checkbox"/> | Others, <i>specify</i> _____ |
| 4 <input type="checkbox"/> | Land transport             |                            |                              |

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**

Mark (✓) applicable box/es.

- |                            |                            |                            |                               |
|----------------------------|----------------------------|----------------------------|-------------------------------|
| 1 <input type="checkbox"/> | Travel Agency              | 5 <input type="checkbox"/> | Forwarding services           |
| 2 <input type="checkbox"/> | Tour Operator              | 6 <input type="checkbox"/> | Renting of business space     |
| 3 <input type="checkbox"/> | Booking/Ticketing services | 7 <input type="checkbox"/> | Sports/Recreational/Amusement |
| 4 <input type="checkbox"/> | Transport renting services | 8 <input type="checkbox"/> | Others, <i>specify</i> _____  |

**2. Employment as of 15 November 2014**

**Paid employees** are all full-time and part-time employees working in or for the establishment and receiving regular pay, as well as those working away from this establishment and paid by and under the control of this establishment.

**INCLUDE:**

- ✓ Employees on sick or maternity leave
- ✓ Employees on paid vacation or holiday
- ✓ Employees on strike
- ✓ Directors of corporations working for pay
- ✓ Executives/managers and other officers of the same category
- ✓ Persons hired only during peak seasons
- ✓ Working owners receiving regular pay
- ✓ Apprentices and learners receiving regular pay
- ✓ Any other employee receiving regular pay not reported above

**EXCLUDE:**

- \* Directors paid solely for their attendance at meetings of Board of Directors
- \* Consultants
- \* Workers on indefinite leave
- \* Working owners who do not receive regular pay
- \* Workers receiving commissions only
- \* Workers not in the payroll of this establishment

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

**EXCLUDE:**

- \* Silent or inactive business partners

Report both paid and unpaid employees of this establishment as of November 15, 2014.

Nationality	LN NO	Employment by Sex		
		Total	Male	Female
a. Filipino	01			
b. Non-Filipino	02			
c. Total (sum of a and b)	03			

Continued on Page 3

PLEASE ENTER ON THE APPROPRIATE SPACE OR BOX THE DATA REQUESTED.

Page 3

**2. Employment as of 15 November 2014 (Cont.)****2A. Number of Tour Guides**

**Tour Guide** refers to an individual who guides tourists, both foreign and domestic, for a fee, commission, or any other form of lawful remuneration.

Status	LN NO	Number of Tour Guides by Sex		
		Total	Male	Female
1. Regular employee of this establishment	01			
2. Freelance or on commission basis	02			
3. Total (sum of 1 and 2)	03			

**2.1 Seasonal Workers from March to May 2014**

**Seasonal Workers** refer to individuals who were hired for a specific period of time to augment the regular employees due to high demand of clients and/or increased work demands during peak months.

**A. Did this establishment hire seasonal workers during the period March to May 2014?**  YES  NO

If YES, report the number of seasonal workers hired from March to May 2014. The seasonal workers should be counted only once for the same person regardless of how many times they were rehired during the said period.

Seasonal Workers	Total	Male	Female

**3. Facilities/Amenities and Usage in 2014**

Report all facilities and amenities present for clients/guests use in this establishment. The facilities and amenities may not necessarily be owned and operated by this establishment.

**A. What are the available facilities in this establishment in 2014?**

Mark (✓) applicable box/es.

- |  |  |
|--|--|
| 1 <input type="checkbox"/> On-line booking/reservation                         | 5 <input type="checkbox"/> Foreign Exchange Counter      |
| 2 <input type="checkbox"/> Own terminal/Garage/Dockyard                        | 6 <input type="checkbox"/> Stores/Specialty Shops        |
| 3 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)                | 7 <input type="checkbox"/> Sports/Recreational/Amusement |
| 4 <input type="checkbox"/> Electronic payment<br>(Ex. Credit card, Debit card) | 8 <input type="checkbox"/> Others, specify _____         |

**B. What are the available services in this establishment in 2014?**

Mark (✓) applicable box/es.

- |  |   |
|--|---|
| 1 <input type="checkbox"/> Tour guide services     | 4 <input type="checkbox"/> Accommodation services |
| 2 <input type="checkbox"/> Tour packaging services | 5 <input type="checkbox"/> Passport processing    |
| 3 <input type="checkbox"/> Transport services      | 6 <input type="checkbox"/> Others, specify _____  |

Continued on Page 4

**4. Transport Facilities in 2014**

*Report all transport facilities owned and operated by this establishment which are available for use by clients/guests in 2014.*

Type of Transport Facility	LN NO	Number of Units	Average Seating Capacity
<b>A. Land Transport</b>			
1. Car/Sedan	01		
2. Limousine	02		
3. AUV/SUV	03		
4. Van	04		
5. Mini-bus	05		
6. Chartered bus	06		
7. Others, <i>specify</i> _____	07		
<b>B. Water Transport</b>			
1. Motorboat/Motorized banca	01		
2. Ferry	02		
3. Yacht	03		
4. Passenger ship	04		
5. Others, <i>specify</i> _____	05		
<b>C. Air Transport</b>			
1. Airplane	01		
2. Helicopter	02		
3. Others, <i>specify</i> _____	03		

**5. Revenue in 2014**

A. How much is the total revenue/sales of this establishment in 2014?

B. What percent of the total revenue/sales of this establishment was generated from tourists in 2014?

**6. Plans for Expansion/Renovation Within the Next Five Years**

A. Does this establishment plan to expand within the next five years?  YES  NO

*If YES, answer the following questions, if applicable.*

1. How many additional regular employees do you plan to hire as tour guides?

2. How many branch offices do you plan to establish? .....

Continued on Page 5

PLEASE ENTER ON THE APPROPRIATE SPACE OR BOX THE DATA REQUESTED.

**6. Plans for Expansion/Renovation Within the Next Five Years (Cont.)**

**3. How many units do you plan to add?**

Type of Transport Facility	LN NO	Number of Units
<b>A. Land Transport</b>		
1. Car/Sedan	01	
2. Limousine	02	
3. AUV/SUV	03	
4. Van	04	
5. Mini-bus	05	
6. Chartered bus	06	
7. Others, <i>specify</i> _____	07	
<b>B. Water Transport</b>		
1. Motorboat/Motorized banca	01	
2. Ferry	02	
3. Yacht	03	
4. Passenger ship	04	
5. Others, <i>specify</i> _____	05	
<b>C. Air Transport</b>		
1. Airplane	01	
2. Helicopter	02	
3. Others, <i>specify</i> _____	03	

**4. How much is the estimated cost of expansion? . . . . .**

Php

**B. Does this establishment plan to renovate its facilities and/or upgrade its transport facilities within the next five years?**

YES  NO

**1. If YES, how much is the estimated cost of renovation/upgrading?**

Php

**7. DOT Accreditation in 2014**

Is this establishment accredited by DOT in 2014?

YES  NO

Continued on Page 6

**8. Other Information** Use the space provided for any remarks regarding entry/entries in the questionnaire.

**9. Certification**

I hereby certify that this report for the period \_\_\_\_\_ to \_\_\_\_\_ has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.

Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Position Title \_\_\_\_\_ Date \_\_\_\_\_

**10. Contact Person**

Person to be contacted for queries regarding this form:

Name \_\_\_\_\_ Address: \_\_\_\_\_  
 Title/Designation \_\_\_\_\_  
 Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DO NOT FILL (For PSA use only)**

Activity	Name	Signature	Number of Items	Date
<b>Field Office:</b>				
Distributed by				/ /
Collected by				/ /
Field Edited by				/ /
Manually Processed by				/ /
Machine Processed by				/ /
<b>Central Office:</b>				
Validated by				/ /
				/ /

**THANK YOU FOR ACCOMPLISHING THIS FORM**



## 2014 SURVEY OF TOURISM ESTABLISHMENTS IN THE PHILIPPINES

**Health and Wellness**  
**January – December 2014**

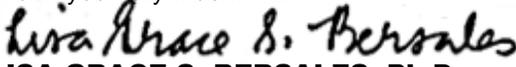
Dear Sir/Madam:

The **Philippine Statistics Authority** created by virtue of **Republic Act 10625** is conducting the **2014 Survey of Tourism Establishments in the Philippines (STEP)**. The **2014 STEP** will provide data on tourism activities relating to supply and capacity, inventory of facilities and services, employment, revenue and other indicators relevant for planning and policy formulation by the government and private sectors.

This Office is authorized to collect information from businesses and industries under **REPUBLIC ACT NO. 10625**. *Section 25* of the same law obliges establishments to provide the required information. The accomplished survey form will be collected by our authorized representative who will visit you on an agreed date. Rest assured that the data provided shall be kept strictly confidential and shall not be used for purposes of taxation, investigation or regulation as provided under Article 55 of RA 10625.

We appreciate your utmost cooperation by accomplishing this questionnaire and providing the needed information. You may also accomplish the questionnaire online at PSA website (<https://step.psa.gov.ph>).

Thank you very much.

  
**LISA GRACE S. BERSALES, Ph.D.**  
National Statistician

**For inquiries please contact:**

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

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

or E-mail: [ITSD-RCU@census.gov.ph](mailto:ITSD-RCU@census.gov.ph)

**GENERAL INSTRUCTIONS**

- Provide best estimates if exact figures are not available in your records. Indicate N.A. for items not applicable.
- Refer to the relevant explanatory notes and definitions provided in specific items when providing responses for each item.
- Mark (✓) only **one box**, unless instructed otherwise.

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IND				PROV-MUN				BGY		SZ	LO	EO	

**Tourism** refers to activities of foreign and domestic visitors traveling to and staying in places outside their usual environment for not more than one continuous year for leisure, business and other purposes not related to employment with pay from within the place visited. Traveling for the purpose of conducting businesses, for education and training, etc., can also be part of tourism.

Both foreign visitors (country of residence is other than the Philippines) and domestic visitors (Philippine residents) are covered in the survey.

**Tourism activities** encompass all that foreign and domestic visitors do for a trip or while on a trip. It is not restricted to what could be considered as "typical" tourism activities such as sightseeing, sunbathing, visiting site, etc.. From an economic point of view, the basic activity of foreign and domestic visitors is consumption, that is, the acquisition of consumption goods and services to satisfy individual or collective needs and wants. For the purposes of this survey, industries that respond to tourism consumption will be covered.

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**

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

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Mark (✓) the appropriate box.

- |   |  |
|---|--|
| 1 <input type="checkbox"/> Hospital                   | 6 <input type="checkbox"/> Laboratory clinic                 |
| 2 <input type="checkbox"/> Ambulatory surgical clinic | 7 <input type="checkbox"/> Spa                               |
| 3 <input type="checkbox"/> Optometry clinic           | 8 <input type="checkbox"/> Nursing Home                      |
| 4 <input type="checkbox"/> Ophthalmology clinic       | 9 <input type="checkbox"/> Aesthetics/Cosmetics, Orthopedics |
| 5 <input type="checkbox"/> Dental clinic              | 10 <input type="checkbox"/> Others, specify _____            |

**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**

Mark (✓) applicable box/es.

- |   |  |
|---|--|
| 1 <input type="checkbox"/> Coffee Shop/Restaurant       | 6 <input type="checkbox"/> Transport services        |
| 2 <input type="checkbox"/> Spa/Massage therapy services | 7 <input type="checkbox"/> Renting of business space |
| 3 <input type="checkbox"/> Flower Shop                  | 8 <input type="checkbox"/> Pharmacy                  |
| 4 <input type="checkbox"/> Laundry Shop                 | 9 <input type="checkbox"/> Others, specify _____     |
| 5 <input type="checkbox"/> Travel and Tour Operator     | 10 <input type="checkbox"/> None                     |

**2. Employment as of 15 November 2014**

**Paid employees** are all full-time and part-time employees working in or for the establishment and receiving regular pay, as well as those working away from this establishment and paid by and under the control of this establishment.

**INCLUDE:**

- ✓ Employees on sick or maternity leave
- ✓ Employees on paid vacation or holiday
- ✓ Employees on strike
- ✓ Directors of corporations working for pay
- ✓ Executives/managers and other officers of the same category

- ✓ Persons hired only during peak seasons
- ✓ Working owners receiving regular pay
- ✓ Apprentices and learners receiving regular pay
- ✓ Any other employee receiving regular pay not reported above

**EXCLUDE:**

- \* Directors paid solely for their attendance at meetings of Board of Directors
- \* Consultants
- \* Workers on indefinite leave
- \* Working owners who do not receive regular pay
- \* Workers receiving commissions only
- \* Workers not in the payroll of this establishment

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

**EXCLUDE:**

- \* Silent or inactive business partners

Report both paid and unpaid employees of this establishment as of November 15, 2014.

Nationality	LN NO	Employment by Sex		
		Total	Male	Female
a. Filipino	01			
b. Non-Filipino	02			
c. Total (sum of a and b)	03			

Continued on Page 3

PLEASE ENTER ON THE APPROPRIATE SPACE OR BOX THE DATA REQUESTED.

Page 3

**2.1 Seasonal Workers from March to May 2014**

**Seasonal Workers** refer to individuals who were hired for a specific period of time to augment the regular employees due to high demand of clients and/or increased work demands during peak months.

- A. Did this establishment hire seasonal workers during the period March to May 2014?**  YES  NO

If YES, report the number of seasonal workers hired from March to May 2014. The seasonal workers should be counted only once for the same person regardless of how many times they were rehired during the said period.

Seasonal Workers	Total	Male	Female

**3. Facilities/Amenities and Usage in 2014**

Report all facilities and amenities present for clients/guests use in this establishment. The facilities and amenities may not necessarily be owned and operated by this establishment.

**A. What are the available facilities in this establishment in 2014?**

Mark (✓) applicable box/es.

- |                            |   |                             |   |
|----------------------------|---|-----------------------------|---|
| 1 <input type="checkbox"/> | Restaurant/Coffee Shop                              | 7 <input type="checkbox"/>  | Slimming salon                          |
| 2 <input type="checkbox"/> | Transport facilities (Ex. Ambulance)                | 8 <input type="checkbox"/>  | Wireless Internet Connection (Wi-Fi)    |
| 3 <input type="checkbox"/> | Spa/Massage therapy rooms                           | 9 <input type="checkbox"/>  | Individual computer units               |
| 4 <input type="checkbox"/> | Electronic payment<br>(Ex. Credit card, Debit card) | 10 <input type="checkbox"/> | Foreign Exchange Counter                |
| 5 <input type="checkbox"/> | Beauty/Barber Shop                                  | 11 <input type="checkbox"/> | International Patient Assistance Center |
| 6 <input type="checkbox"/> | Sports/Recreational/Amusement                       | 12 <input type="checkbox"/> | Others, specify _____                   |

**B. For Hospital/Nursing Home**

1. What is the bed capacity of this establishment in 2014? .....

2. How many rooms/units are available for clients/patients in 2014?

Type of Room	LN NO	Number of Units
a. Standard private rooms	01	
b. Semi-private rooms	02	
c. Ward rooms (Not charity department)	03	
d. Suites	04	
e. Others, specify _____	05	

3. What is the bed occupancy rate of this establishment in 2014?  %

**C. For Spa/Ambulatory Surgical Clinic**

1. What is the number of clients/patients of this establishment in 2014?

2. How many Procedure Rooms are available for clients/patients?  
(for Ambulatory Surgical Clinic only)

**D. For Hospitals/Ambulatory Surgical Clinics only**

Mark (✓) applicable types of medical services offered by this establishment in 2014.

- |                            |                     |                             |                                      |
|----------------------------|---------------------|-----------------------------|--------------------------------------|
| 1 <input type="checkbox"/> | Internal Medicine   | 8 <input type="checkbox"/>  | Pediatric                            |
| 2 <input type="checkbox"/> | Dermatology         | 9 <input type="checkbox"/>  | Rehabilitation and Physical Medicine |
| 3 <input type="checkbox"/> | General surgery     | 10 <input type="checkbox"/> | Plastic/Reconstructive surgery       |
| 4 <input type="checkbox"/> | Specialized surgery | 11 <input type="checkbox"/> | Obstetrics and Gynecology            |
| 5 <input type="checkbox"/> | Ophthalmology       | 12 <input type="checkbox"/> | Cosmetic surgery                     |
| 6 <input type="checkbox"/> | Diagnostic imaging  | 13 <input type="checkbox"/> | Others, specify _____                |
| 7 <input type="checkbox"/> | Intensive care      |                             |                                      |

Continued on Page 4

**3. Facilities/Amenities and Usage in 2014 (Cont.)**

**E. For Spa and Other Wellness/Fitness establishments only**

Mark (✓) applicable types of massage offered by this establishment in 2014.

- |                            |                          |                            |                       |
|----------------------------|--------------------------|----------------------------|-----------------------|
| 1 <input type="checkbox"/> | Filipino healing/"Hilot" | 5 <input type="checkbox"/> | Thai                  |
| 2 <input type="checkbox"/> | Swedish                  | 6 <input type="checkbox"/> | Aromatherapy          |
| 3 <input type="checkbox"/> | Shiatsu                  | 7 <input type="checkbox"/> | Hydrotherapy          |
| 4 <input type="checkbox"/> | Reflexology or Tui-na    | 8 <input type="checkbox"/> | Others, specify _____ |

Mark (✓) applicable types of services offered by this establishment in 2014.

- |                             |                        |                             |                       |
|-----------------------------|------------------------|-----------------------------|-----------------------|
| 9 <input type="checkbox"/>  | Steam bath             | 15 <input type="checkbox"/> | Waxing                |
| 10 <input type="checkbox"/> | Sauna bath             | 16 <input type="checkbox"/> | Hand care             |
| 11 <input type="checkbox"/> | Water bath             | 17 <input type="checkbox"/> | Foot care             |
| 12 <input type="checkbox"/> | Body pack and wrap     | 18 <input type="checkbox"/> | Face care             |
| 13 <input type="checkbox"/> | Exfoliation            | 19 <input type="checkbox"/> | Hair care             |
| 14 <input type="checkbox"/> | Body toning/Contouring | 20 <input type="checkbox"/> | Others, specify _____ |

**4. Transport Facilities in 2014 (Not Applicable)**

**5. Revenue in 2014**

- A. How much is the total revenue/sales of this establishment in 2014?
- B. What percent of the total revenue/sales of this establishment was generated from tourists in 2014?

**6. Plans for Expansion/Renovation Within the Next Five Years**

- A. Does this establishment plan to expand within the next five years?  YES  NO

If YES, answer the following questions, if applicable.

**1. For Hospital/Nursing Homes/Ambulatory Surgical Clinic**

- a. How many beds do you plan to add? .....
- b. How many rooms/units do you plan to add?

Type of Room	LN NO	Number of Units
1. Standard private rooms	01	
2. Semi-private rooms	02	
3. Ward rooms (Not charity department)	03	
4. Suites	04	
5. Procedure rooms (For Ambulatory Surgical clinic only)	05	
6. Others, specify _____	06	

- c. If main office, how many branch offices do you plan to establish?

2. How much is the estimated cost of expansion? .....

- B. Does this establishment plan to renovate its facilities within the next five years?  YES  NO

1. If YES, how much is the estimated cost of renovation?

PLEASE ENTER ON THE APPROPRIATE SPACE OR BOX THE DATA REQUESTED.

Page 5

**7. DOT Accreditation in 2014**

Is this establishment accredited by DOT in 2014?

 YES NO**8. Other Information** Use the space provided for any remarks regarding entry/entries in the questionnaire.**9. Certification**

I hereby certify that this report for the period \_\_\_\_\_ to \_\_\_\_\_ has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.

Name \_\_\_\_\_ Signature \_\_\_\_\_  
Position Title \_\_\_\_\_ Date \_\_\_\_\_

**10. Contact Person**

Person to be contacted for queries regarding this form:

Name \_\_\_\_\_ Address: \_\_\_\_\_  
Title/Designation \_\_\_\_\_  
Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DO NOT FILL (For PSA use only)**

Activity	Name	Signature	Number of Items	Date
<b>Field Office:</b>				
Distributed by				/ /
Collected by				/ /
Field Edited by				/ /
Manually Processed by				/ /
Machine Processed by				/ /
<b>Central Office:</b>				
Validated by				/ /
				/ /

**THANK YOU FOR ACCOMPLISHING THIS FORM**



## 2014 SURVEY OF TOURISM ESTABLISHMENTS IN THE PHILIPPINES

### Other Tourism Activities January – December 2014

Dear Sir/Madam:

The **Philippine Statistics Authority** created by virtue of **Republic Act 10625** is conducting the **2014 Survey of Tourism Establishments in the Philippines (STEP)**. The **2014 STEP** will provide data on tourism activities relating to supply and capacity, inventory of facilities and services, employment, revenue and other indicators relevant for planning and policy formulation by the government and private sectors.

This Office is authorized to collect information from businesses and industries under **REPUBLIC ACT NO. 10625**. *Section 25* of the same law obliges establishments to provide the required information. The accomplished survey form will be collected by our authorized representative who will visit you on an agreed date. Rest assured that the data provided shall be kept strictly confidential and shall not be used for purposes of taxation, investigation or regulation as provided under Article 55 of RA 10625.

We appreciate your utmost cooperation by accomplishing this questionnaire and providing the needed information. You may also accomplish the questionnaire online at PSA website (<https://step.psa.gov.ph>).

Thank you very much.

*Lisa Grace S. Bersales*  
**LISA GRACE S. BERSALES, Ph.D.**  
 National Statistician

**For inquiries please contact:**

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

E-mail Address \_\_\_\_\_ or E-mail: [ITSD-RCU@census.gov.ph](mailto:ITSD-RCU@census.gov.ph)

**GENERAL INSTRUCTIONS**

- Provide best estimates if exact figures are not available in your records. Indicate N.A. for items not applicable.
- Refer to the relevant explanatory notes and definitions provided in specific items when providing responses for each item.
- Mark (✓) only **one box**, unless instructed otherwise.

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**Tourism** refers to activities of foreign and domestic visitors traveling to and staying in places outside their usual environment for not more than one continuous year for leisure, business and other purposes not related to employment with pay from within the place visited. Traveling for the purpose of conducting businesses, for education and training, etc., can also be part of tourism.

Both foreign visitors (country of residence is other than the Philippines) and domestic visitors (Philippine residents) are covered in the survey.

**Tourism activities** encompass all that foreign and domestic visitors do for a trip or while on a trip. It is not restricted to what could be considered as "typical" tourism activities such as sightseeing, sunbathing, visiting site, etc.. From an economic point of view, the basic activity of foreign and domestic visitors is consumption, that is, the acquisition of consumption goods and services to satisfy individual or collective needs and wants. For the purposes of this survey, industries that respond to tourism consumption will be covered.

**1. Economic Activity or Business in 2014**

**A. What is the main activity of this establishment in 2014?**

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

*(e.g. Theme park, museum, art galleries, dramatic arts presentations, sporting activities, renting of transport equipment, foreign exchange)*

\_\_\_\_\_

\_\_\_\_\_

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**B. Aside from its main activity, does this establishment also own and operate within its premises any of the following in 2014?**

Mark (✓) applicable box/es.

- |                            |                               |                            |                              |
|----------------------------|-------------------------------|----------------------------|------------------------------|
| 1 <input type="checkbox"/> | Coffee Shop/Restaurant        | 4 <input type="checkbox"/> | Renting of business space    |
| 2 <input type="checkbox"/> | Sports/Recreational/Amusement | 5 <input type="checkbox"/> | Others, <i>specify</i> _____ |
| 3 <input type="checkbox"/> | Retailing                     | 6 <input type="checkbox"/> | None                         |

**2. Employment as of 15 November 2014**

*Paid employees are all full-time and part-time employees working in or for the establishment and receiving regular pay, as well as those working away from this establishment and paid by and under the control of this establishment.*

**INCLUDE:**

- ✓ Employees on sick or maternity leave
- ✓ Employees on paid vacation or holiday
- ✓ Employees on strike
- ✓ Directors of corporations working for pay
- ✓ Executives/managers and other officers of the same category

- ✓ Persons hired only during peak seasons
- ✓ Working owners receiving regular pay
- ✓ Apprentices and learners receiving regular pay
- ✓ Any other employee receiving regular pay not reported above

**EXCLUDE:**

- \* Directors paid solely for their attendance at meetings of Board of Directors
- \* Consultants
- \* Workers on indefinite leave
- \* Working owners who do not receive regular pay
- \* Workers receiving commissions only
- \* Workers not in the payroll of this establishment

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

**EXCLUDE:**

- \* Silent or inactive business partners

*Report both paid and unpaid employees of this establishment as of November 15, 2014.*

Nationality	LN NO	Employment by Sex		
		Total	Male	Female
a. Filipino	01			
b. Non-Filipino	02			
c. Total (sum of a and b)	03			

**2.1 Seasonal Workers from March to May 2014**

*Seasonal Workers refer to individuals who were hired for a specific period of time to augment the regular employees due to high demand of clients and/or increased work demands during peak months.*

**A. Did this establishment hire seasonal workers during the period March to May 2014?**  YES  NO

*If YES, report the number of seasonal workers hired from March to May 2014. The seasonal workers should be counted only once for the same person regardless of how many times they were rehired during the said period.*

Seasonal Workers	Total	Male	Female

**3. Facilities/Amenities and Usage in 2014**

*Report all facilities and amenities present for clients/guests use in this establishment. The facilities and amenities may not necessarily be owned and operated by this establishment.*

**A. What is the total number of visitors/clients served by this establishment in 2014?**

**B. What are the available facilities in this establishment in 2014?**  
*Mark (✓) applicable box/es.*

1 <input type="checkbox"/> Restaurant/Coffee Shop	7 <input type="checkbox"/> Stores/Specialty Shops
2 <input type="checkbox"/> Rest rooms/Comfort rooms	8 <input type="checkbox"/> Wireless Internet Connection (Wi-Fi)
3 <input type="checkbox"/> On-line reservation	9 <input type="checkbox"/> Foreign Exchange Counter
4 <input type="checkbox"/> Transport facilities	10 <input type="checkbox"/> Sports/Recreational/Amusement
5 <input type="checkbox"/> Parking space	11 <input type="checkbox"/> Others, specify _____
6 <input type="checkbox"/> Electronic payment <i>(Ex. Credit card, Debit card)</i>	

**C. What are the available services in this establishment in 2014?**  
*Mark (✓) applicable box/es.*

1 <input type="checkbox"/> Tour services	4 <input type="checkbox"/> Shuttle services
2 <input type="checkbox"/> Transport services	5 <input type="checkbox"/> Others, specify _____
3 <input type="checkbox"/> Valet parking	

**4. Transport Facilities in 2014 (Not Applicable)**

**5. Revenue in 2014**

**A. How much is the total revenue/sales of this establishment in 2014?**  PHP

**B. What percent of the total revenue/sales of this establishment was generated from tourists in 2014?**  %

**6. Plans for Expansion/Renovation Within the Next Five Years**

**A. Does this establishment plan to expand within the next five years?**  YES  NO

*If YES, answer the following questions, if applicable.*

1. **If main office, how many branch offices do you plan to establish?**

2. **How much is the estimated cost of expansion?**  PHP

**B. Does this establishment plan to renovate its facilities within the next five years?**  YES  NO

1. **If YES, how much is the estimated cost of renovation?**  PHP

**7. DOT Accreditation in 2014**

Is this establishment accredited by DOT in 2014?

 YES NO**8. Other Information** Use the space provided for any remarks regarding entry/entries in the questionnaire.**9. Certification**

I hereby certify that this report for the period \_\_\_\_\_ to \_\_\_\_\_ has been completed as accurately as the records of this establishment allow and with the best estimates in some instances.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Position Title \_\_\_\_\_ Date \_\_\_\_\_

**10. Contact Person**

Person to be contacted for queries regarding this form:

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

Title/Designation \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DO NOT FILL (For PSA use only)**

Activity	Name	Signature	Number of Items	Date
<b>Field Office:</b>				
Distributed by				/ /
Collected by				/ /
Field Edited by				/ /
Manually Processed by				/ /
Machine Processed by				/ /
<b>Central Office:</b>				
Validated by				/ /
				/ /

**THANK YOU FOR ACCOMPLISHING THIS FORM**