

JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)

NATIONAL STATISTICS OFFICE
REPUBLIC OF THE PHILIPPINES

**PRETEST SURVEY REPORT
FOR
THE STUDY
ON
THE DEVELOPMENT OF INDUSTRIAL STATISTICS
IN
THE REPUBLIC OF THE PHILIPPINES**

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MARCH 2002

UNICO INTERNATIONAL CORPORATION

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Preface

The pretest survey was conducted as a part of "Study on the Development of Industrial Statistics in the Republic of the Philippines" by a joint work of JICA (Japan International Cooperation Agency) Study Team and the National Statistics Office (NSO). The pretest survey was a field trial of the basic design of the commodity-based and volume-based monthly survey for the manufacturing industry.

The commodity-based and volume-based monthly survey for the manufacturing industry called CSP (Current Survey of Production) in this report was renamed MSP (Monthly Survey of Production) in the main report of the Study.

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Annex 1 "Questionnaire File" of Pretest Survey (Sample)

- 1) Introduction Letter from NSO
- 2) Brochure of JICA
- 3) Questionnaire Sheet
- 4) Description of Commodities
- 5) Instructions for Filling Out the Questionnaire

Annex 2 Questionnaires and Commodity Descriptions for Pretest Survey

Annex 3 Enumerators' Manual

Annex 4 Data Examination Manual

Annex 5 Implementation Procedures for the Pretest Survey

Annex 6 Main Finished Products of "Status-4" Establishments

Annex 7 Comments on Pretest Questionnaire from Sample Establishments

Chapter 1 Scheme of Pretest Survey

Chapter 1 Scheme of Pretest Survey

1.1 Objectives

The pretest survey was conducted by the JICA, in cooperation with the PSA-ASSIST, in order to collect information regarding the planning and design of the CSP, which is expected to further improve the existing MISSI.

The pretest survey was implemented essentially in accordance with the framework of the CSP. However, the framework was tentative and subject to field testing. Any part of the framework, which was found, during the pretest survey, to be unsuitable for implementation, was to be modified or re-designed.

Objectives of the pretest survey are threefold as discussed below and summarized in Figure 1-1.

(1) Verification of field applicability of survey tools

First of all, the pretest survey was designed to test the following survey tools that form the basis of the CSP, in order to verify their field applicability, identify required improvements, if any, and modify them to meet local conditions peculiar to the Philippines.

1. Introduction letter to sample establishments from the NSO;
2. Questionnaires designed for target sectors;
3. Description of commodities specified in the questionnaire;
4. Instructions for filling out the questionnaire;
5. Comment sheet to the questionnaire;
6. Enumerators' manual; and
7. Data examination manual

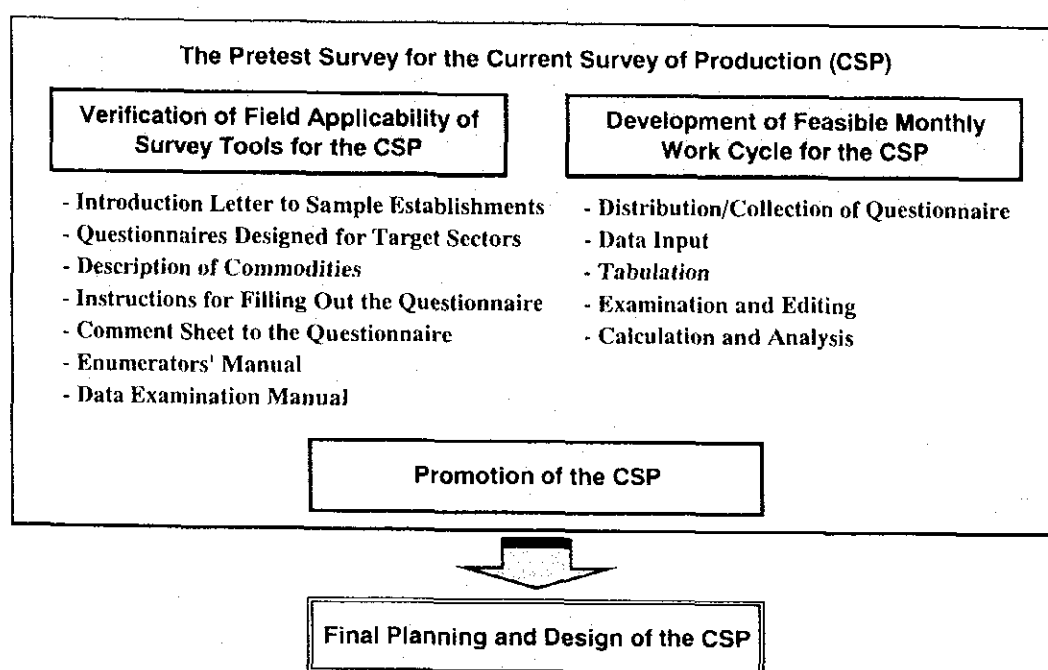
(2) Development of a feasible monthly work cycle

Secondly, the pretest survey was expected to provide an opportunity to carry out the CSP's process in the actual field, ranging from distribution of questionnaires and collection, to data input, tabulation, examination and editing, and calculation and analysis. This allows the development of a monthly CSP work cycle that can produce reliable industrial production statistics while ensuring timeliness of data dissemination by taking into account the local conditions in the Philippines.

(3) Promotion of the CSP

Finally, the pretest survey was supposed to serve as an effective means of gaining publicity on the CSP among major establishments to be surveyed and related organizations, groups and individuals in the private sector, and helping them to understand the purpose and significance of the CSP through hands-on experience.

Figure 1-1 Objectives of the Pretest Survey



1.2 Target Sectors, Commodities and Sample Establishments

1.2.1 Target Sectors

The pretest survey covered manufacturing sectors at the 3-digit level of the PSIC 1994. A specific form of questionnaire is designed and used for each sector.

The pretest survey was designed to survey 22 sectors as shown in Table 1-1, by using 23 forms of questionnaires, so that the pretest had around 75% coverage to total value-added generated by the manufacturing industry in the country as calculated on the basis of the results of NSO's *Annual Survey of Establishment 1997: Manufacturing*.

Table 1-1 Pretest Survey Coverage by Sector

PSIC 3-digit	Sector Description	Share in Total Value-added (%)
First Group		
151	Production, processing and preservation of meat, fish and other seafoods, fruit, vegetables, oils and fats	6.4
155	Manufacture of beverages	6.3
160	Manufacture of tobacco products	4.3
181	Manufacture of garments	3.1
232	Manufacture of refined petroleum products	11.9
242-3	Manufacture of other chemical products and man-made fibers	7.4
262	Manufacture of cements	2.8
271	Manufacture of iron and steel	3.0
321, 323	Manufacture of electronic valves and tubes, television and radio transmitters, and apparatus for line telephony and line telegraphy	9.0
322	Manufacture of semi-conductor and other electronic components	
324	Manufacture of television and radio receivers, sound or video recording apparatus, and associated goods	0.8
341-2	Manufacture of motor vehicles and bodies for motor vehicles	5.5
343	Manufacture of parts and accessories for motor vehicles	
Second Group		
152	Manufacture of dairy products	1.6
210	Manufacture of pulp, paper and paperboard	1.9
241	Manufacture of basic chemicals	1.8
252	Manufacture of plastic products	2.2
281, 289	Manufacture of structural metal products and other fabricated metal products	1.6
291-4	Manufacture of general and special purpose machinery, domestic electric appliances, and building of machinery	1.2
300	Manufacture of office, accounting and computing machinery	1.5
314-5, 319	Manufacture of primary cells and batteries, lighting equipment and electric lamps, and other electrical equipment	1.9
351-3, 359	Manufacture of ships, rail locomotives, aircrafts, motorcycles and bicycles	1.5
Total Coverage of the Pretest Survey		75.7

Note: Share in total value-added is derived from NSO's *Annual Survey of Establishments 1997: Manufacturing*.

1.2.2 Target Commodities

As shown in Table 1-2, the number of commodities specified in each form of questionnaire was established for each of the three sections – “Finished Products”, “Raw Materials” and “Production Capacity”. Using a total of 23 forms of questionnaires, 168 commodities were surveyed for the “Finished Products” section, 103 for “Raw Materials”, and 59 for “Production Capacity” respectively.

Particularly, the “Finished Products” section consisted of commodities that accounted for at least 80% of total value-added in each sector. To accomplish this, each target commodity was selected from a major 5-digit category of PSIC as measured by the share in total value-added of each target sector (= PSIC 3-digit). Major 5-digit categories and shares in sectoral value-added are also shown in the Table 1-2.

Adequacy of selected commodities and their measuring units was to be verified through the pretest survey.

Table 1-2 Number of Target Commodities under Pretest Survey

Questionnaire Number	Title of Questionnaire (Sector Name)	PSIC 5-digit Targeted for Commodity Selection	Share in Sectoral Value-added (%)	Number of Commodities
151-10	Production, processing and preservation of meat, fish and other seafoods, fruit, vegetables, oils and fats	15110, 15120, 15131, 15141, 15143, 15145, 15152	90.2	FP: 11 RM: 4 PC: 4
152-10	Manufacture of dairy products	15220, 15250, 15260, 15290	85.9	FP: 5 RM: 2 PC: 1
155-10	Manufacture of beverages	15530, 15541, 15543, 15542	96.3	FP: 11 RM: 8 PC: 4
160-10	Manufacture of tobacco products	16040, 16090	95.7	FP: 2 RM: 2 PC: 1
181-10	Manufacture of garments (for women, girls and infants)	18110	97.5	FP: 8 RM: 6 PC: 3
-20	Manufacture of garments (for men and boys)	18120		FP: 6 RM: 6 PC: 2
210-10	Manufacture of pulp, paper and paperboard	21013, 21020	84.8	FP: 6 RM: 5 PC: 1

232-10	Manufacture of refined petroleum products	23200	100.0	FP: 10 RM: 1 PC: 1
241-10	Manufacture of basic chemicals	24113, 24115, 24119, 24123	85.1	FP: 5 RM: 7 PC: 5
242-10	Manufacture of other chemical products	24210, 24241, 24251, 24254	82.8	FP: 4 RM: 9 PC: 4
252-10	Manufacture of plastic products	25201, 25202, 25206, 25209	87.5	FP: 4 RM: 4 PC: 1
262-10	Manufacture of cements	26200	100.0	FP: 4 RM: 5 PC: 1
271-10	Manufacture of iron and steel	27110, 27121, 27122, 27129	95.8	FP: 9 RM: 5 PC: 1
289-10	Manufacture of structural metal products and other fabricated metal products	28111, 28112, 28911, 28994, 28996	83.1	FP: 10 RM: 2 PC: 5
293-10	Manufacture of domestic electric appliances	29264, 29271, 29302, 29309, 29400	80.1	FP: 13 RM: 4 PC: 3
300-10	Manufacture of office, accounting and computing machinery	30002	100.0	FP: 9 RM: 3 PC: 3
314-10	Manufacture of primary cells and batteries, lighting equipment and electric lamps, and other electrical equipment	31401, 31402, 31502, 31503	87.1	FP: 6 RM: 4 PC: 4
321-10	Manufacture of electronic valves and tubes, TV and radio transmitters, and apparatus for line telephony and line telegraphy	32100, 32300	100.0	FP: 8 RM: 3 PC: 3
322-10	Manufacture of semi-conductor and other electronic components	32200		FP: 10 RM: 6 PC: 3
324-10	Manufacture of television and radio receivers, sound or video recording apparatus, and associated goods	32400	99.3	FP: 13 RM: 3 PC: 3
341-10	Manufacture of motor vehicles and bodies for motor vehicles	34100	97.6	FP: 6 RM: 7 PC: 7
343-10	Manufacture of parts and accessories for motor vehicles	34300		FP: 6 RM: 4 PC: 4
359-10	Manufacture of motorcycles and bicycles	35911, 35922	99.5	FP: 2 RM: 3 PC: 1
TOTAL				FP: 168 RM: 103 PC: 59

Note: "FP" is finished products, "RM" is raw materials, and "PC" is production capacity.

1.2.3 Sample Establishments

As the CSP is designed to cover the establishments contributing 80% of total value-added in each sector, the establishments for the pretest survey were selected according to the coverage shown in Table 1-3, in an attempt to achieve an optimum scale for the pretest survey.

For 13 sectors which are shown as the "First Group" in Table 1-3, sample establishments were selected by following the procedure (a) and (b) described below. And the establishments surveyed in the MISSI were basically included as well in this group.

- (a) Find out a cut-off line of the Average Total Employment (ATE) corresponding to 80% of value-added for each sector based on NSO's *Census of Establishments 1994: Manufacturing*.
- (b) Apply the cut-off line obtained by (a) to the NSO's Master List of Establishments in 2000.

For the other 9 sectors in the "Second Group", sample establishments were selected from those surveyed in the MISSI. Each sector covers top ten establishments at most, as measured by share in value-added.

As a result, the pretest survey covered 605 establishments. See Table 1-4 for regional distribution of the sample establishments.

Table 1-5 shows a summary of the selection of sector, commodity and sample establishment for the pretest survey.

Note that the nominal total number of sample establishments was 640 due to some duplication, i.e., the same establishments selected in two or three sectors.

Table 1-3 Number of Sample Establishments under Pretest Survey

Sectors		Data Sources							Pretest Survey
		CE 1994		Master List of Establishments		Establishment List of the MISSI			
		Cut-off Line	Coverage by Cut-off Line	Number of Establishments		Number of Establishments			
PSIC Code (3-digit)	First Group (13 Sectors)	(Number of Employees)	(% in Total Value-added)	National	Metro-Manila & CALABARZON (a)	Metro-Manila & CALABARZON [All] (1)	Metro-Manila & CALABARZON [Duplicated with (a)] (2)	Metro-Manila & CALABARZON [Not duplicated] (b) = (1) - (2)	Metro-Manila & CALABARZON [A] = (a) + (b)
151	Meat, Fish, Fruit etc.	100	81.5	106	58	37	7	30	88
155	Beverages	200	82.0	43	14	10	5	5	19
160	Tobacco	500	98.6	5	3	6	2	4	7
181	Garments	100	72.3	229	188	28	17	11	199
232	Refined Petroleum	200	100.0	3	2	6	2	4	6
242-3	Chemical Products	200	82.8	47	41	51	20	31	72
262	Cements	200	100.0	14	5	7	3	4	9
271	Iron and Steel	200	74.0	33	28	25	8	17	45
321, 323	Elec. Valves, TV Transmitters	100	99.7	18	15	(*1) 18	(*1) 5	(*1) 13	36
324	TV & Radio Receivers, etc	500	80.0	12	8				
322	Semi-conductors	1,000	77.6	21	19	16	6	10	29
341-2	Motor Vehicles	500	79.0	8	8	(*1) 11	(*1) 5	(*1) 6	35
343	Parts for Automobiles	100	85.3	22	21				
Total	1st 13 Sectors	-	-	561	410	215	80	135	545
PSIC Code (3-digit)	Second Group (9 Sectors)				Metro-Manila & CALABARZON (c)			(*2) Top 10 Establishments in Value-added (d)	Metro-Manila & CALABARZON [B] = (c) + (d)
152	Dairy Products							9	9
210	Pulp, Paper and Paperboard							10	10
241	Basic Chemicals							(*1) 10	10
252	Plastic								
281, 289	Structural Metal Products							9	9
291-4	Domestic Electric Appliances							4	4
300	Office & Computing Machinery				(*3) 8				8
314-5, 319	Cell, Lighting Equipment, etc							10	10
351-3, 359	Motorcycles & Bicycles							(*1) (6)	(6)
Total	2nd 9 Sectors				8			52	60
Grand Total	22 Sectors				418			187	605 (= [A] + [B])

(*1) In the MISSI, sample establishments are duplicated among PSIC 321, 323, 324, among PSIC 341-2, 343, 351-3, 359 and also among PSIC 241, 252.

(*2) In case of less than 10 establishments are covered for a sector by the MISSI, all the establishments are taken.

(*3) PSIC 300 is not surveyed by the MISSI. The 8 samples are all the establishments listed in the Master List of Establishments for PSIC 300.

Table 1-4 Regional Distribution of Sample Establishments under Pretest Survey

PSIC 3-digit	Sector Description	Regional Distribution of Sample Establishments						TOTAL
		Metro- Manila	CALABARZON					
			Cavite	Laguna	Batangas	Rizal	Quezon	
151	Production, processing and preservation of meat, fish and...	70	4	8	2	1	3	88
152	Manufacture of dairy products	9	0	0	0	0	0	9
155	Manufacture of beverages	12	0	5	0	1	1	19
160	Manufacture of tobacco products	7	0	0	0	0	0	7
181	Manufacture of garments	114	42	16	6	21	0	199
210	Manufacture of pulp, paper and paperboard	10	0	0	0	0	0	10
232	Manufacture of refined petroleum products	4	0	0	2	0	0	6
241	Manufacture of basic chemicals	10	0	0	0	0	0	10
252	Manufacture of plastic products							
242-3	Manufacture of other chemical products and man-made fibers	58	2	8	0	4	0	72
262	Manufacture of cements	4	0	0	1	4	0	9
271	Manufacture of iron and steel	32	3	4	3	3	0	45
281, 289	Manufacture of structural metal products and other fabricated...	7	0	1	0	1	0	9
291-4	Manufacture of general and special purpose machinery, ...	1	1	1	0	1	0	4
300	Manufacture of office, accounting and computing machinery	1	2	5	0	0	0	8
314-5, 319	Manufacture of primary cells and batteries, lighting equipment...	6	3	1	0	0	0	10
321, 323	Manufacture of electronic valves and tubes, television and...	15	12	7	0	2	0	36
324	Manufacture of television and radio receivers, sound or video...							
322	Manufacture of semi-conductor and other electronic components							
341-2	Manufacture of motor vehicles and bodies for motor vehicles	14	0	18	0	3	0	35
343	Manufacture of parts and accessories for motor vehicles							
351-3, 359	Manufacture of ships, rail locomotives, aircrafts, motorcycles...							
TOTAL		390	74	82	14	41	4	605

Note: The following sectors are merged: (1) 241 and 252, (2) 321, 323 and 324, and (3) 341-2, 343 and 359.

Table 1-5 Summary of Selection of Target Sector, Commodity and Sample Establishment for Pretest Survey

Questionnaire Number	Sector Name	SECTOR SELECTION		COMMODITY SELECTION					SAMPLE ESTABLISHMENT SELECTION			
		PSIC 3-digits Covered by the Questionnaire	Share in Total Value-added (%)	PSIC 5-digits Targeted for Selection of Major Commodities in Each Sector	Share in Sectoral Value-added (%)	No. of Commodities Specified			Cut-off Line (ATE Basis)	Share in Sectoral Value-added (%)	No. of Sample Establishment	
						F. P.	R. M.	P. C.				MISSI Samples
151-10	Meat, fish, fruit etc.	151	6.4	15110, 15120, 15131, 15141, 15143, 15145, 15152	90.2	11	4	4	100	81.5	88	37
155-10	Beverages	155	6.3	15530, 15541, 15543, 15542	96.3	11	8	4	200	82.0	19	10
160-10	Tobacco	160	4.3	16040, 16090	95.7	2	2	1	500	98.6	7	6
181-10/20	Garments	181	3.1	18110, 18120	97.5	14	12	5	100	72.3	199	28
232-10	Refined petroleum	232	11.9	23200	100.0	10	1	1	200	100.0	6	6
242-10	Chemical products	242, 243	7.4	24210, 24241, 24251, 24254	82.8	4	9	4	200	82.8	72	51
262-10	Cements	262	2.8	26200	100.0	4	5	1	200	100.0	9	7
271-10	Iron and steel	271	3.0	27110, 27121, 27122, 27124, 27129	95.8	9	5	1	200	74.0	45	25
321-10	Electric valves, TV transmitters	321, 323	9.0	32100, 32300	100.0	8	3	3	100	99.7	28	
322-10	Semi-conductors	322		32200		10	6	3	1,000	77.6	29	34
324-10	TV&radio receivers, etc.	324	0.8	32400	99.3	13	3	3	500	80.0	21	
341-10	Motor vehicles	341, 342	5.5	34100	97.6	6	7	1	500	79.0	14	11
343-10	Parts for automobiles	343		34300		6	4	4	100	85.3	27	
TOTAL of 1st 13 SECTORS		---	60.5	---	---	108	69	35	---	---	564	215
152-10	Dairy products	152	1.6	15220, 15250, 15260, 15290	85.9	5	2	1			9	9
210-10	Pulp, paper and paperboard	210	1.9	21013, 21020	84.8	6	5	1			10	10
241-10	Basic chemicals	241	1.8	24113, 24115, 24119, 24123	85.1	5	7	5			10	10
252-10	Plastic	252	2.2	25201, 25202, 25206, 25209	87.5	4	4	1			10	
289-10	Structural metal products	281, 289	1.6	28111, 28112, 28911, 28994, 28996	83.1	10	2	5			9	9
293-10	Domestic electric appliances	291, 292, 293, 294	1.2	29264, 29271, 29302, 29309	80.1	13	4	3			4	4
300-10	Office&computing machinery	300	1.5	30002	100.0	9	3	3			8	0
314-10	Cell, Lighting equipment, etc.	314, 315, 319	1.9	31401, 31402, 31502, 31503	87.1	6	4	4			10	10
359-10	Motorcycles & bicycles	351, 352, 353, 359	1.5	35911, 35922	99.5	2	3	1			6	(11)
TOTAL of 2nd 9 SECTORS		---	15.2	---	---	60	34	24	---	---	76	52
TOTAL of 22 SECTORS		---	75.7	---	---	168	103	59	---	---	640	267

Notes: [SECTOR SELECTION]
[COMMODITY SELECTION]
[ESTABLISHMENT SELECTION]

- Share in total value-added is based on the report of the 1997 Annual Survey of Establishment, NSO.
- "F. P." is finished products, "R. M." is raw materials, and "P. C." is production capacity.
- "ATE" is the Average Total Employments.
- The 11 MISSI samples for PSIC 359 are duplicated with those for PSIC 341 and 343.
- The nominal total number of sample establishments is 640, not 605, due to some duplication, i.e., the same establishments selected in two or three sectors.

1.3 Outline of Survey

1.3.1 Survey Area and Unit of Enumeration

The pretest survey limited its area coverage to the National Capital Region (NCR = Metro-Manila) and the CALABARZON (Cavite, Laguna, Batangas, Rizal and Quezon) area.

The unit of enumeration for the pretest survey was "establishment" in the manufacturing industry, which was defined as *"an economic unit under a single ownership or control, i.e., under a single legal entity, engaged in one or predominantly one kind of economic activity at a single fixed location"*.

The pretest survey covered those establishments that were: (a) producing the commodities specified in the questionnaire and significantly contributing to value-added in each industrial sector; and (b) located in the NCR or CALABARZON.

Note that subcontractors were also covered by this survey if they were actually producing the commodities specified in the questionnaire.

1.3.2 Organization

The pretest survey was conducted under the responsibility of the JICA Study Team. However, according to the prescribed work demarcation shown below, preparatory works were jointly done by the JICA Study Team and the NSO's counterpart team. And analytical work on the survey results was also done jointly. On the other hand, field operation of the pretest survey was executed by the PSA-ASSIST and its enumerators. The PSA-ASSIT obtained cooperation of the NSO, which had local offices in NCR and CALABARZON.

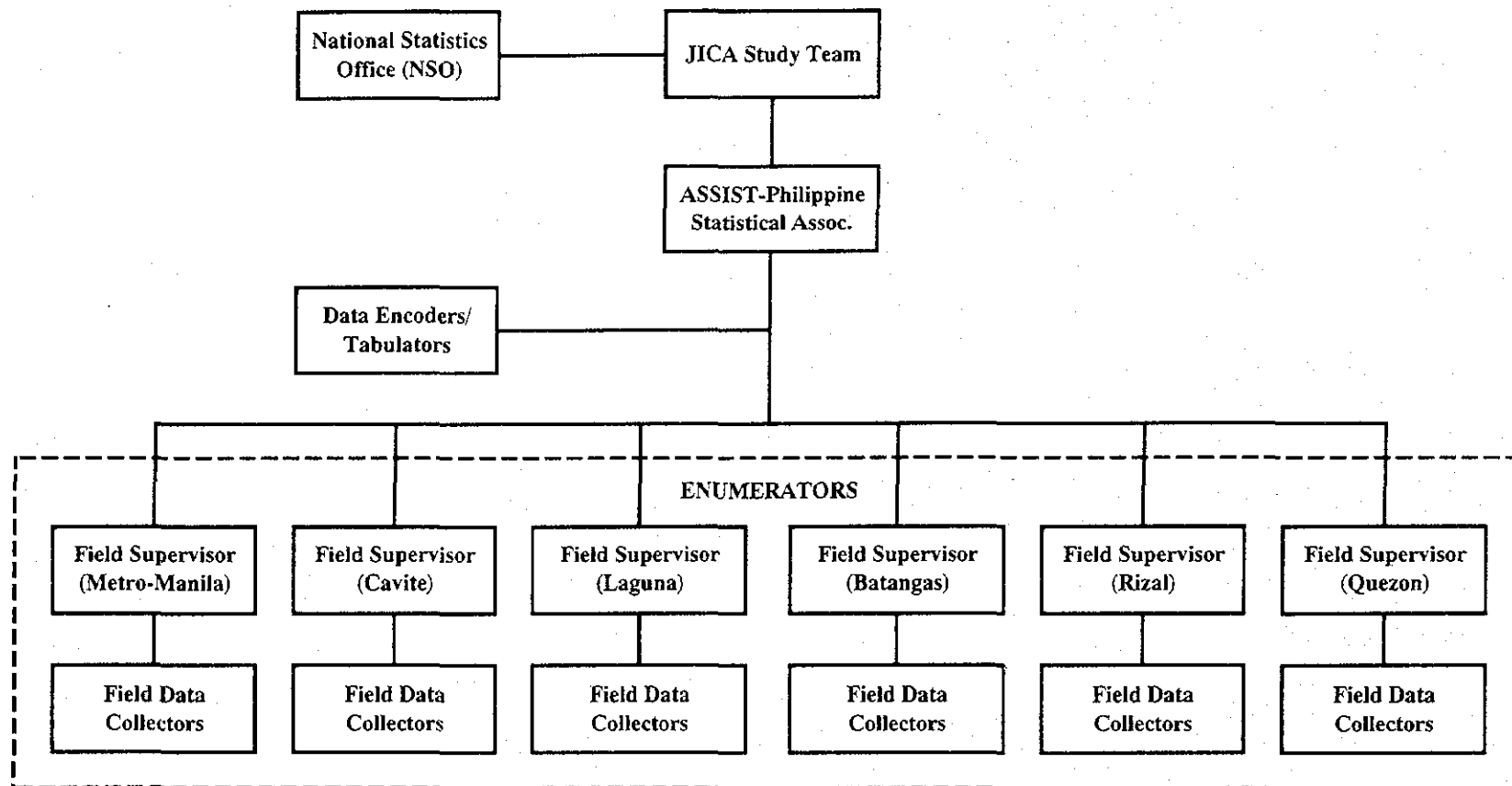
[Prescribed work demarcation between the NSO and the JICA Study Team]

- Preparation of questionnaire for each industry (joint work)
- Selection of target establishments (joint work)
- Planning and design of the pretest survey (joint work)
- Preparation of manuals for enumerators (joint work)
- Contact with local consultant by the JICA Study Team
- Distribution of questionnaires to target establishments by local consultant, i.e., PSA-ASSIST (with NSO staff and the JICA Study Team occasionally).

- Collection of questionnaires from target establishments by local consultant, i.e., PSA-ASSIST (with NSO staff and the JICA Study Team occasionally).
- Data input by local consultant, i.e., PSA-ASSIST
- Data examination by joint work
- Data analysis by joint work
- General analysis of the pretest survey by joint work

The organizational structure for the work implementation system was as shown in Figure 1-2. Enumerators consisted of six supervisors who were respectively responsible for the field operation in each survey area, and of field data collectors under supervisors.

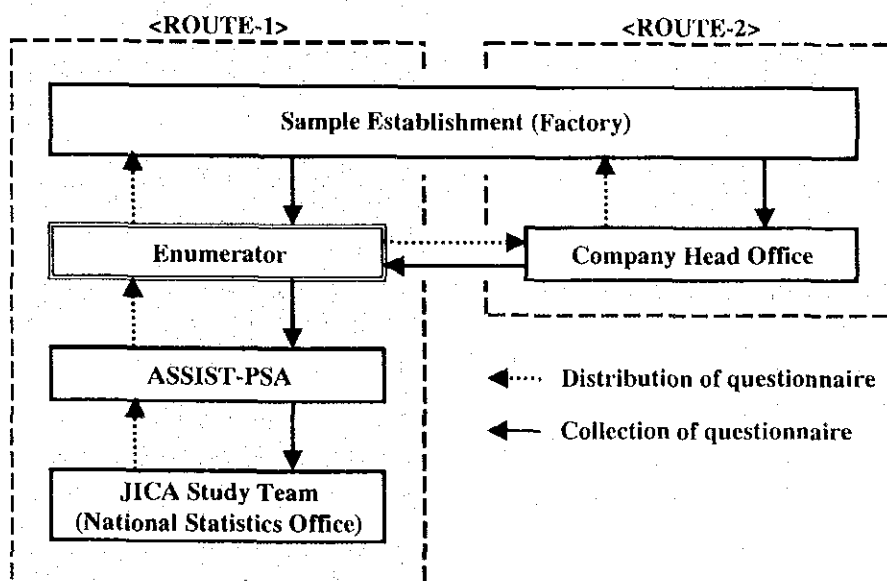
Figure 1-2 Organization Structure of the Pretest Survey



1.3.3 Survey Route and Method

For the pretest survey, there were two routes of questionnaire distribution/collection as shown in Figure 1-3. In Route-1, the enumerators visited sample establishments to distribute and collect questionnaires. In Route-2, on the other hand, questionnaires were distributed to and collected from sample establishments via their company head offices. As for Route-2, the enumerators contacted company head offices only.

Figure 1-3 Routs of Questionnaire Distribution/Collection



Originally, it was planned to collect all questionnaires by the enumerators. After the collection was started, however, the JICA Study Team received complaints from the enumerators that most sample establishments were far from NSO's local offices, with poor transportation access, and were difficult to visit frequently. During the pretest survey, therefore, the JICA Study Team authorized collection by e-mail and facsimile to streamline the work. While e-mail was rarely used, a large number of questionnaires were sent by facsimile, apparently contributing to some reduction of the collection period.

1.3.4 Reference Months

Under the pretest survey, the reference months were as follows:

<Reference month>		<Collection of questionnaire>
January 2001	→	February 2001
February	→	March
March	→	April

Basically, the “reference month” meant the period from the 1st day to the last day of a month to be surveyed. However, respondents were permitted to choose a different reporting period (e.g., from 25th day of a month to the 24th of the next) for their own convenience.

Questionnaires for three reference months were all distributed to each sample establishment by the end of January 2001.

1.3.5 Confidentiality of Information and Use of Survey Results

All the information furnished by the sample establishments was strictly kept confidential by the JICA Study Team. And it was not be divulged to any persons except for authorized members/employees of the NSO, JICA Study Team and PSA-ASSIST, nor used as evidence for any purposes of taxation, investigation or regulation.

Results of the pretest survey was only used for planning and design of the CSP by the NSO and the JICA Study Team, and was *not disseminated to the public*.

1.4 Survey Tools

(1) Introduction letter to sample establishments from the NSO

To help respondents recognize that the pretest survey is conducted under approval and support by the Philippine government, an *introduction letter addressed to sample establishments* was written and signed by Mr. Tomas P. Africa, Ex-Administrator of the NSO.

This letter is included in Annex 1: “Questionnaire File” of Pretest Survey (Sample).

(2) Questionnaires designed for target sectors

The questionnaire for the pretest survey consisted of a single page, with commodity names being printed therein. The MISSI uses a common questionnaire without

commodity specifications for all the target sectors. On the other hand, the CSP is responsible for preparing different questionnaires with respective commodity specifications for each target sector. Questionnaires were delivered to the sample establishments with instructions for respondents regarding data entry to the questionnaire form.

All the pretest questionnaires are shown in Annex 2.

(3) Description of commodities specified in the questionnaires

To each questionnaire, “description of commodities” that has the detailed commodity names to be considered for each finished product shown on the questionnaire was attached.

The commodity descriptions are shown in Annex 2 with each kind of pretest questionnaire.

(4) Instructions for filling out the questionnaire

The pretest survey collected data on the following items on each commodity to be surveyed. Survey items were basically common in all kinds of questionnaires.

a) Finished products

- Production in volume
- Receipts in volume
- Internal consumption in volume
- Shipment (domestic sales, exports, and others) in volume
- Inventory at the end of reference month in volume
- Production in value

b) Raw materials

- Inventory at the end of reference month in volume

c) Production capacity in volume

“Instructions for Filling Out the Questionnaire” was distributed to each respondent. It provided respondents with definitions of the survey items and detailed instructions on how to fill out the questionnaire.

The instructions are included in Annex 1: “Questionnaire File” of Pretest Survey (Sample).

(5) Comment sheet to the questionnaire

This sheet was intended to collect opinions or suggestions from respondents regarding questionnaire design, especially on the commodity specifications for finished goods and raw materials in the questionnaire. Enumerators requested respondents to fill in and submit the sheet, as well as the questionnaire, during the pretest survey period.

Details about the opinions or suggestions obtained by the comment sheet are described in 2.6 and tabulated in Annex 7.

(6) Enumerators' manual

"Enumerators' Manual" was prepared to enumerators, who were responsible for distribution, collection and preliminary field verification of questionnaires collected during the pretest survey period, with a general outline of the pretest survey, required survey tools, field operation procedures, definitions of survey items, and important points in the survey and its execution (basic rules).

This manual is shown in Annex 3.

(7) Data examination manual

"Data Examination manual" was prepared to give instructions to NSO staff who conducted examination of collected data jointly with the JICA study team, concerning important points in examination procedures, and key methods and techniques such as comparison with the previous month data, unit price check, and cross-check on relevant survey items.

Also, special attention was paid to data input. As data examination was carried out using a computer-generated summary table ("Output Table") that was constructed from data entered by the PSA-ASSIST, accurate data input was a prerequisite to effective examination. To ensure that data input is carried out correctly and efficiently, *"Data Examination manual"* described important points in data input as well as the method for preparation and output of the summary table. The manual was then distributed to the PSA-ASSIST staff in charge of data input, in addition to the NSO staff.

This manual is shown in Annex 4.

Among the above seven survey tools, those in (1) through (4) were incorporated into "Questionnaire File", which was distributed to sample establishments by

enumerators. In addition, a brochure describing the JICA (executing agency of the pretest survey) and its activities was attached to the Questionnaire File.

A sample of the Questionnaire File is shown in Annex 1.

1.5 Implementation Procedures

The pretest survey was implemented according to the following procedures.

Preparation stage: September to December 2000

(1) Selection of sectors, commodities and sample establishments

The JICA Study Team and the NSO's counterpart team jointly selected the sectors, commodities and sample establishments to be surveyed under the pretest survey, in accordance with the selection framework of the CSP.

(2) Final design and planning of the pretest survey

At this stage, selection of target sectors, commodities and establishments was completed, and survey design and plan were finalized, including survey items, reference months, areas, questionnaire form design, implementation procedures, and contents of various manuals. All of them were altogether compiled and documented as "*Implementation Procedures for the Pretest Survey*", which is shown in Annex 5.

(3) Preparation of the survey tools

The JICA Study Team and the NSO's counterpart team jointly prepared the following survey tools:

- a. Questionnaires designed for target sectors
- b. Description of commodities specified in the questionnaires
- c. Instructions for filling out the questionnaire
- d. Comment sheet to the questionnaire
- e. Enumerators' manual
- f. Data examination manual

Execution stage: January to May 2001

(4) Training to enumerators

Prior to the pretest survey, enumerators received training by using "*Implementation Procedures for the Pretest Survey*" and "*Enumerators' Manual*", with an emphasis on

field operation procedures and important points, and definitions of survey items. Training was conducted at NSO's local offices in NCR and CALABARZON in January 2001, under the participation of enumerators who would be responsible for the survey areas.

(5) Qualification of sample establishments in each sector

In January 2001, the enumerators visited the sample establishments and qualified them according to the following criteria:

- 1) Producing the commodities specified in the questionnaires; and
- 2) Located in NCR or CALABARZON area.

Finally, 416 sample establishments were qualified for the pretest survey including those temporarily out of production due to strike or other reasons and those refusing to respond the questionnaire.

(6) Distribution and collection of questionnaires

The enumerators distributed the questionnaires for the three reference months, which were bound in the "Questionnaire File", to the qualified sample establishments by the end of January 2001. They also provided the samples detailed explanation on the pretest survey and confirmed a contact person at each establishment.

To maximize the collection rate, enumerators made follow-up contacts with respondents after distribution of the questionnaire to remind them of the deadline for submission.

The questionnaires were collected by the enumerators who visited sample establishments or company head offices. In the middle of the pretest survey period, use of facsimile or e-mail for submission of the questionnaire was accepted.

(7) Collection of comments on the pretest questionnaire

The enumerators collected comments to the pretest questionnaire from the sample establishments, especially on the adequacy of commodity selection in the questionnaire, by the "Comment Sheet to the Questionnaire of the Pretest Survey".

(8) Data input

After preliminary data examination was carried out for each completed questionnaire, the PSA-ASSIST input the data (production, shipment, inventory, etc.) obtained from sample establishments to the computer of the JICA Study Team.

(9) Tabulation

The PSA-ASSIST tabulated all the input data into a format fixed by the JICA Study Team, which was called "Output Table". This table was used for the final data examination by the JICA Study Team and the NSO's counterpart team.

(10) Examination and editing of data obtained

The JICA Study Team and the NSO's counterpart team examined and edited the data by using the Output Table, for securing of completeness and consistency of the data. This final examination included the cross-check on production, shipment and inventory data for consistency, the rate of increase/decrease from the previous month, and deviation of a unit price of individual sample establishments from an average unit price. Any doubtful figures found in the process were corrected through confirmation with the respondents.

Follow-up stage: May to August 2001

(11) Calculation and analysis

The JICA Study Team and the NSO's counterpart team calculated and analyzed the data that had been already examined and edited in the previous stage. The analysis was based on summary tables by sector and commodity in volume and value. At the same time, analysis of data entry status, including any errors and other specific entry patterns, was carried out.

It should be noted that the results of the calculation and analysis were only used for designing of the CSP by the NSO and the JICA Study Team, and were not disseminated to any other parties.

(12) Compilation of the pretest report

The JICA Study Team compiled the report on the result of the pretest survey including implications for the design and planning of the CSP as the *Interim Report* of the Study by the JICA. This report was to provide the scope and guideline for such various tasks as modification of questionnaire design and commodity/establishment selection criteria and methodology, and revision of manuals and so on, which were mandated in preparation for the pilot survey scheduled in 2002.

This *Pretest Survey Report* is based on the *Interim Report*.