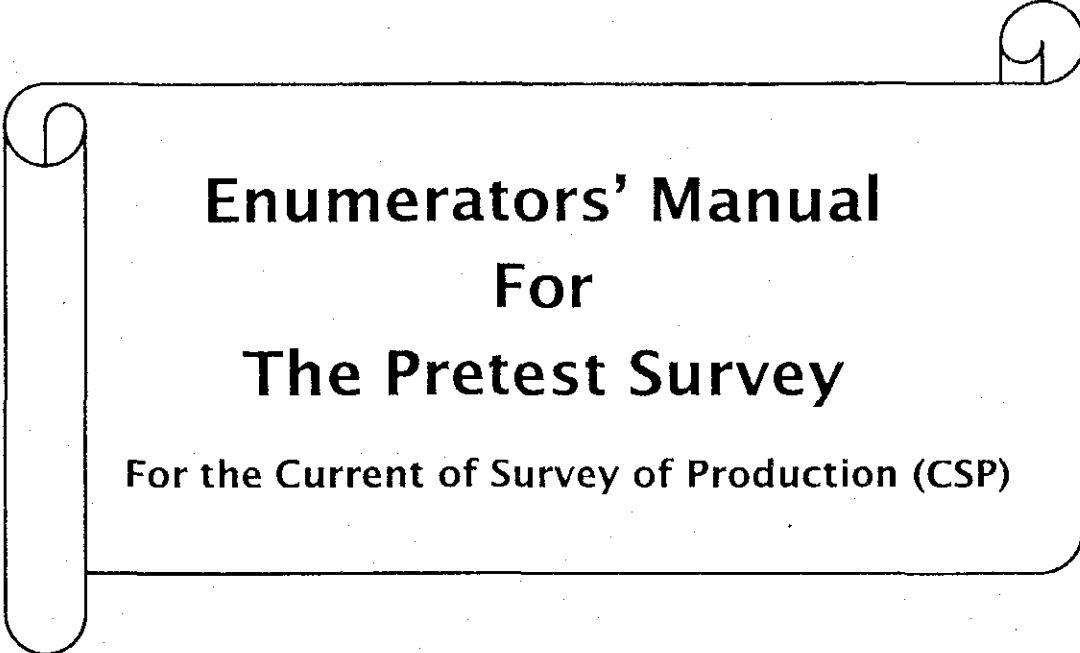


Annex 3 Enumerators' Manual



**Enumerators' Manual
For
The Pretest Survey**

For the Current of Survey of Production (CSP)

December 2000

JICA Study Team

FOREWORD

To Enumerators of the Pretest Survey

The pretest survey will be conducted by the JICA (Japan International Cooperation Agency) Study Team with the NSO counterpart team, as a part of the *Study on the Development of Industrial Statistics in the Republic of the Philippines*, in cooperation with the ASSIST – Philippine Statistical Association (PSA). It is aimed at collecting information for planning and design of the Current Survey of Production (CSP), which will improve the existing *Monthly Integrated Survey of Selected Industries (MISSI)* by the National Statistical Office (NSO) of the Philippine Government.

The most important feature of the CSP is to provide industrial production statistics on a commodity and volume basis, including actual figures and indices by a direct approach. In accordance with the change of economic circumstances such as globalization, trade liberalization, etc., the demand for the commodity- and volume-based statistics has been considerably grown in both public and private sectors.

This manual, the *Enumerators' Manual for the Pretest Survey*, was compiled in order to help the enumerators to obtain cooperation and accurate data from respondents. All enumerators are, therefore, enjoined to use this manual and be familiar with all the instructions for building of firm relationship with respondents and efficient gathering of information required for the Study by the JICA and the NSO.



Toru MORIGUCHI

Leader of the JICA Study Team

Manila, Philippines

January 2001



Republic of the Philippines

**NATIONAL
STATISTICS
OFFICE**

Manila

Reference No. 00ITD01-261



Dear Sir/Madam:

Japan International Cooperation Agency (JICA), in cooperation with the National Statistics Office (NSO), is undertaking a Study on the Development of Industrial Statistics in the Philippines. Part of the study is the development of the Current Survey of Production (CSP). The CSP aims to produce improvements in the indicators of volume and value of production of the Philippine manufacturing sector currently being generated from the Monthly Integrated Survey of Selected Industries (MISSI). The CSP is specifically designed to generate direct commodity and volume-based indicators.

To test the adequacy of the design being developed, a pretest will be carried out by the JICA through the Philippine Statistical Association (PSA). It will be conducted monthly for three months from January to March 2001.

Your cooperation and contribution to the pretest is vital to make the current MISSI more useful and informative to all concerned.

Thank you.

Very truly yours,


TOMAS P. AFRICA
Administrator

EFA/jry
Jry/pretestletter.doc



1999 Recognition for Quality Commitment Recipient

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Enumerators' Manual for the Pretest Survey

For the Current Survey of Production (CSP)

Chapter 1. Outline of the Pretest Survey

1-1. Objectives

The National Statistics Office (NSO) of the Philippines is planning to improve the Monthly Integrated Survey of Selected Industries (MISSI) so that the industrial production statistics and direct indicators on a commodity and volume basis are generated in order to meet the growing demand from both public and private sectors.

The *Study on the Development of Industrial Statistics in the Republic of the Philippines*, which is focused on the manufacturing sector, has started at the end August 2000 as a joint work of the NSO and the JICA (Japan International Cooperation Agency) Study Team.

The pretest survey will be conducted as a part of the Study to help planning and design of the Current Survey of Production (CSP), which will further improve the existing MISSI.

Objectives of the pretest survey are summarized into three points as shown in Fig.1.

(1) Verification of field applicability of survey tools

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

1. Introduction letter addressed to each sample establishment 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. List of sample establishments; and
7. Enumerators' manual

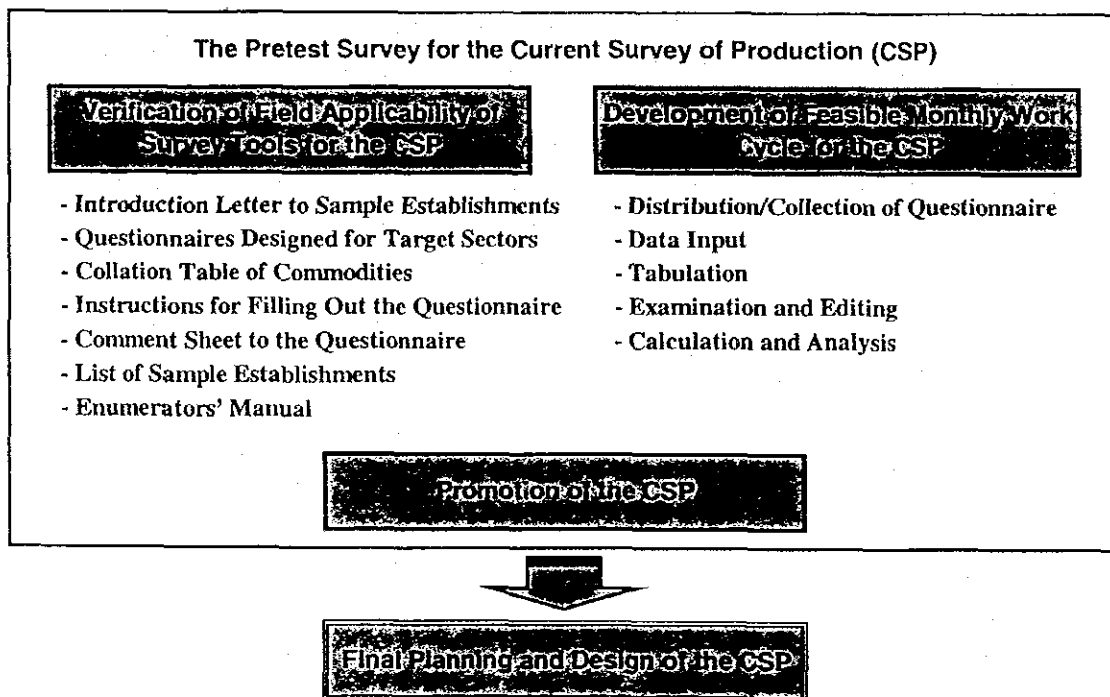
(2) Development of feasible monthly work cycle

Secondly, the pretest survey provides an opportunity to carry out the CSP 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 local conditions in the Philippines.

(3) Promotion of the CSP

Finally, the pretest survey serves 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 importance of the CSP through hands-on experience.

Fig.1 Objectives of the Pretest Survey



1-2. Features of the CSP as Compared to the MISSI

The industrial production statistics play, among other things, a vital role in enabling the understanding of short-term business trends. At present, the NSO conducts the MISSI and disseminates three kinds of industrial indices: value of production index, producer's price index, and volume of production index.

The CSP will be conducted monthly for major establishments that manufacture industrial products in order to provide the industrial production statistics. It should cover the following three aspects of manufacturing activity:

- | |
|--|
| <ul style="list-style-type: none"> - Production: Supply side data - Shipment: Demand side data - Inventory: Gap between supply and demand |
|--|

Compared to the MISSI, the most important feature of the CSP is to provide the industrial production statistics on a commodity and volume basis, including both actual figures and indices on production, shipment and inventory, which are not available in the MISSI, so as to address the changes in the country's economic environment such as trade liberalization, and meet the needs of statistical users.

As shown in Table 1, the CSP has several features. Most importantly, commodity items are printed on the questionnaire designed for each sector. They must be finished products representing each sector and their raw materials, which are selected according to their share in total value-added. If representative commodities are not selected, credibility of the CSP itself will be affected.

Table 1 Major Features of the CSP as compared to the MISSI

	MISSI	CSP
Indication of commodity in the questionnaire	The respondent is required to enter each commodity name.	Commodity names are printed on the questionnaire.
Method for calculation of the volume index	Indirect method – dividing a value index by a price index	Direct method – determining a volume index from actual figures for each commodity.
Coverage based on value-added (see Note.)	<ul style="list-style-type: none"> - Sector selection: 90% - Commodity selection: none - Establishment selection: 50% by sector 	<ul style="list-style-type: none"> - Sector selection: 80-90% - Commodity selection: 80% by sector - Establishment selection: 80% by sector

1-3. Organization

The pretest survey is conducted under the responsibility of the JICA Study Team. However, according to the prescribed work demarcation as shown below, preparatory works have been jointly done by the NSO and the JICA Study Team, and analytical works on survey results will also be done jointly by them. On the other hand, field operation of the pretest survey will be executed by the ASSIST-Philippine Statistical Association (PSA).

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

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

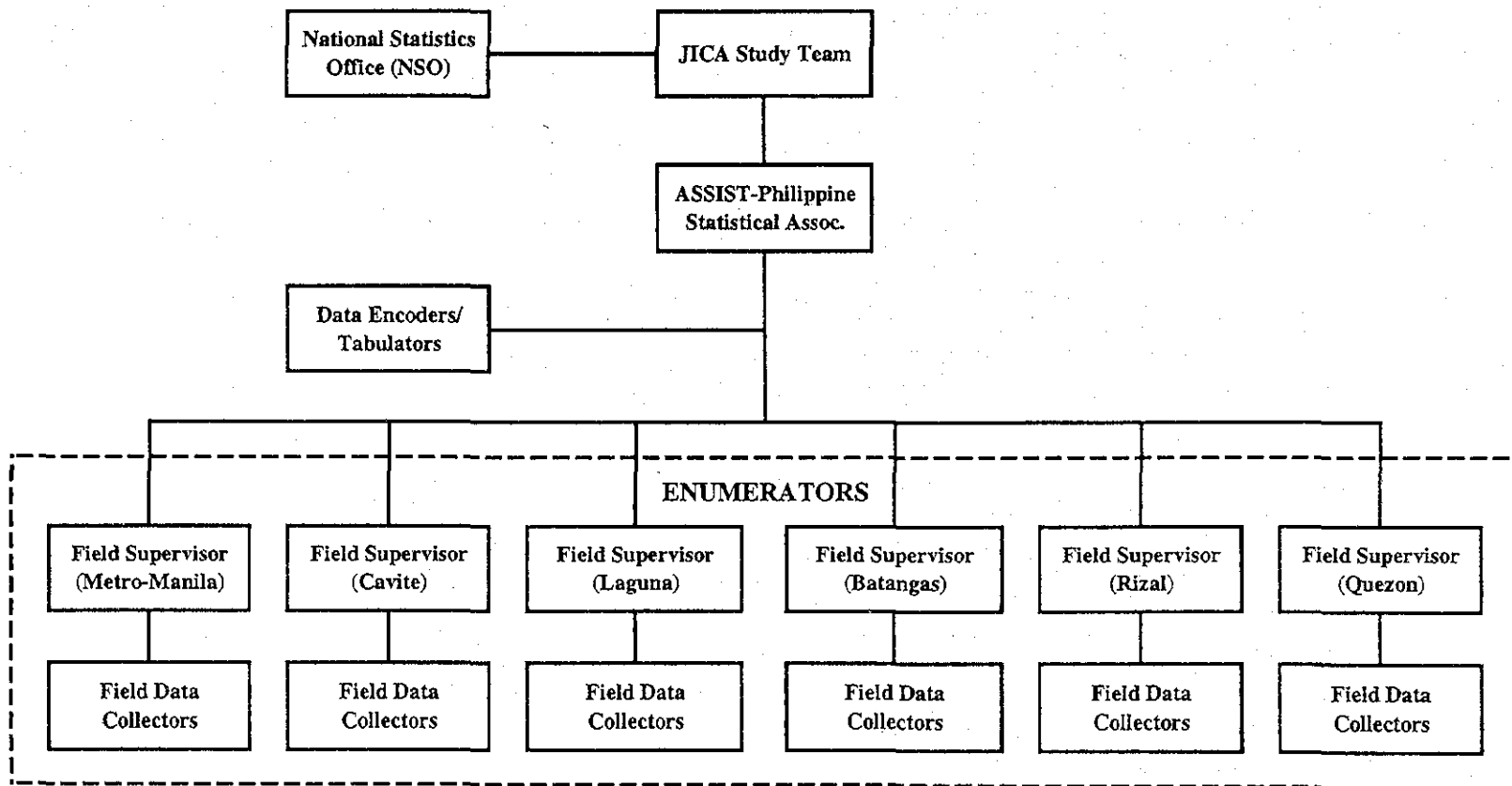
Organizational structure is as shown in Fig.2.

The JICA Study Team consists of six members headed by Mr. Toru Moriguchi, Senior Consultant, Unico International Corporation.

Enumerators consist of six supervisors who are respectively responsible for field operation in each survey areas and of field data collectors under supervisors.

The head quarters of the pretest survey will be the UNICO/ASSIST office on the 4th floor of the NSO building (Ramon Magsaysay Boulevard, Sta. Mesa, Manila, Tel/Fax: 02-715-1448).

Fig.2 Organizational Structure of the Pretest Survey



1-4. Survey Areas

While the CSP will cover the entire country, the pretest survey will limit its coverage to the Metro-Manila/National Capital Region and the CALABARZON (Cavite, Laguna, Batangas, Rizal and Quezon) area.

1-5. Unit of Enumeration -- "Establishment"

The unit of enumeration for the pretest survey is "establishment" in the manufacturing sector, which is 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 covers those establishments that are: (a) producing the commodities specified in the questionnaire and significantly contributing to value-added in each industrial sector; and (b) located in the National Capital Region (NCR) or CALABARZON area.

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

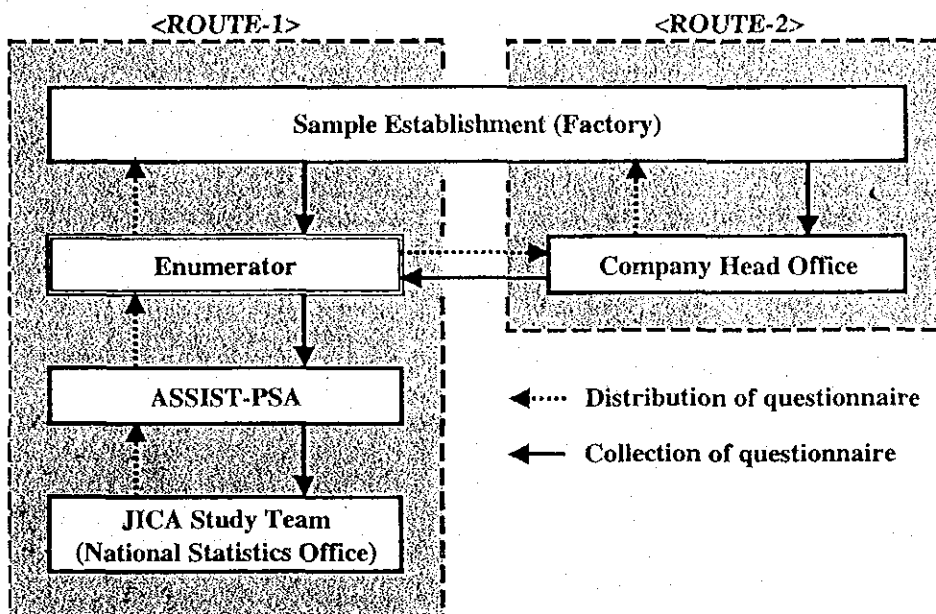
1-6. Survey Routes

For the pretest survey, there are two routes of questionnaire distribution/collection as shown in Fig.3.

In the Route-1, enumerators visit sample establishments to distribute and collect questionnaires.

In the Route 2, on the other hand, questionnaires are distributed to and collected from sample establishments via their company head offices. As a principle for the Route-2, enumerators make contacts only with company head offices.

Fig.3 Questionnaire Distribution/Collection Routes for the Pretest Survey



1-7. Reference Months

Under the pretest survey, the reference months are as follows.

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

Basically, the "reference month" means the period from the 1st day to the last day of a month to be surveyed. However, a different period may be designated (e.g., from 25th day of a month to the 24th of the next) for monthly reports to the pretest survey, if it is more convenient for a respondent.

Questionnaires for above three reference months are distributed to each respondent at a time by the end of January 2001.

1-8. Confidentiality

All information furnished by respondents in the pretest survey will be kept strictly confidential, and shall not be divulged to any persons except the authorized member/employees of the NSO, JICA Study Team and ASSIST – PSA, nor shall such information be used as evidence for any purposes of taxation, investigation or regulation.

Enumerators of the pretest survey must be careful enough in handling of collected questionnaires not to divulge any information concerning individual establishment. Enumerators also must submit the original questionnaires entered by respondents to the headquarters of the pretest survey, as any copies of entered questionnaires are not accepted.

1-9. Use of Survey Results

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

Chapter 2. Tools for the Pretest Survey

2-1. Introduction Letter Addressed to Each Establishment from the NSO

This letter is, as attached at the opening of this manual, written and signed by Mr. Tomas P. Africa, Administrator of the NSO. This is very important to have respondents understand that the pretest survey will be conducted under approval and support by the Philippine government.

2-2. Questionnaires Designed for Target Sectors

The questionnaire for the pretest survey is of only one page and commodity names to be surveyed are specified in it. The MISSI uses a common questionnaire without commodity specifications for all the target sectors. On the other hand, the CSP prepares different questionnaires with respective commodity specifications for each target sector. Questionnaires are delivered to sample establishments with instructions to complete the survey forms.

The pretest survey will survey manufacturing sectors based on three-digit level of the Philippine Standard Industrial Classification (PSIC) 1994. It is designed to cover 22 sectors, as shown in Table 2, so that it covers 75.7% of total value-added by the manufacturing industry in the country as calculated on the basis of the results of NSO's Annual Survey of Establishment 1997: Manufacturing. There are 23 kinds of questionnaires prepared for the pretest survey, as PSIC 181 (manufacture of garments) is surveyed by 2 kinds of questionnaires.

The total number of commodities to be included in the 23 questionnaires is established for each of three main survey items – finished products, raw materials and production capacity, namely 168, 103 and 59 respectively as shown in Table 3. Particularly, finished products consist of commodities that account for 80% of total value-added in each sector.

Table 2 Coverage by Target Sector under the Pretest Survey

PSIC 3-digit	Sector Name	Share in Total Value-added (%)
151	Production, processing and preservation of meat, fish and other seafoods, fruit, vegetables, oils and fats	6.4
152	Manufacture of dairy products	1.6
155	Manufacture of beverages	6.3
160	Manufacture of tobacco products	4.3
181	Manufacture of garments	3.1
210	Manufacture of pulp, paper and paperboard	1.9
232	Manufacture of refined petroleum products	11.9
241	Manufacture of basic chemicals	1.8
242-3	Manufacture of other chemical products and man-made fibers (*1)	7.4
252	Manufacture of plastic products	2.2
262	Manufacture of cements	2.8
271	Manufacture of iron and steel	3.0
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 rebuilding of machinery (*2)	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
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	
351-3, 359	Manufacture of ships, rail locomotives, aircrafts, motorcycles and bicycles (*3)	1.5
Total Coverage of the Pretest Survey		75.7

Note: (*1) "Man-made fibers" are not covered in the questionnaire since their share in value-added is very small.

(*2) "General and special purpose machinery" and "rebuilding of machinery" are not covered in the questionnaire since their share in value-added is very small.

(*3) "Ships", "rail locomotives" and "aircrafts" are not covered in the questionnaire since their share in value-added is very small.

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

Table 3 Number of Surveyed Commodities under the Pretest Survey

Questionnaire-No.	Title of Questionnaire	Number of Commodities
151-10	Production, processing and preservation of meat, fish and other seafoods, fruit, vegetables, oils and fats	Finished products: 11 Raw materials: 4 Production capacity: 4
152-10	Manufacture of dairy products	Finished products: 5 Raw materials: 2 Production capacity: 1
155-10	Manufacture of beverages	Finished products: 11 Raw materials: 8 Production capacity: 4
160-10	Manufacture of tobacco products	Finished products: 2 Raw materials: 2 Production capacity: 1
181-10	Manufacture of garments (for women, girls and infants)	Finished products: 8 Raw materials: 6 Production capacity: 3
-20	Manufacture of garments (for men and boys)	Finished products: 6 Raw materials: 6 Production capacity: 2
210-10	Manufacture of pulp, paper and paperboard	Finished products: 6 Raw materials: 5 Production capacity: 1
232-10	Manufacture of refined petroleum products	Finished products: 10 Raw materials: 1 Production capacity: 1
241-10	Manufacture of basic chemicals	Finished products: 5 Raw materials: 7 Production capacity: 5
242-10	Manufacture of other chemical products	Finished products: 4 Raw materials: 9 Production capacity: 4
252-10	Manufacture of plastic products	Finished products: 4 Raw materials: 4 Production capacity: 1
262-10	Manufacture of cements	Finished products: 4 Raw materials: 5 Production capacity: 1
271-10	Manufacture of iron and steel	Finished products: 9 Raw materials: 5 Production capacity: 1
289-10	Manufacture of structural metal products and other fabricated metal products	Finished products: 10 Raw materials: 2 Production capacity: 5

Table 3 Number of Surveyed Commodities under the Pretest Survey (continued)

Questionnaire-No.	Title of Questionnaire	Number of Commodities
293-10	Manufacture of domestic electric appliances	Finished products: 13 Raw materials: 4 Production capacity: 3
300-10	Manufacture of office, accounting and computing machinery	Finished products: 9 Raw materials: 3 Production capacity: 3
314-10	Manufacture of primary cells and batteries, lighting equipment and electric lamps, and other electrical equipment	Finished products: 6 Raw materials: 4 Production capacity: 4
321-10	Manufacture of electronic valves and tubes, television and radio transmitters, and apparatus for line telephony and line telegraphy	Finished products: 8 Raw materials: 3 Production capacity: 3
322-10	Manufacture of semi-conductor and other electronic components	Finished products: 10 Raw materials: 6 Production capacity: 3
324-10	Manufacture of television and radio receivers, sound or video recording apparatus, and associated goods	Finished products: 13 Raw materials: 3 Production capacity: 3
341-10	Manufacture of motor vehicles and bodies for motor vehicles	Finished products: 6 Raw materials: 7 Production capacity: 1
343-10	Manufacture of parts and accessories for motor vehicles	Finished products: 6 Raw materials: 4 Production capacity: 4
359-10	Manufacture of motorcycles and bicycles	Finished products: 2 Raw materials: 3 Production capacity: 1
TOTAL		Finished products: 168 Raw materials: 103 Production capacity: 59

2-3. Description of Commodities Specified in the Questionnaire

To each questionnaire, a "Description of Commodities" that has the detailed commodity names to be considered for each finished product shown on the questionnaire will be attached. Adequacy of selected commodities and their measuring units will be verified by the pretest survey.

2-4. Instructions for Filling Out the Questionnaire

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

- a) Finished products
 - Production in volume
 - Purchased/Received 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

The *Instructions for Filling Out the Questionnaire* provides respondents definitions of above survey items and detailed instructions on how to fill out the questionnaire of the pretest survey.

2-5. Comment Sheet to the Questionnaire

This sheet is for grasping opinions or suggestions from respondents to the questionnaire, especially on the commodity specifications for finished goods and raw materials in the questionnaire. Enumerators should ask them to fill out and submit this sheet during the pretest survey period.

2-6. List of Sample Establishments

The list of sample establishments contains basic attributions of each sample establishment such as name, address, Establishment ID, corresponding sector(s) and questionnaire(s).

In this list, as columns of "contact person" and "survey route" have been filled for only those establishments from the MISSI samples, all the other blanks are to be filled with proper information by the enumerators.

For 13 out of the 22 target sectors for the pretest survey, sample establishments were selected by following the procedure a) and b) below. All of the establishments

located in Metro-Manila or CALABARZON area and surveyed in the MISSI are included as well for 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 master list of establishment 2000.

On the other hand, for the rest of 9 sectors, sample establishments were selected from those surveyed in the MISSI. Each sector covers 10 top establishments at most, as measured by share in value-added.

As a result, the pretest survey will cover 605 establishments as shown in Table 4 and 5.

Table 4 Number of Sample Establishments under the 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	First Group	(Number of employees)	(% in the total value-added)	National	Metro-Manila & CALABARZON	Metro-Manila & CALABARZON [All]	Metro-Manila & CALABARZON [Duplicated with (a)]	Metro-Manila & CALABARZON [Not duplicated]	Metro-Manila & CALABARZON
					(a)	(1)	(2)	(b) = (1) - (2)	[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				
343	Parts for Automobiles	100	85.3	22	21	(*1) 11	(*1) 5	(*1) 6	35
Total	13 sectors	-	-	561	410	215	80	135	545
PSIC code	Second Group				Metro-Manila & CALABARZON			(*2) Top 10 Establishments in Value-added	Metro-Manila & CALABARZON
					(c)			(d)	[B] = (c) + (d)
152	Dairy products							9	9
210	Pulp, paper and paperboard							10	10
241	Basic chemicals								
252	Plastic							(*1) 10	10
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	Motoreycles & bicycles							(*1) (6)	(6)
Total	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 5 Regional Distribution of Sample Establishments under the Pretest Survey

PSIC 3-digit	Sector Name	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	16	5	8	0	0	0	29
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 & 252, (2) 321, 323 & 324, and (3) 341-2, 343, 351-3 & 359.

Chapter 3. Procedures of Field Operation

Enumerators should execute field operation of the pretest survey according to the following procedures.

3-1. Receiving of Necessary Materials

- 1) Receive the following materials, which are necessary for the field operation.

<ol style="list-style-type: none">1. Introduction letter addressed to each survey establishment from the Administrator of the NSO;2. Brochure of the JICA;3. Questionnaires for three reference months;4. Description of commodities;5. Instructions for Filling Out the Questionnaire;	} Bound in a "Questionnaire File" → To respondents
<hr/> <ol style="list-style-type: none">6. Comment sheet to the questionnaire;7. List of sample establishments;8. Enumerators' manual; and9. Enumerators' ID card of the ASSIST-PSA	

- 2) Confirm that an address has been already written in each letter from the Administrator of the NSO to sample establishments, and "Establishment ID" has been already entered into the designated space in each questionnaire. If no, immediately inform so to the ASSIST-PSA.
- 3) Write your name into the designated space in all the questionnaires you received.

3-2. Confirmation of Sample Establishments to Survey

- 4) You will be informed of sample establishments that you will survey from the ASSIST-PSA.
- 5) Before visiting the sample establishments, confirm the location (address), contact person and telephone/fax number of the establishments.

3-3. First Visit at Sample Establishments

(1) Qualification of Sample Establishments

- 6) Visit establishments and explain the objectives and outline of the pretest survey to respondents.
- 7) Check which category among the following 1 – 6 each sample establishment belongs to. Results of the check should be recorded in a form prepared by the ASSIST-PSA by filling in a designated column with a corresponding figure among 1 – 6. The filled form should be sent to the headquarters of the pretest survey by the end of January 2000 at latest.

* The pretest survey covers those establishments that are: (a) producing the commodities specified in the questionnaire and significantly contributing to value-added in each industrial sector; and (b) located in the National Capital Region (NCR) or CALABARZON area.

1. Those qualified for the pretest survey according to above criteria (a) and (b);
2. Those qualified but out of production temporarily due to strike or some other reasons;
3. Those qualified but refuse to receive the questionnaire;
4. Those which are not producing the commodities listed in the questionnaire;
5. Those out of production due to bankruptcy or suspension for long period of time; or
6. Those specialized in recycling or repair rather than manufacturing

- "1" or "2" → To be kept in the list of sample establishments and requested to respond to the questionnaire during the whole period of the pretest survey, even if the production is zero.
- "3" → To be kept in the list of sample establishments and continuously requested to cooperate for the pretest survey by visit in coming months.
- "4" → To be removed from the sample establishment list and asked what their major product(s) is/are.
- "5" or "6" → To be removed from the sample establishment list.

(2) Distribution of Survey Materials Including Questionnaire

- 8) Hand over the "Questionnaire File" to respondents at qualified establishments and ask him/her to fill out the questionnaire for the three reference months. Distribute the questionnaires for three reference months at a time.

* Basically, the "reference month" means the period from the 1st day to the last day of a month to be surveyed. However, a different period may be designated (e.g., from 25th day of a month to the 24th of the next) for monthly reports to the pretest survey, if it is more convenient for a respondent.

- 9) The questionnaire is composed of two sheets for each reference month: one is for an original to be submitted to the enumerator; and the other is for a duplicate copy of the original. Surely ask respondents to make the duplicate copy every time (month) he/she enters the questionnaire by inserting a carbon paper between the two sheets, and keep the duplicate copy in delivered "Questionnaire File" to refer to the past records for the coming months.
- 10) Surely inform respondents the telephone/fax number for reference or inquiry.
- 11) Surely confirm the date of the next visit to collect entered questionnaires.

3-4. In Case of Suspension or Closing of Production, Changing of Business or Name of Factory

If a qualified sample establishment suddenly suspends production, closes production facilities, or changes business or name of the factory during the pretest survey period, that should be immediately notified to its enumerator by telephone or indicate so into the "Remarks" column in the questionnaire, and:

- 12) In case of suspension or closing of production, the establishment should continue to submit the questionnaire as long as it ships products from remaining inventory. If it completely closes operation after shipping all of inventory, it does not need to submit the questionnaire after the ensuing month;
- 13) In case of business change, the establishment does not need to submit the questionnaire after the ensuing month.

3-5. Collection of Questionnaire

- 14) Visit the establishments on the designated date that was confirmed at the distribution of the questionnaires and collect the original questionnaires entered by respondents.
- 15) If a questionnaire is not submitted by the designated date, ask/remind the respondent to submit as soon as possible.
- 16) At the collection of the questionnaires, surely implement preliminary examination of their correctness and consistency, e.g., verification of the establishment ID and checking the followings:

- | |
|--|
| <ol style="list-style-type: none">a) Omissions of entry;b) Unclear letters;c) If figure are measured by designated units; andd) If figure are entered with decimal fraction |
|--|

- 17) If there are unfilled items or improper figures, enumerators shall complete all the questionnaires by confirmation through telephone or interview with respondents.
- 18) Enumerators have to record: a) the collection date; and b) number of reminder by phone or visit to respondents, for each questionnaire of each reference month, in a designated form by the ASSIST-PSA.
- 19) Be careful enough in handling of collected questionnaires not to divulge any information concerning individual establishment. Submit the original questionnaires entered by respondents to the headquarters of the pretest survey, as any copies of entered questionnaires are not accepted.

3-6. Submission of Collected Questionnaires to ASSIST-PSA

- 20) Submit the collected questionnaire to the ASSIST-PSA by the designated date, after the preliminary examination mentioned above in 16).

<< Schedule for the Field Operation >>

- Receiving of necessary materials → By the beginning of January 2001
- First visit at sample establishments for qualification and distribution of survey materials (questionnaires, etc.) → By the end of January 2001
- Collection of questionnaires → By the 10th day of the next month after each reference month
- Preliminary examination of collected questionnaires → By the 15th day of the next month after each reference month
- Submission of collected questionnaires to the ASSIST-PSA → Ditto

Chapter 4. Survey Items in the Questionnaire

4-1. Finished Products

Refer to the "*Description of commodities (Finished Products) Specified in the Questionnaire*" attached to the questionnaire, which has the detailed commodity names to be considered for each finished product shown in the questionnaire.

(A) PRODUCTION (in terms of VOLUME)

- a. Production should be reported regarding products on which final in-house inspection or inspection by outside observers has been completed (= finished products). They shall not include those repaired, remodeled, or reproduced.
- b. Production includes products made for "internal consumption (self-consumption)". Products for internal consumption are those made at the sample factory and: 1) used for its own purpose (e.g., lathes used as equipment at the sample factory); or 2) input into another production process as raw materials (e.g. transistors to be integrated into radio receivers).
- c. Those products made by subcontractors are not included in the production. Such products are basically included in the subcontractor's production and reported in the "Purchased/Received" column on the questionnaire if they are purchased by the sample factory.
- d. Include those products made at the sample factory on a contract basis in its own production.

(B) PURCHASED/RECEIVED (in terms of VOLUME)

- a. Products purchased/imported from other enterprises.
- b. Products transferred from other factories of the same enterprise (= intra-firm use).
- c. Products made or processed by consignees (including subcontractors) and transferred to the sample factory.

(X) INTERNAL COMSUMPTION (in terms of VOLUME)

If there is not this column in the questionnaire, it does not need to be reported.

- a. Products made at the sample factory and: 1) used for its own purpose (e.g., lathes used as equipment at the factory); or 2) input into another production process as raw materials (e.g., transistors to be integrated into radio receivers).

(C) DOMESTIC SALES (in terms of VOLUME)

- a. Products sold to dealers or other enterprises for resale to domestic consumers.
- b. Products sold to other enterprises as materials for further processing of manufactured goods.
- c. Products transferred to head office, branch offices, etc. for the purpose of domestic sales.

(D) EXPORT (in terms of VOLUME)

- a. Products sold to dealers or traders for exporting abroad.
- b. Products transferred to head office, branch offices, etc. for the purpose of export.

(E) OTHERS (in terms of VOLUME)

- a. Products transferred to other factories in the same enterprise (= intra-firm use).
- b. Products processed or made by the factory on a contract basis and transferred to another that ordered to process (in case the sample factory is a subcontractor).
- c. Products transferred from the sample factory to another to be processed or made on a contract basis (in case of the sample factory is the parent factory).
- d. Returned products from dealers, traders or other enterprises. This volume shall be negative.

(F) INVENTORY at the end of the reference month (in terms of VOLUME)

- a. Remaining number of finished products and work-in-process made in, or received by, your factory which are stored in your factory, or in warehouses or other storage sites your factory rents, as of the last day of the reference month.

Note: Regarding the volume to be entered into each commodity item, the following equation should be applied.

$$\begin{aligned} & \text{(Inventory at the End of Previous Month + Production + Purchased or Received)} \\ & - \text{(Internal Consumption + Domestic Sales + Export + Others)} \\ & = \text{Inventory at the End of the Reference Month} \end{aligned}$$

* If this equation is invalid in the sample factory, the reason(s) should be explained in the "Remarks" column on the questionnaire.

(G) PRODUCTION in terms of VALUE (as evaluated at Producers' Prices = Ex-factory Prices)

"Producers' Prices (= Ex-factory Prices)" mean the establishments' sales prices charged to customers, which include indirect taxes that fall on products when they leave the factory, and wrapping or packing expenses if products are wrapped or packed at the factory. Note that the Producers' Prices exclude loading charges, transportation charges, insurance expenses, and other carrying charges such as unloading charges, warehouse fees, port transportation charges and shipping charges.

4-2. Raw Materials

(H) INVENTORY at the end of the reference month (in terms of VOLUME)

- a. The volume of raw materials for production of the finished products, which are stored as of the last day of the reference month in the sample factory or in warehouses or other storage sites the factory rents.
- b. Include the raw materials purchased or received for production on a contract basis.

4-3. Monthly Production Capacity

(I) MONTHLY PRODUCTION CAPACITY (in terms of VOLUME)

If it is difficult to know the monthly production capacity precisely, enter the figure equivalent to one-twelfths of the annual production capacity (for the calendar year concerned).

1) General definition of production capacity

In general, production capacity is defined as “production (not actual production figure) that can be obtained using a normal employee work schedule, with existing equipment, and allowing normal downtime for maintenance, repair and cleanup”.

2) Standards for evaluating the production capacity

- a. If the sample factory is operating normally, the production capacity of the factory is assumed to be the maximum output that can be made by existing equipment. If any factors other than production equipment may hinder production, take those into account when evaluating the production capacity.
- b. The production equipment covered is basically the existing production equipment of the sample factory. However, do not include equipment of which operation has been suspended for overhauling nor equipment of which operation has been suspended prior to upgrading or rehabilitation, even if it is to be used again.
- c. Regarding the operating hours and days, assume normal operating hours and days in the sample factory. Do not include: 1) one-time increase or decrease in operating hours and days due to a temporary change in the relation of supply and demand; 2) restriction on production due to administrative regulations; and 3) strike. These are the factors that change the rate of operation (=capacity utilization ratio), not the production capacity itself, in a normal sense.
- d. Regarding employees, assume the normal number of workers who operate production equipment or are engaged in the production process in the sample factory. Do not include temporary change in the number of workers in computing for production capacity.

4-4. Remarks

(J) REMARKS

In any of the following cases, please state reasons.

- a. Substantial change in production, shipment (domestic sales, export and others) or inventory compared to the previous month
- b. Notes on any difficulties in filling out survey items in the questionnaire

Chapter 5. Points Requiring Attentions in Field Operation

5-1. Attitude Required for Field Operation

For successful execution of the field operation, all the enumerators are required:

- 1) To be conscientious;
- 2) To dress properly;
- 3) To speak politely and respond meaningfully;
- 4) To be familiar with the CSP, especially with definitions of various terminologies.
- 5) To be grateful for cooperation by respondents;
- 6) To appropriately cope with inquiries from respondents;
- 7) To execute field operation efficiently;
- 8) To keep confidentiality of data and information written in the questionnaire.

5-2. Desirable Manners for Visiting at Establishments

The general manners desirable for visiting at establishments are given herein. They, however, may need to be adjusted according to various situations encountered.

1) *Self-introduction*

Upon meeting an owner/managers, introduce yourself, where you come from and the purpose of visit, presenting your ID and the introduction letter to the pretest survey issued by the Administrator of the NSO.

First impression is important. A good impression allows you to obtain confidence of the interviewee. Be careful about your dressing. Try to be friendly but show respect to the owner/manager all the time.

2) *Asking for cooperation respectfully*

Inform respondents about the usefulness and significance of the CSP and pretest survey not only for government policy but also for private business plans or research.

After that, ask them respectfully for cooperation to the pretest survey.

3) Explaining survey items, definitions, etc. by simple and plain words

Hand over the "Questionnaire File" to respondents, and explain the method by which each survey item should be accomplished, definition of various terminologies and other remarks necessary to complete the questionnaire using simple and plain words.

4) Contact for reference or inquiry

In order to secure convenience for respondents, surely inform them of the telephone/fax number for reference or inquiry they might have.

5-3. How to Cope with Expected Situation

1) In case of encountering doubtful data

Data reported by respondents is to be taken as true and correct. However, if its credibility becomes doubtful, survey items should be asked again for confirmation. When there is reason(s) to suspect that the data from a respondent is not correct or true, enumerators should not argue with the respondent nor show an apparent suspicion to him/her, but be patient in getting the facts by politely requesting for the interviewee's cooperation.

2) In case a respondent complains that the pretest survey is a duplication of the MISSI

If a respondent complains of duplication of the MISSI and the pretest survey, enumerators have to explain the significant role of the pretest survey for further improvement of the existing MISSI. It should be also informed to the respondent that the pretest survey is conducted for a limited period of three reference months.

3) In case a respondent is uncooperative

If a respondent plays delaying tactics like having to wait for the internal authorization procedure to be present and so on, enumerators should report so to the ASSIST-PSA and consult how to deal with it. Anyway, even though a respondent persistently refuses to cooperate, enumerators should continue to ask him/her to respond for the entire period of the pretest survey, as long as the establishment is qualified as a sample respondent.

(End)

Annex 4 Data Examination Manual

Data Examination Manual

For

The Pretest Survey

For

The Current Survey of Production (CSP)

February 2001

JICA Study Team

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<< Basic Remarks >>

1. Purpose of the Manual

This manual, the *Data Examination Manual for the Pretest Survey*, was compiled in order to explain basic methods for verifying the data entered in the questionnaire of pretest survey for the *Current Survey of Production (CSP)*.

To examine the data by following appropriate procedures is the very crucial factor for generating reliable production statistics. The instructions in this manual are offered as minimum requirements that shall be implemented by staff who are responsible for the data examination.

2. Data Collection

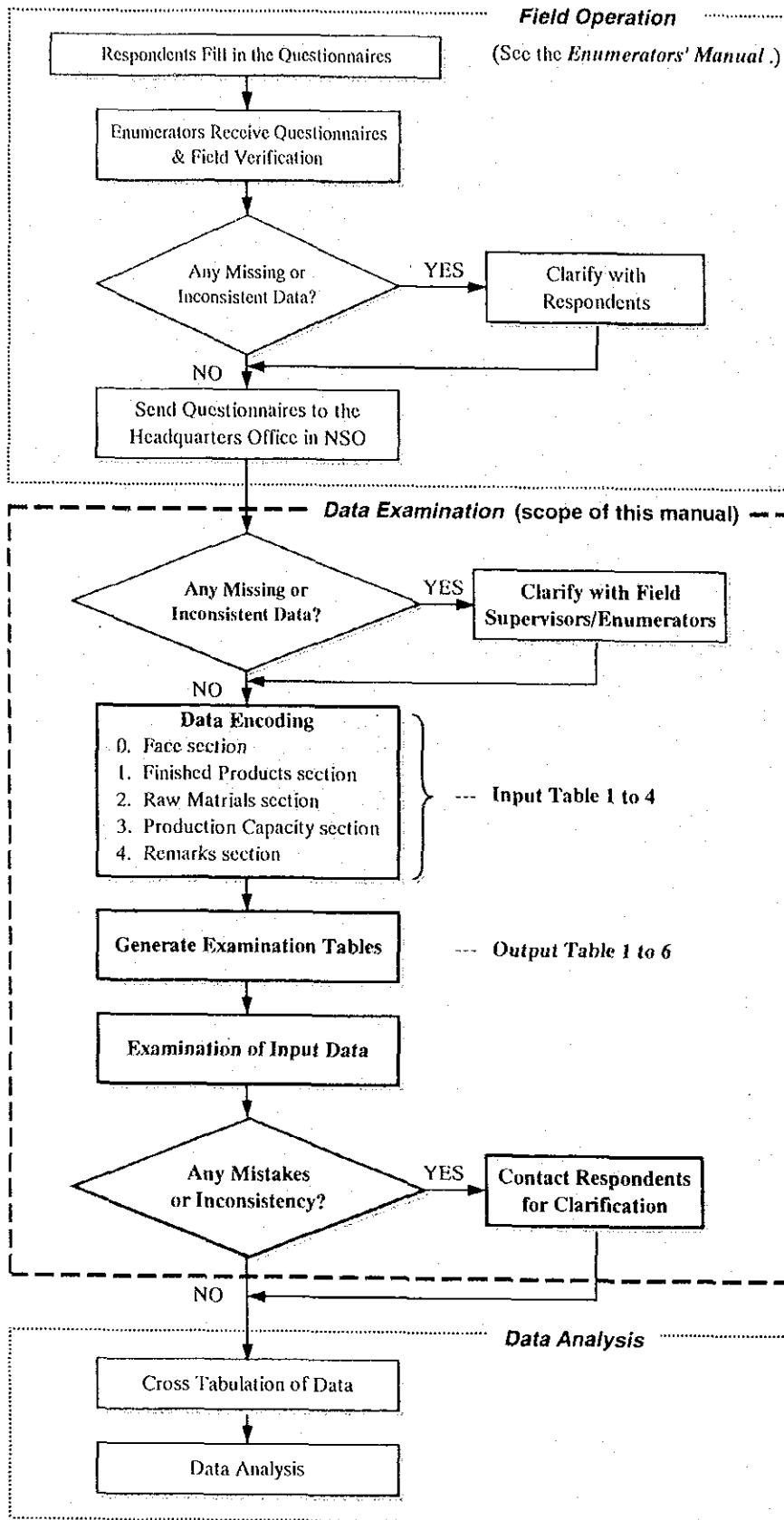
This manual does not discuss any explanations about “imputation” to compensate missing data. The examination methods mentioned in this manual are based on the assumption that there are no unfilled data in the questionnaire.

Imputation, that is, to supplement missing data with estimates can cause statistical error. Every effort should be done to achieve higher response and filling rates.

3. Scope of the Manual

This manual covers the procedures regarding the “data examination” that ensues the “field operation”, as shown in the middle part of Fig.1. Main works of data examination are: 1) **data encoding**; 2) **generating of the examination tables**; and 3) **examination of input data** by using the examination tables, as shaded in Fig.1.

Fig.1 Basic Work Flow of Data Examination and Tabulation



4. References

In order to understand this manual more accurately and grasp the whole picture of the pretest survey, the following documents compiled by the JICA Study Team are to be referred to.

- 1) *Implementation Procedures for the Pretest Survey*, November 2000.
- 2) *Enumerators' Manual for the Pretest Survey*, December 2000.
- 3) *Instructions for How to Fill Out the Questionnaire of the Pretest survey*, December 2000.

<< Methods for Data Examination >>

1. Data Encoding

1) Input Tables for data encoding

For the data encoding work on each questionnaire, the following four kinds of "Input Tables" shall be used.

- **Input Table 1** for "Finished Products"
- **Input Table 2** for "Raw Materials"
- **Input Table 3** for "Monthly Production Capacity"
- **Input Table 4** for "Remarks"

2) Necessary checks before data encoding

Before starting the data encoding, the following checks should be implemented for each questionnaire by the data encoding staff.

- If the Establishment ID that consists of 8 digits is properly filled in.
- If there are any typographical errors with data, e.g., the production value of finished products should be in thousand Pesos.
- If there are any unfilled survey items for each commodity.

In case any mistakes or inconsistency are found in a questionnaire, that should be immediately noticed to the responsible enumerator in order to clarify the reason for them.

3) Data encoding

0. Face section

This section is filled in with the following information for identification of each sample establishment.

The face section is arranged in the Input Table 1 through 4. Once the section in the Input Table 1 has been filled out, all the information is automatically copied in the corresponding spaces in the Input Table 2, 3 and 4.

- a. Year, e.g., "2001".
- b. Month, e.g., "01" (=January).
- c. 8-digit Establishment ID. Refer to the establishment list for the pretest survey.

- d. ATE (Average Total Employment). Refer to the establishment list for the pretest survey.

1. Finished Products section

Data regarding the finished products should be input into the Input Table 1. If there is missing data, leave the corresponding space in the table blank and marked for future clarification.

- a. 3-digit commodity code, e.g., "101".
- b. Actual data on (A) Production Volume through (G) Production Value.

2. Raw Materials section

Data regarding the raw materials should be input into the Input Table 2. If there is missing data, leave the corresponding space in the table blank and marked for future clarification.

- a. 3-digit commodity code, e.g., "201".
- b. Actual data on (H) Inventory Volume.

3. Monthly Production Capacity section

Data regarding the monthly production capacity should be input into the Input Table 3. If there is missing data, leave the corresponding space in the table blank and marked for future clarification.

- a. 3-digit commodity code, e.g., "301".
- b. Actual data on (I) Monthly Production Capacity in volume.

4. Remarks section

Information written in the "Remarks" column in the questionnaire should be recorded in the Input Table 4. If there is no information in it, leave the corresponding space in the table blank.

2. Generating of the Examination Tables

1) Examination tables

After finishing the data encoding for a reference month, the examination tables, which comprise the following six kinds of "Output Tables", shall be generated.

- **Output Table 1:** Raw Data & Sum up Total Volume for Finished Products Divided by Commodity Code
- **Output Table 2:** Raw Data & Sum up Total Volume for Raw Materials Divided by Raw Materials Code
- **Output Table 3:** Raw Data & Sum for Monthly Production Capacity Divided by Capacity Code
- **Output Table 4:** Raw Data for Remarks Divided by Questionnaire No. (PSIC 3-digit)
- **Output Table 5:** Raw Data & Sum up Total Value for Finished Products Divided by Commodity Code
- **Output Table 6:** Raw Data Value for Finished Products Divided by Questionnaire No. (PSIC 3-digit)

2) How to generate the examination tables

All the data encoded into the Input Table 1 – 4 is automatically copied to the corresponding space in the Output Table 1 – 6.

The Output Tables shall be completed by the following steps.

1. Data sorting

- a. Sort all the input data records by the commodity code for finished products in the Output Table 1.
- b. Sort all the input data records by the commodity code for raw materials in the Output Table 2.
- c. Sort all the input data records by the commodity code for monthly production capacity in the Output Table 3.
- d. Sort all the input data records by the commodity code for finished products in the Output Table 5.
- e. Sort all the input data records by the commodity code for finished products in the Output Table 6.

2. Summing up

- a. Figure out the total of (A) Production Volume through (F) Inventory Volume for each commodity of finished product in the Output Table 1, by using the summing up function of MS Excel.

- b. Figure out the total of (H) Inventory Volume for each commodity of raw materials in the Output Table 2, by using the summing up function of MS Excel.
- c. Figure out the total of (I) Monthly Production Capacity in volume for each commodity of production capacity in the Output Table 3, by using the summing up function of MS Excel.
- d. Figure out the total of (A) Production Value through (F) Inventory Value for each commodity of finished product in the Output Table 5, by using the summing up function of MS Excel.
- e. Figure out the total of (A) Production Value through (F) Inventory Value of finished products for each PSIC 3-digit in the Output Table 6, by using the summing up function of MS Excel.

3. Examination of Input Data

3-1. Definition of Survey Items and Points of Examination

Finished Products

(A) PRODUCTION (in terms of VOLUME)

- a. Production should be reported regarding products on which final in-house inspection or inspection by outside observers has been completed (= finished products). They shall not include those repaired, remodeled, or reproduced.
- b. Production includes products made for "internal consumption (self-consumption)". Products for internal consumption are those made at the sample establishment and: 1) used for its own purpose (e.g., lathes used as equipment at the sample establishment); or 2) input into another production process as raw materials (e.g. transistors to be integrated into radio receivers).
- c. Those products made by subcontractors are not included in the production. If they are purchased by or transferred to the sample establishment, they should be counted for the "Purchased/Received" column on the questionnaire.
- d. Volume of work-in-process products shall not be counted.

(B) PURCHASED/RECEIVED (in terms of VOLUME)

- a. Products purchased/imported from other enterprises.

- b. Products transferred from other establishments of the same enterprise (= intra-firm use).
- c. Products made or processed by consignees (including subcontractors) and transferred to the sample establishment.

(X) INTERNAL CONSUMPTION (in terms of VOLUME)

For the questionnaires without the column "Internal Consumption", this section does not apply..

- a. Products made at the sample establishment and: 1) used for its own purpose (e.g., lathes used as equipment at the establishment); or 2) input into another production process as raw materials (e.g., transistors to be integrated into radio receivers).

(C) DOMESTIC SALES (in terms of VOLUME)

- a. Products sold to dealers or other enterprises for resale to domestic consumers.
- b. Products sold to other local enterprises as materials for further processing of manufactured goods.
- c. Products transferred to head office, branch offices, etc. for the purpose of domestic sales.

(D) EXPORT (in terms of VOLUME)

- a. Products sold to dealers or traders for exporting abroad.
- b. Products transferred to head office, branch offices, etc. for the purpose of export.

(E) OTHERS (in terms of VOLUME)

- a. Products transferred to other establishments in the same enterprise (= intra-firm use).
- b. Products processed or made by the establishment on a contract basis and transferred to another that ordered to process (in case the sample establishment is a subcontractor).
- c. Products transferred from the sample establishment to another to be processed or made on a contract basis (in case of the sample establishment is the parent establishment).
- d. Returned products from dealers, traders or other enterprises. This volume shall be negative.

(F) INVENTORY at the end of the reference month (in terms of VOLUME)

- a. Remaining number of finished products and work-in-process made in, or received by, the sample establishment which are stored in the establishment, or in warehouses or other storage sites the establishment rents, as of the last day of the reference month.
- b. Volume of work-in-process products shall not be counted.

(G) PRODUCTION in terms of VALUE (as evaluated at Producers' Prices = Ex-factory Prices)

"Producers' Prices (= Ex-factory Prices)" mean the establishments' sales prices charged to customers, which include indirect taxes that fall on products when they leave the establishment, and wrapping or packing expenses if products are wrapped or packed at the establishment. Note that the Producers' Prices exclude loading charges, transportation charges, insurance expenses, and other carrying charges such as unloading charges, warehouse fees, port transportation charges and shipping charges.

Point of Examination for the Finished Products

- 1) Inconsistency or error
 - If there are any typographical errors with data, e.g., the production value of finished products should be in thousand Pesos.
 - If there are any unfilled survey items for each commodity.
- 2) Comparison with the previous month
 - In case input data for a survey item differs from the previous month by more than 20%, its reason should be clarified with the respondent.
- 3) Unit price
 - In case the unit price of a commodity differs from the previous month by more than 20%, its reason should be clarified with the respondent.
 - The unit price is calculated by the following formula.

$$\text{Unit Price} = \text{Production Value} / \text{Production Volume}$$

- 4) Logical balance
 - (Inventory at the End of Previous Month + Production + Purchased/Received)**
 - (Internal Consumption + Domestic Sales + Export + Others)**
 - = Inventory at the End of the Reference Month**

Raw Materials

(H) INVENTORY at the end of the reference month (in terms of VOLUME)

- a. The volume of raw materials for production of the finished products, which are stored as of the last day of the reference month in the sample establishment or in warehouses or other storage sites the establishment rents.
- b. Include the raw materials purchased or received for production on a contract basis.
- c. Raw Materials consumed for the work-in-process products shall be counted as the "inventory of raw materials".

Monthly Production Capacity

(I) MONTHLY PRODUCTION CAPACITY (in terms of VOLUME)

1) General definition of production capacity

In general, production capacity is defined as "production (not actual production figure) that can be obtained using a normal employee work schedule, with existing equipment, and allowing normal downtime for maintenance, repair and cleanup".

2) Standards for evaluating the production capacity

- a. If the sample establishment is operating normally, the production capacity of the establishment is assumed to be the maximum output that can be made by existing equipment. If any establishment other than production equipment may hinder production, take those into account when evaluating the production capacity.
- b. The production equipment covered is basically the existing production equipment of the sample establishment. However, do not include equipment of which operation has been suspended for overhauling or equipment of which operation has been suspended prior to upgrading or rehabilitation, even if it is to be used again.
- c. Regarding the operating hours and days, suppose the normal operating hours and days in the sample establishment. Do not count: 1) one-time increase or decrease in operating hours and days due to a temporary change in the relation of supply and demand; 2) restriction on production due to administrative regulations; and 3) strike. These are the establishments that change the rate of operation (=capacity utilization ratio), not the production capacity to be surveyed.

- d. Regarding employees, suppose the normal number of workers who operate production equipment or who are engaged in the production process in the sample establishment. Do not count a temporary change in the number of workers in calculating the production capacity.

Point of Examination for the Raw Materials and Monthly Production Capacity

- 1) Inconsistency or error
 - If there are any typographical errors with data.
 - If there are any unfilled survey items for each commodity.
- 2) Comparison to the previous month
 - In case input data for a survey item differs from the previous month by more than 20%, its reason should be clarified with the respondent.

Remarks

(J) REMARKS

In any of the following cases, their reasons should be stated in the "Remarks" column.

- a. Substantial change in production, shipment (domestic sales, export and others) or inventory compared with the previous month.
- b. Any difficulties in filling out survey items in the questionnaire.

3-2. "Zero" or "Blank"

In case there is an unfilled (blank) item for a commodity, it should be filled in with an actual data including "zero (0)".

For example, if there was no production of a particular commodity at a establishment in a month due to temporary stop of operation, the production column in the Input Table must not be left blank, but "zero (0)" has to be input into the column. On the other hand, if an establishment does not have a production line for a commodity, the commodity should not appear in the Input Tables and Output Tables.

Annex 5 Implementation Procedures for the Pretest Survey

**Implementation Procedures
For
The Pretest Survey
For
Development
Of
The Current Survey of Production (CSP)**

November 2000

JICA Study Team

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Implementation Procedures for the Pretest Survey for Development of the Current Survey of Production (CSP)

1. Objectives of the Pretest Survey

The National Statistics Office (NSO) of the Philippines is planning to improve the Monthly Integrated Survey of Selected Industries (MISSI) so that the industrial production statistics and direct indicators on a commodity and volume basis are generated in order to meet the growing demand from both public and private sectors. The Study for improvement focused on the manufacturing sector has started at the end August 2000 as a joint work of the NSO and the JICA (Japan International Cooperation Agency) Study Team.

This pretest survey will be conducted, as a part of the Study, by the JICA Study Team in cooperation with a local consultant with the following objectives to help planning and design of the Current Survey of Production (CSP) which will further improve the existing MISSI.

(1) Verification of field applicability of survey tools

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

- a. Questionnaires designed for target sectors;
- b. Instructions for filling out the questionnaire;
- c. List of sample establishments by sector;
- d. Enumerators' manual; and
- e. Examination manual.

(2) Development of feasible monthly work cycle

Secondly, the pretest survey provides an opportunity to carry out the CSP 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

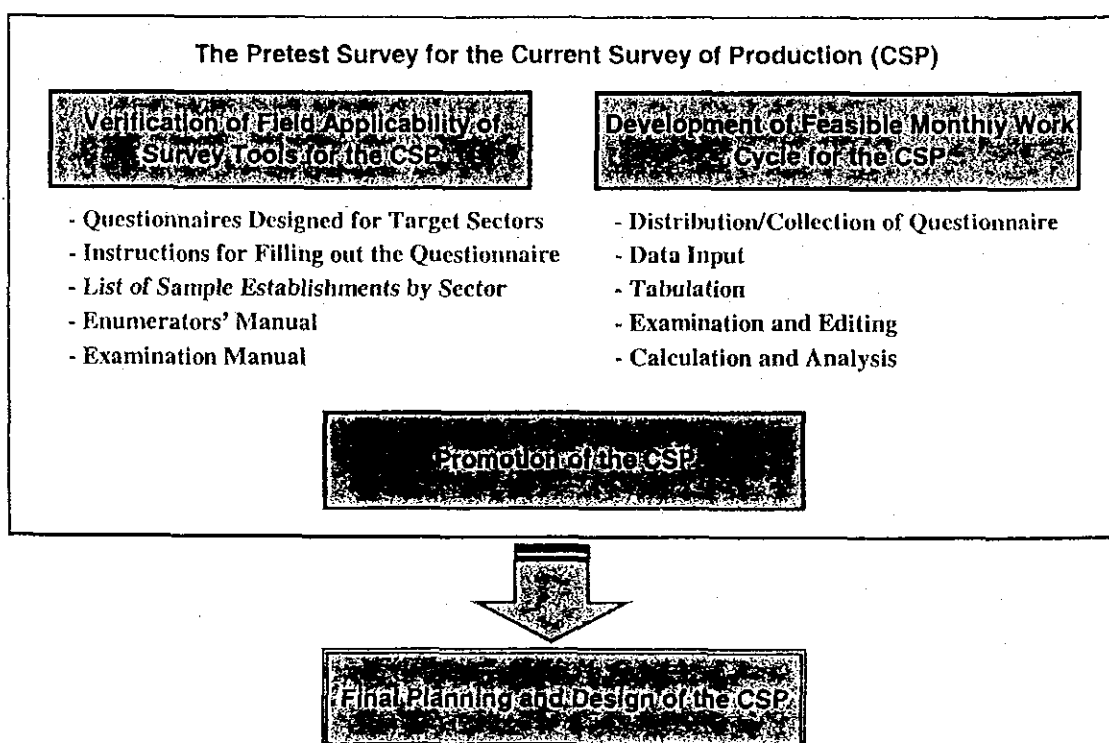
production statistics while ensuring timeliness of data dissemination by taking into account local conditions in the Philippines.

(3) Promotion of the CSP

Finally, the pretest survey serves 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 importance of the CSP through hands-on experience.

Information obtained from the pretest survey and lessons learned will be reflected in the final planning and design of the CSP, including dissemination of survey results.

Fig.1 Objectives of the Pretest Survey



2. Confidentiality

The JICA Study Team guarantees the confidentiality of all information collected and will not use it for any other purposes.

3. Framework of the CSP

The pretest survey will essentially be conducted in accordance with the framework of the CSP, which is described below. It should be noted, however, that this framework is tentative and subject to testing. Any part of the framework, which is found, during the pretest survey, to be unsuitable for implementation, will be modified or redesigned.

3-1 Significance and Features of the CSP -- Major Points to be Improved from the MISSI

The industrial production statistics play, among other things, a vital role in enabling the understanding of short-term business trends. They are used by government to formulate macroeconomic policy, business enterprises for development of production and capital investment plans, and universities and research organizations for a wide range of research projects.

At present, the NSO conducts the MISSI and disseminates three kinds of industrial indices: value of production index, producer's price index, and volume of production index.

The CSP will be conducted monthly for major establishments that manufacture industrial products in order to provide the industrial production statistics. It should cover the following three aspects of manufacturing activity:

- Production: Supply side data
- Shipment: Demand side data
- Inventory: Gap between supply and demand

Compared to the MISSI, the most important feature of the CSP is to provide the industrial production statistics on a commodity and volume basis, including both actual figures and indices on production, shipment and inventory, which are not available in the MISSI, so as to address the changes in the country's economic environment such as trade liberalization, and meet the needs of statistical users.

As shown in Table 1, the CSP has several features. Most importantly, commodity items are printed on the questionnaire designed for each sector. They must be finished products representing each sector and their raw materials, which are selected according to their share in total value-added. If representative commodities are not selected, credibility of the CSP itself will be affected.

Table 1 Major Features of the CSP (as compared to the MISSI)

	MISSI	CSP
Indication of commodity in the questionnaire	The respondent is required to enter each commodity name.	Commodity names are printed on the questionnaire.
Method for calculation of the volume index	Indirect method -- dividing a value index by a price index	Direct method -- determining a volume index from actual figures for each commodity.
Coverage based on value-added (see Note.)	- Sector selection: 90% - Commodity selection: none - Establishment selection: 50% by sector	- Sector selection: 80-90% - Commodity selection: 80% by sector - Establishment selection: 80% by sector

Note: For the methods of selecting sectors, commodities and establishments surveyed under the CSP and the principal of survey coverage, see Annex 1.

3-2 Survey Items of the CSP

The CSP will collect the following data on each commodity to be surveyed (finished products and their raw materials).

a. Finished products

- Production in volume
- Receipt 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

Note that "production" on finished products are to be reported by establishments that have produced respective commodities, and in case of contract production, those establishments that have actually made such products in their plants are expected to enter their respective production volumes and values in the questionnaire. "Shipment" is counted when a commodity is physically transported, and products for which a purchase contract has been concluded are considered to be still in "inventory" so long as they remain at an establishment which has manufactured them.

Finally, "production capacity" is defined as "production (not actual production figures) that can be obtained using a normal employee work schedule, with existing equipment, and allowing normal downtime for maintenance, repair and cleanup." Basically, it is questioned for a specific commodity item that represents production capacity of a specific sector. In the CSP, production capacity is used to calculate the capital utilization ratio by dividing actual production by capacity, while the MISSI directly asks for the capacity utilization ratio in its questionnaire.

3-3 Survey Tools for the CSP

The CSP will require the following five survey tools:

- a. Questionnaires designed for target sectors;
- b. Instructions for filling out the questionnaire;
- c. List of sample establishments by sector;
- d. Enumerators' manual; and
- e. Examination manual.

Among them, the questionnaire that contains commodity names to be surveyed is the most important tool. The MISSI uses a common questionnaire without commodity specifications for all the target sectors. On the other hand, the CSP prepares different questionnaires with respective commodity specifications for each target sector. Questionnaires are delivered to sample establishments with instructions to complete the survey forms.

Sample establishments are selected for each sector according to their share in total value-added. They are establishments actually manufacturing commodities that are listed on the questionnaire for a specific sector.

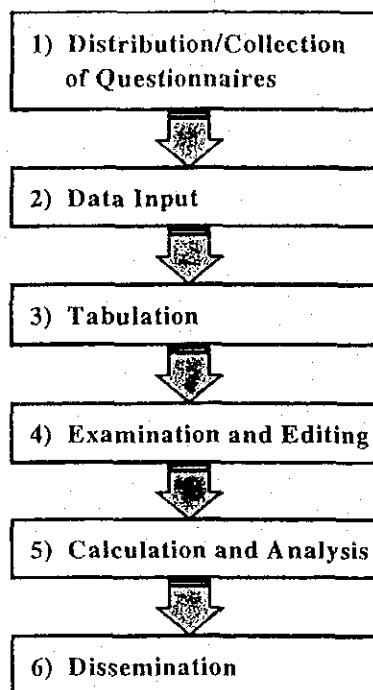
The enumerators' manual gives instructions to personnel who distributes and collects questionnaires, including general guidelines and rules to be followed during the

field work. Finally, the examination manual explains the method for examination and editing of the completed survey items to NSO staff who is responsible for the work.

3-4 CSP's Work Procedure and Monthly Work Cycle

For the CSP's basic work procedure, see Fig.2.

Fig.2 Basic Work Procedure of the CSP



(1) Distribution and collection of questionnaires

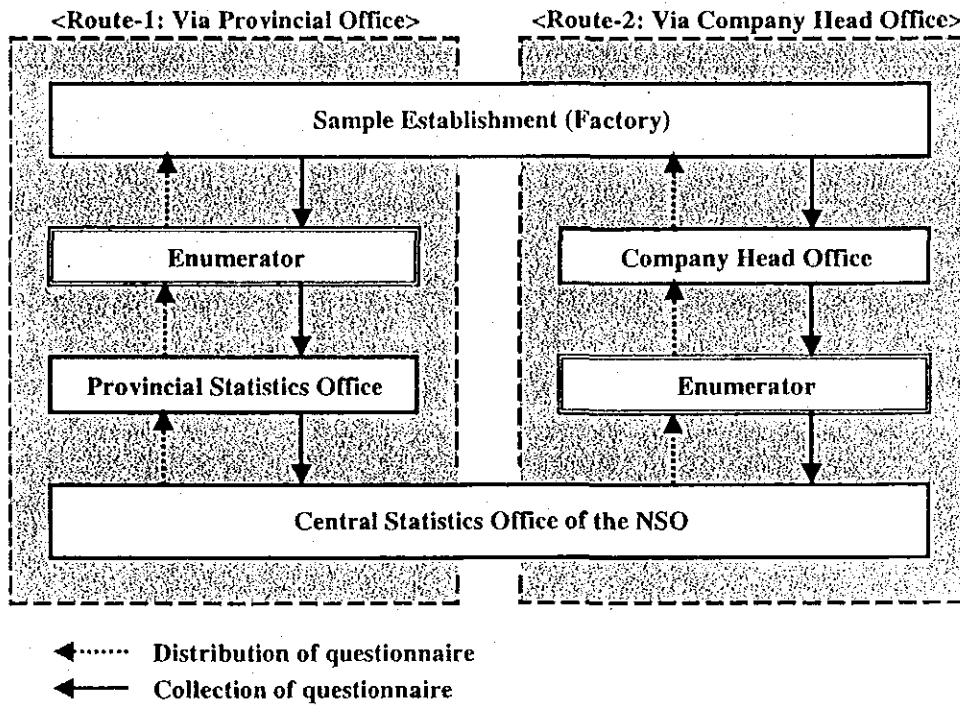
Questionnaires for January through December each year (12 sheets), together with instructions to respondents, are delivered to sample establishments in mid-January (around 15th) of the same year. Questionnaires and instructions are delivered in a binder, specifying the survey name, the name of the establishment, the name of the contact person and other relevant information on the front cover.

Completed questionnaires are to be submitted on or before 15th of the month after each reference month (e.g., for the January survey, by February 15) to the central statistics office of the government.

Distribution and collection of questionnaires is carried out through two routes (Fig.3). First of all, provincial statistics offices of the NSO use enumerators to

distribute and collect questionnaires and send them to the central Statistics office. Secondly, head offices of manufacturing enterprises are asked to distribute questionnaires to their establishments (factories) and collect them after completion. In this case, enumerators do not visit each sample establishment. They collect completed questionnaires from head offices of manufacturing enterprises and submit them to the central statistics office.

Fig.3 Questionnaire Distribution and Collection Routes



(2) Data input

Entries in collected questionnaires are stored in the computer (database) after preliminary examination of their correctness and consistency, e.g., verification of the establishment ID and survey items that are prone to incorrect entry. (Note that enumerators are expected to make such preliminary examination upon collection.)

While data entry is made, enumerators contact establishments who have not submitted the completed questionnaires.

(3) Tabulation

Data on establishments are printed out in a special format called "examination table," which is used for subsequent examination and editing.

(4) Examination and editing

Using the examination table, data on each establishment are examined for completeness and consistency, including the balance among production, shipment and inventory, the ratio of individual commodity to total, and the rate of increase/decrease from previous month. Any doubtful figures found in the process are confirmed to respondents and are corrected as required.

At this stage, unknown (unanswered) data are estimated using the previous month data, the growth rate of other establishments in the same sector, or other applicable methods (imputation).

(5) Calculation and analysis

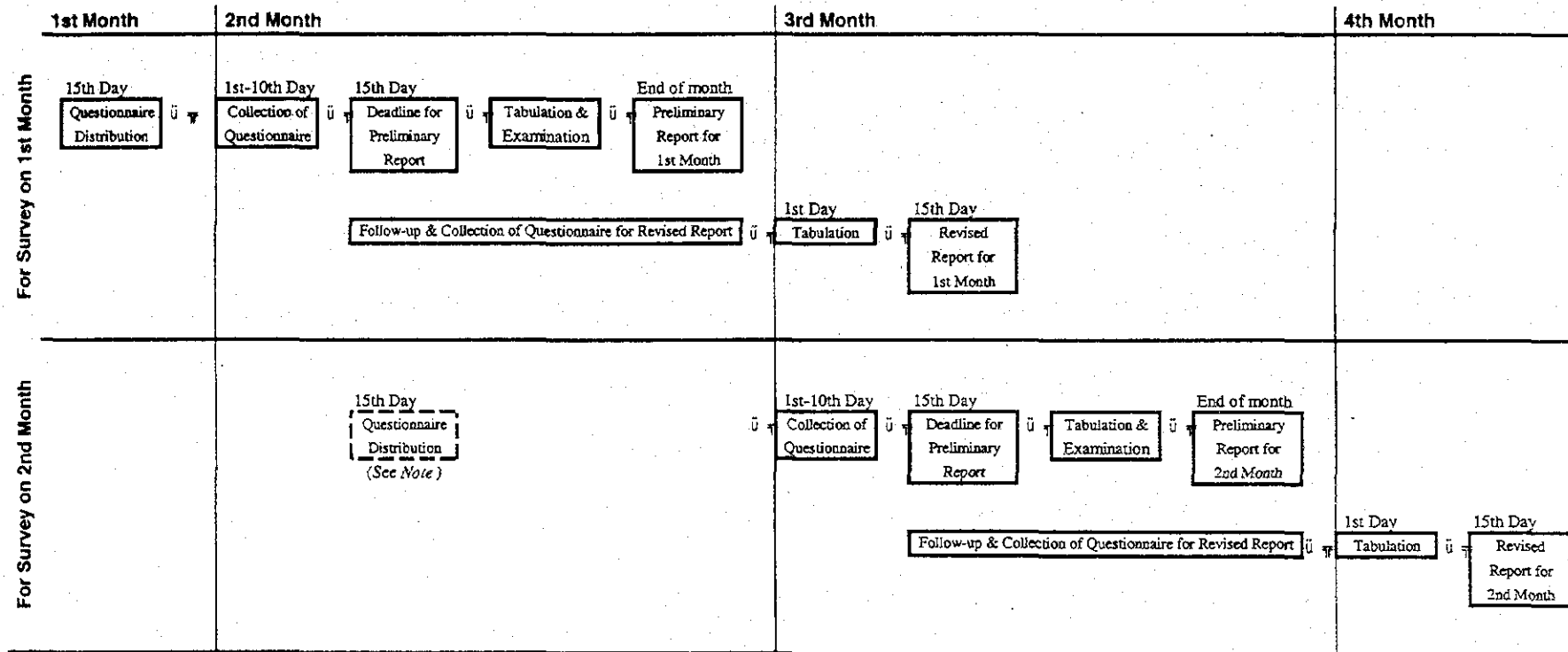
Based on the edited data, industrial production statistics (including actual figures by commodity and various indices) are compiled. Then, current manufacturing trends are analyzed through the examination of the rate of increase, the degree of contribution of each index, etc.

(6) Dissemination

The results of tabulation and analysis are edited in a format that can be published in the monthly report and on the Web site. To ensure timeliness of short-term economic statistics, dissemination should be made by the end of next month after each reference month (e.g., for the January survey, by the end of February), called "preliminary figures." Then, "revised figures" that reflect data collected after dissemination of preliminary figures are published by the middle of the second month after the reference month.

In the CSP, the above works in (1) through (6) are repeated to form the monthly work cycle, which is illustrated in Fig.4.

Fig.4 Desirable Monthly Work Cycle for the CSP



- Notes: 1. Distribution of questionnaires is in principle to be done once a year to avoid work burden of monthly distribution.
2. The pretest survey is going to be conducted in accordance with this chart. However, the monthly work cycle may be changed/adjusted to suit the actual condition in the Philippines.

4. Implementation Procedures for the Pretest Survey

The pretest survey will be conducted in accordance with the CSP's framework, as described in chapter 3. Any part of the framework, which is found, during the pretest survey, to be unsuitable for implementation in the Philippines, will be modified or redesigned.

4-1 Work Demarcation between the NSO and the JICA Study Team

- Preparation of questionnaire for each industry by joint work
- Selection of target establishments by joint work
- Planning and design of the pretest survey by joint work
- Preparation of manuals for enumerators by joint work
- Contact with local consultant by the JICA Study Team
- Distribution of questionnaires to target establishments by local consultant (with NSO staff and the JICA Study Team occasionally).
- Collection of questionnaires from target establishments by local consultant (with NSO staff and the JICA Study Team occasionally).
- Data input by local consultant
- Data examination by joint work
- Data analysis by joint work
- General analysis of the pretest survey by joint work

4-2 Reference Months and Implementation Period

Under the pretest survey, monthly surveys will be conducted according to the following schedule.

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

The pretest survey will require seven months in total, which is divided into three stages: preparation stage (late November 2000 – early January 2001); execution stage (January – early May 2001); and follow-up stage (late April – end of June 2001).

4-3 Survey Area

While the CSP will cover the entire country, the pretest survey will limit its coverage to the Metro-Manila/National Capital Region and the CALABARZON (Cavite, Laguna, Batangas, Rizal and Quezon) area.

4-4 Target Sectors

The pretest survey will cover manufacturing sectors based on three-digit level of the PSIC 1994. A specific form of questionnaire is used for each sector.

The pretest survey is designed to survey 22 sectors (23 questionnaires made), as shown in Table 2, so that it covers around 75% of total value-added by the manufacturing industry in the country as calculated on the basis of the results of NSO's Annual Survey of Establishment 1997: Manufacturing.

For the method for selection of the sectors and their coverage, see Annex 1.

Table 2 Coverage by Target Sector under the Pretest Survey

PSIC 3-digit	Sector Name	Share in Total Value-added (%)
151	Production, processing and preservation of meat, fish and other seafoods, fruit, vegetables, oils and fats	6.4
152	Manufacture of dairy products	1.6
155	Manufacture of beverages	6.3
160	Manufacture of tobacco products	4.3
181	Manufacture of garments	3.1
210	Manufacture of pulp, paper and paperboard	1.9
232	Manufacture of refined petroleum products	11.9
241	Manufacture of basic chemicals	1.8
242-3	Manufacture of other chemical products and man-made fibers (*1)	7.4
252	Manufacture of plastic products	2.2
262	Manufacture of cements	2.8
271	Manufacture of iron and steel	3.0
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 rebuilding of machinery (*2)	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
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	
351-3, 359	Manufacture of ships, rail locomotives, aircrafts, motorcycles and bicycles (*3)	1.5
Total Coverage of the Pretest Survey		75.7

Note: (*1) "Man-made fibers" are not covered in the questionnaire since their share in value-added is very small.

(*2) "General and special purpose machinery" and "rebuilding of machinery" are not covered in the questionnaire since their share in value-added is very small.

(*3) "Ships", "rail locomotives" and "aircrafts" are not covered in the questionnaire since their share in value-added is very small.

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

4-5 Number of Commodities and Establishments to be Surveyed

(1) Surveyed commodities

As shown in Table 3, the number of commodities is established for each of the three categories – finished products, raw materials and production capacity, namely 168, 103 and 59 respectively. Particularly, finished products consist of commodities that account for 80% of total value-added in each sector. The commodities specified in the questionnaires of 10 sectors out of the targeted 22 have been checked through interviews with industrial associations, and therefore, considered to constitute representative products in the country. To each questionnaire, a commodity collation list that has the detailed commodity names to be considered for each finished product shown on the questionnaire will be attached.

Adequacy of selected commodities and their measuring units will be verified by the pretest survey.

Table 3 Number of Surveyed Commodities under the Pretest Survey

Questionnaire-No.	Title of Questionnaire	Number of Commodities
151-10	Production, processing and preservation of meat, fish and other seafoods, fruit, vegetables, oils and fats	Finished products: 11 Raw materials: 4 Production capacity: 4
152-10	Manufacture of dairy products	Finished products: 5 Raw materials: 2 Production capacity: 1
155-10	Manufacture of beverages	Finished products: 11 Raw materials: 8 Production capacity: 4
160-10	Manufacture of tobacco products	Finished products: 2 Raw materials: 2 Production capacity: 1
181-10	Manufacture of garments (for women, girls and infants)	Finished products: 8 Raw materials: 6 Production capacity: 3
-20	Manufacture of garments (for men and boys)	Finished products: 6 Raw materials: 6 Production capacity: 2
210-10	Manufacture of pulp, paper and paperboard	Finished products: 6 Raw materials: 5 Production capacity: 1
232-10	Manufacture of refined petroleum products	Finished products: 10 Raw materials: 1 Production capacity: 1
241-10	Manufacture of basic chemicals	Finished products: 5 Raw materials: 7 Production capacity: 5
242-10	Manufacture of other chemical products	Finished products: 4 Raw materials: 9 Production capacity: 4
252-10	Manufacture of plastic products	Finished products: 4 Raw materials: 4 Production capacity: 1
262-10	Manufacture of cements	Finished products: 4 Raw materials: 5 Production capacity: 1
271-10	Manufacture of iron and steel	Finished products: 9 Raw materials: 5 Production capacity: 1
289-10	Manufacture of structural metal products and other fabricated metal products	Finished products: 10 Raw materials: 2 Production capacity: 5

Table 3 Number of Surveyed Commodities under the Pretest Survey (continued)

Questionnaire-No.	Title of Questionnaire	Number of Commodities
293-10	Manufacture of domestic electric appliances	Finished products: 13 Raw materials: 4 Production capacity: 3
300-10	Manufacture of office, accounting and computing machinery	Finished products: 9 Raw materials: 3 Production capacity: 3
314-10	Manufacture of primary cells and batteries, lighting equipment and electric lamps, and other electrical equipment	Finished products: 6 Raw materials: 4 Production capacity: 4
321-10	Manufacture of electronic valves and tubes, television and radio transmitters, and apparatus for line telephony and line telegraphy	Finished products: 8 Raw materials: 3 Production capacity: 3
322-10	Manufacture of semi-conductor and other electronic components	Finished products: 10 Raw materials: 6 Production capacity: 3
324-10	Manufacture of television and radio receivers, sound or video recording apparatus, and associated goods	Finished products: 13 Raw materials: 3 Production capacity: 3
341-10	Manufacture of motor vehicles and bodies for motor vehicles	Finished products: 6 Raw materials: 7 Production capacity: 1
343-10	Manufacture of parts and accessories for motor vehicles	Finished products: 6 Raw materials: 4 Production capacity: 4
359-10	Manufacture of motorcycles and bicycles	Finished products: 2 Raw materials: 3 Production capacity: 1
TOTAL		Finished products: 168 Raw materials: 103 Production capacity: 59

(2) Sample establishments

As the CSP is 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 4, in consideration of optimum scale of the pretest survey.

For 13 sectors which are shown as the "first group" in Table 4, sample establishments were selected by following the procedure (a) and (b). And the establishments surveyed in the MISSI are basically included as well for 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 master list of establishment 2000.

For the other 9 sectors in the "second group", sample establishments were selected from those surveyed in the MISSI. Each sector covers 10 top establishments at most, as measured by share in value-added.

As a result, the pretest survey will cover 605 establishments (Table 4). See Table 5 for regional distribution of the sample establishments.

Table 4. Number of Sample Establishments under the 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	First Group	(Number of employees)	(% in the total value-added)	National	Metro-Manila & CALABARZON	Metro-Manila & CALABARZON [All]	Metro-Manila & CALABARZON [Duplicated with (a)]	Metro-Manila & CALABARZON [Not duplicated]	Metro-Manila & CALABARZON
					(a)	(1)	(2)	(b) = (1) - (2)	
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	13 sectors	-	-	561	410	215	80	135	545
PSIC code	Second Group				Metro-Manila & CALABARZON			(*2) Top 10 Establishments in Value-added	Metro-Manila & CALABARZON
					(c)			(d)	[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	9 sectors				8			52	60
Grand Total	22 sectors				418			187	605

(*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.

(= [A] + [B])

Table 5 Regional Distribution of Sample Establishments under the Pretest Survey

PSIC 3-digit	Sector Name	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	16	5	8	0	0	0	29
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

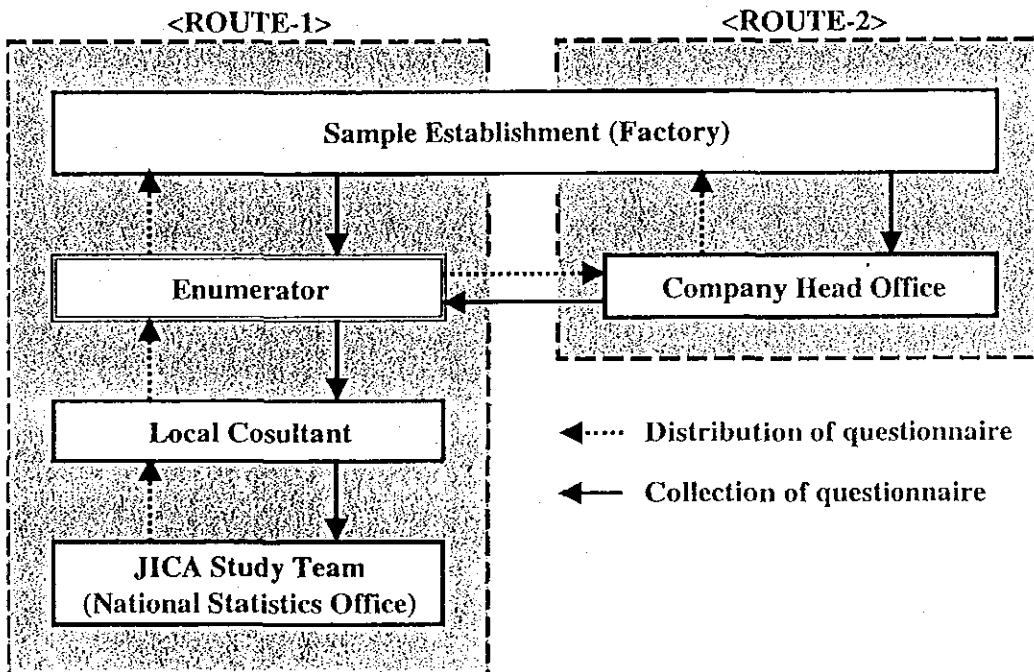
Note: The following sectors are merged: (1) 241 & 252, (2) 321, 323 & 324, and (3) 341-2, 343, 351-3 & 359.

4-6 Questionnaire Design and Distribution/Collection Routes

As mentioned earlier, 23 forms of questionnaire were prepared to cover 22 sectors. Sample questionnaires are attached in Annex 2. Note (1) physical layout of questionnaires for the pretest survey is subject to adjustment at the later stage taking into account the implementation scheme of the CSP, and (2) respondents of sample establishments will not be requested to sign the questionnaire. This is to encourage them to respond.

While the pretest survey will hire a local consultant to distribute and collect questionnaires, distribution and collection routes will be basically same as those for the CSP. As shown in Fig.5, the local consultant will choose Route 1 (Enumerators will distribute questionnaires to sample establishments.) or Route 2 (Questionnaires will be distributed to company head offices which will distribute them to sample establishments [factories].). Completed questionnaires will be managed by the JICA Study Team (implementation body) to keep confidentiality of information on individual enterprises.

Fig.5 Questionnaire Distribution/Collection Routes for the Pretest Survey



4-7 General Description of Activities and Division of Responsibility at Each Stage of the Pretest Survey

Preparation Stage

(1) Preparation of survey tools

The JICA Study Team and the NSO will jointly prepare the following survey tools:

- a. Questionnaires designed for target sectors;
- b. Instructions for filling out the questionnaire;
- c. List of sample establishments by sector;
- d. Enumerators' manual; and
- e. Examination manual.

Execution Stage

(2) Distribution and collection of questionnaires

The local consultant will be responsible for distribution and collection of questionnaires at the execution stage.

It will send enumerators to each sample establishment in early January 2001 to distribute questionnaires as well as to provide detailed explanation on the pretest survey and confirm a contact person.

Questionnaires will be collected by enumerators who visit sample establishments or company head offices, and basically, use of fax or e-mail is not accepted. At the time of collection, enumerators will check the establishment ID and survey items that are prone to incorrect entry. For some of the sample establishments, members of the JICA Study Team or the NSO staff will accompany enumerators.

To maximize the response rate, enumerators are required to contact respondents after distribution of questionnaires to remind them of the submission period.

(3) Collection of comments and advice

The enumerators will collect the comments and advice from the sample establishments on the adequacy of selection of commodities for finished products and raw materials, and measuring units.

(4) Data input

The local consultant will input data on individual establishments (production, shipment, inventory, etc.) filled out on the collected questionnaires to the computer

of the JICA Study Team, after preliminary examination is carried out for each completed questionnaire.

(5) Tabulation

The local consultant will print out computer data on sample establishments in a format specified by the JICA Study Team ("examination table"). The examination tables will be submitted with original completed questionnaires to the JICA Study Team. The examination table will be used for subsequent examination and editing.

(6) Examination and editing

The JICA Study Team and the NSO will examine and edit data on the basis of the examination table for completeness and consistency, including balance among production, shipment and inventory, the ratio of individual commodity to total, and the rate of increase/decrease from previous month. Any doubtful figures found in the process are confirmed to respondents and are corrected as required.

At this stage, unreported data are estimated as far as possible by using, for instance, the previous month data, the growth rate of other establishments in the same sector, or other applicable methods.

Follow-up Stage

(7) Calculation and analysis

The JICA Study Team and the NSO will perform calculation and analysis of data obtained from the pretest survey, e.g., construction of summary tables by sector and commodity, and cross tabulation by enterprise size.

Note that no index will be calculated due to the absence of weight for individual commodities.

The results of the pretest survey will only be used for designing of the CSP by the NSO and the JICA Study Team, and will not be disseminated to any other parties.

4-8 Implementation Schedule for the Pretest Survey

See Table 6.

Table 6 Implementation Schedule for the Pretest Survey

	2000				2001				
	9	10	11	12	1	2	3	4	5
Commodity selection for priority sectors	[Bar]								
Interview survey to the industry	[Bar]								
Establishment selection for priority sectors		[Bar]							
Questionnaire form design	[Bar]								
Commodity selection for other sectors		[Bar]							
Establishment selection for other sectors			[Bar]						
Manual preparation	[Bar]								
Presentation of pretest survey to public and private sectors			[Box]						
Printing of questionnaires			[Box]						
Invitation for quotation from local consultants			[Box]						
Evaluation of quotations from local consultants			[Box]						
Contract signing with local consultant			[Box]						
Guidance to local consultant			[Box]						
Training to enumerators*			[Box]						
Distribution of questionnaires*				[Bar]					
Collection of questionnaires*					[Bar]	[Bar]	[Bar]	[Bar]	
Data encoding*						[Bar]	[Bar]	[Bar]	[Bar]
Tabulation*						[Bar]	[Bar]	[Bar]	[Bar]
Data analysis							[Bar]	[Bar]	[Bar]

* By a local consultant

[Black Box] Work period of JICA Study Team in the Philippines

5. Verification Points at Each Stage of the Pretest Survey

Execution Stage

(1) Examining qualification of sample establishments in each sector

The local consultant will examine qualification of sample establishments according to the following criteria.

1) Those which do not produce commodities listed in the questionnaire due to bankruptcy or suspension for a long period of time;	} To be removed from the list.
2) Those which do not produce commodities listed in the questionnaire due to change in line of business;	
3) Those which produce only other commodities than listed in the questionnaire;	
4) Those which are specialized in recycling or repair, rather than manufacturing;	
5) Those which refuse responding to the questionnaire; and	} Not to be removed from the list.
6) Those which suspend operation temporarily due to strike or other reasons.	

The result of examination will be reported to the JICA Study Team and the NSO by the end of January 2001.

The JICA Study Team and the NSO will remove those establishments which correspond to above criteria 1) – 4) from the list of sample establishments, since they are unable or unsuitable to respond to the questionnaire. On the other hand, those which correspond to above 5) and 6) should be kept in the list and requested to respond to the questionnaire during the whole period of the pretest survey.

The JICA study team will record the percentage of those establishments, which will be used in the follow-up stage as an important information for study.

(2) Determining distribution and collection routes

The local consultant will confirm with each establishment whether the questionnaire should be directly distributed to or collected from the establishment or through the company head office, concurrently with confirmation of contact person at each sample establishment.

The result of confirmation will be reported to the JICA Study Team and the NSO by the end of January 2001.

- (3) Collecting feedback information on questionnaires and instructions from respondents

The JICA Study Team and the NSO will conduct a questionnaire survey to the respondents about the pretest survey to collect feedback information on questionnaires and instructions. The questionnaire will consist of the following questions. Also, interview survey will be conducted as required.

- 1) Do commodity items listed on the questionnaire cover major finished products and raw materials in the sector? Are measuring units appropriate?
- 2) Are survey items easy to understand and respond?
- 3) Are instructions to respondents easy to understand and follow?

- (4) Updating the collection record

The local consultant will record the number of days required for collection of each questionnaire, the number of questionnaires collected per day, and the number of calls made to request response, and will prepare and submit a monthly report to the JICA Study Team and the NSO.

The JICA Study Team and the NSO will, on the basis of the monthly report, calculate the average number of days required for collection, the daily collection rate and the reminder rate, which will be used in the follow-up stage.

- (5) Checking the enumerators' manual and the examination manual

The JICA Study Team and the NSO as users of the manuals will obtain feedback information from staff of the local consultant, as to whether these documents are easy to understand, what needs to be improved in the future, etc.

Follow-up Stage

- (6) Revision of questionnaires and instructions to respondents

The JICA Study Team and the NSO will, on the basis of feedback from respondents obtained in the execution stage, refine or revise surveyed commodities and survey items of questionnaires as well as instructions to respondents.

(7) Revision of the enumerators' manual and the examination manual

The JICA Study Team and the NSO will, on the basis of feedback from users obtained in the execution stage, refine or revise the enumerators' manual and the examination manual.

(8) Calculation and analysis of the pretest survey results

In performing calculation and analysis of the pretest survey results, the JICA Study Team and the NSO will, in addition to cross tabulation of various data, calculate the percentage of response by commodity and item to obtain the basis of evaluating appropriateness and workability of the questionnaire.

(9) Development of the optimum monthly work cycle

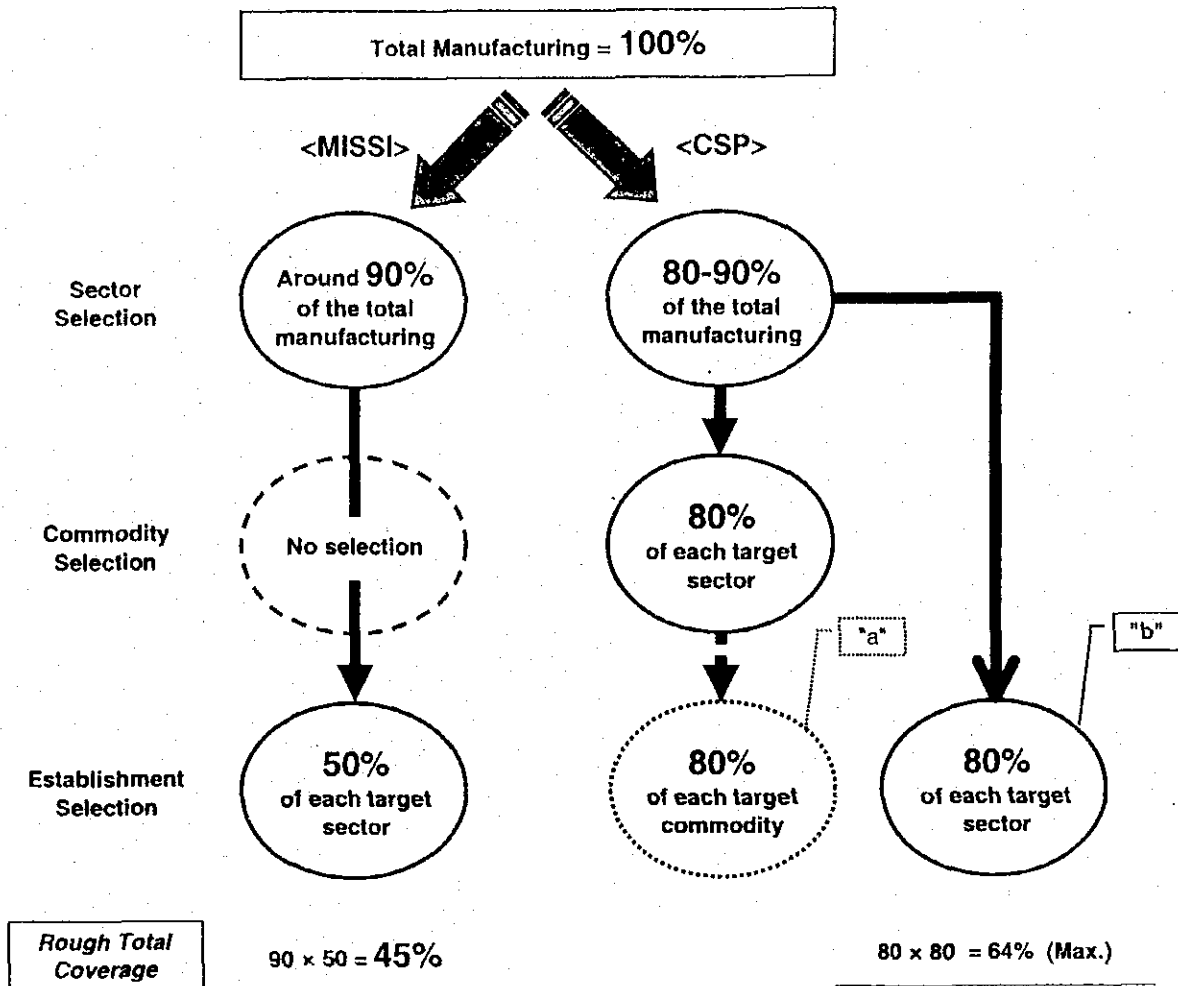
The JICA Study Team and the NSO will analyze various problems identified during the execution stage, related to the entire work cycle ranging from distribution and collection of questionnaires, data input, tabulation, examination and editing, calculation and analysis, including local requirements and conditions peculiar to the Philippines. It will then develop the feasible monthly work cycle for the CSP required to compile reliable production statistics without sacrificing timeliness of data availability.

(End)

[ANNEX 1]

**Selection of Sectors, Commodities and Establishments
to be Surveyed**

Fig.1 Target Selection and Coverage



Note 1: Coverage for CSP is based on Value Added .

Note 2: "Commodity" is defined as "Product included in the respective 5-digit PSIC".

Note 3: Procedure "b" for establishment selection

Objective of establishment selection is to cover 80% of target commodities.

All the establishments are classified by 5-digit PSIC according to the major activity, not by the commodity they produce. That is, those establishments which are not classified to the target 5 digit may produce target commodity, even if it is not their major activity.

Procedure "a" based on the target commodity could be done only when all the establishments were classified by commodity.

In order to play it safe under this situation, target establishments are selected from all the establishments under target sectors, 3-digit PSIC, applying the coverage of 80%. - **Procedure "b"**

Fig.2 Selection Flow for Target Sectors/Commodities/Establishments

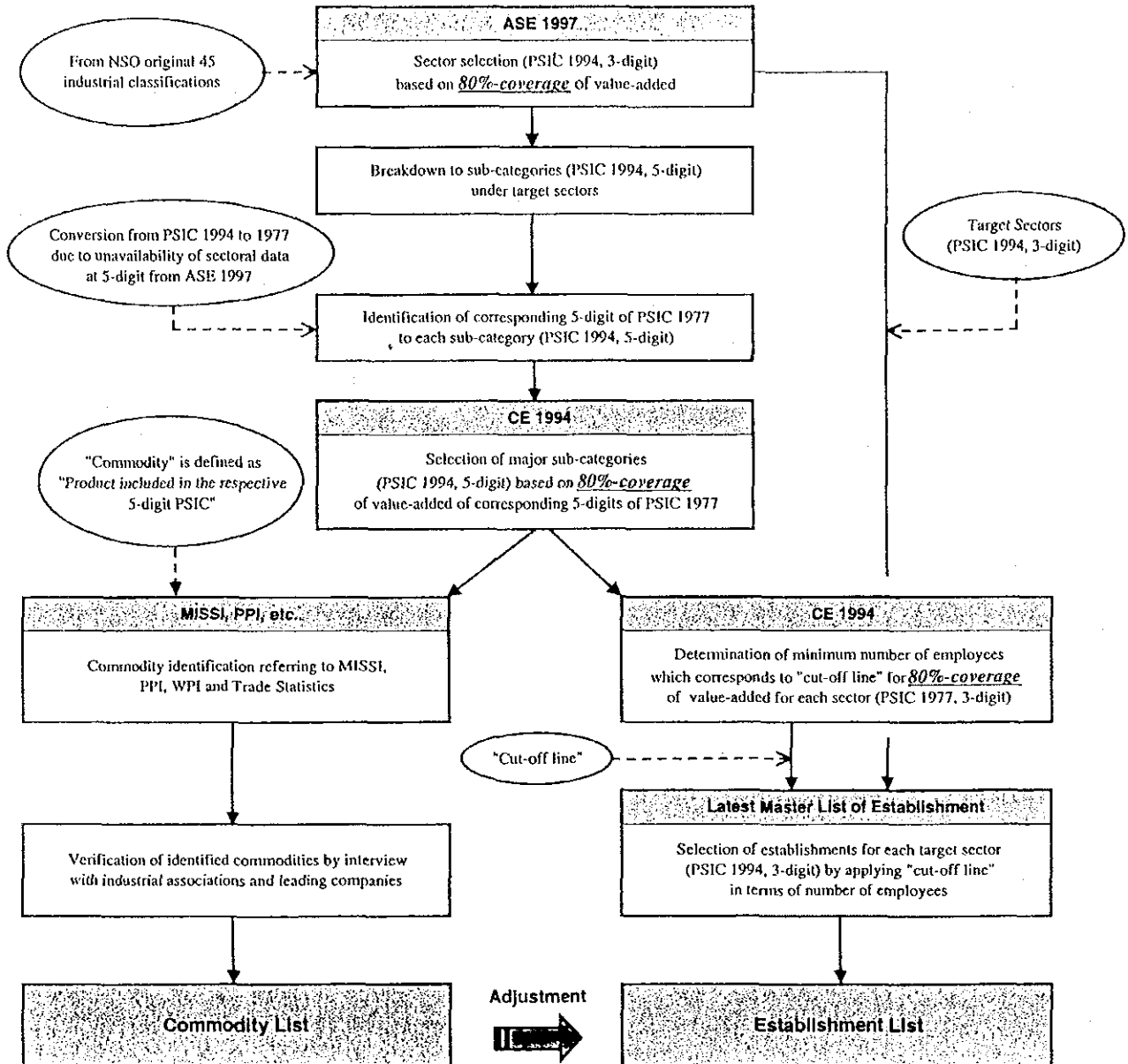


Table 1 WORKSHEET FOR SELECTION OF TARGET SECTORS BASED ON THE "ASE 1997"

ISIC 1994		Industry Description	MISSI's Coverage (*)		Share of 1.5% or more in Value-Added		Value-Added	
2-digit	3-digit		No.	(%)	No.	(%)	1,000 Pesos	(%)
		TOTAL	37	(89.0)	19	(80.2 %)	473,189,299	(100.0)
1)	15	1) 151 PRODN. PROCG & PRESERVATION OF MEAT, FISH & OTHER SEAFOODS, FRUITS, VEG OILS & SLAUGHTERING & MEAT PACKING	▲	(6.4)	•	(6.4)	30,414,601	(6.4)
		2) 152 MFR OF DAIRY PRODUCTS	▲	(1.6)	•	(1.6)	7,592,858	(1.6)
		3) 154 MFR OF STARCHES & STARCH PRODUCTS, PREPARED ANIMAL FEEDS, & GRAIN MILL	▲	(1.3)			5,999,583	(1.3)
		4) 155 MFR OF BEVERAGES	▲	(6.3)	•	(6.3)	30,012,974	(6.3)
		5) 156 MFR OF BAKERY PRODUCTS	▲	(0.9)			4,043,795	(0.9)
		6) 157 MFR OF SUGAR	▲	(1.4)			6,490,319	(1.4)
		7) 158 PRODN OF CRUDE COCONUT OIL, COPRA CAKE, MEALS & PELLETS	▲	(0.6)			2,830,340	(0.6)
		8) 153,159 RICE & CORN MILLING, MFR OF OTHER FOOD PRODUCTS			•	(6.2)	29,237,757	(6.2)
2)	16	9) 160 MFR OF TOBACCO PRODUCTS	▲	(4.3)	•	(4.3)	20,242,325	(4.3)
3)	17	10) 171 SPINNING, WEAVING & FINISHING OF TEXTILES	▲	(1.1)			5,295,722	(1.1)
		11) 172-174 MFR OF OTHER TEXTILES	▲	(1.0)			4,501,915	(1.0)
4)	18	12) 181 READY-MADE GARMENTS MFG	▲	(3.1)	•	(3.1)	14,765,545	(3.1)
		13) 182,189 CUSTOM TAILORING & DRESSMAKING; MFR OF WEARING APPAREL, N.E.C.					4,329,312	(0.9)
5)	19	14) 191-192 TANNING & DRESSING OF LEATHER, MFR OF LUGGAGE, HANDBAGS & FOOTWEAR	▲	(0.7)			3,219,833	(0.7)
6)	20	15) 201-202 MFR OF WOOD, WOOD PRODUCTS & CORK, EXCEPT FURN; MFR OF ARTICLES OF BAMBOO, CANE, RATTAN & THE LIKE, & PLATING MATL.	▲	(0.9)			4,389,636	(0.9)
7)	21	16) 210 MFR OF PULP, PAPER, & PAPERBOARD	▲	(1.9)	•	(1.9)	9,212,557	(1.9)
8)	22	17) 221 PUBLISHING	▲	(0.5)			2,572,926	(0.5)
		18) 222-223 PRINTING, PUBLISHING & PRINTING ACTIVITIES	▲	(0.7)			3,357,880	(0.7)
		19) 224 REPRODUCTION OF RECORDED MEDIA					3,764	(0.0)
9)	23	20) 232 MFR OF REFINED PETROLEUM PRODUCTS	▲	(11.9)	•	(11.9)	56,375,208	(11.9)
		21) 231,239 MFR OF COKE OVEN PRODUCTS	▲	(0.1)			565,251	(0.1)
10)	24	22) 241 MFR OF BASIC CHEMICALS	▲	(1.8)	•	(1.8)	8,503,341	(1.8)
		23) 242,243 MFR OF OTHER CHEMICALS PRODUCTS, MFR OF MAN-MADE FIBERS	▲	(7.4)	•	(7.4)	35,228,296	(7.4)
11)	25	24) 251 MFR OF RUBBER PRODUCTS	▲	(0.4)			1,975,328	(0.4)
		25) 252 MFR OF PLASTIC PRODUCTS	▲	(2.2)	•	(2.2)	10,297,613	(2.2)
12)	26	26) 261 MFR OF GLASS & GLASS PRODUCTS	▲	(0.7)			3,227,738	(0.7)
		27) 262 MFR OF CEMENT	▲	(2.8)	•	(2.8)	13,361,725	(2.8)
		28) 269 MFR OF NON-METALLIC MINERAL PROD, N.E.C.	▲	(1.1)			5,385,168	(1.1)
13)	27	29) 271 MFR OF BASIC IRON & STEEL	▲	(3.0)	•	(3.0)	14,274,983	(3.0)
		30) 272 MFR OF BASIC PRECIOUS & NON-FERROUS METALS	▲	(1.0)			4,722,371	(1.0)
		31) 273 METAL CASTING					2,711,762	(0.6)
14)	28	32) 281,289 MFR OF FABRICATED METAL PRODUCTS EXCEPT MACHINERY & EQUIPMENT	▲	(1.6)	•	(1.6)	7,637,317	(1.6)
15)	29	33) 291-294 MFR OF MACHINERY & EQUIPMENT, N.E.C.	▲	(1.2)			5,621,813	(1.2)
16)	30	34) 300 MFR OF OFFICE, ACCOUNTING & COMPUTING MACHINERY			•	(1.5)	6,993,548	(1.5)
17)	31	35) 311-312 MFR OF ELECTRIC MOTORS, GENERATORS, & TRANSFORMERS; MFR OF ELECTRICITY DISTRIBUTION & CONTROL APPARATUS	▲	(0.5)			2,222,705	(0.5)
		36) 313 MFR OF INSULATED WIRE & CABLES	▲	(0.8)			3,612,100	(0.8)
		37) 314-319 MFR OF ACCUMULATORS, PRIMARY CELLS, PRIMARY BATTERIES, LIGHTING EQPT, ELEC LAMPS & OTHER ELEC EQPT, N.E.C.	▲	(1.9)	•	(1.9)	9,143,350	(1.9)
18)	32	38) 321-323 MFR OF ELECTRONIC VALVES & TUBES; SEMI-CONDUCTOR DEVICES & OTHER ELECNC COMPONENTS; MFR OF TV & OTHER RADIO TRANSmitters & APPARATUS FOR THE TELEPHONY & LINE TELEGRAPHY	▲	(9.0)	•	(9.0)	42,560,248	(9.0)
		39) 324 MFR OF TV & RADIO RECEIVERS, SOUND OR VIDEO RECG OR REPROD APPARATUS & ASSOCIATED GOODS					3,923,848	(0.8)
19)	33	40) 331-333 MFR OF MEDICAL PRECISION & OPTICAL INSTRUMENTS, WATCHES, & CLOCKS					5,016,573	(1.1)
20)	34	41) 341-343 MFR OF MOTOR VEHICLES, TRAILERS & SEMI-TRAILERS	▲	(5.5)	•	(5.5)	26,252,274	(5.5)
21)	35	42) 351-359 MFR OF OTHER TRANSPORT EQUIPMENT	▲	(1.5)	•	(1.5)	7,186,245	(1.5)
22)	36	43) 360 MFR & REPAIR OF FURNITURE	▲	(0.8)			3,598,258	(0.8)
23)	37	44) 371-372 RECYCLING OF METAL, & NON-METAL WASTE & SCRAP					13,439	(0.0)
24)	39	45) 391-399 MFR OF JEWELRY, MUSICAL INSTRUMENTS, SPORTS GOODS, GAMES & TOYS & OTHER RELATED GOODS, N.E.C.	▲	(0.9)			4,264,653	(0.9)

(*) Estimated by JICA Study Team. The 1994-based MISSI consists of 20 "major sectors".

Memorandum for Interview on Commodity Selection (Sample)

Request for Opinions on a Selection of Representative Commodities

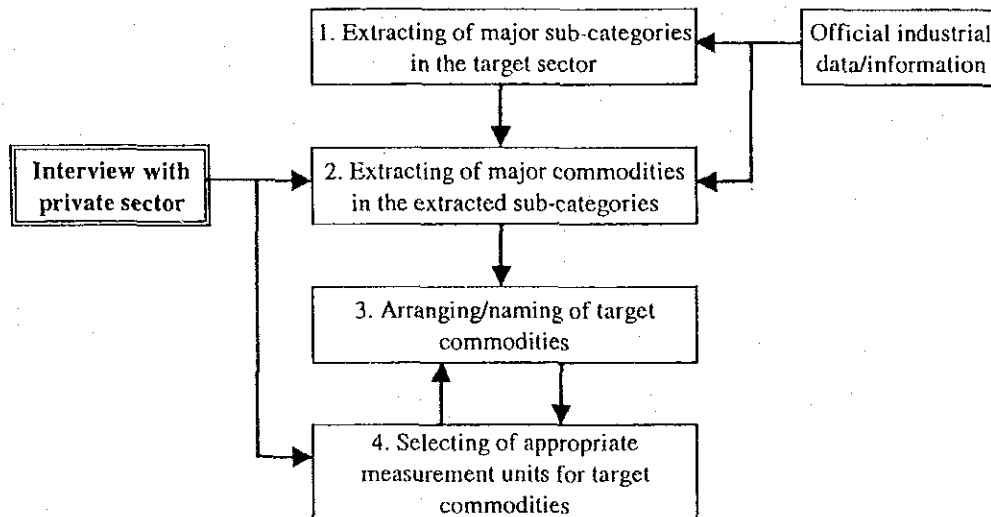
1. Target Sector

PSIC 1994, Group-151:

“Production, processing and preservation of meat, fish and other seafoods, fruit, vegetables, oils and fats, including and meat packing.”

2. Procedure of Commodity Selection & purposes of the interview

Fig.3 Procedure of Commodity Selection



Please, see **Table 2** and **3** for the details of selection.

Through this interview, we would like to obtain opinions/information of the private sector mainly on:

- 1) What are major commodities (manufacturing products);
- 2) What is an appropriate measurement unit for the actual figure of production, shipment and inventory of each commodity.

3. Tentative Selection of Representative Commodities in the Target Sector

Names

Measurement units

- 1) **Dressed/packed meat** ----- *Ton*
Including: Dressed or packed meat of cattle, hogs, sheep, goats, horses, poultry, rabbits, game or other animals.

- 2) **Preserved/prepared meat and meat products** ----- *Ton*
Including: Chilled or frozen meat or poultry; preserved and prepared meat and meat products by such processes as drying, smoking, salting, immersing in brine or canning.

- 3) **Canned/packed fish and other aquatic animals** ----- *Ton*
Including: Canned/packed fish, crustaceans and mollusks, and other aquatic animals.

- 4) **Canned/packed fruits and fruit juices** ----- *Kilo liter*
Including: Canned packed fruits and fruit juices.

- 5) **Fruit and vegetable sauces** ----- *Kilo liter*
Including: Fruit and vegetable sauces (e.g., tomato sauce and paste).

- 6) **Flour of potato and wheat** ----- *Ton*
Including: Flour products except cassava.

- 7) **Coconuts and vegetable oil and margarine** ----- *Ton*
Including: Refined coconut oil and vegetable oil (including corn oil), and margarine

4. Request for Opinions/information

- 1) The above-listed commodities are representative ones in terms of production or shipment in the Philippines?
- 2) The naming of commodities is easy to understand for respondents (=manufacturers)?
- 3) The measurement units are appropriate for the commodities?

Table 2 Selection of Major Sub-categories in the Target Sector 151

Target Sector 151: Production, processing and preservation of meat, fish and other seafoods, fruit, vegetables, oils and fats, including slaughtering and meat packing

(Unit: Employees or 1,000 Pesos)

TARGET "SECTOR" < 3-digit of PSIC 1994 > Industry Description	SUB-CATEGORIES								
	< 4-digit of PSIC 1994 > Industry Description	< 5-digit of PSIC 1994 > Industry Description	< 5-digit of PSIC 1977 > Industry Description	Data from 1994 Census of Establishments (Manufacturing)					
				Total Employment (%)	Value of Output (%)	Value-Added (%)			
151: Production, processing and preservation of meat, fish and other seafoods, fruit, vegetables, oils and fats, including slaughtering and meat packing	1511: Slaughtering and meat packing	15110: Slaughtering and meat packing	31113: DRESSING AND PACKING OF POULTRY INCLUDING RABBIT	2,110 (3.8)	4,583,908 (8.7)	1,231,757 (9.3)			
	1512: Production, processing and preserving of meat and meat products	15120: Production, processing and preserving of meat and meat products	31114: MEAT PROCESSING, CURING, PRESERVING AND CANNING	9,896 (16.2)	8,721,854 (16.6)	2,005,943 (15.1)			
	1513: Processing and preserving of fish and fish products and other seafoods	15131: Canning/packing of fish and other marine products	151311: CANNING OF FISH AND OTHER MARINE PRODUCTS	31151: CANNING OF FISH AND OTHER MARINE PRODUCTS	11,519 (20.9)	5,210,250 (9.9)	1,163,319 (8.8)		
			151312: Drying of fish and other marine products	31152: DRYING OF FISH AND OTHER MARINE PRODUCTS	1,916 (3.5)	1,061,519 (2.0)	181,216 (1.4)		
			151313: Smoking of fish and other marine products	31153: SMOKING OF FISH AND OTHER MARINE PRODUCTS	38 (0.1)	884 (0.0)	498 (0.0)		
			151314: Manufacture of fish paste (bagoong) and fish sauce (patis)	31154: MFR OF FISH PASTE (BAGOONG) AND FISH SOUCE (PATIS)	620 (1.1)	174,083 (0.3)	71,364 (0.5)		
			151315: Processing of seaweeds; manufacture of agar-agar or carrageenan	31155: MFR OF DRIED AGAR-AGAR (GULAMAN)	275 (0.5)	330,494 (0.6)	43,646 (0.3)		
			151316: Production of fishmeal/prawn feeds	31282: MANUFACTURE OF FISH MEAL FEED	190 (0.3)	413,450 (0.8)	60,743 (0.5)		
			151317: Manufacture of unprepared animal feeds from fish, crustaceans and mollusks and other aquatic animals	31284: MFR OF UNPREPARED ANIMAL FEEDS	s (---)	s (---)	s (---)		
			151319: Processing, preserving and canning of fish, crustacean and other sea foods, n.e.c.	31159: PROCG, PRESERVING AND CANNING OF FISH, CRUSTACEAN AND OTHER SEAFOODS, N.E.C.	4,607 (8.4)	4,786,270 (9.1)	418,086 (3.1)		
			1514: Processing and preserving of fruits and vegetables	15141: Canning/packing and preserving of fruits and fruit juices	151411: CANNING AND PRESERVING OF FRUITS AND FRUIT JUICES	31141: CANNING AND PRESERVING OF FRUITS AND FRUIT JUICES	15,844 (28.8)	8,982,635 (17.1)	4,789,770 (36.0)
					151412: Canning/packing and preserving of vegetables and vegetable juices	31142: CANNING & PRESERVING OF VEGETABLES & VEGETABLE JUICES	244 (0.4)	429,943 (0.8)	213,429 (1.6)
	151413: Manufacture of fruit and vegetable sauces	31143: MANUFACTURE OF FRUIT AND VEGETABLE SAUCES			2,139 (3.9)	1,321,433 (2.5)	399,262 (3.0)		
	151414: Quick-freezing of fruits and vegetables	31144: QUICK-FREEZING OF FRUITS AND VEGETABLES			s (---)	s (---)	s (---)		
	151415: Manufacture of potato flour and meal	31190: FLOUR MILLING, EXCEPT CASSAVA			2,703 (4.9)	10,187,649 (19.4)	1,455,992 (10.9)		
	1515: Manufacture of vegetable and animal oils and fats	15151: Production of crude vegetable oil, cake and meals, other than crude coconut oil, copra cake, meals and pellets			151511: PRODUCTION OF CRUDE VEG OIL, CAKE & MEAL, EXCEPT COCONUT OIL	31171: PRODUCTION OF CRUDE VEG OIL, CAKE & MEAL, EXCEPT COCONUT OIL	1,518 (2.8)	1,492,047 (2.8)	312,831 (2.4)
			151512: Manufacture of refined coconut and other vegetable oil and margarine	31172: MANUFACTURE OF REFINED COCONUT AND VEG OIL AND MARGARINE	2,423 (4.4)	4,884,010 (9.3)	958,037 (7.2)		
			151513: Manufacture of fish oil and other marine animal oils	31173: MANUFACTURE OF FISH OIL AND OTHER MARINE ANIMAL OILS	na (---)	na (---)	na (---)		
			151514: Manufacture of unprepared animal feeds from vegetable, animal oils and fats	31284: MFR OF UNPREPARED ANIMAL FEEDS	s (---)	s (---)	s (---)		
			151519: Manufacture of vegetable and animal oil and fats, n.e.c.	31179: MANUFACTURE OF VEG AND ANIMAL OILS AND FATS, N.E.C.	s (---)	s (---)	s (---)		
	TOTAL				55,042 (100.0)	52,580,429 (100.0)	13,307,893 (100.0)		

Note: "S" means suppressed data to avoid disclosure of individual establishment information, and "na" means unavailable data.

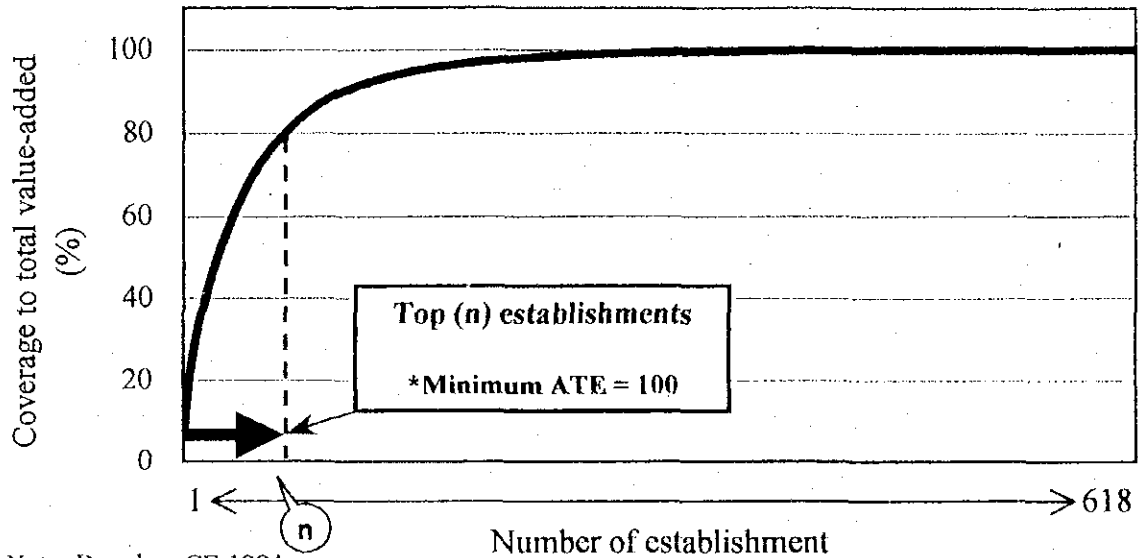
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Major Sub-category (1994 PSIC 5-digit)		Commodities reported to MISSI		Commodities reported to PPI		Commodities reported to WPI		Export Goods (Jan-Jun 2000)			
Industry Description	Commodity Description	Name	Frequency (*)	Name	Unit	Name	Unit	Name	FOB (US\$)		
15120: Slaughtering and meat packing	Dressed or packed meat of cattle, hogs, sheep, goats, horses, poultry, rabbits, game or other animals, including whales processed on land or on vessels specialized for this work	Dressed chicken	12	Dressed chicken	kilo						
		Beef loaf	12	Fresh chicken	per kilo	Poultry	kg or pieces				
15120: Production, processing and preserving meat and meat products	Chilled or frozen meat or poultry; preserved and prepared meat and meat products by such processes as drying, smoking, salting, immersing in brine or canning	Cooked ham	12	Hotdog	per kilo	Ham	kg				
		Bacon	12	Bacon	per 200 gm	Bacon	kg				
		Chorizo	12								
		Corned beef	12	Corned Beef	per case			Corned beef	50,408		
		Processed meat	12								
		Canned meat	12								
		Sausages	24	Sausage	per case	Sausage	kg	Sausage	78,832		
15131: Canning/packing of fish and other marine products	Canned/packed fish, crustaceans and mollusks, and other aquatic animals	Tuna	12	Canned Tuna	48 cans/case	Canned tuna	case	Processed/canned tuna	41,948,674		
		Sardines	24	Sardines	50 cans/case	Canned sardine	case	Processed/canned sardine	924,884		
		Canned fish	12								
		Marine frozen	24								
				Squid	1 ctn = 8 kgs			Fresh or frozen fish	case	Processed/canned squid/octopus	6,083,962
				Shrimp	1.3 kg x 6					Processed/canned shrimp	62,044,961
										Processed/canned bonito	25,028,673
										Processed/canned mackerel	508,579
										Processed/canned herring	44,432
										Processed/canned shell	6,083,962
15141: Canning/packing and preserving of fruits and fruit juices	Canned/packed fruits and fruit juices	Processed fruits	12					Processed/canned banana	9,091,825		
		Fruits juice	12	Pine juice	12/case	Pineapple juice	case				
		Canned pineapple	12	Pineapple juice canned	case	Canned & preserved fruits	case	Processed/canned pineapple	43,565,788		
				Pineapple tidbits	case	Pineapple slice	case				
				Powdered Juice Drink	24 pouch/case						
				Fiesta Fruit Cocktail	24/case			Fruit cocktail	???	Calamansi juice	134,286
								Guava jelly	case		
								Preserved mango	case	Processed/canned mango	1,335,378
15143: Manufacture of fruit and vegetable sauces	Fruit and vegetable sauces (e.g., tomato sauce and paste)	Tomato sauce	12	Tomato sauce	48/case	Tomato sauce	case				
		Spaghetti sauce	12	Spaghetti Sauce	48/case						
		Ketchup	12			Ketchup	case	Ketchup	658,202		
		Tomato paste	12								
		Soy sauce	12			Soy sauce	case	Soya sauce	1,090,643		
15145: Manufacture of potato flour and meal	Flour products except cassava	Flour	12					Potato flour	62,080		
		Corn grits	12					Wheat flour	22,507		
15152: Manufacture of refined coconut and other vegetable oil and margarine	Refined coconut oil and vegetable oil (including corn oil), and margarine			Vegetable shortening	kilo	Vegetable lard	case	vegetable oil	1,258,834		
				Edible Oil	kilogram	Cooking oil	case				
				Acid Oil	kilogram						
				Coconut edible oil	case			Coconut oil	9,534,862		
						Margarine	case	Cocoa butter, oil/fat	3,334,224		

* "Frequency" means how many times each commodity was reported to MISSI in 1999.

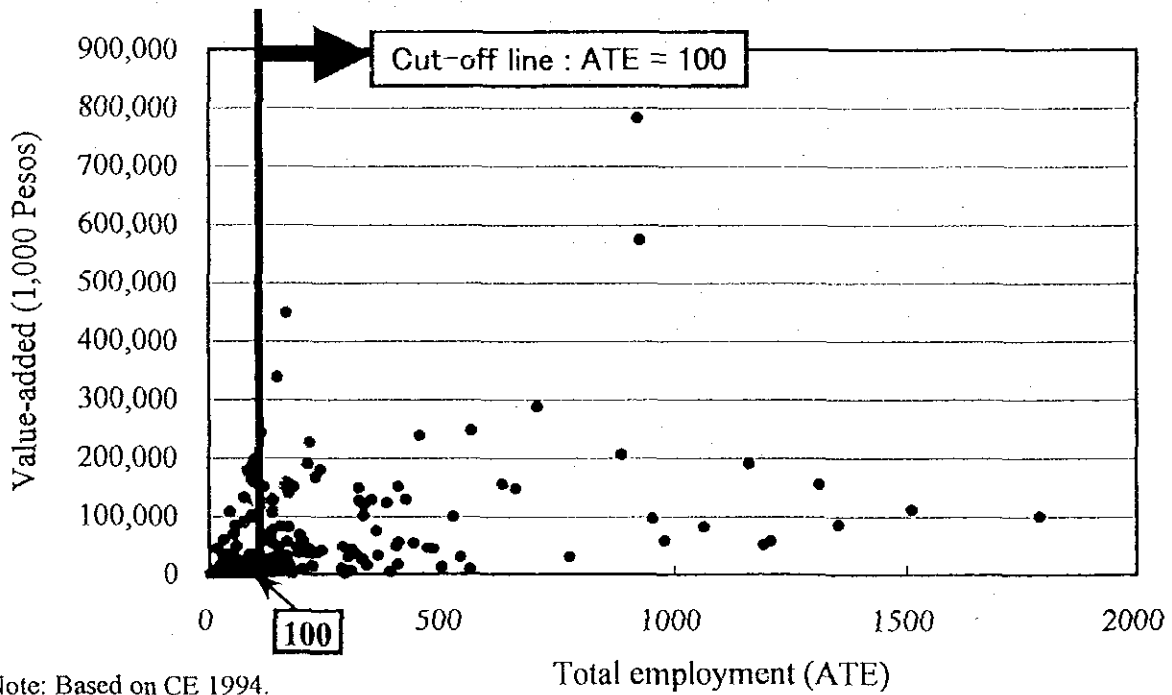
Fig.4 Cumulative Coverage and Cut-Off Line

a. Cumulative Coverage to Total Value-added in the Sector 151



Note: Based on CE 1994.

b. Value-added and Total Employment in the Sector 151



Note: Based on CE 1994.

[ANNEX 2]

Sample Questionnaires

Pretest Survey for Development of Current Survey of Production (CSP)

Questionnaire No:	151-10	Sector:	Production, processing and preservation of meat, fish and other seafoods, fruit, vegetables, oils and fats
Establishment ID:		Reference Month / Year:	January / 2001
Please fill out by the 10th day of the next month.			

1. Finished Products			VOLUME							VALUE
Code	Name	Unit	Production (A)	Receipts (B)	Internal Consumption (X)	Shipment			Inventory at the end of month (F)	Production (1000 pesos) (G)
						Domestic Sales (C)	Export (D)	Others (E)		
101	Dressed / packed poultry	Ton								
102	Dressed / packed red meat	Ton								
103	Preserved / prepared poultry and poultry products	Ton								
104	Preserved / prepared red meat and red meat products	Ton								
105	Canned fish and other aquatic animals	Ton								
106	Packed fish and other aquatic animals	Ton								
107	Smoked / dried fish and other aquatic animals	Ton								
108	Canned / packed fruits	Ton								
109	Fruit and vegetable sauces	Ton								
110	Flour of potato and wheat	Ton								
111	Coconuts and vegetable oil	Ton								

2. Raw Materials		VOLUME	
Code	Name	Unit	Inventory at the end of month
			(H)
201	Poultry	Ton	
202	Red meat	Ton	
203	Fish and other aquatic animals	Ton	
204	Fruits and vegetables	Ton	

3. Monthly Production Capacity		VOLUME	
Code	Specification	Unit	Capacity (monthly)
			(I)
301	Filling capacity of canned / packed fish and other aquatic animals	Ton	
302	Filling capacity of fruit and vegetable sauces	Ton	
303	Milling capacity of flour of potato and wheat	Ton	
304	Canning / bottling capacity of coconuts and vegetable oil	Ton	

(J) Remarks (If there is substantial change in production, shipment or inventory compared to the previous month, please explain why.)

[CONTACT]

[ENUMERATOR] (Tel:)

Note: The Study Team of Japan International Cooperation Agency (JICA) guarantees the confidentiality of all information collected.

Pretest Survey for Development of Current Survey of Production (CSP)

Questionnaire No:	241-10	Sector:	Manufacture of basic chemicals
Establishment ID:		Reference Month / Year:	January / 2001
Please fill out by the 10th day of the next month.			

1. Finished Products			VOLUME							VALUE
Code	Name	Unit	Production (A)	Receipts (B)	Internal Consumption (X)	Shipment			Inventory at the end of month (F)	Production (1000 pesos) (G)
						Domestic Sales (C)	Export (D)	Others (E)		
101	Industrial gases	Cubic meter								
102	Organic acids and organic compounds	Ton								
103	Activated carbon	Ton								
104	Polyvinyl chloride (PVC)	Ton								
105	Polypropylene (PP)	Ton								

2. Raw Materials		VOLUME	
Code	Name	Unit	Inventory at the end of month
			(H)
201	Coconut oil	Ton	
202	Ethylene	Ton	
203	Propylene	Ton	
204	Chlorine	Ton	
205	Monomers	Ton	
206	Alumina	Ton	
207	Methanol	Ton	

3. Monthly Production Capacity		VOLUME	
Code	Specification	Unit	Capacity (monthly)
			(I)
301	Production capacity of industrial gases	Cubic meter	
302	Production capacity of organic acids and organic compounds	Ton	
303	Production capacity of activated carbon	Ton	
304	Production capacity of polyvinyl chloride (PVC)	Ton	
305	Production capacity of polypropylene (PP)	Ton	

(J) Remarks (If there is substantial change in production, shipment or inventory compared to the previous month, please explain why.)

[CONTACT]

[ENUMERATOR] (Tel:)

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Pretest Survey for Development of Current Survey of Production (CSP)

Questionnaire No:	341-10	Sector:	Manufacture of motor vehicles and bodies for motor vehicles
Establishment ID:		Reference Month / Year:	January / 2001
Please fill out by the 10th day of the next month.			

1. Finished Products			VOLUME					VALUE	
Code	Name	Unit	Production (A)	Receipts (B)	Shipment			Inventory at the end of month (F)	Production (1000 pesos) (G)
					Domestic Sales (C)	Export (D)	Others (E)		
101	Passenger cars	Units							
102	Utility vehicles	Jeeps including owner-type	Units						
103		Other utility vehicles	Units						
104	Trucks	Light trucks (3-6 tons)	Units						
105		Other trucks (over 6 tons)	Units						
106	Buses	Units							

2. Raw Materials		VOLUME	
Code	Name	Unit	Inventory at the end of month
			(H)
201	Brakes	1000 Units	
202	Gear boxes	1000 Units	
203	Radiators	1000 Units	
204	Wheel rims	1000 Units	
205	Wiring harness for automobiles	1000 Units	
206	Tires	1000 Units	
207	Batteries	1000 Units	

3. Monthly Production Capacity			VOLUME	
Code	Specification	Unit	Capacity (monthly)	
			(I)	
301	Producing capacity of passenger cars / utility vehicles	Units		

(J) Remarks (If there is substantial change in production, shipment or inventory compared to the previous month, please explain why.)

[CONTACT]
[ENUMERATOR] (Tel:)

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